

**WHITE PLAINS CITY
SCHOOL DISTRICT
SUBSTITUTE TEACHER'S
HANDBOOK**

**WE'RE PROUD
WP
WHITE PLAINS
PUBLIC SCHOOLS
5 Homeside Lane, White Plains, NY 10605**

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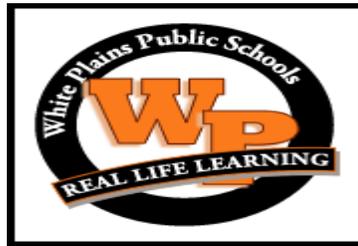
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WHITE PLAINS CITY SCHOOL DISTRICT HOME OFFICE
5 HOMESIDE LANE
WHITE PLAINS, NEW YORK 10605
422-2000
<http://www.whiteplainspublicschools.org/>



Dr. Joseph L. Ricca.....Superintendent of Schools

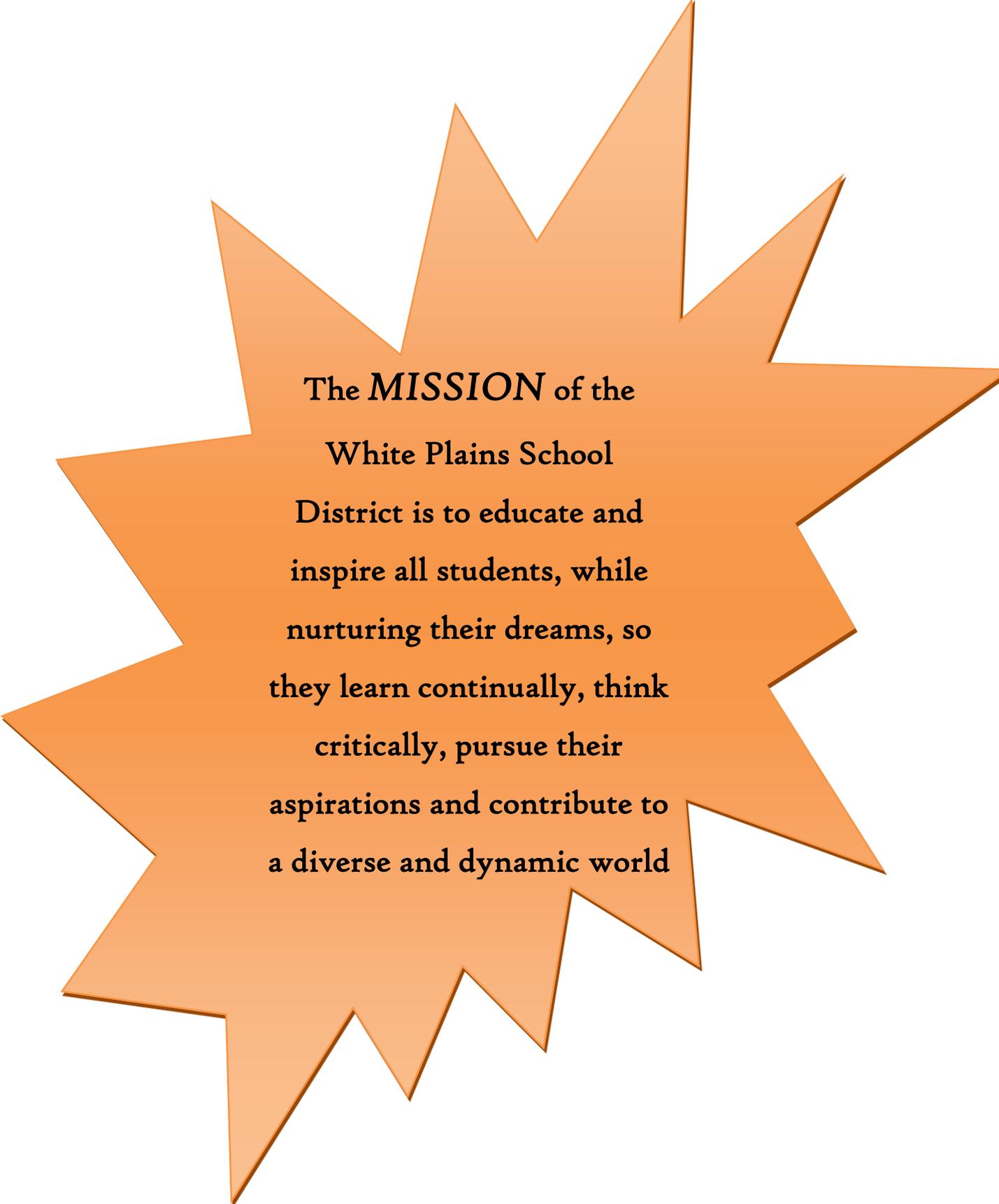
Dr. Ann Vaccaro-Teich Assistant Superintendent for Business

Ms. Debbie Augarten...Assistant Superintendent for Special Education and Pupil Personnel
Services

Dr. Debbie Hand.....Assistant Superintendent for Curriculum & Instruction

Mr. Scott Pepper Assistant Superintendent for Human Resources

Theresa McKeown Recruitment Specialist



**The *MISSION* of the
White Plains School
District is to educate and
inspire all students, while
nurturing their dreams, so
they learn continually, think
critically, pursue their
aspirations and contribute to
a diverse and dynamic world**

APPLICATION PROCEDURE

An applicant seeking employment as a substitute teacher must submit the materials listed below to *Human Resources*. The *Assistant Superintendent for Human Resources* will evaluate the application for employment.

