



Ann Blanche Smith Elementary School
Meadowbrook Elementary School
George G. White Middle School

Substitute Teacher Handbook

Introduction

This Substitute Teacher Handbook has been prepared to aid all of those who serve the public school children of Hillsdale, New Jersey.

The following pages will help a substitute teacher learn basic information about the Hillsdale Public School system and its policies and procedures. Offered in this manual are guidelines to successful substitute teaching that will make a rewarding experience for the substitute teacher and the children alike. For information that pertains to the daily operations of each building, please reference the sections designated for each particular school.

George G. White Middle School (pages 7-13)

Meadowbrook and Smith Elementary Schools (pages 14-20)

Paraprofessionals (pages 21-23)

We invite our substitutes to submit ideas for additional information or suggestions for improvement of this handbook to the building principal.

This handbook has been prepared and organized by the Superintendent of Schools, the various building principals, and the Hillsdale Public Schools.

Issues of Confidentiality

All of the children that are served by the Hillsdale Public Schools are afforded a measure of confidentiality when they are attending school. Some children are receiving accommodations to their instruction because of Intervention & Referral Services plans (I&RS), 504 plans or Individual Educational Plans (IEP's). Other children have health issues that, whether great or small, impact their well-being each and every day. Teachers, staff and substitutes that work with these children need to be aware of these issues in order to ensure their health and protection, and at the same time respect the privacy of the individual. Please be reminded of the legal implications that exist surrounding any discussion of confidential information outside of the school.

Mission Statement of the Hillsdale Public Schools

Dedicated to charting a course of success for today and tomorrow's children, the Hillsdale School District's mission is to empower all students with an exceptional educational foundation that actualizes their unique potential.

To provide an exceptional educational foundation, the Board, in active collaboration with the staff, the family and the community, and using a clear system of accountability, will provide the tools to ensure that our students and staff shall:

1. Work cooperatively in a safe, supportive and challenging learning environment that addresses individual learning needs;
2. Apply problem-solving strategies and critical thinking skills learned through written, oral, technological and experiential application in and out of the classroom;
3. Practice good citizenship by fostering respect for one's self and others through a better understanding of the needs of a diverse society;
4. Fully integrate technology into the learning experience using creative and effective teaching techniques.
5. Appreciate, preserve and promote the quality and professionalism of the staff, administration and Board of Education.

General Information for Substitute Teachers

Substitute Placement System

Once a candidate's application for a substitute position has been approved by the Hillsdale Board of Education ("Board of Education" or "Board") and the substitute teacher has completed all qualification requirements, the Personnel Office will issue the substitute a Welcome Letter that will include all necessary login information to create an AESOP account. AESOP is a web-based system that will allow substitutes to procure substitute teaching assignments through the online search function. As detailed in the Welcome Letter, all substitutes are encouraged to watch the online videos and to review the materials available on the AESOP website in order to best understand how to use the system.

Emergency School Closings

In the event that schools have a delayed opening or will be closed due to inclement weather, substitute teachers will be notified as soon as possible through AESOP. In the event of a school closing, any substitute teacher that has been scheduled to work will receive an automated phone call from AESOP informing them that schools will be not be in session for that day. In the event of a delayed opening, substitute teachers assigned to work will not receive a call, but rather will receive a Web Alert through their AESOP account. If a substitute teacher feels there is an indication that the weather will not allow for the timely opening of schools, he/she is instructed to log into their AESOP accounts and review their Web Alerts for a potential delayed opening notification.

Furthermore, additional announcements of delayed openings and school closings will be announced using the Hillsdale School District website, www.hillsdaleschools.com.

When inclement weather may indicate an abbreviated day, the principal will notify the teachers and schedule adjustments will be made.

Accidents

If you are injured while on the job, regardless of the extent of the injury, please notify the school nurse as quickly as possible to ensure proper insurance coverage in the event medical treatment is required. Notification must be made within twenty-four (24) hours after the accident.

