

# SUBSTITUTE TEACHER'S HANDBOOK

WARREN TOWNSHIP SCHOOLS  
WARREN, NEW JERSEY

2022-2023



*The ongoing public health emergency may require adjustments to this handbook. Visit the COVID-19 section of the [district website](#) for the most up to date information.*

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**DISTRICT DIRECTORY**

**SUPERINTENDENT/BOARD OF EDUCATION**

**213 Mt. Horeb Road  
Warren, New Jersey 07059  
Telephone: 908-753-5300**

Superintendent:	Dr. Matthew Mingle
Business Administrator:	Mr. Christopher Heagele
Assistant Superintendent:	Mr. William Kimmick
Curriculum Supervisor:	Mrs. Stacey Hann-Modugno
Director of Special Services:	Dr. Derek Ressa
Supervisor of Special Education:	Mrs. Melissa Smolenski

**ELEMENTARY SCHOOLS  
(Kindergarten through Grade 5)**

<b>Angelo L. Tomaso Elementary School</b> <b>46 Washington Valley Road</b> <b>Telephone: 908-753-5300</b> <b>Principal: Ms. Christine Smith</b> <b>Secretary: Ms. Mary Cagnetta</b>	<b>Central Elementary School</b> <b>109 Mt. Bethel Road</b> <b>Telephone: 908-753-5300</b> <b>Principal: Mrs. Alison Tugya</b> <b>Secretary: Mrs. Jane Auriemma</b>
<b>Mount Horeb Elementary School</b> <b>80 Mt. Horeb Road</b> <b>Telephone: 908-753-5300</b> <b>Principal: Mr. Scott Cook</b> <b>Secretary: Mrs. Michele DelSerro</b>	<b>Woodland Elementary School</b> <b>114 Stirling Road</b> <b>Telephone: 908-753-5300</b> <b>Principal: Mr. Jeffrey Heaney</b> <b>Secretary: Mrs. Anne Frank</b>

<p><b>MIDDLE SCHOOL</b>  <b>(Grade 6 through Grade 8)</b>  <b>Warren Middle School</b>  <b>100 Old Stirling Road</b>  <b>Telephone: 908-753-5300</b>  <b>Principal: Mr. George Villar</b>  <b>Dean of Students/Asst. Principal: Ms. Maria Mensinger</b>  <b>Secretary: Mrs. Gina Berry</b>  <b>Secretary: Mrs. Suzanne Lathrop</b></p>
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**Frontline - 1-800-942-3767      [www.frontlinek12.com/aesop](http://www.frontlinek12.com/aesop)**

## INTRODUCTION

WELCOME to Warren Township Schools. Thank you for selecting Warren as a district in which you wish to substitute. As a substitute teacher, you are a valued, important member of our school faculty. Because of your professional service, Warren students will be assured an instructional program which will proceed without interruption while the regular classroom teacher is absent.

The Warren Township School System places its reliance on you, as a certificated substitute, to do the following:

- Provide continued, daily continuity of the educational program
- Provide instruction activities based upon student needs as specified by teachers in substitute lesson plans
- Maintain positive classroom control
- Create a desirable and productive climate in the classroom in which you are working

PLEASE LEARN AS MUCH AS YOU CAN ABOUT THE FIVE SCHOOLS IN THE DISTRICT.

The district webpage at [www.warrentboe.org](http://www.warrentboe.org) can be a valuable resource.  
Please visit it for information about our schools.

The Substitute Teacher's Handbook has been developed to assist you in carrying out your responsibilities. It contains basic information which we hope you will find helpful.

### **Address, Phone Number and Email Address Changes**

It is important to have your correct address and phone number on file with the district at all times. A change in telephone number, mailing address or email address or banking information should be reported to the board office immediately.

## **Substitute's Creed**

As a substitute, I will:

- Discharge to the best of my ability all assignments;
- Hold confidential all information relative to a student's personal and academic background;
- Refrain from making public judgments or criticisms of staff or policies;
- Respect opinions of staff members and cooperate with them in the best interest of the school and district; and
- Freely discuss questions and concerns with and seek advice from school personnel.

### **DISTRICT TEACHER WORKSHOPS**

All substitute teachers are welcome to take advantage of professional development opportunities that are offered during after-school hours to district teachers, if there is an available seat.

If you learn about an opportunity that is advertised to district personnel that you would like to take advantage of, please contact the presenter to check on availability.

