



EATONTOWN PUBLIC SCHOOLS
SUBSTITUTE HANDBOOK

WWW.EATONTOWN.ORG

SUBSTITUTE RESPONSIBILITIES

REVISED: AUGUST 25, 2021

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	3-4, PreK	8:30 a.m.	12:50 p.m.
MEADOWBROOK	K-2	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 2021-2022

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Tara Micciulla, Margaret L. Vetter School Principal
Kevin Iozzi, Woodmere School Principal
Tiffany Boufford, Meadowbrook School Principal
Tiffany Boufford, Director of Elementary Education (K-4)
Tara Micciulla, Director of Elementary and Secondary Education (5-8)
Clement S. Bramley, Jr., 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. A username and password will be issued. This training must be completed prior to working in the district.

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

COVID-19 INFORMATION

Appendix A

Vaccination

The school district may include in Appendix A the locally developed protocols to:

- a. Determine the vaccination status of students and staff.
 - i. Students- As a Preschool through 8th grade district, most students are not eligible for vaccinations at this time. However, as younger students become eligible for the COVID-19 vaccination, the district will follow CDC, NJ DOH, and NJ DOE guidance. Student vaccination status information can be housed in the Genesis Student Portal.
 - ii. Staff- The district has encouraged staff to report proof of COVID-19 vaccination status voluntarily by submitting this information through the Genesis Staff Portal. The Genesis Staff Portal maintains a record of the vaccination dates as well as the vaccination card.

- b. Actively promote vaccination for all eligible students and staff.
 - i. The district works to provide all students and staff equitable access to the COVID-19 vaccination. The district sends vaccination clinic information to eligible students and staff through email as well as posting the information on the district website.
 - ii. Eatontown Public Schools hosted a vaccination clinic through a partnership with the Monmouth County Health Department in August 2021. In the future, the district will attempt to host additional clinics through its partnership with the Monmouth County Health Department.

Appendix B

Communication with the Local Health Department

The school district may include in Appendix B the locally developed protocols to:

- a. Maintain close communication with the Local Health Department in order to provide information and share resources on COVID-19 transmission, prevention, and control.
- b. Establish procedures for Local Health Department notification and response to COVID-19 illness in school settings.

Eatontown Public Schools works closely with local and county health department officials to support contact tracing. As per guidance from the Monmouth County Health Department, school officials support and assist in this process, but are not the lead agency. All school and district administrators, school safety specialists, school nurses, and any other staff deemed appropriate by the Superintendent will be provided information regarding the rules of contact tracing in keeping school communities safe from the spread of contagious disease. The school officials listed above will review the CDC guidelines on contact tracing before school begins.

District officials receive emails and other communications from the Monmouth County Health Department on a consistent and timely basis.

Contact tracing procedures are initiated upon confirmation of a confirmed case of COVID-19 within the school community.

The Superintendent and the school nurses shall consult with the local and county health department in the development, review, and revision of the district contact tracing policy and procedures. The school nurse and building principal are designated staff liaisons responsible for providing notifications and carrying out other components of the district's contact tracing policy.

The school nurse in consultation with the building principal shall establish measures for a system of open communication that allows staff, students, and families to self-report symptoms and/or suspected exposures.

A staff member shall immediately notify the principal and the school nurse when he/she observes symptoms consistent with COVID-19 or becomes aware that an individual who has spent time in a district facility tests positive for COVID-19. The school nurse in consultation with the school principal shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality when the COVID-19 test is positive. The Superintendent of Schools must be immediately notified as well before any public notifications are distributed or sent.

Appendix C

Mask Wearing Protocol

The school district shall include in Appendix C the locally developed protocols to:

- a. Address all mandatory Orders regarding the use of masks in schools.

Protocols for Masks/Face Coverings

- The district will review and adhere to the CDC, NJ DOH, and NJ DOE guidance related to masks/face coverings.
- All students and staff will be required to wear masks/face coverings inside the school including the bus ride to and from school. As per CDC guidelines, mask/face coverings should be made of cloth, cover both the nose and mouth, and fit against the side of the face snugly. Masks/face coverings that cover the nose and mouth are acceptable as well. Exceptions to this policy are:
 - Doing so would inhibit the individual's health.
 - The individual is in extreme heat outdoors.
 - The individual is in water.
 - A student's documented medical condition, or disability as reflected in an IEP precludes the use of face covering.
 - The student is under the age of two and could risk suffocation.

