

**2019 - 2020**  
**RAMAPO INDIAN HILLS REGIONAL**  
**HIGH SCHOOL DISTRICT**



**SUBSTITUTE TEACHER**  
**HANDBOOK**

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## **TABLE OF CONTENTS**

<b>FOREWORD</b>	<b>2</b>
<b>PHONE NUMBERS</b>	<b>2</b>
<b>BELL SCHEDULE</b>	<b>3</b>
<b>2019 – 2020 SCHOOL CALENDAR</b>	<b>4</b>
<b>AESOP</b>	<b>5</b>
<b>SUBSTITUTE REPORT FORM</b>	<b>6</b>
<b>GENERAL PROFESSIONAL RESPONSIBILITIES OF SUBSTITUTE TEACHERS</b>	<b>7</b>
<b>SPECIFIC DUTIES FOR SUBSTITUTE TEACHERS</b>	<b>8</b>
<b>TIPS FOR SUBSTITUTE TEACHERS</b>	<b>9</b>
<b>IMPORTANT REMINDERS FOR SUBSTITUTE TEACHERS</b>	<b>10</b>
<b>PARKING</b>	<b>11</b>
<b>TIMESHEETS</b>	<b>11</b>
<b>WORKERS COMPENSATION</b>	<b>12</b>
<b>MANDATORY TRAININGS</b>	<b>12</b>
<b>SNOWDAYS</b>	<b>13</b>
<b>INDIAN HILLS BLUE ROOM PASS / RAMAPO GREEN ROOM PASS</b>	<b>13</b>
<b>STUDY HALL SUPERVISION</b>	<b>13</b>
<b>SENIOR COMMONS SUPERVISION</b>	<b>14</b>
<b>CAFETERIA SUPERVISION</b>	<b>14</b>
<b>HALL SUPERVISION</b>	<b>14</b>
<b>IN SCHOOL SUSPENSION</b>	<b>15</b>
<b>SCHOOL SAFETY &amp; SECURITY PROCEDURES</b>	<b>15</b>
<b>ACCIDENT/MEDICAL EMERGENCY PROCEDURES</b>	<b>16</b>
<b>FREQUENTLY ASKED QUESTIONS</b>	<b>16</b>
<b>REFERRAL FORM</b>	<b>18</b>
<b>SUBSTITUTE INCIDENT FORM</b>	<b>19</b>

## **FOREWORD**

Congratulations on your appointment as a Ramapo Indian Hills Regional High School District substitute teacher. Substitute teachers play an important role in our instructional program and are essential to preserving, in an absence of the regular classroom teacher, the highest quality of educational experience for our students. Please take the time to review the material in this handbook. Although, the building layout of both Ramapo and Indian Hills differ, we hope that this information will help you have a wonderful substituting experience. Please consult an administrator if you have any questions regarding the information enclosed in this handbook.

## **PHONE NUMBERS**

### **DISTRICT ADMINISTRATORS**

Beverly MacKay, Superintendent of Schools	Ext. 3801
Frank Ceurvels, Business Administrator	Ext. 3803
Dan Sutherland, Director of Curr., Instr., & Articulation	Ext. 3818
Michael Marano, Director of Student Personnel Services	Ext. 3827

### **INDIAN HILLS BUILDING ADMINISTRATORS**

Dr. Gregory Vacca, Principal	Ext. 3320
Daniel Guido, Asst. Principal	Ext. 3322
Matthew Bushta, Asst. Principal	Ext. 3321
Lorenzo Baratta, Athletic Dir.	Ext. 3350

### **RAMAPO BUILDING ADMINISTRATORS**

Travis Smith, Principal	Ext. 2220
L. Michael Mancino, Asst. Princ.	Ext. 2221
Claudia Dargento, Asst. Princ.	Ext. 2222
Ron Anello, Athletic Dir.	Ext. 2250

### **INDIAN HILLS OFFICE & SUPPORT STAFF**

Corrine Jasinski, Receptionist	
Admin. Asst	Ext. 3300
Jeannette Lynch, Admin. Asst.	Ext. 3325
Cathy Pezzuti, Admin. Asst.	Ext. 3326
Cheryl Kakascik, Attendance	
Admin. Asst.	Ext. 3328
Jill Sweeney, Admin. Asst.	
to Principal	Ext. 3324
Lisa Wasserman, Nurse	Ext. 3375
Donna Garbaccio, Nurse	Ext. 3371
Security Desk	Ext. 8001

