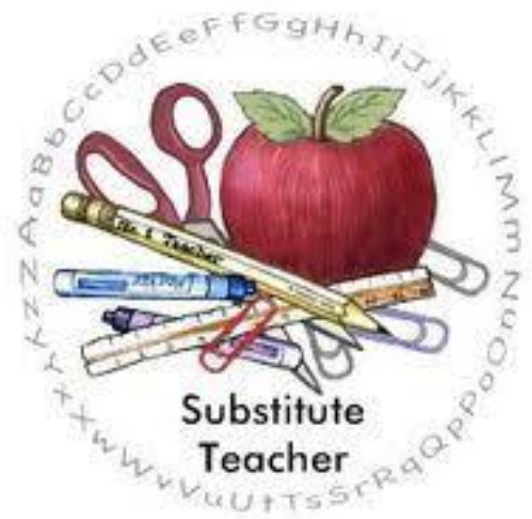


Woodstown-Pilesgrove Regional School District



SUBSTITUTE HANDBOOK

1. What is my substitute pay per day?

For substitute teachers and substitute paraprofessionals, it is \$90 per day regardless of assignment.

For clerical staff, it is \$60 per day regardless of assignment.

Substitute school nurses shall be paid \$133 per day. After sixty consecutive days in the same position, substitute school nurses will be paid \$200 per day retroactive to the first day of employment.

Payment is made on or about the 15th of the month and covers the first through last day of the previous month. Days worked during the month of June are paid on June 30th.

2. Is there a dress code for staff members?

A copy of the district's dress code is included in this handbook.

3. Where do I park?

Parking spaces are assigned. Please park in the space reserved for the person for whom you are substituting. If you are substituting at the Middle School or High School and the space is taken, please park in the district office lot.

4. When do I report for work?

Be on the job by 7:25 a.m. for William Roper School assignments, by 7:25 a.m. for Shoemaker School assignments, and 7:25 a.m. for Middle school and High school assignments so you can receive help and information about your teaching responsibilities. Place your name or initials in the substitute space on the sign-in sheet provided for teachers.

5. Where do I report for work?

Go to the William Roper School office at the main entrance of the school. Go to the Shoemaker School office at the central entrance of the school. Go to the Middle School office at the rear, street side of the building. Go to the High School office on the main floor of the building.

6. Who will help me with advice and information?

An administrator, instructional facilitator, team leader, or secretary will help you start the school day.

7. What can I expect to find from the teacher who is absent?

At the William Roper School and the Shoemaker School, substitute instructions and plans are located in a folder on the teacher's desk. At the Middle School and High School, in the teacher's desk or office mailbox you will find a folder containing plans, seating charts, the names of reliable students, classroom policies, and any other information that will be helpful to a substitute. Emergency substitute plans may be found in the Middle School office. If you have any questions about the Middle School, please see Building Principal Mrs. Pessolano or her secretary, Mrs. Whitling, when you sign in. If you have any questions about the High School, please see Building Principal Mr. Senior or his secretary, Mrs. Mesogianes, when you sign in.

8. What do I do if I have a discipline problem?

Contact the office before sending a student there. Make sure the office knows why a student is being sent. Do not tolerate inappropriate behavior or students failing to follow your instructions. **If a severe disciplinary situation arises with a student, please make direct contact with an administrator immediately after the incident by dialing the extension for the main office. The secretary will contact the appropriate administrator.**

9. What do I do if I am injured on the job?

Before leaving for the day, be certain to report any injury to the school nurse.

10. What do I do in an emergency?

Located under the teacher's desk in a plastic pocket, or in an area designated by the teacher, you will find a red binder with all emergency procedures. In the event of an emergency, please consult this binder and follow the appropriate procedures. **If it is an immediate emergency in the classroom, call the main office.**

11. What do I do in each school?

Please review the information that is part of this booklet in order to familiarize yourself with the general instructions for the William Roper School, Shoemaker School, Middle School, and High School.

12. What schedule will I have?

Assignments are made at the discretion of the building principal. During the teacher's prep or duty period, you may be asked to cover classes other than those originally scheduled. Substitutes who work a half day are not entitled to a lunch period or a prep period. If you have any questions concerning this, please discuss it with the principal, not the secretary.

