

Robbinsville Public Schools
Handbook for Substitutes

As of 8/25/2015

Substitute Handbook

Welcome	3
Philosophy	3
Hours of Operation	3
Maps of schools	4-7
Robbinsville High School	4-5
Pond Road Middle School	6
Sharon Elementary School	7
Bell Schedules	8-11
Robbinsville High School	8
Pond Road Middle School	9-10
Sharon Elementary School	11
Attire	12
Ethics	12
Role/Responsibilities	12-13
Scheduling Guidelines	13
Payroll procedure	13
Frequently Asked Questions (and answers)	14
Forms Appendix	15-23
SAMPLE Substitute Evaluation Form.....	16
Substitute Information Form	17
Payroll Vouchers.....	18-21
Direct Deposit.....	22-23
Acknowledgement	24



Welcome

We appreciate your contribution to our school district and welcome you as a substitute. This handbook is designed to acquaint you with policies and procedures used in the Robbinsville School District. The information contained in this handbook is not intended to create or constitute an expressed or implied contract between the substitute and Robbinsville Public Schools.

Philosophy Agreement Statement

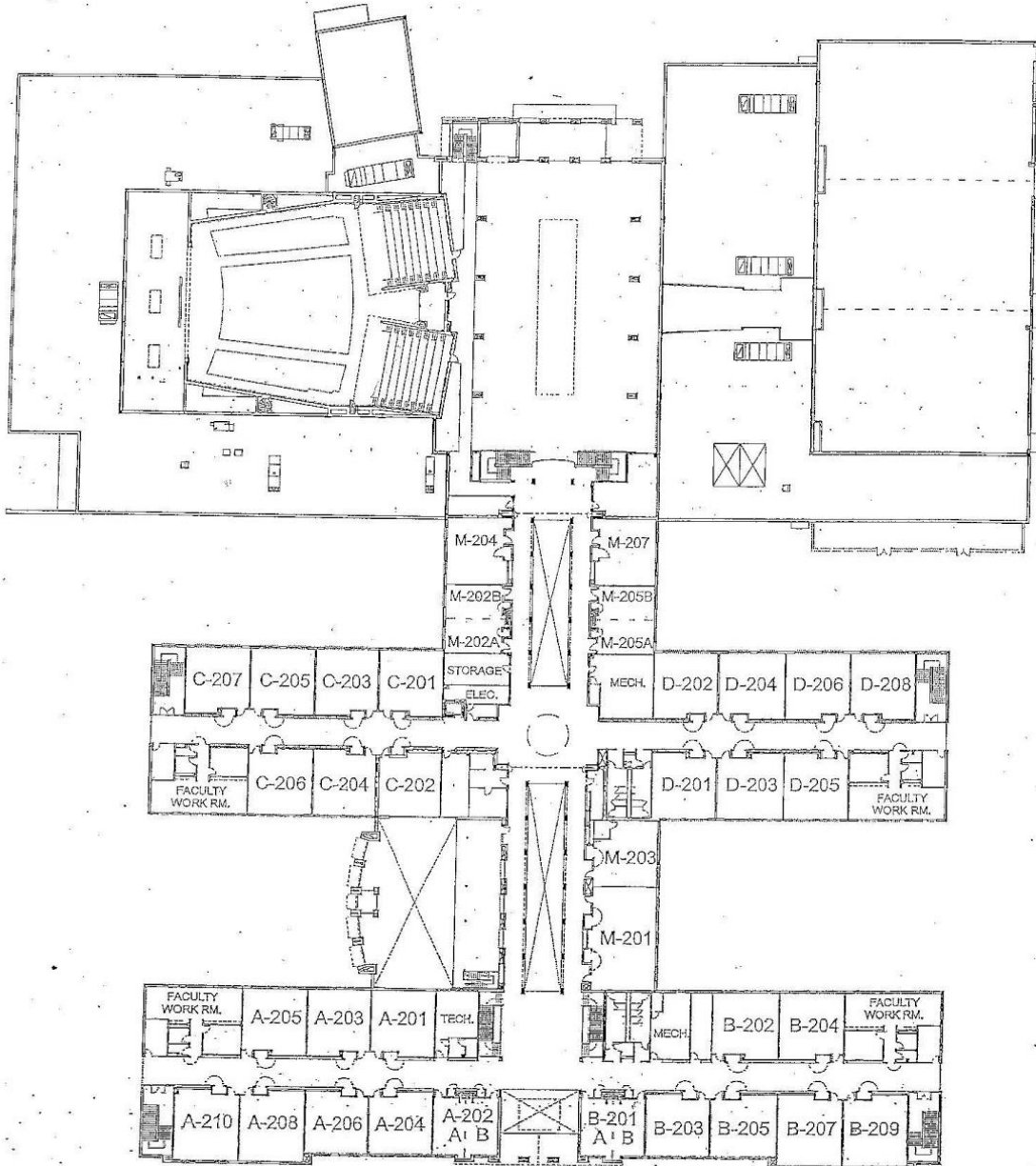
The Robbinsville Substitute further enhances the educational opportunities and experiences of the children within the school system. He/she needs to be aware of the need for confidentiality in regard to any school/child related information and recognizes that activities will be in accordance with all the established educational policies and objectives. This program is an integral part of the Robbinsville School community requiring dependability and cooperation on the part of the substitute.