### **SHADOW-A-TEACHER FOR A DAY**

Individuals who have been certified to act as a substitute teacher for Warren Township Schools, but who have not previously substituted in the district are encouraged to take advantage of our program allowing a substitute teacher who has obtained his/her district credentials to spend a day with a teacher to acclimate himself/herself to the district and school procedures.

This opportunity is offered with payment for one day at the substitute rate of compensation.

Substitutes will shadow a teacher at the school in which they were interviewed.

## DISTRICT “EBLAST” COMMUNICATIONS

District WebPage URL: [www.warrentboe.org](http://www.warrentboe.org)

Substitute Teachers may sign up to receive district and/or school communications.

To subscribe to district and/or school e-blasts, please visit the district webpage at [www.warrentboe.org](http://www.warrentboe.org). Under the “Parents” heading located on the right side of the page, please click on “e-Blast Signup” and make your selection.

You may unsubscribe at any time by following the “unsubscribe” instructions on the same webpage.

If you have any problems with the e-blast sign-up process, please contact a technology teacher (below) and request assistance.

Warren Middle School	Sean Convery	sconvery@warrentboe.org
Angelo L. Tomaso Elementary School	Kim Bostory	kbostory@warrentboe.org
Central Elementary School	Michelle Zgombic	mzgombic@warrentboe.org
Mount Horeb Elementary School	Michelle Zgombic	mzgombic@warrentboe.org
Woodland Elementary School	Kim Bostory	kbostory@warrentboe.org

## GENERAL INSTRUCTIONS

### **RECEIVING YOUR ASSIGNMENT**

When you apply for a position as a substitute teacher and have been endorsed as such by the Board of Education, your name is placed on our substitute-calling list. The district substitute service, Frontline (formerly AESOP) will then use this list to obtain substitutes on a daily basis.

This automated service simplifies the process of notifying you when your services are needed in the district. Frontline utilizes both the telephone and the Internet to assist you in locating jobs in the school district for which you work. Upon board approval, you will be notified by Frontline to create an account and PIN which will allow you to access substitute positions for Warren Township Schools.

On occasion, a building principal may need to change your assignment based on the needs of the building on a particular day. We appreciate your flexibility and understanding should such a need arise.

In the event of an unexpected staff absence, you may receive a call from the school secretary later on in the day. With the exception of the school secretary making emergency calls after the school day has already begun, it is important to be aware that Frontline has total responsibility for coordinating substitutes. A principal or teacher may speak to you about an upcoming absence for planning purposes only.

*Should you accept a substitute call and find that you are unable to take the assignment, please login to **Frontline** immediately to cancel your assignment.*

***\*Please note: in the event that you need to cancel your assignment at the last minute, please also contact the school secretary to make her aware of the cancellation.***

REMEMBER ... each school and each class is different.

### **REPORTING TO YOUR SCHOOL ASSIGNMENT**

**Please plan to arrive at school at least 15 minutes before classes begin.** This time before class will give you an opportunity to prepare yourself and your classroom for the activities of the day.

**SUBSTITUTE ARRIVAL TIMES:**

School	School Hours	Subs Arrive		School	School Hours	Subs Arrive
Angelo L. Tomaso School	8:10 - 2:50	7:55		Mt. Horeb School	8:50 - 3:30	8:35
Central School	8:50 - 3:30	8:35		Middle School	8:10 - 2:50	7:55
Woodland School	8:50 - 3:30	8:35				

**DELAYED OPENING/SCHOOL CLOSING** - Snow or another type of emergency may require a delayed opening or closing of schools. Radio station 1450am, will broadcast notification of such emergencies. TV Channel 2, 7 and 12 will scroll closings and delayed openings, as well as Local Cable Channel 15. On other occasions, mechanical failure or storms may occur after the students are in school. When it seems advisable to close early, the radio and TV stations will be notified. The district also posts updates on Facebook (Warren Township Board of Education), Twitter (@warrenschoolsnj), and on the district website (warrentboe.org).

**PLEASE NOTE:** *As soon as delayed opening or school closing decisions are made, the Superintendent will post the notice on the district website, send out notification through the district's E-Blast system, and initiate all of the above media notifications as well.*

**If you are scheduled to substitute during inclement weather, please be sure to check the district's webpage and/or Facebook, etc. for up-to-date information.**

## **BEFORE YOUR TEACHING DAY BEGINS**

Report to the main office and notify the office staff of your arrival, sign in and obtain a badge for the day.