13. When may I leave for the day?

You must remain in the school building for 20 minutes after student dismissal except on Fridays and before holidays when substitutes can leave after student dismissal. Before departing, please fill out one of the Substitute's Report forms.

14. What about keys?

The areas where you will be teaching will be opened prior to the start of the school day. In the event you arrive at a room and it is locked, contact a building administrator to open it for you.

15. What interoffice phone extensions might I need to be familiar with?

William Roper School	33100
Shoemaker Main Office	66246 or 66247
Middle School Main Office	77223 or 77295
High School Main Office	55225 or 55300
Maintenance	55278
Payroll/Benefits	22264

WOODSTOWN-PILES GROVE REGIONAL SCHOOL DISTRICT
WOODSTOWN, NJ

WILLIAM ROPER SCHOOL
AND
MARY S. SHOEMAKER SCHOOL

SUBSTITUTE'S REPORT

Name of Substitute: _____
Date of Substitution: _____
Teacher for Whom Substituting: _____
Grade or Subject: _____

Circle Answer to Question Below

Was enough information provided by an administrator?	Satisfactory	Unsatisfactory
Were the plans for the day available?	Satisfactory	Unsatisfactory
Were there any discipline problems which you would like to refer to the teacher? Please note these problems below.	Yes	No

Comments and suggestions:

All substitutes must complete this form and return to the office before leaving each day.

WOODSTOWN-PILESGROVE REGIONAL SCHOOL DISTRICT
WOODSTOWN, NJ

WOODSTOWN MIDDLE SCHOOL
AND
WOODSTOWN HIGH SCHOOL

SUBSTITUTE'S REPORT

Name of Substitute: _____
Date of Substitution: _____
Teacher for Whom Substituting: _____
School: _____
Grade or Subjects: _____

Please provide a brief description of the day. Were you able to implement the lesson plan? What work was not covered? What needs to be addressed tomorrow? List any incidents that should be noted. List any constructive suggestions that would be helpful to a substitute in the future. List the names of any students who were uncooperative. **If more space is needed, please use the other side.**

Please note any specific comments you may have about each class:

Period 1 _____
Period 2 _____
Period 3 _____
Period 4 _____
Period 5 _____
Period 6 _____
Period 7 _____
Period 8 _____
Period 9 _____

WOODSTOWN-PILEGROVE REGIONAL SCHOOL DISTRICT
WOODSTOWN, NJ

TEACHER'S REPORT OF SUBSTITUTE'S WORK

Name of Teacher: _____
Name of Substitute: _____
Date of Substitution: _____
School: _____
Grade or Subjects: _____

Circle Answer to Question Below

Were lesson plans followed?	Satisfactory	Unsatisfactory
Was class attendance taken accurately?	Satisfactory	Unsatisfactory
What were students' reactions to the substitute?	Satisfactory	Unsatisfactory

Comments and constructive suggestions:

WOODSTOWN-PILESGROVE REGIONAL SCHOOL DISTRICT
WOODSTOWN, NJ

WILLIAM ROPER SCHOOL (Pre-Kindergarten and Kindergarten)
SUBSTITUTE PROCEDURES

SCHOOL HOURS (Pre-Kindergarten)

7:35 a.m. Entrance of students to MPR/Playground/Cafeteria
7:53 a.m. Warning Bell
7:55 a.m. Late Bell

Prekindergarten AM Session 7:50 a.m. -10:40 a.m.
Prekindergarten PM Session 11:50 p.m. – 2:40 p.m.
Kindergarten Session: 7:50 a.m. – 2:40 p.m.
10:50 a.m. -11:20 a.m. Kindergarten recess
11:30 a.m. -12:00 p.m. Kindergarten lunch

2:40 p.m. School Age Child Care (SACC)
2:40 p.m. Bussing students
2:40 p.m. Carpool students and walkers dismissal
3:00 p.m. End of day for teaching staff & paraprofessionals
12:10 p.m. Early Closing

Prekindergarten

Session 1 – 7:50 a.m. – 10:40 a.m.
Session 2 – 11:50 a.m. – 2:40 p.m.

