HOPEWELL VALLEY

EXCELLENCE IN EDUCATION

WWW.HVRSD.ORG

Substitute

Handbook

Tana Smith
Assistant Superintendent
Human Resources and Special Projects

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Welcome to the Hopewell Valley Regional School District

As a substitute teacher in the Hopewell Valley Regional School District, you are a very important person. Whether your stay is short or continues over a long period of time, each day that you enter a classroom to teach, you are responsible for the most important asset we have in Hopewell Valley - our children.

You have been approved as a substitute teacher because we feel that you are capable, competent, and responsible to act as an interim teacher. We know you will rise to the challenge by maintaining the continuity of instruction in the absence of the regular classroom teacher. We trust that each time you teach in Hopewell Valley, both you and the students will have a meaningful and productive educational experience.

Please take a few minutes to review this handbook. It can be your guide to a successful and enjoyable time in Hopewell Valley. If there is anything that we can do to help or if there are any suggestions you would like to make, please don't hesitate to call my office.

Sincerely,
Tana Smith

HVRSD

Frontline Education

Once you are a Board approved substitute, you will receive an email with detailed information to access **Frontline Central and Absence Management.** You will also receive a letter which will include your ID and PIN number to get you started..

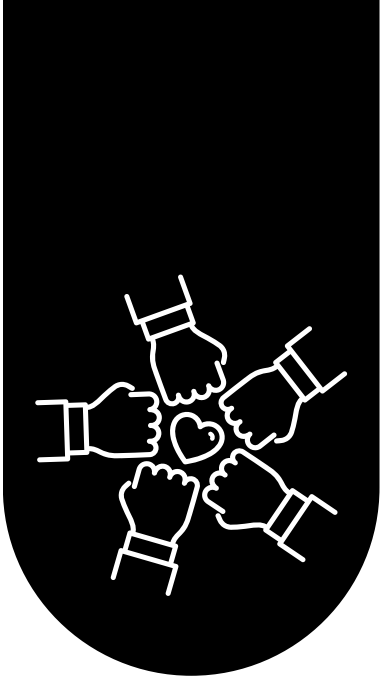
The Hopewell Valley Regional School District uses an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in the district. This service from Frontline Education utilizes both the telephone and the internet to assist you in locating jobs in the school district. Frontline Central & Absence Management is available 24 hours a day, 7 days a week. Frontline uses three methods to make jobs available to substitutes:

- You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Frontline on the internet at http://www.aesoponline.com. If the employee has uploaded lesson plans on the internet, you will be able to view them online once you take the job!

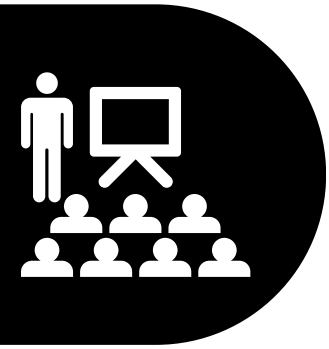
- You may interact with the Frontline system by way of a toll-free, automated voice instruction menu at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.

- The system will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call time when the service may call for substitutes: 5:30 a.m. – 11:00 a.m. in the morning and 5:50 p.m. – 9:30 p.m. in the evening.

Substitute Training Information



All new substitute teachers will receive a link to the HVRSD Substitute Training video. This video will review important information you will need before working in one of our school buildings. Please watch this video carefully.



In addition, you will also receive a link to Navigate360, which will provide you with training in the A.L.I.C.E. protocols for safety. We want all staff members, including our substitutes, to be aware of their responsibilities and options in various situations, including safety drills. This training will take approximately 90 minutes to complete. You can pause at any time, and continue later. We ask that this training be completed before you start working in a school building.