Your visitor badge will include information regarding important safety protocols such as HOLD, SECURE, LOCKDOWN, EVACUATE and SHELTER.

Familiarize yourself with the classroom in which you will be spending your day. Please follow the lesson plans that have been left for you.

**\*Take a moment to review the emergency evacuation map posted next to the classroom door and locate the Crisis Response Handbook which contains emergency drill procedures.**

Determine how you will meet and greet your students, as well as how you will dismiss them.

**REMEMBER** that much of the day's success depends on what you bring with you to the classroom. Here are some helpful hints:

Maintain a positive attitude	Become familiar with lesson plans & materials
Maintain a neat appearance	Maintain an understanding disposition
Be adaptable and flexible	Use good judgment and poise

### **The Flag Salute**

The teacher will conduct a salute to the flag. Under a recent Federal Court ruling, pupils with "conscientious scruples" against saluting the flag are entitled to keep their seats as long as they do not disrupt the class or disturb the pupils who are voluntarily participating in the ceremony.

### **Corporal Punishment**

The laws of the State of New Jersey prohibit corporal punishment. Teachers will refrain from any actions that might be so construed. The law states that no person employed or engaged in a school or educational institution, shall inflict or cause corporal punishment upon a pupil attending such school or institution; but any such person may, within the scope of his/her employment, use and apply such force as is reasonable and necessary (1) to quell a disturbance threatening physical injury, (2) to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil, (3) for the purpose of self-defense and (4) for the protection of persons or property and such acts or any of them shall not be construed to constitute corporal punishment within the meaning and intent of this section.

## Security Drills:

Specific information about drill procedures for each school is contained in the Crisis Response Handbook. Our schools follow the actions listed in the **STANDARD RESPONSE PROTOCOL** during emergencies. REMEMBER to bring the Crisis Response Handbook with you (class lists are included in this handbook) and remember to account for every student once safely outside the building.

## Fire Drills

When the fire bell rings, all students and staff must leave the building. The teacher should be the last one out of the area. All lights should be turned off and all doors and windows must be closed. There will be no talking during the drill. Teachers must remain with their classes while the fire drill is being conducted.

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

#### Hazard

Tornado  
Hazmat  
Earthquake  
Tsunami

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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### **Classroom Coverage**

No classroom will be left uncovered by a teacher at any time. Teachers who feel ill, or for any other reason feel they need a replacement, must contact the main office.

### **Illness and Accidents**

A nurse is on duty in each school. Students who are ill or injured should be immediately sent to the nurse or, if unavailable, to the office.

If a teacher or staff member is injured or becomes ill, the employee must notify the school nurse and his/her supervisor and shall coordinate with the school nurse to complete any necessary accident report form(s), including but not limited to district workers compensation paperwork. The school nurse shall report all employee accidents to the Business Office at the Board of Education Building immediately.

### **Student Medical Information**

If any special Medical Information about the students that you are supervising is provided by the teacher whose classes you are covering, remember that this is **CONFIDENTIAL** material and must be treated as such.

If a student becomes ill while in your care, please refer to this material to assist you in determining the type of medical assistance that the student may need from the nurse or main office.

Important information about student allergies is contained in the classroom teacher's substitute folder.

Please be aware of the multiple food allergies that may exist in any one classroom. Therefore, please do not pass out any food items without checking with the nurse.

# CLASSROOM PROCEDURES

## **Before Your Students Arrive**

Familiarize yourself with the daily schedule and read any special notes that the teacher may have left for you.

Locate the faculty room - please do not eat in the classrooms as there are students with severe allergies.

Note any special events for the day, such as assembly programs and contact the office to find out about passing times and seating arrangements.

Check the teacher's notes regarding lunch procedures and/or any special building duties or assignments for which you may be responsible.

Determine how students may be grouped and which children may be leaving the classroom for any reason during the day. A seating chart should be a part of the Substitute Teacher folder.

Thoroughly review the lesson plans and take a moment to locate any books and supplies which may be needed during the day. Make a quick plan to assist with guiding your students through their assigned work.

Determine the method used for taking attendance, providing passes, collecting money, etc. Should a student be absent, the attendance card is to be ready for pickup at the designated time and place. Written excuses for absences and parental notes concerning after school arrangements should be sent to the office with the attendance cards.

