

Union City Board of Education

Substitute Teachers' Handbook



Mr. Stanley Sanger
Superintendent of Schools

Mr. Gerald Caputo
Assistant Superintendent for Personnel

Dr. Michael DeNicola
Human Resources Supervisor

Ms. Diane Capizzi
Human Resources Supervisor

Table of Contents

Introduction.....	3
How to Become a Substitute Teacher.....	4
Procedures.....	5
School Directory.....	9
Elementary School Schedule.....	10
High School Schedule.....	11
Substitute Teacher Checklist.....	12
Behavior Management.....	14
Legal Aspects of the Job.....	15
Sexual Harassment.....	17
Dial-In System.....	19
Substitute Teacher Report.....	22
2006-2007 School Calendar.....	23

Introduction

You have taken an important position in the educational program of the Union City District. You are charged with the responsibility of providing continuity in the educational program during the absence of the regular classroom teacher.

Perhaps no single responsibility provides more challenge, more uncertainty, and ultimately, more personal satisfaction than that of a replacement teacher. To be able to meet each new situation at a moment's notice and to direct students toward the district's objectives is the mark of an especially skilled professional. This is the expectation in the Union City Public School District, and school personnel are grateful for your support in the daily operation of the schools.

The purpose of this publication is to provide you with pertinent information concerning the requirements, policies, and procedures necessary to maintain the highest possible standards of service to our students.

Specific information concerning your assignment will be available in the building where you will be assigned.

All policies and procedures are subject to continuous updating and improvement. Your suggestions for revisions are always welcome.

We are confident you will find your experiences with the Union City Public School District to be professionally satisfying.

Sincerely,

Gerald Caputo
Assistant Superintendent

How to Become a Substitute Teacher

Information needed for per diem substituting:

1. Copy of your county substitute or New Jersey State Teaching Certificate
2. Per diem substitute questionnaire
3. Two signed affidavits
4. W-4 Form
5. New Jersey Criminal History Review (Obtain fingerprints via Sagem Morpho; approval letter from the state will follow)
6. Mantoux intradermal Tuberculin Test (or evidence of test taken within the past six months)

Applicants living outside of Union City must bring their own substitute/teaching certificate to be considered for employment.

Substitute Teacher Certificate:

For those not holding a New Jersey State Teaching Certificate, a substitute teachers certificate can be issued by the local school district forwarding the following, along with the criminal history report to the Office of the county Superintendent of the county in which application is being made.

Substitute Certificate Application Forms:

- All applicants need to have the Appropriate Oath of Allegiance forms notarized.
- Official transcripts of at least 60 semester-hour credits completed at an accredited college mailed to the Human Resources Department, 3912 Bergen Turnpike, Union City, NJ, 07087
- A money order in the amount of \$75.00 payable to "The Commissioner of Education"

This certificate is transferable from county to county. If an applicant applies to more than one county for substitute employment, only one certificate is required. That certificate is presented to each county in which it is to be used and renewed after the third year. Applicants who hold a New Jersey State Teaching Certificate must fill out an application and submit a copy of their certificate.

Contact Maria Cires in the Human Resources Department for additional questions:

Union City Board of Education
Human Resources Department
3912 Bergen Turnpike
Union City, NJ, 07087

Phone: 201-348-5850
Fax: 201-866-0868

Assignment Procedure

Upon approval for employment by the UCBOE, you will be given instructions at an orientation meeting to register in our computerized substitution system.

This system will allow you to receive calls well in advance of the teacher's absence. It will also allow you to hear various job openings so you may be able to choose the opening which best suit your talents.

As a substitute teacher, you should leave home in order to arrive at school by 7:45 A.M. Substitutes are expected to be at school prior to the start of class unless the request is a late emergency call. We do not employ substitutes on a half-day basis.

Please remember that your attire should be professional.

