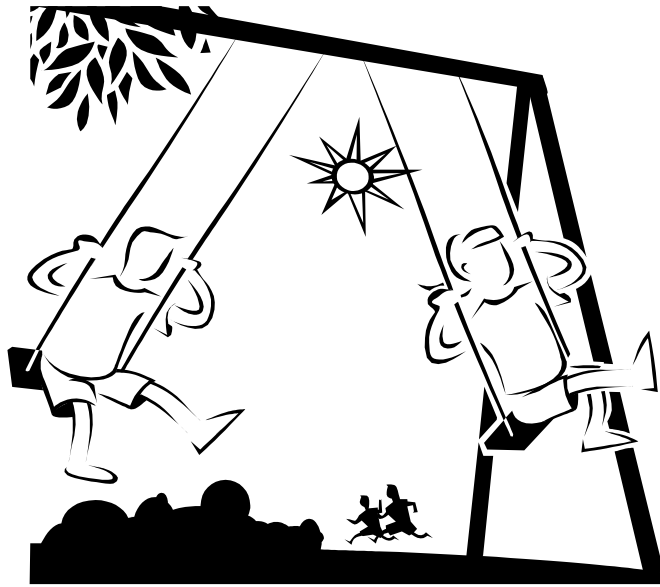


# SUBSTITUTE HANDBOOK



**Livingston Public Schools**

*“Empowering all to learn, create, contribute and grow.”*

**LIVINGSTON PUBLIC SCHOOLS**  
**Livingston, New Jersey**

**Substitute Handbook**

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## *Welcome to the Livingston Public Schools*

We are pleased that you have agreed to substitute for staff members when it becomes necessary for them to be absent. The value of effective substitutes cannot be overstated. Students spend an average of seven days out of every school year with various substitutes. During a child's entire school life, that equates to approximately 80 days (nearly half a school year).

As substitutes, you will be expected to provide for the safety and well-being of the students in your charge, to maintain the continuity of the instructional program, and to contribute to the operation of the various schools to which you may be assigned.

This handbook was created for the purpose of clarifying the responsibilities of substitutes during the assigned working day. Please read this handbook carefully and feel free to contact the Human Resources Department for further clarification.

Being a substitute can be fun and professionally rewarding. Only you can make it so - by being prepared for the work you have been assigned and by entering into it with know-how and zeal.

Good Luck!



James F. O'Neill  
Interim Superintendent



Susan Burman  
Manager of Human Resources

## ASSIGNMENT PROCEDURE

Substitute arrangements are handled through an automated service called **AESOP** (Automated Education Substitute **OP**erator). The service utilizes both the telephone and the Internet to assist you in locating available jobs in the school district. Once enrolled, you may proactively search the Internet for available jobs 24 hours a day, 7 days a week. You may also contact AESOP via phone. Alternatively, when a job has not been filled and the system must search for substitutes, it will begin systematically making phone calls. If you have not accepted a job on a given day, you may receive calls from AESOP between the hours of 5:30 a.m. to noon and 5:00 p.m. to 11:00 p.m. at your primary telephone number, which you will provide when you enroll with the service.

Once your application has been accepted, you have been approved by the Board of Education, and your fingerprints have been cleared by the State, you will be sent a letter with instructions on how to enroll with AESOP and how to navigate the system. You will also find detailed instructions on the web. We are confident that you will find the AESOP experience beneficial and enjoyable.

When you accept a job, and are **not familiar** with the building, please report to the school office **30 minutes** prior to the opening of school for students. If you have been to the building before, please report to the school office **15 minutes** prior to the opening of school for students. In the event you are called to substitute at or about the school starting time, you are expected to report as soon as possible after receiving the call.

If an emergency occurs on the way to school, please notify the school as soon as possible and indicate your anticipated arrival time.

## SCHOOL HOURS FOR STUDENTS

Elementary Schools (Grades K-5)	.....	8:05 a.m. - 2:40 p.m.
Mt. Pleasant Middle (Grade 6)	.....	8:35 a.m. - 3:23 p.m.
Heritage Middle (Grades 7-8)	.....	8:20 a.m. - 3:09 p.m.
High School (Grades 9-12)	.....	7:50 a.m. - 2:41 p.m.

