



Substitute Handbook

Business & Financial Matters

The substitute teacher's workday is from 8:15 a.m. to 3:20 p.m. Substitute teachers are encouraged to report to the main office by 8:15 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 papers have been corrected and the room has been organized for the next day.

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

Morning:	8:15 a.m. to 11:45 a.m.
Afternoon:	11:45 a.m. to 3:20 p.m.

Substitute teacher pay for county and teacher certified candidates will be at \$95 per day.

Substitutes for aides' positions, regardless of certification, will be paid at \$83 per day.

Substitute secretaries, nurses, and all other positions other than teaching, will be paid at the rate specified at the time of hiring.

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 1st and the 15th, the paycheck will be issued on the 30th of that month. If working between the 15th and the 30th, the substitute will be paid on the 15th 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
- Family Leave Insurance
- Unemployment Tax

Procedures for Calling Substitutes*

Substitutes will be contacted, on a random basis, by the AESOP calling system. If a substitute is certified in a certain subject area, every attempt will be made to use that substitute in that capacity. You may also check the website for jobs that are posted for the future by visiting www.aesoponline.com.

In accordance with the policy at Three Bridges School, it is the intent that no substitute is assigned to substitute in his or her child's classroom. Such an assignment will only be permitted when no other suitable arrangements can be made.

Whenever possible, substitutes will be contacted the day or evening before an assignment. It is more likely, however, they will be called between 5:45 a.m. and 7:00 a.m. on the day needed by the AESOP system.

Inability to Report for an Assignment*

If an assignment is accepted, but the substitute is unable to report, the sub should cancel the position in AESOP so the system can search for another sub to fill the position. It is essential that a substitute be present at the start of the school day for each absent faculty member.

***For more detailed information, please refer to the district sub handbook.**

Inclement Weather Delays & Cancellations - When in doubt: check district website

It is sometimes necessary to delay the opening of the schools or to cancel classes for the entire day. If such a decision is made, all subs will be notified by checking the website for web alerts or receiving a text alert from the district. To add your name to the list, please click on the following link <https://docs.google.com/a/readington.k12.nj.us/forms/d/e/1FAIpQLSeotdoZ7wj3gbqJ05LVwKDHO4p4IXoOL54ypOpul0rCPETvEaA/viewform>. Under the delayed opening schedule, the school day begins at 10:20 a.m. for teachers and 10:30 a.m. for students.

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 obtain the attendance sheet from the school secretary and the lunch and parent pick-up sheet from the teacher's mailbox for use during morning exercises.

The faculty room has a refrigerator and microwave for lunches brought in from home. If lunch is purchased, an order may be placed in the kitchen before 10:00 a.m.

Planning

The teacher will be given a substitute folder at the beginning of the year. This folder should remain in the teacher's mailbox and be kept up-to-date. The folder should contain:

- Daily schedule and duty schedule, if applicable
- Lunch count procedures, if applicable
- Attendance, late arrival, and dismissal procedures, if applicable
- Bathroom break procedures
- Class lists and seating arrangements
- Special schedules for speech, special education, intervention, enrichment, etc.
- School map
- Classroom procedures and management tips
- Emergency lesson plans for three days

Emergency lesson plans should have sufficient detail and should be updated throughout the year to reflect lessons that can easily be implemented. Substitutes are normally not expected to plan for instruction unless the teacher is absent for more than three days. Lessons in the substitute folder should be meaningful review or interesting whole-group, teacher-directed activities that require little or no planning on the part of the substitute.

School Hours

8:30 a.m.	Students report to the classrooms. Teachers should be at their doorways or duty posts
8:30-8:38 a.m.	Morning exercises
8:40 a.m.	Instruction begins
3:05 p.m.	Students should prepare for dismissal
3:15 p.m.	End of Day Announcements
3:20 p.m.	Dismissal

Morning Exercises

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

- Announcements from the office
Class participation in the Pledge of Allegiance in unison with the announcements
*Children who do not say the pledge just stand respectfully. **Do not make everyone pledge.***
- Completion of the attendance form
- Completion of the lunch form

The attendance and lunch forms should be sent to the office immediately after morning exercises. Students in first, second, and third grade may walk alone to the main office. However, kindergartners must be escorted to the office with their aide.

Tardy Procedure

Any student reporting to the classroom after morning exercises is officially classified as tardy and a late slip should accompany that student. If the child arrives without a slip, the office must be notified immediately. Notification may be made using the phone system. You can dial extension 5715 or 5707.

Student Conduct

Polite, cooperative behavior is expected from every student. The students need to be attentive and show respect for both the substitute teacher and their classmates.

