

# **Substitute Teacher's Handbook**

**Ridgefield Park Public Schools**

**Ridgefield Park, New Jersey**

**2021-2022**



**Ridgefield Park**  
*Public Schools*

*Home of the Scarlets!*

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## **DISTRICT DIRECTORY**

**Office of the Superintendent**  
**712 Lincoln Ave**  
**Ridgefield Park, NJ 07660**  
**Telephone: 201-807-2640/2642**

Acting Superintendent: Dr. Barry Haines  
Administrative Assistant to the Superintendent: Mrs. Karen Koenig  
Confidential Human Resources Assistant: Ms. Meg Baldwin

### **ELEMENTARY SCHOOLS** **(Kindergarten through Grade 6)**

Grant Elementary School  
104 Henry Street  
Telephone: 201-641-0441  
Principal: Mrs. Natasha Hernandez  
Secretary: Ms. Carol Buljeta

Roosevelt Elementary School  
508 Teaneck Road  
Telephone: 201-440-0808  
Principal: Mr. Jason Cata  
Secretary: Mrs. Barbara McCoy

Lincoln Elementary School  
712 Lincoln Avenue  
Telephone: 201-994-1830  
Principal: Dr. Stephen Ferraro  
Secretary: Mrs. Lourdes Capote

**RIDGEFIELD PARK JR/SR HIGH SCHOOL**  
**(Grades 7 through 12)**  
1 Ozzie Nelson Drive Telephone: 201-440-1440  
Principal: Mrs. Melissa M. Cavins  
Middle School Principal: Ms. Dyan Thiemann  
Assistant Principal: Mr. Michael Kilmurray  
Assistant Principal: Ms. Katie Herbst  
Secretary: Mrs. Judy Nelson

## INTRODUCTION

Welcome to Ridgefield Park Public Schools! Thank you for choosing Ridgefield Park as a district in which you wish to substitute. As a substitute teacher, you are an important member of our educational community. You ensure our students' education continues smoothly while their regular classroom teacher is absent.

Ridgefield Park Public Schools places its trust in you, as a certificated substitute, to do the following:

- Provide continued, daily continuity of the educational program;
- Provide instruction activities based upon student needs as specified by teachers in substitute lesson plans;
- Maintain positive classroom control; and
- Create a desirable and productive climate in the classroom in which you are working.

Also, please try to learn as much as you can about the four schools in our district.

Please visit our website: <https://www.rpps.net/> for more information about our schools.



The Substitute Teacher's Handbook has been developed to assist you in carrying out your responsibilities. It contains basic information which we hope you will find helpful.

## GENERAL INSTRUCTIONS

### RECEIVING YOUR ASSIGNMENT

Candace Romba is our district's substitute caller. You will usually receive a call from her around 6:00am, unless she is aware of an availability the night before. Her number is 201-665-4598. Please save this number into your phone so you are aware the call is from her. On occasion, a building secretary may call you as well. Only take a position if you are given the name of the teacher you will be subbing for.

If you are filling in for the Junior/Senior High School you need to be there at 7:40am, Candace will supply you with a parking space number. If you are filling in for one of the elementary schools, you need to be there at 8:15am. If you have any questions please call/text Candace at the number above or email her at [cromba@rpschools.net](mailto:cromba@rpschools.net). Be sure to sign in at the main office when you arrive. Building secretaries will give you any additional information you may need.

\*Please note: in the event that you need to cancel your assignment at the last minute, please contact Candace or the school secretary to make her aware of the cancellation.

### REPORTING TO YOUR SCHOOL ASSIGNMENT

REMEMBER...each school and each class is different.

Please plan to arrive at school at least 15 minutes before classes begin. This time before class will give you an opportunity to prepare yourself and your classroom for the activities of the day.

