Franklin Borough School
Substitute Handbook







50 Washington Avenue
Franklin, NJ 07416
973-827-9775 Ext. 7211

FRANKLIN BOROUGH SCHOOL

50 Washington Ave. ~ Franklin, NJ 07416
Phone: 973-827-9775 ~ Fax: 973-827-6522

John R. Giacchi, Ed.D
Superintendent

Lisa C. Vallacchi, Ed.D
Principal

Carlos Sarmiento
Business Administrator
Board Secretary

Dear Substitute:

Welcome to Franklin Borough School! As a Substitute, you are a positive educational force and a valuable member of our school community. The staff and administration support the idea that education should go on when substitutes are in the classroom. We expect students to understand this as well and act accordingly.

We realize that you have a difficult task. In most cases, meeting different students each day is a challenge. Likewise, following lesson plans created by the classroom teacher and adjusting to the different styles of administrative leadership requires additional understanding.

Your job is to make the educational process continuous and to provide learning experiences that are meaningful while minimizing disruptions.

The following pages have been prepared for you. Enjoy your stay at Franklin Borough School.

Regards,
John R. Giacchi
John R. Giacchi, Ed.D
Superintendent

Franklin Borough Board of Education

Mrs. Kathleen Clohessey, President

Ms. Erin Henry, Vice President

Mr. Wayne Bartron

Ms. Erin Henry

Mrs. Rachel Kabbash

Mr. Stephen Koger

Mr. Christopher Patterson

Mrs. Stephanie Perna

Mr. John VanKampen

Administrative Staff

Dr. John R. Giacchi	-	Superintendent
Mr. Carlos Sarmiento	-	Business Administrator/ Board Secretary
Dr. Lisa Vallacchi	-	Principal
Mrs. Carolyn Ryder	-	Supervisor of Instruction

Office Staff

Mrs. Tracey Babler	-	Business Office
Mrs. Betty Guzman	-	Child Study Team Office
Mrs. Donna Mangine	-	Administrative Office
Mrs. Tracy Mulligan	-	Business Office
Mrs. Harriet Panagakis	-	Main Office
Mrs. Sharon Wylie	-	Administrative Office

Administrative Policies

The Franklin Borough School Board of Education (Board) will employ substitutes for absent teachers in order to ensure continuity in the instructional program. A list of substitutes and the rate of pay will be approved annually. Substitutes are selected from the list approved by the Board to serve in the place of an absent teacher. The Superintendent may employ, subject to ratification by the Board at the next meeting of the Board, substitutes who have not received the prior approval of the Board when no approved substitute is available.

A substitute teacher shall follow the daily lesson plan provided by the teacher, and when that plan is exhausted or unavailable, the instructions of administration. A substitute may not plan or direct an instructional program except as expressly permitted by the Superintendent.

The holder of the New Jersey substitute credential pursuant to N.J.A.C. 6A:9B-7.4(b) may serve for no more than 20 days in the same position in one school district during the school year.

The holder of a CE or CEAS pursuant to N.J.A.C. 6A:9B-7.4C may serve as a substitute teacher in areas authorized by their credentials for a period of 60 instructional days. Holders of CE or CEAS are not required to have a New Jersey substitute credential.

Understanding the Responsibilities of Substitute Teachers

Substitute Teacher Work Day

The nature of the substitute teacher's service may vary according to the day's assignment. Substitutes are expected to complete notes for the returning teacher, straighten the room, ***and attend to any problems or concerns which may have arisen throughout the day before leaving.***

When a teacher schedule indicates teacher prep time or administrative duties, **the substitute must report to the administrative office. The substitute's services may be needed in another classroom for that period of time.**

Automated Absence Management Substitute System

Franklin Borough School utilizes the Frontline Absence Management system (formerly known as Aesop) to secure substitutes for school staff vacancies. After accepting a vacancy in Frontline, report to the Administrative office at Franklin Borough School at 7:45 a.m. on the day of the vacancy, and your assignment will be issued and/or confirmed.