The School Committee and Administration require that every substitute in the Robbinsville Public Schools District adhere to the policies set forth by this agreement.

Hours of Operation

- Robbinsville High School 7:00 am – 2:35 pm
- Pond Middle School 7:45 am – 3:00 pm
- Sharon & Windsor Elementary School 8:55 am – 3:40 pm
- Board of Education Office 8:00 am – 4:00 pm

ROBBINSVILLE HIGH SCHOOL
FLOOR 2



Bell Schedules**Robbinsville High School**

	Regular Day	Early Dismissal
Bloc k	Time	
1	7:30 – 8:55	7:30 – 8:30
2	8:59 – 10:28	8:34 – 9:37
3	L1 10:32 – 11:02 Class: 11:06 – 12:36 L2 11:26 – 11:56 Class: 10:32–11:22/12:00–12:36 L3 12:06 – 12:36 Class: 10:32 – 12:02	9:41 – 10:41
4	12:40 – 2:05	10:45 – 11:45
	Bus Dismissal: 2:10PM	Bus Dismissal: 11:50AM

	90-Minute Delay	Exam Schedule
Bloc k	Time	
1	9:00 – 10:00	Day 1: Block 1A – 7:30 – 9:30 Block 2A – 9:45 – 11:45
2	10:04 – 11:09	Day 2: Block 1B – 7:30 – 9:30 Block 2B – 9:45 – 11:45
3	L1 11:13 – 11:43 Class: 11:47 – 12:57 L2 11:57 – 12:27 Class: 11:13–11:53/12:31–12:57 L3 12:27 – 12:57 Class: 11:13 – 12:23	Day 3: Block 3A – 7:30 – 9:30 Block 4A – 9:45 – 11:45
4	1:01 – 2:05	Day 4: Block 3B – 7:30 – 9:30 Block 4B – 9:45 – 11:45
	Bus Dismissal: 2:10PM	Bus Dismissal: All exam days - 11:50AM

Pond Road Middle School

FULL DAY BELL SCHEDULE

Students enter building at 7:50 AM, go to their lockers and then report to first period class, which includes a morning meeting and attendance.							
5th Grade		6th Grade		7th Grade		8th Grade	
7:55 - 8:23	Morning Meeting	7:55 - 9:06	Meeting & Period 1	7:55 - 9:06	Meeting & Period 1	7:55 - 9:03	Meeting & Period 1
8:26 - 9:06	Period 1	9:09 - 10:02	Period 2	9:09-9:49	Period 2	9:06-9:59	Period 2
9:09 - 10:12	Period 2	10:05 - 10:45	Period 3	9:52-10:45	Period 3	10:02-10:55	Period 3
10:15 - 10:45	Lunch 3	10:48 - 11:41	Period 4	10:48-11:28	Period 4	10:58-11:28	Lunch 4
10:48 - 12:27	Period 4	11:44 - 12:37	Period 5	11:31-12:01	Lunch 5	11:32-12:12	Period 5
12:30 - 1:10	Period 6	12:40 - 1:10	Lunch 6	12:04-12:57	Period 6	12:15-1:08	Period 6
1:13-2:03	Period 7	1:13 - 1:53	Period 7	1:00-1:53	Period 7	1:11-2:04	Period 7
2:03-2:49	Period 8	1:56-2:49	Period 8	1:56-2:49	Period 8	2:09-2:49	Period 8

