

SUBSTITUTE TEACHER'S HANDBOOK 2021-2022 SCHOOL YEAR



LONGMEADOW PUBLIC SCHOOLS
535 BLISS ROAD
LONGMEADOW, MA 01106

(413)-565-4200

Table of Contents

TABLE OF CONTENTS	2
LONGMEADOW ADMINISTRATIVE PERSONNEL.....	3
DIRECTORY OF SCHOOLS	4
LONGMEADOW SCHOOL COMMITTEE	5
WELCOME	6
NOTIFICATION THROUGH ABSENCE MANAGEMENT	6
SALARIES.....	7
REPORTING TO THE SCHOOL.....	7
CONFIDENTIALITY:.....	7
DAILY PROGRAM	8
IN THE CLASSROOM.....	8
REPORTING AT THE END OF THE DAY	9
A FEW SUGGESTIONS	9
PAYROLL PROCESSING INFORMATION	10
LONGMEADOW PUBLIC SCHOOLS CALENDAR 2020-2021	11
PAYROLL CALENDAR 2021-2022 SUBSTITUTES.....	12
MAP OF LONGMEADOW	13

LONGMEADOW ADMINISTRATIVE PERSONNEL

CENTRAL OFFICE

(413) 565-4200 Fax (413) 565-4215

Superintendent of Schools.....Dr. M. Martin O'Shea
Assistant Superintendent for LearningMs. Susan Bertrand
Assistant Superintendent for Finance and Operations.....Mr. Thomas Mazza
Director of TechnologyMr. Nicholas Jorge
Administrative Assistant to the Superintendent Ms. Dianne Georgantas
Admin. Assistant to the Assistant Superintendent for Learning.....Ms. Tammy Filiault
Assistant to Business Manager.....Ms. Mary Talbot-Barry
Assistant Bookkeeper.....Ms. Christine Fontaine

PUPIL SERVICES

(413) 565-4210

Director of Pupil ServicesMs. Jean Fontaine
Secretary to Director of Pupil Services.....Ms. Pamela Josefiak
Secretary.....Ms. Beatrice Paradis

HUMAN RESOURCES DEPARTMENT

(413) 565-4128

Fax: (413) 565-4372

Town of Longmeadow

735 Longmeadow St., Suite 102

Longmeadow, MA 01106

Human Resources ManagerMs. Erica Gelinas
Assistant Human Resources Manager
Benefits Administrator.....Ms. Jocelyn Sanchez
Lobby hours: Monday - Thursday 8:15 - 4:30, Friday 8:15 - noon

DIRECTORY OF SCHOOLS

REPORT TO:

BLUEBERRY HILL SCHOOL (Grades K - 5)

275 Blueberry Hill Road
Longmeadow, MA 01106
413-565-4280, FAX - 413-565-4283
SCHOOL HOURS: 8:35 - 2:45
STAFF HOURS: 8:30 - 3:00
Ms. Amy Stec, Principal

MARIE SICKMAN, Secretary

CENTER SCHOOL (Grades K - 5)

837 Longmeadow Street
Longmeadow, MA 01106
413-565-4290
SCHOOL HOURS: 8:35 - 2:45
STAFF HOURS: 8:30 - 3:00
Ms. Donna Hutton, Principal

AMY TYLER, Secretary

WOLF SWAMP ROAD SCHOOL (Grades PK - 5)

62 Wolf Swamp Road
Longmeadow, MA 01106
413-565-4270, FAX - 413-565-4273
SCHOOL HOURS: 8:35 - 2:45
STAFF HOURS: 8:30 - 3:00
Mr. Jared Materas, Principal

LOUISE STIERER, Secretary

GLENBROOK MIDDLE SCHOOL (Grades 6 - 8)

110 Cambridge Street
Longmeadow, MA 01106
413-565-4250, FAX - 413-565-4277
SCHOOL HOURS: 8:25 - 2:50
STAFF HOURS: 8:20 - 3:00
Ms. Nikcole Allen, Principal