Where to Park

Substitutes may park in any of the parking lots at school: the front parking lot, the back parking lot, or the lower parking lot. Substitutes are not permitted to park in visitor parking spaces.

When You Arrive

Substitutes should arrive no later than 7:45 a.m. to allow time before the students arrive at the beginning of the instructional day to become familiar with lesson plans, duties, assignments, and events for the day. In the event of a delayed opening, please arrive by 9:30 a.m.

Signing In

Upon arrival at the school, report directly to the administrative office (see Mrs. Wylie) to sign in for the day and obtain a lanyard that identifies you as a substitute. Upon signing in, your assignment will be confirmed, and keys for the teacher's room will be distributed if required.

Signing Out

After completing substitute duties for the day, including any teacher's supervision assignment, substitutes must sign out in the administrative office and return the classroom keys, substitute lanyard, and substitute notes at the end of the day.

How to Dress

Dress appropriately and professionally for your substitute assignment.

Understanding the Responsibilities of Substitute Teachers

(Continued)

Compensation

Substitute Teacher	$150 per day
Substitute Nurse	$250 per day
Substitute LPN	$19.82 per hour
Substitute Aide	$110 per day
Substitute Secretary	$15.50 per hour

Pay Day

Substitutes should contact the Business Office to set up direct deposit. Please note that Franklin Borough School only issues checks through direct deposit.

Advice for Substitute Teachers

Upon arrival at 7:45 a.m., organize materials and become familiar with school rules, bell times, and emergency procedures.

Take advantage of available school resources, starting with the office. Check with administrators, the counselor, and secretaries to get any general information you will need to know that day.

Greet students warmly as they arrive.

Be sure to locate class seating chart(s) as soon as possible. **Handle the roll call with care and deliberation -- it is important.** Use the seating chart to call on students.

An Emergency folder (orange) is located in each classroom for fire and security drills.

When you hear an announcement of "Lockdown, lockdown, lockdown," through the Public Address (PA) system, go into lockdown mode:

1. Lights out, secure door, and lower shade
2. Move students to the corner of the room out of sight.
3. All stay put and quiet.
4. No cell phone usage during lock down.
5. Wait quietly until a two-tier announcement over the PA is made ending the lockdown or a police officer, administrator, or custodian unlocks your door and provides further instructions.

Refer to the red folder in the orange folder for all emergency procedures.

Bell Schedule

Regular Schedule	
Period	**Time**
Morning Assembly	7:55-8:05
1	8:10-8:51
2	8:52-9:33
3	9:34-10:15
4	10:16-10:57
5	10:59-11:40
6	11:42-12:23
7	12:25-1:06
8	1:07-1:48
9	1:49-2:30

Early Dismissal (12:30)	
Period	**Time**
M.A.	7:55-8:03
1	8:08-8:36
2	8:37-9:05
3	9:06-9:34
9	9:35-10:03
8	10:04-10:32
7	10:33-11:01
4	11:02-11:30
5	11:32-12:00
6	12:02-12:30

2 Hour Delay	
Period	**Time**
M.A.	9:55-10:03
1	10:08-10:36
8	10:37-11:05
7	11:06-11:34
4	11:36-12:04
5	12:06-12:34
6	12:35-1:03
2	1:04-1:32
3	1:33-2:01
9	2:02-2:30

Announcements for delayed openings and/or school closings will be posted on the school website at www.fboe.org and available through the Franklin Borough SD App.

