



Welcome to
Cohasset Middle High School
Substitute Teacher Handbook
2022-23

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School Administration

Mr. Brian Scott, Principal x 2186 - HS
Ms. Tara Noyes, Assistant Principal x 2187 - HS
Mr. John Mills, Principal - x 2126 - MS
Dr. Kate Salas - x 2127 - MS

School Nurse

Judy Collins x 2191 - HS
Erin Kalberer x 2223 - MS

Athletics

Mr. Steve Rotondi -781-236-1003

School Counselors

Mr. Kevin Mc Gowan x 2183
Allison Battista x 2182
Ms. Laura Struzziery - x 2175

Administrative Assistants

Ms. Lisa Tokarz, Administrative Assistant to Principal x 2315
Ms. Gail Saitow, Administrative Assistant to Front Office x 2316
Ms. Patrice Hoeft, Administrative Assistant to Guidance x 2180

Central Office Staff

Dr. Patrick Sullivan, Superintendent
Dr. Leslie Scollins, Assistant Superintendent
Ms. Barbara Cerwonka, Special Education Director and Student Services
Mr. Ron Menard, Chief Information Officer
Ms. Susan Owen, Director of Business and Operations
Ms. Jerilyn Ballard, Payroll
Mr. Bob Tuscher, Head Custodian

If you need this booklet translated, please contact the main office.

Portuguese/Português

Se você necessitar este livreto traduzido, contate por favor o escritório principal da escola da sua criança.

Spanish/ Español

Si usted necesita este librete traducido, entre en contacto con por favor la oficina principal de la escuela de su niño.

French/ Français

Si vous avez besoin de ce livret traduit, entrez en contact avec svp le bureau principal de l'école de votre enfant.

German/ Deutsch

Wenn Sie diese übersetzte Broschüre benötigen, treten Sie bitte mit dem Hauptbüro der Schule Ihres Kindes in Verbindung.

Russian/Русско

Если вы этот переведенный буклет, то пожалуйста контактируйте главный офис школы вашего ребенка.

Korean/한국어

너가 번역되는 이 소책자를 필요로 하면, 너의 아이 학교의 본사를 접촉하십시오.

Chinese/汉语

如果您需要这本小册子被翻译, 请与您的儿童的学校大会办公处联系。

Japanese/日本語

翻訳されるこの小冊子を必要とすれば あなたの子供の学校の主要なオフィスに連絡하십시오。

Hindi/हिन्दी

Agar Aapko yah puistka ki Anavaaidt AavaSyakta ho tba kRpyaa Apnao baccao ko ivaValaya ka mau#ya kayaa-laya sampk- kiryao .

Polish/Polski

Jeśli potrzebujesz tej broszury przetłumaczone, skontaktuj się z głównego urzędu Twoje dziecko w szkole.

Greek

Αν χρειάζεστε το φυλλάδιο αυτό μεταφράστηκε, παρακαλούμε επικοινωνήστε με την κύρια έδρα του σχολείου του παιδιού σας.

Italian/Italia

Se hai bisogno di questo opuscolo tradotto, si prega di contattare l'ufficio principale del vostro bambino scuola.

Arabic

عاجر ,مجرته سارك اذه جاتحت تنأ نأ ب لصتا .تسر دم كتلفظ نم تيسير بتكملا

Albanian

Ne qofte se ju do te deshironit dokumentat te perkthyer ne gjuhen shqip. Ju mund ti kerkoni ne zyren qendrore te shkolles du eshte femija juaj.

Cohasset Public Schools is an Equal Opportunity Employer. Cohasset Public Schools does not discriminate or tolerate discrimination on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, veteran status, U.S. uniformed military service member status, disability, age or homeless status in programs, activities or employment. Harassment is a form of discrimination and is likewise prohibited. Please see page 34 for detailed information on reporting and investigation of incidents of discrimination or harassment.

Confidentiality, Ethics, and Mandated Reporting

As an employee of Cohasset High Schools, you may be exposed to some confidential information, or be exposed to student behavior or comments that may be unsettling or sensitive. It is imperative that ALL information derived from a school about a student's personal or home life remain confidential. Never discuss a student in public. If you have concerns for a student's welfare, you are legally obligated to report your concerns to that student's school counselor, assistant principal or principal.



