



You can get there from here!

2024 - 2025

PEMBERTON TOWNSHIP SCHOOLS

SUBSTITUTE HANDBOOK

A Guide for Licensed and Classified Substitutes

Jeff Havers, Superintendent
Adelina Giannetti, Assistant Superintendent
Ida Smith, Chief Academic Officer

Revised 09/2024 ZM

Dear colleagues,

Thank you for becoming a substitute with Pemberton Township Schools.

Pemberton Township's Department of Human Resources welcomes you. Our district consistently strives to provide an excellent education for all of its students. High academic standards and a wealth of co-curricular and extra-curricular activities prepare our students to meet future challenges while providing a solid foundation for daily success. In order for our students to have quality education, we need substitutes like you.

This handbook was created to provide you with important information that can help you on your substitute journey. Your comments and suggestions for improving this manual are welcomed and appreciated.

Your hard work will not and does not go unnoticed. You play an integral part in our education system. We appreciate your time and willingness to join our school district.

All the best,

A handwritten signature in black ink, reading "J. Pacheco". The signature is fluid and cursive, with the first letter "J" being large and stylized.

Jannett Pacheco

Director of Human Resources

Contacts

Please email or call 609-893-8141 dialing the following extensions:

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Absence Management Coordinator

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Director of Human Resources

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Payroll Specialist (CSI Pay Portal)

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H.R. Specialist (Safe Schools)

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Joseph Bowen

Security Chief

- ext. 1009 jbowen@pemb.org

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Admin. Assistant (Worker's Compensation)

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Holly Hensley

Technology Help Desk (Email Access)

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IMPORTANT NUMBERS

District Main Number: (609) 893-8141

ATHLETICS/ PHYS ED

Corigliano, Frank	Supervisor Athletics/Health & PE	Ext. 1073
Doane, Kelsey	Secretary - Athletics/Health & PE	Ext. 1121

BUILDINGS & GROUNDS (Facilities)

Dilbeck, Jesse	Night Facilities Supervisor	Ext. 1971
Krisanda, Scott	Director of Facilities	Ext. 1972
Nelson, India	Secretary	Ext. 1969

BUSINESS OFFICE

Baranosky, Monica	Accountant	Ext. 1014
Beck, Sue	Accounting Specialist	Ext. 1023
McGuinness, Sue	Admin. Assistant (P. Yacovelli)	Ext. 1004
Preziosa, Lorraine	Procurement Manager	Ext. 1015
Wade, Anna	Payroll Specialist	Ext. 1017
Yacovelli, Pasquale	Business Administrator	Ext. 1005

CENTRAL REGISTRATION

Vargas, Hillary	Registration Secretary	Ext. 1031
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COMPUTER SERVICES

Genesis Support		Ext. 6042
Tech Support		Ext. 6001
Procopio, Michael	Director of Tech. & Digital Learning	Ext. 1337

CURRICULUM & INSTRUCTION

Gibb, Michele	Secretary - Chief Academic Officer	Ext. 1010
Smith, Ida	Chief Academic Officer	Ext. 1011
Chiarella, Deana	Supervisor of Math/Science 6-12	Ext. 1105
DiBella, Maureen	Supervisor of Humanities K-5	Ext. 1162
Germano, Marie	Supervisor of Humanities 6-12	Ext. 1120
Nale, Dan	Supervisor of Math/Science K-5	Ext. 1028
Sheffield-Washington, Adalia	21 st Century Program	Ext. 1291

EARLY CHILDHOOD

Ceplo, Deborah	Director of Early Childhood	Ext. 1001
Parker, Jamillah	Supervisor of Early Childhood	Ext. 1046
Wright, Chelsey	Secretary - Early Childhood Dept.	Ext. 1001

FOOD SERVICES

Cavanaugh, Laury	Secretary	Ext. 1974
Horton, Bert	Food Services Courier	Ext. 1340
Hugo, JoAnn	Secretary/Bookkeeper	Ext. 1977
Nelson, Emanuel	Food Services Clerk	Ext. 1976
Wells, Barbara	Supervisor of Food Services	Ext. 1975

COUNSELING/HEALTH SERVICES

Knier, Jessica	Director of Counseling/Health	Ext. 1034
Madamba, Zoe	Secretary	Ext. 1033

HUMAN RESOURCES

Alvarez, Alyssa	H.R. Information Specialist	Ext. 1036
Crum, Jill	Admin. Assistant (Pacheco)	Ext. 1021
Bentham, Joshua	H.R. Specialist	Ext. 1019
Melnyk, Christine	AESOP/Absence Management	Ext. 1030
Pacheco, Jannett	Director of H.R.	Ext. 1021
Welsh, Liz	Benefits Coordinator	Ext. 1020

MEDIA SERVICES

Altenburger, Don	TV Engineer	Ext. 1076
Douglas, Mary	Secretary	Ext. 1068
Emmons, Kevin	Journalist	Ext. 1025
Garwood, Natalie	Document Services	Ext. 1081
Mignella, Jeanne	Media Services Coordinator	Ext. 1082

SECURITY

Bowen, Joseph	Security Chief	Ext. 1009
Duckett, Anthony	Asst. Security Chief/Tuancy Officer	Ext. 1064
Hughes, Pamela	Secretary	Ext. 1008
Kenney, Walter (Len)	Security Systems Engineer	Ext. 1147

SPECIAL SERVICES

Hale, Christine	Director of Special Services	Ext. 1022
Murray, Sharon	Secretary (Hale)	Ext. 1012
Piper, Stephanie	Data Entry Secretary	Ext. 1038

Program Supervisors

Brucale, Kimberly	Middle & Secondary	Ext. 1096
Corsanico, Holly	CST/Speech	Ext. 1079
Robinson, Lauren	Preschool/Elementary	Ext. 1194

SUPERINTENDENT'S OFFICE

Havers, Jeff	Superintendent	Ext. 1003
Madara, Donna	Admin. Assistant (Havers)	Ext. 1003
Giannetti, Adelina	Assistant Superintendent	Ext. 1013
Mount, Kathryn	Admin. Assistant (Giannetti)	Ext. 1995

TRANSPORTATION

Bermudez, Heidi	Secretary	Ext. 1187
Carmichael, James	Supervisor	Ext. 1186
Drayton, Darlene	Driver Trainer	Ext. 1195
Ferranto, Nicole	Dispatcher	Ext. 1189
Funches, Maria	Asst. Supervisor	Ext. 1190
Hopkins, Marie	Clerk	Ext. 1198

PTEA OFFICE

Horn, Robert	PTEA President	(609) 893-1540
McCreary, Gwendolyn	Admin. Assistant	

DISTRICT FAX NUMBERS

Asst. Superintendent's Office	Fax: (609) 757-4776
Business Office	Fax: (609) 874-7213
Central Registration	Fax: (609) 726-5660
Guidance/Health Services	Fax: (609) 773-8518
Human Resources	Fax: (609) 564-1596
Media Services	Fax: (609) 722-7204
PTEA Office	Fax: (609) 893-1542
Security	Fax: (609) 228-8283
Special Services	Fax: (609) 676-2381
Superintendent's Office	Fax: (609) 773-8522

SOCIAL MEDIA

 **Facebook**
www.facebook.com/PembertonSchools

 **Twitter**
www.twitter.com/PembertonSchool

 **Youtube**
www.youtube.com/user/PembertonSchools

 **Website**
www.pemberton.k12.nj.us

PECEC (PreK) - Danielle Hosey, Principal**Ext. 1500**

Secretary - Nicole Genovese - Ext. 1277
Social Worker - Lisa Harris-Hall - Ext. 1052
Parent Involvement Coordinator -
Michelle Walker - Ext. 1045

CST - Sherry Thornton - Ext. 1156
Nurses - Brenda Conover - Ext. 1561
Interim Nurse - Ext. 1562
ECC Secretary - Chelsey Wright - Ext. 1001
Security - Ext. 1192 Office Fax (609) 732-3106 Nurse Fax (609) 795-3989

**EMMONS (K-2nd) - John Schmidt, Principal****Ext. 1350**

Secretary - Vanessa Solis - Ext. 1167
Counselor - Krista Scarabaggio - Ext. 1044
Security - Ext. 1356 Office Fax (609) 782-3748 Nurse Fax (609) 757-4782

CST - Sherry Thornton - Ext. 1156
Nurse - Natalie Weekes - Ext. 1166

**STACKHOUSE (K-2nd) - Robin Blue, Principal****Ext. 1750**

Secretary - Mercedes Gonzalez - Ext. 1051
Counselor - Lisa Stemmer - Ext. 1098
Security - Ext. 1755 Office Fax (609) 853-3207 Nurse Fax (609) 757-4773

CST - Jennifer Balsavage - Ext. 1094
Nurse - Heather Verner-Hussmann - Ext. 1133

**DENBO-CRICHTON (K-5th) - Brett Thorp, Principal****Ext. 1200**

Secretary - Amanda Boyle - Ext. 1032
Counselor (K-2nd) - Jen Rodier - Ext. 1172
Counselor (3rd-4th) - Gina DiToro - Ext. 1296
Counselor (4th-5th) - Jen Soto - Ext. 1294
Security - Ext. 1256 Office Fax (609) 628-0598 / (609) 796-0105 Nurse Fax (609) 782-3579 / (609) 628-0764

Secretary - Linda Woolcock - Ext. 1137
CST - Jennifer Balsavage - Ext. 1094
Nurses - Shannon Horton - Ext. 1960
Cambria Yacono - Ext. 1173
Victoria Estronza - Ext. 1275

**FORT DIX (PreK-5th) - Jay Morris, Interim Principal****Ext. 1450**

Secretary - Anna Visco - Ext. 1087
Counselor - Jennifer Quinlan - Ext. 1968
Security - Ext. 1454 Office Fax (609) 710-0381 Nurse Fax (609) 874-7201