Early Closing

Session 1 – 7:50 a.m. – 9:45 a.m.
Session 2 – 10:15 a.m. - 12:10 p.m.

WRS Delayed Opening Schedule

In the event Mrs. Grossman declares a delayed opening schedule at anytime for inclement weather, the following will occur.

One Hour Delay:

Student arrival 8:30am-8:50am - Late at 8:50am
PM PreKindergarten 11:50am

Two Hour Delay:

Student arrival 9:30am - 9:50am - Late at 9:50am
AM PreKindergarten Cancelled
PM PreKindergarten 11:50am
Breakfast will still be served on delayed openings.

Welcome to our school. We hope you have an enjoyable day. The teacher will provide you with specific instructions each time you substitute. However, we have provided you with some general information. Please sign in at the office by 7:25 a.m. and check the mailbox of the teacher for whom you are substituting before going to the classroom.

1. Students go directly to the multi-purpose room upon arrival at 7:35 a.m. Teachers will pick up their students in the multi-purpose room and walk them to the classrooms. The late bell rings at 7:55 a.m. Please introduce yourself to the class and print/write your name on the board.
2. Please fill out the Substitute Teacher Attendance Form (gold half sheet) and send to the office by 8:15 a.m. When a student comes in late, he/she should stop by the office to obtain a pink slip. Students should not enter late for class unless they have a pink slip. Any physician's or parental notes should be sent to the office.

3. Lateness
 - (a) Students are considered late if they arrive after 8:00 a.m.
 - (b) Mark a "T" for tardy on the appropriate line of the attendance sheet to indicate lateness.
 - (c) If a student arrives in your classroom after the attendance sheet has been collected, send the student to the office so the lateness can be recorded.
4. Make sure you and the students know where they are going after school, e.g., SACC, bus, carpool. If you have any questions, contact the office and they will help you. Any student who has a note from home must bring the note to the office first thing in the morning.
5. Major discipline problems should be referred to the principal. Student referral forms are available in the classroom or may be obtained from the secretary.
6. Lunch - Teachers sit with students to supervise them during lunch periods. Please refer to the seating chart the teacher has left for you. Students should be quiet and orderly. Line students in three groups: (1) bring lunch, (2) buy only milk, (3) buy platter or bag lunch. Lunch count should be taken each morning in the classroom through PowerSchool. The teacher will leave you specific instructions. Teachers keep lunch I.D. badges in a convenient location to distribute before students go to the cafeteria for lunch each day. Students must go to the cafeteria early in the morning between 7:35 a.m. – 7:50 a.m. to charge a lunch if they have forgotten money or to pay with cash for the day. The staff lunch includes salad or platter and a beverage. Extra helpings or beverages may be purchased at an additional cost. If you have any questions about the procedure, please see a cafeteria staff member.
7. Playground (lunch recess) –Recess duty schedule is with classroom substitute plans. This schedule is also posted in the main office. If the weather is inclement, you should take your students to the multi-purpose room and they will be supervised.
8. Nurse - In case of student illness or accident during the day, send student to the health office with "green" Referral to Nurse form.
9. **A substitute is always personally responsible for all students. No student is to be left unattended in the classroom.**
10. Use of intercom - If you wish to contact the secretary, press the button on the wall, release it, and wait for the secretary to respond. You may also use the phone and dial 33100.
11. Dismissal - Students are dismissed at the end of the school day as follows: Please refer to the plans the teacher has provided for you.
12. Substitute teacher's hours - If you leave during a scheduled conference/plan period or lunch, complete the sign out/in sheet in the office. When you leave at the end of the day, be certain that all windows are closed and locked, lights are turned off, and the door is closed. Please complete the Substitute's Report and return it to the office before leaving.
13. Fire drill - Directions are posted on wall in classroom. Please be sure to review the information in the folder in the event of an emergency.
14. Lock down procedures - Lock down procedures are located in a red binder which is located under the teacher's desk on the right side. Please become familiar with them.
15. If you ever have a question or concern, please call the office for assistance.

