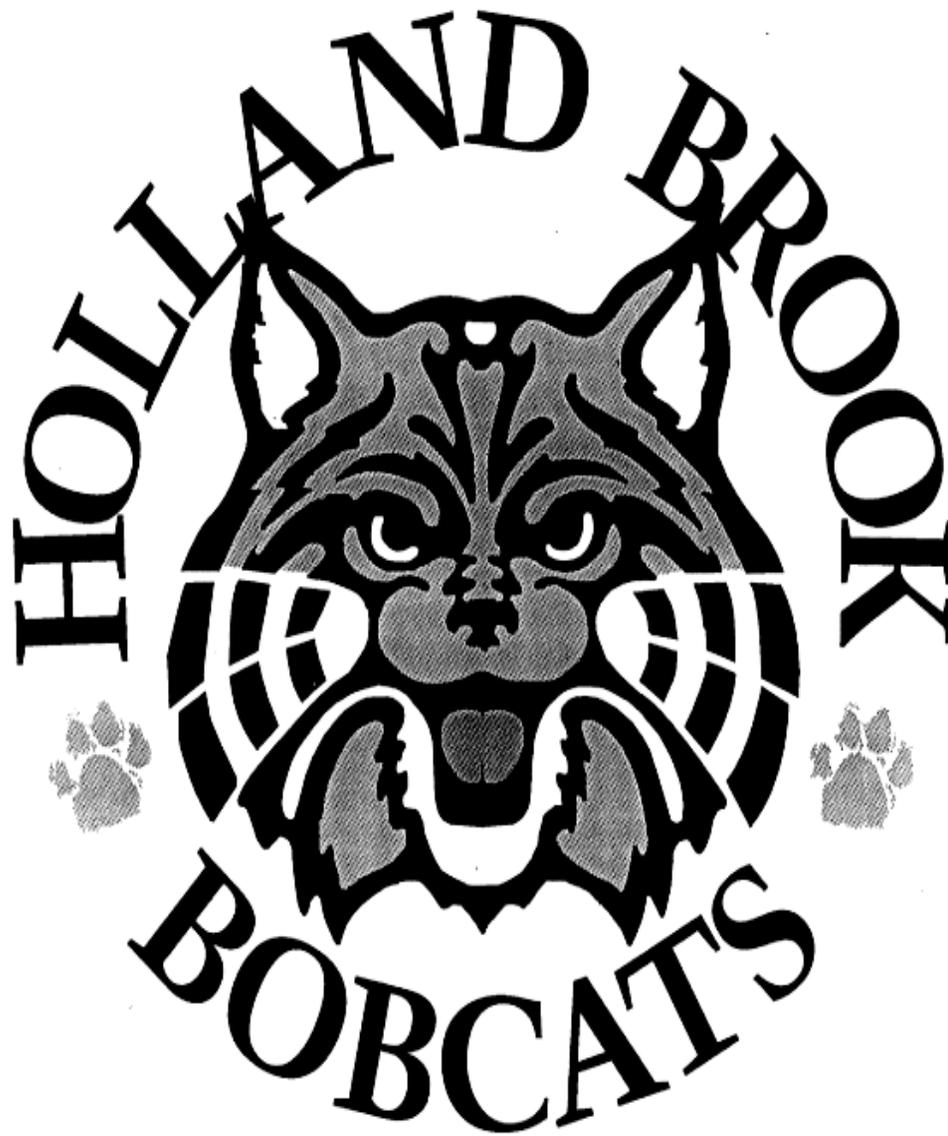
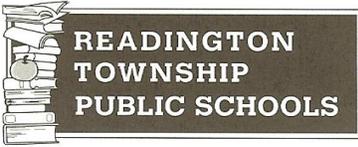


Holland Brook School  
Substitute Handbook



*“Leaping into the Future”*

**Holland Brook School  
52 Readington Road  
Whitehouse Station, NJ 08889  
908-823-0454  
908-349-3021 fax**



**HOLLAND BROOK SCHOOL**  
Paul Nigro, *Principal*

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P.O. Box 1500 • 52 Readington Road • Whitehouse Station, NJ 08889 • (908) 823-0454 • fax

Dear Colleague,

We welcome you as a substitute teacher at Holland Brook School! The purpose of this handbook is to provide you with information that will help you to have a well-organized and successful day.