CST - Sherry Thornton - Ext. 1156
Nurse - LaToya Armstrong - Ext. 1966

**BUSANSKY (3rd-5th) - Keith Swaney, Principal****Ext. 1300**

Secretary - Carlene Mehl - Ext. 1053
Counselor - Josh Besserman - Ext. 1964
Security - Ext. 1307 Office Fax (609) 623-4486 Nurse Fax (609) 757-4778

CST - Sherry Thornton - Ext. 1156
Nurse - Nicole Gomba - Ext. 1303

**NEWCOMB (6th) - Ashley Walulak, Principal****Ext. 1700**

Secretary - Erin Mehl - Ext. 1149
Counselor (A-K) Rebecca Murray - Ext. 1153
Counselor (L-Z) Tiffany Savage - Ext. 1097
Security - Ext. 1704 Office Fax (609) 733-5103 Nurse Fax (609) 757-4779

CST - Deanna Richardson - Ext. 1054
Nurse - Jenn Caruso - Ext. 1152

**HELEN FORT (7th-8th) - Aaron Eyster, Principal****Ext. 1600**

Secretary - Nancy Craver - Ext. 1134
Guidance Office - Tara Kosinski - Ext. 1602
Security - Ext. 1606 Office Fax (609) 628-0764 Guidance Fax (609) 773-8520

CST - Deanna Richardson - Ext. 1054
Nurse - Nekell Bjorn - Ext. 1685
Nurse Fax (609) 782-3580

**PTHS (9th-12th) - Darvis Holley, Ed.D., Principal****Ext. 1800**

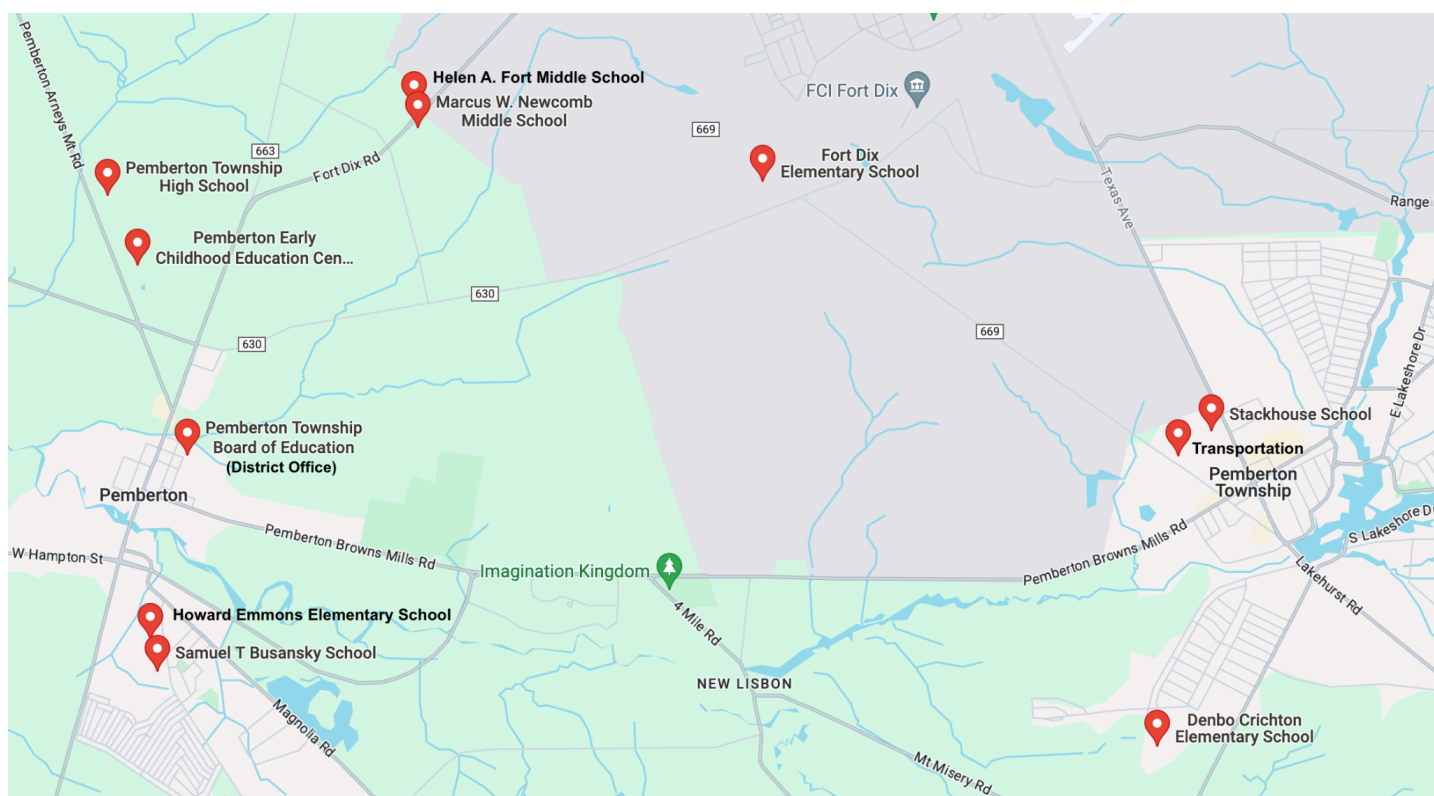
Secretary - Justine Miller - Ext. 1150
Guidance Office - Brenda Hawk - Ext. 1088
Security - Ext. 1871
Principal's Fax (609) 676-2793
Main Office Fax (609) 782-3584
Guidance Fax (609) 739-8701

Secretary - Amy Longoria - Ext. 1062
CST - Leatha Meyer - Ext. 1115
Nurses - Bailey Downs - Ext. 1084
Second Nurse (TBD) - Ext. 1085
Nurse Fax (609) 755-3887



Addresses and Map

Brotherhood Administration Building	1 Egbert St. Pemberton, NJ 08068
Samuel T. Busansky Elementary School	16 Scrapetown Rd. Pemberton, NJ 08068
Denbo-Crichton Elementary School	1412 Junction Rd. Browns Mills, NJ 08015
Howard L. Emmons Elementary School	14 Scrapetown Rd. Pemberton, NJ 08068
Fort Dix Elementary School	1199 Juliustown Rd. JB MDL, NJ 08640
Helen A. Fort Middle School	301 Ft Dix Rd. Pemberton, NJ 08068
Pemberton Township High School (PTHS)	148 Arneys Mount Rd. Pemberton, NJ 08068
Marcus W. Newcomb Middle School	300 Ft Dix Rd. Pemberton, NJ 08068
Pemberton Early Childhood Center (PECEC)	100 Arneys Mount Rd. Pemberton, NJ 08068
Stackhouse Elementary School	125 Trenton Rd. Browns Mills, NJ 08015
Transportation	150 Juliustown Rd. Browns Mills, NJ 08015



2024-2025 Substitute Reporting Times

TEACHER/NURSE POSITIONS

School	Start	End
PTHS	7:05 AM	2:25 PM
Helen Fort	7:35 AM	2:55 PM
Newcomb	7:35 AM	2:55 PM
Busansky	7:40 AM	3:00 PM
Emmons	7:40 AM	3:00 PM
Fort Dix	7:40 AM	3:00 PM
Denbo-Crichton	8:40 AM	4:00 PM
PECEC	8:35 AM	3:55 PM
Stackhouse	8:55 AM	4:15 PM

Please follow the hours listed in Frontline for the following positions:

- Classroom Aide
- Secretary
- Custodian
- Maintenance
- Cafeteria
- Cashier
- Security
- 4-HR Aide
- 4-HR Cafe Aide

JULY

S	M	T	W	R	F	S
	1	2	3	X	X	6
7	8	9	10	11	X	13
14	15	16	17	18	X	20
21	22	23	24	25	X	27
28	29	30	31			

AUGUST

S	M	T	W	R	F	S
				1	X	3
4	5	6	7	8	X	10
11	12	13	14	15	X	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	R	F	S
1	X	(3)	(4)	(5)	(6)	7
8	(9)	(10)	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

School Days 17

OCTOBER

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	(11)	12
13	X	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

School Days 21

NOVEMBER

S	M	T	W	R	F	S
					1	2
3	4	5	6	X	X	9
10	X	12	13	14	15	16
17	18	19	(20)	(21)	(22)	23
24	(25)	(26)	(27)	X	X	30

School Days 16

DECEMBER

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	(20)	21
22	X	X	X	X	X	28
29	X	X				

School Days 15

1st snow day-6/23	4th snow day-6/26	7th snow day -4/23	X
2nd snow day-6/24	5th snow day-4/25	8th snow day-4/22	◇
3rd snow day-6/25	6th snow day-4/24		○

September

- 2 School Closed -Labor Day
 3 Set up Day - Flex Day - Staff Only
 4 & 5 Teacher In-Service Day - Staff Only
 6, 9, 10 School Starts - Special Schedule

October

- 11 Teacher In-Service Day - Staff Only
 14 School Closed - Columbus Day

November

- 7 & 8 School Closed - NJEA Convention
 11 Veterans Day
 20-22, 25-26 Early Dismissal - Conferences
 27 Early Dismissal - Thanksgiving
 28 & 29 School Closed - Thanksgiving

December

- 20 Early Dismissal-Winter Break
 23 - 31 School Closed - Winter Break

January

- 1 School Closed - Winter Break
 20 School Closed-Martin Luther King, Jr.
 31 Transition Day - Staff Only

February

- 5 Student Early Dismissal-In-Service
 17 School Closed - Presidents Day

March

- 10 Common Planning -Early Dismissal
 11, 12, 13, 14 Parent Conferences - Early Dismissal

April

- 17 Early Dismissal - Spring Break
 18-25 School Closed - Spring Break

May

- 7 Student Early Dismissal-In-Service
 26 Memorial Day-School Closed

June

- 17, 18, 19 Early Dismissal
 19 Tentative Last Day for Students
 20 Tentative Last Day for Staff
 20 District Closed-Juneteenth

JANUARY

S	M	T	W	R	F	S
			X	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	21	22	23	24	25
26	27	28	29	30	(31)	

School Days 20

FEBRUARY

S	M	T	W	R	F	S
						1
2	3	4	◇	6	7	8
9	10	11	12	13	14	15
16	X	18	19	20	21	22
23	24	25	26	27	28	

School Days 19

MARCH

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	◇	◇	◇	◇	◇	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

School Days 21

APRIL

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	◇	X	19
20	X	22	23	24	25	26
27	28	29	30			

School Days 16

MAY

S	M	T	W	R	F	S
				1	2	3
4	5	6	◇	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	X	27	28	29	30	31

School Days 21

JUNE

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	◇	◇	◇	X	21
22	23	24	25	26	X	28
29	30					

School Days 14

- Indicates no school for students & staff
 Indicates early dismissal
 Indicates staff only-no school for students
 Indicates early dismissal-staff in-service

Job Description

Position: Substitute Teacher

Department: Human Resources

Qualifications:

1. A current and valid New Jersey Substitute Certificate or New Jersey Teaching Certificate.
2. Has successfully undergone a Criminal History investigation.
3. Meets the health qualifications required of all personnel.