### **RAMAPO OFFICE & SUPPORT STAFF**

Sandra Sedlak, Receptionist	
Admin. Asst.	Ext. 2200
Kristen Peterson, Admin. Asst.	Ext. 2225
Jennifer Mola, Admin. Asst.	Ext. 2276
Virginia Labinski, Attendance	
Admin. Asst.	Ext. 2223
Maureen Lambrix, Admin. Asst.	
to Principal	Ext. 2224
Kimberly Sikora, Nurse	Ext. 2275
Tereena Elias, Nurse	Ext. 2271
Security Desk	Ext. 4100

### **INDIAN HILLS SUBJECT SUPERVISORS**

Karen Davidson, English	Ext. 3352
Amanda Zielenkiewicz,	
Math & Business	Ext. 3355
Rich Burton, PE, Health & Art	Ext. 3357
Erika McGavin, World Language /	
Family & Consumer Science	Ext. 3353
Keeley Leggour, Social Studies	Ext. 3359
Angela Manzi, Science	Ext. 3358

### **RAMAPO SUBJECT SUPERVISORS**

Nancy Blomquist, English	Ext. 2252
Michael Kaplan,	
Math & Business	Ext. 2255
Rich Burton, PE, Health & Art	Ext. 2257
Michele Thomas, World Language /	
Family & Consumer Science	Ext. 2253
Joseph Del Buono, Social Studies	Ext. 2259
Lisa Martone, Science	Ext. 2258

## **BELL SCHEDULE**



### **REGULAR BELL SCHEDULE**

<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Duration</b>
Period 1 & Homeroom	7:35	8:23	48 Min.
Period 2	8:27	9:10	43 Min.
Period 3	9:14	9:57	43 Min.
Period 4	10:01	10:44	43 Min.
Period 5	10:48	11:31	43 Min.
Period 6	11:35	12:18	43 Min.
Period 7	12:22	1:05	43 Min.
Period 8	1:09	1:52	43 Min.
Period 9	1:56	2:39	43 Min.

### **MINIMUM DAY BELL SCHEDULE**

<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Duration</b>
Period 1/Homeroom	7:35	8:23	48 Min.
Period 2 or 4	8:27	9:15	48 Min.
Period 3 or 5	9:19	10:07	48 Min.
Period 8 or 6	10:11	10:59	48 Min.
Period 9 or 7	11:03	11:51	48 Min.

### **DELAYED OPENING BELL SCHEDULE**

<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Duration</b>
Homeroom	10:00	10:05	5 Min.
Period 2	10:05	10:41	36 Min.
Period 3	10:45	11:15	30 Min.
Period 4	11:19	11:49	30 Min.
Period 5	11:53	12:23	30 Min.
Period 6	12:27	12:57	30 Min.
Period 7	1:01	1:31	30 Min.
Period 8	1:35	2:05	30 Min.
Period 9	2:09	2:39	30 Min.

## AESOP

*We would suggest using Chrome as your browser to access AESOP.*

# Absence and Substitute Management

A screenshot of the 'Sign In' form. It has a title 'Sign In' at the top. Below it are two input fields: 'ID:' and 'Pin:'. To the right of the 'Pin:' field are two links: 'Pin Reminder' and 'Login Problems'. At the bottom left is a 'Login' button.

## LOGGING IN ON THE WEB

To log in to the absence management system, type [aesoponline.com](http://aesoponline.com) in your web browser's address bar.

