

CANISTEO-GREENWOOD CENTRAL SCHOOL

*SUBSTITUTE TEACHER HANDBOOK
2016-2017*



Dear Substitute:

Welcome to the Canisteo-Greenwood Central School District. We are delighted to have you here. We feel that your experience with us will be rewarding, challenging and productive. The District takes pride in its academic achievements. Our successes are contributed to everyone who carries out the responsibilities to provide a valuable and safe learning environment for all.

The administration is here to assist and support your efforts. We encourage questions and appreciate those who give their best for the students.

Thank you for your willingness to assist us and we look forward to working with you.

Sincerely,

Jeremy Palotti
Superintendent

Michael C. Wright
High School Principal

Paul E. Cone, Jr.
Middle School House Principal

Colleen M. Brownell
Elementary School Principal

Tricia M. Dodge
Director of Special Education

SUBSTITUTE TEACHER INSTRUCTIONS

Welcome to Canisteo-Greenwood Central School!

Thank you for substituting at Canisteo-Greenwood Central School. You are important in that you help maintain educational continuity in the absence of the regular teacher. Below are some general procedures and preliminary instructions, which are part of our day.

1. Sign in/check in with the elementary, middle school secretary or high school secretary. Plans will be available either in the office or in the classroom. Be sure to sign and fill in a substitute time sheet for report of hours worked.
2. You will be given a key when you check in with the secretary. All keys must be returned at the end of the day.
3. Substitute teachers should be aware of all academic assignments, as well as their morning duties and supervisory duties. All teachers' schedules are included in the folder provided by the regular teacher.
4. Attendance: For the High School and Middle School, attendance is to be taken each period. Attendance should be taken and submitted within the first ten (10) minutes of each period. At the high school it is most critical to notify Mrs. Schaumberg (ext. 2400) and report any absences. At the middle school it is most critical to notify Mrs. Ambuski (ext. 5103) and report any absences. For the Elementary School, attendance is only taken at the beginning of the school day. Contact Ms. Piatt (ext. 1401) or Mrs. Dannemiller (ext. 1400) to report elementary absences.
5. Study halls (High School and Middle School): In monitoring a study hall, a sign-out sheet is to be used. One student may sign out at a time.
6. Any high school or middle school student leaving the classroom during the day must have a student hall pass.

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PREFACE

The purpose of this handbook is to acquaint our substitute teachers with the operating procedures and policies of the Canisteo-Greenwood Central School District.

Most topics will be preceded by a brief statement of philosophy to better explain the rationale for the specific rules and regulations under that topic.

Please note that a handbook has been prepared for the students so that there should be few, if any, questions as to what is or is not an acceptable practice.

It should be noted, however, that no book of rules and regulations can possibly cover every situation. You will be required as a professional to interpret regulations and make decisions based upon your own good judgment and the general guidelines included in this handbook. Please bring this handbook with you to each substitute teacher assignment. If you find that we have left out some important item(s), please call it to our attention as we expect to periodically revise and edit this handbook.

COMMUNICATION

Communication between staff, substitute teachers, students and parents is critical. Please consider the following guidelines:

- Never commit yourself on school policy unless you know exactly what it is. Make a practice of referring people who have questions to the school personnel most concerned or most competent to answer the question. Please keep the classroom teacher informed of any situations that arise in the classroom.
- If you have a student who has a particular problem either academically or otherwise, do not keep it to yourself. If others are aware of the problem, perhaps they can help you solve it.

OUR MISSION STATEMENT

Canisteo-Greenwood Central School District believes the primary purpose of an effective school is Teaching for Learning. We believe that all students can learn and achieve at optimum levels of academic performance, regardless of their previous academic performance, family background, socio-economic status, race or gender. The District will foster positive growth and social/emotional behaviors and attitudes.

BUILDING INFORMATION

Elementary School

120 Greenwood Street
Canisteo, NY 14823

Telephone: (607) 698-4225 Ext.1400

Fax: (607) 698-2345

Middle School House

120 Greenwood Street
Canisteo, NY 14823

Telephone: (607) 698-4225 Ext.5103

Fax: (607) 698-2244

High School

84 Greenwood Street
Canisteo, NY 14823

Telephone: (607) 698-4225 Ext.2401

Fax: (607) 698-2776 Fax Main Office
(607) 698-9125 Fax Guidance

POLICIES AND PROCEDURES FOR THE SUBSTITUTE TEACHER

This particular handbook is required reading for each substitute teacher and should be read prior to the start of your substitute teaching.

The School District Website has a wealth of information regarding our schools and programs. Please visit our website at www.cgcsd.org.

