# Table of Contents

Welcome........................................................................................................Page 3
Mission Statement.......................................................................................... 4
School Information.......................................................................................... 5
Absence Management Information ............................................................... 6
Special Education Information ...................................................................... 7
Substitute Teacher Responsibilities...............................................................8-11
Procedures
  High School.................................................................................................. 12
  Middle School............................................................................................... 13
  Hemlock, Homestead, and Locust Schools.................................................. 14
  Stewart and Stratford Schools................................................................... 15
Bell Schedules (High School and Middle School)......................................... 16
Closing and Delay Information ...................................................................... 17
Emergency Procedures.................................................................................. 18
  Handling Accidents/Illnesses
  Location of AED
  Child Abuse Reporting
  Safety/Evacuation Procedures
Fire Drill Procedures...................................................................................... 19-20
Lockout/ Lockdown Procedures..................................................................... 21
Helpful Hints and Checklist.......................................................................... 22
Keys to Becoming a Great Substitute............................................................ 23-24
Frequently Asked Questions......................................................................... 25-28
WELCOME TO THE

GARDEN CITY PUBLIC SCHOOL DISTRICT!

Dear Substitute Teachers,

Substitutes are a very important part of the Garden City Public School District’s commitment to educational excellence. We appreciate your professional service to our students, schools, and community. This handbook has been assembled to assist you in serving successfully as a substitute in Garden City. Enclosed you will find information regarding our expectations, school procedures, contact information, Absence Management automated sub calling system information, school bell schedules and more.

The substitute teacher’s objective is to enable each child to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher. Your services as a substitute teacher will require assistance from the building administrators, secretaries, and teaching staff. It is extremely important that you establish a highly professional working relationship with them. Do not hesitate to ask questions or seek clarification regarding any of the information contained in this handbook. We hope that you find our staff and students to be friendly and welcoming.

Thank you for choosing to be a substitute teacher in our district’s classrooms.

Sincerely,

Nanine McLaughlin
**GARDEN CITY MISSION STATEMENT**

The Garden City School District seeks to create an environment for learning which enables each student the opportunity to grow as an individual as well as a group member while striving to achieve the optimal level of academic, social and personal success. Students will thrive in a learning environment that is developmentally appropriate, individualized and challenging. Our goal and responsibility is to help each student develop an enthusiasm for learning, a respect for self and others, and the skills to become a creative independent thinker and problem solver.
SCHOOL INFORMATION

Central Administration - 56 Cathedral Avenue (516) 478-1000
Superintendent of Schools: Dr. Kusum Sinha
Assistant Superintendent for Curriculum/Instruction: Dr. Ted Cannone
Assistant Superintendent for Business & Finance/District Clerk: Ms. Dana DiCapua
Assistant Superintendent for Human Resources & Leadership Development: Ms. Nanine McLaughlin
Director of Pupil Personnel Services/Census: Ms. Lynette Abruzzo
Director of Educational Technology: Dr. Rita Melikian

High School - 170 Rockaway Avenue (516) 478-2000
Grades 9-12
Interim Principal: Mr. Kevin Steingruebner
Assistant Principal: Mr. Dave Perrotta
Assistant Principal: Ms. Mandi Stefankiewicz
Interim Assistant Principal: Mr. Marty Malone

Middle School - 98 Cherry Valley Avenue (516) 478-3000
Grades 6-8
Principal: Dr. Eric Nezowitz
Assistant Principal: Dr. Daniel Fasano
Assistant Principal: Mr. William Marr

Hemlock School - 78 Bayberry Avenue (516) 478-1600
Grades K-1
Principal: Ms. Audrey Bellovin

Homestead School - 2 Homestead Avenue (516) 478-1700
Grades K-1
Principal: Dr. Suzanne Viscovich

Locust School - 220 Boylston Street (516) 478-1800
Grades K-1
Principal: Dr. Jean Ricotta

Stewart School – 501 Stewart Avenue (516) 478-1400
Grades 2-5
Principal: Ms. Linda Norton
Assistant Principal: Ms. Keri Hand

Stratford School - 97 Stratford Avenue (516) 478-1500
Grades 2-5
Principal: Mrs. Eileen Vota
Assistant Principal: Mr. Christopher Hartigan
Absence Management SUBSTITUTE CALLING PROCEDURE

Garden City School District uses an automated service that greatly simplifies and streamlines the process of notifying you when your services are needed in the district. This service, called Absence Management, utilizes both the telephone and the Internet to assist you in locating substitute positions.

Things to note:
You may interact with the system by:
- Toll-free, automated voice instruction menu system at 1-800-942-3767.

You can also search for and accept available jobs, change personal settings, update your calendar, and personalize your available to call times 24 hours a day, 7 days a week by visiting Absence Management at http://www.frontlinek12.com/Aesop. You will need your ID and pin numbers.