Code of Student Conduct

The staff and administration of the Hillsdale Public School System are here to help students make the transition from elementary to secondary education a positive and productive experience. We support students as they face new academic and social challenges at all grade levels and work to make it easier for students to grow and be successful in these areas. The Hillsdale Public School Code of Student Conduct describes student responsibilities that include expectations for academic achievement, behavior and attendance in accordance with N.J.A.C. 6A:32-8 and 13.1. The Code of Student Conduct provides for equitable application of the code without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

Code of Conduct

I will respect myself and others.

I will treat others fairly.

I will not hurt anyone on the inside or outside.

I will do my best work.

I will care for school property.

It is understood that a substitute teacher may encounter situations when a student's actions or behaviors may not adhere to the Code of Student Conduct. While it is preferred that the teacher attempt to solve behavioral classroom problems which may arise during the course of the day, the principal is very willing to assist when necessary. In such cases, the substitute teacher is to call the main office and request the presence of the principal or assistant principal in the classroom. If the neither are available, the teacher must inform the secretary that the student will be sent to the office and will direct the student to go there. All students being sent to the principal must be provided with a note from the teacher stating the reason for his/her presence in the office.

Safety Measures

Safety drills are arranged and conducted by a building administrator. These are done to acquaint students with quiet, safe and fast means of dealing with potential emergencies.

Fire Drills – once per month

Crisis Response Drills – once per month (i.e. Lockdown)

Appropriate diagrams and instructions for all drills will be provided by the administration. These instructions are to be read and followed as outlined. During any drill that prescribes the vacating of the building, **all personnel** are expected to do so.

Each room has an exit plan posted in the event of a fire drill. You will also find a green Emergency Response pamphlet located in each room. Please take time to become familiar with each one of these.

Our primary concern is the rapid and safe evacuation of the building. Please take attendance as soon as your class is outside the building. Missing children must be reported.

In case of fire:

1. Pull the nearest alarm.
2. Make sure your students are evacuated.
3. Notify the office of the locations of the fire.

You are not to attempt to extinguish a fire.

Corporal Punishment

The Board of Education may make no rule or regulations permitting corporal punishment of students, and no person employed by the Board may inflict corporal punishment upon a student.

A Board employee may, within the scope of his/her duties, use such force as is reasonable and necessary:

- To quell a disturbance which threatens physical injury to others.
- To obtain possession of weapons or other dangerous objects that a student has in his/her control.
- For the purpose of self-defense.

Such acts do not constitute corporal punishment.

School District Personnel

Superintendent's Office *32 Ruckman Road* *201-664-0282*

Dr. Jeffrey Feifer - Superintendent of Schools
Mrs. Lisa Tarabocchia - Administrative Assistant to the Superintendent
Mrs. Christine Zeller - Personnel Secretary

Business Office *32 Ruckman Road* *201-664-4512*

Mrs. Lirca Garcia - Business Administrator/Board Secretary
Mrs. Cathy Siskas - Accounts Payable/Bookkeeper

Special Services *32 Ruckman Road* *201-664-0504*

Mrs. Annemarie Oliveri – Supervisor of Special Services
Mrs. Joy Goodman – CST Secretary
Mrs. Kris Prisco - CST Secretary

Curriculum, Instruction and Assessment *32 Ruckman Road* *201-664-4512*

Mr. Michael Andriulli - Supervisor of Curriculum, Instruction, and Assessment
Ms. Christine Rizzo - District literacy Coach

George G. White Middle School *120 Magnolia Avenue* *201-664-0286*

Mr. Donald Bergamini - Principal
Mr. Charles Giordano - Assistant Principal
Mrs. Trina Wolf - Administrative Assistant
Ms. Brenda Palmer - Administrative Assistant
Mrs. Christina Fanelli - School Nurse
Ms. Jenna Pizzo - School Counselor
Mrs. Jennifer Reese - School Counselor

Anne Blanche Smith Elementary School *1000 Hillsdale Avenue* *201-664-1188*

Mrs. Angela Iskenderian - Principal
Mrs. Karen D'Ambrosio - Administrative Assistant
Mrs. Pam Sileo - Administrative Assistant
Mrs. Rose Bauerle - School Nurse
Mr. Allen Saslowsky - School Counselor

Meadowbrook Elementary School *50 Piermont Avenue* *201-664-8088*

Mr. Christopher Bell - Principal
Mrs. Karen O'Toole - Administrative Assistant
Mrs. Erin Hampton - Administrative Assistant
Ms. Melanie Fraiman-Siegel - School Nurse
Mrs. Deanna DeFalco - School Counselor

George G. White Middle School

SUBSTITUTE HANDBOOK

Welcome and thank you for helping the children and the staff of the Hillsdale Public School System.

