

North Caldwell School District Substitute Handbook



District Website: www.ncboe.org

Grandview School

35 Hamilton Drive East
North Caldwell, NJ 07006
973-712-4400
Main Office: Ext. 1200

Gould School

132 Gould Avenue
North Caldwell, NJ 07006
973-712-4400
Main Office: Ext. 1000

Linda Freda, Ed.D
Superintendent

Chris Checchetto
Principal Gould School

Michael Stefanelli
Principal Grandview School

NORTH CALDWELL PUBLIC SCHOOLS
132A Gould Avenue
North Caldwell, NJ 07006
www.ncboe.org

Linda Freda, Ed.D.
Superintendent

Tel: (973) 712-4366
Fax: (973) 228-4581

Dear Substitute Teacher,

Welcome to Gould and Grandview Schools! Your contribution to our school community is greatly valued and is fundamental to the growth and success of our students. The continuity that you provide, in the absence of the teacher or paraprofessional, enhances the educational experience of all our children.

The substitute handbook has been prepared to assist you in carrying out your responsibilities as a substitute teacher.

Thank you for your service to our students and school community.

Sincerely,

Linda Freda, Ed.D
Superintendent

Michael Stefanelli
Principal Grandview

Chris Checchetto
Principal Gould

The Substitute Service
www.SubstituteServiceUSA.com
973-625-7685

North Caldwell uses an on-line substitute service. To determine if a substitute position is available you will need to logon to **The Substitute Service** . Before you are able to access the system to determine if a substitute is needed, you will be asked to register on the website.

- Type in www.SubstituteServiceUSA.com
- Click on the Login Tab
- Click on the link to register.
- On the Login Page: Type in your first and last name, phone number and user type (Substitute).
 - Click on register
 - Enter your email and password and click on submit

Once you have registered on The Substitute Service website you will be able to access the system to determine if any substitute positions are available.

See Appendix A for screenshots of the above process.

Required Training:

Mandated training, in subjects ranging from Harassment, Intimidation and Bullying (HIB) to School Safety, is required for all staff employed by the North Caldwell School District. Instructions for the training, which can be completed at home, will be sent to you via email from Safe Schools.

See Appendix B for screenshot of sample email

Required Training:

- Equal Employment Opportunities - Policy and Regulation 1530
- Harassment, Intimidation and Bullying - Policy and Regulation 5512
- Student Discipline/Code of Conduct - Policy and Regulation 5600
- Reporting Potentially Missing or Abused Children - Policy 8462
- Security Guidelines for Employees
- Bloodborne Pathogen Exposure Prevention

General Guidelines and Procedures

Parking:

Grandview School:

- Parking is available in the teacher's parking lot. The entrance to the lot is on Hamilton Drive East. Please note that left hand turns into the parking lot are prohibited by Town ordinance.

Gould School:

- Parking is available in the church lot across the street from the Mountain Building

Professional Behavior/Ethics

- As a district employee, a substitute teacher is expected to act in a professional manner both in the classroom and outside of the school in the community
- **ALL** information regarding the school, students and/or staff members must be **kept private and confidential**. Disclosing any information regarding a student's grades, classification, learning or discipline problems is prohibited.

Work Hours:

Full Day: 8:30 AM to 3:20 PM

Half Day: 8:30 AM to 12 PM (Morning)
12:00 PM to 3.20 PM (Afternoon)

Substitutes with a full day assignment will be provided with one half hour duty-free period for lunch. On occasion, a substitute may be asked to cover another classroom during a planning period or may be reassigned, depending on the needs of the school.