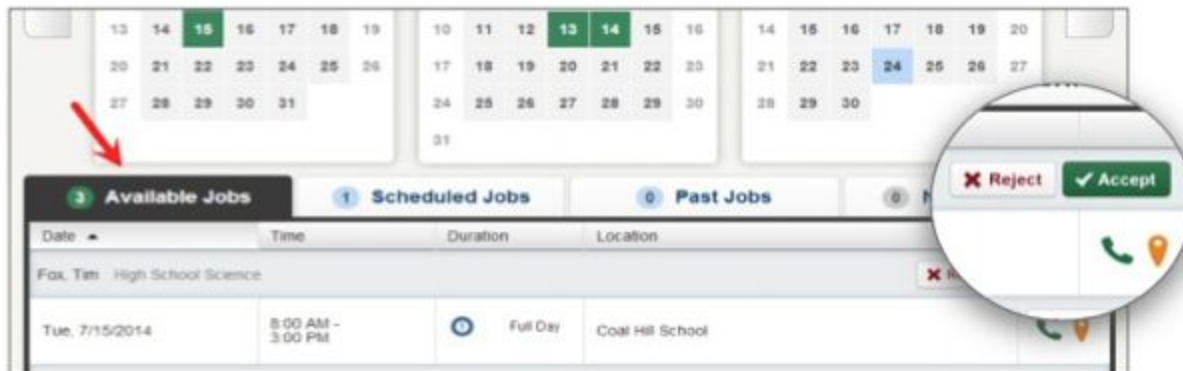
The Sign In page will appear. Enter your ID and PIN and click **Login**.

## CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login button for more information.

## SEARCHING FOR AVAILABLE JOBS

The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Learning Center to search a knowledge base of help and training materials.



## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

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### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.**

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.

## **SUBSTITUTE REPORT FORM**

(Separate Sheet for Covering Different Teachers/Classes)

**Substituting for:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Were the lesson plans available? (Circle) YES or NO**

**Were students instructed to go to Schoology? (Circle) YES or NO**

	<b>Absent Student(s) <i>Please print clearly</i></b>	<b>Disruptive Student(s)</b>
<b>Period _____</b> <b>Course Name:</b>		<b>Referral Done:    Y    N</b>
<b>Period _____</b> <b>Course Name:</b>		<b>Referral Done:    Y    N</b>
<b>Period _____</b> <b>Course Name:</b>		<b>Referral Done:    Y    N</b>
<b>Period _____</b> <b>Course Name:</b>		<b>Referral Done:    Y    N</b>
<b>Period _____</b> <b>Course Name :</b>		<b>Referral Done:    Y    N</b>

**Substitute's Signature:**

\_\_\_\_\_

## **GENERAL PROFESSIONAL RESPONSIBILITIES OF SUBSTITUTE TEACHERS**

- Please check-in at the Front Desk and the Main Office when entering and leaving the building. After signing in, a badge will be given to you and must be returned to the Main Office at the end of the day.
- Consult with the Assistant Principal regarding discipline issues.
- In terms of discipline, substitute teachers should:
  - Be cordial, but firm. YOU are in charge.
  - Be fair. Do not place yourself in a position of disciplining an entire group for the actions of one.
  - Never lose your self-control.
  - Never touch a student except in self-defense or to protect the safety of another.
  - Students should be closely supervised at all times —your control is much better.
  - Refer problems to the Assistant Principal who will handle the situation.
- Carry out the teacher's lesson plans/instructions completely. If lesson plans are not available, direct students to Schoology. When signing in, please check teacher's mailbox.
- Do not leave the students alone in the classroom. If you need to leave the classroom, call the Main Office so they could provide coverage.
- Continue to move about the room throughout the class. Do not sit at the teacher's desk for an extended period of time. Do not bring newspapers, books, or magazines to the classroom to occupy yourself while students work. Do not eat in class.
- Substitute teachers must remain at the school through the Prep period even when it falls during the first and last period of the school day. When not covering a class, let the Main Office know where they can find you.

## **SPECIFIC DUTIES FOR SUBSTITUTE TEACHERS**

- Assume all commitments of the regular classroom teacher, including duty assignments.
- Check attendance personally.
  - If a student arrives to class late first period (after 7:35 am), make sure the student has an admit to class slip. If not, send the student to the late sign-in table.
  - Take attendance in each class. Record names of students on the Substitute Report Form and then call Ext. 2223 at Ramapo and Ext. 3325 at Indian Hills. A Security Aide will pick up the attendance form from your 1st period class.
- Permit students to leave the room only when it is necessary. If you must send a student out of the classroom, make sure that the student possesses a hall pass. Contact the Main Office if a student has been gone from class for an extended period of time. Do not give students passes to the cafeteria or library unless the classroom teacher has requested it.



