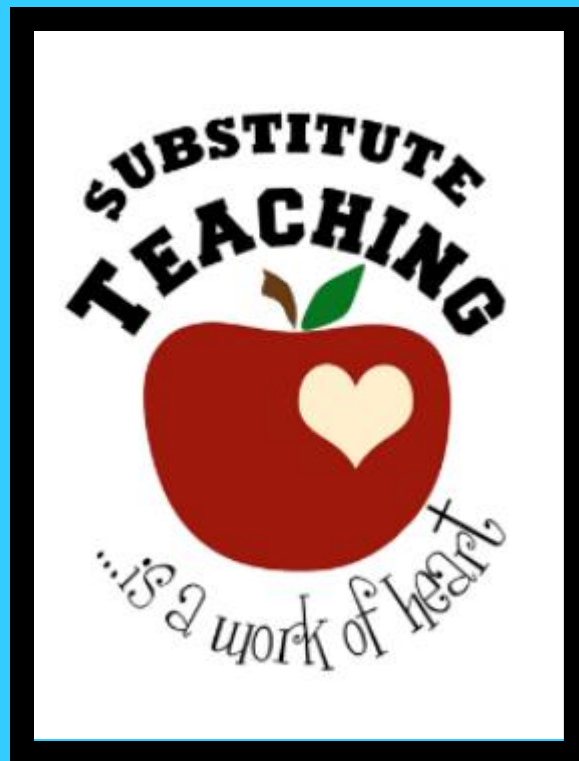


# **PALMYRA SCHOOL DISTRICT**



**2023-2024**

**SUBSTITUTE HANDBOOK**

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# PALMYRA SCHOOL DISTRICT ADMINISTRATION

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## Central Administration

Mr. Mark Pease  
Mr. Jared Toscano

301 Delaware Ave (mailing address)  
30 W. Broad Street (physical address – Community Center)  
Interim Superintendent  
Business Administrator

## Palmyra High School

Ms. Lisa Sabo  
Mr. William Devlin

311 W. Fifth Street  
Principal  
Assistant Principal

## Palmyra Middle School

Mr. Ken Holloway

311 W. Fifth Street  
Principal

## Charles Street School

Ms. Octavia Lee

100 W. Charles Street  
Principal

## Delaware Avenue Preschool

Ms. Lianne Kane

301 Delaware Avenue  
Principal



You are not required to report when the schools are closed. Parents/Guardians are notified by an automated calling system. Our website, [www.palmyraschools.com](http://www.palmyraschools.com), will feature school closings (for weather or other adverse conditions) prominently on the first page.

## HOW TO BECOME A SUBSTITUTE TEACHER

If you already have a valid New Jersey Teaching or Substitute Certificate, you will have to complete a district employment packet and be Board approved.

**If you do not have a substitute certificate,**  
you can apply through the New Jersey Department of Education:

- Substitute Application ONLINE:  
<https://www.nj.gov/education/certification/substitutes/>
- Criminal History Background Check ONLINE:  
<https://nj.gov/education/crimhist/>

In addition, you must complete a District Employment Packet\* and be approved by the Board of Education.

Palmyra School District uses Aesop (Frontline) for substitute scheduling.

\* For a District Employment Packet, please contact Patricia Holt, Administrative Assistant, at 856-786-9300 x1013 or [pholt@palmyra.k12.nj.us](mailto:pholt@palmyra.k12.nj.us)



The Palmyra Board of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status or disability pursuant to N.J.A.C. 6A:7-1.1.

**TITLE:                   SUBSTITUTE TEACHER**

**QUALIFICATIONS:**

1. Valid New Jersey Substitute Teacher Instructional Certificate.
2. Ability to maintain a positive learning environment.
3. Strong interpersonal and communication skills.
4. Ability to follow lesson plans, left by the permanent teacher.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**REPORTS TO:**           Principal

**SUPERVISES:**           Pupils, and when assigned, a classroom aide

**JOB GOAL:**

1. To manage a classroom in the absence of the regular teacher.
2. To deliver lesson presentations in a way that is age-appropriate for the class.

**PERFORMANCE RESPONSIBILITIES:**

Duties Upon Arrival

1. Reports to office upon arrival at school.
2. Checks for messages or materials requiring immediate attention.
3. Requests clarification of school rules and procedures, if necessary.
4. Arrives in the classroom on schedule to greet students and remains in the assigned classroom so that students are effectively supervised.