Sign-In Procedures:

Report to the main office:

- The sign-in book for substitutes is found by the teachers' mailboxes in both Grandview and Gould Schools
- At Grandview, please check the message notebook by the teacher sign in for daily events.
- Sign in on the monthly substitute log.
- Fill out the payroll voucher

See Appendix C for Screenshot of Substitute Log

Classroom Procedures:

Substitute Folder

The Substitute Folder will contain the following:

- Class lists
- Attendance sheets
- Seating chart
- Lesson plans

In the Classroom:

- Maintain a safe environment - **Do not leave students unattended at any time**
- Follow the teacher's plans (found in substitute folder) and complete all assigned tasks
- Continuously circulate among the students during class to ensure that they are engaged and on task.
- Follow all classroom rules and schedules.
- Work in close collaboration with the other grade level teachers and/or paraprofessionals
- If a problem arises that cannot be handled call the main office
 - (Gould: ext. 1000; Grandview: ext. 1200)
- Be familiar with the emergency procedures for fire drills, lockdowns, evacuation drills, etc. **(Found in the red, spiral bound flip chart entitled Emergency Management/Safety and Security Plan)**
- Refer any student who has an accidents or illnesses to the school nurse
 - Mrs. Barbarito, Grandview School Nurse Ext. 1206
 - Mrs. Keenan, Gould School Nurse Ext. 1006
- **Under no circumstances should medicine of any kind be administered to a student**

If you have any questions or concerns during the school day call the main office:

Grandview: Ext. 1200

Gould: Ext. 1000

School Day:

Morning:

- Take attendance during the homeroom period (8:40 AM to 8:50 AM)
 - An attendance form can be found in the substitute folder
 - Check off any student who is absent
 - Send the form to the school nurse

Lunch:

Lunch can be purchased in the cafeteria

There is a teacher's room in each building where you are welcome to eat your lunch.

Dismissal:

Grandview School:

3:10

Teacher brings students to car line or bus line

*Car line is by the gymnasium

*Bus line is by the cafeteria

After the students are dismissed, you must flip the card with your teacher's name on it (by the cafeteria doors) so we know that all classes have been dismissed.

Gould School:

3:10 Bus students are dismissed

3:11 Walkers are dismissed

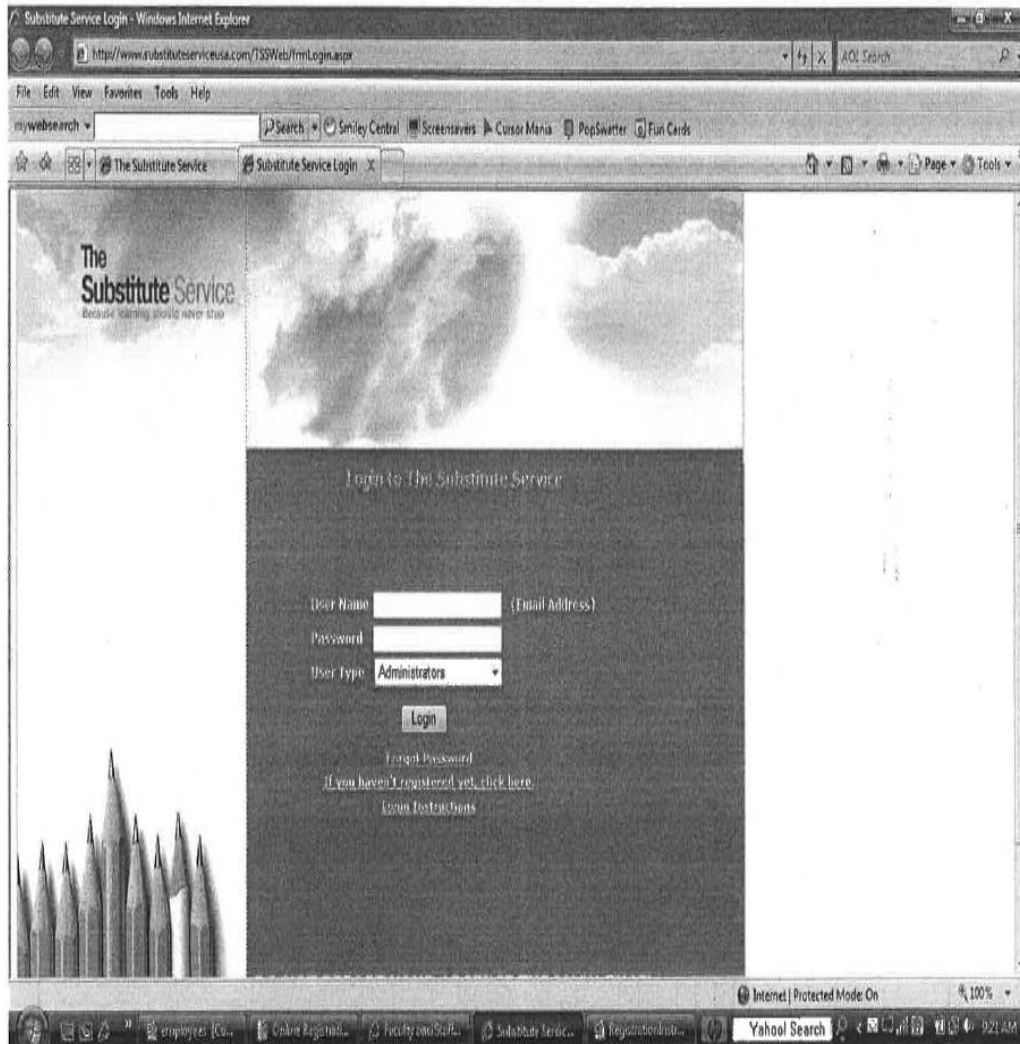
3:15 Car line students are **brought to the car line**