Charting the Course Cohasset Public Schools Strategic Plan | 2021-2024

Our Mission

Cohasset Public Schools places students first. We provide an optimal teaching and learning environment by cultivating empathy, global citizenship, agency, inclusivity, and community engagement to empower students to realize continuous personal growth and achievement.

Our Vision

Empower students to improve communities

Our Core Values

Placing Students First

Create and maintain an environment that places students first and is focused on the whole student



Continuous Personal Growth & Achievement

Encourage students to achieve their full potential socially, emotionally, and academically

Empower students to embody equity, cultural responsiveness, inclusivity, empathy, and global citizenship

Support students in developing agency (to act independently and make their own free choices) with an innovative and creative mindset

Creating an Optimum Teaching & Learning Environment

Provide personalized learning experiences that foster student voice, advocacy, and real-world application

Create a safe, compassionate, and empathetic learning environment to ensure every student feels included, valued, and respected in the school



Strong School - Community Engagement





Cultivate an environment of open communication, engagement, and collaborative learning opportunities among home, school, and community

Utilization of Resources to Support the Teaching, Learning, & Leading

Support optimal teaching, learning, and leading through responsible funding that provides academic excellence, appropriate staffing, state of the art facilities, and quality instructional materials



Strategic Objectives 2021 - 2024

-  **Compass Point #1:** Teaching and Learning
-  **Compass Point #2:** Social and Emotional Wellness
-  **Compass Point #3:** Resources
-  **Compass Point #4:** Communication and Engagement

CHS Daily Bell Schedule

Time	Block
8:13-8:15	Warning Bell
8:15-9:35	1
9:37-9:47	Break
9:49-11:09	2
11:11-12:31	3
12:33-1:01	Lunch
1:04-1:32	Utility
1:35-2:55	4

Welcome...

The administration at Cohasset Middle-High School welcomes you to our school. We pride ourselves on being a school that is dedicated to scholarship and character, and we appreciate the contributions that you make to ensure these characteristics continue in the face of interruption. Substituting is a challenging task that requires sound judgment. We hope this booklet clarifies some of our expectations so that your experience can be as profitable as ours is.

Substitutes will generally serve wherever there is a need, which could be in any discipline at any grade level. There are also times where substitutes will be asked to cover at both the middle school and high school levels during the same day. Substitutes are responsible primarily for supervision. Therefore, no experience is necessary when applying for the position.

Who Will Call You to Substitute

The Substitute Caller will contact you on or before 6:30 a.m. on the day a substitute is needed. Communication consists of contacting via telephone and or text messages from the substitute caller.

Substitute Pay Rates and Payments

Substitutes will be paid \$100 per day. Payments are processed by Jerilyn Ballard, the district's bookkeeper, located in Central Office beneath the High School, and are paid using the substitute sign-in sheet for the week. (Lisa Tokarz or Gail Saitow - Main office secretaries) Checks are processed bi-weekly on Thursdays. Any concerns regarding payment should be directed to Jerilyn Ballard at (781) 383-6100 x2306.

General Procedures

It is important you arrive by **7:45am** to sign into the main office, get teachers lessons, schedule and set up class for students to enter. Please note that parents dropping off students at school and traffic can get backed up on Pond Street so plan accordingly.

You may park on the main driveway and by central office. The lower main parking lot is for students only. No parking permits are required for staff here at CMHS.

Ideally, please allow for one half hour before the start of the day to ensure that the following procedures are followed:

1. Check in at the high school main office by 7:45 a.m., sign in, receive your schedule for the day, attendance rosters and lesson plans. Lesson plans not sent to the main office will be sent to the department heads for distribution or will be on GOOGLE Classroom.
2. Please review the plans. If you have any questions, typically any teacher in the wing can assist you if needed or ask for the department head.
3. Take attendance each period and report any absences to the main office at extension 2316. You must take attendance every class period utilizing the class rosters. Any student(s) who are requesting to be dismissed before 2:55 must present the request to the Main Office before school. If the request is granted, that student must report to the Main Office to sign out before leaving the building. If a student does not have a dismissal pass, please send the student to the main office, and call extension 2315 or 2316 (main office) to report that the student is coming down.
4. Please leave information for the teacher regarding any issues, problems, difficulties with plans, or other pertinent information.
5. If a student is particularly problematic, please send the student to the office and call extension 2315 or 2316 to report that the student is coming down. **Under no circumstances should a substitute determine student discipline.**
6. Students will often dismiss themselves to the bathroom as part of the culture. This is allowed but please monitor the time a student is out of the room. Only one student can be dismissed at a time. If you would prefer students ask permission, please state that up front. There is no reason a student should be wandering the corridors or in the cafeteria while school is in session.
7. Substitutes will be allotted **28 minutes for lunch**, but that lunch period may not coincide with that of the students and/or faculty. Other supervisory duties may be assigned.
8. It is our expectation that substitutes work from **8:15-2:55** regardless of whether a the last period was assigned. At times emergency coverage is needed at the end of the day. If no such coverage presents itself, an administrator can make the decision to end the day.
9. Check out through the main office at the close of the day.

Core Values and Beliefs

CHS is an inclusive, supportive, and safe learning environment committed to excellence and growth. Our community values experiential, collaborative, active learning that is rigorous and relevant, and fosters creative, responsible contributors to a global society.

EXPECTATIONS FOR STUDENT LEARNING

The Cohasset student will communicate effectively.

All students will:

- Read and listen critically for information, understanding, and enjoyment.
- Write and speak clearly, factually, persuasively, and critically in Standard English.

The Cohasset student will be a critical and creative thinker and problem solver.

All students will:

- Define, analyze, and solve complex problems.
- Distinguish fact from opinion, identify stereotyping, and recognize bias.
- Refine research skills by using a variety of media and by evaluating the quality of the information obtained.
- Make reasoned inferences and construct logical arguments.
- Develop, test, and evaluate possible solutions.
- Present conclusions through written, spoken and artistic means of expression.
- Understand and apply scientific, mathematical and technological concepts.
- Explore the creative process through visual arts, music, drama, or technology.

The Cohasset student will understand the responsibilities of citizenship and community membership.

All students will:

- Develop a strong sense of honor and integrity, behave ethically, and act responsibly.
- Demonstrate an understanding of the rights, responsibilities, and roles of individuals, the community, the nation, and the world.
- Demonstrate an understanding and appreciation of the traditions, practices, and perspectives of other cultures.
- Demonstrate respect and tolerance for self, peers, parents, and staff.

The Cohasset student will understand the importance of being healthy and physically active.

All students will:

- Make informed and responsible judgments regarding physical, mental, and emotional well-being.
- Develop skills and participate in physical activities for personal growth, fitness and enjoyment.

Safety and Emergency Procedures

Faculty and staff should be aware of the school safety plan and evacuation procedures posted in each classroom.

Classrooms should be kept locked at all times, even if doors are left in the open position. This will help restrict access through adjoining doors. Evacuation directions should be clearly posted in each classroom. Classroom keys should never be left where someone else could gain access to them.

Safety Procedures 2022-23 **Be Alert - Trust Your Instincts**

1. **Red Emergency Folder** Next to the door with student rosters
2. Walk students out to near location from fire exit map on the wall by the door
3. Take attendance when you get to a specified area.
4. Hold up green card if all students are present or red card if a student is missing.
5. Please notify the administrator with a walkie talkie of any concerns

Office Directions over the PA System - If you hear:

Shelter In Place =

Hallways cleared, lock door, continue instruction

Lock Out =

Threat outside of the building. All activities and teaching can continue on as a normal day. No One is allowed to go in or out of the building until lockdown is lifted.

Alice(Drill) =

Announcement from the main office, this is a practice “ALICE” drill. Instructions will follow

Alice(Real) =

Announcement from the main office and follow the instructions “Students and staff initiate “ALICE”, armed into the building, initiate “ALICE” immediately!

Remember - ALICE

It does not have to be in this order. Do what is best for the situation.