When you arrive at the school, you are expected to sign in on the sheet provided in the school's front office. Should an emergency arise during the day, the school office will be able to contact you.

Please pay particular attention to the notes within AESOP as times and schedules may differ, particularly when you are accepting the assignment of an itinerant employee.

While we attempt to maintain the assignments as posted and accepted on AESOP, those assignments are not guaranteed. From time to time, it will be necessary for the

building principal or front office staff to alter your assignment. We appreciate your understanding in this regard.

To inhibit substitutes from switching assignments, if a substitute cancels an assignment within 24 hours of the commencement of the job, they will be precluded from accepting other assignments on the day of the canceled assignment. When this occurs, substitutes will see a warning message that will advise them of this fact and ask them to confirm their intent to cancel.

Substitutes are expected to remain in the school until after the students have been dismissed for the day. Elementary school substitutes may not leave the classroom until every child has been picked up. Always sign out in the school office before you leave each day. You may be asked to continue in the same assignment if the regular teacher is unable to return.

### **GUIDELINES FOR HALF-DAY ASSIGNMENTS**

Occasionally a teacher will need to take a half day off to tend to personal situations. Sometimes emergent illnesses occur. Whatever the circumstance, substitutes are often requested to work a partial day. The minimum for which a substitute will be paid is for one-half day. A half-day will consist of the following:

a) Elementary School (Gr. K-5):

8:05 a.m. - 11:20 a.m.  
11:30 a.m. - 2:40 p.m.

b) Mt. Pleasant (Gr. 6):

8:35 a.m. - 11:38 a.m.  
11:40 a.m. - 3:23 p.m.

c) Heritage Middle (Gr. 7-8):

8:20 a.m. - 11:29 a.m.  
11:32 a.m. - 3:90 p.m.

d) High School (Gr. 9-12):

7:50 a.m. - 11:43 a.m.  
10:53 a.m. - 2:41 p.m.

## DELAYED OPENINGS AND EARLY DISMISSALS

When schools are closed for any reason (i.e.; inclement weather, etc.) and you have a substitute assignment for the day, you will be notified by the substitute caller service (AESOP). Other means of accessing this information include:

- Website: <http://www.livingston.org>, which will be updated by 6:00 a.m. that morning.
- Radio Stations: WMTR, WOR, WINS, and NJ101.5 make announcements between 6:00 and 9:00 a.m.
- TV Stations: ABC, CBS, NBC, News 12, Fox 5, MY 9, Fios 1
- AESOP: [www.aesoponline.com](http://www.aesoponline.com)

Please do not call the radio station, police headquarters, or the individual schools.

If we experience inclement weather, and you have not been advised of a school closing by AESOP, we may have called for a delayed opening. In this case, AESOP does not provide a mechanism for notification of our substitutes. Therefore, please check the AESOP system ([www.aesoponline.com](http://www.aesoponline.com)) or district website for a web alert.

There is always a chance that what started out as a delayed opening could change into a snow day after the start of a normal school day due to the ever changing weather and traffic conditions. Therefore, you should always call AESOP at 1-800-942-3767 or check the AESOP web site prior to leaving for any assignment.

If you would like a call from the Livingston Public Schools, regardless of whether you are scheduled to substitute in the district on a given day or not, please e-mail Elaine Titunick at [etitunick@livingston.org](mailto:etitunick@livingston.org) and you will be added to our automated alert system which alerts you to all weather related events within the district.

School starting times for **delayed openings** are:

High School	9:50 a.m.
Heritage Middle School	10:20 a.m.
Mt. Pleasant Middle School	10:35 a.m.
Elementary Schools	10:05 a.m.

Please report at least **15 minutes** prior to the starting time.

**Early dismissal** times are as follows:

High School	12:06 p.m.
Heritage Middle School	12:45 p.m.
Mt. Pleasant Middle School	12:45 p.m.
Elementary Schools	12:15 p.m.

### **SALARY INFORMATION**

Substitutes are paid twice a month on the 15<sup>th</sup> and the last day of the month. Payment is made two weeks **after** the service is rendered.