Appendix D

Physical Distancing and Cohorting Protocols

The school district may include in Appendix D the locally developed protocols to:

- a. Implement physical distancing measures as an effective COVID-19 prevention strategy.
 - (1) Maintaining three feet of distance between students in classroom settings.
 - (2) Consider structural interventions within classrooms to aid with social distancing.
 - (3) Outside of the classroom, a school district should consider approaches to implement physical distancing.
- b. Address the use of cohorts or groups of students with dedicated staff who remain together throughout the day.

Social Distancing in Instructional and Non-Instructional Rooms

Classrooms as well as other non-instructional spaces will be set up with three feet social distancing requirement as a guideline or to the greatest extent possible. Desks or other type furniture will be set up in rows facing the same direction. When instructional techniques require staff and students to interact in spaces less than three feet of distance, individual air purification units will be used. All staff and students will be required to wear masks/face coverings regardless of whether three feet of social distancing can be maintained unless mask/face covering guidance is revised by federal and state agencies. Mask/face covering breaks will be offered to students outside the school when appropriate. The use of shared objects or equipment will be limited and cleaned between uses.

Each district school and building have a centralized HVAC system. The HVAC system provides heat and air conditioning to the offices and classrooms. The HVAC system has filters and brings fresh air from the outside into the buildings. The district provides individual air purification units for classrooms where three feet of social distancing cannot be maintained. In addition, HVAC rooftop units are equipped with ionization units which mitigate viruses, bacteria, dust, and other pollutants in the air. Most classrooms and instructional spaces have exterior windows as well.

Social Distancing in Entrances, Exits, and Common Areas

Each school will disseminate a plan specific to the school establishing guidelines and procedures for social distancing in entrances, exits, and common areas. This school plan will be communicated to the school community prior to the first day of school.

Considerations will include:

- Students, parents and staff will be required to wear masks/face coverings inside the school based upon federal and state guidance.
- Minimize the interaction of students between drop-off and entrance to school facilities.
- Establish separate entrances and exits to school facilities where possible.

- Require visitors and parents/guardians to use their own pen for signing in and out. Visitors will need to wear masks/face coverings as well.
- Create visual dividers for hallways.
- Maintain social distancing in hallways or common areas.
- Minimize the number of non-essential interactions between students and staff during the school day.
- Create student cohorts to limit exposure and contact.
- Limit commingling between classes or other district-set groups of students.
- Minimize large group gatherings.
- Create a system that allows for physical distancing.
- Provide hand sanitizer at school entrances.
- Put signage around school buildings to provide hygiene advice and reminders.
- Increase frequency of cleaning all surfaces, including walls.
- Limit the number of students in the hallway at the same time by staggering release from classrooms.
- Consider a schedule that limits access, if at all, to lockers to keep traffic in the hallways within social distancing protocols.
- Assign seats for students in the classrooms, cafeteria, buses, and other group settings.

Appendix E

Hand Hygiene and Respiratory Etiquette Protocols

The school district may include in Appendix E the locally developed protocols to:

- a. Teach and reinforce hand washing.
- b. Encourage students and staff to cover coughs and sneezes with a tissue if not wearing a mask.
- c. Maintain adequate hand hygiene and respiratory etiquette supplies.

Procedures for Hand Washing/Sanitizing

Most classrooms are equipped with a sink that provides soap for students and staff to wash their hands periodically throughout the school day. In addition, classrooms and bathroom areas have hand sanitizer stations as well. Hand washing/sanitizing will be encouraged periodically throughout the day including before eating, after using the bathroom, and after blowing one's nose/coughing/sneezing. Students and staff will be encouraged to wash their hands for at least 20 seconds. Hand sanitizer also will be available if hand washing is not possible using an alcohol-based hand sanitizer at least 60% alcohol. Signage will be posted around the buildings reminding students and staff about the importance of proper hand washing. In addition, students and staff will be reminded to cover coughs and sneezes appropriately. Extra masks/face coverings will be available in the schools and on the buses.

Appendix I

Screening, Exclusion, and Response to Symptomatic Students and Staff Members

The school district may include in Appendix I the locally developed protocols to:

- a. Establish procedures to identify and respond to a student or staff member who becomes ill with COVID-19 symptoms.

Screening Procedures for Students and Staff

Students and staff will be screened daily using observational methods of COVID-19 symptoms. Each staff member and parent will sign a form in Genesis acknowledging that they understand the COVID-19 symptoms and protocols. If a student or staff member is suspected of having COVID-19 symptoms, the individual will be asked to see the school nurse by an appropriate party.