A = Alert

- ★ Call 911 or Main Office x2315 or x2316

L= Lockdown

- ★ Evacuate if possible!
- ★ If not possible - lock door, cover windows, look for alternative escape route
Barricade door, break window if possible

I = Inform -

- ★ Listen to all updates provided from main office, inform students of plan

C= Counter

- ★ If necessary - if shooter is approaching your room and no escape possible
- ★ Gather weapons to throw (books, etc)
- ★ Place yourself in a position to surprise the shooter with weapon
- ★ If you have to incapacitate the shooter, kick weapon far away
- ★ Evacuate students as soon as possible - call 911

E=Evacuate

- ★ Run with hands over head, do not stop running until you are well clear of building
- ★ Run to evacuation places

Lockdown Procedures

Some situations will require containment of students and staff to a semi-secure space. Barricade the room but be prepared to counter attack or evacuate if necessary.

In the event that the school needs to lock down the building, lockdowns will be announced by the principal over the public address system and will designate another staff member to **call 8 911** and report the situation. Substitutes will be given classroom keys for the day.

Teachers are to do the following:

1. Lock your door.
2. Tell the students that we have an emergency and you don't know what it is.
3. Get the students to go to an area of the room that is away from the door and away from the windows if possible.
4. Have students stay there until an announcement is made.
5. Communications among administrators should be by walkie-talkie to assess situation and plan the next course of action.
6. The school nurse and secretary will report immediately to the principal's office during the lockdown announcement.

Partial Evacuation

In the event of a fire or similar emergency, faculty and staff have been advised to:

1. Have current hard copies of class rosters readily available. Master student rosters are available in the student center and in the teachers' dining room.
2. Lead the class quickly and quietly along the posted evacuation route in the event of a fire or similar emergency.
3. One student should exit last and to close the door upon exiting.
4. Proceed down the driveway and onto the sidewalks of Pond Street if out front, or onto Alumni Field if out back. Take attendance.
5. Report any missing students to the assistant principal in your area.
6. Await a signal from an administrator before re-entering the building.
7. In the event that the evacuation occurs during lunch, students will be escorted out the back

doors of the cafeteria and onto the practice field. A master list of students will be available in the teacher's cafeteria and an administrator will take attendance. Seniors will exit through the lobby onto the field. Faculty and staff in the area should consult an administrator in order to help take attendance.

8. In the event that the evacuation occurs during passing time, students will exit the closest door, and will be instructed to find the teacher of the last class they attended.

Hasty Evacuation

If a full evacuation is required, students, faculty and staff will be relocated to an alternative location, all students, faculty and staff should proceed to and proceed to **Woodlawn Drive, Buttonwood Lane or 100 Pond Lane**. We will follow the fire evacuation procedures.

Emergency Medical Procedures

Definition: A medical emergency is an injury or illness that is acute and poses an immediate risk to a person's life or long-term health.

1. Dial 911 (may be dialed from school phones/bus driver's cell phones. Notify dispatcher of address, location in building, nature of the injury/illness.
2. During school hours, notify the nurse (ext: 2191); if unavailable, call the main office (ext 2316).
3. Notify the nurse/main office that EMS (emergency medical system) is in route.
4. Give location, nature of injury/illness and name of injured.
5. Assign someone to meet the EMS ambulance.
6. Remain with injured/ill people until medical help arrives.
7. Remove all unnecessary personnel from the area.
8. Assist medical personnel as instructed.
9. Notify the person's parents, guardian or significant other of the injury/illness and that EMS is involved.
10. Arrange for school personnel or a family member to accompany injured/ill person to the hospital
11. Complete an incident report - copies to the superintendent, principal & business office.
12. FOLLOW - UP communication with the injured/ill party, their parents, guardian or significant other by administration or the nurse within 48 hours of transport by EMS.

Urgent Medical Procedure

Definition: An urgent medical situation is an injury or illness that does not pose an immediate risk to a person's life or long term health but does require professional medical treatment in order to avoid further injury.

1. During school hours, notify the nurse; if unavailable, call the main office, give location, nature of injury/ illness and name of injured.
2. Remain with injured/ill people until the nurse arrives.
3. Remove all unnecessary personnel from the area.
4. Nurse or main office staff will notify administrators.
5. Once medical personnel have arrived, provide assistance as instructed.
6. Nurse will determine the disposition of a person and notify parents, guardian, or significant other as needed.

Non-urgent Medical Procedure

Definition: An injury or illness that does not pose a risk to a person's life or long-term health.