Check when done:

- _____ \$99 FEE. INSTRUCTIONS PROVIDED AT THE TIME OF THE INTERVIEW

- _____ COMPLETED APPLICATION FORM AND SUPERVISORY REFERENCES

- _____ COPY OF CURRENT NEW YORK STATE CERTIFICATION; OR IF NOT CERTIFIED, COPY OF BACCALAUREATE DEGREE OR STATEMENT FROM THE UNIVERSITY OR COLLEGE WHERE THE DEGREE OR CERTIFICATION REQUIREMENTS HAVE BEEN COMPLETED.

- _____ COLLEGE TRANSCRIPTS

- _____ COMPLETED I-9 FORM
(ALSO DOCUMENTATION AS PER PART 2 OF I-9)

- _____ COMPLETED W-4 FORM
(EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE)

- _____ SIGNED COPY OF AMENDED OATH OF ALLEGIANCE

- _____ NYS RETIREMENT APPLICATION (OR DECLINATION FORM)

- _____ OMNI FORM

Please notify the Human Resources Department (422-2216) or by fax (422-2382) of any change in your name, address, telephone number, grade level/subject preferences and/or availability.

Please send or bring completed application materials to:

Office of the Assistant Superintendent for Human Resources
White Plains Public Schools
5 Homeside Lane
White Plains, New York 10605

NEW YORK STATE REGULATIONS

Regulations of the New York State Commissioner of Education (80.36) state:

- (a) A substitute teacher is one who is employed in place of a regularly appointed teacher who is absent but is expected to return.
- (b) The responsibility for the employment of appropriately qualified substitutes rests with the chief school officer. Persons serving on a long term basis shall have the proper certification for the position.
- (c) There are three categories of substitute teachers as follows:
 - **SUBSTITUTES WITH VALID TEACHING CERTIFICATES** - Service may be rendered in any capacity, for any number of days, in any number of school districts. If employed on more than "ITINERANT" basis, such persons will be employed in the area for which they are certified.
 - **SUBSTITUTES WITHOUT A VALID CERTIFICATE, BUT WHO ARE COMPLETING COLLEGIATE STUDY TOWARD CERTIFICATION AT THE RATE OF NOT LESS THAN SIX SEMESTER HOURS PER YEAR** - Service may be rendered in any capacity for any number of days, in any number of school districts. If employed on more than an "ITINERANT" basis, such persons will be employed in the area for which they are seeking certification.
 - **SUBSTITUTES WITHOUT A VALID CERTIFICATE AND WHO ARE NOT WORKING TOWARDS CERTIFICATION** - Service may be rendered for no more than 90 days per school year per school district.

Teachers certified in states other than New York may submit transcripts and request an evaluation of eligibility. Forms must be submitted through TEACH website.

PAY PERIODS

Pay checks for services performed are issued every two weeks on Thursdays. The checks are mailed to the substitute teacher's home unless arrangements for direct deposit have been made. Pay is normally distributed on a two-week delayed basis, that is, pay is provided at the end of a payroll period for work performed during the previous payroll period.

If you have any questions about your paycheck, please contact the *Payroll Department at 422-2063*.

RETIREMENT BENEFITS

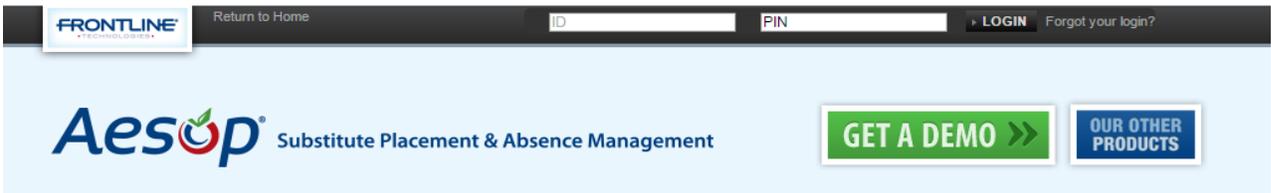
Membership in the New York State Teachers' Retirement System is optional for substitute teachers.

For anyone joining the New York State Teachers' Retirement System after July 1, 1976, membership requires a contribution of 3% of annual teaching service earnings for 10 years. For anyone joining the New York State Teachers' Retirement System after January 1, 2010, membership requires a contribution of 3 ½ % of annual teaching service earnings forever. And, after April 1, 2012, the required contribution is a percentage based on earnings. This is an automatic payroll deduction on monies earned.

A part-time member of the New York State Teachers' Retirement System is entitled to all of the retirement system benefits, on a prorated basis, that are available to a member who works full-time.

A brochure with detailed information on retirement benefits is available for examination in the *Human Resources Department or on the White Plains website under Human Resources*.

SUBSTITUTE CALLING PROCEDURES



As a substitute you will be contacted by the AESOP substitute calling system or you can search for substitute assignments on-line. Once hired you will be assisted with log on information for AESOP for the school district. You will be able to record your voice, apply for vacancies and access your own personal information. You can arrange your schedule according to your needs. Please go online at www.whiteplainspublicschools.org and select Human Resources and review the procedures. You can also seek **Aesop QuickStart Guide for Employees Quick** <https://www.aesoponline.com/manuals/Quickstart%20Guide%20for%20Employees.pdf>.

Being Prepared and Professional

Professionalism is a basic expectation of all employees of the White Plains City School District. As a substitute in the White Plains City School District you will be responsible for providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher. You may be working at the High School, Rochambeau (Alternative HS), Highlands Middle School (grades 7 & 8), Eastview Middle School (grade 6), or one of the five elementary schools in the District (grades K – 5). As such, it is very important to be at all times prepared and professional.