#### School Hours for Students:

School	Hours
Grant School	8:45am-3:00pm
Lincoln School	8:45am-3:00pm
Roosevelt School	8:45am-3:00pm
RPJRSRHS	7:55am-2:40pm

DELAYED OPENING/SCHOOL CLOSING - Snow or another type of emergency may require a delayed opening or closing of schools. On other occasions, mechanical failure or storms may

occur after the students are in school. When it seems advisable to close early, the TV stations will be notified. The schedules for delayed opening/early dismissal are below.

School	Delayed Opening	Early Dismissal
Grant School	10:00am-3:00pm	8:45am-1:00pm
Lincoln School	10:00am-3:00pm	8:45am-1:00pm
Roosevelt School	10:00am-3:00pm	8:45am-1:00pm
RPJRSRHS	10:00am-2:40pm	7:55am-12:30pm

## BEFORE YOUR TEACHING DAY BEGINS

1. Report to the main office and notify the office staff of your arrival.
2. Familiarize yourself with the classroom in which you will be spending your day.
3. Take a moment to review the emergency plan posted next to the classroom door. Determine how you will meet and greet your students, as well as how you will dismiss them.
4. Please keep in mind that a building principal may need to change your assignment based on the needs of the building on a particular day. We appreciate your flexibility and understanding should such a need arise.

**REMEMBER** that much of the day's success depends on what you bring with you to the classroom. Here are some helpful hints:

- A POSITIVE ATTITUDE
- FAMILIARITY WITH LESSON PLANS AND MATERIALS
- A NEAT APPEARANCE
- AN UNDERSTANDING DISPOSITION
- A WILLINGNESS TO BE ADAPTABLE
- GOOD JUDGMENT AND POISE



### The Flag Salute

The teacher will conduct a salute to the flag. Under a recent Federal Court ruling, pupils with “conscientious scruples” against saluting the flag are entitled to keep their seats as long as they do not disrupt the class or disturb the pupils who are voluntarily participating in the ceremony.

### Corporal Punishment

The laws of the State of New Jersey prohibit corporal punishment. Teachers will refrain from any actions that might be so construed. The law states that no person employed or engaged in a school or educational institution, shall inflict or cause corporal punishment upon a pupil attending such school or institution; but any such person may, within the scope of his/her employment, use and apply such force as is reasonable and necessary (1) to quell a disturbance threatening physical injury, (2) to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil, (3) for the purpose of self-defense and (4) for the protection of persons or property and such acts or any of them shall not be construed to constitute corporal punishment within the meaning and intent of this section.

### Fire Drill

When the fire bell rings, all students and staff must leave the building. The teacher should be the last one out of the area. All lights should be turned off and all doors and windows must be closed. There will be no talking during the drill. Teachers must remain with their classes while

the fire drill is being conducted. REMEMBER to bring a class attendance list with you, and account for every student once safely outside the building.

### **Classroom Coverage**

No classroom will be left uncovered by a teacher at any time. Teachers who feel ill, or for any other reason feel they need a replacement, must contact the main office.

### **Illness and Accidents**

A nurse is on duty in each school. Students who are ill or injured should be immediately sent to the nurse or, if unavailable, to the office.

If a teacher or staff member is injured or becomes ill, the employee must notify the school nurse and his/her supervisor and shall coordinate with the school nurse to complete any necessary accident report form(s), including but not limited to district workers' compensation paperwork. The school nurse shall report all employee accidents to the Business Office at the Board of Education Building immediately.



## **CLASSROOM PROCEDURES**

### **Before Your Students Arrive:**

1. Familiarize yourself with the daily schedule and read any special notes that the teacher may have left for you.
2. Note any special events for the day, such as assembly programs and contact the office to find out about passing times and seating arrangements.
3. Check the teacher's notes regarding lunch procedures and/or any special building duties or assignments for which you may be responsible.
4. Determine how students may be grouped and which children may be leaving the classroom for special help during the day. A seating chart should be a part of the Substitute Teacher folder.
5. Thoroughly review the lesson plans and take a moment to locate any books and supplies which may be needed during the day. Make a quick plan to assist you with guiding your students through their assigned work.
6. Please note, many teachers may leave work for the students to do in their Google Classroom. Since you will not have access to the Google Classroom, it will be your responsibility to ensure that each student is actively completing the work left for them as well as assist with any questions they may have.
7. Print your name on the whiteboard, so that children may refer to it during the course of the day.
8. Begin by putting the day's schedule on whiteboard, so everyone will know the plan for the day.