What to do when Absence Management calls you:
You will be prompted to enter either a PIN number and/or an Identification (ID) number. This information is given to you when you’re hired. You will then be prompted to either accept or reject the assignment, as well as all future calls for jobs on the day of the particular assignment. If you accept, the system will issue you a confirmation number that you might need in the event of a follow-up inquiry. Please remember that you have not accepted the job until you receive a confirmation number.

Absence Management will provide you with the following details of the assignment:
1. School name
2. Date(s) of assignment
3. Room or location where you need to report
4. Start time
5. Any further special instructions left by the absentee.
Please check-IN and OUT with the main office secretary for further instructions.
As a substitute teacher in the district, you may be assigned to a self-contained classroom or resource room, where all of the students have been identified as having special needs, or to a co-taught classroom, with particular students who have special needs. The following guidelines will assist you in working with students with disabilities.

- Consult the IEP (when applicable); it provides information about services offered to the student, such as accommodations and modifications.
- Maintain confidentiality.
- Focus on the students’ abilities, not their disabilities.
- Be sensitive and patient.
- Use the paraprofessional or co-teacher in the classroom, if assigned.
- Check for student understanding after giving directions.
- Offer encouragement, support, and praise.
- Provide clues to assist the students in completing the tasks at hand.
SUBSTITUTE TEACHER JOB RESPONSIBILITIES
Responsibilities for a substitute teacher include the following:

- Be punctual and adhere to the classroom schedule.
- Maintain order in the classroom.
- Follow the teacher’s lesson plans in sequence and fulfill all responsibilities of the teacher, including extra duty.
- Supervise the students assigned to the regular classroom teacher at all times (i.e., home room, hallways, dismissal, cafeteria, etc.).
- Do not leave the building during work hours.
- During a teacher’s conference period you may be asked by the principal to substitute for another class during that time.
- The building may change your assignment once you arrive.
- Do not use corporal punishment and there must be no inappropriate physical contact at any time with students.
- Never sexually harass a student or employee, whether verbally or physically.
- Wear the Substitute ID Badge at all times on the campus. If the badge is lost, obtain a replacement badge.
- If you fail to work for three consecutive months, you may be removed from the substitute roster unless you make yourself unavailable in Absence Management and notify the HR Administrator.
- Follow all Garden City Public Schools Policies and Procedures. It is your responsibility to familiarize yourself with the Substitute Handbook and with all District Policies and Procedures, which can be accessed on the Garden City Public Schools Homepage at www.gardencity.k12.ny.us and follow the links for the Board of Education Policy Manual online.
- Substituting is part-time and work hours are not guaranteed as you are contacted based on a need at a building. You are not eligible for unemployment compensation benefits during any scheduled school and summer breaks.
- You do not have an employment contract with Garden City Public Schools, and may be dismissed at any time for any reason not prohibited by law or without cause, as determined by the needs of the District.
- Be prompt in order to start your duties at the scheduled time. If you anticipate that you will be late you must call the school office so they can plan accordingly. You are expected to remain at school until the end of the school day. Remain at the campus until the end of your work assignment, which may include the teacher’s end-of-the-day duties.

WORKPLACE CONDUCT

The following are the minimum standards of conduct for substitutes. These standards are not intended to be all-inclusive or cover every possible situation. Violations of these standards will result in corrective action, ranging from a verbal/written warning to dismissal of employment. The severity of the corrective action will depend on the seriousness of the violation, and the frequency of infractions committed by the employee. Minimum standards of conduct include, but are not limited to:
• A substitute abides by all federal, state, and local laws and statutes.
• A substitute maintains a professional relationship with all students, both inside and outside the classroom.
• A substitute will not take pictures (digital, photographic, video or any electronic media) of students.
• A substitute refrains from the abuse or inappropriate use of alcohol or drugs during the course of substitute assignments.
• Cell phones need to be turned off during instruction when the students are in the classroom. Laptop computers, MP3 players, hand held video games, magazines, books, newspapers and food and drink, other than water, are not permitted in the classroom.
• A substitute is prohibited from using the teacher’s computer unless they are in a long-term assignment over 10 days and have received permission from the proper authorities.

Satisfactory Job Performance

• Work with employees and students in a productive, cooperative, and positive manner. Negativity, absence of a sense of humor, or an unwillingness to be flexible, cooperative, or helpful may result in not being invited back as a substitute teacher on that campus and/or being removed from the substitute roster.
• Follow the teacher’s lesson plan.
• Render honest, efficient, and effective services in the performance of duties.
• Obtain materials, equipment, and tools needed for the job in the prescribed manner.
• Be courteous to students, teachers, supervisors, administrators, other District employees, and members of the public.