General Guidelines Districtwide

Your job is extremely valuable to the District as planned and unplanned absences happen on a daily basis. To ensure that instruction that engages students in learning continues in the absence of the regular classroom teacher, coverage of that classroom teacher is crucial! You serve as an “Educational Bridge” according to the National Association of Educators. You are here to teach and help in the instruction process in the absence of the classroom teacher.

- Sometimes, if you accept a job through AESOP the school may change your assignment for the day depending on the situation. For example, the teacher cancels the job and no longer needs a substitute teacher or the school needs change. Please, be flexible and understanding.
- Arrive at least 20 minutes early to find parking, introduce yourself to the administrator and secretary in charge, sign in, get your assignment, get the layout of the school building, find your classroom, make contact with the surrounding classroom teachers, go over the lesson plans, locate the cafeteria, find the appropriate bathroom, locate the nurses office, and find the teacher’s lounge to relax in during free periods and/or lunch.
- Dress professionally and not like the students. It is always wise to bring a pair of sneakers or flats.
- Once at the school and in the classroom, glance over the emergency procedures in case of a fire drill or other event that may arise during the day. Note if there are any students with special needs or accommodations and address them accordingly. Ask questions if you have concerns.

- Take attendance as soon as possible. For the middle and high schools, attendance is needed every period. It is mandatory that attendance is taken and handed in period-by-period and sent to the office as calls are made to parents if students are not in class.
- Playground/Duty Activity -- If you have taken your class to another area, please give full attention to their supervision. You must be aware of what all of your children are doing. They should all be in one general area. If some of your students stay inside, they must be under the supervision of certified personnel. **Lack of student supervision is unacceptable at any time.**
- **Parent-Pupil Handbook (Elementary level*)** All substitute teachers must be thoroughly familiar with each school's Parent-Pupil handbook. Check with office if you are not sure who is picking up the child or if the child seems uncomfortable going with the adult picking them up.
- Carry out the lesson plans and assigned duties to the best of your ability.
 - ✓ REMINDER: -- Extra lessons/activities are located in the SHAREFOLDER on the Substitute log-in account. (The Main office at each school has the log-in account and password)
 - ✓ Students should not be sitting and doing nothing This causes chaos!
 - ✓ At the end of the day, be sure to leave the room as you found it. Give students time to put away any supplies they used during the day. This will help keep the room tidy throughout the day.

**BEING PREPARED IN FRONT OF THE CLASS IS
KEY
YOU ARE THE TEACHER FOR THE DAY!**

- You want to have the teacher's name on the Whiteboard or chalk board, your name, class, period, date, and lettered or numbered day.
- Have the Teacher's Objective, Do Now, Classwork, and Homework on the board as well.
- All of these things establish order and it lets the students know that you know what's happening and you are not just there to fill time and space but to continue what the teacher wants them to learn in his or her absence.

CLASSROOM MANAGEMENT SKILLS

Classroom management has so many levels and definitions. *Classroom management is the full range of teacher efforts to oversee classroom activities, including learning, social interaction, and student behavior (Unal & Unal, 2012, p. 41).* The key to being a successful substitute teacher is maintaining the interest of the students in the learning process in the absence of the regular classroom teacher.

UPPER GRADES:

- Always arrive to the room on time
- Dress professionally as not to blend in with the students.
- Greet the students at the door. Have your name on the board, the date, the objective, the assignment, and let them know you will collect the work which will be graded.
- Take attendance, refer to seating chart, and look attentive. If a seating chart is not available, you can make your own for personal reference.
- Establish that you are the teacher for the day and that you are in charge.
- Go over what the classroom teacher left for them to do and make sure they are doing it. If they need help, help them or get another student to help.
- No one should be moving about the room.
- Limit hall passes. If a student does leave the room, make sure that they sign out and give them a pass. Make sure they sign back in upon coming back to class. [If there is no sign in and out sheet, make one. YOU are accountable for each student in your room.]

LOWER GRADES:

- Arrive early and acclimate yourself to the classroom and the centers.
- Always greet the little ones with a smile as it is very stressful when they see a strange face that is different from their normal teacher.
- Establish yourself as a "safe" person who will be the teacher for the day.
- Stick to the routines of the classroom teacher as instructed. These include morning, lunch and dismissal routines.
- Follow the seating chart. If a TA is available in the room, be sure to seek their guidance.
- Follow recess schedule, bus, and lunch schedules. Always follow established lesson plans as scheduled. Little ones need structure and they have their "habits".
- It's very important to know the teacher's protocol for handling students that "act out" ... Don't be afraid to ask the TA or another student for assistance.

CLASSROOM MANAGEMENT TECHNIQUES

YOU ARE THE TEACHER FOR THE DAY!!! It is up to you to establish the classroom expectations and consequences at the beginning of the day or class (in line with what you see in and around the classroom). Effective classroom management can be achieved through adhering to the following:



Respecting Students

Students respect adults who respect them. Each student is a person who deserves to be treated with respect regardless of his or her intellectual abilities, personal circumstances, cultural background or socioeconomic status.



Staying in Control

It is extremely important for the teacher not to lose his or her temper. Teachers should model appropriate behavior even under highly stressful situations



Sticking to the Lesson Plan – NO “Winging It” NO Sitting Around – Be Pro-Active

Always follow the lesson plan left by the teacher to the best of your ability and make sure that the class knows that the work will be graded and counted. Let the class know that the teacher expects them to do their best work and be on their best behavior. If a lesson plan is not there, make up something that goes along with what the class is currently learning by being a pro-active substitute teacher. Students want to learn. Get those “Bag-of-Tricks” lessons out – Seek the “Shared Drive folder-☺



Follow the School's Code of Conduct and Your Own

Smile at the beginning of the period as you lay down the rules on the board of what you expect as well as remind the students of the school's code of conduct.