The substitute hours at the George White Middle School are:

Full Day: 8:00am to 3:00pm

Half Day, Morning Session: 8:00am to 11:35am, Afternoon Session: 11:30am to 3:00pm

(Note: Hours may vary based on teacher's schedule)

To begin your assignment, please report to the school's main office to sign in and receive your substitute ID badge and any other necessary items or instructions for your assignment. If you are a substitute Paraprofessional, ABA Therapist or Secretary, you will complete a time-sheet for your assigned substituting hours. An office secretary will assist you with completing the time-sheet.

Before heading to your classroom, please check the teacher's mailbox in the main office for any important information that may be in the mailbox. Once in your classroom, review the substitute lesson plans. In the case of a half day assignment, afternoon session, please report to your assigned classroom and meet with the regular classroom teacher to review the substitute plans. It is imperative that when substituting, you follow the exact lesson plans that the teacher has provided for their classes. Please do not create your own assignments. Please take special note of any duty responsibilities that the regular classroom teacher may have during the school day. Typical duties are lunch duty and bus duty. If you need assistance with an assigned duty, please contact the school's main office.

During homeroom (if part of the assignment), please take accurate attendance using the attendance form provided by the homeroom teacher. Send attendance results to the school's main office by 8:20am. Throughout the school day, please take attendance for each class period by cross referencing absent students on the daily absentee sheet (available in the main office). If a discrepancy should occur with a student who is not present in your classroom and not listed on the absentee sheet, please notify the office immediately.

During the school day, if you need to contact the school's main office while you are in your assigned classroom, please use the phone located in each class.

At George White, students are required to have a hall pass to travel to the bathroom, nurse, another classroom and or to the office. You, as the classroom teacher, are in charge of allowing students to leave the classroom. Permission must be granted by you and the student must sign the sign-out sheet. When the student returns to class, they are required to sign back in on the classroom sign out sheet; usually located by the classroom door.

If you have an emergency situation in your classroom and or a student/s is being disruptive or uncooperative, please contact the school's main office for assistance.

In the event of a fire drill and or school security drill, please refer to the procedures in the green pamphlet posted in each classroom. A "Cheat Sheet" for all types of school drills will be available with the substitute ID badge. A more detailed version (green pamphlet) is located in each classroom.

At the conclusion of your substitute assignment, please return to the school's main office to return the ID badge and the completed Substitute Teacher Report and to sign out.

- ✓ As a substitute, you are reminded that confidentiality is of the utmost importance when working in a public school. If you do have a concern while working in the building, please discuss that concern with the building principal.
- ✓ Students are to keep cell phones in their lockers while at school. Please contact the office if a student is using a cell phone in school.
- ✓ Please refrain from cell phone use while students are present.
- ✓ Smoking is not permitted school property.
- ✓ Never provide students with any type of medication, i.e. Tylenol, for a headache or for any other reason. The school nurse is the only staff member who is legally authorized to administer medication during the school day.
- ✓ Please remember to be respectful to students at all times. You are the professional. If there is a problem with a student/s, please contact the school's main office.
- ✓ Prior to leaving the school building during the school day on a free period you must let either the principal or assistant principal know in the school's main office.
- ✓ Thank you for substitute teaching!

Duties

When receiving the assignment, you will be given the following information:

- School and grade assignment
- Name of teacher for whom you are substituting
- Duty assignment, if applicable
- Arrival/Departure time

Please arrive early enough to become familiar with the lesson plans before the children arrive.

The substitute is expected to assume the role and responsibilities of the regular classroom teacher, and should be aware of the policies and procedures in this handbook.

If a substitute teacher is called in advance to cover a long-term absence of the regular teacher, he/she is requested to visit the school before the assignment begins in order to obtain the necessary materials and discuss specifics with the staff member.

Arrival at School

To begin your assignment, please report to the school's main office to sign in, receive your substitute ID badge and any other necessary items or instructions for your assignment.