Print your name on the chalkboard, or whiteboard, so that children may refer to it during the course of the day.

Begin by putting the day's schedule on the chalkboard, or whiteboard, so everyone will know the plan for the day.

## **Establishing an Atmosphere for Learning**

- Cheerfully greet students at the classroom door as they enter.
- Introduce yourself and call attention to your name on the chalkboard/whiteboard.
- Carefully oversee the putting away of outdoor clothing, lunches, etc.
- Make certain to include the flag salute as part of morning opening exercises.
- Provide materials for students to make up name cards for their desks so that you may call upon students easily by name.

Write student assignments on the board for reinforcement and student reference.

- Encourage appropriate behavior.
- Establish yourself as the classroom leader.
- Record student attendance according to school regulations.
- Give children a quick overview of the day's work and establish expectations.
- Follow the plans provided by the classroom teacher located in either the substitute folder or the lesson plan book. Plans are outlined according to lesson objectives, procedures, and follow-up.
- Use good judgment and be prepared for the unexpected!

### **Providing Instruction**

- Motivate each lesson so as to capture and retain the interest of the students
- Review and reinforce basic skills unless definite direction has been given to introduce new material
- Vary the content and pace of the classroom activities
- Be enthusiastic in presenting a subject
- Provide opportunities for student participation in all lessons, avoiding lengthy lectures
- Give simple, clear directions; check to be sure they are understood
- Be consistent and follow through on your instructions

Establish standards for carrying out routines; if these differ from the ones used by the regular teacher, indicate that each teacher does things slightly differently, and that "For today we will....."

- Provide small group and individual help as needed.
- Praise student effort and work at every opportunity.
- Model and encourage care of school supplies.
- Request special supplies from the main office.

### **Discipline**

Reasonable discipline practices are expected to maintain proper control of a group. Be fair and firm in your expectations. Group punishment is not acceptable. Serious cases are to be immediately referred to the principal.

Please refer to the teacher's substitute information for any specifics.

**GET HELP FROM THE OFFICE IF YOU NEED IT!**

## At the End of the Day

- Evaluate the day with the class and review what students have learned.
- Provide time before dismissal to clean up the classroom.
- Be aware of the bus schedules, parent pick up, etc. and dismiss on time and in an orderly fashion.
- Establish a feeling of good rapport between you and your students before dismissing the class.
- Correct the written work assigned to you (unless otherwise requested).
- Leave a note for the classroom teacher summarizing your day.
- Put away all materials, lock the windows and close the door.

## Checking Out

Please return all materials obtained from the main office to that office at the end of the day.

## Getting Assistance From Other Faculty Members

Feel free to ask any available staff member a question. They will be more than willing to assist you. Accept substitute assignments as often as possible and get to know as many faculty members as you can. This will help you with future class coverages.

## **OTHER ITEMS**

### School Security/Visitors - VMS System Registration Visitors

A security system is in place at all Warren public schools. All outside doors remain locked throughout the day. The only way to enter the building is through the front doors. **To enter, you must have a government issued ID (eg., drivers license) which will be scanned via the district's Visitor Management System.** Upon receiving clearance, substitutes must then report to the main office to receive a substitute pass. This pass must be worn at all times.

The procedures are as follows:

1. Everyone shall enter the building via the front door only. **Do not let anyone else "piggyback" your entrance. Each visitor is assessed one at a time.**
2. Upon entering the building, substitutes shall immediately come into the main office and register/receive their substitute pass.
3. Substitutes must also sign in on the Substitute Sign In Sheet.
4. The substitute's badge must be worn during the course of the visit.
5. Return to the main office at the end of your day, return your badge and sign out.
6. In conjunction with this system, staff members and children will be instructed to immediately report any non-staff member who is seen without a badge.

7. Closed-circuit cameras are installed at the front entrance and in the hallways. This is just another safety precaution to protect the children and staff in Warren.

### **Substitute Teachers and the Community**

Remember that the Substitute Teacher has a unique public relations opportunity in the community. Whenever possible, be positive.

Remember to always keep any information about a student **CONFIDENTIAL**.

### **Evaluation**

To help assess the performance of its substitutes, the district asks that staff members complete a *Substitute Follow-Up Report*. A copy follows for your information.

### **A Final Note**

Understand the terms of your work as a Substitute Teacher and be responsible for carrying them out. We need your service and greatly appreciate a positive, constructive effort.

