

Roxbury Township Public Schools Substitute Handbook 2025/2026



Preparing the children of today for tomorrow...

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Note: Floor plans directly follow information on each school.

Roxbury Township Public Schools

42 NORTH HILLSIDE AVENUE, SUCCASUNNA, NJ 07876

www.roxbury.org

Mrs. Lisa Ferrare
Human Resources Director

PHONE: 973-584-6799
FAX: 973-252-1434

Dear Substitute,

We are pleased that you have chosen to be a part of our Roxbury Township Schools' family. We are proud of our school district, our staff and our students.

We want you to be successful and happy while you are with us, therefore, we have prepared this Substitute Handbook. It is designed to share certain basic information with you in the hope that it will make your time in our schools more effective.

We are all willing and anxious to help you in any way, which will enable you to serve our students to the utmost of your ability.

Please feel free to contact us if we can be of any assistance.

Sincerely,

Lisa Ferrare

Mrs. Lisa Ferrare
Human Resources Director

DISTRICT CONTACT LIST

Roxbury Township Board of Education 42 North Hillside Avenue Succasunna, NJ 07876 www.roxbury.org 973-584-6099 Office Hours: 8:30 a.m. – 4:00 p.m.	Roxbury High School Grades 9-12 1 Bryant Drive Succasunna, NJ 07876 http://www.roxbury.org/Domain/9 973-584-1200 School Hours: 7:25 a.m. – 2:07 p.m. Principal: William Crispino
Eisenhower Middle School Grades 7-8 47 Eyland Avenue Succasunna, NJ 07876 http://www.roxbury.org/Domain/8 973-584-2973 School Hours: 7:58 a.m. – 2:30 p.m. Principal: Paul Gallagher	Lincoln/Roosevelt School Grades 5-6 34 North Hillside Avenue Succasunna, NJ 07876 http://www.roxbury.org/Domain/10 973-584-4331 School Hours: 8:40 a.m. – 2:58 p.m. Principal: Chris Argenziano
Franklin School Grades K-4 8 Meeker Street Succasunna, NJ 07876 http://www.roxbury.org/Domain/11 973-584-5549 School Hours: 8:50 a.m. – 3:40 p.m. Principal: Brian Hamer	Jefferson School Grades PreK-4 35 Cornhollow Road Succasunna, NJ 07876 http://www.roxbury.org/Domain/12 973-584-8955 School Hours: 8:50 a.m. – 3:40 p.m. Principal: Melissa Cosgrove
Kennedy School Grades K-4 20 Pleasant Hill Road Succasunna, NJ 07876 http://www.roxbury.org/Domain/13 973-584-3938 School Hours: 8:50 a.m. – 3:40 p.m. Principal: Nicole Acevedo	Nixon School Grades K-4 275 Mt. Arlington Blvd. Landing, NJ 07850 http://www.roxbury.org/Domain/14 973-398-2564 School Hours: 8:50 a.m. – 3:40 p.m. Principal: Danielle Lynch
Community School Preschool Program 25 Meeker Street Succasunna, NJ 07876 http://www.roxbury.org/preschool 973-584-7699 Program Hours: 7:00 a.m. – 5 p.m. Director: Ann Rhodes	Special Services 42 N. Hillside Ave Succasunna, NJ 07876 http://www.roxbury.org/domain/191 973-584-4232 Director: Christine Seminerio Supervisor: Jennifer Dempsey

MANDATORY TRAINING FOR ALL EMPLOYEES AND SUBSTITUTES

All staff employed by the Roxbury Township Board of Education are **required** to complete a designated set of **annual mandatory** online training through the Global Compliance Network (GCN) based on your position within the district to be in compliance with the State of New Jersey.

Substitutes will have 60 days from the time of appointment or reappointment to complete this mandatory training. If the training has not been completed by that 60 day grace period, your account will be inactivated until complete.

Mandatory Trainings for Substitutes for 2024/2025 school year:

Topic	How Often?	Who?	Length	Total Time
A Guide for Substitute Teachers	Annually	All Substitutes	17 minutes	First Year Substitute Secretaries Total Time is 332 Minutes (about 6 hrs) 19 Trainings
AED	Annually	All Substitutes	14 minutes	
Affirmative Action -- NJ	Annually	All Substitutes	24 minutes	
Allergy Management/Food Allergies	Annually	All Substitutes	21 minutes	
Anaphylaxis and Anaphylactic Shock	Annually	Substitute Nurses	16 minutes	
Anti-Bullying Bill of Rights -- NJ	Annually	All Substitutes	34 minutes	
Asthma	Annually	Substitute Nurses	18 minutes	First Year Substitute Teachers Total Time is 369 Minutes (about 6 hrs) 21 Trainings
Bloodborne Pathogens	Annually	All Substitutes	20 minutes	
Child Abuse NJ	Annually	All Substitutes	15 minutes	
Classroom Management -- Elementary	Annually	Substitute Teachers	16 minutes	
Classroom Management -- High School	Annually	Substitute Teachers	14 minutes	
Classroom Management -- Middle	Annually	Substitute Teachers	15 minutes	
Computer Use Policies	Annually	All Substitutes	13 minutes	First Year Substitute Nurses Total Time is 430 Minutes (about 7 hrs) 23 Trainings
Confidentiality	Annually	All Substitutes	14 minutes	
Cyber Bullying	Annually	All Substitutes	18 minutes	
Discrimination	Annually	All Substitutes	18 minutes	
Effective Communication	Annually	All Substitutes	12 minutes	
FERPA	Annually	All Substitutes	18 minutes	
First Aid in Schools	Annually	Substitute Nurses	26 minutes	Existing Subs Total Time is 152 Minutes (about 3 hrs) 7 Trainings
General Harassment	Annually	All Substitutes	16 minutes	
HIPAA	Annually	Substitute Nurses	25 minutes	
Office Ergonomics	Annually	Substitute Secretaries	8 minutes	
Professionalism	Annually	All Substitutes	13 minutes	
Safe Lifting for Special Education	Annually	All Substitutes	21 minutes	
Seizure Disorders	Annually	Substitute Nurses	21 minutes	
Sexual Harassment	Annually	All Substitutes	22 minutes	
Telephone Etiquette	Annually	All Substitutes	14 minutes	

There are additional optional GCN trainings available for substitutes on a variety of topics for those who are interested. All you will need to do is click on the Optional tab once you sign in.

To log into your GCN Training, please follow the directions listed below. If you have difficulty logging in, please contact Ivy Lam at ilam@roxbury.org to assist you in locating your account.



INSTRUCTIONS: Roxbury Township Public Schools

1) Access the Login Screen

Enter **www.gcntraining.com** into your browser's address bar

When the website loads, Click

▶▶▶ LOGIN TO VIEW TRAINING

2) New or Existing User?

If you're new to GCN or were not provided a Personal ID, select
If you've already set a Personal ID or were provided one, select

NEW USER
EXISTING USER

3) Enter your Organization ID

76140p

The Organization ID is a code unique to each organization. Check any paper work, email or website information provided by your organization if you do not know or does not appear above.

4) The Next Step For...

NEW USERS:

Follow the prompts to locate your account and create a unique Personal ID

Note: The Personal ID is not a password. If no account is found, check with your HR Department or Supervisor to see if there is an issue with your account/name. -- it may be a difference of "Smith-Jones" vs "Smith Jones" or "VanHoff" vs "Van Hoff".

EXISTING USERS:

Enter your Personal ID

If you've forgotten your Personal ID, click "I Don't Know..." below the PID field.

5) The Tutorial Listing Page

On the Tutorial Listing page you'll see a list of tutorials your organization has either required or has made available to you -- if the list does not specifically state "Required", it's possible that not all on the list are required (your organization should have provided a list for you in this case).

Take notice of any articles in the News & Information area to the right of the page.

6) Viewing Tutorials

To view a tutorial, click **START** to the left of any title in the list. Your progress is saved after each slide completes, so you may complete a tutorial in several sessions.

If you have trouble viewing a tutorial or slide, check the links below the tutorial viewer or the News & Information section (on the Tutorial Listing page) for help.

Need More Assistance? Contact help@gcntraining.com

SUBSTITUTE'S RESPONSIBILITIES

I. GENERAL

1. Substitutes play an important role in the life of a school. The district expects substitutes to follow district policies and procedures regarding proper interaction with students and staff members. The entire policy handbook can be found on the district website (www.roxbury.org) under the Board of Education tab. ***The district will discuss concerns regarding violations of policy and procedure with individual substitutes should that be necessary.***
2. ***The acceptance of substitutes in the building is up to the individual building administration. If at any point in time during the school year a negative Substitute Report is received in the Central Office, a substitute may be removed from the sub list. A letter from the Central Office will be mailed to the substitute.***
3. ***If you do not have an ID badge, please complete this [Google Form](#) to get your Roxbury Substitute ID Badge. Any issues with badges, please contact the Technology Department at 973-584-4047.***
4. If you would like a parking permit for when you sub at Roxbury High School, please stop in the main office to request the necessary information for this.
5. ***It is inappropriate for substitutes to attempt to solicit or obtain substitute jobs through regular staff members. It is inappropriate for teachers to make arrangements with substitutes directly.*** Assignments should be filled through Absence Management and the designated preference lists.
6. Roxbury doesn't hire regular sub classroom or special education aides. These positions are filled by sub teachers. Currently, every substitute teacher in this district is slotted for a Substitute Teacher and Substitute Aide position, unless they have told the Central Office otherwise.

With that being said, there are two different types of aides (classroom/special education and cafeteria aides). ***If you are not interested in being called as a substitute aide or have a preference between the two, please let Nicole Russell (ilam@roxbury.org) in the Personnel Office know so your name will be removed from the aide list and/or category.***
7. Substitutes scheduled to work a half day before a holiday break (i.e., Thanksgiving), early dismissal, delayed opening, and/or on a day with teacher conferences will be paid for a full day.
8. ***If the district has called for a school closing, delayed opening and/or early dismissal, substitutes will be notified via ABSENCE MANAGEMENT only. For your safety in the case of inclement weather, please always check ABSENCE MANAGEMENT before leaving your home or consult the District [website](#). For delayed openings, substitutes scheduled to work are also on a two-hour delay.***
9. Substitutes receiving information of a nature of concern regarding a student's safety, well-being, or welfare **must always** report this information to the building administration. This would include information that may be necessary to report to the Division of Child Protection and Permanency (DCPP), *formerly known as DYFS*. Substitutes should not contact DCPP directly without consulting with the building administration.
10. ***Go directly to the school office upon your arrival to sign in. This is mandatory!*** When signing in please make sure you print your name clearly! ***If not printed clearly, you may not be paid correctly. Then, see the principal or their representative for specific assignments or instructions if information has not been provided or accessed when you accepted the assignment with Absence Management.*** Substitutes Nurses will find a binder in the nurse's office as to policies and procedures for the position.

SUBSTITUTE'S RESPONSIBILITIES - continued

11. Any parental conferences which the teacher has scheduled should be reported to the front office so alternate arrangements can be made.
12. Arrive Early! Sometimes a substitute is called just prior to the beginning of the school day and an early arrival is not possible. With the Absence Management Sub Calling Service, we will attempt to fill a position up to two hours after the designated start time. If you accept one of these positions but need a few minutes to get ready and to arrive at the school, we recommend calling that school to give them a heads up on your estimated time of arrival. However, when you are contacted early enough it is in your best interest and that of the students if you arrive approximately 30 minutes before the start of the student day. The school hours are:

Roxbury High School	7:25 – 2:07
Eisenhower Middle School	7:58 – 2:30
Lincoln/Roosevelt School	8:40 – 2:58
Franklin School	8:50– 3:20
Nixon School	8:50 – 3:20
Jefferson School	8:50 – 3:20
Kennedy School	8:50 – 3:20

13. Half-day substitutes are called from time to time. Substitutes working a half-day are required to follow this schedule:

School	AM Sub Assignment	PM Sub Assignment
Roxbury High School	Cover 4 instructional hours per school day.	
Eisenhower Middle School	7:55 – 11:20	11:20 – 2:45
Lincoln Roosevelt School	8:25 – 11:50	11:50 – 3:15
Franklin School	8:50 – 12:15	12:15 – 3:40
Jefferson School	8:50 – 12:15	12:15 – 3:40
Kennedy School	8:50 – 12:15	12:15 – 3:40
Nixon School	8:50 – 12:15	12:15 – 3:40

Substitutes working on a day with either delayed opening or early dismissal will use the following schedule:

School	Delayed Opening Start Times	Early Dismissal Times
Roxbury High School	9:25 AM	12:18 PM
Eisenhower Middle School	9:58 AM	12:35 PM
Lincoln Roosevelt School	10:40 AM	1:17 PM
Franklin Elementary School	10:50 AM	1:40 PM
Jefferson Elementary School	10:50 AM	1:40 PM
Kennedy Elementary School	10:50 AM	1:40 PM
	Preschool reports at same time; Morning Extended Day Schedule Cancelled	Preschool dismisses at same time; Afternoon Extended Day Cancelled when Superintendent Cancels Afternoon Activities
Nixon Elementary School	10:50 AM	1:40 PM

SUBSTITUTE'S RESPONSIBILITIES - continued

14. Check the teacher's mailbox at the beginning of the day and at lunchtime to determine if there are any important bulletins or flyers to be distributed to or shared with students. All other mail for the teacher should remain in the mailbox pending their return.
15. Go to your assigned room and familiarize yourself with its layout and location of books, supplies, etc.
16. Read the Lesson Plan Book, substitute folder and teacher's calendar (if available) to determine what you are to teach. Special attention should be given to medical and IEP information that you may need. The information may be available on the teacher's desk, or a note may direct you to see the school nurse. If you cannot locate them, contact the front office immediately. Utilization of these items and the seating plan will further enhance your understanding of the daily procedure.
17. Place your name on the whiteboard. When you first meet the students, state your name and draw attention to its location on the board.
18. Locate the attendance forms and call the roll at the appropriate time. This will vary from once per day in elementary schools to every block in the high school. Contact the front office if you have any questions.
19. Knowing each student's name is an aid in class contact. You might want to consider having students place their names on heavy paper to be placed on their desks.
20. Remember, a friendly attitude toward students, parents and members of the faculty are essential to success.
21. Place any notices or information for the regular teacher in their mailbox at the end of the day.
22. Check carefully to ensure that any duty assignments are carried out to prevent any disruption in the normal operation of the school.
23. In grades Pre-K-5, walk children to and from specials, lunch, etc.
24. **Never leave students unattended!**
25. Check your classroom at the end of the day and make sure it (they) is (are) tidy and in good order.
26. Note the daily activities and other pertinent information on the Substitute Teacher Report Feedback section in Absence Management.