WOODSTOWN-PILESGROVE REGIONAL SCHOOL DISTRICT
WOODSTOWN, NJ

MARY S. SHOEMAKER ELEMENTARY SCHOOL (Grade 1-5)
SUBSTITUTE PROCEDURES

SCHOOL HOURS (Grades 1-5)

SCHOOL HOURS

7:30 a.m.	Entrance of students to MPR/Playground/Cafeteria/Conclusion AM SACC
7:45 a.m.	Warning Bell
7:50 a.m.	Late Bell

Lunch Times

Grade 1	10:30-10:50
Grade 2	11:05-11:35
Grade 3	11:40-12:10
Grade 4	12:15-12:45
Grade 5	12:20-12:50

*Recess: Please note that children will now receive two blocks of time during their school day for recess. Each block will be 15 minutes long and your child's teacher will communicate their designated recess times.

End of Day

2:30 p.m.	School Age Child Care (SACC)
2:32 p.m.	Bussing students
2:35 p.m.	Carpool students and walkers dismissal
2:55 p.m.	End of day for teaching staff & paraprofessionals
12:05 p.m.	Early Closing

Welcome to our school. We hope you have an enjoyable day. The teacher will provide you with specific instructions each time you substitute. However, we have provided you with some general information. Please sign in at the office by 7:25 a.m. and check the mailbox of the teacher for whom you are substituting before going to the classroom.

1. Students go directly to the multi-purpose room or cafeteria upon arrival at 7:30 a.m. It is important that you are in your classroom at 7:30 a.m. to prepare for your day. The late bell rings at 7:50 a.m. Please introduce yourself to the class and print/write your name on the board.
2. Please fill out the Substitute Teacher Attendance Form (gold half sheet) and send to the office by 8:15 a.m. When a student comes in late, he/she should stop by the office to obtain a pink slip. Students should not enter late for class unless they have a pink slip. Any physician's or parental notes should be sent to the office.
3. Lateness
 - (a) Students are considered late if they arrive after the 7:50 a.m. bell.
 - (b) Mark a "T" for tardy on the appropriate line of the attendance sheet to indicate lateness.
 - (c) If a student arrives in your classroom after the attendance sheet has been collected, send the student to the office so the lateness can be recorded.
4. Make sure you and the students know where they are going after school, e.g., SACC, bus, carpool. If you have any questions, contact the office, and they will help you. Any student who has a note from home must bring the note to the office first thing in the morning.
5. Major discipline problems should be referred to the principal. Student referral forms are available in the classroom or may be obtained from the secretary.

6. Lunch - Lunchroom aides sit with students to supervise them during lunch periods. Please refer to the seating chart the teacher has left for you. Students should be quiet and orderly. Line students in three groups: (1) bring lunch, (2) buy only milk, (3) buy platter or bag lunch. Lunch count should be taken each morning in the classroom through PowerSchool. The teacher will leave you specific instructions. Teachers keep lunch I.D. badges in a convenient location to distribute before students go to the cafeteria for lunch each day. Students must go to the cafeteria early in the morning between 7:35 a.m. – 7:50 a.m. to charge a lunch if they have forgotten money or to pay with cash for the day. The staff lunch includes salad or platter and a beverage. Extra helpings or beverages may be purchased at an additional cost. A notice with daily teacher choices is posted in the office for sign up until 9:30 a.m. each day. If you have any questions about the procedure, please see a cafeteria staff member.
7. Playground (lunch recess) – Recess duty schedule is with classroom substitute plans. This schedule is also posted in the main office. If the weather is inclement, you should take your students to the multi-purpose room, and they will be supervised.
8. Nurse - In case of student illness or accident during the day, send student to the health office with "green" Referral to Nurse form.
9. **A substitute is always personally responsible for all students. No student is to be left unattended in the classroom.**
10. Use of intercom - If you wish to contact the secretary, press the button on the wall, release it, and wait for the secretary to respond. You may also use the phone and dial 66246 or 66247.
11. Dismissal - Students are dismissed at the end of the school day as follows. Please refer to the plans the teacher has provided for you.
12. Substitute teacher's hours - If you leave during a scheduled conference/plan period or lunch, complete the sign out/in sheet in the office. **Departure time for teachers is 2:55 p.m. except on Fridays and before holidays when teachers can leave after student dismissal. Substitutes must observe the same departure hours. Departure time for a substitute teacher working as a substitute paraprofessional is also 2:55 p.m. or as soon as supervision of students is complete.** When you leave at the end of the day, be certain that all windows are closed and locked, lights are turned off, and the door is closed. Please complete the Substitute's Report and return it to the office before leaving.
13. Fire drill - Directions are posted on wall in classroom. Please be sure to review the information in the folder in the event of an emergency.
14. Lock down procedures - Lock down procedures are located in a red binder which is located under the teacher's desk on the right side. Please become familiar with them.
15. If you ever have a question or concern, please call the office for assistance.