Attendance

• Report for work at least 15 to 20 minutes before the start of school.
• Never leave the students alone in the classroom.
• Do not leave the building during working hours. In the case of emergency, notify the building administrator or front office before leaving the school.
• Remain at work until the end of your work assignment, which may include the teacher’s end-of-the-day duties.
• You are not entitled to the teacher’s conference period and may be asked by the principal to substitute for another class during that time.

Maintain Safety and Security Standards

• Observe and comply with safety regulations and procedures.
• Immediately report all personal injuries as the result of work-related duties to the supervisor and on the appropriate form available in each school.
• Wear your Substitute ID Badge at all times in the building.
• Exercise proper care of District facilities and property. Failure to maintain this standard will result in the employee being required to reimburse the District for necessary repairs and/or replacement through payroll deduction.
• Report damage to, or theft of, District property immediately upon discovery.
Refrain from Inappropriate Behavior

- Using work time, material, and/or District facilities and equipment for personal work and activities including excessive use of District telephones
- Removing or borrowing District property without permission
- Threatening, intimidating, using profanity, or interfering with other employees on District property, at any time
- Distributing or posting literature on District property or posting/removing bulletin board notices without proper authorization
- Unauthorized soliciting or selling on District premises during hours of duty
- Acting in a manner that interferes with or disrupts the work environment, morale, or teamwork
- Allowing any unauthorized individual into any District facility
- Smoking tobacco, using or being under the influence of illegal drugs, or using alcoholic beverages on District property
- Sexually harassing another District employee or student
- Sleeping while on duty in the classroom
- Verbally or physically abusing or harassing students or staff
- Using inappropriate language or actions when dealing with students. Using inappropriate or unapproved books, videos, etc. in the classroom
- Do not provide students with your personal contact information or ask for their personal information
- Unauthorized use of the computer or Internet; printing or copying of any documents not authorized by the teacher and not directly related to the classroom assignments
- Working on personal business during the school day
- Leaving the students unattended at any time or leaving school prior to job end time without authorization from the building administrator
- Soliciting students for private enterprises (i.e., if you have a tutoring business as a private business)

Cancellation of Assignments

When a substitute teacher accepts an assignment, he/she is making a commitment to the school. Assignments should only be cancelled in case of an emergency. If an emergency arises, the substitute should cancel the job as soon as possible.

To notify Absence Management that you will no longer be able to fill an assignment:

- You must know the specific confirmation number
- Cancel the job as soon as know that you cannot meet the commitment. If you need to cancel within 24 hours of the job start time, please call the school to let them know why you had to cancel your assignment. If it is after school hours, leave a voice message indicating that you are no longer available.
If you attempt to cancel within one hour before the job starts, Aesop will prompt you to notify the school so that they can remove you from the assignment and start the process to obtain another substitute. If you cancel within 12 hours of an absence, the system will generate an automatic Non-work day, which cannot be removed. You will not be able to accept any other job for that same work day you cancelled.

We monitor the activity of cancelled jobs. If we identify a pattern of “last minute” cancellations (within 24 hours of job start time) or see jobs cancelled so a different job can be accepted, the substitute will be notified and may possibly be denied further employment.
9-12 HIGH SCHOOL PROCEDURES

The Garden City High School faculty and administrators appreciate your help. If you have an emergency please contact the Main Office x2006 or the Nurse x2030. You may have to seek the help of the school hall monitors.

We request that particular emphasis be placed on the following:

1. **Substitutes are expected to be in the building at least 15 minutes before first period** in order to get materials from the mailbox of the absent teachers.

2. **Substitutes are to follow the program of the absent teacher** and work a minimum of six periods. If the program of an absent teacher has fewer than six periods, see the assistant principal for assignment of additional periods. **Also let him/her know where you will be during your free periods in case there is an unexpected need for coverage.**

3. Class attendance is to be taken personally by faculty member as his/her legal responsibility. Each substitute will be given class lists for attendance purposes. **Please send Period 1 attendance to the Attendance Office, Room 146, immediately.** Attendance for the other periods should be sent to the Attendance Office when convenient during the day. You may use a student to bring attendance information to the Attendance Office.

4. **DO NOT ALLOW STUDENTS TO LEAVE CLASS WITHOUT A PASS!** Use the red pass for the entire day. Passes must be obtained in advance to leave a class or study hall. Students may be sent to the Nurse, but with considerable discretion. If a student wants a pass at the end of the period, he/she should proceed to the next class and get a pass there.

5. **If the absent teacher has a cafeteria or hall duty assignment, the substitute is expected to assume this assignment.** The teacher’s program has been arranged giving due consideration to this special assignment.