If you should have any questions, please feel free to ask our grade level staff for their assistance as they will be more than happy to assist you. We are all appreciative of the work that you do and your commitment to the education of children. Our goal is to work with you to ensure the continuation of programs and quality instruction for all our students.

Substitute teaching is a challenging job and requires flexibility, patience and a good sense of humor. Please remember that a good substitute is an invaluable asset to our school and the contribution that you make will have a significant impact on the continuation of students' learning!

Holland Brook School is a special school and we take great pride in our entire school community. We hope you enjoy your substitute experience and will again return to visit with us.

Sincerely,

Paul Nigro  
Principal

## **Business & Financial Matters**

The substitute teacher's workday is from 7:30 a.m. to 2:35 p.m. Substitute teachers are encouraged to report to the main office by 7:30 a.m. in order to check for special duties and to have adequate time to review the teacher's plans for the day. Substitute teachers are expected to stay until the room has been organized for the next day.

Substitutes hired for a half day *only* will be expected to work the following hours:

- Morning: 7:30 a.m. to 11:15 a.m.
- Afternoon: 11:16 a.m. to 2:35 p.m.

The present daily rate of pay for on-call substitute classroom teachers is \$95.00. The pay rate for classroom aides, clerical aides and secretaries is \$83.00 per day. Long-term teaching assignments of more than twenty consecutive days in the same position are paid retroactive to the first day, on a per diem basis, based on Step I of the Bachelor's Degree Level of the Teachers' Salary Guide. Such long-term substitutes are normally hired through the regular interview process.

The Readington School District uses a "Substitute Pay Voucher" to document semi-monthly payment of substitute teachers. These vouchers are kept in the "Substitutes' Book" in the main office. Substitute teachers should sign their individual vouchers each day when they report for work.

Paychecks are issued twice a month. If working between the 1<sup>st</sup> and the 15<sup>th</sup>, the paycheck will be issued on the 30<sup>th</sup> of that month. If working between the 15<sup>th</sup> and the 30<sup>th</sup>, the substitute will be paid on the 15<sup>th</sup> of the next month. The following deductions are made for each pay period:

- Federal Withholding Tax (according to W-4 declarations)
- NJ State Withholding Tax (according to exemption status)
- FICA (7.65%)

## **Inability to Report for an Assignment**

If an assignment is accepted but the substitute is unable to report, the school should be provided with as much notice as possible so other arrangements can be made. It is essential that a substitute be present at the start of the school day for each absent faculty member.

## **Inclement Weather Delays & Cancellations**

It is sometimes necessary to delay the opening of the schools or to cancel classes for the entire day. For the delayed opening schedule, the school day begins at 9:40 a.m. for students. You are encouraged to arrive at 9:30 a.m. Delayed opening/cancellation announcements are posted on the district website.

## **Getting Started**

Substitute teachers should report directly to the main office at the start of the day where pay vouchers must be signed in the "Substitutes' Book". The substitute teacher needs to take the attendance and lunch sheets from the teacher's mailbox for use during morning exercises.

When it is a substitute's first day at HBS someone from the professional staff will be available to assist with the morning routine.

The faculty room has a refrigerator and microwave if lunch is brought.