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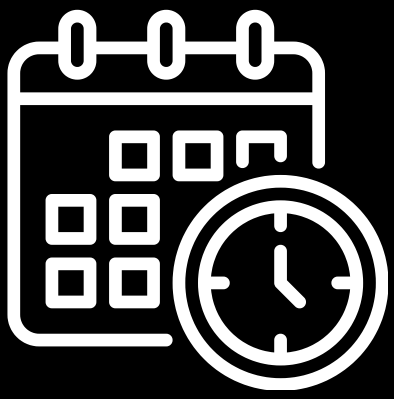
School Schedules & Locations



HOPEWELL VALLEY CENTRAL HIGH SCHOOL
259 Pennington-Titusville Road
Pennington, NJ 08534
(609) 737-4003
HOURS: 7:30 A.M. TO 3:00 P.M.
Principal: Ms. Tricia Riley
Vice Principals: Mr. Anson Smith, Mr. David Wilson

TIMBERLANE MIDDLE SCHOOL
51 S. Timberlane Drive
Pennington, NJ 08534
(609) 737-4004
HOURS: 7:30 A.M. TO 3:00 P.M.
Principal: Mr. Christopher Turnbull
Vice Principal: Mr. Michael Emmich, Ms. Tammy Pegrem

BEAR TAVERN SCHOOL
1162 Bear Tavern Road
Titusville, NJ 08560
(609) 737-4005
HOURS: 8:20 A.M. TO 3:50 P.M.
Principal: Mr. Jay Billy

HOPEWELL ELEMENTARY SCHOOL
35 Princeton Avenue
Hopewell, NJ 08525
(609) 737-4007
HOURS: 8:20 A.M. TO 3:50 P.M.
Principal: Dr. Scott Brettell

STONY BROOK ELEMENTARY SCHOOL
20 Stephenson Road
Pennington, NJ 08534
(609) 737-4006
HOURS: 8:20 A.M. TO 3:50 P.M.
Principal: Ms. Nicole Gianfredi

TOLL GATE GRAMMAR SCHOOL
275 South Main Street
Pennington, NJ 08534
(609) 737-4008
HOURS: 8:20 A.M. TO 3:50 P.M.
Principal: Ms. Melissa Lauri

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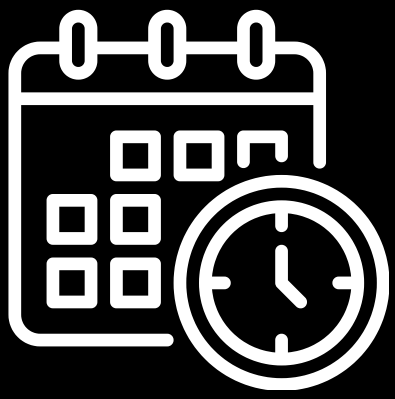
School Schedules



AM/PM SCHEDULE ON A REGULAR SCHOOL DAY

CHS & TMS

AM: 7:30 A.M. - 11:15 A.M.

PM: 11:15 A.M. - 2:45 P.M.

ELEMENTARY

AM: 8:30 A.M. - 12:00 P.M.

PM: 12:00 P.M. - 3:35 P.M.

EARLY DISMISSAL SCHEDULE

CHS & TMS

7:30 A.M. - 12:00 P.M.

ELEMENTARY

8:30 A.M. - 12:45 P.M.

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Inclement Weather Guidelines & Schedules

Emergency/Early Closing Phone Line: (609) 737-8449

Schools may be delayed in opening or closed early due to weather conditions, please visit our website at www.hvrsd.org for updates on inclement weather closings.

2-Hour Delayed Opening

Secondary Schools
Staff Reports 9:30 am
Dismissal 3:00 pm

Elementary Schools
Staff Reports 10:20 am
Dismissal 3:45 pm

For TMS and CHS
AM substitute: 9:30 am - 12:15 pm
PM substitute: 12:15 pm - 3:00 pm

For Elementary schools
AM substitute: 10:20 am - 1:05pm
PM substitute: 1:05 pm - 3:45 pm

90-Min Delayed Opening

Secondary Schools
Staff Reports 9:00 am
Dismissal 3:00 pm

Elementary Schools
Staff Reports 9:50 am
Dismissal 3:45 pm

For TMS and CHS
AM substitute: 9:00 am - 11:45 am
PM substitute: 11:45 am - 3:00 pm

For Elementary schools
AM substitute: 9:50 am - 12:35 pm
PM substitute: 12:35 pm - 3:45 pm

*Please note: each school may have variations to the schedule; please check with the main office of the building for a more accurate timeline.