Substitute teachers receive a daily rate of pay as follows:

\$100 per day

Retired Livingston School District teachers are paid at the rate of \$110.00 per day.

The rate of pay for a Substitute Nurse is \$200.00 per day.

### **PAYROLL PROCEDURES**

The AESOP caller system will track your days and time worked. You should, however, still sign in at each school office when you report to your assignment. Please be sure that the school office is aware of your presence in the building. It is not necessary for you to submit a record of your work; however, it is advised that you keep an accurate record to check against your payroll stub. A W-4 Form must be completed and filed at the time of acceptance as a substitute teacher.

If you are offered employment as a substitute, please download and complete this [Direct Deposit Form](#) and bring it with you to our appointment with the Human Resources Department.

All questions concerning days worked and payroll records are to be directed to the Payroll Department (ext. 8006).

## LONG-TERM ASSIGNMENTS

When a staff member is unable to perform his/her teaching duties on a long-term basis (21 consecutive days or more), a substitute is asked by the principal or supervisor to assume the position on a long-term basis in accordance with the provisions of N.J.S.A. 18A:16-1.1a, b, c, and d. and LBOE Policy #3125.2.

- Long-term substitutes holding a CE or CEAS **not in** the content area that they are teaching may serve for 40 days.
- Long-term substitutes holding a CE or CEAS **in** the content area that they are teaching may serve for 60 days.
- Long-term substitutes holding a Standard certificate **not in** the content area that they are teaching may serve for 40 days.
- Long-term substitutes holding a Standard certificate **in** the content area that they are teaching may serve for 60 days.

Long-term substitutes will be compensated at a daily rate that corresponds to the first step of the bachelor's guide (1/200) provided they are asked to serve more than 20 days in the same classroom.

Long-term substitutes **will not** be paid when schools are closed, nor will they be paid for days they need to take off for personal illness or other personal reasons.

## BUILDING DIRECTORY

### *Livingston Public Schools, Administrative Offices*

11 Foxcroft Drive  
Phone: 973-535-8000

Interim Superintendent:	James F. O'Neill	ext. 8011
Assistant Superintendent:	Lisa Capone Steiger	ext. 8032
Business Administrator:	Steven Robinson	ext. 8012
Manager of Human Resources:	Susan Burman	ext. 8028

### *Livingston High School (Grades 9-12)*

30 Robert Harp Drive  
Phone: 973-535-8000, ext. 8106

Principal: Mr. Mark Stern  
Secretary: Mrs. Robin Goldberg

Note: Teachers should report to the office by 7:35 a.m. and ask for the Main Office Secretary.

Parking: When you sign up for a substitute assignment at the high school, you should see the parking spot number in the comments section. Every teacher has assigned parking and you will take that teacher's spot.



Should the teacher fail to tell you the spot number, please call for this information before reporting (ext. 8102).

*Heritage Middle School (Grades 7-8)*

20 Foxcroft Drive

Phone: 973-535-8000, ext. 8091

Principal: Mr. Shawn Kelly  
Secretary: Ms. Christina Woytas

Note: Teachers should report to the office by 8:05 a.m. and ask for the First Secretary.

Parking: There is a parking lot located on the north (right) side of the school building directly across from the Board of Education offices. Enter the building from the main entrance and proceed to the office on your right.

*Mt. Pleasant Middle School (Grade 6)*

11 Broadlawn Drive

Phone: 973-535-8000, ext. 8070

Interim Principal: Mr. Andrew Espinoza  
Secretary: Mrs. Gina Covello

Note: Teachers should report to the office by 8:20 a.m. and ask for the First Secretary.

Parking: There is a parking lot directly in front and to the north (left) side of the school building. Enter the building from the main entrance and proceed to the office on your right.

*Burnet Hill School (Grades Pre-K-5)*

25 Byron Place

Phone: 973-535-8000, ext. 6920

Principal: Ms. Sara Bright  
Secretary: Ms. Iona Santa Cruz

Note: Teachers should report to the office by 7:50 a.m. and ask for the First Secretary.

