

# Substitute Teacher Handbook

For  
Pascack Hills High School



Grand Avenue  
Montvale, NJ 07645

Revised February, 2022

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# Foreword

Congratulations on your selection as a Pascaek Valley Regional High School District (PVRHSD) substitute teacher. Substitute teachers are vital to the continuity of the instructional program and are essential to a quality education for each student. An efficient and effective school system cannot maintain its high level of educational performance without the resources of competent substitute teachers.

The material and practical suggestions in this handbook were developed to facilitate an effective and rewarding teaching experience for our substitute teachers.

## Building Administrators

Principal – Mr. Tim Wieland	<b>Ext: 22006</b>
Assistant Principal – Ms. Charleen Schwartzman	<b>Ext: 22004</b>
Director, Curriculum, Instruction. & Assessment - Dr. Barry Bachenheimer	<b>Ext: 22032</b>

## Subject Area Supervisors

Athletic Director & Supervisor of Physical Education/Health Steven Papa	<b>Ext. 22037</b>
Art & English – Mrs. Valerie Mattessich	<b>Ext: 22113</b>
Mathematics – Dr. Mark Russo	<b>Ext: 22052</b>
Social Studies - Mr. Joseph Orlak	<b>Ext: 22050</b>
Pupil Personnel Services – Dr. Sean Struncis	<b>Ext: 22008</b>
Wld. Lang., Music & FACS/Ms. Noemi Rodriquez	<b>Ext: 22054</b>
Science and Applied Technology – Dr. Aarti Mallya	<b>Ext: 22040</b>
Special Services – Ms. Eva Merk	<b>Ext: 22020</b>
Technology – Mr. Paul Zeller	<b>Ext. 22055</b>

## INFORMATION FOR SUBSTITUTE TEACHERS:

1. Substitute teachers should report to the General Office at the beginning and end of each day. Sign the substitute sign in sheet, and take a badge to wear throughout the day.
2. Substitute teachers should consult with the high school administration team in which they are substituting regarding lesson plans, methodology, supplies and discipline.
3. Regarding discipline, substitute teachers should:
  - a. Be cordial, but firm. YOU are in charge.
  - b. Be fair, do not place yourself in a position of disciplining an entire group for the actions of one.
  - c. Never touch a student except in self-defense or to protect the safety of another.
  - d. Never lose your self-control.
  - e. Intermittently move about the classroom.
  - f. Remember that students have self-dignity. Appeal to this self-dignity.
  - g. Refer problems to the Assistant Principal to handle the situation.
4. Substitute teachers must remain in the building throughout the day with the exception of lunch.
5. Substitute teachers should never leave a group unsupervised.
6. Substitute teachers may utilize the faculty lounge, media center, and other designated areas.
7. Substitute teachers should execute lesson plans.
8. At the end of the day, return the substitute badge to the General Office.
9. Enter day(s) worked into the web timesheet portal in order to be paid.

### Instructions for Web Timesheet:

Go to CSI Employee Web Portal. The link is <https://mycsi.pascack.org/>

Username will be the email address you provided to the district with your contact information.

The first time accessing the portal, you will need to create a password. Click “Forgot Password” located under the login icon on the left side to create a new password.

Once you are in portal, go to the Timesheet Tab.

Find the category in which you worked and would like payment. Click New Entry at the right.

Enter the date, start and end times or number of days (for half day, enter “.5”).

Hit Save when you have completed all your entries. Be sure the system reads Recorded.

You have 60 days to enter your time into the portal for payment.

**SPECIFIC DUTIES:**

1. To assume all commitments of the regular teacher, including corridor, study hall, assembly, and/or cafeteria assignments.
2. To take attendance in each class. Call extension 22000 every period.
3. To permit students to leave the room only when it is absolutely necessary and to be sure that the student possesses a corridor pass signed by the substitute.
4. To insist that students be engaged in productive activity, particularly during a period of supervised study in the class period.
5. To check the regular teacher's mailbox and read any general announcements, and distribute any communications addressed to individual students.
6. To return guidance appointment forms of absent students to the General Office.
7. To leave classrooms in orderly condition, seeing that windows are closed at the end of the day.
8. To be sure that equipment and supplies are not mishandled, and that all electrical equipment is turned off at the end of each period.
9. To insist upon quiet in the classrooms when announcements are being made over the P.A.

## **CAFETERIA DUTY RESPONSIBILITIES:**

1. Make every effort to arrive at the cafeteria as quickly as possible on your assigned day. Many staff members arrive late and place an extra burden on their colleagues who must assume additional responsibilities.
2. Move around the cafeteria. Be attentive to students who cut into the lunch lines. Students have been cutting into the lunch lines in an attempt to push ahead of others. Be attentive to students who attempt to exit food lines without paying.
3. Because of your attentiveness, the condition of the cafeteria has improved immensely. Although students are responsible for their own areas, it is essential that staff members be attentive and not careless concerning their supervisory responsibilities. Require students to keep tables and floors clean. All trash should be deposited in the large receptacles before students leave the cafeteria.
4. Do not permit any student to leave the cafeteria with food or drink.