BUILDING MAPS

Building maps are available in the main office of each building if needed.

APPROVAL FOR SUBSTITUTE TEACHING

Once you are approved for substitute teaching, you will be notified by mail. You will be placed on the active substitute teacher list once your finger print clearance is received by the district and will be called when a position becomes available. A non-certified substitute teacher may substitute teach up to 40 days in a consecutive position during a school year. There is no limit on the number of days you may substitute as a teacher's aide, office staff, or other non-teaching position.

ELECTRONIC SUBSTITUTE CALLING SYSTEM PROCEDURES

You should have received a letter from the District Clerk outlining the substitute calling system procedures. Please become familiar with the substitute calling system. Substitute information can also be found on our district website. If you have accepted a position and need to cancel, please follow procedures as indicated by the electronic calling system. Should you need assistance or have any questions regarding this system, please contact the District Clerk at (607) 698-4225 ext. 2403.

BECOMING FAMILIAR WITH THE SCHOOLS

Each school is a distinct learning environment in itself. You should become knowledgeable about each school individually. A tour of the building can be arranged through the secretary or building principal.

DETAILS TO HANDLE UPON ARRIVAL AT SCHOOL

Office

Sign in/check in at the main office. Be sure to sign and fill in the appropriate substitute time sheet for report of hours worked. The secretary or principal needs to know that you have arrived. Any special messages or necessary materials for your day will be in the classroom or given to you by the secretary.

Classroom Arrival

Plan to arrive in the classroom well in advance of your students.

	High School	Middle School	Elementary School
Teachers on duty	7:55am	7:40am	7:40am
Students allowed in for breakfast	Mondays 8:30 Tues.-Fri. 7:30	Mondays 8:30 Tues.-Fri. 7:30	Mondays 8:30 Tues.-Fri. 7:30
Other students allowed in building	Mondays 8:50 Tues.-Fri. 7:50	Mondays 8:50 Tues.-Fri. 7:50	Mondays 8:50 Tues.-Fri. 7:50
Students dismissed	3:10	2:55	2:50 **
Teachers dismissed	3:10	2:55	2:55

*Aide schedules may vary slightly.

**For elementary dismissal, please make certain to follow teacher's dismissal plan!

IN THE ASSIGNED CLASSROOM

Special Duties

Check the teacher's schedule and/or lesson plans for any special duties or building assignments of the particular teacher whom you are replacing. Some of these assignments are before or after the instructional day.

Schedule

Become familiar with the day's schedule, the lesson plans, the books and materials that will be used, the seating chart, the attendance procedures, and the routine forms that need to be completed.

Computer Login Information

We have created a sub login called SubTeach for logging into the computer:

Username: SubTeach

Password: *contact your building secretary for password*

Substitutes do NOT have a sub login for SchoolTool as it cannot be set to a specific teacher, so substitute teaching staff will still have to call their attendance into the attendance office.

Substitutes should NOT be logging into SchoolTool even if the teacher/staff member leaves their personal login and password!

Email / Website

There is no log in for substitutes to access school email, however, the district website address is www.cgcsd.org If a substitute is covering a long term absence, the IT Department may issue a temporary school email account.

Network Share

There is a network share (S: drive) created where teachers/staff can temporarily store documents that subs will need access to but should not be a "storage" place permanently. This can be accessed by "ALL" subs (teacher, nurse and office) that use the sub logins so there shouldn't be anything personal or private stored here. Substitutes can access the network share by clicking the link below.

The S: drive is already mapped to this share so substitutes should be going to the S: drive (sub share) to access data left by teacher/staff.

If you have any problems/questions notify the IT Department at Ext. 2131.

[\\CGSAN1\Sub](http://CGSAN1\Sub)

EMERGENCY PROCEDURES

In the event of an incident or situation that requires students to evacuate the building or to be locked down, the following procedures will apply:

EVACUATION:

Any situation that occurs requiring everyone to leave the building is an evacuation. (Fires, bomb threats, hazardous material spills etc are examples.)

THE CLASS REGISTER MUST BE TAKEN WITH YOU WHEN LEAVING THE ROOM.

Shut all windows and doors

Follow fire exit routes and proceed away from the building

Take attendance once you are a safe distance from the building

NON-EMERGENCY LOCKDOWN:

Any situation that requires students to not be moving throughout the building is a lockdown. (Medical emergency, disturbance, chemical spills are examples)

Lock your door. You may continue to teach. However, no one is allowed to leave the room. The lockdown will end with an announcement over the PA system.