WOODSTOWN-PILESGROVE REGIONAL SCHOOL DISTRICT
WOODSTOWN, NJ

WOODSTOWN MIDDLE SCHOOL
DAILY TIME SCHEDULE & GENERAL INSTRUCTIONS FOR SUBSTITUTE TEACHERS

Substitute _____

Date _____

Regular Teacher _____

WMS SCHEDULE 2019-20

6th grade		7th grade		8th grade	
Entry	7:35-7:40	Entry	7:35-7:40	Entry	7:35-7:40
Homeroom	7:40-7:45	Homeroom	7:40-7:45	Homeroom	7:40-7:45
Academic 1	7:48-8:53	Academic 1	7:48-8:53	Specials	7:48-9:03
Academic 2	8:50-9:50	Specials	8:50-9:50	Academic 1	8:50-9:50
Academic 3	9:52-10:52	Academic 2	9:52-10:52	Academic 2	9:52-10:52
EEE	10:54-11:30	EEE	10:54-11:30	IR	10:54-11:30
Lunch/Recess	11:32-12:02	Lunch/Recess	11:32-12:02	Academic 3	11:32-12:02
IR	12:05-12:25	IR	12:05-12:25	Lunch	12:05-12:25
Specials	12:27-1:27	Academic 3	12:27-1:27	IR	12:27-1:27
A4	1:29-2:29	Academic 4	1:29-2:29	A4	1:29-2:29
PM Homeroom	2:31-2:35	PM Homeroom	2:31-2:35	PM Homeroom	2:31-2:35

General Instructions:

1. Substitute teachers should report to the Middle School main office no later than 7:25 a.m. to sign in and receive schedule and/or lesson plans for the day.
2. Contact one of the following academic team leaders for assistance/direction:

Grade 6	Mrs. Shirley Serwan, Room 128
Grade 7	Mr. Joseph Hogan, Room 24
Grade 8	Mrs. Jennifer Kelly, Room 22
3. Please tell each class who you are and also write your name on the board.
4. Please use discretion on issuing passes. Students will attempt to take advantage of a substitute. Grant lavatory privileges only when you believe it is an emergency. Complete student's agenda book as a pass.
5. Major discipline problems should be turned over to the principal in writing. Written reports should be left for the classroom teacher. Contact the office prior to sending the student to the office, ext. 77223 or ext. 77295.
6. Attendance is to be taken on PowerSchool during homeroom period. Attendance should also be taken at the beginning of each regular class. Instruction is also available from the Middle School secretary.
7. If it is necessary to leave the building at any time during the day, please sign out in the office. This includes lunch periods.

8. During scheduled prep or duty periods, substitutes may be asked to cover classes other than those originally scheduled. **Please report to the main office during prep periods if you have not already been scheduled to cover a class.**

9. **Substitute teachers are expected to remain in the building twenty minutes after student dismissal or 2:55 p.m. except on Fridays and before holidays when substitutes can leave after student dismissal.** Before leaving the classroom at the end of the day, be certain that all windows are closed and locked, lights turned off, and door is closed. Please check for neatness as well. There should be no papers or trash on floors. All materials that were used during the day should be returned to their proper place. Complete the Substitute's Report, and return it to the office before leaving.