- Do not send students to the Media Center unless specifically noted in the teacher's substitute plans. During Study Halls up to 5 students are allowed to the Media Center.
- Insist that students be engaged in productive activity.
- The first five minutes of the first period of the day are devoted to the flag salute and announcements.
  - Check the teacher's mailbox in the Main Office and distribute any communications addressed to individual students.
  - Insist upon quiet in the classroom when announcements are being made over the P.A.
  - Return guidance appointment forms of absent students to the Guidance Office.
  - **Pledge of Allegiance:** The Pledge of Allegiance is conducted each student day on the morning announcements during homeroom. Students and teachers are asked to respect the pledge by not being a distraction during its recital.
- Leave classrooms in an orderly condition.
  - Upon arrival, if the classroom is locked, Call Security or ask a nearby teacher to unlock the classroom.
  - During the school day, please be sure the room is locked and lights are turned off when you leave the room. Be sure that equipment and supplies are not mishandled, and that all electrical equipment is turned off at the end of each period
  - While class is in session, please be sure that your classroom door is locked and can be closed and secured in a moment's notice.
  - Please be sure to lock all windows and doors, adjust blinds or shades, and turn off the lights when leaving at the end of the day
- Complete a "Substitute Teacher Report" for attendance and/or conduct issues and return it to the Main Office before leaving for the day.
- Be aware that the safety of yourself and your students is paramount. Please consult pages 15-16 in this handbook. For further clarification on any procedure, please see an administrator.

### **TIPS FOR SUBSTITUTE TEACHERS**

Greet and introduce yourself to students at the classroom door with a friendly and receptive greeting.

Preview the roll for any difficult to pronounce names that may give you problems. Ask another teacher or a student how to say those names.

Identify and familiarize yourself with emergency exits and routes. Each classroom has an emergency exit diagram posted near the door.

Have something for the students to do as soon as they enter the classroom. Engaging students right away is always an effective practice.

Take notes for the report that you leave the teacher. This will ensure that you have the names and facts correct for your Substitute Teacher Report.

When addressing a serious behavior issue with a student, speak to that student privately at the front of the room after giving the rest of the class an assignment. If you make students feel cornered behavior problems will worsen.

Always, always, follow the classroom teacher's lesson plans (or whatever substitute instructions they have left).

Take time before school to review material that is unfamiliar. If that still does not help, try to find another teacher who will explain it to you.

Leave a note for the teacher at the end of the day. Let the classroom teacher know how the day went. Did the students struggle with the lesson? If so, let the teacher know. Did the students have fun with an activity? Again, let the teacher know. Remember to include the positives of the day as well as the negatives.

Make sure the room is in order before leaving. Another common complaint is that the teacher can never find books and papers when they return. Make an effort to stack handed-in assignments in a neat and organized manner where the teacher can easily find them. Put all books away where they were at the start of the day. Be sure the room in general looks orderly.

Avoid speaking negatively about students, other teachers, or about the class or school. Negativity is almost never appreciated. The result is often damaging and frequently results in the substitute developing a negative reputation.

### **IMPORTANT REMINDERS FOR SUBSTITUTE TEACHERS**

**Professional Attire:** Substitute teachers are expected to dress appropriately and serve as role models for students. Attire should always be neat, clean, and appropriate for an educational setting.

**Taking Roll:** It is the professional and legal responsibility of teachers to ensure accurate student accounting each class period. Call out the names of the students you have listed as absent before recording names on the report form. The responsibility of attendance taking is that of the substitute teacher; students should never take attendance. Taking attendance at the beginning and then at the end of a period is advised if the substitute is unfamiliar with the students.

**Confidentiality:** Confidentiality is not only a legal responsibility; it is essential for the protection of students and families. Discussing school matters outside of the school should be avoided. If there is a serious concern about a student, please contact the school administrators immediately.

**Use of Controversial Materials:** Substitute teachers should obtain prior approval from the school administration before showing private or commercial videos to students. Usually only "G" rated or "PG" rated videos will be allowed. Videos need to serve a legitimate educational purpose and should be closely related to the curriculum. At no time should a substitute teacher deviate from a lesson plan. If there are any questions regarding the use of the particular materials, administrative approval should be obtained prior to substitute teachers using the materials in the classroom.