When dealing with students, consider these items:

- 1.No threats
- 2.Listen before you discipline.
- 3.Never single out a student.
- 4.Avoid talking over students. Gain the attention of all students before beginning class or making announcements. Look for how other teachers might gain student silence. For example, “All eyes on me 1, 2, 3” or “2 fingers up” or “Raise your hand....”
5. Limit the number of students out of their seats.
6. Use direct eye contact and physical proximity to discourage student misbehavior.
7. Never argue with a student in front of class.
8. Never get down to the level of the students
9. Switch activities often if one doesn't work out.
10. Don't look panicked but do not hesitate to call for assistance.

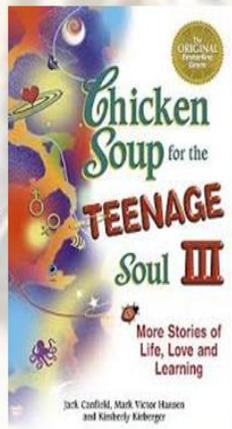
TIPS FOR WHEN STUDENTS ARE ACTING OUT

Strategies and Tips

Sometimes when there is no lesson to be found you can use a number of strategies.

(You should always bring a few things to do with you just in case)

A KWL Chart is an excellent graphic organizer that is extremely flexible and can be used in a wide variety of grade levels. All you need is a large piece of paper, a White Board, or a chalkboard with three columns. This helps the kids to focus on what they have been studying.



KWL Chart

Topic: _____

K	W	L
what do I know?	what do I want to know?	what have I learned?

Bag-of-tricks lessons—☺ These can be found on the 'S' drive. You will have a guest log in provided by the main office in each school.

Guided Reading

Board Games

Think-Pair-Share

REMEMBER: It is important for substitute teachers to establish their classroom expectations and consequences as early as possible in the day.

UPPER GRADES: (MIDDLE/HIGH SCHOOL)

- Some students might try to act out when their classroom teacher is away. But, for the most part, students behave well.
- If you have warned a student numerous times to behave and they are just really out-of-line, it's time to get an administrator involved.
- Fill out a Discipline Referral Form and send them to Special Duty (Highlands M.S.); AIR Room (Eastview M.S.); or Detention Room at the High School.

LOWER GRADES (ELEMENTARY SCHOOLS)

- Call the Main Office for the Elementary School.
- The Elementary Schools have their own Alternate Instruction Room. Check with the main office for further information.
- The Principal and/or Assistant Principal should be called if students are totally out of line.

STUDENTS WHO INTERRUPT LEARNING:

- Refuse to recognize the student until they raise their hand.
- Praise other students for raising their hands.
- Make eye contact with the students(s) and send a nonverbal message not to interrupt.

STUDENTS WHO REFUSE TO DO WORK

- Check with individual students to ensure they understand the assign work, be prepared to re-teach and to adjust the level of difficulty of the work as necessary. Find out from the student if something is bothering them and if you can help them in some way.
- Contact other teachers who are familiar with this student to determine if this is the student's normal behavior pattern.

STUDENTS WHO WON'T FOLLOW INSTRUCTIONS

- Make certain to repeat and clarify the instructions and then check with the student(s) for understanding.
- Have students repeat that they need to follow instructions.
- Communicate with students regarding possible consequences if they don't follow instructions.

THE CLASS THAT REFUSES TO BE QUIET, ATTENTIVE, OR COOPERATIVE

- At the beginning of the period list a few rules you have on the board and clearly and firmly state your expectations and the consequences students face if they choose not to comply with your need for quiet, cooperation, and your need for them to pay attention. (Sometimes the three strike rule applies where if you have to say keep the noise down to a classroom tone three times, then we will have to work silently ... is the three strike rule...)
- Turning the lights off and on is often effective in getting the attention of the class.
- With elementary and middle school students, the teacher may consider counting orally to ten or making ten separate marks on the chalkboard to communicate that you expect the class to give you their attention now.
- If an elementary or middle school class has a quiet signal, such as all students raising their hand, the teacher may initiate the class signal for quiet. The substitute teacher may want to establish a signal for class quiet early in the day, if the regular classroom teacher does not have a signal.
- With primary students, the teacher may require students to lay their heads on the desk and observe five minutes of quiet time to compose themselves.
- Call the office for an administrator

STUDENT ACTIVITY TRANSITIONS

- Teachers should be very precise about the directions they give students. Examples of precise directions include: "Stop what you are doing; take out your Springboard book and a sheet of loose-leaf paper, and put everything else away."
- Student movement creates increased opportunities for students to become disruptive. Unless the educational activity dictates student movement, it is normally better for the teacher to move to the students.

STRATEGIES FOR WORKING WITH PROBLEMS STUDENT/S

- When you have subbed in a building for a while, you will encounter students with problems. However, try to give students the benefits of a clean slate. Each day is a new day. They may behave differently on any given day. Individual praise, recognition, or granting of an educational privilege often is effective in encouraging problem students to be more cooperative.
- Have the problem student restate what is expected of them.

SEATING CHART IS KEY (EVEN IF YOU MAKE UP ONE)**NO – NO – NO to WEAPONS, DRUGS, & ALCOHOL**

- White Plains has zero tolerance laws with regard to weapons and drugs. Students in possession of weapons or drugs or who are suspected to be under the influence of alcohol or drugs should be referred to school administrators immediately. If you suspect it – report it!