### **Establishing an Atmosphere for Learning**

1. Cheerfully greet students at the classroom door as they enter.
2. Introduce yourself and call attention to your name on the whiteboard.
3. Carefully oversee the putting away of outdoor clothing, lunches, etc.
4. Make certain to include the flag salute as part of morning opening exercises.
5. Provide materials for students to make up name cards for their desks so that you may call upon students easily by name.

### **Write student assignments on the board for reinforcement and student reference.**

1. Encourage appropriate behavior.
2. Establish yourself as the classroom leader.
3. Record student attendance according to school regulations.
4. Give children a quick overview of the day's work and establish expectations.

5. Follow the plans provided by the classroom teacher.
6. Use good judgment and be prepared for the unexpected!

### **Providing Instruction**

1. Motivate each lesson so as to capture and retain the interest of the students.
2. Review and reinforce basic skills unless definite direction has been given to introduce new material.
3. Vary the content and pace of the classroom activities.
4. Be enthusiastic in presenting a subject.
5. Provide opportunities for student participation in all lessons, avoiding lengthy lectures.
6. Give simple, clear directions; check to be sure they are understood.
7. Be consistent and follow through on your instructions.

**Establish standards for carrying out routines; if these differ from the ones used by the regular teacher, indicate that each teacher does things slightly differently, and that “For today we will.....”**

1. Provide small group and individual help as needed.
2. Praise student effort and work at every opportunity.
3. Model and encourage care of school supplies.
4. Request special supplies from the main office.

### **Discipline**

Reasonable discipline practices are expected to maintain proper control of a group. Be fair and firm in your expectations. Group punishment is not acceptable. Serious cases are to be immediately referred to the principal.

**GET HELP FROM THE OFFICE IF YOU NEED IT!**

### **At the End of the Day**

1. Evaluate the day with the class and review what students have learned.
2. Provide time before dismissal to clean up the classroom.
3. Be aware of the bus schedules and dismiss on time and in an orderly fashion.
4. Establish a feeling of good rapport between you and your students before dismissing the class.
5. Correct the written work assigned to you (unless otherwise requested).
6. Leave a note for the classroom teacher summarizing your day.
7. Put away all materials, lock the windows and close the door.

### **Checking Out**

Please return all materials obtained from the main office to that office at the end of the day.

**Other Faculty Members**

Feel free to ask any available staff member a question. They will be more than willing to assist you. Accept substitute assignments as often as possible and get to know as many faculty members as you can. This will help you with future class coverages.

**OTHER ITEMS****Substitute Teachers and the Community**

Remember that the Substitute Teacher has a unique public relations opportunity in the community. Whenever possible, be positive.

**A Final Note**

Understand the terms of your work as a Substitute Teacher and be responsible for carrying them out. We need your service and greatly appreciate a positive, constructive effort.



## **PAYROLL PROCEDURE**

You will be compensated for any service you render. It is important for you to follow the payroll procedures listed here to insure that you will receive your compensation accurately and on time.

- Submit a completed W-4 form (included in the packet of information provided when you first apply for our substitute teaching position.)
- In you so choose, complete a Direct Deposit form included in your onboarding paperwork. (Highly Recommended)
- Substitutes are currently paid \$150.00 per day due to the pandemic.
- Substitutes will receive pay on the 15<sup>th</sup> of the month following the month you work. (i.e. if you cover classes in September, you will be paid on October 15<sup>th</sup>.)