Arrival Procedure

1. Report to the Principal's office to sign-in. You will not be paid if you do not sign in and out in the appropriate book.
2. A staff member will confirm your assignment, tell you the room number, and provide you with any attendance materials you will need. You will then meet with the Assistant Principal assigned to that grade level.
3. Find the location of the nurse's office, the lavatories, and any special subject classes.

4. Find the locations of any classrooms or offices you may need during the course of the day.
5. You must follow the teacher's schedule. You will be responsible for cafeteria duty, corridor duty and/or a study which is indicated on the teacher's schedule.
6. Locate the fire procedures posted in each classroom.

General Classroom Procedures

1. All substitute teachers will follow the lesson plans provided. If substitute plans are not given to you upon arrival, please ask for them.
2. Substitute teachers are required to conduct opening exercises (i.e. flag salute, lunch forms, etc.).
3. If you are assigned to a teacher who has a homeroom, take attendance and send the attendance cards to the office immediately after the homeroom period.
4. Absence notes from a parent/guardian are required from all students returning to school.
5. Organize classroom activities and maintain classroom control and discipline that is conducive to a learning environment; corporal punishment is prohibited (NJAC 18A:6-1).
6. If you have the same classroom assignment for several consecutive days, plan carefully to insure that the students have a meaningful learning experience. Discuss any problems with the principal, vice-principal, or department head teacher.
7. Follow the nurse's office procedures found in appendix A.
8. Elementary substitute teachers are required to escort their classes to special subjects at the beginning of the period and to pick them up at the end of the period.
9. High School substitute teachers are required to complete cut slips. These reports are to be returned to the department head or assistant principal at the end of the school day. If no students report to class, the school secretary or assistant principal should be notified immediately.

10. At dismissal, elementary substitutes are required to escort all assigned students from the building in an orderly fashion to the outside of the building and remain until their students have left the area.
11. Place a summary of the work completed and a record of any unusual problems encountered (anecdotal report) in a folder for the classroom teacher.
12. Return all materials to the principal's office in the elementary schools or the department head in the high schools.
13. Sign out at the Principal's office at staff dismissal time.

Do Not...

1. Bring personal work into the classroom (reading material, letter writing, knitting, etc.)
2. Utilize the computers for personal use
3. Eat or drink in the classroom or permit students to do so; primary grades are allowed snacks; **SMOKING IS NOT PERMITTED ON SCHOOL PROPERTY AT ANY TIME**
4. Allow students to leave the classrooms unless they are authorized; if a student must leave your classroom, an official pass must be issued
5. Place a student outside the classroom or leave a student or class unsupervised
6. Dismiss classes before the bell rings

Nurse's Office Procedures

1. If a student is involved in a school related accident, the substitute teacher is required to send the student to the nurse's office so an accident report can be filed.
2. Students must be sent to the Nurse's Office if they report to school with any type of orthopedic device (cast, crutches, sling).

3. Students must be sent to the health office for re-admittance after an absence of three or more days for personal illness.
4. A student complaining of illness or showing a rash should be sent to the Nurse's Office.
5. A student thought to have a suspicious mark or bruise, which may have resulted from parental abuse or neglect, should be sent to the nurse's office IMMEDIATELY!
6. Students should be issued a pass by the substitute to be admitted to the nurse's office except in an emergency.

Directory of Schools

Elementary Schools:

Edison School
Alexandra Conti, Principal
507 West Street
201-348-5965

Veterans' Memorial
Lois Corrigan, Principal
1401 Central Avenue
201-348-2732

Gilmore School
Rolando Cabana, Principal
815-17th Street
201-348-5830

Middle School:

Hudson School
Fran Levy, Principal
167-19th Street
201-348-5920

Jose Martí
Geraldine Perez, Principal
1800 Summit Avenue
201-348-5400

Jefferson School
Karen Wilson, Principal
3400 Palisade Avenue
201-348-5960

High Schools:

Robert Waters
Bruce Naszimento, Principal
2800 Summit Avenue
201-348-5925

Emerson High School
Robert Fazio, Int. Principal
318-18th Street
201-348-5900

Roosevelt School
Joseph Polinik, Principal
4507 Hudson Avenue
201-348-5971

Union Hill High School
David Wilcomes, Principal
3800 Hudson Avenue
201-348-5936

Washington School
 Robert Wendelken, Principal
 3905 New York Avenue
 201-348-5954

Woodrow Wilson School
 Ronald Treanor, Principal
 80 Hauxhurst Avenue, Weehawken
 201-348-2701

One-session dismissal 12:50 P.M. Periods 1-8 on one-session days will be 35 minutes. State regulations require schools to provide four hours of pupil contact time, excluding lunch and recess. Pupil contact time is defined by code as "actual instruction".

**Elementary Time Schedule
 2006-2007 School Year**

Teacher Sign-in Time	7:55 A.M.	
Homeroom	8:00 A.M.	
Period 1	8:05 A.M.	to 8:42 A.M.
Period 2	8:42 A.M.	to 9:19 A.M.
Period 3	9:19 A.M.	to 9:56 A.M.
Period 4	9:56 A.M.	to 10:33 A.M.
Period 5	10:33 A.M.	to 11:10 A.M.
Period 6	11:10 A.M.	to 12:00 P.M.
Period 7	12:00 P.M.	to 12:50 P.M.
Period 8	12:50 P.M.	to 1:40 P.M.
Period 9	1:40 P.M.	to 2:17 P.M.
Period 10	2:17 P.M.	to 2:54 P.M.

Student Dismissal 2:55 P.M.

**Elementary One-Session Time Schedule
 2006-2007 School Year**

Teacher Sign-in Time	7:55 A.M.	
Homeroom	8:00 A.M.	
Period 1	8:40 A.M.	to 8:40 A.M.
Period 2	8:42 A.M.	to 9:15 A.M.
Period 3	9:15 A.M.	to 9:50 A.M.
Period 4	9:50 A.M.	to 10:25 A.M.
Period 5	10:25 A.M.	to 11:00 A.M.
Period 6	11:00 A.M.	to 11:35 P.M.
Period 7	11:35 P.M.	to 12:10 P.M.
Period 8	12:10 P.M.	to 12:50 P.M.

Student Dismissal 12:50 P.M.
 *No Extended Day

**High School Time Schedule
 2006-2007 School Year**

Teacher Sign-in Time	7:55 A.M.	
Homeroom	8:00 A.M.	to 8:10 A.M.
Period 1	8:14 A.M.	to 9:34 A.M.
Period 2	9:38 A.M.	to 10:58 A.M.
Period 3	11:02 A.M.	to 11:42 A.M.
Period 4	11:47 A.M.	to 12:27 A.M.
Period 5	12:32 A.M.	to 1:12 A.M.
Period 6	1:17 A.M.	to 2:37 P.M.
Mentoring Period	2:37 P.M.	to 2:55 P.M.

Ten minute homeroom period; twenty minute classroom periods; four minutes changing during classes; 5 minutes changing during lunch period

**High School One Session Time Schedule
 2006-2007 School Year**

Teacher Sign-in	7:55 A.M.	
Homeroom	8:00 A.M.	to 8:10 A.M.
Period 1 (A or B)	8:14 A.M.	to 9:34 A.M.
Period 2 (A or B)	9:34 A.M.	to 10:58 A.M.
Period 6 (A or B)	11:02 A.M.	to 12:22 A.M.

Substitute Teacher Checklist

At Home:

- _____ Compile a set of note cards containing pertinent information about the schools where you may be assigned.
- _____ Keep a notebook and pen by the phone you use to answer early morning calls.
- _____ Answer the phone yourself.
- _____ Organize several appropriate substitute outfits in a section of your closet.
- _____ Leave early enough to arrive at school at least 20 minutes prior to the beginning of the school day.