More Tips for when they're acting out:

Upper grades

- Do not engage in a struggle for power.
- Be sure to state your commands without ending it in a question:
 - For example: Instead of, "Can you please sit down?", say, "Sit in your seat, thank you!"
- Always try to leave a detailed note to the classroom teacher of any positive/negative aspects of the day.

Lower grades

- Check to see if the teacher has a classroom management system such as behavior cards or a behavior chart system.
- Be sure to circulate the room to let students know you are paying attention to what they are doing in class.
- Keep a calm and firm voice when giving directions or warnings.
- Always try to leave a detailed note to the classroom teacher of any positive/negative aspects of the day.

When it is necessary for you to remove them from the room... ..

- Give them a chance to take ownership of their behavior but do not tolerate rudeness and wild behavior.
- Call for an administrator if you have to. If it is more than 3 students.
- Send out students with a form (varies depending on the school)

DISCIPLINE REFERRAL FORM			
STUDENT:	TEACHER:	GUIDANCE:	ADMINISTRATOR:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DATE OF INCIDENT:	PERIOD:	TIME:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PRIOR ACTION TAKEN BY TEACHER:			
<input type="checkbox"/> PHONE CALL	OTHER/COMMENT:		
<input type="checkbox"/> LETTER	<input type="text"/>		
PRIVATE CONFERENCE:			
<input type="checkbox"/> W/STUDENT	OTHER/COMMENT:		
<input type="checkbox"/> W/STUDENT & COUNSELOR	<input type="text"/>		
REPORT OF INCIDENT:			
<input type="text"/>			
<input type="checkbox"/> FIGHTING	<input type="checkbox"/> HARASSMENT	<input type="checkbox"/> TRUANCY/TARDY	<input type="checkbox"/> OBSCENITIES
<input type="checkbox"/> DEFIANCE	<input type="checkbox"/> CLASS DISRUPTION	<input type="checkbox"/> THREAT	<input type="checkbox"/> OTHER

Things to Know (Legal and Medical)

As a substitute teacher in the White Plains City School District, it is important to understand one's legal responsibilities and what you can and not do when something comes up when a student gets hurt. The following section outlines areas that are of particular importance to substitute teachers.

- ✚ Make sure students are properly supervised.
- ✚ Never touch a student inappropriately. [Think about all of your "Child Abuse" training courses...]
- ✚ Make sure the environment is safe. A teacher is required to exercise due care and caution for the safety of the students in his/her charge. Students may tell you, "My teacher lets me do x, y, and z" However, if it does not look safe to you, do not allow it and just say that you will wait until the teacher returns.
- ✚ Never be in a room alone with a student. Never "befriend" a student.
- ✚ Sometimes a student may want to stay for extra help at lunch. You are not required to cover for extra help at lunch even if a classroom teacher has students for extra help at lunch. It is not recommended that a substitute teacher do this.
- ✚ Never raise your voice, call names, or speak negatively to a student.
- ✚ Keep all confidential records in a safe place.
- ✚ The substitute teacher takes the place of the regular classroom teacher and has the full responsibility of the class when a student teacher or paraprofessional is present. A student teacher or paraprofessional can be of great value in implementing the teacher's lesson plan and the substitute teacher should use these people to his or her advantage.

Note: The substitute teacher is the one who has legal responsibility for the class.



- Only a medical person like a nurse can dispense medications.
- If a student is injured, call for assistance immediately.
- Students with food allergies usually wear a medical alert bracelet or information is on record with the nurse. Therefore, the nurse should be notified immediately if you see the student is experiencing any difficulty.
- Rely on other students or the teachers in the building for securing help for the student experiencing trouble while you wait with the student and class.
- Follow school protocol.

HOURS OF DUTY

<i>SCHOOL</i>	<i>TEACHERS REPORT</i>	<i>CLASSES BEGIN</i>	<i>CLASSES END</i>	<i>TEACHERS MAY LEAVE</i>
Church Street School	8:00	8:15	2:45	3:00
George Washington School	8:30	8:40	3:10	3:25
Mamaroneck Avenue School	8:25	8:40	3:20	3:35
Post Road School	8:20	8:35	3:20	3:35
Ridgeway	8:25	8:40	3:20	3:35
White Plains Middle School Highlands Campus	7:25	7:30	2:30	2:45
White Plains Middle School Eastview Campus	7:28	7:43	2:30	2:45
White Plains High School	7:25	7:40	2:35	2:50
Rochambeau School	7:45	8:30	2:42	2:55

When a substitute teacher receives a call too late to comply with the above time schedule, he/she should report for duty as soon as reasonably possible.

If a substitute teacher is notified that the assignment to a particular classroom will extend for a period of a week or more, he/she will be expected to follow the same schedule that is set for the regular teacher and assume the full load of working responsibility of the regular classroom teacher.

LOCATION OF SCHOOLS

<u>SCHOOL NAME/GRADES</u>	<u>ADDRESS</u>	<u>PRINCIPAL'S/DIRECTOR'S NAME/TELEPHONE</u>
Church Street School Grades: K-5	295 Church Street White Plains, NY 10603	Myra Castillo 422-2400
George Washington School Grades: K-5	100 Orchard Street White Plains, NY 10603	Laura Mungin 422-2380
Mamaroneck Avenue School Grades: K-5	Nosband Avenue White Plains, NY 10605	Eileen McGuire 422-2286
Post Road School Grades: K-5	175 West Post Road White Plains, NY 10606	Jesimae Ossorio 422-2320
Ridgeway School Grades: K-5	255 Ridgeway White Plains, NY 10605	Tashia Brown 422-2081
WPMS (Highlands Campus) Grades: 7-8	128 Grandview Avenue White Plains, NY 10605	Ernest Spatafore 422-2092
WPMS (Eastview Campus) Grades: 6	350 Main Street White Plains, NY 10601	Joseph Cloherty 422-2223
White Plains High School Grades: 9-12	550 North Street White Plains, NY 10605	Ellen Doherty 422-2198
Rochambeau Grades: 6-12 & S.T.A.R. Program	228 Fisher Avenue White Plains, NY 10606	Paul Bratcher 422-2420

A Substitute Teacher at White Plains High School

White Plains High School is a comprehensive High School which has grades 9 – 12. It is very large but is basically divided into two sides --- North House and South House. A substitute teacher at White Plains High School could work in any department.