Requirements for Becoming an Active Substitute at Franklin School

Substitute Teacher

- Complete an online application and interview with an administrator. Go to: (https://www.applitrack.com/fboe/onlineapp/)
- Submit a valid New Jersey Substitute Certificate or Teacher Certification (Standard, CEAS or CE). *See Obtaining a Substitute Teacher Certificate on page 14.*
- Complete the Criminal History Review process. Go to: https://nj.gov/education/crimhist/
- Complete a State of New Jersey Sexual Misconduct/Child Abuse Disclosure Release form for any employer in the past 20 years where you worked with children.
- Provide proof of a current Mantoux Test administered by a doctor prior to initial employment in this district.
- Submit the following forms:
  - I-9 provided with proof of citizenship
  - Acceptable Use Policy
  - Confidentiality Agreement
  - W-4 (NJ and Federal)
  - Automatic Deposit form with a voided check or deposit slip with bank routing information
  - Copy of Social Security Card
- Obtain Board of Education approval as a substitute teacher.

Requirements for Becoming an Active Substitute at Franklin Borough School

(Continued)

Substitute Nurse or Substitute Licensed Practical Nurse (LPN)

- Complete an online application and interview with an administrator. Go to: (https://www.applitrack.com/fboe/onlineapp/)
- Submit a valid New Jersey Substitute Nurse Certificate (Sub Nurse only).
- Submit a valid copy of your current R.N. or L.P.N. license.
- Complete the Criminal History Review process. Go to: https://nj.gov/education/crimhist/
- Complete a State of New Jersey Sexual Misconduct/Child Abuse Disclosure Release form for any employer in the past 20 years where you worked with children.
- Provide proof of a current Mantoux Test administered by a doctor prior to initial employment in this district.
- Submit the following forms:
  - I-9 provided with proof of citizenship
  - Acceptable Use Policy
  - Confidentiality Agreement
  - W-4 (NJ and Federal)
  - Automatic Deposit form with a voided check or deposit slip with bank routing information
  - Copy of Social Security Card
- Obtain Board of Education approval as a substitute nurse.

Requirements for Becoming an Active Substitute at Franklin Borough School

(Continued)

Substitute Aide

- Complete an online application and interview with an administrator. Go to: (https://www.applitrack.com/fboe/onlineapp/)
- Complete the Criminal History Review process. Go to: https://nj.gov/education/crimhist/
- Complete a State of New Jersey Sexual Misconduct/Child Abuse Disclosure Release form for any employer in the past 20 years where you worked with children.
- Provide proof of a current Mantoux test administered by a doctor prior to initial employment in this district.
- Submit the following forms:
  - I-9 provided with proof of citizenship
  - Acceptable Use Policy
  - Confidentiality Agreement
  - W-4 (NJ and Federal)
  - Automatic Deposit form with a voided check or deposit slip with bank routing information
  - Copy of Social Security Card
- Obtain Board of Education approval as a substitute aide

Obtaining a Substitute Teacher Certificate

NJDOE Substitute Teacher Application Process

Candidates for a New Jersey substitute teacher credential may apply following the pathway outlined below. Use this link for more information about New Jersey Department of Education substitute credentials:

https://www.nj.gov/education/certification/substitutes/

Requirements to Obtain a Substitute Teacher Credential (Per N.J.A.C. 6A:9B-7.3):

- Completion of 30 semester-hour credits;
- Credits must be completed at an accredited college or university at the time of application; and
- Credential is valid for five (5) years from the date of issuance.

How to Apply for a New Substitute Teaching Certificate:

1. Complete the Criminal History Review process, and pay all fees online using a credit card.
    a. Go to: https://nj.gov/education/crimhist/
    b. Once your background check has been satisfactorily completed, then you may move on to Step 2.
2. To apply for a substitute teaching credential **(initial or renewal)**, you must create an account in NJEdCert: https://njedcert.force.com/manage/s/
    - Follow the directions provided on each screen to complete the application.
    - Once you submit the fee, you will be able to upload your fingerprint clearance directly to your NJEdCert account.
    - Your college must submit your official transcript via email to: certapplication@doe.nj.gov

2. For login issues, please email GeneralCertQuestionsNJEdCert@doe.nj.gov