Absence Management allows teachers to leave feedback on substitutes and vice versa. We strongly encourage both teachers to leave feedback on the substitutes and for substitutes to leave feedback on the teaching assignments they complete. You will receive email reminders from Absence Management after a position is completed to complete the feedback survey. Feedback can be left up to two weeks after the assignment is completed. **Please note, the only people who can view your feedback or the teacher's is the building administration and the Central Office. No other teacher or substitute can view your feedback.**

27. Remember to check out with the front office and turn in keys, etc., before leaving.
28. **Dress Code:** Business casual is strongly encouraged for all substitute staff.
29. Be prepared to adapt your teaching philosophy and skill to meet the needs of your students
30. Do not make promises to students before you check to be certain the promise is not contrary to school philosophy, practice, or policy.
31. Do not make critical remarks of students, staff members, administrators, or parents in front of or with any students.
32. Respect the ideas and opinions of fellow teachers.
33. Approach your assignment with eagerness, enthusiasm and confidence in your abilities. Make the children aware that you know what you are doing and will offer them a day which is worthwhile.
34. Discipline is maintained by keeping students involved with interesting and purposeful activities throughout the school day.
35. Maintain a conversational tone and good humor. These are positive steps in maintaining positive control.
36. Do not resort to "aimless busy work." Students recognize these activities as such which makes them counterproductive.
37. If you are aware of your assignment with sufficient notice, feel free to contact the teacher you are replacing. This will result in greater continuity of the educational program.
38. Feel free to enrich the class program, but be aware that introduction of new sequential materials and information or those not authorized might be best left for the regular teacher to initiate.
39. Group or committee work started under the guidance of the regular teacher should be continued only if you feel capable of supervising it or if the students appear so well organized that they might continue without much supervision.
40. Be careful distributing classroom supplies and equipment. Inadequate supervision of the distribution of these is a major criticism that regular teachers have of some substitutes. Check carefully for the regular teacher's procedures and follow them.
41. Do not tell the students the regular teacher has taught them something incorrectly.
42. Be flexible if the substitute assignment is switched to a different school or classroom. If you are not comfortable with the switch, please inform the building secretary and/or administration immediately.
43. Substitutes are entitled to a lunch and one prep only. Preps are a working period and may be utilized by the building principal or designee. Please note all preps must take place in the school buildings.

II. LEGAL

1. Be in your room when the children arrive and **never leave your class alone**. This is not only a legal responsibility but a necessity in establishing good discipline and effective control.

2. Learn the necessary procedures for:
 - a. Fire Drill / Emergency Drill
 - b. Lunch Room / Recess
 - c. Dismissal
3. No children are to be dismissed early without the approval of the principal or their designated representative.
4. Be prepared for the possibility of discipline problems, but under no circumstances are you to lay a hand on a child. As a last resort, refer the child to the principal.
5. Lead the class in the flag salute during homeroom period.
6. In the event of injury to a child in your room, call the nurse or have the child report immediately to the nurse or principal. Children should not be sent alone from the room but in the company of at least one other pupil. Act in a common-sense manner in the event of an accident or emergency: Call the office on the Intercom.
7. The substitute should feel responsible for the protection of pupils' general health and safety.
8. DCPD: Any and all suspected cases of abuse or neglect must be reported to DCPD. The substitute must also discuss this with school administration, the school nurse, or guidance personnel.
9. **BY STATE LAW CLASS ROLL BOOK MUST BE TAKEN WITH YOU DURING ANY EVACUATION PROCEDURE.**

III. ANTI-BULLYING PROCEDURES

Please carefully review the information below.

Anti-Bullying Coordinator and Specialists

The district Anti-Bullying Coordinator is Dr. Charles Seipp. If you have any general questions or concerns about district policy or procedures for Harassment, Intimidation, and Bullying (HIB), please contact him at cseipp@roxbury.org or 973-584-6099 x5001.

Each school has an Anti-Bullying Specialist, who will chair the School Safety Team, lead the investigation of incidents of HIB, and act as the primary school official responsible for preventing, identifying, and addressing incidents of HIB in the school:

Franklin	Gail LaCosta	glacosta@roxbury.org	973-584-5549
Jefferson	Victoria Cavaleri	vcavaleri@roxbury.org	973-584-3840 973-584-8955
Kennedy	Jennifer Buckler	jbuckler@roxbury.org	973-584-3938
Nixon	Patti Kousoulis	pkousoulis@roxbury.org	973-398-2564
Lincoln Roosevelt	Stephanie Delrusso	sdelrusso@roxbury.org	973-584-4331

Eisenhower Middle School	Geri Esposito	gesposito@roxbury.org	973-584-2973
Roxbury High School	Jennifer Kenny	jkenny@roxbury.org	973-584-1200

Procedures for Staff

1. All staff members (professional, support, and substitute) should refer to the Anti-Bullying page on the district website for policies, presentations, and forms which can be accessed at the following link: <https://www.roxbury.org/domain/103>. Please be sure to read policy and regulation (5512) on Harassment, Intimidation, and Bullying.
2. If a staff member becomes aware of a potential incident of HIB, he/she should immediately report the incident to the school Principal or designee who will initiate the investigation. **NOTE:** Staff should report any such incidents as soon as possible. If the situation is urgent, notify the office first, maintain a safe environment for all students, and report to the Principal or designee as soon as possible thereafter.
3. Avoid labeling the behavior. Allow the Principal and Anti-Bullying Specialist to determine whether the act constitutes harassment, intimidation, or bullying through the investigatory process.

Roxbury's Quick Tips for Frontline Absence Management

Shortly after you are appointed as a substitute with the Roxbury school district, you will receive an invite via email from noreply@frontlineed.com which will allow you to create your personal Roxbury Absence Management Log-In ID and PIN# for substituting. You will need this log-in and pin each time you need to accept or search for placements. This system is used by all employees and substitutes of the Roxbury Township Public Schools. If you did not receive this invite from Absence Management, please contact Nicole Russell at ilam@roxbury.org.

Please refer to the few Quick Guides and Learning Centers from Absence Management. These materials will be beneficial to you as you learn to navigate Frontline. The Absence Management training materials are always available to you when you log in to your Absence Management screen under the HELP menu on the top right hand side of the screen. (Click on the ? for help.)

In addition, please note the following in regards to your account and other general sub updates:

- **Non-Work Days:** For substitutes who will be available here and there throughout the school year, we highly recommend that you enter in your "Non-Work Days" in Absence Management based on your availability. You can enter up to four months of non-work days at a time. By having your non-work days entered in advance, you won't receive any calls and/or emails regarding possible vacancies. This is especially important if you are on vacation, away at school, or wish to remain inactive for the school year.

If you are already scheduled to work in Roxbury as a substitute through Absence Management, please DO NOT enter in a non-work day. This creates additional problems in the system.

- **Absence Management Substitute Feedback:** Absence Management allows teachers to leave feedback on substitutes and vice versa. We strongly encourage both teachers to leave feedback on the substitutes and for substitutes to leave feedback on the teaching assignments they complete. You will notice you will receive email reminders after a position is completed to complete the feedback survey. You have up to two weeks after the position is completed to complete the feedback survey for that particular position. ***Just so you know, the only people who can view your feedback or the teacher's is the building principal and the Central Office.*** No other teacher or substitute can view your feedback.
- **Absence Management Calling Behaviors:** Most phone calls from Absence Management will come a night or two before the absence or the morning of the absence. Please note, that with teachers being proactive in entering in their potential absences days, weeks, or even months in advance, the positions are filled much quicker and make it so fewer days become available so fewer actual Absence Management phone calls are necessary.
- **Preference Lists:** Chances for subs to be contacted more increase when teachers and schools set you to their preference lists. The reason for this is because you are notified at different intervals. For instance, if you are on a teacher's preference list, you will be notified (**via email only**) as soon as the absence is created. These jobs can be accepted over the phone or online but the notification is done strictly by email (no calls are made) to all the preferred subs at the same time. There is no ranking order amongst preferred subs.
- **Lead Time for Preference Lists:** The preferred "favorite 5" subs for a teacher will have 10% lead time from when the position was created to the time it needs to be filled to accept the job. If none of the preferred subs accept the job during that time frame, have already accepted other positions, or have a non-work day scheduled, the pool then opens up to the school's preference list for another 10% lead time. It's only after those intervals that the pool is then opened up to the general population of subs. It is helpful to network with different teachers to get on their preferred lists as well as the schools. Like I said, this could potentially increase your chances of being contacted and ultimately filling positions. **PLEASE NOTE: The acceptance of substitutes in the individual buildings is up to the individual building administration.**

- **Building Preferences:** Please log into Absence Management to set your building/department preferences. We want to make sure we don't contact subs for certain buildings/departments if they are not interested in being there. The attendance secretaries have been notified not to contact those subs unless there is an emergency and we need positions filled.
- **Sub Aide Positions:** Roxbury doesn't hire regular sub classroom or special education aides. These positions are filled by our sub teachers. Currently, every substitute teacher in this district is slotted for a Substitute Teacher and Substitute Aide position. We have two different types of aides (classroom/special education and cafeteria aides). **If you are not interested in being called as a substitute aide or have a preference between the two, please let me know and I will remove your name from the aide list or the aide category.**
- **Roxbury strongly encourages its substitutes to be on multiple school districts substitute lists since we cannot guarantee you work every day. If you are applying to other school districts and need any paperwork from your sub file, please contact Lori Klein and your information will be emailed to you.**

Effective February 11, 2015, the Roxbury Township Public Schools has restricted the number of working hours for all substitutes to no more than twenty-nine (29) hours per week because of the Affordable Care Act (ACT) and the Internal Revenue Service (IRS) regulations. Based on the current interpretation of the law, failure to implement this measure would have had possible dire financial consequences for the district.

ROXBURY HIGH SCHOOL

School begins at 7:25 a.m. and ends at 2:07 p.m. Plan to arrive at RHS by 7:10 a.m., park in a space without a number.

Sign In Procedures

Substitutes will enter through the security vestibule located at the entrance to the gymnasium lobby. Upon entering the building, proceed to the main office and sign-in. The receptionist will greet you, clarify your assignment and provide information about your classroom assignment. You will need to register your car and get a parking permit. ***When signing in please make sure you print your name clearly!***

You should have a school ID. If you do not, you will need to secure a picture ID from the Technology office located at Roxbury High School as soon as possible.

Check the teacher's mailbox and go to your assigned location. Substitutes Nurses will find a binder in the nurse's office as to policies and procedures for the position.

Your assigned classroom door should be locked. Please contact the Lead Teachers/Supervisor to assist you. A list of the Lead Teachers/Supervisors will be in your substitute folder.

Quickly review the Lesson Plans, substitute teacher folder and/or teacher's calendar/schedule to determine what/how you are to teach. It is imperative that you follow the teacher's plan.

Attendance Procedures

If the teacher has not left you copies of their "Attendance Input Sheets", please call x1207 to request them. You will need to put a date at the top of the appropriate column for the day. The sheets are to be marked only with an **A**=absent or **T**=tardy in the box for the appropriate day and student name. The **Homeroom, Period 0** sheet must be sent down to the attendance office by 7:45 a.m. Continue to mark the sheets for each period. You need to send the rest of the attendance sheets down to the office after taking attendance in your last class.

Make sure that you are present and on time for your duty and resource room assignments.

At the end of your official work day, please log into Absence Management and complete the "Feedback About Substitute Experience".

The Roxbury High School Attendance Policy Highlights will be given to you at the high school along with other forms.

1. The substitute teacher, not the student, takes attendance. Send the attendance sheet to the Attendance Office no later than 7:45 a.m. The Attendance Office staff will enter the attendance in Genesis.
2. An attendance list is emailed daily to staff. Please mark any student not present as absent!
3. ****Do not admit a student after the 7:25 a.m. bell unless they have a late pass from the Attendance Office. Exception—**if they have a pass from guidance or the nurse or an excused late pass, contact the Attendance Office to notify them of the excused late to your class.
4. Late bus—when a bus is late, an announcement will be made over the loudspeaker by the administration to excuse students for a period of time. Students should be allowed into your classroom (with an excused late).