6. **Substitutes should never leave a room unattended.** Wait for the next teacher to enter the room before leaving. If there is no class assigned the next period, be sure to turn the lights off, close and lock the door.

7. **Students may NOT use the teacher’s computer or phone.**

8. **Should a classroom door be locked, please send a student to the Main Office or Attendance Office.**

9. **Leave all schedules in the substitute file.**

10. **Before you leave, return the substitute file in the file cabinet in the Main Office. Place it in a folder in alphabetical order.**

11. **Students should remain in the class for the entire period.**

**IMPORTANT EXTENSIONS:**

- **Main Office x2006**
- **Nurse x2030**
- **Attendance Office x2040**
6-8 MIDDLE SCHOOL PROCEDURES

- Substitutes should be in the classroom by 8:20 a.m.
- Before reporting to First Period, please be sure to check the teacher’s mailbox in the Main Office. Take the folder that is in there. The folder often contains information that students might need for that specific day. Note: The teacher’s name appears above his/her mailbox.
- Please take attendance within the first ten minutes of class and send a student to the main office with the attendance sheet as soon as you have it completed.
- You will be responsible for the teacher’s entire schedule for the day you are here, including any hall duty, bus duty, cafeteria duty, etc. Make sure you check if it is a Day 1 or Day 2, as the schedules may vary.
  - Substitutes are to follow the program of the absent teacher and work a minimum of six periods per day.
- All discipline problems that cannot be handled satisfactorily by you, should be reported to either of the two assistant principals. Bill Marr (x3008) handles last names A through L and Dan Fasano (x3007) handles last names M through Z.
- Students leaving OR entering your classroom must have a signed pass by you if he/she is leaving your room OR by another teacher, guidance counselor or administrator if he/she is entering your room AFTER the class period has started.
  - Please allow only one student out of the room at a time.
- Please secure your room at all times. Do not leave keys on desk or in desk drawers.
- The end of the day bell rings at 3:17. Please return keys and folders to Room 118 before leaving the building.
- You may leave the building during your lunch period, but it’s the building policy to notify us when you leave the premises. Stop in Room 118 and let us know.
- Substitutes are kindly asked to park across the street (Stewart Ave.) in the St. Paul’s parking lot.

IMPORTANT EXTENSIONS

Main Office x3000 General questions
Attendance x3013  
Nurse x3060  
Guidance x3020  
Dan Fasano’s Office x3007  
Bill Marr’s Office x3008

*NOTE: If there is an emergency, just dial x3000 on the telephone and it will connect you to the main office.
K-1 HEMLOCK, HOMESTEAD, AND LOCUST
PRIMARY SCHOOL PROCEDURES

IMPORTANT INFORMATION

• Please be aware of all the emergency procedures, including the fire drill routine and lockdown information.

• Please review the confidential medical concerns list, as well as any special needs for children in the class.

SUB PLANS WILL CONTAIN

Class rosters
Classroom procedures
Lessons for the day
Any medical concerns
Students with special needs
Students that need to be pulled out
Snack/lunch information
Recess information
Homework information
School map
Emergency procedures

PROCEDURES

• Please check in with the main office secretary upon arrival

• The sub plans will be located in teacher’s mailbox

• Please take attendance within ten minutes of the start of class. Any late students must be checked in at the office.

• Try to follow teacher’s instructions to the best of your abilities in order to provide an easy transition for the teacher’s return.

• Teachers are to escort their students to the buses at the end of the day.

• Leave a note for the returning teacher with any pertinent information that would be helpful to them upon their return.

• At the end of the day, please report back to the main office secretary and return the sub folder to the teacher’s mailbox.
2-5 STEWART AND STRATFORD ELEMENTARY SCHOOL PROCEDURES

Routine:
• Upon arriving at Stewart and Stratford Schools check in at the main office. Teachers are required to be in the classrooms no later than 7:55 a.m.
• Familiarize yourself with the fire drill routine, posted in each classroom.
• Any money collected in the classroom should be sent to the office for safekeeping. Please put in an envelope marked with the teacher’s name and purpose for which the money was collected.
• Children are dismissed at 2:45 p.m. Children are to remain in rooms until the dismissal bell rings. Teachers are to escort students to the bus circle.

School Discipline
• We expect our children to be treated with courtesy and respect and insist that they respond in kind.
• In order not to disturb other classrooms, groups moving through the hallways should be kept orderly and quiet.
• Only one child with a partner should be allowed to leave the room to use the rest room.
• If you have any difficulty or concerns with a particular group or individual, call Mrs. Vota or TBA (Stratford) or Ms. Norton or Mrs. Bell (Stewart).