1. Notify the nurse that a student is being escorted to the Health Office, providing their name and the nature of the injury/illness.
2. Students who have sustained injury should not travel to the nurse's office alone. An adult should escort whenever possible.
3. If an adult escort is needed and none are readily available, call the main office of the school for assistance.
4. When possible, the nurse will meet the escort and injured/ill person en route to the nurse's office.
5. Disposition of the injured/ill party will be determined by the nurse.
6. The nurse will notify administrators of the incident.

Seizure Activity

1. Remain CALM and stay with the student/staff - Remove other students from the room.
2. **Note the time the seizure starts**
3. If they are not already on the ground, lower them to the ground.
4. Clear objects from the surrounding area, so that they will not hurt themselves.
5. **DO NOT** put anything in their mouth.
6. **Note the time the seizure ends.**
7. As they begin to come out of the seizure, they often feel nauseated. At this time, it is best to get them on their side in case they vomit.
8. CALL 8-911 as soon as possible.

Seizures are usually self-limiting and RARELY last a minute or two.

Diabetic Episodes

Signs and symptoms of low blood sugar:

- Blurred Vision
- Headache
- Dizziness
- Nausea
- Pale
- Confusion
- Sweaty
- Tingling Lips
- Sudden Hunger
- Shakiness
- Irritability / Anxiety

Students just say “**I feel low**” and require a fast acting carbohydrate. They may eat and drink anytime anywhere and have access to the nurse at all times. They may contact their parents via cell phone at any time in regards to their blood sugar, and may need to be excused to do so.

Students with Life Threatening Allergies

If at any time a student with a life-threatening allergy indicates that s/he may potentially be having an allergic reaction:

- a. The informed teacher/adult is to contact the nurse at x2191
- b. If there is no answer contact the main office at x2316; give your location, the students’ name and request that the nurse be contacted immediately for an allergic reaction.
- c. If the student is in any distress with, but not limited to, difficulty breathing or swallowing:
 - a. Administer the EpiPen if accessible
- d. Dial 8 to obtain an outside line then 911, report that EpiPen was administered and give your location
- e. If no EpiPen is accessible dial 8, then 911 and report a severe allergic reaction. Give your location.
- f. Call the main office to make them aware that EMS is en route.

If the student is not in distress and is it safe for him/her to walk to the office, s/he must be escorted by an adult without exception. The nurse will meet them in the hallway. The student’s Allergy Action Plan will be followed by the nurse.

EpiPen Locations

- ★ On student's person
- ★ School Nurse's Office - On the wall
- ★ Teachers' dining area in the cafeteria
- ★ Middle School Teacher's Lounge

AED Machine Locations

- ★ High School Main Office
- ★ Outside of Gym on the far right wall

Trauma Kits

- ★ Outside HS/MS Office
- ★ 2nd Floor right wall beside AED machine

HOW TO REGISTER FOR FINGERPRINTING

The link to the Statewide Applicant Fingerprint Identification Services (SAFIS) Program Registration Guide for Pre-K-12th Grade Education (ESE) is:

<https://www.mass.gov/doc/safis-registration-guide-massachusetts-department-of-elementaryand-secondary-education-dese/download>

- ★ **To register online go to www.identogo.com/locations/massachusetts, and select Digital Fingerprinting, Schedule New Appointment, Pre-K-12th Grade Education (ESE).**
- ★ **When completing the online registration: o Provider ID: 00650000 o Provider Name and Employer Information: Cohasset Public Schools 143 Pond Street Cohasset, MA 02025 Phone: 781-383-6111 Dr. Patrick E. Sullivan, Superintendent of Schools**
- ★ **You may also register by phone at (866) 349-8130. ➤ Individuals will pay a fee to comply with this requirement. The fee is \$35.00 for non-licensed employees and \$55.00 for DESE Licensed Professionals (including those with pending applications/licenses).**
- ★ **Substitutes are school employees under the new law and, therefore, must submit their fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L. c.71, § 38G, they will pay the \$55 fee; otherwise, they will pay the \$35.00 fee. ➤ At the conclusion of your fingerprinting appointment, you will be provided with a fingerprint receipt. A copy of this receipt must be returned to the Superintendent's Office 143 Pond Street, as a confirmation that the fingerprints were captured.**

School Map