5. Calls to parents, letters home and guidance conferences are generated from the attendance you take. Please try to be accurate.
6. If a student on your list has not shown, continue to mark them absent (do not take the word of another student that they moved).
7. Please return completed attendance sheets to the Attendance Office as you complete them at the beginning of each block.
8. Tardies to class should be marked on your attendance sheets for each block during the day.
9. A student who misses **fifteen minutes or more** of class time should be recorded as an unexcused absence.
10. **NOTE:** It is imperative that each teacher keep accurate records and that he/she make sure that the attendance sheets are picked up or returned to the attendance office each day. The attendance records will appear on the report each quarter and will be the record used in the attendance policy.

Intercom Phone Usage

- To dial a room, enter **851+ room #**. Example: 851 + room 239
- To reach the main office receptionist, dial 1207 or 1210.
- To reach the nurse, dial 1223.
- A list of all room and office extensions are posted in each classroom.
- **To Dial 911, enter 911**

Fragrance-Free School Facility

Roxbury High School is a fragrance-free school facility. Aerosol spray deodorants, hair spray, etc., are prohibited. Additionally, perfumes and other fragrance producing products may not be used within the school building. Please be sensitive to our students and staff with asthma or respiratory ailments.

Student Seating The emergency folder, located in the teacher's desk or provided by a supervisor/lead teacher, will contain class seating charts.

Lockers - If a student has difficulties with a lock, please send the student to the Main Office.

Assembly Seating - If an assembly is scheduled, information will be provided.

Daily Schedule

The teacher's schedule will be provided by the Switchboard/Reception Secretary. The Secretary or an Assistant Principal will review the location and content of the schedule.

Daily Bell Schedule

Daily Bell Schedule		AM Advisory	
Warning Bell	7:23	Warning Bell	7:23
Homeroom	7:25 - 7:32	Homeroom	7:25 - 7:30
Block 1/5	7:37 - 8:51	Block 1/5	7:35 - 8:43
Block 2/6	8:56 - 10:10	Advisory	8:48 - 9:13
Block 3A/7A	10:15 - 10:50	Block 2/6	9:18 - 10:26
Block 3B/7B	10:54 - 11:29	Block 3A/7A	10:31 - 11:03
Block 3C/7C	11:34 - 12:09	Block 3B/7B	11:08 - 11:40
Block 3D/7D	12:13 - 12:48	Block 3C/7C	11:45 - 12:17
Block 4/8	12:53 - 2:07	Block 3D/7D	12:22 - 12:54
		Block 4/8	12:59 - 2:07
Two-Hour Delayed Opening		Early Dismissal	
Warning Bell	9:23	Warning Bell	7:23
Homeroom	9:25 - 9:32	Homeroom	7:25 - 7:32
Block 1/5	9:37 - 10:27	Block 1/5	7:37 - 8:29
Block 2/6	10:32 - 11:22	Block 2/6	8:34 - 9:26
Block 3A/7A	11:27 - 11:50	Block 3A/7A	9:31 - 9:55
Block 3B/7B	11:54 - 12:17	Block 3B/7B	9:59 - 10:23
Block 3C/7C	12:22 - 12:45	Block 3C/7C	10:28 - 10:52
Block 3D/7D	12:49 - 1:12	Block 3D/7D	10:56 - 11:20
Block 4/8	1:17 - 2:07	Block 4/8	11:25 - 12:18
Morning Assembly		Afternoon Assembly	
Warning Bell	7:23	Warning Bell	7:23
Homeroom	7:25 - 7:32	Homeroom	7:25 - 7:32
Block 1/5	7:37 - 8:38	Block 1/5	7:37 - 8:29
Assembly	8:43 - 9:43	Block 2/6	8:43 - 9:26
Block 2/6	9:48 - 10:49	Block 3A/7A	9:49 - 10:17
Block 3A/7A	10:54 - 11:22	Block 3B/7B	10:22 - 10:50
Block 3B/7B	11:27 - 11:55	Block 3C/7C	10:55 - 11:23
Block 3C/7C	12:00 - 12:28	Block 3D/7D	11:28 - 11:56
Block 3D/7D	12:33 - 1:01	Block 4/8	12:01 - 1:02
Block 4/8	1:06 - 2:07	Assembly	1:07 - 2:07

Reporting Time

Substitutes should sign in by 7:10 a.m.

EMERGENCY PROCEDURES

Fire/Emergency Drills are held twice a month.

Fire Drill Procedures

Fire drills are held periodically for the safety of the student body. With the students' cooperation the building can be emptied quickly and efficiently. Signs are placed in each classroom specifying the building exit to be used. The signal for a fire drill is a continuous ringing of the fire alarm bell.

When the fire alarm rings, escort the students quietly and quickly from the building according to the evacuation plan posted by the door designating each room's exit route. Take the attendance sheet with you to verify all students are present. Keep the class together throughout the drill. Students exiting from the main lobby front doors are to turn to the right and follow the sidewalk to the end. At the end of the sidewalk, make a left and assemble along the side of the parking lot. Students exiting through the athletic lobby doors are to walk straight out and assemble along the side of Bryant Drive. Students exiting from the cafeteria doors are to move along the sidewalks toward EMS via Bryant Drive. Other students exiting the rear of the school will move along the sidewalks and assemble in the football stadium.

Teachers should make an effort to keep their classes together throughout the drill. Teachers should be sure to take class attendance sheets with them, in case attendance is required in an emergency (refer to the RHS Substitute Report form).

Emergency Drills or Emergency Events

Alert- Lockdown-Inform- Counter-Evacuate

In case an Emergency Drill or Event is announced follow A.L.i.C.E. protocols.

1. Immediately go to your classroom door and check your hallway, look for students in transit and bring them into your classroom and ensure your classroom door is locked.
2. If you witness the incident or have information notify the switchboard or call 911.
3. Do not let anyone leave unless directed by you.
4. Shut off all lights and any equipment or computers, ask all students to move away from doors and windows, and ignore all bells.
5. If the threat is from inside- window shades should be up. If the threat is from outside- window shades should be down. If the threat is unknown (default), window shades should be down.
6. Upon receiving updated information if you feel it is safe to evacuate the facility students should leave belongings behind. Advise the students of the escape route and reunification location, bring class roster for roll call.
7. Wait for instruction or the "all clear" to be announced before resuming activities or directed by a Police Officer or Fireman.

Student Accident or Illness

When a student is injured or ill at school, the following procedures are to be followed by classroom teachers and staff:

1. The teacher in charge is to notify the School Nurse (x 1223). Keep the student quiet, allay fears, and try to determine the type of injury or illness.
2. The nurse is to take charge.
3. Emergency treatment should be given in the order of availability by the (1) nurse, (2) teacher with first-aid training.
4. First-aid back-up personnel in the High School: **Joe Koch**

Emergency Procedures (response for life threatening situation):

Call the nurse (x1223) to report the situation. Also, send a student to the nurse's office and the main office with information. The nurse and administration will determine the proper course of action to be taken.

Emergency situations (loss of consciousness, head, neck, or back injury, seizures, chest pain, difficulty breathing, severe trauma, suspected fractures, severe burns, etc.)

Do not attempt to move or transport a student with any of the above.

PROCEDURES UNTIL THE NURSE ARRIVES

1. Fainting – Face is pale, forehead perspiring, dizziness, unconsciousness. Lower patient to the floor, elevate lower limbs slightly if not a neck injury.
2. Epilepsy or other congestive seizures – After pallor, face becomes blue: convulsive movements: frothing at the mouth: lower student to the floor, turn head to side if possible. Do not constrain convulsive actions. Put soft material (coat, etc.) behind head. Prevent injury by moving objects out of the way.
3. Injuries – Severe cuts: Apply pressure to stop bleeding. Burns: Do not touch the burned area.

ADMINISTRATION OF MEDICATION IN SCHOOL

In September 1981, the Commissioner of Education ruled that only a certified nurse could administer medication. Board policy also states that the School Nurse or parent/guardian shall be the only persons admitted to administer medication in the school.

Please keep this in mind when you are approached by a student or feel compassion for a student who does not feel well to give them aspirin or any medication.

ROXBURY HIGH SCHOOL - DESIGNATED SUPERVISORS

Supervisor of Math, Business and Family & Consumer Science	Effie Rigby-Krause	Ext. 1277
Supervisor of English Language Arts and the Performing Arts	Thomas Duncan	Ext. 1293
Supervisor of Science; Engineering, Design, & Technology; and Visual Arts	Kristin Mongelli	Ext. 1307
Supervisor of Social Studies and World Languages	Matt Trokan	Ext. 1281

They will help you find things in the room that may be noted on the sub plan, if you are unsuccessful in locating them or open doors if you do not have keys. A copy of the lead teacher's schedules is in your substitute packet.

Other important contacts are:

Matthew Mawn	Assistant Principal	x 1241
Erin Posbergh	Assistant Principal	x 1235
Ruth Weiss	Switchboard Secretary	x 1207/x 1210

DISCIPLINE PHILOSOPHY AND PROCEDURES

Student Behavior in the Classroom

Basically, teachers are expected to handle their own discipline problems. It is extremely important that every student feels that all teachers stand together on matters of discipline. Of necessity, our standards of discipline must be uniform.

The following is a list of suggestions that usually are effective in working with students:

1. Plan your work carefully, and then work your plan. This includes objectives, assignments, motivation, questioning and adjusting materials to different levels of ability.
2. Begin work promptly so that the students appreciate the fact that they are there for business.
3. Learn the names of the students and other facts about them as early as possible.
4. Find ways for praising pupils and reinforcing positive efforts and contributions.
5. Sarcasm and ridicule will accentuate rather than solve problems. Do not be sarcastic.
6. Avoid disciplining a student while either you or the student is angry.
7. Avoid disciplining an entire class for the misdeeds of one or a few.
8. Do not mix grading achievement with discipline.
9. If you have a class that tends to be troublesome, be on your feet as much as possible; prevention is better than punishment. Move about the room to make your presence felt everywhere, not just front and center.
10. Check the physical condition of the room so that each student is comfortable.
11. Never allow students to feel incapable of succeeding, or they may seek other forms of recognition.
12. If you feel a class is getting out of hand, try one or more of the following disciplinary techniques:
 - a. Change the type of activity or vary it during the block.
 - b. Do not commit yourself by making threats or promises.
 - c. Never wait until a class is completely out of hand before doing something about it.
 - d. Shun open clashes. Give the class something to do and deal privately with the student outside the classroom door, or else after class.
 - e. Discipline will carry more weight if a student is sent to the office only as a last resort. - Use eye contact as well as voice.

Use of Cell Phones and other Electronic Equipment (earbuds, headphones, etc.) Guidelines

1. **Cell phones** may not be used in the hallway or lobby areas of the school. These will be considered **cell phone free zones**.
2. **Cell phones** may be used in **VIP** with the permission of the **VIP I** teacher.
3. **Cell phone texting** may be used in the cafeteria during lunch periods.
4. **Cell phones** may be used in classrooms (including gym classes) with the permission of the teacher of that class.
5. Once the student has exited the gym locker room, they may not return for a cell phone.
6. The classroom teacher is the person who determines whether a cell phone may be used. That decision is final and binding (not open to “negotiation”).
7. Enforcement of this regulation will be strict. That means that any violation will result in confiscation of the pupil’s earbuds. No warnings will be issued.
8. The school is not responsible for lost, missing, or stolen cell phones and electronic equipment.

FOLLOW PLANS PROVIDED BY TEACHER

Infractions in the classroom should be dealt with in the following manner.

1. Referral to the Assistant Principal using "Discipline Referral Form." (The substitute need not make parent contact but should advise general education or special education teacher of discipline issues).
2. Discussion with the Assistant Principal.

OUTSIDE THE CLASSROOM

All staff members are responsible at all times for helping maintain a wholesome, friendly atmosphere in the building. Whether on Hall Duty, or just walking in the halls, teachers should respond to students who are exhibiting unacceptable behavior outside the classroom.

The following behaviors are considered unacceptable for high school students:

1. Loud, offensive or obscene language.
2. Consuming food or drink outside the cafeteria.
3. Running in the hallways.
4. Discarding litter.
5. Loitering in the halls and wandering around without a pass.
6. Disturbing classes in session.
7. Display of public affection.
8. Use of cellular phones and/or electronic devices.

Do not refrain from taking action, just because the student is not "yours." If you do not feel secure about handling a situation, ask for help.

Standard observance of all policies is essential. Different responses from different teachers to a given situation will confuse the cooperative pupil, weakening the whole structure.

Student Discipline and Attendance Policies

Rules and regulations are necessary for the orderly operation of the school community. It is important that students recognize their responsibility to abide by the rules of the school. Accordingly, students who do not conform to school rules and regulations will be subject to the policy of progressive discipline including Saturday detention, ISS, OSS, and expulsion.

Standards of Behavior

Students shall be required to conduct themselves in a manner in keeping with accepted levels of maturity, which includes proper respect of constituted authority, conformity to school rules and regulations, and such provisions of the law as apply to the conduct of juveniles and minors.

Poor behavior is not only undesirable in its effects upon the individual, it is also disruptive to the main purpose for which schools are established – to provide meaningful learning experiences to all students.