<b>Pascack Schedule 2.0</b>						
	Monday		Tuesday	Wednesday	Thursday	Friday
8:00 – 8:41 41 minutes	Period 1	8:00 – 8:56 56 minutes	Period 1	Period 4	Period 3	Period 2
8:45 – 9:28 43 minutes	Period 2	9:00 – 9:58 58 minutes	Period 2	Period 1	Period 4	Period 3
9:32 – 10:13 41 minutes	Period 3	10:02 – 10:58 56 minutes	Period 3	Period 2	Period 1	Period 4
10:17 – 10:58 41 minutes	Period 4	11:02 – 11:53 51 minutes	Lunch	Lunch	Lunch	Lunch
11:02 – 11:53 51 minutes	Lunch	11:57 – 12:53 56 minutes	Period 5	Period 8	Period 7	Period 6
11:57 – 12:38 41 minutes	Period 5	12:57 – 1:53 56 minutes	Period 6	Period 5	Period 8	Period 7
12:42 – 1:23 41 minutes	Period 6	1:57 – 2:53 56 minutes	Period 7	Period 6	Period 5	Period 8
1:27 – 2:08 41 minutes	Period 7					
2:12 – 2:53 41 minutes	Period 8					

<b>Half Day</b>	
	Monday
8:00 – 8:27 27 minutes	Period 1
8:31 – 9:00 29 minutes	Period 2
9:04 – 9:30 26 minutes	Period 3
9:34 – 10:00 26 minutes	Period 4
10:04 – 10:30 26 minutes	Period 5
10:34 – 11:00 26 minutes	Period 6
11:04 – 11:30 26 minutes	Period 7
11:34 – 12:00 26 minutes	Period 8

## **FIRE DRILL AND EMERGENCY PROCEDURES:**

Every classroom should have a Crisis Response Handbook (flip chart) on the desk.

In addition, every classroom should also have an emergency evacuation chart on the wall.

## **ACCIDENT/MEDICAL EMERGENCIES:**

Please contact the nurse on x22027 for all accident/medical emergencies. If you cannot reach the nurse, then call the main office on x22000.

## Where to find:

Attendance	Take attendance each period and call extension 22000 to report absences/lates.
Substitute Sign-in Sheet	General Office
Copy Machine	Faculty Lounge (First Floor)
Phone (Emergency)	In Room
Coffee	Faculty Dining Room
Vending Machines	Cafeteria

## Who do I call with a problem or question about...

<b>Payroll</b> – Lindsay Schels	<b>Ext. 21014</b>
<b>Operating Procedures</b> – Marianne Simak	<b>Ext. 22002</b>
<b>Attendance</b> – Lillian Murray	<b>Ext. 22000</b>
<b>Computers</b> – Armen Hagopian/Ross Koehler	<b>Ext. 22211</b>
<b>School Policies/Discipline Issues</b> – Charleen Schwartzman – Assistant Principal	<b>Ext. 22004</b>
<b>Department Supervisor:</b>	
Athletic Director & Physical Education/Health – Steven Papa	<b>Ext. 22037</b>
Art & English – Mrs. Valerie Mattessich	<b>Ext. 22113</b>
Guidance – Dr. Sean Struncis	<b>Ext. 22008</b>
Mathematics – Dr. Mark Russo	<b>Ext. 22052</b>
Social Studies - Mr. Joseph Orlak	<b>Ext. 22050</b>
Wld. Lang., Music & FACS-Noemi Rodriguez	<b>Ext. 22054</b>
Science and Technology – Dr. Aarti Mallya	<b>Ext. 22040</b>
Special Education – Eva Merk	<b>Ext. 22016</b>

## Important phone numbers:

Montvale Police	<b>201-391-4600</b>
General Office	<b>Ext. 22000</b>
Guidance Office	<b>Ext. 22008</b>
Special Services	<b>Ext. 22016</b>
Nurse's Office – Mrs. Rose Welyczko	<b>Ext. 22027</b>

TECHNOLOGY ACCEPTABLE USE —  
COMPUTER NETWORKED SERVICES AND INTERNET

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Policy and Purpose Statement

The Pascack Valley Regional High School District Board of Education believes that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of the educational program. It is understood that all of our computer networked services are provided exclusively for educational purposes. Educational purposes are those that are related to the preparation and completion of classroom lessons, assignments and other pertinent school business. For employees, this also includes purposes related to job performance. This Board Policy is intended to comply with the Children's Internet Protection Act, Children's Online Privacy Protection Act, and the Family Educational Rights and Privacy Act.

Although the Internet offers vast opportunities to access resources, the Board must also maintain an environment that promotes both responsible and ethical conduct in all computer activities by students and staff. Access to email services and the Internet also brings the possibility, even with the use of filtering software, that materials may be accessed by students and staff that is either of no educational value, or violates applicable state or Federal law. With the current state of technology, it is impossible to control access to all materials which are obscene or profane, or advocate illegal acts, violence or unlawful discrimination.