Implements lesson plans and classroom learning activities

1. Maintains discipline and classroom control in order to promote active learning in the classroom while teaching the outlined lesson and implementing the lesson plan(s).
2. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
3. Delivers lesson presentations in a way that is age-appropriate for the class and meets the individual needs, interests and ability levels of all pupils.
4. Budgets class time effectively.

Student well-being

1. Ensures the adequate supervision to assure health, welfare, and safety of all students.
2. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
3. Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as reasonably possible.
4. Follows the schedule during the school day and remains in the assigned classroom until all students have been dismissed for the day.
5. Follows all policies, rules and procedures established for regular teachers and which good teaching practice dictates.

6. Completes evaluation report form at the end of the day and checks out with authorized personnel prior to leaving at the end of the day.
5. Determines if his/her services will be required for the next school day, following the district protocol for making substitute teacher assignments.

Professional responsibilities and record-keeping

1. Maintains and respects the confidentiality of student and school personnel information.
2. Cooperates with other professional staff members.
3. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
4. Collects and places students' papers in an appropriate location.
5. Returns instructional materials, equipment and keys to proper place.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Models non-discriminatory practices in all areas.
3. Performs other duties within the scope of his/her employment and certification as may be assigned.

**TERMS OF**

**EMPLOYMENT:** Daily salary to be determined by the Board of Education.

**ANNUAL EVALUATION** Performance of this job will be evaluated in accordance with New Jersey State law and the provisions of the board's policy on evaluation of substitute teachers.

Approved by: Palmyra Board of Education

Date: November 13, 2012

Revised: June 10, 2020

**LEGAL REFERENCES:**

<u>N.J.S.A. 7F</u>	<u>Comprehensive Educational Improvement and Financing Act</u>
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:25-4</u>	School register; keeping
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<u>See particularly:</u>	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
<u>See particularly:</u>	
<u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-10.1</u>	<u>Preschool through grade three certification requirements</u>
<u>N.J.A.C. 6A:9B-10.11</u>	Elementary school with subject matter specialization
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders

<u>N.J.A.C. 6A:10</u>	Educator effectiveness
<u>See particularly:</u>	
<u>N.J.A.C. 6A:10-2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-4.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:32</u>	School district operations
<u>See particularly:</u>	
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 6A:32-8</u>	Attendance and pupil accounting

8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986,

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

# WELCOME!

You are undertaking a vital role as a substitute teacher and the entire staff of the Palmyra School District supports your efforts. You are an integral part of our educational team and because of this, you will be assuming the same responsibilities as the regular members of the faculty.

The information contained in this booklet will assist you in performing your duty as a substitute teacher. The entire staff at Palmyra will always be available to help make your assignment a pleasant experience.

**Thank you and WELCOME to the Palmyra School District.**

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Upon arrival at your assigned school, please check in at the main office.  
**BE SURE TO SIGN IN AND OBTAIN A SECURITY BADGE.**



The main office will provide you with information concerning classroom schedules, extra duties and procedures to be followed in case of an emergency. When the class arrives, introduce yourself, write your name on the board and smile.....your day has begun!



## BE THE BEST YOU CAN BE!

1. Be available – Schools like dependable substitutes. When you are called, be willing to work. This is particularly important and appreciated around holidays and mid-winter when absences run high.
2. Be on time – Arrive early and wear your watch. Check it against the office clock to assure that you will be following the school schedule.
3. Follow the lesson plans – You will receive either the teacher’s regular plans for the day or an emergency plan. Read the plans thoroughly and do your best to follow them. You should certainly have additional instructional resources, but your first responsibility is to complete the given plans.
4. Perform the teacher’s duties – Be sure to find out if the teacher has other duties that you are expected to fulfill, such as, bus or cafeteria duty. Your assistance in such duties is needed. Never leave your students unsupervised or allow them to leave your supervision without a pass or administrative approval.
5. Get to know the faculty – Be friendly to the faculty and staff, smile and say hello. Join the conversations in the faculty lounge. Other staff members can be a big help to you as a substitute. They can give you tips for being successful in the school. Once other teachers see how interested and effective you are, they are likely to request you as a substitute when they are absent.
6. Leave good notes – A *Report Master* will be given to you by the secretary when you arrive to your assigned school. A copy of the *Report Master* is included in this booklet for you to familiarize yourself with. The original *Report Master* consists of a three page carbon form: the white copy goes to the principal; the yellow copy goes to the teacher you are subbing for; and the pink copy is for you, the substitute teacher.
7. Reporting problems - The telephone system may be used for contacting the main office when there is a classroom problem. Instructions will be in the teacher’s substitute folder. Please familiarize yourself with these in case a situation should arise in your classroom.