ROXBURY HIGH SCHOOL – continued

The Roxbury Township Board of Education, administration and faculty, have made every effort to provide quality education for all students. To take advantage of this opportunity, the student must be willing to learn and behave acceptably.

Disruptive behavior is behavior that disturbs others and keeps others from learning – **such behavior will not be tolerated.**

In order to create an atmosphere conducive to the effective functioning of all students, they are to demonstrate courtesy and respect toward school personnel and their peers, respect school property, and avoid behavior that disrupts a group activity or is detrimental to the functioning of the class or the school.

Students are accountable for their actions even when these actions are taken while they are part of a group.

PROCEDURES REGARDING DISRUPTIVE STUDENTS

Under no circumstances are students to be sent to the Main Office unless administration is there to supervise. In order to remove a student from class, you must:

1. Contact an administrator using the classroom phone located near the door. **Administrator names are listed with extension numbers.**
2. Contact the **switchboard** (if you are unable to reach an administrator).
3. If you are unable to reach the switchboard in the Main Office or contact security (1234) to remove the student.

REMINDER: No teacher has the authority to hold a student from a scheduled class. If you need to see a student, send them to the next class and ask for a pass to return.

Dismissal Procedures

Students are dismissed at the end of the day according to the bell schedule at 2:07 p.m.

Non-Teaching Duties

The Teacher's schedule will be provided by the Switchboard/Reception Secretary or an Assistant Principal who will review the location and content of each class and duty.

Media Center Duties

Students should not be sent to the Media Center unless arrangements have been made with the Media Specialist. **Students should report to VIP for attendance before signing-out to go to another location in the school building.**

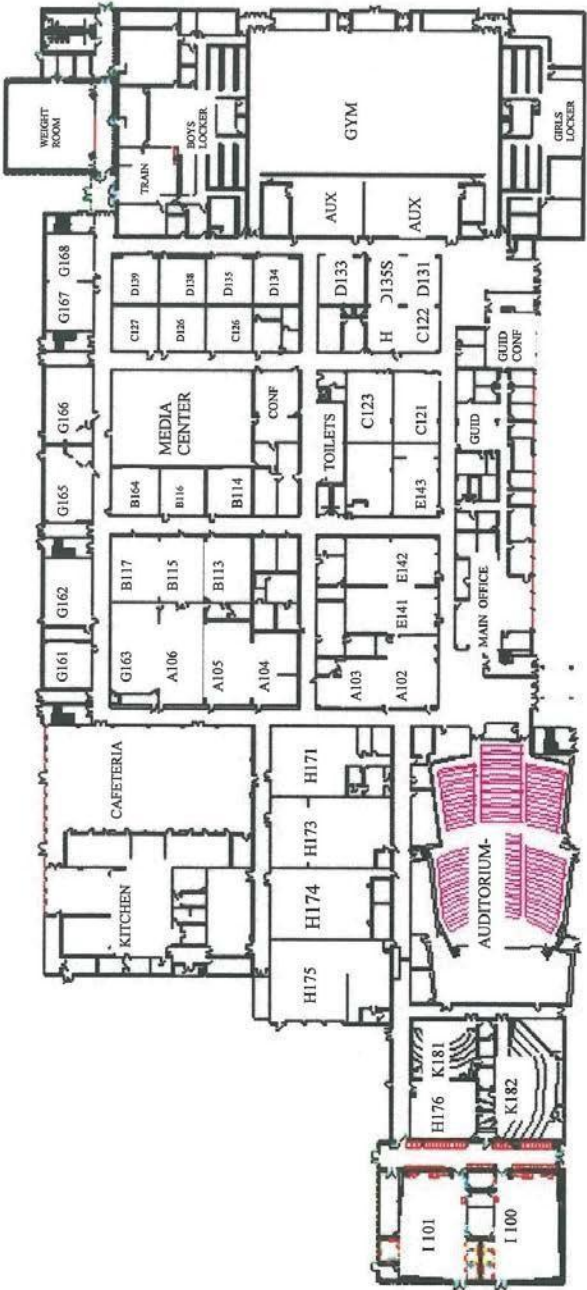
Floor Plan

Floor plan attached.

Students with Specific Needs

The Assistant Principal will explain any special procedures that should be used with Special Education classes.

ROXBURY HIGH SCHOOL 1 ST FLOOR WEST



ROXBURY HIGH SCHOOL 2nd FLOOR (West)



EISENHOWER MIDDLE SCHOOL

Teacher on Duty: 7:38
Homeroom Period: 7:58 – 8:05

When you arrive at EMS, please report to the main office and sign in. ***When signing in please make sure you print your name clearly!*** At this time, you will pick up a sub folder along with other information. Substitutes Nurses will find a binder in the nurse's office as to policies and procedures for the position. ***If you are new to Eisenhower Middle School, please stop to introduce yourself to the administration so they are familiar with who is in their building.***

Attendance is taken between 8:04 – 8:09 a.m. If a student is absent, color circle, under the day and next to the student's name, for which the student is absent.

If a student is tardy, send the student to the guidance office to sign-in. The student will return with a pink slip. The attendance sheet will be corrected by the guidance secretary.

After announcements are made from the office, select a messenger to bring the Attendance Sheet to the Main Office.

Please be extremely careful in taking Attendance.

CLASSROOM PROCEDURES

1. Students who arrive to class after the bell rings for the beginning of class should sign the classroom SIGN IN/SIGN-OUT BOOK. DO NOT SEND STUDENTS TO THE OFFICE FOR A LATE PASS.
2. Please be sure students take the classroom lavatory pass when needed. If a student needs to leave the room for other purposes (Nurse, Media Center, Office), he/she must be issued a written pass by the teacher. Occasionally, the Guidance Department will request a student during your class. In this case, a student will present a guidance pass to you at the beginning of the class period. Unless a test is in progress, the student should report at the time stipulated on the pass.
3. Discipline is primarily your responsibility. Should it become necessary to remove a student from your class, complete a Discipline Form (copies are available in the Main Office) describing the incident which led to the student's dismissal from your room. If necessary, call the office and an administrator will come to your room to escort the student to the office. The administration and guidance department will back you 100% as we expect the same respect for substitutes as we do for our regular staff.
4. Fire drill instructions are posted in each room and found in this booklet, and substitute folder. Familiarize yourself with these procedures at the beginning of each period. Students are to move in single file in total silence.
5. Dismiss your class at the assigned time.
6. As you can see by the teacher's schedule, the teacher you are substituting for is on a Team. If you have any questions regarding your daily schedule, please feel free to ask one of the Team Members for assistance.

EISENHOWER MIDDLE SCHOOL - continued

EISENHOWER MIDDLE SCHOOL MASTER SCHEDULE

			Students at-a-glance		Teachers at-a-glance		
	Start Time	End Time	7th grade	8th Grade	Grade 7	Grade 8	Cyc/PE/WL
Arrivals	7:38:00 AM	7:58:00 AM	AUD/HR	AUD/HR	Arrivals/Duty	Arrivals/Duty	Arrivals/Duty
Homeroom	7:58:00 AM	8:05:00 AM	HR	HR	HR	HR	HR
Period 1	8:05:00 AM	8:55:00 AM	CORE	CORE	Teach	Teach	PLC
Period 2	8:57:00 AM	9:47:00 AM	Cycle/PE/WL	CORE	PLC	Teach	7th
Period 3	9:49:00 AM	10:39:00 AM	CORE	Cycle/PE/WL	Teach	PLC	8th
Period 4A (Lunch/EEE)	10:41:00 AM	11:14:00 AM	EEE	Lunch	EEE/Lunch	Lunch/EEE	EEE/Lunch
Period 4B (Lunch/EEE)	11:19:00 AM	11:52:00 AM	Lunch	EEE	EEE/Lunch	Lunch/EEE	Lunch/EEE
Period 5	11:56:00 AM	12:46:00 PM	CORE	CORE	Teach	Teach	Prep
Period 6	12:48:00 PM	1:38:00 PM	Cycle/PE/WL	CORE	Prep	Teach	7th
Period 7	1:40:00 PM	2:30:00 PM	CORE	Cycle/PE/WL	Teach	Prep	8th

ACCIDENTS

When a student is injured, please call the office immediately. The school nurse will be sent to your area at once.

FIRE DRILLS

Fire drills will be held periodically in accordance with the state and local laws. Exits to be used are posted in each room. Familiarize yourself and your students with the procedure and route to be followed in evacuating the building during a fire drill.

The procedures are as follows:

1. EVERYONE should leave the building in SINGLE FILE.
2. Staff members should have their class role book with them to insure their class attendance.
3. Staff members who do not have a class or study should assist with control of students outside the building. If you pass lavatories on the way out, check to see if they have been vacated.
4. Staff members in the Faculty Dining Room should assist immediately in evacuating the cafeteria. The rear four rows exit via the rear door. The front three rows exit via the corridor and the rear exit by the gym.
5. The first teacher through an exit door SHOULD ASSIGN TWO STUDENTS TO HOLD THE DOORS UNTIL EVERYONE HAS EXITED.
6. Anyone passing through the corridors should close any doors left open.
7. Where more than one door is available for exit, split the lines into two and use at least two doors to exit the building.

In following these procedures, we can assure a safe and orderly evacuation of the building.

FIRE DRILL AND BUILDING EVACUATION PROCEDURES FOR HANDICAPPED STUDENTS

In the event that a student with a significant sensory or motor problem (auditorily handicapped, blind or wheelchair bound) is enrolled in Roxbury Township Public School System, the Child Study Team will notify guidance, health and administrative offices. The student's case manager will also notify the appropriate staff members of the student's handicapping condition. These staff members will include: classroom teachers, teachers assigned to study hall, cafeteria aides, and media center staff. The appropriate staff members will be directed to escort the handicapped student in the event an emergency evacuation of the building is necessary. Established fire drill evacuation procedures are to be followed. If the designated escort is absent, the substitute staff member will be responsible for escorting the handicapped student. Such information is to be included in the substitute folder maintained in the general office.

BY STATE LAW, CLASS ROLL BOOK MUST BE TAKEN WITH YOU DURING ANY EVACUATION PROCEDURE.

Emergency Response Team for Life Threatening Situations

First Responder	Call For Nurse and Administrator
Nurse	Bring First Aid Kit/Wheelchair Assess Patient Basic Life Support
Office Secretary	911 Call for Help Call CODE 1 Giving Location and Name
Second Responder	Get Supplies/Equipment Assist Nurse
Principal	Get Emergency Health Card Notify Parent
Assistant Principal	Crowd Control Assist Nurse
Guidance Counselors	Assist in Crowd Control Assist where needed.
Train biannually	
Explain process to main office	

Emergency Response for Evacuating the Eisenhower Building

Fire Drill Procedures with instructions to proceed to the Roxbury High School Auditorium.

Emergency Drills or Events

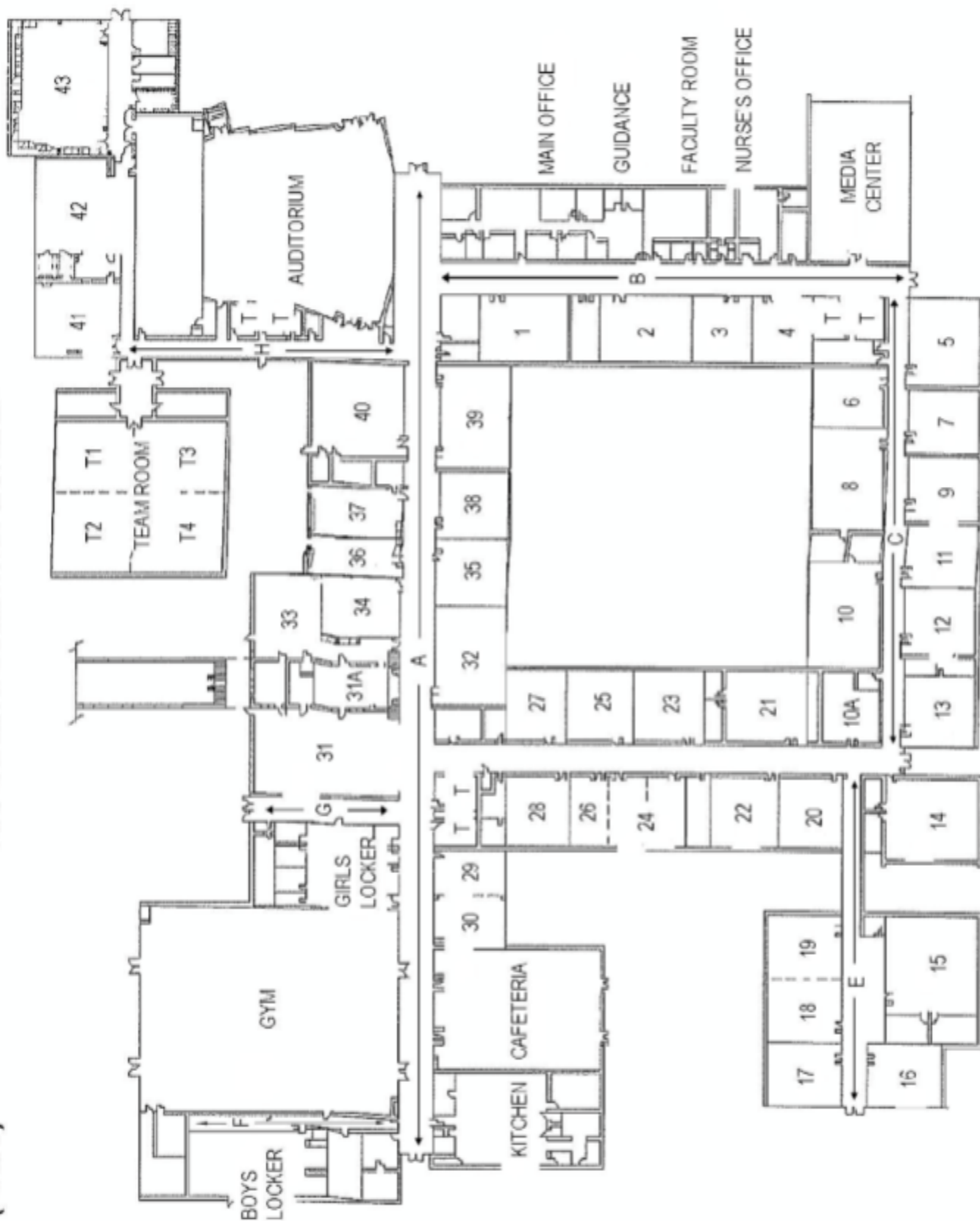
Alert- Lockdown-Inform- Counter-Evacuate (A.L.i.C.E)

In case an Emergency Drill or Event is announced follow A.L.i.C.E. protocols.

