

Morris School District  
Morristown, NJ

Substitute Handbook





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## **Introduction**

We welcome you to the Morris School District!

The Morris School District (MSD) is greatly appreciative that you've chosen us to share your knowledge, experience, and eagerness for helping to guide our students on their journeys today! We hope this handbook will help to guide you through your day - answering many frequently asked questions, while giving you the foundation to thrive in your role as a substitute. We applaud your flexibility, professionalism, and integrity - as you help foster inclusiveness and inspire our students with the tools they need to succeed! With your help, the students will leave today feeling valued, 'heard', and ready to thrive!

Thank you for committing to joining us in embracing our mission *...to empower each student to ascend academically, socially, and emotionally by providing equal access to continuous opportunities for achieving academic excellence, developing meaningful relationships, and becoming future ready.*

If there's anything that you need throughout the day, please do not hesitate to reach out to the main offices - they are always happy to help!

## Our Schools

### **Morristown High School (9-12)**

50 Early Street  
Morristown, NJ 07960  
973-292-2000  
Important Extensions:  
Main Office: 2101  
Nurse: 2141  
Guidance: 2130  
Security Desk: 2121

### **Normandy Park Elementary School (K-5)**

19A Normandy Parkway  
Morristown, NJ 07960  
973-889-7690  
Important Extensions:  
Main Office: 6150  
Nurse: 6152  
Guidance: 6115

### **Thomas Jefferson School (3-5)**

101 James Street  
Morristown, NJ 07960  
973-292-2090  
Important Extensions:  
Main Office: 5550  
Nurse: 5552  
Guidance: 5557

### **Alfred Vail School (PreK-2)**

125 Speedwell Avenue  
Morristown, NJ 07960  
973-292-2080  
Important Extensions:  
Main Office: 7070  
Nurse: 7052  
Guidance: 7107, 7054

### **Woodland School (K-2)**

51 Johnston Drive  
Morristown, NJ 07960  
973-292-2230  
Important Extensions:  
Main Office: 7550  
Nurse: 7552  
Guidance: 7548

### **Frelinghuysen Middle School (6-8)**

10 Jane Way  
Morristown, NJ 07960  
973-292-2200  
Important Extensions:  
Main Office: 8050  
Nurse: 8052, 8093, 8067  
Guidance: 8070

### **Alexander Hamilton School (3-5)**

24 Mill Street  
Morristown, NJ 07960  
973-292-2190  
Important Extensions:  
Main Office: 4550  
Nurse: 4552  
Guidance: 5156, 4556

### **Sussex Avenue School (3-5)**

125 Sussex Avenue  
Morristown, NJ 07960  
973-292-2250  
Important Extensions:  
Main Office: 6550  
Nurse: 6552  
Guidance: 6554

### **Hillcrest School (PreK-2)**

160 Hillcrest Avenue  
Morristown, NJ 07960  
973-292-2240  
Important Extensions:  
Main Office: 5150  
Nurse: 5152  
Guidance: 5144, 5145

### **Lafayette Learning Center (Pre-K)**

31 Hazel Street  
Morristown, NJ 07960  
973-292-2222  
Important Extensions:  
Main Office: 1100  
Nurse: 1110  
Guidance: 1150



## Morris School District School Start and Dismissal Times

**\*It is recommended that substitutes arrive 20 minutes prior to the school's scheduled start time. This will allow time to sign into the main office, find your assigned classroom, and familiarize yourself with the plans for the day. Please visit the Morris School District website for changes in the daily schedule at [www.morrisschooldistrict.org](http://www.morrisschooldistrict.org), ( i.e. inclement weather or holiday schedule ).**

### Regular School Schedule

School Name	Suggested Substitute Arrival Time	Student Arrival Time	Start Time	Student Dismissal Time
Alexander Hamilton	8:50 AM	8:55 AM	9:10 AM	3:25 PM
Alfred Vail	8:35 AM	8:40 AM	8:55 AM	3:10 PM
Frelinghuysen	7:35 AM	7:45 AM	7:55 AM	2:18 PM
Hillcrest	8:35 AM	8:40 AM	8:55 AM	3:10 PM
Lafayette	7:40 AM	7:55 AM	8:00 AM	2:15 PM
Morristown High	7:30 AM	7:00 AM	7:50 AM	2:15 PM
Normandy Park	8:35 AM	8:40 AM	8:55 AM	3:10 PM
Sussex	8:50 AM	8:55 AM	9:10 AM	3:25 PM
Thomas Jefferson	8:50AM	8:55 AM	9:10 AM	3:25 PM
Woodland	8:35 AM	8:40 AM	8:55 AM	3:10 PM