Classroom Program
• Teacher’s plan book contains special schedule and daily activities.
• Review confidential medical concerns list for the class in teacher’s plan book. If you cannot locate plans, the following is suggested:
  ▪ Check for any homework assignments that are due and collect them.
  ▪ Take time to plan the day’s work with the children. This should include some combination of math, language arts, social studies and science.
  ▪ List an outline of day’s schedule on the blackboard.
• Attendance is taken at 8:10 a.m. and report of absentees sent to the office.
• Students arriving late must be checked in at the office.
• Enrich our program by utilizing any special talent you possess.
• Have children straighten the room before leaving at the end of the day.
• Correct all papers before you leave and leave a note for the returning teacher with pertinent information that will be helpful to her/him.

Thank you! We appreciate your efforts in helping our program continue in the absence of regular staff members. Please feel free to call upon any of our school staff for information or guidance that will help you in your work.

REMEMBER: Check teacher box in the main office at lunch and prep time for any notices to go home, homework requests, notes regarding students, etc.

Check class boxes several times a day, especially before lunch/activity or any other special event
# BELL SCHEDULES

## HIGH SCHOOL

<table>
<thead>
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<th>TIME</th>
</tr>
</thead>
<tbody>
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<td>7:35</td>
</tr>
<tr>
<td></td>
<td>7:40-8:22</td>
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<tr>
<td></td>
<td>8:22-8:27</td>
</tr>
<tr>
<td>2</td>
<td>8:32-9:14</td>
</tr>
<tr>
<td>3</td>
<td>9:19-10:01</td>
</tr>
<tr>
<td>4</td>
<td>10:06-10:48</td>
</tr>
<tr>
<td>5 (LUNCH)</td>
<td>10:53-11:35</td>
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<tr>
<td>6 (LUNCH)</td>
<td>11:40-12:22</td>
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<tr>
<td>7 (LUNCH)</td>
<td>12:27-1:09</td>
</tr>
<tr>
<td>8</td>
<td>1:14-1:56</td>
</tr>
<tr>
<td>9</td>
<td>2:01-2:43</td>
</tr>
</tbody>
</table>

*STUDENTS MUST STAND AND REMOVE HATS DURING THE PLAYING OF THE NATIONAL ANTHEM*

*IF A DELAY OCCURS, PLEASE OBTAIN THE APPROPRIATE BELL SCHEDULE FROM MAIN OFFICE*

## MIDDLE SCHOOL

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>TIME</th>
<th>LENGTH OF PERIOD</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>7:35 – 8:17</td>
<td>42</td>
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<tr>
<td>1</td>
<td>8:29 – 9:12</td>
<td>43</td>
</tr>
<tr>
<td>2</td>
<td>9:15 – 9:56</td>
<td>41</td>
</tr>
<tr>
<td>3</td>
<td>9:59 – 10:40</td>
<td>41</td>
</tr>
<tr>
<td>4 (LUNCH GRADE 6)</td>
<td>10:43 – 11:28</td>
<td>45</td>
</tr>
<tr>
<td>5 (LUNCH GRADE 7)</td>
<td>11:31 – 12:16</td>
<td>45</td>
</tr>
<tr>
<td>6 (LUNCH GRADE 8)</td>
<td>12:19 – 1:04</td>
<td>45</td>
</tr>
<tr>
<td>7</td>
<td>1:07 – 1:48</td>
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<tr>
<td>8</td>
<td>1:51 – 2:32</td>
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</tr>
<tr>
<td>9</td>
<td>2:35 – 3:17</td>
<td>42</td>
</tr>
</tbody>
</table>
SCHOOL
CLOSINGS AND
DELAYS

If the school is closed for any reason those substitutes scheduled to work will be notified by Absence Management via the website http://www.frontlinek12.com and by phone.

**School Closings or delayed opening will also be posted on the school website**
www.gardencity.k12.ny.us

*Listen to the following radio and television stations and web sites for information on school closings or delayed openings:*

**Radio Stations**

<table>
<thead>
<tr>
<th>Radio Stations</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCBS</td>
<td>880 AM</td>
</tr>
<tr>
<td>WOR</td>
<td>710 AM</td>
</tr>
<tr>
<td>WALK</td>
<td>1370 AM</td>
</tr>
<tr>
<td>WBLI</td>
<td>106.1 FM</td>
</tr>
<tr>
<td>WINS</td>
<td>1010 AM</td>
</tr>
<tr>
<td>WHLI</td>
<td>1100 AM</td>
</tr>
<tr>
<td>WKJY</td>
<td>98.3 FM</td>
</tr>
<tr>
<td>WBAB</td>
<td>102.3 FM</td>
</tr>
</tbody>
</table>

**Television Stations**

- News12 Long Island
- WABC 7
- WNBC 4
- WCBS 2
- FOX 5

**News Web Sites**

- www.1010wins.com
- www.7online.com
- www.news12.com
- WCBS880.com
- WNBC.com
IN CASE OF AN EMERGENCY

HANDLING ACCIDENTS/ILLNESSES
• If appropriate, send the student to the Main Office or Nurse’s Office for further care. If the situation is an emergency, contact the nurse’s office or main office IMMEDIATELY.
• DO NOT move a severely injured or ill student or staff unless absolutely necessary for immediate safety.
• DO NOT administer medicine of any kind to students. (No aspirin, cough medicine, prescription or non-prescription drugs.)
• DO NOT touch a student if he/she is bleeding. Provide the student with tissue or paper towels, instructing them to hold it on the area.
• With any accident or illness, fill out a report for all incidents requiring above procedures as required by school policy.