1. Immediately go to your classroom door and check your hallway, look for students in transit and bring them into your classroom and ensure your classroom door is locked.
2. If you witness the incident or have information notify the switchboard or call 911.
3. Do not let anyone leave unless directed by you.
4. Shut off all lights and any equipment or computers, ask all students to move away from doors and windows, and ignore all bells.
5. If the threat is from inside- window shades should be up. If the threat is from outside- window shades should be down. If the threat is unknown (default), window shades should be down.
6. Upon receiving updated information if you feel it is safe to evacuate the facility students should leave belongings behind. Advise the students of the escape route and reunification location, bring a class roster for roll call.
7. Wait for instruction or the "all clear" to be announced before resuming activities or directed by a Police Officer or Fireman.

EMS (EAST)

EISENHOWER MIDDLE SCHOOL



LINCOLN ROOSEVELT SCHOOL

Welcome! The following guidelines present some guidance and direction for making your day both rewarding and enjoyable.

SPECIAL INSTRUCTIONS REGARDING SCHOOL PROCEDURES:

Student Schedules: Attached is a class schedule to assist you in determining the instructional times for each subject. Grade 5 substitutes must escort their students to each class and pick them up at the time indicated. Grade 6 students follow independent schedules. Teachers of these classes need to monitor movement in corridors during passing times.

Hall Pass: Only one student is allowed out on a pass at one time. Use the pass wisely and at your discretion.

***** **No student should ever be left in any classroom unsupervised.** *****

Classroom Doors: All classroom doors must be closed and locked when leaving. Every substitute is to have a key for the room. The key is to be obtained in the Main Office in the morning. The key is on a large shoe horn that is to be kept with the substitutes at all times. The classroom door is to be in the locked position so that in the event of a Code Blue/Gold the door can be pulled closed and will be locked. Make sure you know how to lock the classroom door!

Hall Movement: Children are not to run in the hallway. Also, when classes are moving to their specials or lunchroom they should be in a single file, quiet, and on the right side of the hall or stairway. All classroom teachers are to meet their classes in the cafeteria at the end of the lunch period and walk the students to their classes or locker area. If weather permits, the cafeteria aides take students outside when all are finished eating.

Discipline: To maintain classroom order and a respectful atmosphere between student and teacher, the substitute/e will be responsible for maintaining discipline and a productive learning environment. In the event of an obvious violation, such as throwing projectiles, fighting, or gross disrespect, the student(s) should be sent directly to the Office accompanied by another student and a note containing the nature of the incident. Personal contact should be made with the Assistant Principal to discuss the problem.

Plans: Daily lesson plans should be located in the teacher's center desk drawer. Emergency plans should also be located in this folder.

Faculty Manual: This faculty manual will answer most of your questions relating to school procedures and policies. If you have additional concerns, please contact the office.

IEP Information: ALL substitutes must read the Modification to General Education Classroom form for each student with an IEP. The forms are located in the Substitute Teacher Folder that each teacher should have in plain sight on their desk.

HEALTH AND SAFETY PROCEDURES

1. **Fire Drill:** Immediate departure from the classroom is mandatory. Check the room to see that the students have evacuated, shut windows, turn out lights, and shut the door. Students are not to talk during the fire drill. Evacuation is conducted through the exit noted by the classroom door.

Fire Drill/Emergency Class Lists: An up-to-date emergency fire drill list will be posted near the doorway. The list is to be taken by the substitute teacher during fire drills or any emergency where attendance needs to be taken.

2. **Health Problems:** Consult the school nurse immediately in case of any problems and await her instructions. The phone in the classroom will provide immediate communication for this purpose. (All health problems must remain confidential.) Confidential Health records are located in the Nurse's Office, R104.

LINCOLN ROOSEVELT SCHOOL SUBSTITUTE GUIDELINES

Homeroom Procedures – Opening and Dismissal

8:20 a.m. Substitute teacher is required to be in the classroom.

8:40 a.m. Homeroom Period: Take attendance. Attendance folders are the Teacher's mailbox if it cannot be located in the classroom. A student is tardy if they are not in homeroom by 8:40 a.m. If a student comes in late, make sure he/she has stopped in the office so attendance can be updated. Note religious holiday absence by marking a "RH" next to the student's name. Class Lists are in the attendance folder, please mark students absent and send the list in the folder to the Main Office.
STUDENTS ARE NOT TO TAKE ATTENDANCE. Also take lunch count and send to cafeterias.

Flag salute.

Morning Announcements: There is generally a morning update of special activities or instructions over the school intercom system. Students should be quiet during these announcements.

8:45 a.m. Instruction begins in accordance with your individual class schedules.

2:55 p.m. All students return to homeroom to prepare for dismissal.

FIRE DRILL INFORMATION

As a substitute teacher at Lincoln/Roosevelt School you will have the need to know about Fire Drills.

Fire Drills – If the fire alarm sounds all students are expected to quietly and carefully exit the building under the direction of the teacher. Check the fire drill chart that is posted in each room to determine your prescribed exit route. Once you have the class lined up outside, take attendance and await instructions as to what to do. When directed, escort the class back into the classroom and resume normal activities.

Emergency Drills or Events

Alert- Lockdown-Inform- Counter-Evacuate (A.L.i.C.E)

In case an Emergency Drill or Event is announced follow A.L.i.C.E. protocols.

1. Immediately go to your classroom door and check your hallway, look for students in transit and bring them into your classroom and ensure your classroom door is locked.
2. If you witness the incident or have information notify the switchboard or call 911.
3. Do not let anyone leave unless directed by you.

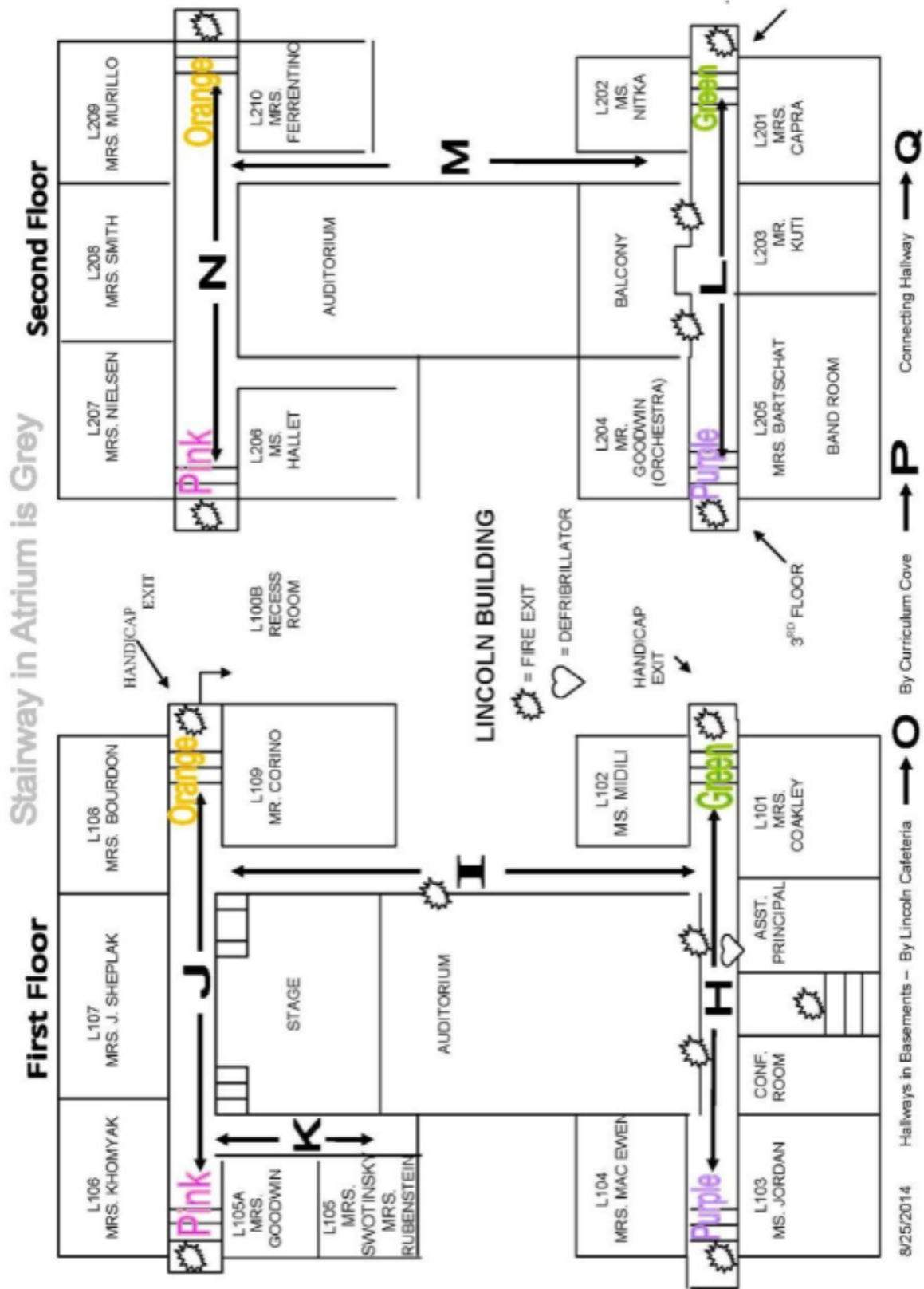
4. Shut off all lights and any equipment or computers, ask all students to move away from doors and windows, and ignore all bells.
5. If the threat is from inside- window shades should be up. If the threat is from outside- window shades should be down. If the threat is unknown (default), window shades should be down.
6. Upon receiving updated information if you feel it is safe to evacuate the facility students should leave belongings behind. Advise the students of the escape route and reunification location, bring a class roster for roll call.
7. Wait for instruction or the "all clear" to be announced before resuming activities or directed by a Police Officer or Fireman.

Teacher Name: _____ Room: _____

CLASSROOM ATTENDANCE FORM

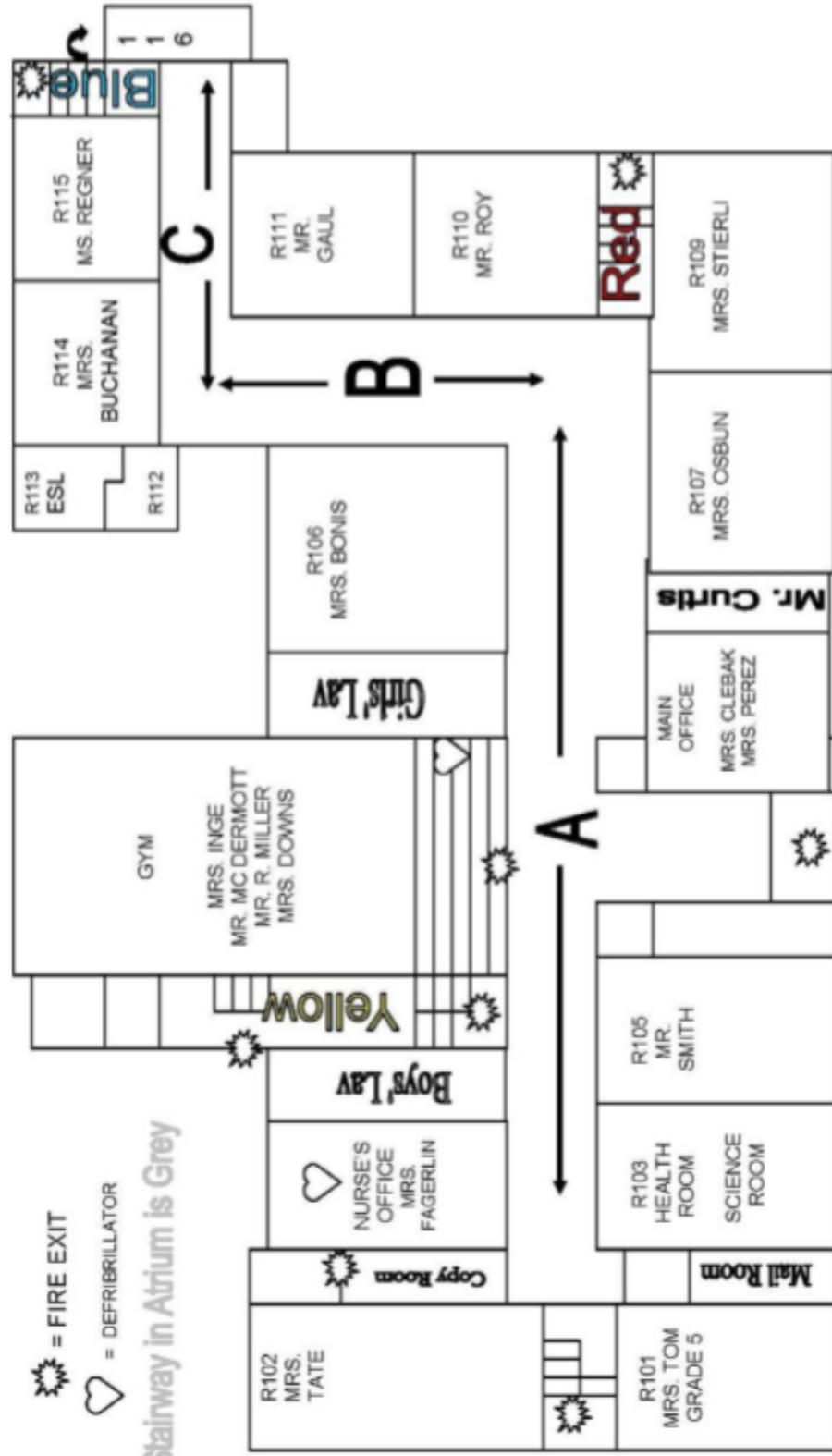
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CAFETERIA AND BATHROOMS ARE LOCATED IN THE BASEMENT OF THE LINCOLN BUILDING