ANGELA SILVA, Secretary

WILLIAMS MIDDLE SCHOOL (Grades 6 - 8)

410 Williams Street
Longmeadow, MA 01106
413-565-4260
SCHOOL HOURS: 8:25 - 2:50
STAFF HOURS: 8:20 - 3:00
Dr. Elizabeth Nelson, Principal

JUDY DOWNIE, Secretary

LONGMEADOW HIGH SCHOOL (Grades 9 - 12)

95 Grassy Gutter Road
Longmeadow, MA 01106
413-565-4220, FAX - 413-565-4233
SCHOOL HOURS: 7:39 - 2:15
STAFF HOURS: 7:30 - 2:45
Mr. Thomas Landers, Principal

VICTORIA MCDONALD, Secretary

LONGMEADOW SCHOOL COMMITTEE
2021-2022

Kevin Shea, Chairperson

Bronwyn Monahan, Vice Chair

Nicole Choiniere, Clerk

Susan Bell

Mary Keane

Jamie Hench

Gianna Allentuck

WELCOME

Welcome to Longmeadow Public Schools. We are excited to have you assist in the education of our students. Please familiarize yourself with this handbook.

If you have any questions or concerns, please do not hesitate to contact the school principal or the Assistant Superintendent for Learning.

We look forward to working with you and wish you much success!

NOTIFICATION THROUGH ABSENCE MANAGEMENT

Absence Management is a web based substitute phone calling system. It will allow you to customize your schedule, find jobs 24/7 and view your schedule in advance.

You will receive an e-mail with instructions as to how to log into ABSENCE MANAGEMENT along with your PIN. Once you login, please review the User's Manual section of the web page.

There are two ways to get jobs.

Phone - the system will call you (not Longmeadow Public Schools). The usual call times are: the day before the assignment from 6:00pm - 10 p.m., or the day of the assignment between 6:00a.m. and 8:00 a.m. The substitute teacher is given all information necessary for the assignment. Or you may call into ABSENCE MANAGEMENT at 1-800-942-3767 to search for potential jobs.

Internet - the substitute may also go on-line to the ABSENCE MANAGEMENT website at www.aesonline.com to search for jobs.

If you are unable to fulfill an accepted job, you may cancel your assignment in ABSENCE MANAGEMENT by 6:00 AM. If possible, please contact the school where your assignment was and let them know you are unable to fulfill the assignment.

PLEASE NOTE: Absence Management relies on you being available at all times. If there are days you are not available, you must enter those days as NON WORK days. To remain active as a substitute you must enter any work NON WORK days in Absence Management. This is especially important if you are a college student and will not be available for large periods of time. If your schedule shows you are available and you do not accept any work for 30 or more days, you will be listed as inactive. You must contact the Office of the Assistant Superintendent to be reinstated. If you do not contact the Office of the Assistant Superintendent within 90-days of deactivation, you will be considered to have voluntarily resigned and must reapply if you wish to return to subbing.

SALARIES

Day-to-day substitute teachers receive a daily salary of \$100.00 for a full day/\$50.00 for a half day. Para Educators (Individual Resource Room and Kindergarten Assistants) receive a daily salary of \$85.00 for a full day, \$42.50 for a half day. Nurse subs receive \$195.00 for a full day, \$97.50 for a half day.

REPORTING TO THE SCHOOL

1. The work day, including scheduled coverage such as lunch, corridor and bus duty, is to be the same as that of the classroom teacher unless otherwise indicated by the building principal. Early arrival can provide opportunities for the discussion of plans with the principal and other teachers in the building. Please sign in with the secretary in each building. The substitute is expected to be on the premises during the following times:

Elementary school staff hours are: 8:25-3:15

Middle school staff hours are: 8:15-3:20

High school staff hours are: 7:30-2:45

Do not leave the classroom or building you are working in without first notifying the principal. You are expected to remain in the school until the end of the day.