An updated list of which students take the bus and which students are walkers is located in the substitute folder. If in doubt, call the main office (ext. 1000)

Appendix A

Substitute Service

Registration for Teachers and Substitutes

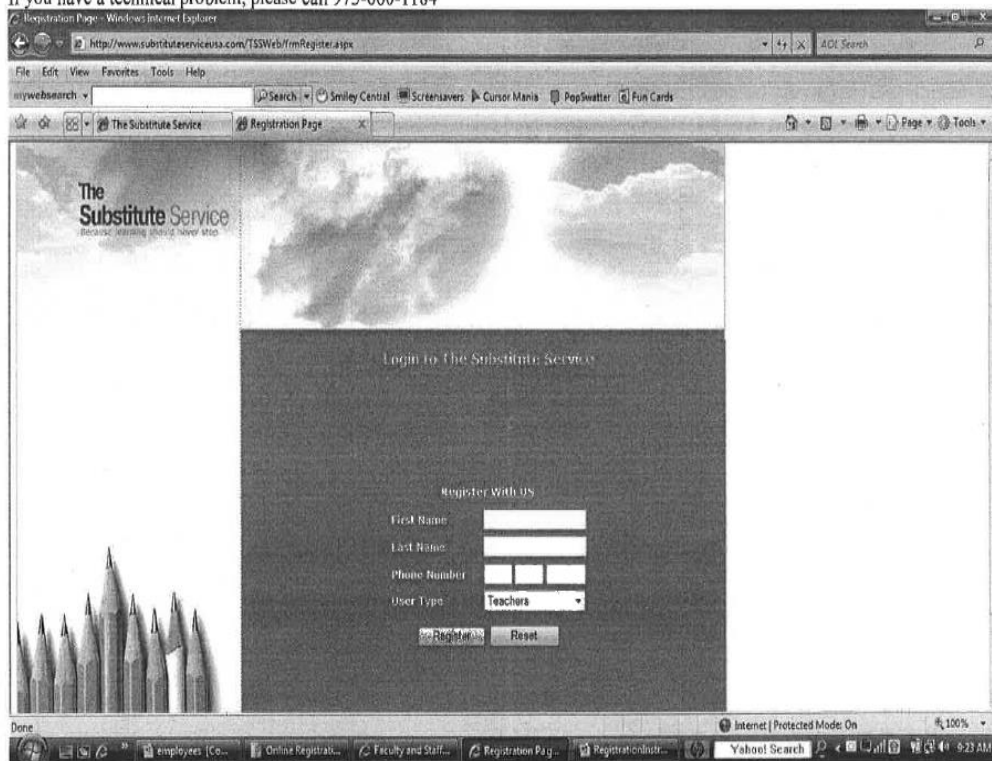


Click on the link to register. If you are already registered, enter your User Name, Password and User Type. If you have forgotten your password, click on the "Forgot Password" link.