### Early Dismissal Schedule

School Name	Suggested Substitute Arrival Time	Drop-Off Begins	Start Time	Dismissal Time
Alexander Hamilton	8:50 AM	8:55 AM	9:10 AM	1:30 PM
Alfred Vail	8:35 AM	8:40 AM	8:55 AM	1:15 PM
Frelinghuysen	7:35 AM	7:45 AM	7:55 AM	11:55 PM
Hillcrest	8:35 AM	8:40 AM	8:55 AM	1:15 PM
Lafayette	7:40 AM	7:55 AM	8:00 AM	12:20 PM
Morristown High	7:30 AM	7:00 AM	7:50 AM	11:50 AM
Normandy Park	8:35 AM	8:40 AM	8:55 AM	1:15 PM
Sussex	8:50 AM	8:55 AM	9:10 AM	1:30 PM
Thomas Jefferson	8:50 AM	8:55 AM	9:10 AM	1:30 PM
Woodland	8:35 AM	8:40 AM	8:55 AM	1:15 PM

### Delayed Opening Schedule

School Name	Suggested Substitute Arrival Time	Drop-Off Begins	Start Time	Dismissal Time
Alexander Hamilton	10:50 AM	10:55 AM	11:10 AM	3:25 PM
Alfred Vail	10:35 AM	10:40 AM	10:55 AM	3:10 PM
Frelinghuysen	9:35 AM	9:45 AM	9:55 AM	2:18 PM
Hillcrest	10:35 AM	10:40 AM	10:55 AM	3:10 PM
Lafayette	9:40 AM	9:55 AM	10:00 AM	2:15 PM
Morristown High	9:30 AM	9:00 AM	9:50 AM	2:26 PM
Normandy Park	10:35 AM	10:40 AM	10:55 AM	3:10 PM
Sussex	10:50 AM	10:55 AM	11:10 AM	3:25 PM
Thomas Jefferson	10:45 AM	10:55 AM	11:10 AM	3:25 PM
Woodland	10:40 AM	10:40 AM	10:55 AM	3:10 PM



## **Substitute Qualifications**

All substitute teachers must obtain their Substitute Certificate.

### **County Requirements:**

Official Transcripts/College Credits - 60

Fingerprints - new, archived, or transferred

Oath of Allegiance

Substitute Application with check for \$125.00

### **Additional MSD Requirements:**

Mantoux/TB Test

[Online GCN Trainings](#) (see page 9)

[NJ "Pass the Trash"](#)

**If you live in Morristown or Morris Township and wish to apply for your Substitute Certificate, please email Karen Marucci at [karen.marucci@msdk12.net](mailto:karen.marucci@msdk12.net).**

**Applications will be processed through an appointment only.**

**All candidates who reside outside of this area must process their substitute certificate by their respective districts.**



## **GCN Online Mandated Trainings**

Please complete the Four **(4)** GCN Training tutorials below. Please complete these one week from the receipt of your letter of acceptance.

- 1. BULLYING**
- 2. CYBER BULLYING (NOT Cyber Bullying Webinar)**
- 3. FERPA**
- 4. SUICIDE**

The training must be completed and the certificate delivered to the Human Resources Dept. no later than one week from the receipt of this handbook in order for you to remain as an approved substitute with the Morris School District. Failure to complete this training by the specified timeframe will result in removal from our substitute list immediately.

### **GCN TRAINING LOGIN INSTRUCTIONS (BULLYING, CYBER BULLYING & FERPA)**

- 1.** Website: [www.gcntraining.com](http://www.gcntraining.com)
- 2.** Click "Login to View Training" in the green banner
- 3.** Organization ID: morris
- 4.** Personal ID: your personal email address
- 5.** The 3 tutorials should automatically populate. Click "Start" for the tutorial that you want to view and make sure you have your computer speakers turned on.
- 6.** Please note that this usually only works on actual computers and not telephones.