THE CAFETERIA IS LOCATED IN THE BACK BASEMENT OF THE ROOSEVELT BUILDING. HALLWAY BY CAFETERIA → **D**

THE CAFETERIA IS LOCATED IN THE BACK BASEMENT OF THE ROOSEVELT BUILDING. HALLWAY BY CAFETERIA → **D**



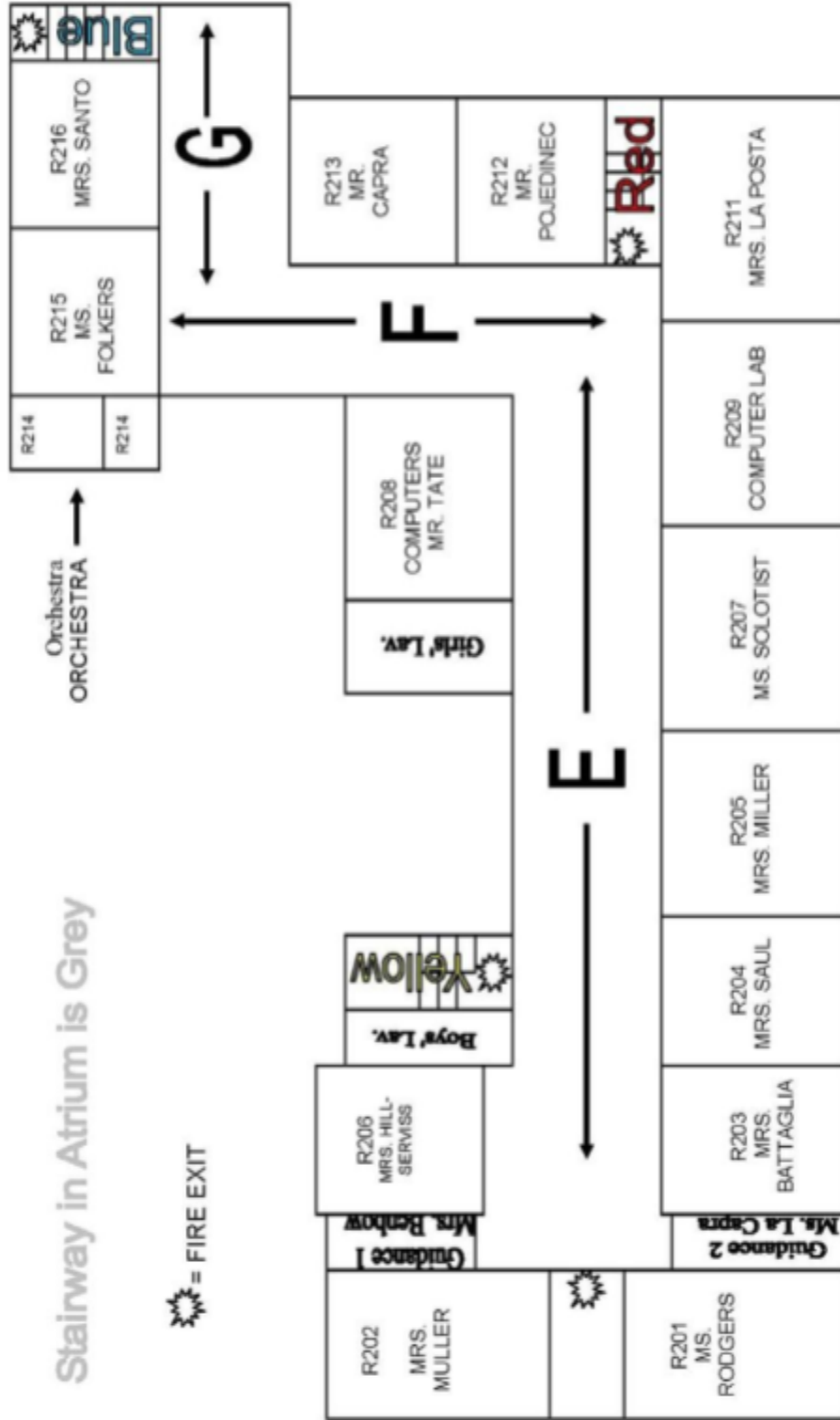
ROOSEVELT BUILDING - 1st Floor

Connecting hallways from Roosevelt First Floor to Lincoln Basement
Connecting hallways from Roosevelt Second Floor to Lincoln First Floor
Connecting hallways from Roosevelt Second Floor to Lincoln Second Floor

CANARY ROOM HALLWAY → V

Connecting hallways from Roosevelt First Floor to Lincoln Basement → **S**
 Connecting hallways from Roosevelt Second Floor to Lincoln First Floor → **T**
 Connecting hallways from Roosevelt Second Floor to Lincoln Second Floor → **U**

Stairway in Atrium is Grey



8/25/2014

ROOSEVELT BUILDING - 2nd Floor

NIXON SCHOOL

1. Sign-In Procedures:

Substitutes should sign in at the reception counter in the Main Office. When signing in, please print your name clearly. **Emergency Substitute folders** for individual teachers are located in the GO BAG which is located by the classroom exit. For planned absences, plans can be found on the teacher's desk. Substitutes Nurses will find a binder in the nurse's office as to policies and procedures for the position.

2. Daily Schedule:

Teachers should report to their classes by 8:50 a.m. The instructional day begins at 9:10 a.m. and students are dismissed at 3:20 p.m. Teachers may leave at 3:45 p.m. Excuse children as they are called as "walkers" or by bus number over the public address system. Please see the daily schedule in the plan book for specific activities.

3. Late Opening Schedule:

If the district has a two hour delayed opening schedule. Teacher reporting time and instructional periods are in accordance with the designated delay. In the event of a delayed opening, substitutes should arrive no later than 10:50 a.m.

4. General Information:

a. Reporting Time: 8:50 a.m.

Teachers should be in the classroom by 8:50 a.m.

b. Attendance & Lunch Count:

A folder with attendance slips and lunch count slips will be on the teacher's desk. Please complete one of each with the respective information. Student helpers have been identified by the classroom teacher who can bring these slips to the office and kitchen.

c. Please do not use whistles in the classroom for classroom management.

5. General Classroom Procedures:

a. Attendance:

Classroom attendance is taken between 9:10 – 9:15 a.m. using the attendance form in the provided laminated folder. Following the attendance, morning announcements will be conducted via the intercom at approximately 9:10 a.m. As part of these announcements, the Flag Salute will be incorporated. Students who are conscientious objectors may sit quietly, but must show respect for the flag. The student is not required to recite the Pledge of Allegiance. Following the salute, we will briefly highlight good character and then recognize birthdays. Students should come to the Main Office for their birthday book immediately following announcements.

b. Because we have students with severe asthma and/or allergies to fragrances, **Nixon School is a fragrance and latex free school.** Please refrain from wearing any heavy perfumes, colognes, or body lotions. If you report to Kennedy School with a strong scent of any of these products you may be asked to leave without pay.

c. At no time should a substitute provide students with any type of food or candy. If you have a student with a life threatening allergy in your class it will be noted in the teacher's substitute plans. In the event

that you do have a student with such an allergy you should refrain from consuming foods containing those allergens in the classroom. The teacher should also be aware of what is being consumed near that child and be sure to prevent students from sharing food and/or snacks at all times.

d. **Student Seating:**

Individual teachers have seating format and restrictions located in their substitute folders.

e. **Bathroom Procedures:**

See individual teacher's substitute folders for specific procedures and restrictions

f. **Communication and Lunch Slips:**

Complete a daily lunch order form to indicate how many students are ordering each option available that day (see posted menu or visit www.roxbury.org for a current Elementary Lunch Menu). Place the completed lunch form, attendance form, and any notices that the children have provided you in the available folder and have the classroom's office helpers bring the folder to the office.

g. **Substitute Teachers** should follow the lesson plans left by the classroom teacher. If there is an unexpected change of schedule that deviates from the plans left, coordinate adjustments with the fellow grade level colleagues. Additionally, questions regarding plans can be directed to the other teacher or teachers on the grade level or program team.

h. **Lockers:**

Not applicable at Nixon School.

i. **Emergency Procedures:**

To call the Office or Nurse for assistance, please use the phone and related phone extension page displayed by the phone. A GO BAG, which contains a variety of materials including a RED EMERGENCY FOLDER can be found in the "pocket" by the classroom entry door. This folder contains all pertinent information about emergency procedures.

j. **Recess:**

Please follow the schedule for recess in the teacher's schedule. Be sure to take a walkie-talkie with you. One is housed at each grade level, as well as in the Main Office.

6. **Assembly Seating:**

Should an assembly be scheduled, the Administrator or their designee, will direct the seating in the designated location.

7. **Discipline Philosophy and Procedures:**

See individual substitute folder for specific rules and procedures.

8. **Fire Drill Procedures:**

An evacuation floor plan is located next to the classroom exit.

Some individual teachers are responsible for taking a walkie-talkie with them during a drill. Please see individual plan books for instructions.

BY STATE LAW, ATTENDANCE MUST BE TAKEN WHEN YOU REACH YOUR MEETING POINT DURING AN EVACUATION. CLASS LIST CAN BE FOUND IN RED EMERGENCY FOLDER in the GO BAG.

9. **Dismissal Procedures:**

Students are dismissed by announcement over the public address system. All walkers and students to be picked up by parents are called to the Main Office at 3:20 p.m. As buses are called over the public address system, you can have students proceed to the lobby. Please remain with students until all buses have been called.

10. **Non-Teaching Duties:**

See individual teacher substitute folder for non-teacher responsibilities.

11. **Media Center Usage:**

Classes are scheduled for the Media Center twice a week.

12. **Accident/Illness Procedures:**

A full-time nurse is available in the building. Notify the Office immediately to report an accident. Students are permitted to leave the classroom and report to the nurse's office if illness occurs. If the child is noticeably ill, please have another classmate walk with them to the nurse. If the child cannot make it to the nurse, please push 4505 for the nurse.

13. **Floor Plan:**

Floor plan attached.

14. **End of Day Reporting:**

If there were extenuating circumstances, please leave the classroom teacher a note attached to the lesson plans provided.

Emergency Drills or Events

Alert- Lockdown-Inform- Counter-Evacuate (A.L.i.C.E)

In case an Emergency Drill or Event is announced follow A.L.i.C.E. protocols.

1. Immediately go to your classroom door and check your hallway, look for students in transit and bring them into your classroom and ensure your classroom door is locked.
2. If you witness the incident or have information notify the switchboard or call 911.
3. Do not let anyone leave unless directed by you.
4. Shut off all lights and any equipment or computers, ask all students to move away from doors and windows, and ignore all bells.
5. If the threat is from inside- window shades should be up. If the threat is from outside- window shades should be down. If the threat is unknown (default), window shades should be down.

6. Upon receiving updated information if you feel it is safe to evacuate the facility students should leave belongings behind. Advise the students of the escape route and reunification location, bring a class roster for roll call.
7. Wait for instruction or the "all clear" to be announced before resuming activities or directed by a Police Officer or Fireman.