Parking: There is a parking lot on the side of the school building. Enter the building from the main entrance and proceed to the office on your left.

*Collins School (Grades K-5)*

67 Martin Road

Phone: 973-535-8000, ext. 8120

Principal: Mr. Robert Accardi (Interim)

Secretary: Ms. Stefanie Lichtstein

Note: Teachers should report to the office by 7:50 a.m. and ask for the First Secretary.

Parking: There is a parking lot directly adjacent to the school building. Enter the building from the main entrance and proceed to the office on your right.

*Harrison School (Grades K-5)*

148 North Livingston Avenue

Phone: 973-535-8000, ext. 8111

Principal: Mrs. Cynthia Healy

Secretary: Mrs. Patricia Fernandez

Note: Teachers should report to the office by 7:50 a.m. and ask for the First Secretary.

Parking: There is a parking lot in the rear of the school that can be entered from Ashwood Drive. Enter the building from the main entrance and proceed to the office on your left.

*Hillside School (Grades K-5)*

98 Belmont Drive

Phone: 973-535-8000, ext. 8150

Principal: Mr. Carlos Gramata

Secretary: Ms. Gina Ioviero

Note: Teachers should report to the office by 7:50 a.m. and ask for the First Secretary.

Parking: There is a parking lot directly in front of the main office that can be entered from Belmont Drive. Enter the building from the main entrance and proceed to the office on your right.

*Mt. Pleasant Elementary School (Grades K-5)*  
11 Broadlawn Drive  
Phone: 973-535-8000, ext. 8140

Principal: Dr. Emily Sortino  
Secretary: Mrs. Gail Witt

Note: Teachers should report to the office by 7:50 a.m. and ask for the First Secretary.

Parking: There is a parking lot located adjacent to the front of Broadlawn Drive. Enter the building from the main entrance and proceed to the office on your left.

*Riker Hill School (Grades K-5)*  
31 Blackstone Drive  
Phone: 973-535-8000, ext. 8131

Principal: Ms. Debra Ostrowski  
Ms. Deborah Paoella

Note: Teachers should report to the office by 7:50 a.m. and ask for the First Secretary.

Parking: There is a parking lot located adjacent to the school building on Blackstone Drive. Enter the building from the main entrance and proceed to the office on your left.

Detailed maps and directions are available for each of the schools from the district website ([http://www.livingston.org/maps\\_and\\_directions](http://www.livingston.org/maps_and_directions)).

## EXPECTATIONS AND RESPONSIBILITIES

### ***A. Your Professional Performance***

Your initial employment in the district is based upon your professional preparation and desire to work in the Livingston Public Schools. Continued employment in the district is contingent upon your professional performance.

You are expected and encouraged to do the following:

- Be punctual in your arrival at school and at all assigned classes and duties.
- Be prepared to execute your assignment by implementing the instructional plans of the regular teacher and by using your own professional resources.
- Ask for assistance if needed, at any time, from another staff member or the office staff.
- Be receptive to suggestions made by administrative personnel to improve your performance.
- Cooperate with staff members in their efforts to create and maintain a positive educational environment in our schools.
- Dress appropriately and professionally for your assignment.
- Maintain ***confidentiality*** of all information relative to students, staff, and parents.
- Refer all concerns related to your substitute employment in the Livingston School District to members of the administrative staff.

### ***B. Starting the School Day***

All substitutes should enter the building through the front door and go to the main office to sign in. At that time, you will receive the key to the classroom and a badge/sticker, which you are expected to wear throughout the school day.

Upon your arrival at the assigned school, you may receive instructions relating to lesson plans, seating charts, attendance, lunch procedures, schedules, and special duties which you will be expected to assume.

Each classroom teacher typically prepares a folder for substitute teachers that makes note of special lesson plans, lists students who must report to other teachers for special instruction, identifies times when the classroom will be used for instruction by other teachers, and records other pertinent information including suggestions for making your day successful. Pay particular attention to emergency instructions in case of a fire, lockdown or evacuation drill. Ascertain if any child in the class has allergies.

This information should be in the substitute folder, but if it is not, contact the school nurse before classroom instruction begins.