**Student Use of Computers and the Internet:** Students will have their own laptop computers for use in class. Students will be allowed to use computers only if the lesson plan left by the teacher indicates their need. Otherwise, all laptops should be turned off and closed. If a student refuses to comply, please call an administrator.

**Being Alone with Students:** Unfortunately, in today's society, teachers are placing themselves and the district "in harm's way" if they allow themselves to be alone and outside the view of others with individual students. Substitute teachers should avoid situations where they are left alone with an individual student.

**Air Quality:** Students and staff have allergies, asthma, or suffer from migraine headaches. Fragrances or room fresheners can often trigger these conditions.

### **PARKING**



All teachers are assigned a permanent numbered parking space in the faculty parking lot. Please speak with an administrative assistant in the Main Office if you encounter a parking problem. **Do not** park in someone else's place if there is another vehicle already in the teacher's space you are covering. This only starts a "ripple effect". **If someone is in your space, park in a visitor's space and please inform an administrative assistant in the Main Office that you parked in the visitor's space.** Please fill out a parking vehicle information form provided to when you first begin subbing. Usually, a teacher's parking space number is provided in AESOP under Notes. A master list of teachers and their parking space numbers are in the Main Office with extra copies available.

### **TIMESHEETS**

Substitutes must record hours worked on a timesheet located in the Main Office. Timesheets are approved by an Administrative staff person and sent to Payroll on a monthly basis. The pay for substitutes is \$115.00 for a full day (7:30 to 2:39) and \$57.50 for a half day (7:30 to 11:31 or 11:31 to 2:39).

If you accept a ½ day assignment, your quitting time is 11:31 AM for morning coverage. If the ½ day is in the afternoon, your quitting time is 2:39 PM. If you work 4 or more periods, you will receive a full day's pay \$115.00 on a minimum day. For a delayed opening or early dismissal, you will receive a full day's pay.

Payment is once a month.

Substitute teachers may be asked to fill in for other teachers during the day. Also, teaching assignments may change if others needs arise during the school day.

If you are substituting for a teacher who "travels" (works at both high schools), you must sign in and out at both schools.

## **WORKERS COMPENSATION**

Please be advised that should a work-related injury occur as a result of performing your job responsibilities, the required procedure for reporting and/or seeking treatment for the injury is as follows:

1. All accidents must be reported immediately to an employee's Supervisor and the School Nurse (or designated staff member.)
2. The School Nurse (or designated person) will contact First MCO via the 800-831-9531 to report the injury. First MCO's toll-free number, for the reporting of injuries, is available 24 hours, 7 days per week.
3. A First MCO specialist will gather all information required by the State during your call, such as: name, address, telephone number, date of birth, Social Security number, how the incident occurred, what the injuries are, date hired, hours worked and salary.
4. First MCO will direct the injured employee to a medical facility.
5. Should the injury be life-threatening, you should report to your nearest hospital Emergency Room. Following treatment in the Emergency Room, you will need to call the School Nurse (or designated staff member) so the report of injury can be made with First MCO and further care will be directed. In all cases, First MCO will manage your care, referring you and making your appointments when necessary with specialists as well as following up with you to monitor the improvement of your medical condition.
6. The following two (2) forms will be available through the School Nurse and Supervisors and must be completed and sent to the School Nurse:
  - a. Worker's Compensation Questionnaire - injured person should complete this form and sign.
  - b. Supervisor's Accident Investigation Report - completed by immediate Supervisor.
7. Strict adherence to the above procedures will facilitate processing of all Worker's Compensation Claims or possible claims.
8. Final determination of benefits shall be determined by the Administrator of the Plan and not the Board of Education.

## **MANDATORY TRAININGS**

All RIH District Substitutes are required, by order of the Superintendent of Schools and the New Jersey Department of Education (NJDOE), to complete a series of online training courses through Safe Schools. This training is **mandatory** in order to work in the District and will need to be repeated every school year for as long as you are employed as a Substitute.