LOCATION OF AUTOMATED EXTERNAL DEFIBRILLATORS (AED)
An AED is used in an emergency situation when it is believed a person may be in cardiac arrest. The location of the defibrillators differs in each school building, but generally, one AED is located in the nurse’s office in each school. Knowing where the defibrillator is kept in each building is important information in case you are asked to retrieve the AED in case of an emergency.

CHILD ABUSE REPORTING
If you suspect child abuse: Remember that you are mandated reporters. DO NOT INVESTIGATE. You do not have to establish the validity of the case. This is the sole responsibility of the authorities. Notify the principal, the nurse, the counselor, and/or the psychologist for assistance.

SAFETY/EVACUATION PROCEDURES (Fire drill, lockout, lockdown…etc)
• If you are not provided with a copy of the school’s emergency procedures when you arrive to substitute, request this information at the office.
• Familiarize yourself with your surroundings so that you know how to evacuate the class in the event of a fire drill or other emergency.
• Know where the nearest exits are located.
• Have a class roster to take with you as you evacuate building.
• More explicit procedures are explained on the following pages.
**FIRE DRILL PROCEDURES**

New York State Education Law requires each school to have twelve fire drills each school year—eight before December 1 and four in the spring.

The classroom teacher is responsible to lead and/or assist all their students during the evacuation of the building. During your initial home base and class sessions and at frequent and regular intervals, review the fire drill exit routes from your particular classroom with your students. Post the fire drill exit routes in your rooms where students may become familiar with them. Select the next best route in case your usual way is blocked for some reason. Be certain that your youngsters know the fire drill signal and the exit routes from your rooms. It is expected that students walk in pairs and remain silent as the teacher leads them from the building during a drill.

**SIGNAL: CONTINUOUS RINGING OF FIRE ALARM BELLS**

Classroom Procedure:
1. Exit the classroom immediately.
2. Take your classroom “Go folder” (if applicable) located behind your classroom door or your class rosters.
3. Close your classroom door after all students have left.
4. Lead students from the building to prescribed exit route for your room—NO TALKING!
5. Assist those students who are non-ambulatory.
6. Take your class a considerable distance from the building.
7. Check class roster as soon as possible to make sure all students exited safely.
   a. Hold up the green folder if children are all with you
   b. Hold up the red side if children are missing.
8. An administrator will signal teachers to return to the building

**CAUTION: NO TALKING OR RUNNING PERMITTED DURING EXIT OF DRILL.**

During fire drills, the following conditions will apply:
1. There will be no use of the elevator.
2. All employees must evacuate the building. Only the head custodian or his alternate may remain in the building.
3. Teachers must notify an administrator of students for whom there is no accounting.
4. Students who are not in attendance in their classroom during the drill should be notified by the classroom teachers to report to an administrator once outside the building. They, in turn, will notify the classroom teacher.

5. Teachers who are not assigned to a teaching period during a fire drill should assist in evacuating the building. After exiting, they should report to an administrator for further instructions.

6. The nurse will be located in the front of the building in case of an emergency.

7. The regular bell system will be turned off. The bell system will be re-set after students and teachers return to the building.
LOCKOUT DRILL PROCEDURES

Please review carefully the following procedures for LOCKOUT drill. The drill will begin when you hear the following announcement:

Attention: Our building is in lockout mode.
NO ONE MAY ENTER OR EXIT THE BUILDING until further notice. Teachers and students may move freely within the building. After taking attendance and reporting to the office when they call, you may go on with your normal classroom activity.

LOCKOUT: Normal activity around interior of school building.

• Have students who are outside for physical education or recess immediately return to the school building. SECURE DOORS BEHIND YOU.
• Secure exterior classroom doors.
• Custodian-lock & secure all exterior doors and main entrance.
• Appropriate staff should monitor main entrance and ensure that no one is allowed to enter or exit the building.
• All windows are to be secured closed.
• Wait for the office to call you to take attendance of students and adults. Do this step even if you do not have children with you. All adults and students must be accounted for.