Reports to: Principal

Overall Responsibility: To supervise the assigned classroom(s) and/or students as assigned.

Essential Areas of Responsibility:

1. Follows information provided from the district through the Substitute Handbook and orientation.
2. Monitors the hall before, after and between class periods where appropriate.
3. Takes accurate attendance on each day and/or period.
4. Follow the teacher's plans as closely as possible. Supplements activities when necessary.
5. Interacts with students - monitoring their activities and classroom behavior.
6. Maintains a relationship with the class conducive to learning.
7. Enforces safety habits, rules and regulations.
8. Is punctual and dependable. (Report by time designated by assignment).
9. Supervises students at all times.
10. Performs other duties as assigned by the Administration and/or listed in teachers' plans.

Adopted by: Pemberton Township Board of Education

Date: March 24th, 2011

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District Policy

3216 - DRESS AND GROOMING

Section: Teaching Staff Members
Date Created: February 2017
Date Edited: February 2017

The Board of Education believes that the appearance and dress of teaching/professional staff members is an important component of the educational program of this school district. The attitude of teaching/professional staff members about their professional responsibilities and the importance of education in the lives of their students are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for teachers/professional staff and an environment conducive to discipline and learning, the Board of Education expects all staff members to be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, or the occasion.

General Criteria

Attire shall meet the following criteria:

- Men and women shall dress in a manner befitting the profession. Faculty dress should up-hold the dignity of the profession and be appropriate to the type of service the teacher is performing.
- Female staff members shall wear skirts or slacks with blouses or sweaters, department uniforms, dresses, skirt or slack ensembles, slack suits, dress shorts or capris.
- All skirt, skort, or dress-like clothing shall not exceed three inches above the knee while standing.
- Male staff members shall wear suits, dress pants, dress shirts, with or without ties, collared shirts, turtlenecks or sweaters.
- Dress shorts are permitted to be worn by all staff members in the buildings without central air conditioning or in classrooms without air conditioning when deemed appropriate by the Superintendent of Schools. Shorts shall be no more than three inches above the knee while standing.

Specialized Areas:

- Physical education/health teachers, while teaching physical education classes, shall wear attire that is conducive to their subject area. Jackets, T-shirts, pullover shirts, slacks, pants, jogging suits, shorts, and sneakers are examples but not a limited list of appropriate attire for physical education teachers.
- Physical education/health teachers shall cover shorts with slacks, skirts, or jogging suits upon leaving the gymnasium or other place of instruction of a physical education class. Sleeveless shirts worn in physical education classes shall be covered with an appropriate sleeved shirt, sweatshirt, sweater or other pullover shirt.
- A physical education/health teacher teaching health classes full time during a marking period, shall follow the dress code as it applies to all teachers and administrators, except that appropriate physical education attire shall be worn when teaching health units that require physical activity i.e. CPR, health fitness, etc.
- Preschool staff shall wear attire that upholds the dignity of the profession and is appropriate to the preschool environment, while conforming to requirements listed in "General Criteria" above.
- The wearing of smocks or other special attire by teachers in the performance of their duties in specialized areas, i.e. Home Economics, Vocational, Science, Art and nursing, shall not be deemed as a violation of this code.

Staff going on field trips should dress appropriately, according to the venue, and as representatives of the school district.

Staff attending out of district workshops and/or inservices shall adhere to this dress code.

Footwear:

- Footwear shall include appropriate dress shoes, clogs, flats or sandals, boots and sneakers.
- The wearing of work boots, steel toed shoes or other special footwear as required by a job description, policy, or contract, in the performance of their duties, i.e. Vocational, Security, Mechanics, Maintenance, Grounds, Custodian, Food Service, shall not be deemed a violation of this code.

Unacceptable Attire:

- Torn, dirty, stained, holey or wrinkled clothing.
- Flip flops, bedroom slippers, combat boots, construction work boots, shower clogs, athletic sandals.
- See-through clothing.
- Skin-tight clothing i.e. spandex, leggings, etc.

- Low, plunging, or deep "V" necklines.
- Midriff, halters, tank, spaghetti straps, tube tops, or razorback tops or dresses.
- Beach attire, beach shoes i.e. Crocs.
- Any type of undergarments as outerwear.
- Sweatshirts sweatpants and sweat suits (except as appropriate PE staff and extra assignments as deemed appropriate).
- Observable jewelry in body piercings except for the ears.
- Denim jeans.
- Obscene, suggestive slogans, phrases or pictures on clothing.

The staff member's direct supervisor shall determine whether the dress or grooming of staff members conforms to this policy. In cases where a staff member disputes the decision of his/her supervisor, he/she may appeal up to the Superintendent of Schools whose decision in the matter shall be final.

N.J.S.A. 18A:27-4

Adopted: 23 February 2017





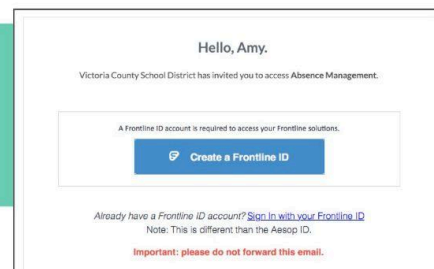
Identity Management

Once your organization upgrades to the Frontline Insights Platform, you can begin to utilize new and improved system functionality! These new upgrades allow you to log in to all your Frontline applications with a single username and password and to access any Frontline application via a single URL.

GETTING STARTED

On the date your district upgrades, you will receive an invitation email to create a Frontline ID account.

This new account replaces your former login credentials and allows you to collectively access all your different Frontline applications via a new, single username and password.



Click **Create a Frontline ID** within the invitation email.

This selection takes you to a Sign In page where you must create login credentials in accordance to Frontline requirements.

CREATING AN ACCOUNT

Your new username must contain 1 alphabet character and at least 4 total characters. (You can potentially use your email address, first initial and last name, or a different, district-preferred combination.)

The password must have 1 alphabet character, 1 number or special character, and 8 total characters.

Include an email address to provide a means for password recovery/verification and click the checkbox to accept the terms and conditions.

Once you are finished, click **Create Frontline ID**.

The system will prompt you to confirm your email as a final verification step. Once completed, the system enables access with your new username and password and requires these credentials for any future logins.

SIGN ON PAGE

With the creation of your new Frontline ID account, you can access all your Frontline applications through a single sign-on page.

Go to app.frontlineeducation.com, enter your new username and password, and click **Sign In**. The system recognizes your account configurations and presents applicable options based on your organizational setup.



Sign in with a Frontline ID

Frontline Username
Apond

Frontline Password

Sign in with Frontline ID

[I forgot my username](#)
[I forgot my password](#)

If you belong to multiple organizations, the system will prompt you to choose which organization you want to access, and once selected, you will then choose from a list of your accessible Frontline applications.



Victoria County School District

Select an Application

Absence Management *formerly Aesop*

Time & Attendance *formerly VeriTime*

LAYOUT

When you log in, the system will display a side navigation bar that hosts application-specific options, and you will have a series of selectable options along the top purple bar. From this top bar, you can alternate between applications/districts (if applicable), access help resources, and manage your account.



Absence Management Victoria County School District

Amy Pond Employee

January 2018

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

If you have any additional questions, please reference your application's Learning Center!





Absence Management

SIGNING IN

Go to app.frontlineeducation.com. Enter your username and password and click **Sign In**. Or, if applicable, use the organization SSO link.

LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for additional troubleshooting details.

Sign in with a Frontline ID

Frontline Username

Frontline Password

Sign In with Frontline ID

[Forgot Username](#) | [Forgot Password](#)

Having trouble signing in?
[Click here for more information](#)
[Or Sign In with Organization SSO](#)

SEARCHING FOR AVAILABLE JOBS

Review available jobs directly on the homepage or via the “Available Jobs” option in your side navigation. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

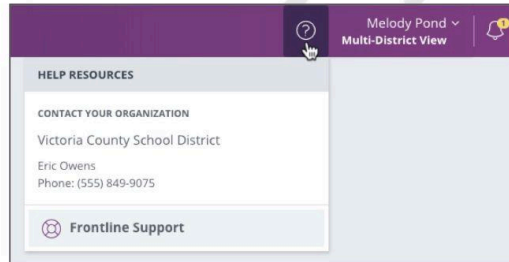
To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

The screenshot shows the Absence Management interface for Victoria County School District. It features three calendar views for June, July, and August 2023. The June calendar shows a green square on June 15th and a blue square on June 16th. Below the calendars are four tabs: Available Jobs (1), Scheduled Jobs (2), Past Jobs (1), and Non Work Days (0). The Available Jobs tab is active, showing a table with columns for Date, Time, Duration, and Location. The table lists a job for Thursday, 6/15/2023, from 8:00 AM to 5:00 PM, for a full day at Victoria County School District Coal Hill School. The job is assigned to Beasley, Pam. There are buttons for Reject and Accept next to the job entry.