Listen to the morning show announcements. If you are covering a homeroom, directions to play the show will be in the substitute folder.

Questions regarding the recording of attendance should be directed to the school secretary.

If you need any kind of assistance, ask the principal, assistant principal, or teacher in a nearby room.

In the Classroom

Familiarize yourself with the following information:

- Daily bell schedule
- Teacher's daily schedule
- Class rosters
- Seating chart
- Floor plan of building (location of bathrooms, art, music, gym, etc.)
- Fire Drill/Crisis Response procedures
 - In the event of a **lockdown**:
 - Classroom door should be locked. (remove or slide magnet to allow door to lock)
 - All lights should be turned off.
 - All windows should be shut.
 - Students should in the corner of the room out of sight.
 - Students should remain quiet.
 - Everyone is to remain in the room.
 - Only law enforcement is allowed to open the door.
 - If the fire alarm sounds remain in lockdown mode (do not leave classroom).

If any information is unavailable, please contact the office immediately.

Before Leaving School

At the close of the day, the substitute teacher is to prepare the room for the following day and leave everything in order. Please leave a summary of each day's accomplishments, together with any suggestions or comments.

Substitute Folder

Substitute folders should include the following information:

- Teacher's name
- Room number(s)
- Class list
- Seating chart
- Schedule
- Health Issues - Check rosters for any students that may have medical concerns
(Nurse has detailed information)
- Fire Drill/Crisis Response procedures
- Special information regarding classroom procedures and resources

This folder is to be returned to the main office along with the ID badge.

Schedules

The daily schedules for George G. White Middle School are listed below. There are five different schedules we follow: Regular, Universal, Extended Homeroom, Delayed, and Early Dismissal.

Regular Schedule

George G. White School
Master Schedule
2017-2018

5th Grade		6th Grade		7th Grade		8th Grade	
8:05-8:15	HR	8:05-8:15	HR	8:05-8:15	HR	8:05-8:15	HR
Period 1 8:17-9:26	LA/MA	Period 1 8:17-9:12	CORE	Period 1 8:17-8:58	PE-H/WL	Period 1 8:17-8:58	CYCLE
	SS/SCI	Period 2 9:14-10:09	CORE	Period 2 9:00-9:55	CORE	Period 2 9:00-9:41	PE-H/WL
Period 2 9:28-10:09		CY	Period 3 10:11--10:52	PE-H/WL	Period 3 9:57-10:52	CORE	Period 3 9:43-10:38
Period 3 10:11-10:52	LUNCH		Period 4 10:54-11:35	LUNCH	Period 4 10:54-11:35	CY	Period 4 10:40-11:35
Period 4 10:54-11:35	LUNCH	Period 5 11:37-12:32	CORE	Period 5 11:37-12:04	LUNCH	Period 5 11:37-12:18	PE-H/WL
		Period 6 12:34-1:01	ENRICH	Period 6 12:06-1:01	CORE	Period 6 12:20-12:47	LUNCH
Period 5 11:37-12:46	MA/LA	Period 7 1:03-1:44	CY	Period 7 1:03-1:44	PE-H/WL	Period 7 12:49-1:44	CORE
Period 6 12:48-1:29	SCI/SS			Period 8 1:46-2:41	CORE	Period 8 1:46-2:41	CORE
Period 7 1:31-1:58	ENRICH						
Period 8 2:00-2:41	PE/WL						

Alternate Schedules

	Universal	Extended Homeroom	Delayed Opening	Early Dismissal
HR	8:05-8:17	8:05-8:57	9:45-9:53	8:05-8:15
Period 1	8:19-9:05	8:59-9:40	9:55-10:29	8:17-8:53
Period 2	9:07-9:53	9:42-10:23	10:31-11:05	8:55-9:31
Period 3	9:55-10:41	10:25-11:06	11:07-11:41	9:33-10:09
Period 4	10:43-11:29	11:08-11:49	11:43-12:17	Period 4/5 10:11-10:47
Period 5	11:31-12:17	11:51-12:32	12:19-12:53	
Period 6	12:19-1:05	12:34-1:15	12:55-1:29	10:49-11:25
Period 7	1:07-1:53	1:17-1:58	1:31-2:05	11:27-12:03
Period 8	1:55-2:41	2:00-2:41	2:07-2:41	12:05-12:41