The symptoms of COVID-19 may include:

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficult breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Protocols for Symptomatic Students and Staff

If a student or staff member is experiencing COVID-19 symptoms while in school, the individual will immediately visit the school nurse. If the school nurse is not available, the symptomatic student or staff member will be taken to the principal's office. The student or staff member will be isolated respectfully from others and referred for a COVID-19 test.

Other considerations in this process include:

- Each school may have a designated isolation space.
- If the individual is positive for COVID-19, the Superintendent must be notified immediately. Local health officials, staff, and families will be notified while maintaining confidentiality.
- The district will follow current CDC, NJ DOH, and NJ DOE guidance for illness reporting.
- School officials will assist the local health department and Monmouth County Health Department with contact tracing.
- Re-admittance procedures will be consistent with NJ Department of Health and CDC guidelines.

Appendix J

Contact Tracing

The school district may include in Appendix J the locally developed protocols to:

- a. Identify school-based close contacts of positive COVID-19 cases in the school.
- b. Notify parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.

Contact tracing procedures are initiated upon confirmation of a confirmed case of COVID-19 within the school community.

The Superintendent and the school nurses shall consult with the Monmouth County Health Department in the development, review, and revision of the district contact tracing policy and procedures. The school nurse and building principal are designated staff liaisons responsible for providing notifications and carrying out other components of the district's contact tracing policy.

The school nurse in consultation with the building principal shall establish measures for a system of open communication that allows staff, students, and families to self-report symptoms and/or suspected exposures.

A staff member shall immediately notify the principal and the school nurse when he/she observes symptoms consistent with COVID-19 or becomes aware that an individual who has spent time in a district facility tests positive for COVID-19. The school nurse in consultation with the school principal shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality when the COVID-19 test is positive. The Superintendent of Schools must be immediately notified as well before any public notifications are distributed or sent.

Close contacts of a positive case will be notified as per contact tracing procedures. In addition, a public notification of a positive case will be sent districtwide. These communications will closely respect and protect the confidentiality of the individual to the greatest extent possible.

Self-Quarantine Protocols

As of May 17, 2021, New Jersey's travel advisory is no longer in effect.

The CDC, however, has recommendations for both vaccinated and unvaccinated travelers. Travelers leaving New Jersey should check with the travel destination and transportation carrier (i.e., airline, cruise ship, etc.) to see if there are additional health and safety protocols or requirements, such as proof of a negative COVID-19 test within days of departure. Travelers should also check with their employers, schools, and other entities that may have quarantine policies for individuals returning from travel.

Currently, the CDC recommends delaying travel until you are fully vaccinated.

Domestic Travel

According to the CDC, unvaccinated individuals who do travel should get tested 1-3 days before their trip, 3-5 days after travel, and stay home and self-quarantine for 7 days after domestic travel.

For those traveling to New Jersey, domestic travel is defined as lasting 24 hours or longer to states or US territories other than those connected to New Jersey, such as Pennsylvania, New York, and Delaware.

Appendix K

Testing

The school district may include in Appendix K the locally developed protocols to:

- a. Identify rapid viral testing options in their community for the testing of individuals who were exposed to someone with COVID-19.

School officials will work with the Monmouth County Health Department, the School Physician, and the individual's private doctor to develop a testing plan and protocol when students or staff are suspected of having COVID-19 symptoms based upon CDC and NJ DOH recommendations.

- b. Develop and implement screening testing as a strategy to identify cases and prevent secondary transmission.

The district has completed a grant application offered through the NJ DOH to possibly receive free COVID-19 testing for students and staff through a private vendor. More information will be forthcoming as the district receives more guidance.

Appendix L

Student and Staff Member Travel

The school district may include in Appendix L the locally developed protocols to:

- a. Follow the recommended CDC guidelines for student and staff member travel out-of-State.

As of May 17, 2021, New Jersey's travel advisory is no longer in effect.

The CDC, however, has recommendations for both vaccinated and unvaccinated travelers. Travelers leaving New Jersey should check with the travel destination and transportation carrier (i.e., airline, cruise ship, etc.) to see if there are additional health and safety protocols or requirements, such as proof of a negative COVID-19 test within days of departure. Travelers should also check with their employers, schools, and other entities that may have quarantine policies for individuals returning from travel.

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For those traveling to New Jersey, domestic travel is defined as lasting 24 hours or longer to states or US territories other than those connected to New Jersey, such as Pennsylvania, New York, and Delaware.