Make an effort to arrive for your assignment early enough to allow sufficient time to familiarize yourself with school procedures and instructional information. You will be better able to direct your attention to the students if you have a good understanding of the routine procedures and the instructional format for the day.

Being prepared will expedite the completion of routine procedures and the beginning of instructional activities. Students will immediately recognize that you are in control of the situation and respect your intent to help them accomplish the day's assignments.

### ***C. Resources Available***

Substitutes will meet friendly, cooperative staff members who will give them a warm welcome and a helping hand. You are encouraged to become acquainted on a professional basis, to seek assistance when needed, and to consider yourself a member of the faculty with all the responsibilities and privileges of the regularly assigned staff.

All members of the teaching staff have been requested to facilitate the duties of substitute teachers by establishing guidelines for behavior with their students and by providing specific instructional plans and relevant information about classroom and school procedures.

### ***D. Substitute Teachers - Opening Exercises***

It is the responsibility of the homeroom teacher or elementary classroom teacher to conduct the flag salute and Pledge Of Allegiance in compliance with NJSA 18A:36-3, which requires the students in each school in the district on every day to salute the United States flag and to repeat the following Pledge of Allegiance to the flag:

“I pledge allegiance to the flag of the United States of America,  
and to the Republic for which it stands, one nation, under God,  
indivisible, with liberty and justice for all.”

The salute and Pledge of Allegiance shall be rendered with the right hand over the heart. Students who have expressed conscientious objections to the pledge or salute, or children of accredited representatives of foreign governments to which the United States government extends diplomatic immunity, shall not be required to participate.

### ***E. Substitute Teachers - Establishing Your Instruction Plan***

Follow the lesson plans left by the regular classroom teacher as closely as possible. If the regular classroom teacher requests that you use only the materials in the substitute folder, please adhere to this request.

You are encouraged to use your professional expertise to provide a beneficial instructional experience for students. Have some special teaching strategies and projects planned to be used when the situation merits a different approach.

The principal, assistant principal or content area supervisor will observe your professional performance and will be available to assist you with the instructional plan if needed.

### ***F. Emergency Procedures***

An emergency exit map is posted by the classroom door in each classroom. Read it carefully to ascertain the exit route for the class.

Emergency procedures are available in your substitute folder. Please familiarize yourself with the plans.

Orderliness is mandatory for student safety. Students have been well instructed about the procedures. Insist that they adhere to the rules.

**Take your attendance records with you as you exit. Attendance must be checked after exiting the building and upon return to the classroom.**

### ***G. Preparation Periods***

Preparation periods are indicated in the teacher's schedule. In the elementary schools, preparation periods are those periods when students are being instructed by art, music, physical education, media and world language teachers.

Students in the elementary schools must be escorted to and from lunch and special classes. Be certain your class arrives on time and you are prompt to accompany them back to the classroom.

**Although at times you will follow the teacher's exact schedule, it may be necessary for the building principal or front office staff to assign you to another area/assignment during a prep period.**

### ***H. Medical Procedures***

Any student who becomes ill or suffers a minor injury while under your supervision is to be sent to the school nurse.

If an emergency medical situation occurs such as a serious illness or injury, remain with the student and send for the nurse and the principal.

Substitute teachers are required to complete a Student Accident Report with the school nurse when an injury is sustained by a student under their supervision. This form is available in the school health office.

Students are not to be sent home unless parents are notified. The school nurse or main office will handle the necessary contacts.

Persons employed by the Livingston Public Schools who sustain an injury in the course of employment are entitled to use the services of the school's physician and are

required to complete the Workers' Compensation Employee Accident Report. This form is available from the school nurse.

School nurses are assigned to all schools on a full-time basis.

### ***I. Care of Materials***

Substitute teachers are requested to take care of instructional materials and equipment. Please monitor the use of paper, pencils, and other teaching supplies.

### ***J. Student Records***

Student records are **private and confidential** and are to be secured at all times.

### ***K. Security of Personal Property***

It is highly recommended that you secure your personal belongings. Although the incidence of theft is minimal, there is always the possibility that it can occur and cause inconvenience and distress.