Substitute Job Description

TITLE: SUBSTITUTE TEACHER

QUALIFICATIONS: A regular teaching certificate or a Substitute Teacher's Certificate obtained from the County Superintendent. Demonstrate familiarity with school, philosophy, program, and policies.

REPORTS TO: Principal

JOB GOAL: To enable each child to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher.

PERFORMANCE RESPONSIBILITIES: To fulfill his/her professional responsibilities, the substitute teacher shall:

a. Report to the building's main office upon arrival at least fifteen minutes before the official school opening.

b. Review with the appropriate administrator or secretary all plans, schedules, and school/class attendance procedures to be followed during the teaching day.

c. Assume the responsibilities of the classroom teacher during the school day by following available plans and fulfilling other duties assigned such as homeroom, study hall, lunchroom, hall duty, etc.

d. At the end of each teaching day write a note about work completed and any notable incidents and leave it for the regular classroom teacher.

e. Assume responsibility for the overseeing of pupil behavior in class and other scheduled assignments.

f. Report to the appropriate administrator or secretary after the teaching day to verify whether or not services will be required on the next teaching day.

What You Should Expect

School schedules are included in this handbook, but as a general guideline, you should be at the assigned school with plenty of time to get ready for your day. If you find there are problems or issues with lesson plans or schedules, please see a main office secretary or an administrator.

If you have any problems with student discipline, be sure to fill out a discipline report for the teacher. If the problem warrants, report the problem to the vice principal or the principal before leaving the building for the day. In an emergency situation, contact the main office immediately.

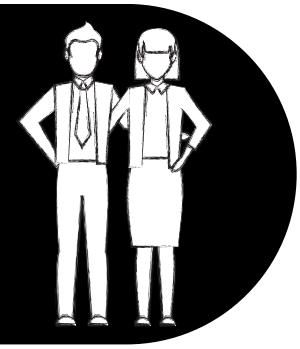
Substitute teachers should check with the building principal regarding the policy of leaving the building during the lunch period. You should not leave the building without informing the main office.

To be paid on time, you must complete a timesheet for the time you worked. Upon completion of a pay period (see pay period information), you must submit your timesheet for approval to the main office secretary. Once approved, the secretary will forward your timesheet to the Payroll Department. Please make a copy of your timesheet for your own records.

Please note that it is our practice to avoid sending substitutes to schools where they have children enrolled.

Please inquire at each school's main office regarding fire drill and emergency procedures.

Helpful Hints



Appropriate Attire Guidelines

As a general rule, jeans and T-shirts are not considered professional or appropriate for the classroom setting.

Cell Phone Policy

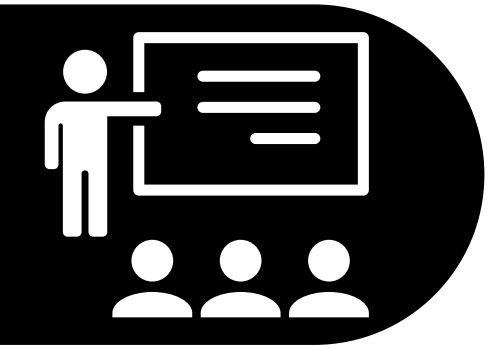
Use of cell phones while on “duty” is not appropriate. Please restrict this activity to your lunch period or duty-free period.

Emergency Procedures

There are special situations for which you need to be prepared. These situations include emergency and evacuation procedures, assemblies, playground and lunch duty, field trips, inclement weather days, and escorting students to the bus. As you review the following suggestions, keep in mind that you are the teacher and must assume full responsibility for all of the students in your care.

Ask the main office of each school building about emergency plans and protocols. Find out what to do in the event of a school security drill or actual emergency.

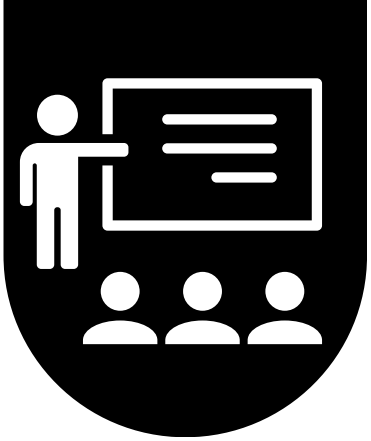
It is important to know where the nearest exit is and to have a class list available to take when you evacuate the building. Some classrooms may have an emergency backpack hanging by the door. Take this with you when you evacuate. After evacuating the building, use the class list to account for all of the students in your class.