IMPORTANT NOTICE: STUDENTS MAY NOT ENTER THE SCHOOL BUILDING BEFORE 7:45AM

Office Staff

- Mr. Donald Bergamini, Principal
- Mr. Charles Giordano, Assistant Principal
- Mrs. Trina Wolf, Administrative Assistant
- Ms. Brenda Palmer, Administrative Assistant
- Mrs. Christina Fanelli, School Nurse
- Ms. Jenna Pizzo, School Counselor
- Mrs. Jennifer Reese, School Counselor

Meadowbrook and Smith Elementary Schools

SUBSTITUTE HANDBOOK

Welcome and thank you for helping the children and the staff of the Hillsdale Public School System.

The substitute hours at the Meadowbrook and Smith Schools are:

Full Day: 8:50am to 3:10pm

Half Day, Morning Session: 8:50am to 12:20pm, Afternoon Session: 1:05pm to 3:10pm

To begin your assignment, please report to the school's main office to sign in and receive your substitute ID badge and any other necessary items or instructions for your assignment. If you are a substitute Paraprofessional, ABA Therapist or Secretary, you will complete a time-sheet for your assigned substituting hours. An office secretary will assist you with completing the time-sheet.

Before heading to your classroom, please check the teacher's mailbox in the main office for any important information that may be in the mailbox. Once in your classroom, review the substitute lesson plans. In the case of a half day assignment, afternoon session, please report to your assigned classroom and meet with the regular classroom teacher to review the substitute plans. It is imperative that when substituting, you follow the exact lesson plans that the teacher has provided for their classes. Please do not create your own assignments. Please take special note of any duty responsibilities that the regular classroom teacher may have during the school day. Typical duties are lunch duty and bus duty. If you need assistance with an assigned duty, please contact the school's main office.

During homeroom (if part of the assignment), please take accurate attendance using the attendance form provided by the homeroom teacher. Send attendance results to the school's main office by 8:20am. Throughout the school day, please take attendance for each class period by cross referencing absent students on the daily absentee sheet (available in the main office). If a discrepancy should occur with a student who is not present in your classroom and not listed on the absentee sheet, please notify the office immediately.

During the school day, if you need to contact the school's main office while you are in your assigned classroom, please use the phone located in each class. Also, if you take the children outside, a walkie-talkie will be needed from the office, to maintain contact with the staff in the building.

Meadowbrook students are required to have a hall pass to travel to the bathroom, nurse, another classroom and or to the office. You, as the classroom teacher, are in charge of allowing students to leave the classroom. Permission must be granted by you and the student must sign the sign-out sheet. When the student returns to class, they are required to sign back in on the classroom sign out sheet; usually located by the classroom door.

If you have an emergency situation in your classroom and or a student/s is being disruptive or uncooperative, please contact the school's main office for assistance.

In the event of a fire drill and or school security drill, please refer to the procedures in the green pamphlet posted in each classroom. Please keep the red binder with you, along with the room key. A "Cheat Sheet" for all types of school drills will be available with the substitute ID badge. A more detailed version(green pamphlet) is located in each classroom.

At the conclusion of your substitute assignment, please return to the school's main office to return the ID badge and the completed Substitute Teacher Report and to sign out.

- ✓ As a substitute, you are reminded that confidentiality is of the utmost importance when working in a public school. If you do have a concern while working in the building, please discuss that concern with the building principal.
- ✓ Students are to keep cell phones in their backpacks while at school. Please contact the office if a student is using a cell phone in school.
- ✓ Please refrain from cell phone use while students are present.
- ✓ Smoking is not permitted school property.
- ✓ Never provide students with any type of medication, i.e. Tylenol, for a headache or for any other reason. The school nurse is the only staff member who is legally authorized to administer medication during the school day.
- ✓ Please remember to be respectful to students at all times. You are the professional. If there is a problem with a student/s, please contact the school's main office.
- ✓ Prior to leaving the school building during the school day on a free period you must let either the principal or assistant principal know in the school's main office.
- ✓ Thank you for substitute teaching!