Date	Time	Duration	Location
Thu, 6/15/2023	8:00 AM - 5:00 PM	Full Day	Victoria County School District Coal Hill School

GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin's contact details or select **Frontline Support** to access learning resources.



MOBILE OPTIONS

Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to job alerts and other job acceptance tools. Search “Frontline Education” via the app store to download it and use your system username and password to sign in.

Call Options for Absence Management

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

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

When the system calls you, be sure to say a loud and clear “Hello” after answering. It will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of *all* available jobs.

When You Call into Absence Management <ul style="list-style-type: none"> 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 Absence Management Calls You <ul style="list-style-type: none"> 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 interested in available jobs – Press 1 and enter PIN, followed by the # sign

ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

• Getting Started	• Popular Questions	• Frontline Mobile App
-----------------------------------	-------------------------------------	--



Title Abbreviations and Meanings

HDCP - Handicap

RR & I - Resource Room and Inclusion

SPEC. SERV. - Special Services

MD - Multiple Disabilities

PSD - Preschool Disabilities

Supplemental - Additional help/coverage (not assigned to a specific employee)

Floater - Coverage moving from classroom to classroom

Vacancy - Coverage while a position is vacant

Unable to make an Assignment

In the event you are unable to make a job assignment, here is what you need to:

- Go to “Scheduled Jobs” in Frontline and click “Cancel”.
- If this option is not available to you, that means you are trying to cancel within the cut-off times (1.5 hours before the start time of each school).
 - You will need to call and email the school’s secretary and Christine Melnyk (ext. 1030 / cmelnyk@pemb.org) immediately.

If you are in a multi-day assignment, please contact Christine Melnyk (ext. 1030 / cmelnyk@pemb.org) and inform her of your absence. Attempting to cancel multi-day assignments on your end will result in the cancellation of all the previous and future days attached to the assignment. This may lead to pay discrepancies.

Please contact the main office if you are going to be late for an assignment.

Inclement Weather & Cancellations

There are days where it is necessary to delay the openings of schools or cancel classes for the entire day. There are multiple ways you will be informed of these changes: the district website homepage, Frontline (not the mobile app version), a text, a call, and an email from the district. For delayed openings, please check back before heading out to your assignment in case the day was changed to closed.

If you are not receiving any information from the district email or phone number, please submit a ticket to IT. (<https://tech.pemb.org/home/>)

PEMBERTON TOWNSHIP SCHOOLS
SUBSTITUTE PAY RATES FOR 2024-2025 SCHOOL YEAR

Positions	Daily Rates
TEACHING ASSISTANT/SUBSTITUTE TEACHER: Must hold County Substitute Certificate	30 Credits – \$115 daily (7.33 hrs.) 60 Credits – \$135 daily (7.33 hrs.)
<i>Curriculum Trained Subs with NJ Teacher's Certification – attended Pemberton training in specific curriculum & have access to online resources. Days in placement must be consecutive.</i>	1-10 days – \$150 daily (7.33 hrs.) 11-30 days – \$170 daily (7.33 hrs.)
NJ Teacher's Certification- Content Certification, Pemberton Curriculum. Training. Work 30 consecutive days in same assignment and Responsible for plans & grading of students.	31+ Days – \$250.00 daily (7.33 hrs.)
NURSES	\$250.00 daily (7.33 hrs.)
SPEECH PATHOLOGIST	\$50 hr.
OVERNIGHT NURSE	\$500 daily
GUIDANCE COUNSELORS, CST	\$150.00 daily (7.33 hrs.)
ATHLETIC TRAINER	\$50 hr.
PRINCIPAL, ASSISTANT PRINCIPAL	\$450.00 daily
AIDES: SECURITY PERSONNEL	\$15.50 hr. \$124 daily (8 hrs.)
CLASSROOM AIDES	\$15.50 hr. \$100.75 daily (6.5 hrs.) \$104.63 daily (6.75 hrs.)
(4 HR.) CAFE AIDE/CASHIER/HEALTH AIDES/SHA's	\$15.50 hr. \$62.00 daily (4 hrs.)
SECRETARIES <i>Not Trained</i> <i>Trained with Genesis</i> <i>Retired District Secretary</i>	(\$15.50 hr.) \$124.00 daily (8 hrs.) (\$16.50 hr.) \$132.00 daily (8 hrs.) (\$17.00 hr.) \$136.00 daily (8 hrs.)
CUSTODIANS	\$17.00 hr. \$136.00 daily (8 hrs.)
BUS DRIVERS	\$25.00 hr.
Trip Driver Rate	\$25.00 hr.
BUS AIDES:	\$15.50 hr.
Before and After School Student Supervision (voucher pay)	\$25 hr.
ISS COVERAGE (voucher pay)	\$250 daily

Prepared by the Office of Human Resources – Effective September 1, 2024

Pemberton Township School District
Payroll Calendar
Summer Work Substitute Pay
2024-2025

		21st, ESY, PAINTER, SUBSTITUTES & SUMMER PAY
PAY DATES	Dates Covered PAY	DUE DATE SUBMIT to PAYROLL OFFICE BY NOON (12PM)
July 15, 2024	6/16/24 - 6/30/24 & 7/01/24 - 7/05/24	July 8, 2024
July 30, 2024	7/08/24 - 7/19/24	July 22, 2024
August 15, 2024	7/22/24 - 8/02/24	August 5, 2024
August 30, 2024	8/5/24 - 8/16/24	August 19, 2024
September 13, 2024	8/19/24 - 8/30/24	September 3, 2024
September 30, 2024	9/02/24 - 9/13/24	September 16, 2024
October 15, 2024	9/16/24 - 9/27/24	September 30, 2024
October 30, 2024	9/30/24 - 10/11/24	October 15, 2024
November 15, 2024	10/14/24 - 10/25/24	October 28, 2024
November 27, 2024	10/28/24 - 11/08/24	November 12, 2024
December 13, 2024	11/11/24 - 11/22/24	November 25, 2024
December 20, 2024	11/25/24 - 12/06/24	December 9, 2024
January 15, 2025	12/09/24 - 01/03/25	January 6, 2025
January 30, 2025	01/06/25 - 01/17/25	January 21, 2025
February 14, 2025	01/20/25 - 01/31/25	February 3, 2025
February 28, 2025	02/03/25 - 02/14/25	February 18, 2025
March 14, 2025	02/17/25 - 02/28/25	March 3, 2025
March 28, 2025	03/03/25 - 03/14/25	March 17, 2025
April 15, 2025	03/17/25 - 03/28/25	March 31, 2025
April 30, 2025	03/31/25 - 04/11/25	April 14, 2025
May 15, 2025	04/14/25 - 04/25/25	April 28, 2025
May 30, 2025	04/28/25 - 05/09/25	May 12, 2025
June 13, 2025	05/12/25 - 05/23/25	May 27, 2025
June 18, 2025	05/26/25 - 06/06/25	June 9, 2025
June 26, 2025	06/09/25 - 06/20/25	June 23, 2025
2025-2026		
<u>July 15, 2025</u>	06/23/25 - 07/04/25	July 7, 2025
NOTE: ALL SUMMER WORK	FOR 2024-2025 SCHOOL YEAR WILL	BE PAID ON THE FOLLOWING DATES
July 15, 2024, July 30, 2024,	August 15, 2024, August 30, 2024	and September 13, 2024

aw 6/6/24

Onelogin for Staff and Students

Michael Procopio May 14, 2024

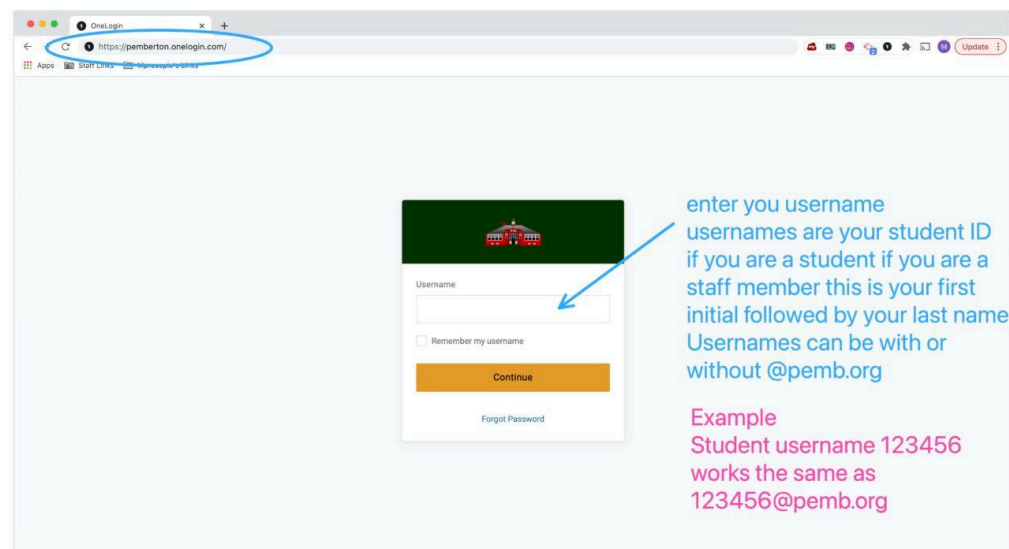
The Pemberton Onelogin Single Sign-on platform allows for easy and secure control of your username and password used to access many District resources.