Parents need to be kept informed when their child’s classroom behavior is inappropriate, therefore, you should refer all major problems to the appropriate building administrator.

Secure a discipline referral form from the Main Office, complete the form in detail indicating the problem and return the form to the Main Office. The administration is authorized to take action according to the discipline code when a student has exhibited inappropriate behavior.

Teachers need to be kept apprised of any problems with either lessons or students. Inform the regular teacher by leaving detailed information on the *Report Master*. If the administration needs more information from you, they will contact you.



**DELAWARE AVENUE PRESCHOOL**

3- and 4-year-old classes

Regular Session

Early Dismissal

8:30 am – 2:30 pm

8:30 am – 12:45 pm

**CHARLES STREET SCHOOL**

Grades K-5

Regular Session

Early Dismissal

8:15 am – 2:30 pm

8:15 a.m. – 12:45 p.m.

**PALMYRA MIDDLE SCHOOL**

Grades 6-8

Regular Session

Early Dismissal

7:50 a.m. – 2:19 p.m.

7:50 am – 12:13 pm

**PALMYRA HIGH SCHOOL**

Grades 9-12

Regular Session

Early Dismissal

7:50 am – 2:19 pm

7:50 am – 12:13 pm

**\*\*NOTE:** Substitute teachers are expected to arrive 25 minutes prior to the start of classes in order to prepare themselves for their assignment.

## **THE SUBSTITUTE CHECKLIST:**

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### **In the morning:**

- Sign in and get a security badge at the main office of the school in which you are working.
- Check teacher's mailbox, attendance folder, etc.
- Get substitute folder (plans), schedules, report master, map of school, etc.
- Secure teacher's class rolls/grade book (please leave at school at the end of the day).
- Write your name and the day's date on the board.
- Write a brief version of the day's lesson plans.
- Record attendance and do a head count (at no time should students take the attendance for you). Report any missing students to the main office.
- Do not leave personal belongings unattended. Keep your handbag, etc. with you at all times unless you make arrangements with another staff member.

### **In the afternoon:**

- Check over notes on student's work, behavior and lesson plans.
- Ask students to help you leave the room in an orderly fashion.
- Return the substitute folder to the main office at the end of the day.
- Close windows, turn out lights.
- Make sure that if you have the teacher's grade book that you leave it at the main office of the school or teacher's mailbox.
- Return security badge and sign out for the day at the main office.

## **SUGGESTIONS FOR A SMOOTH DAY:**

- Use a pleasant, but firm approach to quickly establish a rapport with students.
- Adhere to the established classroom routine. Please take attendance during homeroom and each class period.
- Uphold school rules and regulations. Briefly review the seating chart to focus on the location of students to serve as anchors for name association.
- Be patient, fair and consistent recognizing the importance of every child.
- Follow the designated lesson plans, this will be your source of information regarding your teaching methods. Organize your materials before the day begins. If films are scheduled, check the procedure and set up as soon as possible.
- Do not release a student from school. All early dismissals must be through the main office (principal/assistant principal) or the school nurse.
- Be cautious about administering punishments and at no time should you physically touch a student. If you need help handling a discipline problem, consult the Assistant Principal/Principal.
- Use the seating chart and you will have better control over the classroom.
- At no time should substitutes be collecting money from students. If a teacher is absent and collecting money for a trip, a science project, etc., the student should be instructed to bring in the money the next school day or take the money to the main office.

**And remember:**

**NEVER LEAVE STUDENTS  
UNATTENDED IN A CLASSROOM**



## **DRESS CODE FOR SUBSTITUTES:**

- CLASSROOM TEACHER  
Business/professional attire and footwear required.  
(No jeans, overalls, sneakers, sweats, etc. at any time.)
  
- PHYSICAL EDUCATION DEPARTMENT  
Comfortable clothing and shoes (school appropriate)  
Examples: Athletic Attire, Sneakers



The Superintendent, Building Principal and Assistant Principal have the discretion to allow alteration of the dress code for special activities and/or events.