The Livingston Public School District is not responsible for personal losses.

### ***L. Keys***

Classroom keys, when appropriate, will be given to you upon your arrival. Please lock classroom doors whenever you leave the room. Return the keys to the office at the end of the school day. No one is allowed to take school keys home overnight.

### ***M. Entering and Leaving the Building***

All substitutes should enter the building through the front door and go to the main office to sign in. At that time, you will receive the key to the classroom and a badge/sticker, which you are expected to wear throughout the school day.

You are requested to obtain permission from the principal if it is necessary for you to leave the building any time during the day other than the lunch period or the end of the school day.

### ***N. Guidelines for Good Discipline***

A firm, consistently-positive manner combined with a well-planned instructional program will help to create a good classroom environment and establish rapport with the students.

Some basic rules to establish a good relationship with students and to minimize disciplinary problems are:

- Use intelligence, patience, and understanding when dealing with the diverse personalities of students.

- Assert your authority with dignity and deliberate judgment without creating situations that might lead to a challenge of your authority.
- Demonstrate a genuine interest in the students. Recognize students who may be potential disciplinary problems and encourage them to have self-control by giving them special attention and classroom responsibilities.
- Discipline only the misbehaving student, never the entire class. In cases of student misconduct, when ordinary disciplinary methods prove to be ineffectual, please contact the front office to request assistance. This will negate the need for you to have a personal confrontation with a student.
- Guard against making remarks that would discredit students in front of peers.
- **Never leave a class unsupervised.** If you must leave the classroom, notify the office and arrangements will be made to supervise your class.
- Permit only one student at a time to leave the classroom for rest room or messenger purposes. (For safety, kindergarten and first graders usually are sent on errands in pairs.)
- Pace your instruction in order to keep students interested and involved.
- Do not allow students to stand unsupervised outside of the classroom. You are legally responsible for the safety of your students at all times.
- Maintain your sense of humor.
- Attention and focus should be on the duties that have been assigned to you by the school. Refrain from internet or computer usage or other activities of a personal nature while on duty as a substitute.

#### ***O. District Discipline Policies***

In accordance with the revised New Jersey Statutes, 18A:19-1, all forms of corporal punishment are prohibited. Please refer to the District Code of Conduct (Policy #5600) which can be found in the Policies section of the website at <http://www.livingston.org/policies>.

If you feel a student has violated the District's Code of Conduct, you must contact the front office, who will promptly and appropriately address the situation.

All students are entitled to lunch and may not be deprived of same as punishment.

#### ***P. Dismissal Procedures***

Each elementary school has a dismissal procedure. Please familiarize yourself with it upon arrival to the school. Escort students to proper exits, as required by the



individual schools. Do not leave the building until every child from your classroom has been picked up.

Complete prepared forms or make written comments for the regular classroom teacher noting lessons accomplished, student conduct, and other pertinent information. Leave all manuals, plan books, seating charts, and other instructional materials in the proper place. You may also leave messages on AESOP.

Please leave the room in good order and lock it at the end of the day.

### ***Q. Preferred Schools***

Substitutes have the ability to select schools where they would like to be a substitute as well as those where they would prefer not to be a substitute. Those settings are within AESOP.

### ***R. Preferred Substitutes***

School personnel have the ability to select substitutes they prefer to have in their classroom/building and they also have the ability to determine those substitutes they would prefer not to have in their classroom/building.

Please be aware that if multiple schools have determined not to have a particular substitute in their building, that may impact a substitute's ability to obtain assignments and eligibility for renewal.

Substitutes may not work in buildings where their children attend school in accordance with LBOE Policy #3214.

### ***S. Reappointment***

**There is no guarantee of reappointment as a substitute from year to year.** Providing your performance has met or exceeded our expectations, you will be eligible for reappointment. If your performance does not meet our expectations, at any point during a school year, your services can be terminated.

If your status changes and you no longer wish to remain on our substitute roster, please contact Human Resources so we can deactivate you.

### ***T. Internet/E-mail Usage***

Computers in the classroom are not for personal use (i.e., internet or e-mail). Computers may only be utilized for the purposes of classroom instruction.