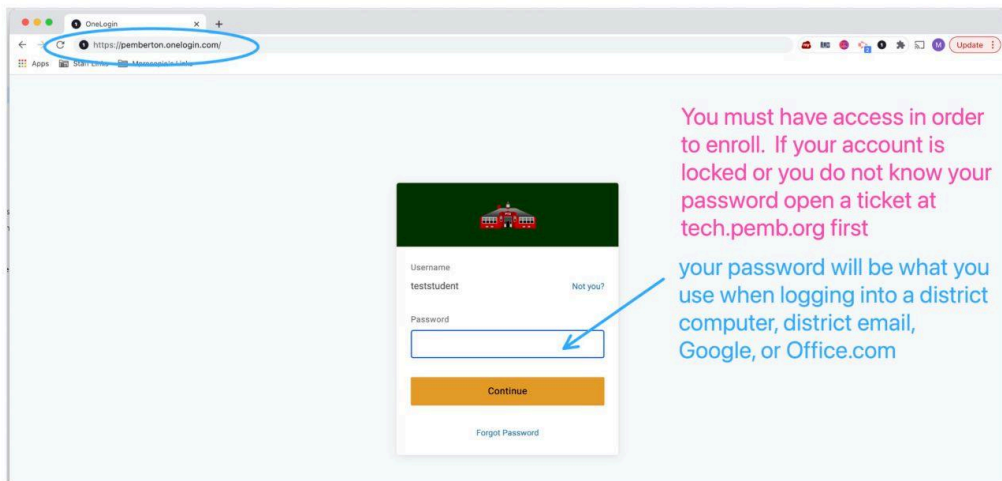
OneLogin is presently available for all staff members and students in grades 5c through 12

Once your account has been enrolled you'll be able to perform the following;

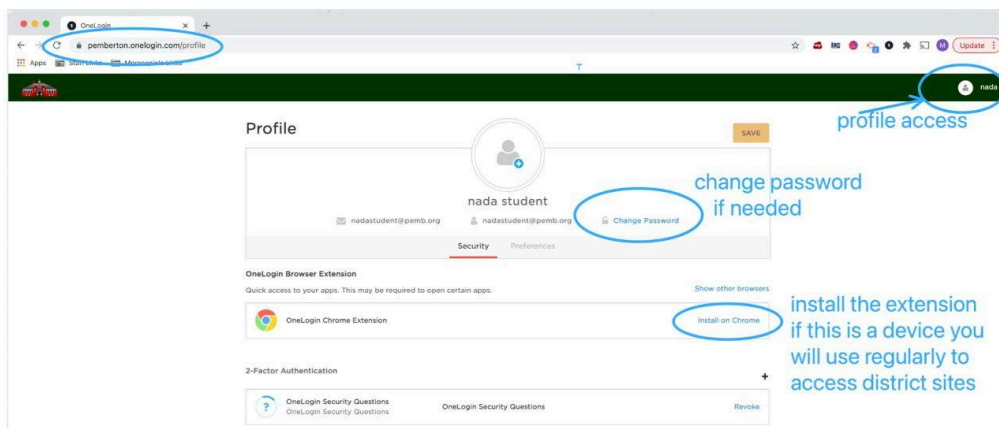
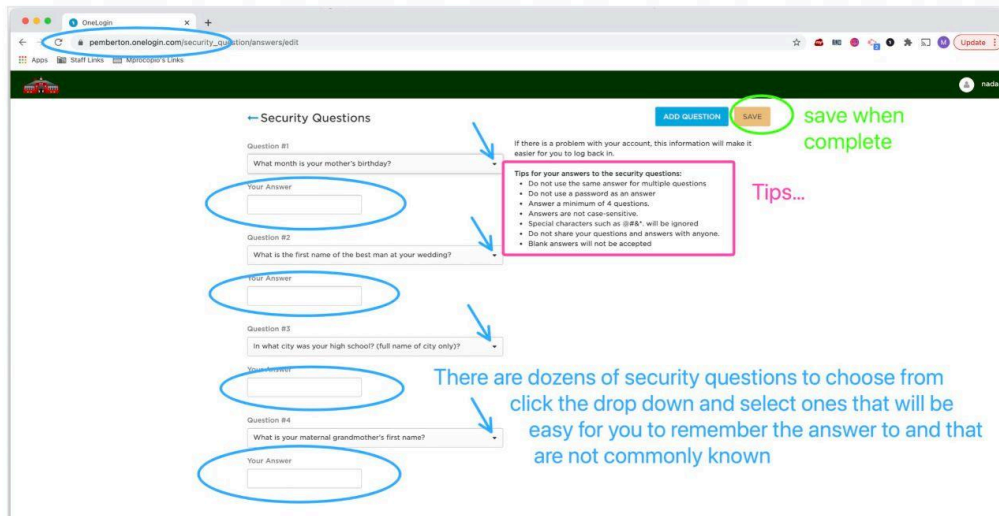
- Change your password so that it is unique to you
- Unlock your account should it have become locked
- reset your password should you have forgotten it or feel your account is being accessed by someone else
- Add authentication factors used regain access to your account
 - the three available security factors are; personal security questions, your @pemb.org email, and an authenticator app such as one available from [Microsoft](#) or [Google](#)

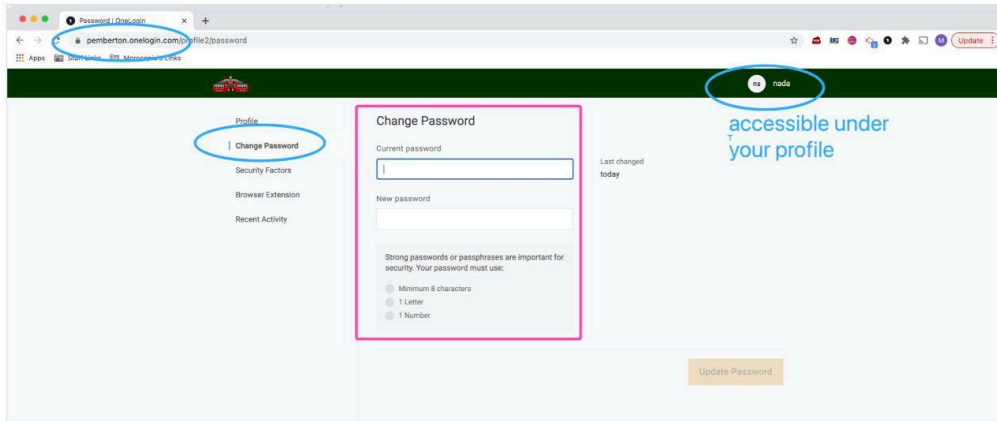
To enroll your account in Pemberton Onelogin please follow the steps out lined.



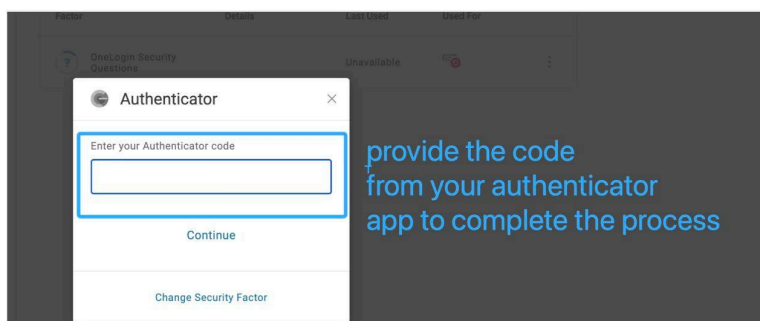
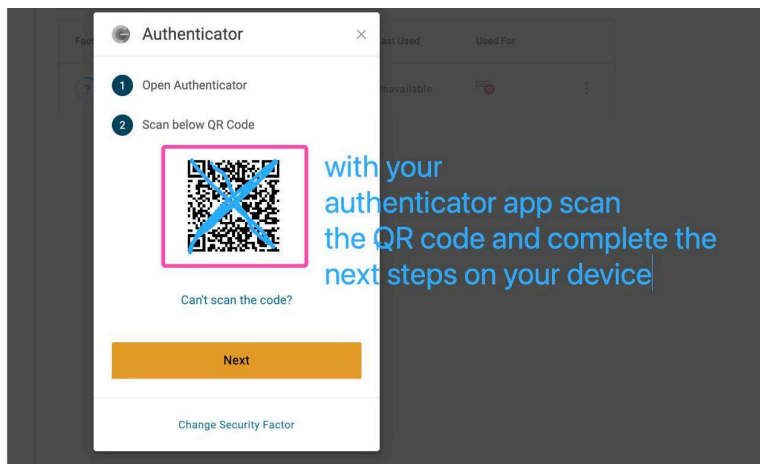
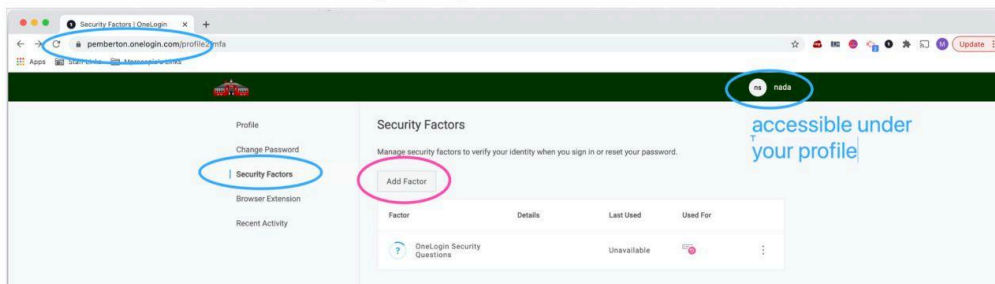


If you've accessed OneLogin before, you may have already completed the security questions and can skip this step.





The remaining steps are necessary to fully ensure your OneLogin account security by adding a multi-factor authentication token (MFA).



CSI Payroll Portal

Michael Procopio Jan 25, 2021

In order to review pay stubs and retrieve your W2 you will need to visit Pemberton's CSI Payroll portal. You are able to get to the portal in a number of ways.