After your BOE approval as a District Substitute, you will be contacted by the Curriculum Department, via your personal email address, with the Safe Schools training information. This will include a link to the training site (<https://rih-nj.safeschools.com/login>) and all logon information. You will also be given a "Due Date" for when your training must be completed. This is generally two (2) weeks after you are first contacted. If you are a returning Substitute in the RIH District, you will be contacted during July or August regarding the training for the upcoming school year.

Please keep in mind that there will be no compensation for the time it takes to complete this training. If you fail to complete the online courses by the due date, your AESOP account will be immediately suspended by the Human Resources Department, and you will no longer be able to apply for Substitute opportunities. However, your suspension may be lifted, should you eventually comply within a reasonable amount of time.

If you have any questions regarding the mandatory online training, feel free to contact the Curriculum Department at (201) 416-8100, Ext. 3819. We thank you for your cooperation in complying with this training and appreciate your efforts to keep the RIH District a safe place in which to work and teach.

### **SNOWDAYS**

Substitute teachers should listen for public announcements on radio station 1010 WINS and News 12 New Jersey Cable Television that the high schools are on a delayed opening or closed. Also check the school website: [ww.rih.org](http://ww.rih.org). Delayed opening/school closing announcements should be posted approximately 5:30 AM. There will be a recorded announcement on (201) 848-7669.

### **INDIAN HILLS BLUE ROOM PASS / RAMAPO GREEN ROOM PASS**

The **Indian Hills Blue Room Pass** and the **Ramapo Green Room Pass** is a pass that students will use for student-initiated request to leave class and return momentarily to the same class. For example: to go to the bathroom or locker. Only one student is permitted out at a time with this pass.

Make a note of the student's name and the time he or she left. Contact the Main Office if a student has been gone from class for an extended period of time. Under no circumstances should a student be given a pass that is written on scrap paper, napkins, etc.

These passes are located in each classroom.

### **STUDY HALL SUPERVISION**

- Students should report to study hall on time and attendance must be taken.
- Students are responsible for bringing work to each study hall whether it is homework, other assigned work or personal reading to use the study hall time productively.
- All study halls are "silent/quiet" study halls. It is the responsibility of the study hall substitute to implement proper guidelines in order for the students to adhere to these expectations.
- Students who wish to go to the Media Center (library) from a study hall must obtain a Media Center pass from the study hall substitute. No more than five (5) students per study hall are permitted. The Media Center Specialist will notify the study hall teacher of these students
- A student excused from study hall to report to a classroom teacher or the Guidance Department must first present a pass signed by the teacher or Guidance Department to the study hall substitute. At the conclusion of the appointment, the teacher/counselor will issue a pass back to the study hall.
- Students are not allowed to bring or consume food or beverages or play cards in study hall.
- Remember that the study hall is a "classroom".

### **SENIOR COMMONS SUPERVISION**

- Students should report to Commons on time and attendance must be taken on a daily basis.
- Students who wish to go to the Media Center (library) from Commons must obtain a Media Center pass from the substitute. No more than five (5) students per Commons are permitted. The students must remain in the Media Center for the entire period.

- A student excused from Commons to report to a classroom teacher or the Guidance Department must first present a pass signed by the teacher or Guidance Department to the Common's substitute. At the conclusion of the appointment, the teacher/counselor will issue a pass back to the Commons.
- Students are permitted to consume food and beverages during Commons, but are required to clean up after themselves.
- Students are permitted to go into the inner courtyard area of the cafeteria.
- Do not tolerate any behavior that you would not tolerate in your classroom.
- Students in Commons are only to use the restrooms in the 400 wing hallway.