Note: In order to register, TSS must have you as an existing staff member or substitute, with your phone number in the TSS database.

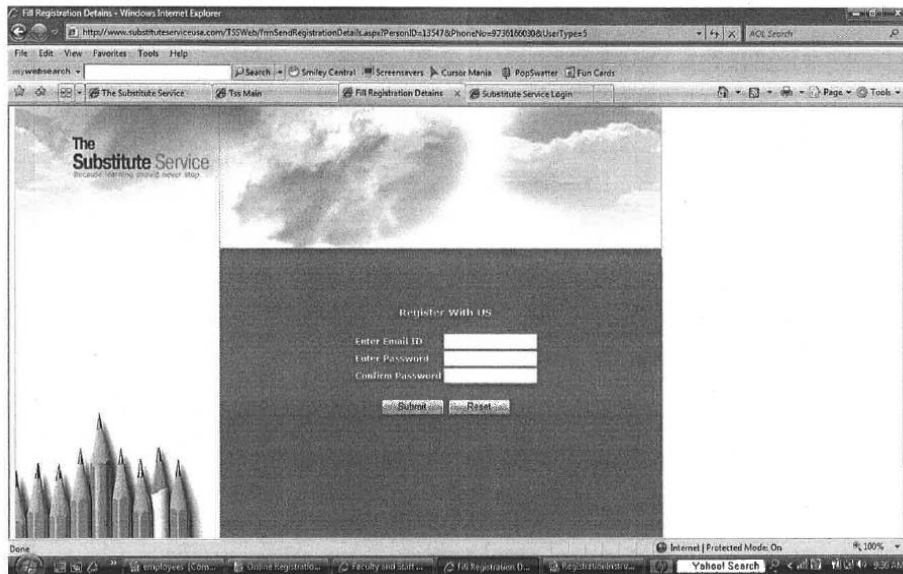
You will also need to have an email address. Once registered, your e-mail address will be your User Name.

If you have a technical problem, please call 973-660-1184



- Step 1. Type in your first and last name.
- Step 2. Type in your phone number.
- Step 3. Select your User Type –Staff Member or Substitute.
- Step 4. Click on register.

Note: If a message appears "no record found", you must call your Sub Caller for your district and verify the information we have for you in our database.



Enter your password and confirm. **Passwords must contain 7 characters.**

Enter an Email and confirm. (The Email provided must be an active Email address). **THIS WILL BE YOUR USERID** once registered. Click on Submit.

Appendix B

Sample Email From Safe Schools

Hi Substitute Teacher,

North Caldwell Board of Education is using SafeSchools™.com to offer training courses online for your convenience. Follow these easy steps to complete your North Caldwell Board of Education safety training requirements:

Using your web browser, Go to the SafeSchools™ website for North Caldwell Board of Education: <http://ncboe.nj.safeschools.com/>

Enter your Username: **Your email address**

Below is your complete SafeSchools™ training plan along with your coursework status:

Mandatory Training



Course	Days Till Due	Due Date	Time Required	Course Status
Security Guidelines for Employees (Policy)	33	Sat Dec 31st, 2016	2 minutes	Not Started
Reporting Potentially Missing or Abused Children (Custom)	33	Sat Dec 31st, 2016	2 minutes	Not Started

For questions, please contact your North Caldwell Board of Education SafeSchools™ contact or call 1-800-434-0154. Thanks for making North Caldwell Board of Education a safer place to work and learn. □