## **SUBSTITUTE TEACHER ILLNESS**

If a substitute teacher becomes ill after he or she has accepted a position, it is the responsibility of the assigned substitute to contact the school office as soon as possible. If he/she is unable to speak to a secretary, please leave a detailed message.

If a substitute teacher becomes ill or hurt at school, he or she should immediately go the main office. In the event the teacher is unable to leave the classroom, he/she should send a student to the office or notify the office on the classroom phone.

## **ACCIDENT AND ILLNESS PROCEDURES FOR STUDENTS**

If a minor accident (cuts, scratches, bruises, etc.) occur, the substitute teacher should send the student to the nurse's office with a hall pass. If the accident is of a serious nature and the student can't be moved, the substitute should immediately notify the main office. Always remember: remain calm, reassure the student, keep the student comfortable, keep area clear, move chairs, desks away and **DO NOT** move the student until the nurse arrives.

## **FIRE DRILLS**

In case of a fire drill or alarm, escort students to the proper exit (posted in the classroom) to the designated location outside in an orderly fashion. Under no circumstances do you second guess the alarm (unless told so by administration). Take attendance to make sure all students are present and display the appropriate color card (see building administrator for a detailed explanation of the process). All classes are to remain outside until an official (administrator, fire chief, etc.) gives the signal to return inside the building.

## **HALL PASSES**

Minimize the issuance of hall passes. At no time should a student be in the hallways without one. Use of a sign out/in sheet is also required.

# CLASSROOM MANAGEMENT

Class management can sometimes be a problem for a substitute teacher. Listed below are a few suggestions that will help you to establish good classroom management, provide a productive learning environment, establish respect between teacher and students, and at the same time produce a workable relationship.

1. **Good behavior:** You should always anticipate good behavior from your students. A positive attitude and approach when dealing with children generally causes them to respond in a positive manner.
2. **Be fair and consistent:** Having control of your class will depend largely upon you. This control will be developed with success by maintaining fairness and consistency.
3. **Recognize the importance of every child:** Treat people the same way you want to be treated. Frustration is a prime cause of poor conduct but can be avoided with correct supervision and awareness, not ridicule and sarcasm.
4. **Be positive:** A positive attitude from you will usually carry over and work well particularly when you give praise at the appropriate time.
5. **Give responsibilities:** Giving children responsibilities according to their level of understanding and age group helps them build confidence in themselves and creates a sense of belonging which may help reduce disciplinary problems.
6. **A real problem:** Sometimes, regardless as to the amount of effort you place on attempting to avoid a problem, you may still encounter a definite discipline problem in the classroom. If that is the situation, contact the main office and indicate what the problem is and someone will direct you as to what action to take. **DO NOT ARGUE WITH OR TOUCH THE STUDENT.**
7. **Leaving the classroom unattended:** NEVER leave students unattended. Call the main office by using the intercom or phone system in the classroom. Someone from the office will give you assistance.



## **SUBSTITUTE PAY PROCESS:**

Applicants for substitute teaching positions must hold a valid New Jersey teacher's certificate or a county approved substitute certificate. Employment of a substitute teacher shall be in accordance with Board of Education Policy and Regulation.

Substitute teachers shall be paid at the rates set by the Palmyra Board of Education.

2022-2023 Substitute Rates:

Long Term Substitutes – Contracted/No Benefits

\$105.00 (with New Jersey substitute certificate)

\$120.00 (with New Jersey teaching certificate)

## **PAYCHECKS:**

Before you can receive your paycheck you must have completed W-4 and NJ-W4 forms.

Paydays are on the 15<sup>th</sup> and on the last day of every month. If a payday falls on a Saturday or Sunday, payment will be distributed the previous Friday.

Because of payroll procedures and cutoff dates, your payment may not reflect the correct number of days you substituted with a given pay period. The days you substituted after the cutoff date will be included in the following pay period.

Payment is by direct deposit into a checking or savings account at the bank of your choice. You can access the Payroll Portal at: <https://pr.palmyraschools.com/Login.aspx> to view/print your paystubs and W2s.

All substitutes are required to complete daily time sheets each time they are working in the school district.