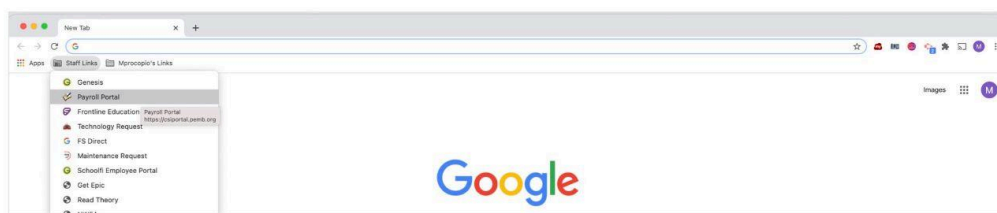
1. Open an internet browser on any internet connected device and visit

csiportal.pemb.org



2. On any device where you have logged into Google Chrome with your district username and password.

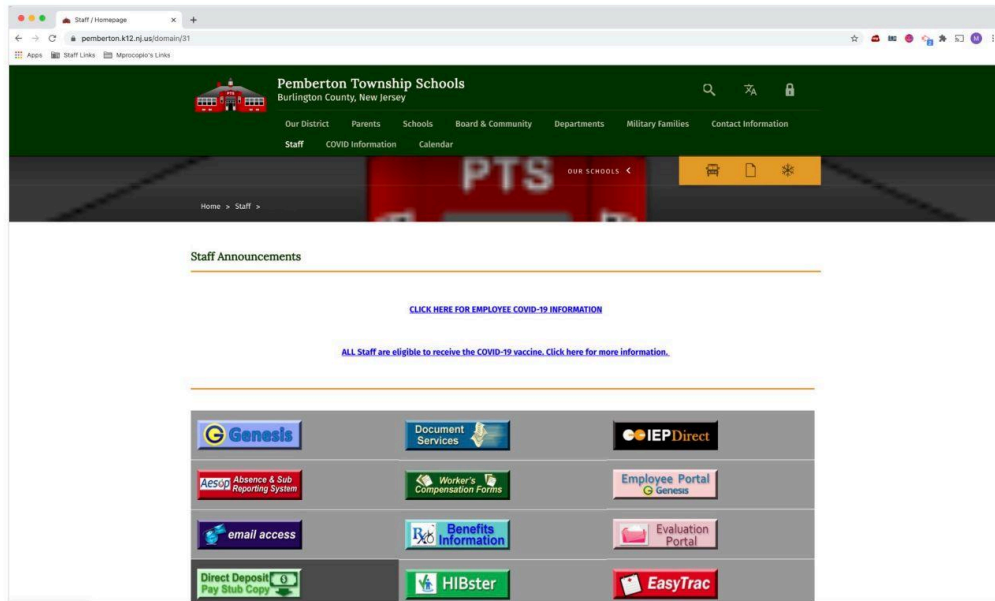
- Find the Staff Link menu on the bookmark bar and select "Payroll Portal"



3. Visit the District's webpage at pemberton.k12.nj.us

- Find and click on the Staff section from top navigation menu
- In the Staff section there are a series of links to commonly used District resources.
- Find and click on the link labeled Direct Deposit Pay Stub Copy

[Link to CSI Payroll Portal Login](#)



Now that you have the Payroll Portal loaded you need to get yourself logged in.

Your username to the portal is an email address - It will be the address that the payroll department has on file for you to use with the web portal

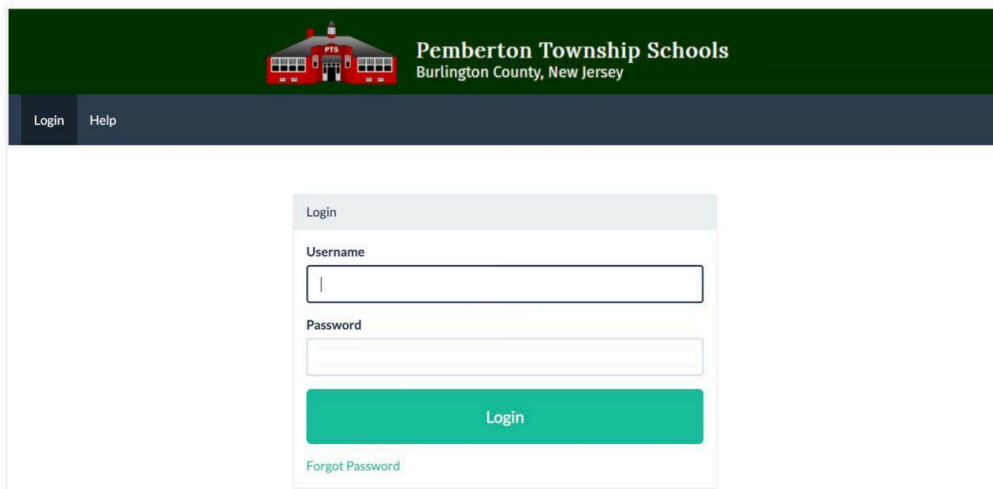
- This MAY be your district @pemb.org email address
- Or this MAY be a personal email address

If you are not certain which email address is on file you should select the forgot password link on the login page

- You will then enter an address you think it may be and then check that email account for instructions
- If you don't receive emailed instructions within a few minutes go page to the forgot password page and enter an alternate email address.

If you do not receive instructions via email and require additional assistance please open a ticket with the Technology Department.

- Tickets are opened by visiting tech.pemb.org and clicking submit ticket at the top right an corner of the screen. A tech department member will contact you and provide assistance.



The screenshot shows the login page for Pemberton Township Schools. The header is dark green with a red school building icon and the text "Pemberton Township Schools" and "Burlington County, New Jersey". Below the header is a dark blue navigation bar with "Login" and "Help" links. The main content area is white and contains a login form. The form has a light blue header with the word "Login". It includes a "Username" label and a text input field, a "Password" label and a password input field, a green "Login" button, and a "Forgot Password" link.

Login

Help

Username

Password

Login

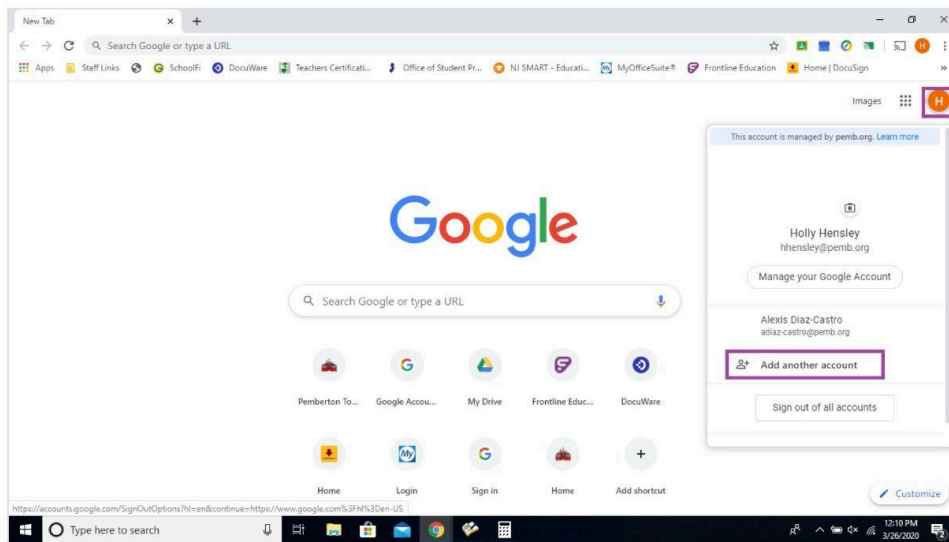
[Forgot Password](#)

Safe Schools Login Instructions

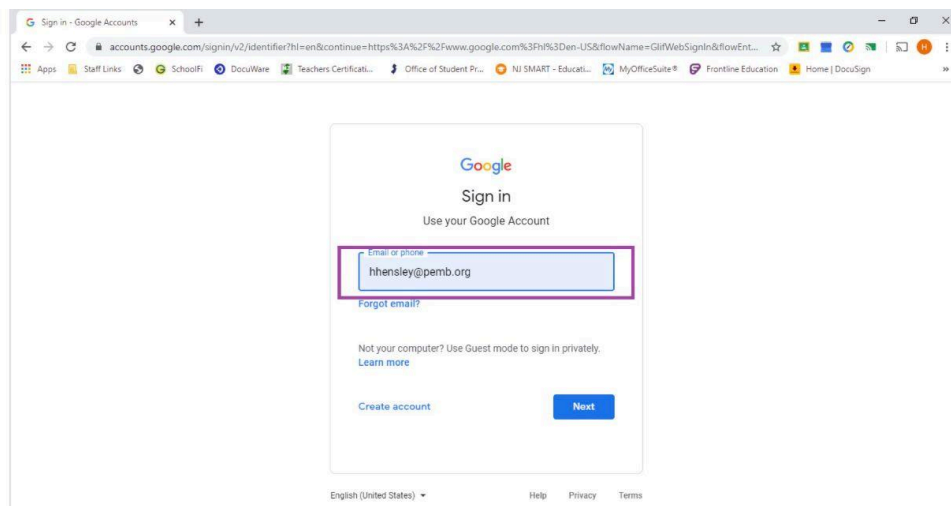
Holly Hensley Sep 17, 2020

Safe Schools Login Instructions

Go to www.google.com and click on the circle at the top right (please see below marked with a purple box) and click on "Add another account."