### **CAFETERIA SUPERVISION**

- Please do not bring your laptop, papers to grade, newspapers/books to read, etc. to your duty. It is imperative that you monitor and pay close attention to the students in your area.
- There is to be no yelling, hazing, sitting or standing on tables and/or card playing.
- Do not allow students to bring food or beverages out of the cafeteria.
- Students are allowed to eat their lunch in the cafeteria courtyard provided they properly dispose of their trash.
- Students are only to use the restrooms on the auditorium side of the cafeteria.
- Students are not permitted to go to their lockers while in the cafeteria.
- Each student is responsible for keeping the area neat and clean.
- Anyone engaged in disruptive behavior or inappropriate behavior, please find a teacher or Security Aide to assist you in the situation.
- During the last ten (10) minutes of the period, walk through your section and remind students to clean up. If they do not do so, please call them back to the table to clean it.
- Students are dismissed from the cafeteria **at the bell, no sooner.**

### **HALL SUPERVISION**

- Politely stop students you see in the hallway and ask to see their hall pass. If they do not have an official pass, please send them back to their classroom to get an official pass.
- Do not accept passes written on scrap paper, napkins, etc. Send the student back to the classroom to get an official pass.
- If any suspicious activity is seen, make a reasonable effort to contact Security and/or the Main Office immediately.

### **IN SCHOOL SUSPENSION**

- ISS Supervision – a different teacher is assigned to each period.
- ISS will be held in Room 706 **for IHHS** and Room 302 **for RAMAPO**.
- It is the student's responsibility to bring all his/her daily assignments, textbooks and other necessary materials to ISS.
- At the end of each period, Security will cover ISS until the next teacher arrives.
- All students will eat lunch in ISS during Period 6 for **IHHS** and at **RAMAPO**, the student eats lunch during their normally scheduled period.
- Please do not use this time to have a conversation with the student. The atmosphere should be formal and respectful. The student should take this time to do his/her assignments and to consider the actions that placed him/her in ISS.

Rules for Student Laptop use in ISS: A student may use a school issued laptop for school related work only and not for entertainment purposes (movies, music, games, random web surfing, etc.)

## **SCHOOL SAFETY & SECURITY PROCEDURES**

### **Fire & Non-Fire Evacuation**

- You are responsible for supervising the safe evacuation of your class. Instruct students to leave the building via the nearest (safe) emergency exit and stay together outside the building.
- If time allows, be sure to shut windows, turn off lights, and close the door when leaving the classroom.
- When reaching the outside, please move your class to a safe distance (at least 50 feet) away from the building. Keep control of your class. Once all students are outside, take attendance and make sure every student is accounted for.
- Wait for a PA system announcement indicating it is safe to return to the building.

### **Lockdown/Shelter in Place**

When a **lockdown** is announced:

Immediately lock and close the classroom doors, windows and blinds. Move students away from all windows/doors and do not allow students to leave the classroom until a lockdown has ended. REMAIN QUIET. Wait for a two (2) person announcement ending the lockdown or for law enforcement to physically remove you and your students from the classroom.

When a **shelter in place** is announced:

Remain in your classroom. Do not allow students to leave the classroom. Continue normal activities unless otherwise directed. Listen for further instructions.

## **ACCIDENT/MEDICAL EMERGENCY PROCEDURES**

1. Personnel must remain calm.
2. If the teacher feels a concern for the health and wellness of any student, the teacher or person in charge should remain with the child and call for the nurse or send a responsible student(s) for the nurse giving the following information:
  - Location of the person
  - Name of the person
  - Type of injury or impairment
3. The nurse will report to the scene.
4. Keep all interested personnel and students uninvolved in the medical situation away from the area until security aides are on scene.
5. Do not move the student/victim unless his/her location is potentially dangerous.
6. Reassure the student/victim; keep him/her quiet and lying down.
7. The teacher/substitute teacher present at the scene will fill out an accident report form, available from the nurse.

## **FREQUENTLY ASKED QUESTIONS**

### **How do I set up my AESOP account?**

Substitute coverage is coordinated through Frontline (AESOP). Once you are approved by the Board of Education, you will receive an email from Frontline (AESOP) introducing the system and various links.

**Who do I contact if I have questions about my paycheck?** Please email [nmarshall@rih.org](mailto:nmarshall@rih.org) with your specific question(s) or call at 201-416-8100, Ext. 3810.

**Who do I contact if I have questions about AESOP?** Please email [cfoschino@rih.org](mailto:cfoschino@rih.org) with your specific question(s) or call at 201-416-8100, Ext. 3807.

**What do I need to do to remain active in AESOP for the following year?** The Board of Education will send an email to you at the end of May. Follow the instructions of that email.