**The Main Office of each building can provide you with the Bell Schedule for that building.**

## **SCHOOL CALENDAR**

**The District Calendar is available on our website**

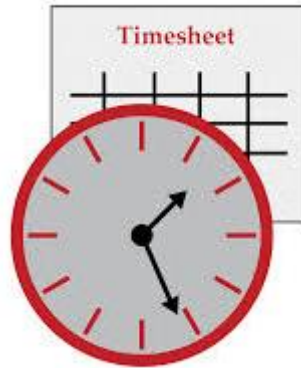
**<https://www.palmyraschools.com/o/palmyra/browse/94146>**



**In addition, the calendar in AESOP/FRONTLINE, our substitute management system, is kept updated so you will not receive calls for days that our schools are not open.**



# TIME SHEETS



**The Palmyra School District  
uses Web Based Time Sheets  
for tracking substitute teaching hours.**

**There are instructions available on our website  
on the Business Office page:**

<https://www.palmyraschools.com/o/palmyra/page/business-office>

Questions can be directed to:  
Nayda Rivera, Payroll & Benefits

[nrivera@palmyra.k12.nj.us](mailto:nrivera@palmyra.k12.nj.us)

856-786-9300 x1010

**2023-2024**  
**PALMYRA BOARD OF EDUCATION**  
**TIME SHEET - PAY SCHEDULE**

PAYROLL PERIOD	TIME SHEETS DUE	PAY DATE	EXTRA PAY
June 16 - Jun 30	July 5	July 14, 2022	
July 1 - July 15	July 17	July 31, 2022	
July 17 - July 30	Aug 1	August 15, 2022	
July 31 - Aug 15	Aug 16	August 31, 2022	
Aug 16 - Aug 30	Sept 5	September 15, 2022	
Aug 31 - Sept 15	Sept 16	September 30, 2022	
Sept 16 - Sept 30	Oct 3	October 13, 2022	
Oct 1 - Oct 15	Oct 17	October 31, 2022	
Oct 16 - Oct 30	Nov 2	November 15, 2022	
Oct 31 - Nov 15	Nov 17	November 30, 2022	
Nov 16 - Nov 30	Dec 4	December 15, 2022	1st Half Extra-Curricular /Fall Athletics
Dec 1 - Dec 15	Dec 18	December 22, 2022	
Dec 16 - Dec 30	Jan 3	January 12, 2023	
Dec 31 - Jan 15	Jan 17	January 31, 2023	
Jan 16 - Jan 30	Feb 2	February 15, 2023	
Jan 31 - Feb 15	Feb 20	February 29, 2023	
Feb 16 - Feb 28	Mar 4	March 15, 2023	
Mar 1 - Mar 15	Mar 19	March 28, 2023	Winter Athletics
Mar 16 - Mar 30	Apr 8	April 15, 2024	
Mar 31- Apr 15	Apr 16	April 30, 2023	EXTRA PAY FROM PREVIOUS PAYROLL 3/16 - 4/15
Apr 16 - Apr 30	May 2	May 15, 2023	
May 1 - May 15	May 17	May 31, 2023	
May 16 - May 30	June 4	June 14, 2023	2nd Half Extra-Curricular/Spring Athletics
May 31 - Jun 15	June 17	June 21, 2023	Subject to change - Last day for Teachers
Jun 16 - June 30	July 1	July 15, 2023	Perfect Attendance, retiree sick payouts

**ANY EXTRA PAY ENTERED AFTER THE DEADLINE WILL BE PAID ON THE FOLLOWING PAYROLL DATE**

PLEASE SUBMIT EXTRA PATAACCORDING TO SCHEDULE.

# REPORT MASTER

## DAILY REPORT FORM FOR SUBSTITUTE TEACHERS

SCHOOL SYSTEM _____	SCHOOL BUILDING _____	PRINCIPAL _____
SUBSTITUTE TEACHER _____		REGULAR TEACHER _____
DATE OF SERVICE _____		CLASS OR GRADE _____
TIME OF SERVICE _____	A.M. - _____	P.M. _____
SUBJECT _____		

	RECORD OF INSTRUCTION	NOTES ON PUPIL PERFORMANCE
Room _____ Period _____ CLASS		
Room _____ Period _____ CLASS		
Room _____ Period _____ CLASS		
Room _____ Period _____ CLASS		
Room _____ Period _____ CLASS		
Room _____ Period _____ CLASS		
Room _____ Period _____ CLASS		

<b>MEMORANDA</b>

WHITE — PRINCIPAL'S COPY     
 CANARY — REGULAR TEACHER'S COPY     
 PINK — SUBSTITUTE TEACHER'S COPY



# PALMYRA BOROUGH SCHOOL DISTRICT