WOODSTOWN-PILESGROVE REGIONAL SCHOOL DISTRICT
WOODSTOWN, NJ

WOODSTOWN HIGH SCHOOL
DAILY TIME SCHEDULE & GENERAL INSTRUCTIONS FOR SUBSTITUTE TEACHERS

New Bell Schedule:

7:35 - 7:40	Students Enter Building	
7:40 - 8:28	Period 1	48 minutes
8:31 - 9:19	Period 2	48 minutes
9:22 - 10:10	Period 3	48 minutes
10:13 - 11:01	Period 4	48 minutes
11:03 - 12:03	Period 5 - Lunch & Learn	
12:05 - 12:53	Period 6	48 minutes
12:56 - 1:44	Period 7	48 minutes
1:47 - 2:35	Period 8	48 minutes

General Instructions:

1. All substitute teachers should report to the main office for the schedule and instructions for the day, instructions for 1st period announcements, TV, etc.
2. Please tell each class who you are. Write your name and the lesson directions on the board.
3. Students should be dismissed from classes after the sound of the regularly scheduled bell only. Use discretion on issuing passes. Only one (1) student out on pass at a time. Write the name, destination, and time leaving the room in the student's agenda book.
4. If you need to contact the High School office, use the phone system that is located in each classroom. You can reach the office by dialing 55225 or 55300. **NO STUDENTS ARE ALLOWED TO USE THE PHONES IN THE CLASSROOMS.** When answering the phone, please respond with your name and room number. For example, "Hello, this is Mr. Smith in Room 203."
5. Major discipline cases should be turned over to the administration with a Student Referral Form. This may be done immediately by sending the student to the office or by simply sending a referral at the end of the period. If you send a student out of class, please contact the main office.
6. Attendance should be taken on PowerSchool at the beginning of each period throughout the day. Instructions will be available in the High School office. If you cannot log onto the system, please have all students sign in on a sheet of lined paper and have a student deliver the sign in sheet to Mrs. Clarke in the main office.

7. In case of assemblies, pep rallies, fire drills, etc., you should move with the students and insist on orderly conduct.
8. Students who enter your class late should be duly noted on the Substitute's Report. Students who are inordinately late (3 minutes or more) should be admitted, but a Student Referral Form should follow. Any summons delivered to your classroom requesting that a student report to another area should be honored, if duly authorized, unless the student is taking a test, exam, etc.
9. It may be necessary to assign substitute teachers classes to cover during their prep and duty periods. If there is a problem with this, please see the principal.
10. All plan books, seating charts, and papers collected should be placed in the teacher's mailbox in the High School office at the end of the day or in the location designated by the classroom teacher. A completed Substitute's Report should also be returned to the High School office.
11. **Departure time for substitute teachers is twenty minutes after student dismissal or 2:55 p.m. except on Fridays and before holidays when substitutes can leave after student dismissal.** If it is necessary for you to leave the building at any time during the school day, please notify the High School office and sign out on the faculty sign out sheet.
12. When you leave the classroom at the close of the day, be certain that all windows are closed and locked, the lights are turned off, and the door is closed.

POLICY

WOODSTOWN-PILES GROVE REGIONAL
BOARD OF EDUCATION

Teaching Staff Members
3216/Page 15 of 15
DRESS AND GROOMING

3216 DRESS AND GROOMING

The Board of Education believes that the appearance and dress of teaching staff members is an important component of the educational program of this school district. The attitude of teaching staff members about their professional responsibilities and the importance of education in the lives of their students are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for teachers and an environment conducive to discipline and learning, the Board establishes the following rules for the dress of teaching staff members in the performance of their professional duties:

1. Be physically clean, neat, and well groomed;
2. Dress in a manner reflecting their assignments;
3. Dress in a manner that does not cause damage to district property;
4. Dress and be groomed in such a way so as not to cause a health or safety hazard.

If a staff member feels that an exception to this Policy would enable him/her to carry out assigned duties more effectively, a request shall be made to the Superintendent.

N.J.S.A. 18A:27-4

Adopted: 13 December 2018