Classroom Management

Classroom management is one of the most important aspects of being a teacher because if students cannot be controlled, they cannot be taught. The substitute teacher is the adult leader and must

achieve classroom control and order as soon as he/she enters the room. However, having a different teacher means that the routine has been altered and this can make children more difficult to control.

As a substitute, 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, manage 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
- **Leave the class unattended**

Instead, here are our expectations and guidelines:

- 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 students on their 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. Using threats is a negative approach, and lends itself to the untenable position of not being able to follow-through with a threatened action. This destroys the adult's credibility with the class.
- The entire class should not be reprimanded for the conduct or poor work of one or two students.
- Maintain established routines as much as possible. 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 phone to contact the office and an adult will escort the child from the room.

Getting Through

Begin class immediately after morning announcements. It is best to follow the substitute plans left by the regular teacher. Please check for specific plans for the day. If they are not available, locate the more general emergency plans in the substitute folder. If unable to carry out the plans that are available, contact the office for assistance.

Cafeteria Procedure

Teachers are responsible for taking students to and from the cafeteria. Please be on time and never leave students unattended. When arriving at the cafeteria, please wait for the staff member(s) on duty if they have not yet arrived.

Correcting Papers and Workbooks

Short-term substitutes are expected to correct student work that is not in narrative form. Long-term substitutes are expected to correct all papers. Please do not record a grade on papers unless directed to do so by the teacher.

Dismissal Procedure

Prepare students for dismissal at approximately 3:05 p.m. Check the dismissal form and verify how students will be leaving the school. Substitutes for special teachers should check for any extra duty assignments in the office.

Fire Drill Procedure

Fire drills are conducted each month. Advance notice is not 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 silently out of the building, using the emergency exit indicated on the classroom wall. In order to ensure that all students have been evacuated, teachers (and substitutes) should carry their class roster along with "green" and "red" cards. Once outside, if all students are accounted for, the substitute should clearly display a "green" card for Crisis Management Team members to see. If a student is missing or if an extra student is present, the "red" card should be displayed. Teachers must take attendance outside and again after returning to the classroom. Refer to the Crisis Management Plan in the red folder for additional instructions.

Hallway Procedure

When escorting students through the halls, position yourself so that you can adequately supervise the entire class. Have students stop periodically to allow the class to stay together. Students should remain quiet while moving in the hallway. Show caution when the class is turning right or left into another hallway. Position yourself at the corner so you can see the front and back of the line. Avoid the "mother duck" manner of walking at the front of the line. You need to have all students in your vision at all times.

Lockdown Drills

For safety purposes, we practice Lockdown drills several times a year. Lockdown drills are designed to restrict the movement of people within the building in the event of an intruder, a natural disaster or other unforeseen events that would prohibit people from exiting the building freely. During a lockdown drill, lock the classroom door. Students and staff must then remain in classrooms, move away from windows, shut off the lights and close the window shades. Each year, we will explain this process to our children prior to implementing these drills. Our goal is to make our children comfortable with this

procedure and train them to react appropriately in the case of an emergency that would necessitate activating this code.

Lockout Drill

A lockout drill takes place when there is a remote or potential external threat to occupants of the school. The following takes place:

- The school remains locked and no one is allowed into the building.
- Classes proceed as normal.
- Staff and children remain inside the building.

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. (When the child returns from the nurse, he/she will have a note to take home.)
- 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 exhibits other body fluids.
- If a child should lose a tooth, please send him or her to the nurse with the tooth.
- It is a safe practice to allow students to visit the nurse when they request. That way, you avoid saying, "No" to a truly ill or injured child.

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-out the student. NEVER release a child to an adult who "appears" in your classroom or on the playground, etc. The office staff will inform you if a child is to be dismissed. In addition, any visitor to the building should be wearing a visitor's badge.

Before Leaving

Please be sure to leave the classroom in order. Erase the board, organize the teacher's desk, and straighten student desks and chairs. The students' work should be sorted, clearly labeled, and left on the teacher's desk. 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. Finally, please remember to lock the door and return the keys to the teacher's mailbox in the main office.

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 student 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, crafts, reading, 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 regular class time.

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

Do not have any visitors to the classroom during the school day. Do not leave the classroom while on duty as a substitute teacher. If you have an emergency, contact the office for coverage. Personal phone calls are discouraged. Notify family and friends to call only in an emergency situation by contacting the front office.

The preparation time during the school day should be used to organize and/or correct 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 the principal.

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 and progress must be respected. This includes grades, medical problems, and any other details that may be part of a classroom teacher's records or knowledge base. Please respect this right to privacy and do not disclose any student information to members of the community. Failure to do so may result in removal from our district's substitute list.

Thank you for coming in to substitute in Readington. We appreciate you and value your work. Feel free to ask for help any time you need it.