HALF DAY/EARLY DISMISSAL SCHEDULE

Students enter building at 7:50 AM, go to their lockers and then report to first period class, which includes morning meeting and attendance.							
5th Grade		6th Grade		7th Grade		8th Grade	
7:55-8:13	Morning Meeting	7:55-8:46	Meeting & Period 1	7:55-8:46	Meeting & Period 1	7:55-8:46	Meeting & Period 1
8:16-8:41	Period 1	8:49-9:22	Period 2	8:49-9:14	Period 2	8:49-9:22	Period 2
8:44-9:33	Period 2	9:25-9:50	Period 3	9:17-9:50	Period 3	9:25-9:58	Period 3
9:36-9:51	Lunch 3	9:53-10:26	Period 4	9:53-10:18	Period 4	10:01-10:17	Lunch 4
9:54-10:53	Period 4	10:29-11:02	Period 5	10:21-10:36	Lunch 5	10:21-10:46	Period 5
10:55-11:20	Period 6	11:05-11:20	Lunch 6	10:39-11:12	Period 6	10:49-11:22	Period 6
11:23-11:48	Period 7	11:23-11:48	Period 7	11:15-11:48	Period 7	11:25-11:58	Period 7
11:51-12:25	Period 8	11:51-12:25	Period 8	11:51-12:25	Period 8	12:01-12:25	Period 8

DELAYED OPENING BELL SCHEDULE

Students enter building at 9:20 AM, go to their lockers and then report to first period class, which includes morning meeting and attendance.

5th Grade		6th Grade		7th Grade		8th Grade	
9:25-9:57	Morning Meeting	9:25-10:18	Meeting & Period 1	9:25-10:18	Meeting & Period 1	9:25-10:18	Meeting & Period 1
10:00-10:32	Period 1	10:21-10:56	Period 2	10:21-11:01	Period 2	10:21-10:56	Period 2
10:35-11:13	Period 2	10:59-11:39	Period 3	11:04-11:39	Period 3	10:59-11:34	Period 3
11:16-11:48	Lunch 3	11:42-12:17	Period 4	11:42-12:22	Period 4	11:37-12:07	Lunch 4
11:51-12:23	Period 4	12:20-12:55	Period 5	12:25-12:55	Lunch 5	12:10-12:50	Period 5
1:01-1:33	Period 6	12:58-1:28	Lunch 6	12:58-1:33	Period 6	12:53-1:28	Period 6
1:36-2:11	Period 7	1:31-2:11	Period 7	1:36-2:11	Period 7	1:31-2:06	Period 7
2:14-2:49	Period 8	2:14-2:49	Period 8	2:14-2:49	Period 8	2:09-2:49	Period 8

Bell Schedules
Sharon Elementary School

ARRIVAL	8:55 – 9:05
Responsive Classroom: Morning Meeting	9:05 - 9:35
KINDERGARTEN	
Recess	2:30 - 3:00
Lunch	1:05 - 1:35
1ST GRADE	
Recess	10:45 - 11:15
Lunch	12:30 - 1:00
2ND GRADE	
Recess	1:00 - 1:30
Lunch	11:55 - 12:25
3RD GRADE	
Recess	2:00- 2:30
Lunch	11:20 - 11:50
4th Grade	
Recess	12:15 - 12:45
Lunch	1:40 - 2:10
DISMISSAL	3:40

Appropriate Attire

Substitutes are required to adhere to the same dress suggestions as the regular district staff. The following points are examples:

- Dress modestly presenting a neat, clean appearance.
- Hats or caps are not appropriate for wear inside buildings.
- Blouses, shirts, or tops that reveal the midriff or chest may not be worn.
- Clothing which contains obscene or suggestive language may not be worn.
- Clothing of any sort that contains any kind of message that may cause a disruption in school may not be worn.