EMERGENCY LOCKDOWN:

This is a serious incident that requires you to do the following:

Shut and lock doors and windows

Turn off the lights

Secure you and your students in an area in the room where you cannot be detected

DO NOT use room phones, cell phones, computers or email

DO NOT open the door for anyone

Wait for someone to come, unlock your door and give instructions. Should school personnel and/or law enforcement need to enter your classroom they will use keys which they have access to.

This lockdown will end with school personnel and/or law enforcement coming to your door, entering and telling you verbally the lockdown has ended.

LESSON PLANS FOR THE SUBSTITUTE TEACHER

You should expect that the regular classroom teacher will have lesson plans available for you, as plans are normally prepared several days in advance. If plans are not available, you are directed to report this to a building administrator or secretary immediately. Having your own kit of materials and activities may be helpful if students finish assignments early or if lesson plans are not adequate. This may include such things as reinforcement materials, a short story, poetry, current event discussions, science experiments, etc.

Students can be helpful in finding materials, texts, etc. that are not readily available. In reviewing and questioning previous instruction, the substitute teacher can learn where the group is and what needs reinforcement. Perhaps you will discover that there is need for some individual help.

If you are substitute teaching for a special area teacher (art, music, etc.) you may find that there are special plans for the substitute teacher. These usually include activities that students are familiar with but need repetition and reinforcement.

POLICIES AND SUGGESTIONS FOR THE CLASSROOM

Classroom Atmosphere

Establishing a positive and friendly atmosphere may well increase your effectiveness for the day.

Classroom Rules

Follow class rules, procedures, etc. as established.

Corporal Punishment

Corporal punishment is prohibited. Classroom situations should be handled in a mature, resourceful manner. However, don't hesitate to ask for assistance from the office should the need arise and before the situation gets out of hand.

Classroom Supervision

Students should always be attended and supervised. If it becomes necessary to leave the classroom, notify the teacher in the neighboring classroom.

Student Teacher/Foster Grandparent in Classroom

If there is a student teacher or foster grandparent in the classroom, you are also expected to remain in the classroom.

Classroom Challenge

Stay ahead of your class in instructional activities and assignments. Idleness or lack of challenge often causes classroom behavior problems to develop.

NURSE

If a student becomes ill or is hurt, please send him/her to the Nurse's Office. At the elementary-middle school building, a health referral form must be completed and sent with the student. If you are concerned about the student safely making it to the nurse's office, please have another student accompany them or have the nurse come to your location.

ATTENDANCE

All classroom substitute teachers are required to take attendance following the bell for the beginning of the class/school. For the High School and Middle School, attendance is to be taken each period. Attendance should be taken and submitted within the first ten (10) minutes of each period. At the high school it is most critical to notify Mrs. Schaumberg (ext. 2400) and report any absences. At the middle school it is most critical to notify Mrs. Ambuski (ext. 5103) and report any absences. For the Elementary School, attendance is only taken at the beginning of the school day. Contact Ms. Piatt (ext. 1401) or Mrs. Dannemiller (ext. 1400) to report elementary absences.

LIFE THREATENING STATEMENT PROCEDURE

It is imperative that the substitute teacher notify the building principal immediately should life-threatening statements be made by any individual toward another person or himself/herself. The building administrator will then take appropriate action.

STUDENT PASS PROCEDURES

If the building you are working in uses student passes, please write out a pass for any student leaving your classroom. Students need to sign in and/or out on the form provided whenever a student enters or leaves a classroom.

STUDENT PRIVILEGES (HIGH SCHOOL)

The Canisteo-Greenwood Privilege Program allows students to earn off campus lunch (students may leave the campus during their lunch period and return prior to their next period), late arrival (students do not need to report until their first class assignment on time), sign out privileges (students may sign out of study hall to use the senior lounge or library, and may eat lunch off campus or in the senior lounge) and early dismissal privileges and Friday early dismissal privileges (students may leave after checking into advisement teacher as long they are not requested for instruction by a teacher).

Should you have any questions, please call Mr. Drouin (ext. 2410) or Mr. Wright (ext. 2402).

DISCIPLINE

Each school has its own discipline policy and procedures. Substitute teachers should become familiar with these policies and procedures by inquiring with the building office staff. Substitute teachers have both authority and responsibility to maintain a good teaching atmosphere. When a student becomes disruptive to the class, follow the procedures for handling problems for that building. If the classroom has a phone system, ask the secretary to send an administrator to your room. If that is not possible, tell her you are sending the student to the office, giving the reason why or brief explanation of what occurred. If the school has a disciplinary referral form, fill this out as soon as possible and send it to the office. It is important that you and/or the teacher knows that the child arrived at the office. This may be handled at the teachers' discretion.