Nixon Elementary School

Room 1 – O'Connor (TIDES) (K-1)	Room 25 – DeAngelis (Kindergarten)
Room 2 - Agüero (LLD 2-4)	Chill Zone Office - Ventricelli & Mosher (CST)
Room 3 – Ralston (Grade 1)	Nurse - Warden
Room 4 – Hutsebaut (PreK)	Chill Zone
Room 5 – Montano (Grade 1)	Media SGI 1 – Krog (ESL)
Room 6 - Ehrich (PreK)	Media SGI 2 - Evans (Speech)
Room 7 – Cooper (Grade 1)	Media Office-Wetreich (CST)
Room 8 – Kaufman (Grade 2)	Library Media Design – Siegel
Room 9 – Start (Grade 2)	Physical Education – Martini
Room 10 - Miller & Douglas (Grade 4)	Office - Lynch, Casola, Murphy
Room 11 – _____ (Grade 4)	Custodial Room - Crater
Room 12 – Freeborn (OCR)	Kitchen – Ms. June & Ms. Irene
Room 13A – Blessing (Reading Specialist)	
Room 13B – Strauss (ISL)	
Room 14 – Sobestanovich (Grade 3)	
Room 15 – Babus/Betz/Tavares/Weiss (PT/OT)	
Room 16 – Rex (Grade 3)	
Room 17 – Lautz & Agresta (Music & Art)	
Room 18 – Echevarria & Deeb (Grade 3)	
Room 19 – Swanson / Arcieri (Guidance)	
Room 20 – Curtiss (ISL)	
Room 21 – Molnar (LLD K-2)	
Room 23 – Deeb	
Room 24 – Meaney & Bolling - (Kindergarten)	

Nixon Elementary School

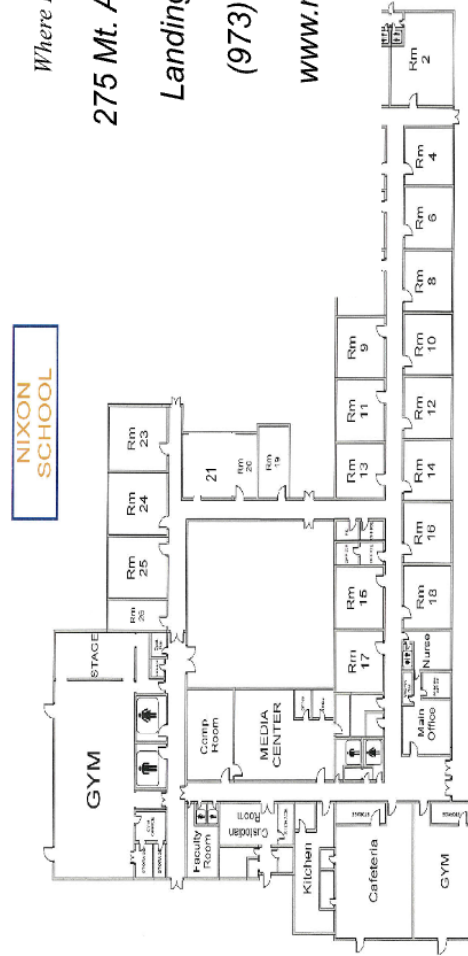
Where Dreams Begin

275 Mt. Arlington Blvd.

Landing, NJ 07850

(973) 398-2564

www.roxbury.org



Last Updated: August 16, 2023

KENNEDY SCHOOL

1. **Sign-In Procedures:**

Substitutes should sign in at the reception counter in the Main Office. When signing in, please print your name clearly. **Substitute folders** for individual teachers are located in the center drawer of the classroom teacher's desk or on the desk itself. Substitutes Nurses will find a binder in the nurse's office as to policies and procedures for the position.

2. **Daily Schedule:**

Teachers should report to their classes by 8:50 AM. The instructional day begins at 9:10 a.m. and students are dismissed at 3:20 p.m. Teachers may leave at 3:45 p.m.

3 **Late Opening Schedule:**

The district has a two hour delayed opening schedule. Teacher reporting time and instructional periods are in accordance with the designated delay.

4. **General Information:**

a. Reporting Time:

Teachers should be in the classroom by 8:50 a.m.

b. Absentees:

Please pick up the attendance folder designated for your classroom from the office before the students arrive. It contains the Attendance for Substitutes forms. Complete the form and put it in the folder and send the folder back to the office along with any notes from parents. Send the folder to the office by 9:25 a.m.

c. Because we have students with severe asthma and/or allergies to fragrances, **Kennedy School is a fragrance and latex free school.** Please refrain from wearing any heavy perfumes, colognes, or body lotions. If you report to Kennedy School with a strong scent of any of these products you may be asked to leave without pay.

d. At no time should a substitute provide students with any type of food or candy. If you have a student with a life threatening allergy in your class it will be noted in the teacher's substitute plans. In the event that you do have a student with such an allergy you should refrain from consuming foods containing those allergens in the classroom. The teacher should also be aware of what is being consumed near that child and be sure to prevent students from sharing food and/or snacks at all times.

5. **General Classroom Procedures:**

a. Attendance:

Classroom attendance is taken following the morning announcements conducted at 9:05 a.m. Following the attendance each teacher leads the class in the Flag Salute followed by a patriotic song.

b. Student Seating:

Individual teachers have seating format and restrictions located in their substitute folders.

c. **Lunch Slips:**

Complete a daily lunch order form to indicate how many students are ordering each option available that day (see posted menu or call office for menu information). Send the completed form, as well as any envelopes children may have given you to purchase lunch tickets to the cafeteria.

d. **Lavatory Procedures:**

See individual teacher's substitute folders for specific procedures and restrictions.

e. **Emergency Procedures:**

Each classroom has an intercom phone, located near the classroom exit, to call the office for assistance. Dial 901 to reach the main office.

6. **Assembly Seating:**

Should an assembly be scheduled, the administrator or his designee will direct the seating in the all purpose room.

7. **Discipline Philosophy and Procedures:**

See individual substitute folder for specific rules and procedures.

8. **Emergency/Fire Drill Procedures:**

An evacuation floor plan is located next to the classroom exit.

BY STATE LAW CLASS ROLL BOOKS MUST BE TAKEN WITH YOU DURING ANY EVACUATION PROCEDURE.

FIRE DRILLS

Fire drills will be held periodically in accordance with the state and local laws. Exits to be used are posted in each room. Familiarize yourself and your students with the procedure and route to be followed in evacuating the building during a fire drill.

The procedures are as follows:

1. EVERYONE should leave the building in SINGLE FILE.
2. Staff members should have their class role book with them to insure their class attendance.
3. Staff members who do not have a class or study should assist with control of students outside the building. If you pass lavatories on the way out, check to see if they have been vacated.

4. Staff members in the Faculty Dining Room should assist immediately in evacuating the cafeteria. The rear four rows exit via the rear door. The front three rows exit via the corridor and the rear exit by the gym.
5. The first teacher through an exit door SHOULD ASSIGN TWO STUDENTS TO HOLD THE DOORS UNTIL EVERYONE HAS EXITED.
6. Anyone passing through the corridors should close any doors left open.
7. Where more than one door is available for exit, split the lines into two and use at least two doors to exit the building.

In following these procedures, we can assure a safe and orderly evacuation of the building.

FIRE DRILL AND BUILDING EVACUATION PROCEDURES FOR HANDICAPPED STUDENTS

In the event that a student with a significant sensory or motor problem (auditory handicapped, blind or wheelchair bound) is enrolled in Roxbury Township Public School System, the Child Study Team will notify guidance, health and administrative offices. The student's case manager will also notify the appropriate staff members of the student's handicapping condition. These staff members will include: classroom teachers, teachers assigned to study hall, cafeteria aides, and media center staff. The appropriate staff members will be directed to escort the handicapped student in the event an emergency evacuation of the building is necessary. Established fire drill evacuation procedures are to be followed. If the designated escort is absent, the substitute staff member will be responsible for escorting the handicapped student. Such information is to be included in the substitute folder maintained in the general office.

BY STATE LAW, CLASS ROLL BOOK MUST BE TAKEN WITH YOU DURING ANY EVACUATION PROCEDURE.

Emergency Response Team for Life Threatening Situations

First Responder	Call For Nurse and Administrator
Nurse	Bring First Aid Kit/Wheelchair
Assess Patient	
Basic Life Support	
Office Secretary	911 Call for Help Call CODE 1 Giving Location and Name
Second Responder	Get Supplies/Equipment Assist Nurse
Principal	Get Emergency Health Card Notify Parent

Assistant Principal	Crowd Control Assist Nurse
Guidance Counselors	Assist in Crowd Control Assist where needed.
Train biannually	
Explain process to main office	

9. **Dismissal Procedures:**

Students are dismissed by announcements over the public address system. Please hold all students until they are called for at the appropriate time.

10. **Non-Teaching Duties:**

See individual teacher substitute folder for non-teaching responsibilities.

11. **Media Center Usage:**

Classes are scheduled for the Media Center once a week. Open library schedules are included in the substitute folders. See the substitute folders for any additional procedures.

12. **Accident/Illness Procedures:**

A full time nurse is available in the building. Notify the office immediately to report an accident. Students are permitted to leave the classroom and report to the nurse's office if illness occurs.

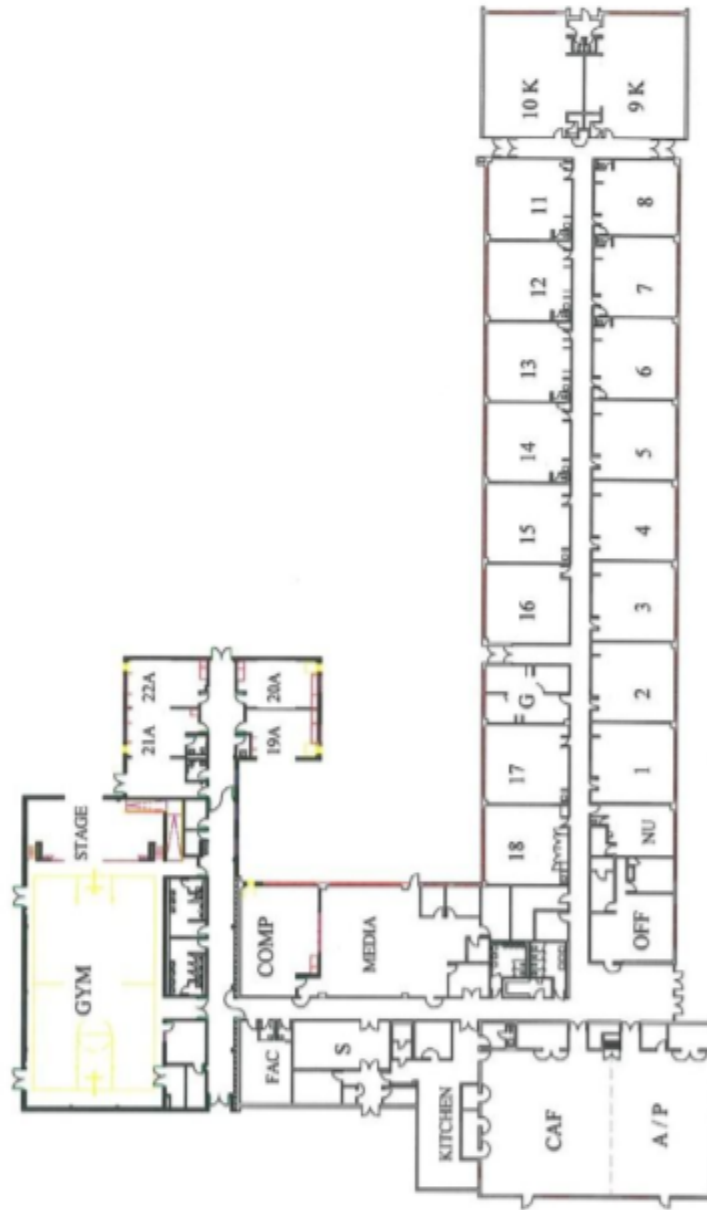
13. **Floor Plan:**

Floor plan attached.

14. **End of Day Reporting:**

Please obtain a **Substitute Teacher Report** form from the main office. You are asked to submit this report to the building principal at the end of the day if a problem exists.

Kennedy—(North)



JEFFERSON SCHOOL

1. **Sign-In Procedures:**

Sign in at the front desk in the main office. Pick up the classroom key from the Principal's Secretary and the attendance folder next to the mailboxes. Substitutes Nurses will find a binder in the nurse's office as to policies and procedures for the position. At the front desk – print your name clearly in the book.

2. **Daily Schedule:**

The doors open to students at 8:50 a.m.; the instructional day begins at 9:10 a.m. Dismissal begins at 3:20 p.m. Excuse children as they are called as “walkers” or by bus number over the public address system. Please see the daily schedule in the plan book for specific activities.

3. **Late Opening Schedule:**

Please contact the office for information.

4. **General Information:**

- a. Reporting time – 8:50 a.m. in the classroom (children are considered tardy after the final bell at 9:10 a.m.). b. Call office for any information needed
- c. Daily announcements are broadcast over the public address system at or about 9:05 a.m. The announcers lead the school in the flag salute and share news.
- d. Allergies/Food Sensitivities: All instructional areas are peanut/nut free. Any food consumed outside of the cafeteria or faculty room must be consistent with the Jefferson School Allowable Foods list. See the school nurse or principal before the instructional day begins if you have any questions.
- e. Do not provide anything edible to *any* child and do not permit any sharing of food among children.