Professional Ethics

In your role as a substitute, you may have access to student records and reports. These should be handled with extreme care. Many records are of a confidential nature.

As a substitute traveling from school to school, you will observe many styles of teaching. We hope that you will understand that not all teachers teach in the same manner. Make every effort to carry on the program of the regular teacher and to fit in with the schedule.

Maintain professional standards in each teaching situation. This infers you are careful not to criticize a staff member or student in or outside of the school or in another school. Please remember, the principal is the person to hear any concerns you may have.

Although it is a prerogative seldom used, the district reserves the right to terminate the employment of a substitute. Reasons for such action could include lack of initiative, unsatisfactory teaching, inability to arrive at work on time, or undue difficulty with discipline, a breach in confidentiality.

Role of the Substitute

Substitutes are expected to maintain classroom discipline and to carry on the classroom procedures as if he/she were the regular teacher. Substitute teachers are responsible for knowing the principles of accepted teaching techniques, educational programs, and the rules and regulations of the Robbinsville Public School District, which can be found in this handbook.

A substitute teacher has the same responsibilities and the same duties as the regular teacher. Substitute teachers should, as far as possible, follow any lesson plans and instructions left by the classroom teacher. Substitutes do not have the authority to make changes in daily curriculum except in emergency situations. Discipline should be maintained and students are to be held accountable for their work, classroom behavior, attendance, etc. Non-routine punishment (written or otherwise) may not be administered by a substitute teacher. If discipline problems arise, the main office must be notified.

Substitute Responsibilities

At the beginning of each day:

- Report to the office of the school you are assigned.
- Sign in each day and secure a visitor's pass.
- Pick up assignment for the day.
- Become familiar with the rules and procedures for fire and emergency situations in your classroom.
- As a means of creating the appropriate classroom climate, introduce yourself to each new group of students with whom you have contact throughout the day.
- Attendance must be checked carefully and accurately at the beginning of each class and absences reported immediately.
- Complete the Substitute Teacher evaluation form via Aesop or that was given to you by the school secretary (see sample form in Appendix) with any information you feel the teacher might want to know, including any problems that occurred during the day. If you were not able to follow the lesson plans, if an assignment could not be completed or if you had to rearrange schedules, explain why on the evaluation form.
- When leaving a classroom, make sure it is neat and orderly. Turn off lights; shut and lock all windows and doors.
- Sign out and return any keys and the evaluation form in the school's main office.

If an illness or accident occurs, the substitute should follow the school's guidelines and procedures. Universal precautions must always be observed.

Substitutes are hired for the entire day and are expected to use the entire day in service to the district. Substitutes are entitled to the same lunch period as the regular classroom teacher whom they are replacing but they are not entitled to a planning period.

During breaks from classroom duties, substitutes are to report to the school office for assignment from the principal's secretary.

Cell phones are only permitted during time when you are not responsible for students.

Scheduling Guidelines

- A substitute's schedule will mimic the Teacher/Aide schedule for whom they are covering. This may include arriving before and/or staying past students.
- A substitute's schedule will be limited to a maximum of 29 hours a week. Anything above or beyond requires prior approval/authorization.

Payroll Procedure

A payroll timesheet must be completed (see sample form in Appendix). Staff are paid on the 15th and 30th of each month. Due to the approval process for the substitute timesheets, individual paychecks will be issued in line with the next available pay date. For example, if a timesheet ends and is submitted three business days or less prior to the upcoming pay date, the check will be issued in the next payroll.

FAQ's

How am I contacted for work?

We utilize an online system, Aesop. Please contact Human Resources to obtain access. There are three ways in which contact can be made: As absences become known and are posted ahead of the work day, you may sign on and select a position for a particular day. In the event a placement has not been made 1-2 days prior, the system will begin calling substitutes to fill the position. Finally, the Teacher may contact you directly to fill absence.

What if the attendance roster does not match the actual students in the classroom?

Report the difference to the main office immediately.

What do I do if the lesson plan(s) do not make sense?