Maintain good classroom control at all times and please make every effort to achieve the class goals that the teacher provides. If you encounter any major problems, please notify the office immediately. It is better to notify the office at the start of a problem rather than to wait until it gets too difficult to handle.

High School	Mr. Michael Wright (Mrs. Freeland) Ext. 2401
Middle School House	Mr. Paul Cone Jr. (Mrs. Ambuski) Ext. 5103
Elementary School	Mrs. Colleen Brownell (Mrs. Dannemiller) Ext. 1400

STUDENT CONDUCT FORM

Ideally, disciplinary action is taken at the time and place of the infraction. To refer all disciplinary problems to administration, and to postpone the student's need to be responsible for his/her actions until an administrator is available, often times negate the effectiveness of disciplinary action.

In all cases where student behavior has resulted in teacher action, and the incident is to become part of the student's disciplinary file, the situation must be recorded in detail on a Student Conduct Form and submitted to the appropriate administrator to be reviewed and placed in the student's file.

In cases where the incident is to be resolved by an administrator, a completed report must be submitted to the appropriate administrator as soon as possible.

Please keep in mind that the Student Conduct Form is a public record. In many cases copies of the form will be sent home for parent information. Write legibly; do not use slang or nicknames. Be sure the conduct form is as complete as possible. Include:

- Student's grade
- The period and course (or room #) where the incident occurred
- The actions taken by the teacher
- Do not put any other student names on the form other than the student you are writing up.

DISMISSAL

Do not leave until you have dismissed all students from the room. Elementary students must be escorted to the bus and/or parent pick up areas at the end of the day. Elementary teachers will provide dismissal times for their respective classes. Substitutes need to make themselves available until the teacher's actual dismissal times at the specific building locations.

Classroom Condition

Restore the classroom as much as possible to its original condition. Close windows, adjust shades and leave the classroom and the teacher's desk in good order.

Paper Corrections

Place collected and/or graded papers on the teacher's desk. If lesson plans reflect the need to correct papers, please do so. If you're unclear about the regular classroom teacher's procedures, please check with the office so that contact may be made with the individual teacher. Return materials, books and keys to the proper place.

Writing a Note to the Teacher

A note to the regular teacher should state the work that was covered in terms of the plans that were to be followed. Include an evaluation of accomplishments, problems, and any unanswered questions raised by your class. Indicate any unusual happenings that occurred during the day. Also make note of any work that was assigned to the students. All communications, notices, notes, etc., encountered during the day should be placed with your daily report.

Reporting to Office

Return any keys and/or materials that were borrowed. If there were questions or problems that arose during the day, speak with the principal and "clear the air" so that you are ready for future substitute teaching assignments.

Beyond the Building

Good judgment and discretion are essential for a professional substitute teacher. Respect confidential and privileged information. Avoid spreading or being a part of idle gossip or rumors.

SUBSTITUTE REPORT FORM

SUBSTITUTES CAN UTILIZE THIS FORM WHEN LEAVING NOTES FOR THE TEACHER.

Substitute: _____ Teacher: _____

Date: _____ Subject(s): _____

Were lesson plans available? YES NO

PERIOD	COMMENTS
HOMEROOM (Elem. & MS only)	
1 ST	
2 ND	
3 RD	
4 TH	
5 TH	
6 TH	
7 TH	
8 TH	
9 TH (Elem. & MS only)	
10 TH (Elem. & MS only)	
ADVISEMENT (MS & HS only)	
Additional Notes/Comments	

Substitute Teacher Evaluation Form

Substitute: _____

Date: _____

Teacher: _____

Grade: _____

This form is to be completed by the teacher on the day following the substitute's teaching.

- | | | |
|--|---------|--------|
| 1. Followed lesson plans..... | Yes ___ | No ___ |
| 2. Acceptable Classroom Management..... | Yes ___ | No ___ |
| 3. Favorable attitude while substituting..... | Yes ___ | No ___ |
| 4. Left summary of work covered..... | Yes ___ | No ___ |
| 5. Left the room in an orderly condition..... | Yes ___ | No ___ |
| 6. Favorably received by students..... | Yes ___ | No ___ |
| 7. Arrived on time, observed school schedules... | Yes ___ | No ___ |

Comments: _____

Summarization: Excellent ____, Satisfactory ____, Unsatisfactory ____,

Recommended for continued substitute employment: Yes ____, No ____.

Teacher Signature _____ **Date** _____