# WARREN TOWNSHIP SCHOOLS

## Administrative Procedures

### SUBSTITUTE FOLLOW-UP REPORT

To help assess the performance of substitute personnel, upon returning to work from an absence, each teacher shall complete the following substitute follow-up report. Logically, an absent teacher is not available to perform an observation, however, evidence of a substitute's performance based on valid indicators will be present. The regularly assigned classroom teacher is in the best position to comment on those indicators.

**Date of Coverage/Absence** \_\_\_\_\_ **Grade Level - Subject** \_\_\_\_\_

**Teacher's Name** \_\_\_\_\_ **Substitute's Name** \_\_\_\_\_

1. Based upon all available indicators, did your students maintain a level of behavior that is commensurate with your normal classroom standards?  
\_\_\_\_ **Yes** \_\_\_\_ **No**
2. Was the physical condition of the classroom similar to that which existed prior to your absence?  
\_\_\_\_ **Yes** \_\_\_\_ **No**
3. Were instructional materials returned to the proper locations?  
\_\_\_\_ **Yes** \_\_\_\_ **No**
4. Was there evidence that a reasonable attempt was made to follow the lesson plans that were provided?  
\_\_\_\_ **Yes** \_\_\_\_ **No**
5. Was there evidence to indicate (note from substitute, assignments completed, etc.) that meaningful instruction was conducted?  
\_\_\_\_ **Yes** \_\_\_\_ **No**
6. Did the substitute grade papers that you expected to have graded?  
\_\_\_\_ **Yes** \_\_\_\_ **No**
7. In the event of a future absence, would you want this substitute to cover for you again?  
(If no, please speak directly with your building principal).  
\_\_\_\_ **Yes** \_\_\_\_ **No**

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_

**Please submit the completed form to the office by the end of the first day of returning to work.**

cc: Superintendent of Schools

\_\_\_\_\_  
**Principal's Signature**

7/97

## **PAYROLL PROCEDURE AND SALARY POLICY**

You will be compensated for any service you render according to the Salary Policy for Substitute Teachers currently in effect (see next page for current rate of compensation). It is important for you to follow the payroll procedures listed here to insure that you will receive your compensation accurately and on time.

- **Sign the Substitute Sign-In Sheet in the school building on each day that you substitute.** Be sure to indicate the time in and the time out and to note full day or half day.
- You will be paid on the 15<sup>th</sup> and the 30<sup>th</sup> of each month. As an example, your September 30<sup>th</sup> paycheck will include hours worked from September 1<sup>st</sup> through September 15<sup>th</sup>. Your October 15<sup>th</sup> paycheck will include hours worked from September 15<sup>th</sup> through September 30<sup>th</sup>, and so on. Direct deposit will be in effect. Should your banking information change, it is important that you notify Payroll immediately.

## WARREN TOWNSHIP SCHOOLS

### SUBSTITUTE RATES OF COMPENSATION

Effective August 31, 2022 the per diem rate for substitutes will be:

**\$129.00 per day** – Substitute Teachers and Paraprofessionals

**\$250.00 per day** – Substitute Nurses

Long Term Substitute Teachers are defined as substitute teachers assigned to the same assignment for more than twenty (20) consecutive days. Current New Jersey Teacher Certification is required in the area of instruction to which the long-term substitute teacher is assigned. The per diem rate for a long-term substitute teaching position is \$180. Benefits are not included. These are non-tenurable positions. If a substitute begins an assignment that is not expected to last beyond twenty (20) days and the need arises to fill the position beyond the twenty-day period, that substitute shall receive the long-term substitute rate retroactive to the first day of the assignment.

Long Term Substitute Paraprofessionals are defined as substitute paraprofessionals assigned to one assignment for more than twenty (20) consecutive days. The per diem rate for a long-term substitute paraprofessional position is \$155. Benefits are not included. If a substitute begins an assignment that is not expected to last beyond twenty (20) days and the need arises to fill the position beyond the twenty-day period, that substitute shall receive the long-term substitute rate retroactive to the first day of the assignment.

Current part-time employees who work as a substitute on days (or hours) they are not contracted to work will be paid their current hourly rate or the applicable sub hourly rate, whichever is higher.

Pay Cycles and Calculations: Substitutes will be paid according to the pay schedule for all other 10-month employees. Subs must sign in and out on a daily basis in order to be paid. A substitute either works a half-day (3.5 hours), or a full day (7 hours). Half days worked will be paid at 66% of the applicable daily rate of pay.