LOCKDOWN DRILL PROCEDURES

Please review carefully the following procedures for LOCKDOWN drill. The drill will begin when you hear the following announcement:

Attention: Our building is in lockdown mode.
ALL CHILDREN AND ADULTS MUST REMAIN IN THEIR OWN LOCKED CLASSROOMS.
If you are in the hall, go to the nearest classroom.
No one may enter or exit the building until further notice.

LOCKDOWN: You will stay in your room.

• Teachers must look outside classrooms
• Students left in hall should be brought into the nearest classroom.
• Classes outside for physical education or recess MUST immediately enter the building by the nearest door. SECURE DOOR BEHIND YOU.
• Lock classroom doors
• Turn off the lights
• Blinds must be open
• Students in classrooms are to be huddled, away from windows and doors.
• Wait for the office to call you to take attendance of students and adults. Do this step even if you do not have children with you. All adults and students must be accounted for.
HELPFUL HINTS AND CHECKLIST
FOR SUBSTITUTE TEACHERS

1. Report to the office first:
   · Introduce yourself if you are in the school for the first time
   · Check-in and receive initial instructions
   · Ask if there are any schedule changes for today
   · Verify check-out procedures

2. Emergency procedures of the school:
   · If you do not know or it’s not provided in the lesson plans, please ask the principal or assistant principal

3. Lesson Plans:
   · Be prepared to teach
   · Follow the lesson plans left by the regular teacher as closely as possible
   · It is a great help to receive good lesson plans, however ask other teachers if you need additional plans.

4. Classroom schedule - Be sure you know:
   · The daily class schedule
   · When the students eat lunch
   · When the students have recess (Primary and Elementary Schools)

5. Classroom management:
   · Maintain discipline
   · Be consistent and accentuate the positive
   · Review class rules or discuss rules to be followed while the regular teacher is out

6. You should:
   · Never read books, magazines or newspapers in the classroom unless it is part of the instructional program
   · Avoid discussing and comparing situations in one school while serving in another
   · Treat all student information confidentially
   · Dress neatly and appropriately for each and every assignment
   · Never use a cell phone during scheduled work time/instructional time
   · Advise the Personnel Office of changes in your availability and/or assignment preferences or restrictions
KEYS TO BEING A GREAT SUBSTITUTE

Be prompt.
Be yourself.
Be honest.
Be aware of your own special talents.
Be firm, fair, consistent and caring.
Be prepared.
Be positive.
Be flexible.
Be professional.
Be pleasant.
Be patient.
Be enthusiastic.

Do not leave students unsupervised.
Talk with students, not at them!
Do not threaten.

Have a sense of humor, but do not overdo it.
Do not ignore the lesson plans left by the teacher.
Do indicate self-confidence.
Do maintain order in the classroom.
Do treat each child in a kind and fair manner.
Do respect each child.
Do make directions clear and concise.
Do ask for help when needed.
Do maintain dignity and professionalism.
FREQUENTLY ASKED QUESTIONS
Please read this section before contacting the Human Resource Office.

Q1. What are the Human Resource Office hours, and contact information?
A. The Human Resource Office hours are 8:00 am – 4:30 pm.
Judy Talierco – taliercioj@gcufsd.net  (516)478-1020

Q2. When can I begin substituting?
A. After you are officially hired as a substitute teacher and you have received your Absence Management welcome email. Once you receive the, “Welcome Letter” the substitute will be registered with the Absence Management web/calling system to start accepting jobs. (Please keep your PIN# number confidential.) Refer to this Substitute Handbook for detailed instructions on using Absence Management.

Q3. How do I find out what jobs are available?
A. Absence Management will call you from 5:30 AM to 7:30 AM for jobs for that day. It will also call you between the hours of 5:30 PM – 11:00 PM for future jobs. You may also view available jobs on Absence Management, which is highly encouraged. Always ensure that you received a confirmation number for any job you agree to take.

Q4. What do I do when I arrive at the school?
A. Before you leave for the school, verify your assignment information in Absence Management. As soon as you arrive at the school, please sign in with the staff assigned to substitutes and give them your confirmation number. If you were not given confirmation # - you do NOT have the assignment. Ask for the substitute folder. Inside the folder are lesson plans, seating charts and emergency plans.

Q5. What do I do if my substitute status changes?
A. You can login to Absence Management at any time to update your changes in your availability. You can also make changes to your substitute profile. If you want to be removed from the substitute list, please send an email to Judy Taliercio at taliercioj@gcufsd.net.

Q6. I reject a job for a particular day, will Absence Management quit calling me for that day?
A. No. Absence Management may still call you for other jobs if it matches qualifications, unless you ask the system in your first response to “not call you anymore” that day.