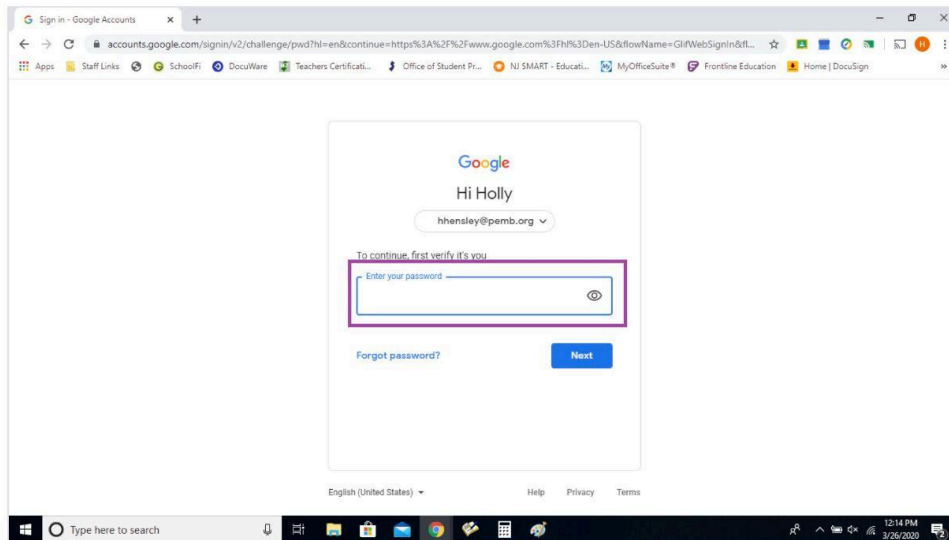


Enter your district email address and click next.

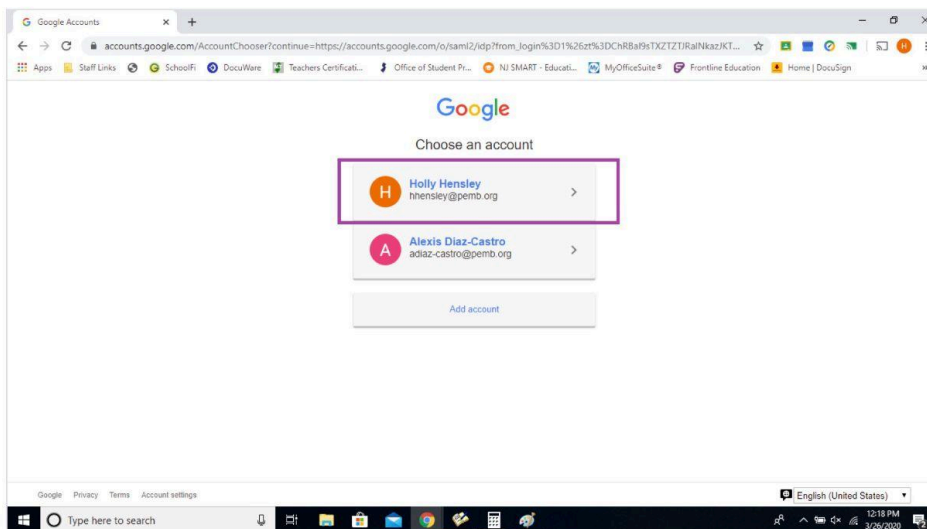


[Link to Safe Schools Login](#)

Enter your password (the same password you use to access your district email) and click "Next"



After logging into your district Google account, return to the Safe Schools website (accessed via the Safe Schools link on the [district website](#) - it will be the 5th button on the left when you follow the link). You will then be prompted to select a Google account. Select your district Google account.



If following the above directions does not allow you to access Safe Schools, please submit a ticket to IT (via Happy Fox - <http://tech.pemb.org>) to have them reset your Google password. However, if this is necessary, please ensure you specify that you only need your Google password reset. They will send a link to your district email account for you to reset your Google password.

Classroom Management

First Things First

- Report to the Principal's Office
- Get the Office Phone Extension
- Introduce Yourself and Your Assignment
- Know Teacher's Name
- Sign-in on the Sub Sign In Sheet provided by the office secretary
- Review Schedule and Materials
 - Individual Student Schedules/Health Issues
- Locate Restrooms, Cafeteria, Faculty Room

Responsibilities

- Take careful attendance (Notify office immediately if a student is absent/missing)
- Must supervise constantly
- Fill out lesson/class reports; turn into secretary indicating availability of plans, attendance forms, materials, etc.
- Follow school's procedures
 - Emergency, Lunch, Dismissal
- Get help early!
 - Get a next door buddy
 - In-Class Support Teacher
- At the end of the day, be sure to leave the classroom in order. Erase the whiteboard, organize the teacher's desk, and straighten student desks and chairs.

Classroom Must Do's

- First Impressions - Write name on Board
- Review Rules and Procedures
- Start and End Lessons on Time
- Be Active and Aware
- Keep a positive attitude
- Follow and enforce posted classroom rules

- Keep students busy and on task
- Provide lesson closure activities
- During Class
 - Be consistent
 - Make personal contact, walk around
 - Keep class under control
 - Always show respect: Never Use Sarcasm
 - Refer to students as students
 - Issue no passes only for absolute emergencies
 - Have “Fillers” ready to keep students busy

Good Teaching Strategies

- Provide “Do Nows”
- Write your name on the board and make clear to the students the proper pronunciation
- Always show confidence
- Refer to students by name
- Be flexible
- Share student learning objective(s) - What will the student know and be able to do after the lesson
- Share expectations, especially during transitions
- Do not teach while sitting behind the desk - walk around the room
- Avoid being trapped
- K-W-L
 - What do I KNOW?
 - What do I WANT to KNOW?
 - What did I LEARN?
- Think - Pair - Share
- Popcorn
- Prevent Behavior Problems
 - Give choices; Do not embarrass; Discipline in private/Praise in public; Redirect in a positive manner.
 - Reward good behavior (School/Teacher may have a reward system in place.)
 - I understand...

Classroom Management Resources

During overwhelming times in our life, it's important to find ways to relax and cope. The [Virtual Calming Room](#) is a place for educators and students to find tools and strategies for managing emotions and feelings. Enjoy and take some time for yourself!

[Sounds & Music](#)

[Puzzles & Games](#)


[Guided Meditation](#)


[Yoga & Breathing](#)

[Visual Relaxation](#)

[Coloring](#)

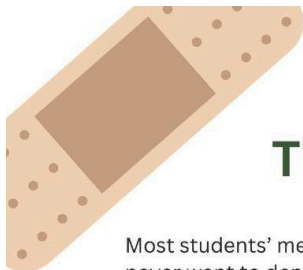
[Resources & Apps](#)

 K-5 Digital Curriculum Start-Up Checklist

 Secondary Curriculum Resources - Getting Started Guide

Advice From School Nurses

- Do not dispense medication (prescription or over-the-counter) to any student. Send him or her to the nurse's office or main office.
- Refer all students with injuries (even minor cases) to the nurse's office. In an emergency you may need to escort the student. If you are unable to, contact the main office to send someone to escort them. Or, in a less serious situation, have another student accompany the injured student.
- Prevention is the best antidote for medical emergencies. Always stay with the students. Contact another adult if you need to leave the students at any time. If you have recess duty, walk around the playground and be proactive about potentially dangerous behavior. Remember that you are the adult in charge.
- Returning students who require medical equipment, such as crutches, wheelchair, cane, etc. must have a doctor's order for the equipment.
- Any changes to a student's medical condition, medication, or recent medical procedure should be brought to the attention of the school nurse.
- Questions or concerns pertaining to students' medical history should be directed to the school nurse.
- If you are a long-term substitute teacher or substitute nurse with access to Genesis, many students have information in Genesis that is marked with a red cross +. As a substitute nurse, be sure that all substitute teachers are aware of students' medical conditions while in the classroom.



Tips to Keep Students in Class

Most students' medical complaints in the classroom do NOT require immediate medical attention. You never want to deny a student medical attention but at the same time, you want to maximize instructional time. Below are ideas on how to decide what needs immediate medical attention or can wait until a break in instruction. **The 5 "Bs" are a must send; Blood, Barf, Breathing, Brain, Blood Sugar.**

AUTOMATIC TRIP TO NURSE

- Vomiting
- Diarrhea
- Fever
- Asthma/Diabetes/Seizure hx
- Significant bleeding
- Faintness/dizziness/change in mental status
- Injury occurring at school
- Need for feminine products/concerns



BLOOD

- Dried blood or no blood visible = no band-aid and return to seat
- Paper cut = no band aid needed although painful. Wash hands and return to seat.
- Scab = provide band-aid to prevent picking at it and return to seat.

HEADACHE

Commonly headaches are a result of dehydration, lack of food, visual deficit or lack of sleep.

- Children never drink enough water from water fountains at school. Have them take a large and long drink of water.
- Do they wear glasses? Are they wearing them?
- Did they eat breakfast? Have them eat a snack or some of their packed lunch.
- Have them rest their head on the desk for 15 minutes with eyes closed.
- Send to nurse if headache is bad enough to interfere with class activity.
- Send to nurse if headache persists after water, rest and snack.



NAUSEA/STOMACHACHE

Nausea and stomach ache especially in the morning, may be due to nasal drainage or a need to have a bowel movement.

- Have them use the bathroom, suggesting the need to poop (quietly)!
- Blow their nose and have a drink of water.
- Send to nurse immediately if severe pain or vomiting.



SORE THROAT - NOT an emergency

- Send student to get a drink of water
- Send to nurse if persists with pain, foul breath, appears to have chills or fever.

RED/PINK EYE

Allergies are often times expressed as red itchy eyes.

- Send to bathroom to rinse face with water (age appropriate)
- Send to nurse if eyes are draining, tearing or crusty.
- Wash hands

OLD INJURIES/CHAPPED LIPS/DRY SKIN

These are not emergencies. Send to nurse at break time, lunch/recess, before or after school.



Substitute Teacher Report

Name: _____ Substituted for: _____

Date: _____ School: _____

Email Address: _____ Grade: _____

Notes regarding lesson plans:

I also taught:

Notes regarding behavior:

Terrific helpers:

Students who were absent:

Messages for the teacher:

Substitute Appraisal/Observation Form

Instructions: Substitutes should complete the top portion of the form and submit to the school administrator who will complete the evaluation. The school administrator should forward the form to Human Resources.