Prior to Entering the Classroom:

- _____ Report to the principal or the office.
- _____ Ask about student passes, playground rules, bust duty, and lunch procedures.
- _____ Ask if there will be any special duties associated with the permanent teacher's assignment.
- _____ Find out how to refer a student to the office.
- _____ Ask if any children have medical problems.
- _____ Obtain necessary keys.
- _____ Ask how to report students who are tardy or absent.
- _____ Find the locations of restrooms, the teachers' lounge, and other important places in the school.
- _____ Introduce yourself to the teachers on both sides of your classroom.

In the Classroom Before School:

- _____ Enter the classroom with confidence.
- _____ Put your name on the board.
- _____ Review the classroom rules.
- _____ Locate and review the school evacuation map.
- _____ Read through the lesson plans left by the permanent teacher.
- _____ Locate books, papers, and materials which will be needed throughout the day.
- _____ Study the seating chart and if you can't find one get ready to make your own
- _____ When the bell rings, stand in the doorway and greet the students.

Throughout the Day:

- _____ Greet students at the door and get them involved in learning activities quickly.
- _____ Carry out the lesson plans and assigned duties to the best of your abilities.
- _____ Be fair and carry out the rewards and consequences you establish.
- _____ Be positive and respectful in your interactions with students and school personnel.

At the End of the Day:

- _____ Make sure all classroom sets are accounted for.
- _____ Challenge students to recall projects and topics they have studied that day.

- _____Remind students of homework.
- _____Have students straighten and clean the area around their desks.
- _____Complete a “Substitute Teacher Report” for the permanent teacher.
- _____Neatly organize papers turned in by students.
- _____Close windows, turn off lights and equipment, make sure the room is in good order, before you lock the door.
- _____Turn in keys and any money collected at the office.
- _____Thank individuals who provided assistance during the day.
- _____Check to see if you will be needed again the next day.

Behavior Management

1. The ability to teach expectations
 - Communicate to students the behaviors that are expected in the classroom (classroom rules, instructional expectations, procedural expectations)
 - Expectations should provide boundaries and establish standards for student success
 - Expectations should be explained, restated by the students, demonstrated, and role-played until you are sure the students understand what is expected of them
 - Model the expectations of the permanent teacher
2. The ability to get and keep students on-task
 - Begin instruction/activities immediately and walk around to monitor student progress
3. The ability to maintain a high rate of positive teacher -to- pupil interactions and risk-free student response opportunities
 - Positive verbal praise, a smile, a nod, and other appropriate gestures
 - Negative and corrective interactions should be outnumbered by positive interactions
4. The ability to respond non-coercively

- Most inappropriate student behavior, regardless of how annoying it is, is inconsequential—this means it is not life threatening
- Responding to inconsequential behavior is providing reinforcement, and the frequency of these behaviors will likely increase
- Respond positively to appropriate behavior with a smile or verbal praise

5. Avoid the seven traps

- Don't criticize students
- Don't forget to use common sense to reason with students
- Don't question students about inappropriate behavior
- Don't address students with sarcasm
- Don't plead with students to avoid inappropriate behavior
- Don't threaten students
- Physical and verbal force is against the law, unless used in life threatening situations

Legal Aspects of the Job

An overall consideration when substitute teaching is your legal responsibility in the classroom and school. The following are some legal responsibilities with which you should familiarize yourself. An understanding of these responsibilities will require some questioning on your part as to specific school/district policies.

Supervision of Students:

The substitute teacher who has physical control of a classroom has a duty to keep children safe and orderly.

Due Care and Caution:

A teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and your actions, as well as following school safety policies and procedures.

Release of Children:

Due to possible restraints on who may have custody of a child, children should not be allowed to leave the building during the school day without the express consent from the principal or designee.

Administering Medication:

Medication should only be administered by the school nurse or other appropriate health personnel, not the classroom or substitute teacher.

