



EATONTOWN PUBLIC SCHOOLS
SUBSTITUTE HANDBOOK

WWW.EATONTOWN.ORG

SUBSTITUTE RESPONSIBILITIES

REVISED: AUGUST 2, 2023

Checking In - Substitutes are to report 10 minutes prior and leave after all students are dismissed.

FULL DAY SESSIONS

<u>School</u>	<u>Grades</u>	<u>Open</u>	<u>Close</u>
MEMORIAL	7-8	7:50 a.m.	2:19 p.m.
MARGARET L. VETTER	5-6	7:50 a.m.	2:18 p.m.
WOODMERE	2-4	8:30 a.m.	2:58 p.m.
MEADOWBROOK	K-1	8:30 a.m.	2:58 p.m.
PRESCHOOL PROGRAM	Ages 3-5	8:30 a.m.	2:58 p.m.

ONE-SESSION DAYS

<u>School</u>	<u>Grades</u>	<u>Open</u>	<u>Close</u>
MEMORIAL	7-8	7:50 a.m.	12:15 p.m.
MARGARET L. VETTER	5-6	7:50 a.m.	12:10 p.m.
WOODMERE	2-4	8:30 a.m.	12:50 p.m.
MEADOWBROOK	K-1	8:30 a.m.	12:50 p.m.
PRESCHOOL PROGRAM	Ages 3-5	8:30 a.m.	12:50 p.m.

HALF DAY REPORTING

<u>School</u>	<u>Session</u>	<u>Open</u>	<u>Close</u>
MEMORIAL	AM	7:50 a.m.	11:07 a.m.
	PM	11:07 a.m.	2:19 p.m.
MARGARET L. VETTER	AM	7:50 a.m.	11:07 a.m.
	PM	11:07 a.m.	2:18 p.m.
WOODMERE	AM	8:30 a.m.	11:47 a.m.
	PM	11:47 a.m.	2:58 p.m.
MEADOWBROOK	AM	8:30 a.m.	11:47 a.m.
	PM	11:47 a.m.	2:58 p.m.
PRESCHOOL PROGRAM	AM	8:30 a.m.	11:47 a.m.
	PM	11:47 a.m.	2:58 p.m.

Board of Education 2023-2024

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Tiffany Boufford, Director of Elementary Education (K-4)
Tara Micciulla, Director of Elementary and Secondary Education (5-8)
Debbie Nappi, Interim Director of Special Services

School Addresses and Phone Number

School	Grade	Address	Phone Number
Meadowbrook School	Pre-K, K-1	65 Wyckoff Road	732-542-2777
Woodmere School	Pre-K, 2-4	65 Raleigh Court	732-542-3388
Vetter School	Pre-K, 5-6	3 Grant Avenue	732-542-4644
Memorial School	7-8	7 Grant Avenue	732-542-5013

Morning Homeroom - Substitutes should be in the room or a duty post **ten minutes before the start of the school day**. At this time, plans for the day should be reviewed. Plans or plan books should contain: Time and length of classes, reading and math group lists, duty schedules, lunch program information, and attendance process.

Attendance should be taken when the students arrive. Please contact the office for attendance procedures if you are unsure as each school's procedures differ. All parent letters should be sent to the office.

Mailboxes - The teacher's mailbox should be checked at least three times each day. These boxes are not to be used by the students. No student will be allowed to take any material from these boxes. Many times confidential papers are placed in these boxes. Distribute any notices to students.

Duties - Teachers are assigned various duties over the year. Some of the duties include morning, lunch, recess, bus, and other duties as the need arises. (Please see the teacher's schedule.)

Supervision - **At no time are you to leave your class unsupervised.** If help is needed, call the office by pressing 1000 for Memorial, 2000 for Meadowbrook, 3000 for Vetter, or 4000 for Woodmere on the telephone or alert a neighboring teacher. Substitutes should accompany their class to and from all areas in the building.

Discipline - Discipline should be approached proactively by:

- Communicating to students the behaviors that are expected in the classroom.
- Expectations should provide boundaries and establish standards for student success.
- Expectations of the permanent teacher should be modeled. Look for class roles.
- Positive and verbal praise should be given.

At no time is a child permitted to put their hands on another student. If a child becomes a problem, call the office for assistance from the Principal.

Rewards - A federal law is in effect governing the kinds of food and snacks that can be served to students. At no time should gum or candy be given to students as a snack, treat, or reward. All other snacks must be approved by the principal prior to being served. Stickers are appropriate. Do not give out any of the teacher's rewards unless you have been instructed to do so. Please do not write letters home (positive or negative) to parents. Instead, please leave a note with the teacher discussing questions, concerns, or other feedback.

Reporting Child Abuse - If you feel a child has been abused, notify the school nurse or school counselor. If they are not available, contact the school principal. They will check the injury and notify Child Protection and Permanency.

Illness or Injury - Children who complain of illness or injury should be given a pass and allowed to go to the nurse's office. In the event of a more serious injury, do not move the student, call the office for the school nurse to be sent to the classroom.

School Day Dismissal - Students to be dismissed during the day are dismissed through the office. Never send a child home without the knowledge of the office. Parents are to pick up their children in the office.

Inquire about dismissal procedures as all schools may vary.