2. In cases of late notification, arrive at school as early as possible, go directly to the main office and check in with the secretary.

3. At the elementary and middle schools, before going to the classroom, check the regular teacher's mailbox for messages or appointments. The principal should be notified about appointments or messages for the regular classroom teacher.

CONFIDENTIALITY:

The substitute has a professional obligation to the regular teacher, the classroom, the school, and the district. Extreme caution should be used in expressing personal reactions and opinions about what is heard and seen in the classroom and school in which the substitute teaches. Any information about the students must be treated as confidential. A substitute should avoid discussing the personalities and abilities of pupils, groups, teachers, and principals. Adaptability to each unique situation is a necessary characteristic of the substitute teacher.

DAILY PROGRAM

1. Your responsibility in carrying out the daily program is the same as that of the regular classroom teacher. You need to remain in the building until the end of the day.
2. Locate the plan book, seating chart or other method of identifying students, and instructions for the fire drill procedures. These items should be in every classroom.
3. Check the daily schedule. The more familiar you can become with the schedule, the better your classroom control will be. We are suggesting that you do not leave the building during your preparation period because your presence may be needed by the principal in case of an emergency. Inform the office if you must leave.
4. The plan book or lesson plans given to or left for you will indicate what you are to teach; read the material carefully. Locate the textbooks and other teaching materials noting the proper pages. If audio visual materials are to be used, or material is to be duplicated, locate and become familiar with necessary equipment or seek any needed assistance. Students respond best to regular routine. Classroom control can suffer if the substitute teacher is indecisive or insecure.

IN THE CLASSROOM

1. Put your name on the board and pronounce it for the students.
2. Routine procedures should be followed when possible. They should be posted in the classroom.
3. Check to see if supervisors, helping teachers, resource teachers, teacher's aide or other staff members will be working with you in the daily program. Remember to check for before or after school duty, lunch duty (not at elementary level) or bus duty on the schedule. You may be required to perform one or more of these duties.
4. Attempt to complete activities outlined in the lesson plan.

REPORTING AT THE END OF THE DAY

1. A brief written description of the work completed by students during the regular teacher's absence should be left on the teacher's desk.
2. Daily work should be collected and left for the regular teacher to see and evaluate.
3. The principal should be informed of any unusual incidents which occur during the day, especially those which may necessitate a conference with the teacher, student or parent. In the event of any health or accident problems, the school nurse and principal are to be notified immediately.
4. The principal should be notified of class rosters or sufficient lesson plans were not left for the substitute.

A FEW SUGGESTIONS

While the teacher for whom you are substituting usually leaves a lesson plan for you to follow, sometimes he/she cannot--or the plan does not contain enough activities to occupy the students for the entire period. Therefore, you might wish to start your own mini plan book which should contain lessons that can be taught in one period, about 40-55 minutes.

If you have applied to substitute at more than one level (e.g. elementary and middle school, or middle and high school) it might be useful to prepare a unit lesson appropriate for each level for which you have applied.

All substitute teachers are urged to become familiar with regulations that govern student behavior. At the middle schools and high school, ask for a Student Handbook or a copy of the discipline codes to clarify these.

If you have children in any of the Longmeadow Public Schools, please make every effort to not accept those positions for the class in which your child is a student.