BOE APPROVAL DATE: May 23, 2022

**Substitute Training**  
**What Reading/Language Arts looks like in Warren Township Schools**

**What Philosophy of teaching Reading LA does Warren use?**

*Balanced Literacy is an approach to teaching reading that is widely used in classrooms across the county. It involves several methods of teaching and learning reading and writing. These include whole class and small group instruction directed by the teacher as well as independent work in reading, writing and oral language. Balance Literacy is “an approach that combines the language and literature-rich activities aimed at enhancing meaning, understanding and the love of language with explicit teaching of skills as needed to develop fluency associated with proficient readers.” (Honing, 1996)*

**What are the elements of a Balanced Literacy Program?**

*While it depends on the grade level classroom you are in, the following are the components:*

<i>Print Awareness</i>	<i>Phonological Awareness</i>	<i>Oral Language</i>
<i>Reading Workshop</i>	<i>Shared Reading</i>	<i>Guided Reading</i>
<i>Literature Circles</i>	<i>Content Area Reading</i>	<i>Reading Fluency</i>
<i>Writing Workshop</i>	<i>Guided Writing</i>	<i>Handwriting</i>
<i>Word Study</i>		

**How should I structure a lesson in a Balanced Literacy Classroom?**

*For all good teaching we rely on a gradual release of responsibility from the teacher to the students. Teacher demonstration precedes guided practice, and guided practice precedes independent application. In teaching language arts literacy, we are conscious of using the gradual release of responsibility model for exemplary instruction.*

**What should be a part of the Literacy workshop block?**

*Reading: Read aloud, shared reading, strategy groups, guided and independent reading*  
*Writing: Mini Lesson, shared or interactive writing, guided and independent writing*  
*Word Work: Foundations (K-2) , word walls, personal dictionaries, editing practices*

**What materials can I expect to find in elementary classrooms?**

*Guided Reading Texts*

*Classroom Libraries*

*Trade Books*

*Big Books: K-1*

*Foundations: K-2*

*iReady Reading K-8*

*Being a Writer K-2 and Units of Study 3-8*

*Zaner Bloser Handwriting student books*

*Reader's Response notebooks*

*Writing journals*

*Independent reading books*

**What materials can I expect to find in the Middle School classrooms?**

*Grade level specific core reading pieces: novels, poems, short stories, plays, articles*

*Writing journals*

*Independent reading books*

*iReady Reading*

*Classroom Libraries*

*Trade Books*

**If, for some reason, there are no sub plans what can I do during the LAL block?**

*Read, read, read! Write, write, write! A guided read aloud can be done in any grade level. Stop frequently while reading to students to model your own thinking and ask questions about the text. The elementary classrooms all have classroom libraries, students can choose books for independent reading. Middle School ELA classes have classroom libraries and students should have an independent reading book. Digital reading resources like Newsela are available for all students to access via their Chromebook. They all have Reader's Response notebooks so you can ask them to make connections to their reading, ask questions, note new vocabulary words or respond to their reading in their notebooks.*

*Free writes are a part of the writing program. Have students do quick writes in their writing journals or give them a prompt to write about.*

<b>School Hours by Building</b>						
<b>2021-2022</b>						
	<b>ALT</b>	<b>Central</b>	<b>Woodland</b>	<b>Mount Horeb</b>	<b>PIP Preschool (Mt. Horeb)</b>	<b>Middle School</b>
<b>Regular Hours</b>	8:10 am - 2:50 pm	8:50 am - 3:30 pm	8:50 am - 3:30 pm	8:50 am - 3:30 pm	9:10 am - 3:10 pm  9:10 - 11:40 AM only Session	8:10 am - 2:50 pm
<b>Delayed Openings</b>	10:10am - 2:50 pm	10:50 am - 3:30 pm	10:50 am - 3:30 pm	10:50 am - 3:30 pm	11:10 am - 3:10 pm  AM only session is canceled	10:10am - 2:50 pm
<b>Half Days &amp; Early Dismissals</b>	8:10 am - 12:50 pm	8:50 am - 1:30 pm	8:50 am - 1:30 pm	8:50 am - 1:30 pm	9:10 am - 11:40 am	8:10 am - 12:50 pm

Please plan to arrive at least 15 minutes prior to the scheduled start time.