Upon arrival in the teacher's classroom or at the teacher's workstation, all materials needed for the day should be there. In addition to maintaining up-to-date plan books, teachers are expected to provide the following:

- The teacher's daily schedule, including times of any specials (Art, PE, etc.)
- Rosters and seating charts (when appropriate)
- Location of all books, manuals, supplies, etc.
- Fire drill exit route
- List of students with special medical needs, including descriptions of any emergency procedures to be followed by the classroom teacher (located in crisis binder)
- Identification of a teacher who is most readily available to help with questions or difficulties
- Identification of special needs students who may require special attention
- Identification of particularly dependable students who may be able to help with questions about the routine
- Specific rules of conduct for his or her classroom
- Alternate plans and extra work or activities to be used in place of or in addition to the plans in the plan book for any given day
- Medical referral forms (Health Referral to Nurse/Office)

#### School Hours

7:30 a.m.	Sign-in front office-pick up identification badge
7:35 a.m.	Students report to the classrooms. Teachers should be at their doorways
2:20 p.m.	Begin to prepare students for dismissal
2:25 p.m.	Dismissal
2:35 a.m.	Sign-out in front office-drop off identification badge

#### Morning/Afternoon Exercises

At the beginning of the day, substitutes must conduct the morning routines in a manner consistent with the usual routine in the school. The significance of an organized opening to the day is important in maintaining an atmosphere conducive to learning. Therefore, the procedure and tasks at this time must include:

- Announcements from the office, if any
- Pledge of Allegiance
- Completion of the attendance sheet
- Completion of the lunch sheet
- Completion of dismissal - mail call changes will be provided to the substitute by 2:15 p.m.

The attendance, lunch, and all notes received should be sent to the office immediately after morning exercises in the attendance envelope.

## **Tardy Procedure**

Any student reporting to the classroom after morning exercises is officially classified as tardy and a late pass should accompany that student. If the child arrives without a pass, the office must be notified immediately by sending down the child for a late pass.

## **Student Conduct**

Polite, cooperative behavior is expected from every student. The students need to be attentive and show respect for both the teacher and their classmates. Specific procedures or standards of conduct for an individual classroom will be found in the substitute folder and/or posted in the classroom.

## **Class Control**

This is one of the most important aspects of being a teacher because if a class cannot be controlled it cannot be taught. The substitute teacher is the adult leader to the students and must achieve classroom control and order as soon as they enter the room. However, having a different teacher come into the classroom has altered the routine and this can make children more difficult to control.

As a substitute, you must be firm yet kind to the students. Administer discipline in a positive and diplomatic manner. Do not use sarcasm or threats with students. Corporal punishment or physical handling of a student is never permissible. If possible, handle students' problems in the classroom, but if a situation persists or seems to be getting out of control, consult another teacher or contact the main office immediately.

Check the lesson plans carefully and make the school day as normal as possible for the students. By keeping the students busy, they will remain in good order and problems will be less likely to occur.

**Never** do the following:

- Grab a child out of anger.
- Take a child's Special period away (e.g., Physical Education, Art, etc.).
- Place a child in the hallway alone.
- Speak to a child in a disrespectful manner.
- Reprimand the entire class for the conduct or poor work of one or two students.
- Leave the class unattended.

Instead **try this**:

- Maintain a sense of humor and an objective approach.
- Use praise whenever it is deserved – for effort and a cooperative spirit as much as for the correct answer.
- Provide positive comments to students.
- Speak to the class on its level of understanding. It is better to realistically challenge the students than to talk down to them.
- Respect the individual differences of the children. Students who are experiencing difficulty learning need understanding and encouragement, not public corrections.
- Maintain the group arrangement or seating plan, and make every effort to address the students by name.

- Discipline, don't threaten. Threatening is a negative approach, and lends itself to the untenable position of not being able to follow through with a threatened action. This destroys credibility with the class.
- Maintain established routines as much as possible. If for some reason the routine changes, be pleasant but firm. Don't attempt to gain popularity by permitting children more freedom than they can handle.
- If a student is completely unmanageable, **ask for help**. Avoid threatening or demeaning the student. Do not send him or her out into the hall alone, as this is probably the student who most needs to be supervised. Use the intercom to contact the office and an adult will escort the child from the room.

## **Cafeteria Procedure**

Teachers are responsible for taking students to and from the cafeteria. Please be on time and never leave students unattended.