Q7. Can an employee assign me to, or request me for, his/her absence?
A. No. The employee must create the absence in Absence Management. The assignment will then be made available to be accepted by subs that are available and qualified for that absence.

Q8. As a substitute am I allowed to work in the summer?
A. No, only full-time employees are allowed to work during the summer months in summer school.

Q9. What if the days I am available to work changes from week to week?
A. You can change this information yourself in Absence Management.

Q10. Can I call Absence Management and listen for jobs?
A. Yes. We would like for you to be proactive in looking for and accepting jobs. Job hunting can be done 24 hours a day, seven days a week. You may use the phone or web to do this.

Q11. How many jobs must I work to remain active as a substitute?
A. We prefer our substitutes work at least 2 days a week when jobs are available. We have unfilled jobs every day. However, if you do not work for three months and did not make yourself “unavailable” in the sub system during that time, it may result in your removal from the Sub System. Once removed, you will need to reapply to the District.

Q12. If I reject or cancel jobs, will I be automatically removed from the substitute list?
A. Absence Management will still call you for other jobs if you meet the criteria. However, we do monitor the activity of cancelled jobs. If we identify a pattern of cancellations, we will contact you in order to review the reasons for cancellation. This could result in your removal from the substitute list. If you cancel a job within 12 hours of the start time, Absence Management will create an automatic Non-Work Day and you will not be able to search or accept jobs for that same time frame.

Q13. What is the difference between marking myself “Unavailable” and “Do Not Call”?
A. Do Not Call means that Absence Management will not call your telephone to offer any jobs during the call-out period. It does not mean that you are not available to work. You can still call into Absence Management or go online to search for jobs. Unavailable means that Absence Management will not offer you any jobs for the day or during the date range that you have entered. It does not mean that you are not taking calls for future dates. Absence Management may still call you during the evening callout period to offer work for a future date. Example: If you say that you are unavailable on Monday, Absence Management will not offer you a job for Monday but it may call you Monday evening to offer you future jobs.

Q14. Do I need to remember my confirmation number?
A. Yes. The confirmation number is your assurance that Absence Management has registered your acceptance of the job. You will also need this number if you need to cancel the job. Each job is given a unique number so carry your printed job assignment and number with you to the school. Remember that if two substitutes show up for the same job, the substitute with proof of the confirmation number will be granted the assignment.
Q15. Can I cancel a previously accepted job in the event of an emergency?
A. Yes. If you are canceling a job within 24 hours of the start time of the job, you must call the school and inform them. If it is after school hours, leave a voice message. To cancel a job within 12 hours of the start time, you MUST call the school to inform them and the system will generate a Non-Work Day. Always try to cancel your jobs as early as possible, so a new substitute can accept the position. Last minute cancellations can have a negative impact in securing another substitute in a timely manner.

Q16. Will I ever be offered jobs in buildings I did not request?
A. You may be called for jobs outside your stated schools if a special request for you is made or to fill last minute unfilled jobs. You may also elect not to be called for jobs in certain buildings. You can do this by logging into Absence Management and changing our default profile.

Q17. Does Absence Management call on the weekends?
A. Absence Management will not call on Saturday. It will call on Sunday night for Monday and Tuesday absences.

Q18. Do I call the Human Resource Office if I need directions to a school?
A. No. It is your responsibility to get directions before you go to the school. We suggest you have the school phone number on hand should you have problems finding the building. Often the building staff is familiar with the area and can give you more detailed directions if you are lost.

Q21. I need to update my address/phone number and last name due to a recent marriage. How do I get these changed in Aesop?
A. You must complete a Name Change Form in the Human Resources Department and bring the appropriate documentation (marriage license, divorce papers, etc.) to the Payroll Office.

Q22. I accepted a job through Absence Management and have a confirmation number. However, when I arrived at the school, the teacher was there but forgot to cancel her assignment. What do I do?
A. The school will offer you an unfilled assignment in the same building upon your arrival, if available. You will need to accept the new assignment or choose to go home without pay. You may also log back into or call Absence Management (once the office has taken you out of the assignment) to search for unfilled jobs in other buildings. It is your responsibility to make sure the status of your confirmed job is still active before you are in route to the school. You would receive an email notification. For those of you without an email address you would need to log into your Absence Management account. If you choose to leave the school without pay or to look for an assignment in another building, please ask the office to take you out of the absence before you leave the building.

Q23. I need to get a letter from the District verifying employment; who do I contact?
A. Please call the Human Resources Department at (516)478-1020. You may also contact Judy Taliercio at taliercioj@gcufsd.net.

Q24. Can substitutes attend District staff development?
A. If you are in a long term assignment, a school administrator may request approval for you to take staff development or provide school staff development as required by the assignment you are in.

HELPFUL HINT
Put your Absence Management PIN number in your cell phone!