Classroom Management

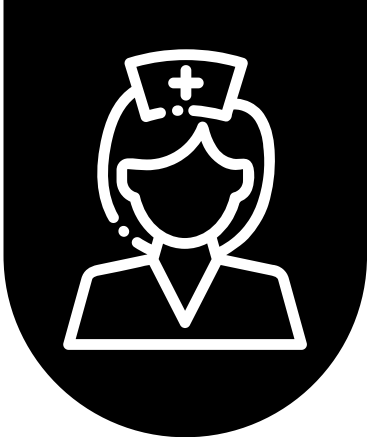
- Get to know the teacher next door. Introduce yourself so you can call on someone to answer questions.
- When students need to go to the restroom or the library, send one student at a time. When the first one returns, a second one may go.
- If there is no seating chart left by the teacher, quickly make one. It is much easier to maintain discipline when you can call students by name.
- Have a couple of extra pens or pencils with you for students who may have forgotten theirs. This will eliminate their need to go to the locker, and then wander.
- Never let a class go early for lunch or the break unless the teacher for whom you are covering or the teacher next door says it is okay.
- Establish your rules and expectations very clearly at the beginning of the day/or each class.
- Do not let students use a phone in the classroom. Have them use the phone in the office.
- Do not discuss the teacher’s class with other people, especially out of school. You are a professional and shouldn’t discuss individual students or problems.
- If you need to talk to someone about a problem, talk to the principal or vice principal.

Classroom Management (contd)



- ☑ Follow the lesson plans the teacher has left. Be prepared with your own ideas if there is extra time.
- ☑ Even though a few students can upset your plans, try to find out the names of students who have been good or helpful and let the teacher know about them as well.
- ☑ Most students will respect your leadership, but there will be some who will question your authority or plans. It is better not to argue. Instead say, “I know this may not be the way Mr. Jones does it, but this is the plan for today.”
- ☑ If you are not sure how the teacher wants an assignment done, ask another teacher. Be sure to leave a note for the regular teacher explaining what you assigned.
- ☑ Be assertive and consistent so students don’t feel they can manipulate your decisions and authority.
- ☑ Walk around the room. Never sit at your desk, especially during independent work or an exam. Students will be less likely to talk when you are close to them.
- ☑ NEVER TOUCH A STUDENT. Be mindful of close proximity to students when speaking with them.
- ☑ Never allow a student to take your picture, or participate in any video they are making.
- ☑ A substitute teacher is responsible for making sure the classroom environment is safe. This includes things such as the arrangement of desks so as not to block exits and proper supervision during the use of potentially dangerous classroom equipment.

From Our School Nurses



Do not dispense medication (prescription or over-the-counter) to any student. Send him or her to the school health office or the main office.

Refer all students with injuries (even minor cases) to the nurse's office. In an emergency, you may need to escort the student. Or, in a less serious situation, have another student accompany the injured student.

Always wear protective gloves when you come in contact with blood, bodily fluids, or torn skin. Do not touch the blood of a bleeding child. Use a napkin, towel, or a cloth to cover the cut. Whenever possible, have the student treat the injury until the proper individuals have been notified.

Check with the school office when there is a student injury. You may be required to complete an accident report.

Prevention is the best antidote for medical emergencies. Always stay with the students. Contact another adult if you need to leave the students at any time.

If you have recess duty, walk around the playground and be proactive about potentially dangerous behavior. Remember that you are the adult in charge.

Drug Free School Zone

The health hazards connected with the use of tobacco products, alcohol, and illicit drugs can have an adverse impact on the district's ability to provide a safe and healthy environment in which to learn and work.

Under state law, smoking is prohibited in school buildings, on school grounds, and on school buses by any person at any time. Smoking by on-duty staff is also prohibited during any school-sponsored, on-premise, or off-premise activity or event, such as field trips and athletic contests. For this policy, smoking means all uses of tobacco, including cigars, cigarettes, pipes, chewing tobacco, vaping, and snuff.