## **Dismissal Procedure**

Prepare students for dismissal at approximately 2:20 p.m. Students should be asked to pick up materials from the floor and place chairs on the desks. Check the dismissal form (mail call) and verify how students will be leaving the school. Listen for the dismissal announcements and dismiss students accordingly. Teachers should monitor dismissal from the classroom doorway. Substitutes for special teachers should check for any extra-duty assignments in the office.

## **Fire Drill Procedure**

Fire drills are conducted once a month. Advance notice may be given to the staff or the students. All drills are conducted on the presumption that an actual fire is taking place. When the alarm sounds, students should move quickly and quietly out of the building, using the emergency exit indicated on the classroom wall. In order to ensure that all students have been evacuated, teachers should carry their class roster. Teachers must take attendance outside and again after returning to the classroom. Return to the building to resume class when the all call is given. We also conduct a security drill (evacuation and/or lockdown) once a month.

## **Hallway Procedure**

When escorting students through the halls, be positioned in the middle of the line for adequate supervision of the entire class. Have students stop periodically to allow the class to stay together. Students should remain quiet while moving in the hallway.

## **Backpack Notices**

After lunch and before the end of the school day, check the teacher's mailbox in the office for notices that may need to be sent home.

## **Student Health Care**

The following items should be handled exactly as stated:

- Any accident involving a student should immediately be reported to the nurse. The substitute teacher and the nurse must complete an accident form.

- Any student appearing ill should be sent to the nurse's office immediately.
- All medications, prescription and nonprescription, are to be stored in the nurse's office and are only to be taken under the direct supervision of the school nurse.
- Each teacher should have a pair of rubber gloves available in his or her desk. For safety reasons, they must be used if a child has a bloody nose or expels other body fluids.
- If a child should lose a tooth, please send to the nurse with the tooth.

## **Visitors**

Students may not be picked up at the classroom door by a parent. All early dismissals are handled through the main office. Students will be released from school only by an administrator or a school secretary and only after a parent or guardian has signed the student out. In addition, visitors to the building should be wearing a visitor's tag.

## **Before Leaving**

Please be sure to leave the classroom in order. Organize the teacher's desk, turn off any computers, and straighten student desks and chairs. The students' work should be sorted, clearly labeled, and left in the teacher's mailbox. In addition, please leave a brief narrative informing the teacher about the completion of lesson plans, student behavior, and the general events of the day.

## **Professional Ethics**

A friendly, cheerful, and cooperative attitude toward both the building personnel and the students will start the day right and keep it running smoothly. The substitute's attitude has a great impact on the faculty and students' acceptance of that person.

Substitute teachers are expected to observe the same ethical codes as regular teachers and should maintain a professional attitude at all times. They are expected to carry out the program as outlined by the regular teacher and should plan to spend the entire time working with and for the students. If it is necessary to leave the classroom for any reason, the office should be notified and coverage arranged so the classroom will not be left unsupervised.

Substitutes should not engage in personal work, reading, cell phone use or any other activity not directly related to the teaching process while students are present in the classroom. It is also unacceptable to drink beverages or to eat food during class time.

Teachers are legally responsible for students, equipment, and materials assigned to their care. Substitute teachers are equally responsible.

Do not have any visitors to the classroom during the school day. Do not leave the classroom for personal telephone calls while on duty as a substitute teacher unless it is an absolute emergency. Messages will be taken by the office personnel and delivered at the appropriate time. Notify family and friends to call only in an emergency situation and to remain on the telephone line to bypass the Voice-mail system and speak directly to a secretary.

The preparation time during the school day should be used to review student work completed during the day. Do not record any grades on the students' papers unless specifically directed to do so by the teacher.

Do not make negative remarks about students to other students or teachers. If there is a problem with a particular student, consult an administrator.

Refrain from commenting to students or other teachers about the schedule or the lesson plans of the regular teacher.

Finally, the confidentiality of student records must be respected. This includes grades, medical problems, and any other details that may be part of a classroom teacher's records. Please maintain this right to privacy and do not disclose any student information.