It is the belief of the Board of Education of the Pascack Valley Regional High School District that the educational value of the access to information and the interaction enabled by email and Internet access far outweighs the potential disadvantages that may occur. The operation of the district computer network relies, in part, on the proper conduct of the users—students and staff. Therefore, it is necessary for students and staff to follow the guidelines which are set forth within this policy. If any user, whether a student or a staff member, violates this policy, his/her privileges to use district computers may be limited or suspended. In addition, the student or staff member may be subject to other applicable disciplinary measures as per District policy, District Student Disciplinary Code, or statute.

Attached to this policy is a Student Technology Acceptable Use Agreement. The agreement incorporates this policy. It also indicates that the party who has signed the agreement has read the terms and conditions carefully and understands their significance. The user agreement is an acknowledgment of the responsibilities of all users. Students will not be permitted to use the district computer system unless they have signed the

agreement and their parents or guardians have signed the agreement indicating the student has his/her permission to use the district computer system. The agreement/permission form annexed to this policy is expressly made a part of the policy.

#### Terms and Conditions of Use

1 Acceptable Use. The purpose of providing access to our computer network, email services, and the Internet, is expressly to support research and education. It is to provide access to various resources and opportunities for collaborative work. The use of the network, email, and the Internet must be solely to support education and research which furthers the educational objectives and curriculum established by the Pascack Valley Regional High School Board of Education. Whether accessing the district computer system from outside school or not, all users are subject to the terms and conditions of this policy. The district expects that parents will supervise their children when using district technologies from home. In addition, the use of other organizations' networks or computer resources must comply with the rules for use of those networks in addition to those of this school district.

Transmission and accessing of any material in violation of any Federal law, state law or regulation/ or Board Policy is prohibited. Prohibited activities include, but are not limited to the following:

- a) Students are prohibited from disclosing, either through email or via the Internet, personally identifiable information about any other individual such as addresses, phone numbers, pictures, email addresses, or the name and location of the school.
- b) Staff members are prohibited from revealing, through email or via the Internet, any personally identifiable information for any individual such as name, address, telephone number, email address or picture, except as required for educational purposes.
- c) Users will not transmit or access material that is profane, obscene, harmful to minors (as that term is defined in the Children's Internet Protection Act), or advocates illegal acts, violence or unlawful discrimination.
- d) All users will be assigned a password. The password is to remain private and is not to be shared with other users.
- e) Any use of the network for commercial or for-profit purposes is prohibited.

- f) Use of the network for personal and private business is prohibited.
- g) Any use of the network for advertising or political purposes is prohibited.
- h) Users of the network shall not disrupt or interfere with the use of the network by others.
- i) The hardware or software shall not be altered, mishandled or abused in any way.
- j) The district computer system shall not be used to harass others.
- k) Hate mail, discriminatory remarks, cyber-bullying, and other antisocial behaviors are prohibited.
- l) The installation of unauthorized software, whether copyrighted or shareware, for use on the district computer system is prohibited.
- m) Violation of the intellectual property rights of others is prohibited.
- n) Unauthorized gaming and/or gambling activities are prohibited.
- o) Accessing proxy avoidance sites is prohibited.

## 2. Privileges

- a) The use of the district's network, email, and Internet services through the district's computer system is a privilege, not a right. Inappropriate use may result in the suspension, or partial suspension of those privileges as well as other possible discipline as outlined in the District Student Disciplinary Code and District policy, and even possible prosecution for illegal activity.
- b) Staff members shall also be subject to appropriate discipline, dismissal and/or prosecution for illegal or prohibited activity. Staff members are responsible for following the provisions of this policy as a condition of their employment.
- c) Each student, in order to obtain access to the district computer system will be required to complete the Pascack Valley Regional High School District Student Technology Acceptable Use Agreement. The Superintendent or his/her designee will have the authority to, at least temporarily, suspend use of the system at any time.

3. Network Etiquette. Users of the district computer system are expected to :
- a) Be polite.
  - b) Only use appropriate language.
  - c) Be prepared for a search of student or staff files and other electronic storage areas. The Superintendent or his/her designee may access these files from time to time not only to insure system integrity, but also to determine if users are complying this policy. Users should not expect that information they store on the system will be private.
  - d) Comply all intellectual property laws, such as copyrights.
  - e) Users should disclose to an administrator, teacher or parent any information or electronic messages that make them uncomfortable.

#### **Miscellaneous**

- 1. Security of the system is a high priority. If a user has reason to believe that they can identify a security problem in the district computer system, they must notify the Supervisor of Technology or the Network Administrator.
- 2. Vandalism will result in the automatic suspension of use and will be subject to discipline, other forms of legal action or perhaps even criminal prosecution. Vandalism is defined as any attempt to harm, steal or destroy data, software or hardware, even if belonging to another network. This includes, but is not limited to, the creation of a virus, intentional propagation of a virus, or dissemination of contaminated disks, CD's and the like.
- 3. Users will be personally charged and held responsible for any costs related to damages to district technologies caused by intentional misuse, lack of care and/or reasonable precautions.
- 4. The Pascack Valley Regional High School District makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any damages users suffer. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions caused by the district's own negligence or the user's errors or omissions. The district cannot accept responsibility for the accuracy or quality of information obtained through its services.