**SEND ONLY ONE (1) CERTIFICATE AFTER COMPLETING ALL THE TRAININGS** Return to the Main Menu, click on print your certificate so that you can save it to your computer and email it as an attachment to [karen.marucci@msdk12.net](mailto:karen.marucci@msdk12.net) . If you are unable to email me the certificate, email me or call me and let me know that you are having a problem emailing me the certificate and I will print it out on my end. **PLEASE DO NOT SEND VIA U.S. MAIL.**

The State of New Jersey has passed a law requiring all individuals having contact with students on a regular basis to complete Harassment, Intimidation and Bullying training on an **ANNUAL/YEARLY BASIS PER SCHOOL YEAR (no exceptions)** in accordance with N.J.S.A. 18A:37-14. In order to comply with this statute all substitutes must complete



training in this area. We have opened access to our training site to allow you to complete the required training modules.



## **Substitute Salary Rates 2020-2021**

<b>Category</b>	<b>Current Rates</b>
Assistant Behavior Specialist	\$15.00/hr
Confidential Secretary	\$15.00/hr
LR/PG Aide	\$15.00/hr
Nurse	\$200/full, \$115/half
Secretary/Clerk	\$100/full/\$50/half
Secretary, Long Term	\$140.00/day
Teacher	\$100/full, \$65/half
Teacher, long term	\$195/day
Teacher Assistant (less than 3 ½ hours)	\$11.50/hr
Teacher Assistant	\$70/full, \$40/half
Teacher Assistant, long term	\$100/full, \$50/half

### **Pay Dates**

Paychecks are issued on the 10th and 25th of each month. If the 10th or 25th fall on a Saturday or Sunday, you will be paid the Friday before.

### **Time Sheets**

When signing into the main office upon arrival, substitutes will be directed to fill out and sign a timesheet. You must sign this timesheet in order to be paid for the day.

[Morris School District Timesheet](#)

## 2020-2021 Payroll Schedule

<i>Timesheets Due Into Payroll</i>	<i>Paid On Date</i>	<i>Dates Covered</i>	<i>Notes</i>
6/23/20	7/10/20	6/1/20-6/22/20	
7/13/20	7/24/20	6/23/20-7/12/20	
7/27/20	8/10/20	7/13/20-7/26/20	
8/10/20	8/25/20	7/27/20-8/9/20	
8/24/20	9/10/20	8/10/20-8/23/20	
9/8/20	9/25/20	8/24/20-9/6/20	9/8/20 is a Tuesday
9/21/20	10/9/2020	9/7/20-9/20/20	
10/5/20	10/23/2020	9/21/20-10/4/20	
10/19/20	11/10/2020	10/5/20-10/18/20	
11/2/20	11/25/2020	10/19/20-11/1/20	
11/16/20	12/10/2020	11/2/20-11/15/20	
11/30/20	12/23/2020	11/16/20-11/29/20	
12/14/20	1/8/2021	11/30/20-12/13/20	
1/4/21	1/25/2021	12/14/20-1/3/21	
1/19/21	2/10/2021	1/4/21-1/18/21	
2/1/21	2/25/2021	1/19/21-1/31/21	
2/16/21	3/10/2021	2/1/21-2/15/21	
3/1/21	3/25/2021	2/16/21-2/28/21	
3/15/21	4/9/2021	3/1/21-3/14/21	
3/29/21	4/23/2021	3/15/21-3/28/21	
4/19/21	5/10/2021	3/29/21-4/18/21	
5/3/21	5/25/2021	4/19/21-5/2/21	
5/17/21	6/10/2021	5/3/21-5/16/21	
6/1/21	6/22/2021	5/17/21-5/31/21	
Last day of school	7/10/2021	6/1/21-Last Day of School	



The Morris School District utilizes an automated service to process substitute teaching assignments called Frontline Education (formerly AESOP). This system utilizes both the telephone and the internet to assist you in locating substitute teaching assignments in the district. To access the System, you will be provided, via a letter from the Human Resources Department, an ID and PIN number.