Safety Drills

- Fire - There is one fire drill per month. It is the teacher's responsibility to make sure all students are accounted for. Take the grade book and red emergency folder so that attendance can be taken. The class leaves the building and goes approximately 100 feet from the building. All doors and windows should be closed and all electrical equipment should be turned off. Directions for drills are located by the door of each classroom.
- Evacuation or Lockdown Drills - these drills are performed periodically during the school year. Evacuation is done similar to a fire drill in the event the students cannot stay in school. Please refer to the red emergency folder on the teacher's desk.

During a lockdown please follow these steps:

1. Lock your classroom door.
2. Cover door glass with the window guard.
3. Pull down window shades.
4. Move students to a location away from front door and windows.
5. Keep students from talking.
6. Do not open the door under any circumstances. Ignore all bells and announcements. Doors will be opened manually by the principal at the conclusion of the drill.

*** For additional drill information, please make sure to read the Emergency Folder in every classroom.

Materials - All papers, materials and student work for the regular teacher should be left on the desk. The Substitute Report should be filled out.

Dress Code - Substitutes are expected to dress in a professional manner and be neatly and appropriately groomed.

As stated in district policy:

1. Be physically clean, neat and well groomed.
2. Dress in a manner reflecting their profession:
 - a. No denim jeans.
 - b. No sweatpants/sweatshirts (except PE teachers).
 - c. No flip flops.
 - d. Skirt bottom must be no shorter than the end of fingertips when arms are at one's side.
 - e. No shorts (except PE teachers)
3. Dress in a fashion that is commonly accepted in this community.
4. Dress in a manner that does not cause damage to district property.
5. Be groomed in such a way that hair style does not disrupt the educational process nor cause a health or safety hazard.

Personal Cellular Phone Use- Please adhere to the district policy:

A staff member's personal cellular phone or other personal communication device shall be secured by the staff member and outside the view of others when the staff member is performing assigned school district responsibilities.

An electronic communication by a staff member on a non-school related, personal matter using a personal cellular phone telephone or other personal communication device shall not be made while the staff member is performing assigned school district responsibilities.

Taking pictures and/or videos of students on a personal cellular phone is strictly prohibited.

Tobacco Use- In accordance with N.J.S.A. 26:3D-58 and N.J.A.C. 8:6-7.2, smoking is prohibited at all times anywhere in school buildings or on school grounds.

Confidentiality/ Social Media- Personal discussions regarding the district, staff members, and/or students is strictly prohibited; this includes conversations with parents regarding a class, school, or individual student you have been a substitute. Lack of confidentiality will result in losing your substitute privileges. This also includes social media posts or comments.

Sexual Harassment - The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual Harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties. Further information can be found in Board of Education Policy 5751. Mr. Brogna is the District Affirmative Action Officer and may be reached at 732-542-3388 if you have a concern in this area.

Obligations to Report

- A. **Harassment, Intimidation, and Bullying** — New Jersey's Anti-Bullying Bill of Rights Act was signed into law in 2011. This law requires schools to take an active role in preventing Harassment, Intimidation, and Bullying. In accordance with this law, it is your obligation to notify school officials if you are made aware of or witness any issues that may fall into this category. Each school building has a designated Anti-Bullying Specialist that can assist you in reporting what you have witnessed or heard as Harassment, Intimidation, or Bullying as well as how to proceed with the information you have presented. The school counselor is also the School Anti-Bullying Specialist. It is always best to err on the side of caution and report issues or incidents when you see or hear them. Since this law has a time limit, it is imperative that you relay the information as soon as possible. **Please report any HIB concerns you have to either the school counselor or principal as soon as possible or at least before the end of the day. HIB incidents have a 24-hour reporting deadline.** *It is not recommended that you simply leave a note or description to the teacher. Under the law, you must report these incidents directly to school officials.* Please visit our website for more information by clicking on the Anti-Bullying page.

- B. **Suicide Awareness** — The health, safety, and well-being of each and every Eatontown Public Schools student is the number one priority of all employees and adults in the district. The large amount of interactions teachers and school personnel have with our students on a daily basis places them in an important position to recognize the signs of mental health conditions or suicide risk and make the appropriate referrals for help. As an extension to the responsibility of recognizing and responding to these signs, it is imperative for you, as a substitute teacher, to maintain open lines of communication with the school counselor, building principal, or other designated adults when you become aware of signs that a student does not seem in a positive frame of mind, makes a threat to harm themselves, or presents any physical evidence that there are thoughts of harm. **If you have any concerns that a student is a threat to hurt themselves or others, do not leave the student alone and report this information to the school counselor or principal immediately.** *Please remember that if you come into personal or sensitive information about a student's well-being, you are bound by the rules of confidentiality.*

Help - Any nearby teacher will be happy to help you with any information or problem. You may also contact the office at any time. **Do not be afraid to ask.**

Checking Out - Please stop at the office to checkout and return your key.

Leaving the Building - Please do not leave the building without notifying the office, this includes lunch and prep period. Substitutes are paid for an entire work day or half day, please plan on staying the entire time.

Most Importantly Avoid These Common Mistakes:

- **Do not criticize students.**
- **Do not address students with sarcasm.**
- **Do not plead with students to behave appropriately.**
- **Do not threaten students.**
- **For your own safety, do not touch students.**
- **Physical and verbal force is against the law.**
- **Do not place a student outside the classroom.**
- **Do not use computers for your personal use or bring personal work into the classroom (i.e., book, letter, or knitting).**

Professional Development – All substitute staff will complete state mandated training using the SafeSchools online system. This training must be completed prior to working in the district.

Email – Please check your email and the district website for updates and communications.