Confidentiality:

It is unprofessional and against the law (in many states) to disclose the confidential information about your students. A substitute teacher should avoid comments about individual students that convey private information such as grades, medical conditions, learning or discipline problems.

Anecdotal Records:

Maintaining notes on particular incidents in the classroom can protect you in problematic situations. Of you feel that your actions might be questioned, note the date and time, the individual involved, the choices for the action considered, and the action taken.

Discipline Policies:

When sending a student to the principal for disruptive behavior, the substitute teacher maintains the duties of supervision and due care for both the individual child and the remainder of the class. Possible actions include having another child accompany the child, or having another teacher watch the class while you take the child to the office.

Dangerous Situations:

A substitute teacher is responsible for maintaining a sense of safety in the learning environment. This includes: arrangement of desks so as not to block exits, and proper supervision during the use of potentially dangerous classroom equipment. A teacher must also consider the potential for problems in certain classrooms.

Sexual Harassment

What is sexual harassment?

Definition: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or a student's academic success
2. submission to or a rejection of such conduct by an individual is used as the basis for employment or academic decision
3. such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment

What constitutes sexual harassment?

Behavior that:

1. is unwanted or unwelcome
2. is sexual in nature or gender-based
3. is severe, pervasive, and/or repeated
4. has an adverse impact on the workplace or academic environment
5. often occurs in the context of a relationship where one person has more formal power than the other (supervisor/employee, faculty/student, etc.)

To whom may I talk to about sexual harassment concerns?

1. Your building -level affirmative action representative
2. Your city or state office of anti-discrimination
3. Your state office of Equal Employment Opportunity Commission (EEOC)
4. Office of Civil Rights, U.S. Department of Education

What are some examples of verbal, non-verbal, and physical sexual harassment?

Verbal: whistling at someone; making cat calls, sexual comments about a person's clothing or body; telling sexual jokes or stories; referring to an adult woman or man as doll, hunk, babe, or honey; spreading rumors about a person's sex life; repeatedly asking out a person who is not interested.

Non-verbal: paying unwanted attention to someone (staring, following); making facial expressions (winking, throwing kisses, licking); making lewd gestures; giving gifts sexual in nature; using e-mail or text messages to communicate in a suggestive or lewd manner.

Physical: hanging around, standing close, or brushing up against a person; touching a person's clothing, hair, or body; touching oneself in a sexual manner around another person; or hugging, kissing, patting, stroking, massaging.

What should I do if I feel I am being sexually harassed?

- Talk to your harasser if possible and tell him/her that you find the behavior offensive.
- Continue going to work/classes.
- Document all sexual harassment incidents; record the time, date, place, and people involved.
- Consider talking to others to see if they have experienced sexual harassment.
- Put your objection in writing; send a copy by registered mail to the harasser and keeping a copy in your file. The letter should include the following information: a detailed description of the offensive advancement, the date, how it made you feel, and that you want the offensive behavior to stop.
- Report the harassment to the building administrator and district personnel/human resources director.

Employee Absence References

System Phone Number	201-348-5678 201-348-5091 201-217-2291
Help Desk	201-392-3613

The system calls substitutes during these times:

	<u>Today's Jobs</u>	<u>Future Jobs</u>
Weekdays	Start 6:00 am	5:00- 10:30 pm
Saturday	none	5:00- 10:30 pm
Sunday	none	5:00- 10:30 pm
Holidays	none	5:00- 10:30 pm

When the system calls you, you may:

- Enter your PIN
- Press STAR key for other options
 - a. make system wait
 - b. do not disturb

1. Listen to the job offer:

1. Enter your PIN, then press 1 to hear the assigned absence information.
2. Press 1 to accept the job
Press 5 to hear the job again
Press 9 to decline the job (enter a reason for declining)

2. Listen to the cancellation:

Enter your PIN. When the system says, "The assignment has been canceled,"

- Press 1 to hear the cancellation again OR
- Press 5 to hear unassigned jobs to accept OR
- Press 9 to exit

3. Make the system wait for PIN:

- Press the STAR key, then press 1

4. The "DO NOT DISTURB" option:

- Press the STAR key, then press 3

Menu Options:

Press 1 to change your phone number
Press 3 to listen to unassigned jobs you are entitled to hear
Press 5 to review your assignments
Press 7 to review unavailability
Press 8 to review daily availability
Press 9 to exit

To change the phone number the system calls...