## Using Frontline Successfully

### **Proactively fill your schedule:**

*Frontline offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. To help you benefit most from automated substitute placement, Frontline offers you both phone and web services for finding and accepting jobs. Substitutes can call in toll-free at 1-800-942-3767 or log in online at [www.Frontlineeducation.com](http://www.Frontlineeducation.com).*

### **Manage your preferences:**

*With Frontline, not only can you plan your schedule ahead of time, but you can also choose NonWork Days, specify preferred schools\* and adjust call times to fit your schedule. You can also view work history and receive phone and email notifications of available jobs.*

*Frontline notifies substitutes of available jobs they qualify for. Most employee absences are entered the day before the absence occurs, but they can enter their absences very far in advance. Depending on the district's settings, substitutes can discover available jobs days, weeks, or even months in advance.*

*Frontline can alert substitutes to new jobs through both phone and email services. Substitutes can then choose to accept or reject the assignment.*



# Absence Management

## SIGNING IN

Type [aesoponline.com](http://aesoponline.com) in your web browser's address bar or go to [app.frontlineeducation.com](http://app.frontlineeducation.com) if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

## RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the **"Having trouble signing in?"** link for more details.

## SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Date	Time	Duration	Location
Barker, Bob			
Mon, 4/30/2018	11:00 AM - 6:00 PM	Full Day	Victoria County School District Victoria County Community Schools



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.**

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.





# General Responsibilities

## Grades PreK-5

As an early elementary substitute teacher, you are responsible for the full schedule of the regular teacher. This includes the classroom day, and any other special duties performed by the absent teacher. You are expected to follow the plans of the teacher as closely as possible. As a substitute teacher, you are responsible for the students' conduct in the assigned classes. When and if special problems arise, you should feel free to turn to the responsible administrator for help. Please be sure to accept assignments whenever possible. Once you accept an assignment, be sure to follow through and complete the assignment.

### **Before School Begins:**

- Wear attire that promotes a professional appearance and is appropriate for working in a school environment.
- Be prompt in arrival. This will ensure sufficient time to receive necessary instruction, as well as to assemble the needed materials for the day.
- Report to the main office immediately upon entry to the building.
- Familiarize yourself with the classroom and building in which you are spending the day. Take a moment to review the emergency evacuation map posted next to the classroom door.
- Determine how you will meet and greet the students, as well as how you will dismiss them.
- Determine the method used for taking attendance (**please see page 19**), providing passes, collecting money, etc. Should a student be absent, the attendance card is to be ready for pickup at the designated time and place. Written excuses for absences and parental notes concerning after school arrangements should be sent to the office with the attendance cards.
- Print your name on the chalkboard, or whiteboard, so that children may refer to it during the course of the day.
- Write the day's schedule on the chalkboard, or whiteboard, so everyone will know the plan for the day.
- Note any special events for the day, such as assembly programs. Check the teacher's notes regarding lunch procedures and/or any special building duties or assignments for which you may be responsible.

- Determine how students may be grouped and which children may be leaving the classroom during the day. A seating chart should be a part of the Substitute Teacher folder.
- Thoroughly review the lesson plans and take a moment to locate any books and supplies which may be needed during the day. Make a quick plan to assist you with guiding your students through their assigned work.
- Check to see if there are sufficient supplies in the classroom to fulfill the aims of the lesson plans. If there are not, notify the office.

### **During the School Day:**

- Introduce yourself to the class.
- Greet students in a positive, confident manner. The first few minutes set the tone for the rest of the day.
- Start class promptly.
- Open and read all parent communication. If you have questions regarding parental communication, contact the main office as soon as possible.
- Keep students on task and assist them as they work.
- As the students work individually or in small groups, go from student-to-student or from group-to-group to assist.
- Don't sit behind the teacher's desk and read or use your phone. Constant movement throughout the classroom consistently prevents discipline problems from occurring. The acceptable noise level varies with the type of class. Physical Education, Language Arts, Math, and Band all have differing levels of noise which are appropriate.
- Engaging in personal business during a substitute assignment is prohibited. The following are examples of unacceptable behavior: reading the newspaper, magazines, book, etc., personal phone calls on school phones or cell phone, and using the Internet for non-school related purposes.
- Lock classrooms whenever you and students are out of the room.