SUBSTITUTE ADMINISTRATOR(S)	Mark Russo, North House Will Dixon, South House	If you are cancelling a job after 6 a.m., please call the school to let them know. Shonda Watkins can be reached in South House after 6:30 a.m. at 422-2154 or Sue Iannucci/Mr. Russo in North House at 422-2142 or 2135. Leave a message if you do not get a live person.
OFFICE MANAGERS	Sue Iannucci Shonda Watkins	422-2135 susaniannucci@wpcsd.k12.ny.us 422-2134 shondawatkins@wpcsd.k12.ny.us
HOURS	7:25 – 2:50	
SIGN IN PROCEDURES	Arrive on time and sign next to your name on the AESOP sign in sheet in the Main Office. The receptionist will be there to greet you.	Go to the House Office where the teacher you signed up to cover is housed. He or she either teaches in North House or South House. Pick up your sub folder. The sub folder has the teacher's schedule and class roster for attendance as well as a map and times for the periods.
PARKING	B-Building Lot	C-student Parking Lot
LESSON PLAN LOCATION	Lesson plans are usually left in the teacher's class room or e-mailed to another teacher and taped on the teacher's desk	
DISCIPLINE PROCEDURES	Warning and referral form	Call for administrator
BUILDING SUB CONTACT	Ron Knell	Staff lounge located in B-building cafeteria area
ADDITIONAL INFO. & LOUNGE	<p>*The school is divided into two main buildings [North and South House] However, there are 7 buildings. Get to know the layout of the school. The security staff is very helpful if you feel lost.</p> <p>*You are hired to be at school for periods 1 – 8. You must account for yourself for ALL 8 periods. When you are not assigned a class, please let the house or main office know where you will be during your free period(s) and give them your cell phone number in case they have to get in touch with you or the room number so they can call you on the school intercom room-to-room phones.</p> <p>*If a teacher has a duty, you are responsible for their duty. This may or may not be extra compensation (depending on when you were hired).</p>	

A Substitute Teacher at Rochambeau

Rochambeau houses the Community School, Passages, STAR program, and the GED program. These are all alternative Middle/High School programs for grades 6 – 12.

SUBSTITUTE ADMINISTRATOR(S)	Mr. Paul Bratcher is the Director of all programs at Rochambeau and is in charge of substitute teachers in the building.	914-422-2420.
SECRETARY(IES)	Eilish Buckley	Eilish Buckley is the Office Manager and contact person in the morning and oversees the sub schedules in the morning. She is available in the morning starting at 7 a.m. at 914-422-2420. eilishbuckley@wpcsd.k12.ny.us
HOURS	7:45 – 2:55	
SIGN IN PROCEDURES	Pick up your red sub folder which has your substitute badge, attendance roster sheets, period-by-period attendance recording sheets, daily time schedule, discipline referral forms, hall passes, and staff emergency hand book.	Wear Assigned ID Badge
PARKING	Arrive at least 20 minutes early and park in staff un-numbered spot in lot.	
LESSON PLAN LOCATION	Lesson plans are usually left in the teacher's class	
DISCIPLINE PROCEDURES	Give a verbal warning... If there are any discipline issues, fill out a discipline referral form and send to administrator.	Call for administrator
BUILDING SUB CONTACT	Paul Bratcher and Eilish Buckley	
ADDITIONAL INFO. & LOUNGE	You are hired to be at school for the entire day. You must account for yourself for the entire day. Therefore, when you are not assigned a class, please let the main office know where you will be during your free period(s) and give them your cell phone number in case they have to get in touch with you or the room number so they can call you on the school intercom room-to-room phones.	

A Substitute Teacher at Highlands Middle School

Highlands Middle School is one of the Middle Schools in the White Plains City School District. It houses students in grades 7 & 8.

SUBSTITUTE ADMINISTRATOR(S)	Ms. Valerie Cadet Simpkins is in charge of substitute teachers in the building.	914-422-2092 valeriecadet@wpcsd.k12.ny.us
SECRETARY(IES)	*Connie Bellantoni is the Office Manager *Silvia Merluccio is the contact person in the morning and oversees the sub schedules in the morning	Contact Silvia in the morning starting at 6:45 a.m. at 914-422-2092 or 2470 silviamerluccio@wpcsd.k12.ny.us . if you are late or if you cannot make it in.
HOURS	7:25 – 2:45	
SIGN IN PROCEDURES	*Sign in sheet in the main office and get a temporary ID badge.	*Pick Up Substitute Teacher Assignment form from Silvia and Substitute Attendance Report (period-by-period attendance)
PARKING	It's very important to arrive at least 20 minutes ahead of time to find parking either in the rear of the school lot or on the street.	
LESSON PLAN LOCATION	Go to your assigned room to see what lessons have been left by the classroom teacher. A sub folder with up-to-date attendance sheets should be on the teacher's desk	If there are no lesson plans, please let the office know. Please use the Bag-of-tricks lessons on the shared drive as a last resort. A password is available for you at the main office. Let the students know that all work will be collected and graded.
DISCIPLINE PROCEDURES	Take attendance, use seating chart, be firm. Stick to the lesson. All students should work. Give a verbal warning and then write a referral. If it is more than a few students, call for an administrator to speak to the class. Remind the class of R.O.A.R. Behavior.	
BUILDING SUB CONTACT	Valerie Cadet Simpkins	
ADDITIONAL INFO. & LOUNGE	*On your free period, report to room 213 (Teacher's lounge). Let the office know where you are during your free period. *If a teacher has a duty, you are responsible for their duty. This may or may not be extra compensation (depending on when you were hired)	

A Substitute Teacher at Eastview Middle School

Eastview Middle School is one of the Middle Schools in the White Plains City School District. I holds only grade 6.