Duties

When receiving the assignment, you will be given the following information:

- School and grade assignment
- Name of teacher for whom you are substituting
- Duty assignment, if applicable
- Arrival/Departure time

Please arrive early enough to become familiar with the lesson plans before the children arrive.

The substitute is expected to assume the role and responsibilities of the regular classroom teacher, and should be aware of the policies and procedures in this handbook.

If a substitute teacher is called in advance to cover a long-term absence of the regular teacher, he/she is requested to visit the school before the assignment begins in order to obtain the necessary materials and discuss specifics with the staff member.

Arrival at School

To begin your assignment, please report to the school's main office to sign in, receive your substitute ID badge and any other necessary items or instructions for your assignment.

Listen to the morning show announcements. If you are covering a homeroom, directions to play the show will be in the substitute folder.

Questions regarding the recording of attendance should be directed to the school secretary.

If you need any kind of assistance, ask the principal, assistant principal, or teacher in a nearby room.

In the Classroom

Familiarize yourself with the following information:

- Daily bell schedule
- Teacher's daily schedule
- Class rosters
- Seating chart
- Floor plan of building (location of bathrooms, art, music, gym, etc.)
- Fire Drill/Crisis Response procedures

In the event of a **lockdown**:

Classroom door should be locked. (remove or slide magnet to allow door to lock)

All lights should be turned off.

All windows should be shut.

Students should in the corner of the room out of sight.

Students should remain quiet.

Everyone is to remain in the room.

Only law enforcement is allowed to open the door.

If the fire alarm sounds remain in lockdown mode (do not leave classroom unless smoke/fire is visible).

If any information is unavailable, please contact the office immediately.

Before Leaving School

At the close of the day, the substitute teacher is to prepare the room for the following day and leave everything in order. Please leave a summary of each day's accomplishments, together with any suggestions or comments.

Substitute Folder

Substitute folders should include the following information:

- Teacher's name
- Room number(s)
- Class list
- Seating chart
- Schedule
- Health Issues - Check rosters for any students that may have medical concerns
(Nurse has detailed information)
- Fire Drill/Crisis Response procedures
- Special information regarding classroom procedures and resources

This folder is to be returned to the main office along with the ID badge.

Schedules (Meadowbrook)

The daily schedules for Meadowbrook School are listed below.

There are three different schedules we follow:

Full Day, Delayed Opening, and Early Dismissal.

Full Day Schedule Schedule "A"

Homeroom	8:50-9:00
Period 1	9:00-9:40
Period 2	9:40-10:20
Period 3	10:20-11:00
Period 4	11:00-11:40
Period 5	11:40-12:20
Lunch Gr. K-4	12:20-1:05
Period 6	1:10-1:50
Period 7	1:50-2:30
Period 8	2:30-3:10

1:00PM Early Dismissal – No Lunch Schedule "C"

Homeroom	8:50-9:00
Period 1	9:00-9:30
Period 2	9:30-10:00
Period 3	10:00-10:30
Period 4	10:30-11:00
Period 5	11:00-11:30
Period 6	11:30-12:00
Period 7	12:00-12:30
Period 8	12:30-1:00

Delayed Opening Schedule "B"

All 4th grade students buying lunch should go down at 12:20 and eat in classrooms

Pre-K AM	10:30-12:30
Pre-K PM	1:10-3:10

Period 1	10:30-11:00
Period 2	11:00-11:30
Period 3	11:30-12:00
Period 4	12:00-12:30
Lunch Gr. K-4	12:30-1:10 (K-1 eats at 12:30, 2&3 eats at 12:50)
Period 5	1:10-1:40
Period 6	1:40-2:10
Period 7	2:10-2:40
Period 8	2:40-3:10

Office Staff

- Mr. Christopher Bell, Principal
- Mrs. Karen O'Toole, Administrative Assistant
- Mrs. Erin Hampton, Administrative Assistant
- Ms. Melanie Fraiman-Siegel, School Nurse
- Mrs. Deanna Nelson-Defalco, School Counselor

Schedules (Smith)

The daily schedules for Smith School are listed below.

There are three different schedules we follow:

Full Day, Delayed Opening, and Early Dismissal.