### **Dismissal:**

- Assist students with getting ready for dismissal and walk students to the appropriate dismissal location.
- Make sure all students attending Extended Day or after school programs get to the appropriate location – and DO NOT get on the bus at dismissal.
- Remember to leave correspondence for the classroom teacher – letting him/her know what you were able to cover and any problems you encountered.
- In your summary, comment on how well the students worked and cooperated with you and each other. Please list lesson activities that you did or didn't finish. Always end your summary with a positive note.
- Leave the room as neat as possible at the end of the day, with things approximately in the same place in which they were found.
- Always end the day by checking-out through the office.



## Grades 6-12

As an upper-grade substitute teacher, you will be responsible for all of the duties of the teacher you are covering. You may also be called upon to cover an additional class during your assigned teacher's preparation period. Upper-grade teachers instruct several classes each day, often covering different topics, levels, and courses.

### **Before School Begins:**

- As outlined above, it is important to arrive at school early. Giving yourself adequate time to familiarize yourself with your schedule and plans will make the day run as smoothly as possible.
- Check the teacher's mailbox in the main office for any documents that may need to be distributed to students that day.
- Once you have checked in at the main office and finalized your assignment for the day, go to your first assigned location.
  - Many teachers at the 6-12 level "travel" throughout the day between classrooms. Be sure you know which classrooms you may be traveling between and how to get to them in a timely manner.
  - Other teachers may have a morning duty that needs to be covered, like a homeroom or hallway duty. Be sure you understand your scheduled responsibilities before the day begins.
- Upon arrival to the classroom, take time to review the plans left by the teacher. Ensure that you understand what it is that is being covered that day and that you have the materials you need to run class smoothly.
- If you can, this would be an ideal time to write a few notes on the board about today's lesson/assignment, along with your name.

### **As students begin to arrive:**

- Stand in the hallway/at the door to greet students as they arrive.
- Promptly at the start of the block, take attendance (**please see page 19**) .

### **During the lesson:**

- Begin the lesson by introducing yourself and your expectations.
- Review the plans and assignments left by the regular teacher. Be clear about timelines and expectations, especially if work will be collected on paper or digitally that day.
- Consistently circulate around the room as students work to assist and/or refocus students.



- As students work, give them updates about how much time they have left to work and where they might be in their work (i.e. "Half of our class time has elapsed, you should be working on the essay portion of your assignment.>").
- With a few minutes left in the block, give students directions about how class will end.
  - Collect any work the regular teacher has asked to be collected.
  - You may want to instruct students to gather their belongings, return borrowed materials, etc.
  - Do not let students huddle around the classroom door or leave the classroom before the bell signals the end of the block.

**Transitions between classes:**

- If you will remain in the same room for the next block, stand in the hallway/door to greet students as they arrive.
- If you need to travel to a new classroom for the next block, travel to your next location directly and arrive as promptly as possible.

**End of the day:**

- Be sure to leave feedback for the teacher you covered, either on paper or digitally.
  - The best feedback includes:
    - a quick run-down of how the lesson went
    - any issues that came up
    - students who were unable to complete the lesson for any reason
- Ensure that the classroom is in order.
- Check out in the main office.

# Morris School District



## Student Attendance

School: \_\_\_\_\_

Class: \_\_\_\_\_

Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Sub Name: \_\_\_\_\_

100% Attendance (Please circle if all students are present.)

Please write down any students who are absent or tardy. Place a checkmark in the correct column to reflect the student's attendance. Attendance should be sent down to the Office of the Nurse/Attendance Secretary immediately after the bell rings.

Student Name	Absent	Tardy



## **Policies**

**Dress Code:** Morris School District employees serve as role models for the students and as representatives of Morris School District schools. Consistent with these roles, all employees, volunteers and substitutes shall dress professionally and appropriately.

### **Policies:**

1. 8335- [FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT \(FERPA\)](#)
2. 5512- [HARASSMENT, INTIMIDATION, AND BULLYING](#)
3. 5350- [STUDENT SUICIDE PREVENTION AND PROMOTION OF RELATED MENTAL HEALTH](#)
4. 2361- [ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES](#)

## **SUBSTITUTE EXCLUSION POLICY FOR ALL SUBSTITUTE CATEGORIES**

A substitute who has been excluded by one of the K-5 schools throughout the district, based upon performance issues and/or conduct unbecoming a school staff member, will be excluded from substituting in any K-5 school in the district.