Ask a teacher in the department for assistance.

What is my role during the regular teacher's free period?

Check in with the main office to see where you can be of assistance.

After attempting several strategies to correct inappropriate behavior, who should I call for assistance?

Contact the Main Office:
Robbinsville HS- ext. 3019
Pond Road MS-ext.0940
Sharon ES-ext.5011

What do I do in the event of a Fire or Emergency?

Substitutes are expected to become familiar with emergency and drill procedures, which are posted in every classroom.

Who do I contact regarding payroll questions?

Jeanine DeOre in the Business Office: 609-632-0910 ext.2210. Please remember that you may not be paid until the payroll cycle after your assignment ends due to processing time.

Forms

Appendix

ROBBINSVILLE PUBLIC SCHOOLS
Substitute / Teacher Evaluation
Available (& can be completed) via Aesop

Part I: Substitute: Please complete part I of this form in detail and deposit it in the absent teacher's mailbox at the end of each day.

Date: _____

Substitute's Name: _____ Teacher's Name: _____

Class Rosters, Procedures, Lesson Plans were made available YES___ NO___

Additional Items Discussed:
Students who were absent:
Notes Regarding Student behavior (discipline problems):
Terrific Helpers:
Message for Permanent Teacher:

Part II: Teacher: Please complete Part II of this form and return it to the main office.

SUBSTITUTE TEACHER PERFORMANCE APPRAISAL

Name of Substitute: _____ Date(s) of Coverage _____

PLEASE CHECK THE FOLLOWING	Ye s	No
Attendance procedure followed	<input type="checkbox"/>	<input type="checkbox"/>
Adequate coverage of work assigned	<input type="checkbox"/>	<input type="checkbox"/>
Made use of lesson plans left by teacher	<input type="checkbox"/>	<input type="checkbox"/>
Summarized accomplishments of day	<input type="checkbox"/>	<input type="checkbox"/>
Was all classroom work collected	<input type="checkbox"/>	<input type="checkbox"/>
Was classroom work explained satisfactorily?	<input type="checkbox"/>	<input type="checkbox"/>
Room left in satisfactory condition	<input type="checkbox"/>	<input type="checkbox"/>

Overall Rating:

_____ Excellent
 _____ Satisfactory (comments optional)
 _____ Unsatisfactory (comments required)
 Comments

Robbinsville Public Schools
 Substitute Information Form

Name: _____

Address: _____

E-Mail address: _____

Home Phone: _____ **Cell Phone:** _____

At which phone do you prefer to be contacted? _____

If you hold a County Substitute Certificate, when will it expire? _____

If you hold a NJ standard Teaching Certificate, please list the content area(s):

Please circle days and times which you are available to Substitute:

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Circle any preference you may have with regard school placement (*with the understanding that due to district needs on any given school day, we may not be able to accommodate your preference*).

Sharon Elementary School
 Grades PreK-4

Pond Road Middle School
 Grades 5-8

Robbinsville High School
 Grades 9-12 & Pre-K

Will you be Substituting in other districts? YES NO

If yes, which districts(s)? _____

Please list names, grades, and teachers of children attending school in the district:

Name

Grade

Teacher/Team

**POND ROAD MIDDLE SCHOOL
PAYROLL VOUCHER – SUBSTITUTE**

NAME:

PAY PERIOD: 1ST To 15TH _____ 16TH To 31ST _____

DATE WORKED	TEACHER COVERED	FULL/HALF	DAILY RATE	TOTAL

EMPLOYEE SIGNATURE

ADMINISTRATOR *

PAYROLL

ACCOUNT #	DESCRIPTION	Select Acc't (
11-120-100-101-02-0 2	GRADES 1-5 SUBSTITUTES	
11-130-100-101-03-0 2	PRMS 6-8 SUBSTITUTES	
11-000-213-101-07-0 1	SUBSTITUTE NURSE	*
11-000-222-100-07-0 1	MEDIA SUB	
	OTHER	

*For school trips, please submit check made payable to Robbinsville BOE for nurse coverage

**ROBBINSVILLE SCHOOL DISTRICT
SPECIAL SERVICES
PAYROLL VOUCHER – SUBSTITUTE**

NAME:

PAY PERIOD 1ST To 15th _____ 16th To 31st _____

DATE WORKED	PERSON COVERED	FULL/HAL F	DAILY RATE	TOTAL

EMPLOYEE SIGNATURE

ADMINISTRATOR *

PAYROLL _____

ACCOUNT #	DESCRIPTION	Select Acc't (
11-215-100-101-04-0 2	PSD SUBSTITUTE	
11-204-100-101-04-0 2	LLD SUBSTITUTE	
11-212-100-101-04-0 2	MD SUBSTITUTE	
11-212-100-106-04-0 2	MD AIDE SUBSTITUTE	
11-000-213-101-07-0 1	SUBSTITUTE NURSE	*
	OTHER	

*For school trips, please submit check made payable to Robbinsville BOE for nurse coverage.

Authorization Agreement for Direct Deposit

Company Name: Robbinsville Township Board of Education

Company ID Number: 1216000348

I hereby authorize **Robbinsville Township Board of Education**, hereinafter called "Company", to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my () Checking () Savings account indicated below at the depository named below, hereinafter call "Depository", to credit and/or debit the same to such account.

Depository

Bank Name _____ Branch _____

City _____ State _____ Zip _____

Routing Number _____

Account Number _____

This authorization is to remain in full force and effect until the Company has received written notification from me of its termination in such time and in such manner as to afford Company and Depository a reasonable opportunity to act on it.

Printed Name _____ SSN _____

Signature _____ Date _____

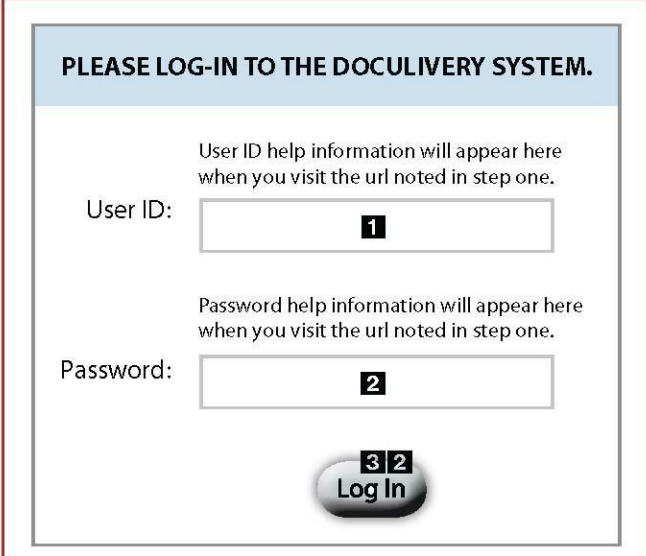
DOCULIVERY

Quick-Start Guide

This guide provides you with the basic quick-start information needed to log in and access your electronic documents in no time at all. The instructions below highlight the steps for logging into the Doculivery system with a unique User ID and Password to access your online pay stubs and setup notification options with just a few quick clicks!

Getting Started

1. Point your internet browser to the following url:
 - a. www.doculivery.com/systems3000-Robbins
2. Enter your User ID.
 - a. Your USER ID is:
 - i. Your Last Name followed by the last 4 digits of your SSN.
3. Enter your initial Password.
 - a. You will be required to change your
 - b. Password upon initial log in.
 - c. Your initial PASSWORD is:
 - d. The last four digits of your SSN.
4. Click the Log In button. ♦
5. Once you have logged in and changed your password, please make a note of your new password for future reference.
6. Once logged in, you will see the main screen which is organized by tabs.



PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

User ID help information will appear here when you visit the url noted in step one.

User ID: **1**

Password help information will appear here when you visit the url noted in step one.

Password: **2**

3 2
Log In

Click on the Pay Stubs tab 4 to see a list of all pay dates for which you have a pay stub. To see the entire pay stub for a particular date click on the view icon in the Click To View column on the left side of the screen. 5

Setting Up Notification Options

1. Click on the Pay Stubs tab 4. On the right side of the screen, select the appropriate bar 6 to setup email or text message notifications.