SUBSTITUTE ADMINISTRATOR(S)	Mr. Leroy Dixon is in charge of substitute teachers in the building	422-2223 leroydixon@wpcsd.k12.ny.us
SECRETARY(IES)	Ms. Marcia Denais	Ms. Marcia Denais is the contact person in the morning and oversees the sub schedules in the morning. She is available in the morning starting at 7:00 a.m. at 914-422-2448 or email at mdenais@wpcsd.k12.ny.us.
HOURS	7:28 – 2:45	
SIGN IN PROCEDURES	<ul style="list-style-type: none"> • Check in at the main office. • Marcia will give you your Substitute Teacher Folder which includes Substitute Attendance Report (for period-by-period attendance) • Go to your assigned room to see what lessons have been left by the classroom teacher 	
PARKING		
LESSON PLAN LOCATION	<ul style="list-style-type: none"> • A sub folder with up-to-date attendance sheets should be on the teacher's desk. • Call the office immediately if all materials are not in the teacher's room (plans and rosters). • If there are no lessons in the sub-folder, check with the Marcia to see if plans have been emailed. • In the event of no-lesson – “Bag-of-tricks” lessons-☺ These can be found on the “S” drive. You will have a guest log in. • The guest log-in is given from the office manager. 	
DISCIPLINE PROCEDURES	Redirection Verbal warning	Referral Call for administrator
BUILDING SUB CONTACT	Dean Ciallella	
ADDITIONAL INFO. & LOUNGE	First floor near main office	*If a teacher has a duty, you are responsible for their duty. This may or may not be extra compensation (depending on when you were hired)

A Substitute Teacher at Church Street Elementary School



Church Street Elementary School is one of the five elementary schools in the White Plains City School District. It houses grades K – 5.

SUBSTITUTE ADMINISTRATOR(S)	Myra Castillo, is the Principal	914-422-2401
SECRETARY(IES)	Ms. Laura Leon	Ms. Leon is the contact person in the morning and oversees the sub schedules in the morning. She is available in the morning and can be reached at 914-422-2400 (lauraleon@wpcsd.k12.ny.us) in the event you cannot make it or are late.
HOURS	8:00 – 3:00	
SIGN IN PROCEDURES	Sign in in the main office and pick up temporary ID	Get assignment/check-off list from the main office and go to assigned room
PARKING	Limited and street parking	
LESSON PLAN LOCATION	<ul style="list-style-type: none"> • Go to your assigned room to see what lessons have been left by the classroom teacher. Check the classroom to see where the teacher has left the lessons for the day. Sometimes teachers put the lessons on a horseshoe or kidney shaped table. • Check with the Main Office to see if plans have been emailed, if you do not find lessons. • In the event of no-lesson – “Bag-of-tricks” lessons-☺ These can be found on the “S” drive. You will have a guest log in provided by the main office. 	
DISCIPLINE PROCEDURES	Re-direction Time out	Call the office Get help from TA
BUILDING SUB CONTACT	Emma Goodman	
ADDITIONAL INFO. & LOUNGE	Lounge is room 231.	*You are accountable for the regular assigned duties of the classroom teacher. *Please let the office know where you are during your free periods if they need to get in touch with you.

A Substitute Teacher at George Washington Elementary School



George Washington Elementary School is one of the five elementary schools in the White Plains City School District. It houses grades K – 5.

SUBSTITUTE ADMINISTRATOR(S)	Mr. Brendan McCarthy, AP is in charge of substitute teachers in the building	914-422-2380
SECRETARY(IES)	Ms. Lori DiMarco	She is available in the morning and can be reached at 914-422-2380 and loridimarco@wpcsd.k12.ny.us in the event you cannot make it or are late.
HOURS	8:30 – 3:25	
SIGN IN PROCEDURES	Sign in in the main office and pick up temporary ID	Get assignment/check-off list from the main office and go to assigned room
PARKING	Limited and street parking	
LESSON PLAN LOCATION	<ul style="list-style-type: none"> • Go to your assigned room to see what lessons have been left by the classroom teacher. Check the classroom to see where the teacher has left the lessons for the day. Sometimes teachers put the lessons on a horseshoe or kidney shaped table. • Check with the Main Office to see if plans have been emailed, if you do not find lessons. • In the event of no-lesson – “Bag-of-tricks” lessons-☺ These can be found on the “S” drive. You will have a guest log in provided by the main office. 	
DISCIPLINE PROCEDURES	Re-direction Time out	Call the office Get help from TA
BUILDING SUB CONTACT	Leigha Sottle	
ADDITIONAL INFO. & LOUNGE		<p>*You are accountable for the regular assigned duties of the classroom teacher.</p> <p>*Please let the office know where you are during your free periods if they need to get in touch with you.</p>

A Substitute Teacher at Mamaroneck Elementary School



Mamaroneck Elementary School is one of the five elementary schools in the White Plains City School District. It houses grades K – 5.