Substitute Name	Date
School/Principal	Grade/Subject/Position

<p align="center">Use the following rating scale:</p> <p align="center">Four (4) - Outstanding, Three (3) - Satisfactory, Two (2) - Fair, One (1) - Unsatisfactory</p>	
Reported to the principal or designee at the time school officially begins for the teachers/aides.	
Reviewed with the principal or designee all plans and schedules to be followed during the teaching day.	
Accepted responsibility of following lesson plans or assigned duties and schedules as outlined by teacher and Administrators.	
Assumed responsibility for assisting or supervising pupil behavior in class and/or during lunch and recess periods as scheduled and assigned.	
Demonstrated skills in organizing classroom activities as assigned.	
Wrote a note about work completed at the end of each teaching day and left it for the regular classroom teacher.	
Remained in the building until official school closing time for teachers/aides position.	
Performed such other duties as assigned by the principal or designee.	
Demonstrated professional attitude toward staff and students.	

This substitute's overall performance was <input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory
--

Check all that apply: <input type="checkbox"/> Recommend for retention. <input type="checkbox"/> Recommend for consideration as an assigned substitute. <input type="checkbox"/> Recommend professional growth in the area of _____ <input type="checkbox"/> Not to be assigned to this school in the future. <input type="checkbox"/> Drop from the substitute list.	Comments:
---	--------------------------------------

_____ Principal/Administrator Signature	_____ Date
_____ Substitute Signature	_____ Date

By signing, you are indicating as the substitute that you have read this observation record and have been given a copy.

Important Reminders

- Building assignments may change upon arrival at the building as determined by the administrator based upon the needs of the building.
- Never leave students unattended.
- All cases of accident or illness must be reported to the main office and nurse's office immediately.
- Substitute teachers must maintain discipline by means other than corporal punishment. Extreme behavior problems should be referred to the principal's office.
 - In the event that a student is being consistently disruptive in class:
 - Remain calm
 - Avoid yelling and inappropriate language
 - Call security to escort the student (Never tell a student to leave the classroom without an escort)
- Students are never to be released from the building during school hours without permission from the school office.
- Do not violate the confidentiality of information concerning students or staff members.
- Personal cell phones are not to be used while students are present.
- Taking pictures or videos of students without permission from their parents is unlawful.
- Please do not touch the students or verbally demean them in any way.
- Do not criticize students or their work.
- If you are going to be late for an assignment, please contact the Main Office beforehand. Note the time you arrive on the sub sign in sheet.
- Do not allow students out of their seats unless the lesson plan calls for collaborative learning groups.
- You must notify the building secretary if you need to leave an assignment early due to an emergency.
- Any money collected must be deposited to the Main Office.
- Lesson plans are expected to be carefully adhered to. Students should not be given "free time".

Smoking and Vaping

The Board of Education prohibits smoking or use of E-cigarettes/vapes at all times anywhere in the school district buildings and school grounds.

Alcohol and Other Drug Use on School Grounds

The sale, purchase, transfer, use or possession of alcohol, drugs or tobacco both on and off school grounds is prohibited. This prohibition applies to all forms of illegal or controlled dangerous substances and alcoholic beverages whose sale, purchase, transfer, use or possession is prohibited by law.

Board Policy #3218 and N.J.S.A. 18A:40A.

Student Safety/Drills

Shelter in Place

- Used when there is a need to keep hallways clear of students.
- **Business as usual in the classroom.**
- No movement between classes when the bell rings.
- Bathroom requests are denied unless an emergency exists. Security must accompany students.
- Security will accompany students needing to see the nurse.
- Windows do not need covering, doors locked.

Lockdown

- Used when there is an imminent threat inside of the building, or directly outside.
- Teachers visually sweep hallways, encouraging people in the hallways to enter their room before closing the door.
- Magnets up/doors shut and locked, all door windows covered, lights out, all occupants move into a “blind” corner (a corner that is not visible from the doorway), everyone is quiet.
- **Once your door is shut, do not open it for anyone other than an administrator accompanied by law enforcement.**
- **Listen for a duress signal!**

Emergency Evacuation

- Used for fire evacuation and for bomb threats.
- **Evacuate using the maps on the inside classroom wall (near the door).**
- Follow the primary route unless directed otherwise or if there is an immediate danger on your primary route.
- Fire evacuation is 300 feet from the building.
- Bomb threat is 500 feet away from the building.
- Return to the building by way of your initial exit route.

Reverse Evacuation

- Used when conditions inside of the building are safer than outside.
- Usually used in conjunction with shelter in place or lockdown.
- **Requires anyone outside to return to the building.**
- May also be used to move staff and students away from classrooms facing an exterior wall, and moving them to an interior room.

Announcement Instructions

Shelter in Place

- Anyone can make the announcement.
- The announcement to go into a shelter in place is made at the time of the event.
- Announcement to end the shelter in place is made when hallways/building are clear of danger/concerns.
- All announcements are broadcast over the pa system and walkie-talkie radio.

Lockdown

- Anyone can make the announcement.
- The announcement to go into a lockdown situation is “lockdown, lockdown, lockdown.”
- We will no longer announce a lockdown as a “drill”
- All announcements are broadcast over the pa system and walkie-talkie radio.
- Once the lockdown is concluded, the person making the announcement must include a standard duress signal to signify the event is truly concluded. the duress signal is “the lockdown is now concluded, the time is

(xxxx).” if the time is not given in the announcement, then the lockdown continues unabated.

Fire Drill

- Anyone can make the announcement.
- Advance notice must be given to staff by way of email and the pa system shortly before the fire drill begins.
- All announcements are broadcast over the pa system and walkie-talkie radio.

Severe Weather Drill

Activating a Tornado/Storm Drill

The following message will precede the drill:

Attention all faculty, this is (principal/designee). All staff are instructed to immediately activate protocols for a Severe Weather Drill.

We must ensure that this message is delivered to staff/students who are outside.

Protocols for Severe Weather Drill:

- All students involved in outside activities will return to school immediately.
- All students need to exit the Classrooms, Library, Gyms, or the cafeteria.
- All students should move to the halls, away from exterior windows and doors.
- Students should be kneeling in rows against the walls (age appropriate).
- Students should put their heads down, with their hands over the back of their heads, and their eyes must remain closed (age appropriate).

SCENT FREE ZONE



**Help us keep the air we share
healthy and fragrance-free.**

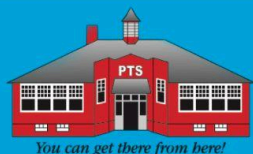
DISTRICT FRAGRANCE PROTOCOL

There are students and staff with sensitivities or allergies to strong fragrances. Those sensitivities and allergies may be chemically based, such as perfume, fabric softeners, and cologne. Some sensitivities and allergic reactions are triggered by cut flowers or plants.

We ask that everyone remain respectful of those with sensitivities and allergies. Reasonable accommodations may be necessary. Please remember they did not choose to have this sensitivity or allergic reaction and your cooperation is greatly appreciated.

Thank you.

Pemberton Township Board of Education - October, 2010



**THANK YOU FOR KEEPING OUR
SCHOOL COMMUNITY SAFE**

Pemberton Township Schools

Worker's Compensation

All employees should be aware of the proper procedures to follow when a work-related injury occurs. All injury reports, telephone notifications, and questions regarding claims handling should be directed to **Susan McGuinness, at ext. 1004.**

WHAT IS WORKERS' COMPENSATION?

Workers' compensation is a statutory benefit in the State of New Jersey. If you are injured in the course of your employment, workers' compensation insurance covers you for medical and lost wages, and you do not need legal assistance to obtain these benefits.

WHO IS COVERED?

All employees, whether full or part-time, are covered under workers' compensation. The insurance only covers those employees who have sustained an injury while working.

HOW DO I REPORT A WORK-RELATED INJURY?

All work-related injuries must be reported to a District Nurse, Principal, Supervisor and Susan McGuinness **IMMEDIATELY**, and in no instance greater than 24 hours, as required by Board of Education Policy Number 8440. In accordance with this policy, disciplinary action may be taken for failure to report work-related injuries in the established time frame. Be advised that acceptance of claims for workers' compensation may be delayed or denied if not reported within 24 hours. Employees must complete an **"Employee Injury - Treatment Record Form"** for all injuries. These forms can also be obtained from the School Nurse.

WHAT IF AN INJURY OCCURS AFTER NORMAL WORKING HOURS ("OFF-HOURS")?

The employee must complete the "Employee Injury - Treatment Record" form that can be found in a hanging folder in the Head Custodian's office area. Upon completion, these forms should be FAXED TO **609-894-0586**, OR Scanned immediately to smcguinness@pemb.org at Brotherhood.

WHERE DO I GO IF MEDICAL TREATMENT IS REQUIRED?

The first action is to go to the School Nurse if available. Medical treatment for work related injuries beyond first aid must be provided by District Authorized Physicians, or in emergency cases only, by the emergency department of the nearest public hospital. The district will not be responsible for payment of medical bills from unauthorized physicians. If you are going for medical treatment, your supervisor, school nurse, or Susan McGuinness must first obtain a case number, before you go to the treating physician. If you are going to the emergency

department for treatment, a case number is not required. All injuries requiring medical treatment must be reported to 609-893-8141 ext. 1004 immediately following the doctor's appointment stating the physician's diagnosis and return to work status.

WHAT IF I NEED A PRESCRIPTION FILLED?

If you need a prescription filled, please contact **Susan McGuinness**, at 609-893-8141, ext. 1004. If you pay out of pocket expenses, send the receipts along with a copy of the prescription to Susan McGuinness, Claims Coordinator.

Substitute Orientation Presentations

[Link to Presentation](#)

[PECEC Presentation](#)