Employees are prohibited from using alcoholic beverages, being under the influence of alcoholic beverages, or possessing any opened container of alcoholic beverages on school worksites. For purposes of this policy, "worksite" means any school building, any school premises, any school-owned vehicles, or any school-approved vehicle used to transport students to and from school or school activities. Worksite also includes off-school property during any school-sponsored or school-approved activity, event, or function such as a field trip or athletic event, where students are under the jurisdiction of the school district. Employees found to have violated this prohibition may be required to participate in an alcohol rehabilitation program and may be subject to disciplinary action including non-renewal of contract, suspension, or termination of employment in accordance with law.

Employees are prohibited from using drugs, being under the influence of drugs, or possessing drugs on school worksites, unless such drugs are lawfully prescribed as medication for the employee using or possessing same, or unless otherwise lawfully in the employee's possession. "Drugs" means any narcotic drug, hallucinogenic drug, controlled stimulant, controlled depressant, anabolic steroid, marijuana, or any other dangerous substance or controlled analog as defined in 2C:35 of the New Jersey Code of Criminal Justice. Employees found to have violated this prohibition may be required to participate in a drug rehabilitation program, and may be subject to disciplinary action including non-renewal of contract, suspension, or termination of employment in accordance with law. Criminal conviction of an employee for violation of a criminal drug statute occurring outside of the worksite, may also result in disciplinary action including non-renewal of contract, suspension, or termination of employment in accordance with law.

Conscientious Employee Protection Act

On September 14, 2004, Governor McGreevey signed legislation amending the employee notice requirements of the Conscientious Employee Protection Act (CEPA.) Prior to this amendment, the law had required employers to conspicuously display notices of employees' protections and obligations under CEPA.

The new amendment expands this obligation to require annual individual notices to employees in written or electronic form in addition to the posted notices. The amendment adds a requirement that the notices include the procedures for reporting activities, policies, or practices that the employee believes violate a law, rule, or regulation.

Following New Jersey State Law, an employee must be held free from any retaliatory action because he or she:

Discloses or threatens to disclose to a supervisor or public body an activity, policy, or practice of the district that he/she reasonably believes violates a law, regulation or rule or standards of health care;
or
Provides information to or testifies before, a public body conducting an investigation or hearing concerning such a violation;
or
Objects to or refuses to participate in an activity, policy, or practice that he/she reasonably believes violates civil or criminal law or regulation or rule or that standard that is fraudulent or incompatible with a clear mandate of public policy concerning the public health, safety, welfare, or protection of the environment.

The foregoing protection is normally provided to each employee, but only if the employee has disclosed the activity that he/she believes violates the law. That disclosure must be in writing and made to the Superintendent or the Superintendent's designee. Such writing must be made before disclosing another public body. Following disclosure to the designee, the district is given a reasonable opportunity to correct the violation. However, in certain cases of emergency, the employee will be afforded such CEPA protection even if those conditions are not met.

In the event of any retaliation against the employee contrary to this law, under CEPA, the employee may seek relief in court and may be awarded damages and attorney's fees against the district, together with reinstatement with no loss of pay, benefits, or seniority.

The Superintendent's CEPA designee and Affirmative Action Officer is:

Ms. Tana Smith
Assistant Superintendent
Human Resources & Special Projects

New Jersey First Act P.L. 2011, c.70 (N.J.S.A. 52:14-7)

Effective September 1, 2011, in accordance with the “New Jersey First Act” P.L. 2011, c. 70 all employees of school districts must reside in the State of New Jersey unless exempted under law.

If you already work for the school district as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey.

However, if you begin your office, position, or employment on September 1, 2011, or later, you must reside in New Jersey.

If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment.

Contact Information

Thank you for your interest in
the Hopewell Valley Regional School District.
We wish you a happy and healthy school year!

Human Resources

Ms. Dawn Marchese
Email: DawnMarchese@hvrsd.org

Ms. Laura Smelas
Email: LauraSmelas@hvrsd.org

Ms. Jill Denham
Email: JillDenham@hvrsd.org

(609) 737-4000, Ext 2401