SUBSTITUTE ADMINISTRATOR(S)	Rob Janowitz, AP or Eileen McGuire, Principal are the administrators who oversee the substitute teachers in the building	914-422-2286
SECRETARY(IES)	Linda Farrington, Patty Benavidez or Laura Dam are the secretaries in the morning and contact people the subs will see.	If you cannot make it in and you cannot cancel in AESOP call 914-422-2286 before 7 am
HOURS	8:25 – 3:35	
SIGN IN PROCEDURES	Sign in in the main office and pick up temporary ID	Get assignment/check-off list from the main office and go to assigned room
PARKING	There is a small lot on the side of the building – park only in free spaces. DO NOT park in the back of building –we use WP parking permits -or you’ll be ticketed. There is metered parking on the street. So, bring quarters.	
LESSON PLAN LOCATION	<ul style="list-style-type: none"> Go to your assigned room to see what lessons have been left by the classroom teacher. Check the classroom to see where the teacher has left the lessons for the day. Sometimes teachers put the lessons on a horseshoe or kidney shaped table. Check with the Main Office to see if plans have been emailed, if you do not find lessons. In the event of no-lesson – “Bag-of-tricks” lessons-☺ These can be found on the “S” drive. You will have a guest log in provided by the main office. 	
DISCIPLINE PROCEDURES	Re-direction Time out	Call the office Get help from TA
BUILDING SUB CONTACT	Jan Vancraeynest	
ADDITIONAL INFO. & LOUNGE		<p>*You are accountable for the regular assigned duties of the classroom teacher.</p> <p>*Please let the office know where you are during your free periods if they need to get in touch with you.</p>

A Substitute Teacher at Ridgeway Elementary School

Ridgeway Elementary School is one of the five elementary schools in the White Plains City School District. It houses grades K – 5.

SUBSTITUTE ADMINISTRATOR(S)	Ms. Kimberly Crawford in charge of substitute teachers in the building.	914-422-2081
SECRETARY(IES)	Ms. Fran DeFreitas	She is available in the morning and can be reached at 914-422-2081 or frandefreitas@wpcsd.k12.ny.us in the event you cannot make it or are late.
HOURS	8:25 – 3:40	
SIGN IN PROCEDURES	Sign in in the main office and pick up temporary ID	Get assignment/check-off list from the main office and go to assigned room
PARKING	Un-number spot in parking lot	There is a parking lot to the side of the school where you may park.
LESSON PLAN LOCATION	<ul style="list-style-type: none"> • Go to your assigned room to see what lessons have been left by the classroom teacher. Check the classroom to see where the teacher has left the lessons for the day. Sometimes teachers put the lessons on a horseshoe or kidney shaped table. • Check with the Main Office to see if plans have been emailed, if you do not find lessons. • In the event of no-lesson – “Bag-of-tricks” lessons-☺ These can be found on the “S” drive. You will have a guest log in provided by the main office. 	
DISCIPLINE PROCEDURES	Re-direction Time out	Call the office Get help from TA
BUILDING SUB CONTACT	Monica Arismendez	
ADDITIONAL INFO. & LOUNGE		<p>*You are accountable for the regular assigned duties of the classroom teacher.</p> <p>*Please let the office know where you are during your free periods if they need to get in touch with you.</p>

A Substitute Teacher at Post Road Elementary School



Post Road Elementary School is one of the five elementary schools in the White Plains City School District. It houses grades K – 5.

SUBSTITUTE ADMINISTRATOR(S)	Ms. Suzanne Lasser is in charge of substitute teachers in the building	914-422-2320
SECRETARY(IES)	Mrs. Donna Rivera	She is available in the morning and can be reached at 914-422-2320 or 629-9519 or DonnaRivera@wpcsd.k12.ny.us in the event you cannot make it or are late
HOURS	8:20 – 3:35	
SIGN IN PROCEDURES	Sign in in the main office and pick up temporary ID	Get assignment/check-off list from the main office and go to assigned room
PARKING	Parking is available at the corner of West Post Road and Sterling St. or street parking on Sterling and Prospect Avenues.	
LESSON PLAN LOCATION	<ul style="list-style-type: none"> • Go to your assigned room to see what lessons have been left by the classroom teacher. Check the classroom to see where the teacher has left the lessons for the day. Sometimes teachers put the lessons on a horseshoe or kidney shaped table. • Check with the Main Office to see if plans have been emailed, if you do not find lessons. • In the event of no-lesson – “Bag-of-tricks” lessons-☺ These can be found on the “S” drive. You will have a guest log in provided by the main office. 	
DISCIPLINE PROCEDURES	Re-direction Time out	Call the office Get help from TA
BUILDING SUB CONTACT	Tracy Franks-Gittings	
ADDITIONAL INFO. & LOUNGE	Lounge is in room 231	*You are accountable for the regular assigned duties of the classroom teacher. *Please let the office know where you are during your free periods if they need to get in touch with you.

**WHITE PLAINS
SUBSTITUTE TEACHERS' ASSOCIATION
W.P.S.T.A.**



To my fellow Substitute Teaching Staff, I welcome you...

As a new hire, you are a member of the White Plains Teacher's Association. You will notice a \$1.00 deduction for union dues from your paycheck.

Your 2015 President is

Ronald Knell

ronaldknell@wpcsd.k12.ny.us

If you have questions, please feel free to contact me any time. If you need help in your building, please feel free to reach out to any of the building subs or any of the classroom teachers. The White Plains City teaching staff is the greatest-☺

I hope you have an awesome year,

Ron Knell