1. Press 1 to change the phone number the system calls.
2. When the system says the number it currently calls to reach you:
 - Press 1 to change the phone number OR
 - Press 9 to keep the number as is

3. When the system repeats the new number:
 - Press 1 to accept the number you entered OR
 - Press 5 to re-enter the number

To hear jobs available for you to accept...

1. Press 3 to hear jobs.
2. Press 1 to accept the job
Press 3 to listen to the job again
Press 5 to decline the job (enter a reason for declining)
Press 7 to hear another job

To review or cancel an assignment...

1. Press 5 to review or cancel jobs to which you are assigned.
2. Press 1 to hear the information again
Press 3 to hear another job
Press 5 to cancel the job just played for you

To review or modify unavailability...

1. Press 7 to modify a period when you are unavailable to work.
2. Press 1 to keep these dates
Press 5 to change these dates
Press 7 to erase these dates

To review or modify your daily availability...

1. Press 8 to review or modify your daily availability.
2. Press 1 to keep this day's setting
Press 3 if available both morning and afternoon
Press 5 if available only in the morning
Press 7 if available only in the afternoon
Press 8 if not available on this day
3. Press 9 to indicate that you are finished.

Reasons for decline or cancellation:

1. Illness
2. Previous Employment
3. Family Illness

4. College Responsibility

How to register as a new user and receive your Personal Identification Number (PIN):

1. Press the star key (*) when the system asks for your PIN.
2. Press 1 when system says, "Press 1 if you're calling as a substitute..."
3. Enter your SSN by pressing the telephone keys.
4. Record your name. After the tone, you have five seconds.
 - Press 1 if you like the recording
 - Press 9 if you want to re-recording your name
5. Write down your PIN.
 - Press 9 to review your PIN
 - Press 1 once you have written it down
6. The system says the phone number it will call to contact you.
 - Press 1 if correct
 - Press 9 if not correct or is missing

After registering, you may review PIN or re-record name:

Follow steps 1 through 3 in the previous instructions as if you were registering.

Press 1 to hear your PIN OR press 3 to change the recording of your name.

If you select change the recording of name, press 1 if you like the recording or press 9 to re-record name.

Substitute Teacher Report

Substitute's Name: _____ Date: _____

Phone Number: _____ Grade: _____

Substituted for: _____ School: _____

Notes regarding lesson plans:

I also taught:

Notes regarding behavior:

Terrific helpers:

Students who were absent:

Messages for the permanent teacher:

Instructional Calendar 2006-2007

SEPTEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
NOVEMBER				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
JANUARY				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
MARCH				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
MAY				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	31	31	

OCTOBER				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
DECEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
FEBRUARY				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		
APRIL				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
JUNE				
M	T	W	TH	F
				1
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

One Session Dates

Nov 22 Thanksgiving Recess
 Dec 22 Winter Recess
 April 5 Spring Recess

Important Dates

Sept.5 Personnel Report
 Sept.5-6 Staff In-Service
 Sept.7 Students First day

Jan. 1 New Year's Day
 Jan. 15 MLK Day
 Feb. 19-23 Mid-Winter Recess

May 25 Memorial Day Recess
One Session Workshop Dates
December 14, 2006
February 1, 2007

Oct. 9 Columbus Day
Nov. 9-10 NJEA Convention
Nov. 23-24 Thanksgiving Recess
Dec. 25-29 Winter Recess

April 6-13 Spring Recess
May 28 Memorial Day