Furthermore, if a substitute has been excluded from either Frelinghuysen Middle School or Morristown High School, based upon performance issues and/or conduct unbecoming a school staff member, that substitute will be excluded from substituting in either building.

Please note that the building principal has the right to choose which substitutes work in their building.

A substitute will be removed from the substitute list permanently if the substitute:

- 1. Fails to work in any given school year**
- 2. Fails to complete the required annual GCN Tutorials at the specified due date**

The Morris School District reserves the right to permanently exclude a substitute from the substitute list for any performance issues and/or conduct unbecoming a school staff member.



## Frequently Asked Questions

**Q: I've completed the plans early; what should I do?**

A: It is a great idea to have a few "tricks up your sleeve" in case this occurs.

Here are some resources that you may find helpful:

Lower Grades	Upper Grades
<p>(Online Resources)</p> <p>iReady Newsela Spelling City Reflex Math Raz Kids</p> <p>Create a Substitute Bag for Yourself:</p> <ul style="list-style-type: none"><li>● Create Centers and laminate</li><li>● Picture Books</li><li>● Stickers</li><li>● Bingo Games</li></ul> <p>*Teachers Pay Teachers has a variety of free resources.</p>	<p>(Online Resources)</p> <p>Canvas newsELA Noodletools iReady New York Times Learning Network Khan Academy</p> <p>The FMS or MHS websites will have updated lists of resources.</p> <p>FMS &amp; MHS are 1:1 schools, where each student has a Chromebook. Students who finish early can always work on digital assignments on their course pages.</p>

**Q: How do I create a positive classroom climate?**

A: 1. Give clear expectations to assure students have a clear understanding of what is expected of them. Positive behavior is greatly enhanced when the teacher has instructed the students in what is expected of them.

2. Expectations should be kept to a minimum of four or five. Expectations should be stated in a positive and in instructional terms. Particularly younger elementary students need to be reminded of the expectations within the context of each situation. Remind them of proper behavior when waiting in line, going from one location to another, bathroom behavior, and working and on task behavior.

3. Refer to students by their name.

4. Speak to students in a respectful, calm manner.

5. Provide praise and smile.

6. Circulate around the room to monitor the interactions of all students.

7. Engage students through appropriate conversations.

8. Understand that what is fair isn't always equal.

9. Model the behavior you expect of the students.

10. Purposely ignoring minor and insignificant student misbehavior and then recognizing positive student behavior is an essential tool in creating and maintaining a positive classroom environment.

**Q: A student has asked to go somewhere; should I let them?**

A:

Lower Grades	Upper Grades
<p>Bathroom: Yes. Students should sign out and sign in. If a student is asking frequently, please leave a note for the teacher.</p> <p>Nurse: Yes, PreK-2 Students should be escorted by a Teacher's Assistant or aide, if available. If an adult escort is not available, call the nurse/school secretary to make them aware of the students' arrival.</p>	<p>Nurse: Yes.</p> <p>Bathroom: Yes, if no one else is using the restroom.</p> <p>Guidance: If they are visibly distressed, yes. If not, have them email their counselor for an appointment.</p> <p>Administrator: Not immediately. Have them email the administrator for an appointment.</p> <p><i>Information on Passes: MHS and FMS utilize color-coded lanyards as passes. Each classroom is equipped with a pass to use. Students at MHS use the lanyards to go to any of the above destinations. Students at FMS use the lanyards to use the restroom or their lockers. Please write a paper pass for all other FMS destinations.</i></p>

**Q: I am subbing at a school for one day, and the teacher has a prep period. What should I do during this time?**

A: When arriving for an assignment, speak to the front office regarding any additional assignments. After you review the day's assignment  
 Be proactive about this time. Check in with the main office to see if you are needed in another location or classroom. If you aren't, this would be a good time to leave written feedback for the regular teacher regarding the classes you have taught already.

**Q: Can I leave the school premises during my lunch or prep period?**

A: This is at the discretion of the school. If you do leave, be sure you have not been assigned another class or duty during that time, and you have ample time (try to be back to get your classroom key at least ten minutes before your next class begins). Be sure to exchange keys and sign in and out in the main office as you leave and return.