**Who do I contact if I have questions about the information contained in this handbook?** Email your questions to one of our Administrators at **Indian Hills High School**, Dan Guido, [dguido@rih.org](mailto:dguido@rih.org) or Matt Bushta, [mbushta@rih.org](mailto:mbushta@rih.org). At **Ramapo High School**, email Claudia Dargento [cdargento@rih.org](mailto:cdargento@rih.org) or L. Michael Mancino, [lmancino@rih.org](mailto:lmancino@rih.org).

**Where do I find Substitute Report and Incident Forms?** They will be provided to you in the Main Office.

**Where do I find Referral Forms?** The forms are located in the Main Office.

**Where do I spend my free time?** In the Faculty Room or in the Media Center.

**Can I leave during my lunch period?** You may leave, but you have to sign out and sign back in the Main Office.



## REFERRAL FORM

## REFERRAL AND DISPOSITION FORM

<u>GRADE</u>	9	10	11	12
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Date of report: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Time (Pd.) of incident: \_\_\_\_\_

### Description of Incident

- |   |  |  |
|---|--|--|
| <b>Description of Incident</b>                                  | <input type="checkbox"/> Insubordination             | <input type="checkbox"/> Harassment/Bullying         |
| <input type="checkbox"/> Cutting                                | <input type="checkbox"/> Inappropriate Behavior      | <input type="checkbox"/> Assault                     |
| <input type="checkbox"/> Excessive Tardiness                    | <input type="checkbox"/> ID Card Violation           | <input type="checkbox"/> Fighting                    |
| <input type="checkbox"/> Truancy                                | <input type="checkbox"/> Dress Code Violation        | <input type="checkbox"/> Weapon Possession           |
| <input type="checkbox"/> Left School Grounds                    | <input type="checkbox"/> Electronic Device Violation | <input type="checkbox"/> Vandalism (School Property) |
| <input type="checkbox"/> Failure to Report to Teacher Detention | <input type="checkbox"/> Parking Violation           | <input type="checkbox"/> Theft                       |
| <b>Comments:</b>  | <input type="checkbox"/> Smoking/Vaping              | <input type="checkbox"/> Alcohol/Drugs               |

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Action taken by teacher prior to referral and date action was taken.

Date:		Date:		Date:	
<input type="checkbox"/> Held conference with student	_____	<input type="checkbox"/> Changed student's seat	_____	<input type="checkbox"/> Held conference with parent	_____
<input type="checkbox"/> Telephoned parent	_____	<input type="checkbox"/> Assigned teacher detention	_____	<input type="checkbox"/> Consulted subject supervisor	_____
<input type="checkbox"/> Emailed parent	_____	<input type="checkbox"/> Consulted guidance counselor and/or case manager	_____	<input type="checkbox"/> Referred to Intervention & Referral System (I & RS)	_____

**Administrative Action and Recommendation(s):**

- |   |   |  |
|---|---|--|
| <b>Administrative Action and Recommendation(s):</b>                     | <input type="checkbox"/> Police Notified                                  | <input type="checkbox"/> Complaint Filed |
| <input type="checkbox"/> Conference with pupil (warning/reprimand)      | <input type="checkbox"/> Lunch Detention – Period: _____ Date: _____      |  |
| <input type="checkbox"/> Phone conference with parent                   | <input type="checkbox"/> Saturday Detention (8:30-10:30 AM) – Date: _____ |  |
| <input type="checkbox"/> Personal conference with parent                | <input type="checkbox"/> In School Suspension (ISS) - _____ days          |  |
| <input type="checkbox"/> Case referred to: _____                        | Dates: _____  |  |
| <input type="checkbox"/> Central Detention (2:45-3:45 PM) – Date: _____ | <input type="checkbox"/> Out of School Suspension (OSS) - _____ days      |  |
| <input type="checkbox"/> Morning Detention – Time: _____ Date: _____    | Dates: _____  |  |

*Comments:*

Signature of Administrator

☐ Originator    ☐ Subj. Supervisor \_\_\_\_\_    ☐ Guidance \_\_\_\_\_    ☐ Case Manager \_\_\_\_\_  
 Rev. 7/15

## RAMAPO INDIAN HILLS REGIONAL DISTRICT SUBSTITUTE INCIDENT REPORT FORM