5. **General Classroom Procedures:**

- a. Attendance – Please pick up the attendance folder designated for your classroom from the office before the students arrive. It contains a copy of the class list and a pad of forms called “Teacher’s Daily Report of Absence and Tardiness.” Complete the forms, and attach the “Teacher’s Daily Report of Absence and Tardiness” to the outside of the folder. (Class list is also available in the plan book.) Send the folder back to the office by 9:30 a.m.
- b. Lunch Slips – Complete a daily lunch order form to indicate how many students are ordering each option available that day (see posted menu or call office for menu information). Send the completed form, as well as any envelopes children may have given you to purchase lunch tickets, to the cafeteria.
- c. Student Seating – See chart in the plan book and/or labels on student desks.
- d. Lavatory Procedures – See teacher’s plan book.
- e. Lockers are not applicable at Jefferson School.
- f. Emergency Procedures – See red emergency folder explaining emergency procedures, e.g., fire drills.

- g. Lunch Time and Special Periods – Teachers are required to walk students to the cafeteria and pick them up on time.

6. **Assembly Seating**

Children sit grouped as a class in grade level order with the youngest children in front. The principal or her designee will direct arrivals and departures from the gymnasium.

7. **Discipline Philosophy and Procedures:**

Discipline is proactive and preventative to avoid “discipline” problems. Call the office if you have a situation that you cannot handle, call the main office at 3500.

8. **Fire Drill Procedures:**

See plan book for evacuation of building.

BY STATE LAW CLASS ROLL BOOKS MUST BE TAKEN WITH YOU DURING ANY EVACUATION PROCEDURE.

9. **Dismissal Procedures:**

Students are dismissed at 3:20 p.m. Dismissal is from the classroom. Have the children sit quietly to listen for their Bus # to be called. Write Bus # on the blackboard as it is called.

10. **Non-Teaching Duties:** See plan book if bus duty is required (Special subject area teachers.)

11. **Accident/Illness Procedures:**

A full time nurse is available in the building. Notify the office immediately to report an accident. Students are permitted to leave the classroom and report to the nurse's office if illness occurs. Nurse's lunch time is flexible. Please send only emergencies down to the nurse during her lunch time. Common sense should dictate whether the injured/ill child should be accompanied by an adult or a student “buddy”. If in doubt, call the office for directions.

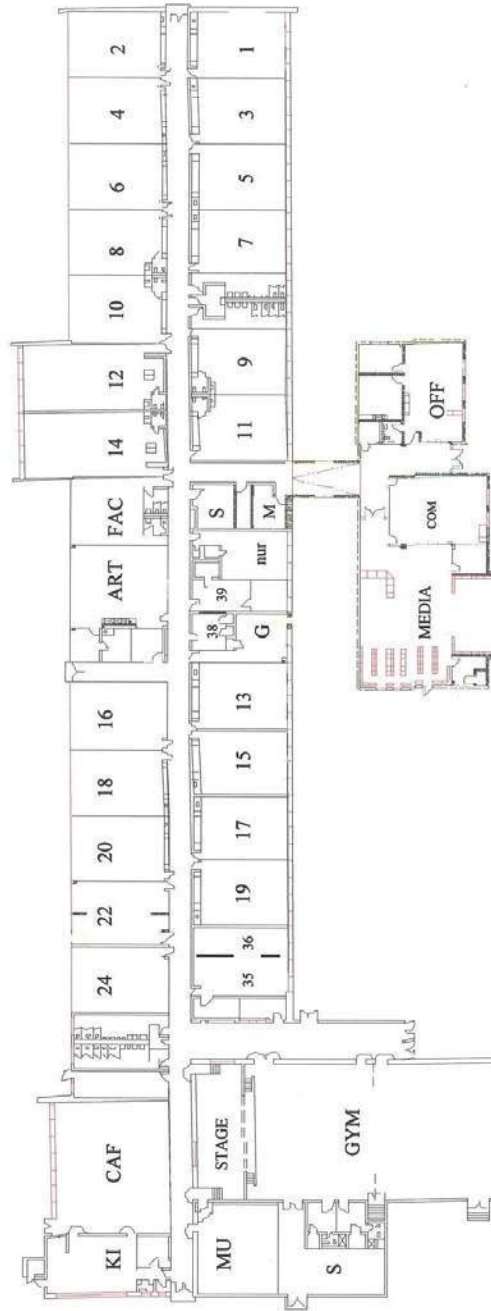
In an emergency situation on the playground, use walkie-talkies to reach the nurse. Must be on Channel 3. Give location, name of student and what incident has occurred. If the emergency is in the classroom, reach the nurse by dialing 900 and report location, student name, and type of injury.

12. **Floor Plan:** Floor plan attached.

13. **End of Day Reporting:**

Bring the classroom key back to the office, and leave any reports on the teacher's desk.

JEFFERSON SCHOOL



FRANKLIN SCHOOL

1. **Sign-In Procedures:**

Substitutes should sign in at the counter in the Main Office. Substitute folders for individual teachers are located on the teacher's desk in the classroom. Substitute Nurses will find a binder in the nurse's office as to policies and procedures for the position.

2. **Daily Schedule:**

Teachers should report to their classroom by 8:30 a.m. The instructional day begins at 8:50 a.m. and student dismissal begins at 3:20 p.m. You may have Bus Room Duty in the All Purpose Room. Check with the secretary. Teachers leave at 3:45 p.m.

3. **Late Opening Schedule:**

The district has a two hour delayed opening schedule. Teachers' reporting time and instructional periods are in accordance with the designated delay. Franklin begins the school day at 10:50 a.m.

4. **General Information:**

a. Reporting Time:

Teachers should be in the classroom by 8:30 a.m.

b. Data Processing:

Directions for filling out the Data Processing Attendance forms are located inside the class attendance folder. This folder is located in the teacher's mailbox in the Faculty Room. Students will pick up the completed attendance folder by 9:00 a.m. Place the attendance folder in the plastic holder near the exit door in your classroom.

5. **General Classroom Procedures:**

Attendance:

Classroom attendance must be taken before 9:05 a.m. Monitors pick up attendance, lunch counts, and nurse's absence notes at 9:00 a.m. Place these items in the plastic holder near the classroom door for pick up. Following attendance each teacher leads the class in the flag salute.

a. Student Seating:

Individual teachers have seating format and restrictions located in their substitute folders. Duplicate copies may be in the teacher's plan book.

b. Lavatory Procedures:

See individual teacher's substitute folders for specific procedures and restrictions.

c. Lockers are not applicable at Franklin School.

d. Emergency Procedures:

Each classroom has an intercom telephone, located near the classroom exit, to call the office for assistance. Pick up the telephone receiver and push the pound (#) button to call the office. You must use this telephone to call the office. The office can communicate to you two different ways:

Public Address:

1. Classroom wall speaker (you need not pick up the telephone, simply talk back towards the speaker/clock unit)
2. Private wall phone (you will be directed to pick up the wall phone or you will use the wall phone to call into the office)

6. **Assembly Seating:**

Should an assembly be scheduled, the administrator or their designee will direct the seating in the all purpose room. Substitute Teachers should sit near their assigned class to supervise students.

7. **Discipline Philosophy and Procedures:**

Students and Staff at Franklin adhere to the simple Philosophy of the 3 R's -- Respect, Responsibility, and Responsible Reporting. Substitutes are expected to do the same. If a student is physical with another (ex. punch, kick, bite, etc.) they should be sent to the Main Office with a note explaining the situation. See individual substitute folder for specific classroom rules and procedures.

8. **Fire Drill/Emergency Drill Procedures:**

An evacuation floor plan is located next to the classroom exit.

YOU MUST TAKE ATTENDANCE DURING AN EMERGENCY EVACUATION AND ACCOUNT FOR ALL THE CHILDREN IN YOUR CLASS.

Alert- Lockdown-Inform- Counter-Evacuate (A.L.i.C.E)

In case an Emergency Drill or Event is announced follow A.L.i.C.E. protocols.

1. Immediately go to your classroom door and check your hallway, look for students in transit and bring them into your classroom and ensure your classroom door is locked.
2. If you witness the incident or have information notify the switchboard or call 911.
3. Do not let anyone leave unless directed by you.
4. Shut off all lights and any equipment or computers, ask all students to move away from doors and windows, and ignore all bells.
5. If the threat is from inside- window shades should be up. If the threat is from outside- window shades should be down. If the threat is unknown (default), window shades should be down.
6. Upon receiving updated information if you feel it is safe to evacuate the facility students should leave belongings behind. Advise the students of the escape route and reunification location, bring a class roster for roll call.
7. Wait for instruction or the "all clear" to be announced before resuming activities or directed by a Police Officer or Fireman.

9. **Dismissal Procedures:**

Homeroom teachers stay with students in the classroom during bus dismissal. Substitutes for specials classes should check with the main office for PM duty assignments.

10. **Non-Teaching Duties:**

See individual teacher substitute folder for non-teaching responsibilities.

11. **Media Center Usage:**

Classes are scheduled for the Media Center once a week. Open library schedules are included in the substitute folders. See the substitute folders for any additional procedures.

12. **Accident/Illness Procedures:**

A full-time nurse is available in the building. Notify the office immediately to report an accident. Students are permitted to leave the classroom and report to the nurse's office if illness occurs. (Please send a helper student to accompany the ill child to the nurse's office).

13. **Floor Plan:**

Floor plan attached.

14. **End of Day Reporting**

Please obtain a Substitute Teacher Report form from the main office. You are asked to submit this report to the building principal at the end of the day.

Franklin—(North)



SUBSTITUTE TEACHER COMPENSATION SCHEDULE

05.12.25

C.1

Approval of Rate of Pay – Substitute Positions

APPROVAL OF RATE OF PAY - SUBSTITUTE POSITIONS

- *1. RESOLVED, that the Roxbury Township Board of Education approves the following rate of pay schedule for substitute positions effective July 1, 2025 through June 30, 2026:

<i>Category</i>	<i>Rate of Pay 7/1/24 - 6/30/25</i>
Leave Replacement / Interim Teacher or Education Services Personnel (must hold proper NJ certification in content area)	\$300.00 per diem
Transitional Substitute Teacher: up to 20 consecutive days in same position; 21-40 days maximum with county superintendent's approval (Alternate or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)	\$230.00 per diem
Substitute Teacher: in assignment exceeding 20 consecutive days; 40 days maximum in non-content area (holding a NJ standard/CE/CEAS certification)	\$200.00 per diem
Leave Replacement Nurse (must hold a registered nurse license)	\$325.00 per diem
Permanent Substitute Nurse	\$295.00 per diem
Substitute Nurse	\$235.00 per diem
Permanent Substitute Teacher (holding a NJ standard/CE/CEAS certification, or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)	\$165.00 per diem
Substitute Teacher	\$130.00 per diem
Substitute Instructional Paraprofessional	\$110.00 per diem
Substitute Bus Aide	\$16.00 hourly
Substitute Bus Driver	\$25.00 hourly
Substitute Cafeteria (Lunch) Aide	\$15.50 hourly
Substitute Computer Technician	\$16.00 hourly
Substitute Maintenance / Groundskeeper	\$16.00 - \$25.00 hourly
Substitute Secretary	\$16.00 hourly
Leave Replacement Secretary	\$25.00 hourly
Substitute Security Guard (with Permit to Carry)	\$26.00 hourly

PLEASE NOTE:

- Substitute Aides are paid the substitute aide rate of pay whether you are certified or not.
- Contractually, Aides **do not** get paid lunches, therefore their subs do not get paid lunches either.
- Hourly rate for sub positions are based on the following number of hours: ** Full Day Sub Teacher = 7 hours per day ** Full Day Sub Secretary = 7.5 hours per day ** Full Day Sub Nurse = 7 hours per day ** Full Day Sub Aide = 6 hours per day
- **Unemployment: A substitute employee is not a contracted employee for the Roxbury Township Public Schools and is therefore not eligible to collect unemployment.**

2025 - 2026 SUBSTITUTE PAYROLL SCHEDULE

VOUCHERS MUST BE FULLY COMPLETED WITH BOARD APPROVAL DATE, WAGE OR PER DIEM, TOTAL AMOUNT DUE, ETC.
INCOMPLETE VOUCHERS WILL BE RETURNED.

Vouchers must be submitted timely and not held. Otherwise this will create a budget issue.

<i>PERIOD BEGINNING</i>	<i>PERIOD ENDING</i>	<i>PAY DATE</i>
08/27/2025	09/15/2025	9/30/2025
09/16/2025	09/30/2025	10/15/2025
10/01/2025	10/15/2025	10/30/2025
10/16/2025	10/31/2025	11/14/2025
11/01/2025	11/15/2025	11/28/2025
11/16/2025	11/30/2025	12/15/2025
12/01/2025	12/15/2025	12/23/2025
12/16/2025	12/31/2025	01/15/2026
01/01/2026	01/15/2026	01/30/2026
01/16/2026	01/31/2026	02/13/2026
02/01/2026	02/15/2026	02/27/2026
02/16/2026	02/28/2026	03/13/2026
03/01/2026	03/15/2026	03/31/2026
03/16/2026	03/31/2026	04/15/2026
04/01/2026	04/15/2026	04/30/2026
04/16/2026	04/30/2026	05/15/2026
05/01/2026	05/15/2026	05/29/2026
05/16/2026	05/31/2026	06/15/2026
06/01/2026	06/17/2026	06/30/2026

PAYSTUBS CAN BE VIEWED ONLINE @ www.Doculivery.com/Systems3000-Roxbury