Full Day Schedule Schedule "A"

Homeroom	8:50-9:00
Period 1	9:00-9:40
Period 2	9:40-10:20
Period 3	10:20-11:00
Period 4	11:00-11:40
Period 5	11:40-12:20
Lunch	K (11:45-12:30) Gr. 1-4 (12:20-1:05)
Period 6	1:10-1:50
Period 7	1:50-2:30
Period 8	2:30-3:10

1:00PM Early Dismissal – No Lunch Schedule "C"

Homeroom	8:50-9:00
Period 1	9:00-9:30
Period 2	9:30-10:00
Period 3	10:00-10:30
Period 4	10:30-11:00
Period 5	11:00-11:30
Period 6	11:30-12:00
Period 7	12:00-12:30
Period 8	12:30-1:00

Delayed Opening Schedule "B"

All 4th grade students buying lunch should go down at 12:20 and eat in classrooms

Pre-K AM	10:30-12:30
Pre-K PM	1:10-3:10
Period 1	10:30-11:00
Period 2	11:00-11:30
Period 3	11:30-12:00
Period 4	12:00-12:30
Lunch Gr. K-4	12:30-1:10
Period 5	1:10-1:40
Period 6	1:40-2:10
Period 7	2:10-2:40
Period 8	2:40-3:10

Office Staff

- Mrs. Angela Iskenderian, Principal
- Mrs. Pam Sileo, Administrative Assistant
- Mrs. Karen D'Ambrosio, Administrative Assistant
- Mrs. Rose Bauerle, School Nurse
- Mr. Allen Saslowsky, School Counselor



Ann Blanche Smith Elementary School
Meadowbrook Elementary School
George G. White Middle School

Substitute Paraprofessional Handbook

Updated 8/28/2017

CLASSROOM/PERSONAL

Paraprofessionals assigned to work directly with the respective teachers of the self-contained special education classes shall, under the direction of those teachers:

- Receive a substitute ID badge at the main office. Return your badge at the end of the school day. A “cheat sheet” for all types of school drills is located on the lanyard of your ID badge. Please review these before the start of your day.
- Complete a time-sheet for your assignment. An office secretary will assist you with completing the time-sheet if you have any questions.
- As a substitute, you are reminded that confidentiality is of the utmost importance when working in a public school. If you do have a concern while working in the building, please discuss that concern with the principal.
- Please remember to be respectful to students at all times. You are the professional. If there is a problem with a student/s please contact the school's main office.
- Do not leave the student(s) unattended.
- Make sure to find out specifics about your student(s).
- Ask if behavior varies in different classrooms or surroundings.
- Ask what academic expectations there are for the students.
- Do not talk to other paraprofessionals during the class session.
- Show patience with students.
- When in doubt, ask questions.
- Conduct reinforcement activities that do not require direct instruction.
- Assist students with personal tasks (e.g. tying shoelaces, buttoning coats, etc.) as appropriate.
- Assist students with organizational tasks (e.g. listing homework assignments), as appropriate.
- Perform pertinent non-instructional tasks requested by the teacher and approved as pertinent by the principal.
- Assist in the performance of in-class assignments and projects.
- Monitor behavior and encourage appropriate behavior that complies with school rules and procedures.
- Monitor students’ surrounding environment and interactions with other students in all settings, with a focus on highlighting safety.
- Monitor and assist students in maintaining interaction with other students in groups, learning centers, and other learning situations.
- Monitor small groups/individuals within the classroom as they perform independent work while the teacher instructs others.
- If you leave the school building for any reason, you must inform the principal.
- Students are not permitted to have cell phones in school. Please contact the office if a student is using a cell phone in school.
- Please refrain from cell phone use in classrooms or while students are present.

- Smoking is not permitted on school property.
- Never provide students with any type of medication, i.e. Tylenol for a headache or for any other reason. The school nurse is the only staff member who is legally authorized to administer medication during the school day.

CAFETERIA/RECESS

- Consult with a supervising teacher and/or administrator for situations beyond the scope of paraprofessional responsibility.
- Advise the Principal with respect to major infractions.
- Do not congregate in one area.
- Do not spend time talking to each other.
- Do not eat while supervising students at recess.