**Q: What materials can I expect to find in elementary classrooms?**

A: Read aloud novels, Everyday Math Teacher's Manual, Words Their Way Spelling Manual and Lucy Calkins Units of Study Manuals for Reading & Writing. The students have reading notebooks, writing folders, personal reading books and math journals. There will also be chromebooks available.

**Q: What materials should I expect to find in an upper-grades classroom?**

A: Because upper-grade teachers often travel between rooms, technology is the constant in our classrooms. The Morris School District is a one-to-one district from grades six through twelve, meaning that each student has their own device (generally, a chromebook). Most student work is completed digitally in the upper grades. If a student does not have their device, they can generally get a loaner device from the media center/library.

**Q: If, for some reason, there are no sub plans, what can I do during the LAL block?**

A: Read, read, read! Write, write, write! A guided read aloud can be done in any grade level. Stop frequently while reading to students to model your own thinking and ask questions about the text. The elementary classrooms all have leveled libraries, students can choose books for independent reading. They all have a Reader's Response notebooks so you can ask them to make connections to their reading, ask questions, note new vocabulary words or respond to their reading in their notebooks. Have students do quick writes in their writing journals or give them a prompt to write about. Students have words that they use for Word Study that they can sort or define, use in sentences or practice word hunt.

**Q: What should be a part of the Literacy Workshop block?**

A: Reading: Read aloud, shared reading, guided and independent reading  
Writing: Mini Lesson, shared or interactive writing, guided and independent writing  
Working with Words: Making words, sorting words, word wall

**Q: What do I do if I'm going to be late, can no longer fulfill my assignment, or an emergency arises?**

A: Call your assigned school's main office as soon as possible. *Please note that frequent, last minute cancellations are monitored by school administrators.*





## **Helpful Hints for the Substitute Teacher**

- Be an informed substitute; know the school rules.
- Write directions on the board; this will be a great help in the orderly beginning of the day's work.
- Stand at the door and meet them in a friendly manner(smile).
- Take firm control of the class from the beginning, but use positive rather than negative requests and suggestions. Immediately establish your behavior expectations.
- Expect respect and cooperation; be respectful of student opinions.
- Fairness and careful follow-through are invaluable in maintaining good classroom order.
- Physical conditions in a room may affect the behavior of pupils. Watch ventilation, temperature, and light. Keep the room neat and orderly.
- Supervise pupils as they enter and leave the classroom.
- Be organized!
- Be innovative and flexible. Have alternative plans in case the lesson plan fails. Be prepared with a "bag of tricks." Be more than a "babysitter."
- Neatly leave all materials and activities on the teacher's desk.
- Purposely ignoring minor and insignificant student misbehavior and then recognizing positive student behavior is an essential tool in creating and maintaining a positive classroom environment.



## Substitute Checklist

### Prior to Students Arriving

	Sign in at the main office, secure your ID badge and key. Ask the main office staff if the staff member for whom you're covering has an AM duty prior to the beginning of class.
	Check the teacher's mailbox (located in the Main Office).
	Review lesson plans to make sure all supplies are on hand.
	Know assigned duties for planning periods, before and after school, etc.
	Each classroom has a map that shows exits in case of fire or emergency. These maps will be displayed by the classroom door. Familiarize yourself with the exits and where the Crisis Management Plan is located.
	Introduce yourself to neighboring teachers.
	Have your name and the first assignment listed on the board for the class.

### During School Day

	Greet students at the door when they arrive, and have an activity for them to start when they are seated.
	Introduce yourself.
	Take attendance promptly. If any students give you a note regarding their attendance (i.e. leaving early, etc), please forward the note to the office.
	Check the teacher's mailbox at some point again during the course of the day.

### Dismissal

	Reference the Dismissal list (this should be in the Sub plans) outlining how each student is going home.
	Stand in the doorway at dismissal so you can monitor students leaving. If you are subbing in the Lower Grades, you will walk your students to the dismissal area.
	Make sure all chairs are stacked, close windows, and turn off lights.
	Make sure the board is erased, and the classroom is left orderly.
	Leave notes for the regular teacher on what was covered, any concerns, or exceptional students.
	Before leaving, sign out at the office and return the key.



By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures of the *Morris School District Substitute Handbook*.

[Click Here for Digital Signature](#)