JULY '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4 Independence Day
5 Independence Day Observed

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 New Year's Day
3 School Resumes
17 No School / Martin Luther King Day
28 End of 2nd Quarter / 1st Semester

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

24 New Employee Orientation
25 Opening Day (PD#1)
26 Prof. Dev. Day (PD#2)
27 Prof. Dev. Day (teacher work day) (PD#3)
30 First Day of School 1-12
31 First Day of School Prek & K

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

3 Middle School Evening P/T conf.
3-4 Middle School P/T Conf. - ½ days MS only
21 President's Day
21-25 No School / Winter Break

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 No School/Labor Day
7 No School/Rosh Hashanah
9 LHS Back-to-School Night
14 MS Back-to-School Night
16 No School/Yom Kippur
23 Elem Back-to-School Night

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10 LHS P/T Evening Conf.
11 End of 2nd Trimester
18 Prof. Dev. Day #5
23-24 Elem P/T Conf. - ½ day Elem only

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	19
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 No School /Columbus Day
21 LHS P/T Evening Conf.
28 Middle School Evening P/T conf.
28-29 Middle School P/T Conf. - ½ days MS only

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 End of 3rd Quarter
15 No School / Good Friday
16 Passover begins
17 Easter
18 Partiot's Day
18-22 No School/ Spring Break

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3-4 Elem P/T Conf. - ½ day Elem only
5 End of 1st Quarter
11 No School / Veteran's Day
12 Prof. Dev. Day #4
24 ½ Day Thanksgiving (all)
25-26 Thanksgiving Recess

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

30 No School / Memorial Day

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 End of 1st trimester
23-31 No School / December Break

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

15 Last Day of School (1/2 day)
16-23 Snow Make-up days
20 Juneteenth Observed

Student Hours: Elementary Schools – Full day: 8:35 – 2:45 pm; Half day: 8:35 am -11:30 am
Middle Schools – Full day: 8:30 am – 2:50 pm; Half day: 8:30 am – 11:30 am
High School – Full day: 7:39 am – 2:15 pm; Half day: 7:39 am – 10:44 am

<Date> = ½ day for students in the school listed [] = No school - students [] = School Committee Meeting @ 6:30 p.m

Please note: This calendar may be changed by school board action or by inclement weather conditions. Such changes will be announced as far in advance as possible to avoid personal and family inconvenience. School cancellations, e.g. snow days, will extend the school year.

PAYROLL PROCESSING INFORMATION

1. A personnel packet must be completed before a paycheck will be processed.
2. Appendix A, attached, lists the paycheck dates and the weeks covered by each check.
3. Paychecks are issued bi-weekly, on Wednesdays. Substitute teachers will receive their paychecks in the mail.
4. Substitutes are required to enroll in a Deferred Compensation Plan (OBRA) which the Town participates in instead of Social Security. These forms are included in the personnel packet.

The pay rate for long-term substitutes applies to Unit A teaching positions only. The pay rate is \$100/day for continuous sub service for one employee. On the 22nd day, the sub will be paid the Bachelor's Step 1 rate retroactive to the 1st day.

PAYROLL CALENDAR 2021-2022 SUBSTITUTES

School starts 08/25/2021

APPENDIX A

PAYROLL DATE	PAYROLL DATE RANGE
08/25/21	No check
09/08/21	08/16/21 08/27/21
09/22/21	08/30/21 09/10/21
10/06/21	09/13/21 09/24/21
10/20/21	09/27/21 10/08/21
11/03/21	10/11/21 10/22/21
11/17/21	10/25/21 11/05/21
12/01/21	11/08/21 11/19/21
12/15/21	11/22/21 12/03/21
12/29/21	12/06/21 12/17/21
01/12/22	12/20/21 12/31/21
01/26/22	01/03/22 01/14/22

PAYROLL DATE	WEEK ENDINGS
02/09/22	01/17/22 01/28/22
02/23/22	01/31/22 02/11/22
03/09/22	02/14/22 02/25/22
03/23/22	02/28/22 03/11/22
04/06/22	03/14/22 03/25/22
04/20/22	03/28/22 04/08/22
05/04/22	04/11/22 04/22/22
05/18/22	04/25/22 05/06/22
06/01/22	05/09/22 05/20/22
06/15/22	05/23/22 06/03/22
06/29/22	06/06/22 06/17/22
07/13/22	06/20/22 07/01/22

MAP OF LONGMEADOW

