

# **Watertown City School District**

“School and Community Working Together”

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# **SUBSTITUTE**



# **HANDBOOK**

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Personnel Office  
1351 Washington Street  
Watertown, NY 13601  
(315) 785-3720

Tina M. Lane  
Assistant Superintendent for Personnel  
And Student Services

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The Watertown City School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities without regard to sex, race, color, national origin, creed or religion, marital status, age gender preference, or disability. Inquiries regarding this non-discrimination policy may be directed to: Joshua Hartshorne, Coordinator Title IX, Section 504 @ PO Box 586, 1351 Washington St., Watertown, NY, 315-785-3714.

# WATERTOWN CITY SCHOOL DISTRICT

Roger Adams  
Interim Superintendent of Schools

STACEY J. EGER-CONVERSE  
Assistant Superintendent for Instruction

TINA M. LANE  
Assistant Superintendent for  
Personnel and Student Services

JOSHUA W. HARTSHORNE  
School Business Manager

JENNA J. RITZ  
Treasurer



JASON B. HARRINGTON  
President

RANDE S. RICHARDSON  
Vice President

LORIE L. CONVERSE  
CULLEY T. GOSIER  
AMMBROSE SOUZA  
FREDRIC J. SOVIE

MICHELLE R. GRAVELLE  
District Clerk

Dear Substitute:

Welcome to the Watertown City School District! As a substitute teacher, you play a vital role in maintaining continuity in the education of all WCSD students. With over 300 teachers on staff, the district relies heavily on our substitutes to provide instruction in the absence of our teachers. The responsibility can be overwhelming at times if you are not a teacher by profession, but you will be surrounded by a staff of excellent teachers, support staff, and administrators to lean on if you have any questions or challenges. Remember, becoming a substitute teacher requires you to be a positive influence and role model for our students at all times.

I hope this experience will be nothing but rewarding for you!

Sincerely,

*Tina M. Lane*

Assistant Superintendent for Personnel & Student Services

TML/lew

# SCHOOL INFORMATION

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**District Office** —1351 Washington Street, Watertown, NY 13601 ..... 315-785-3706

Roger Adams, Interim Superintendent of Schools

Stacey Eger-Converse, Assistant Superintendent for Instruction

Tina M. Lane, Assistant Superintendent for Personnel & Student Services

**Watertown High School** —1335 Washington Street, Watertown, NY 13601..... 315-785-3811

Grades 9-12

Chad Fairchild, Principal

Leslie Atkinson, Principal

Thomas Nabinger, Principal

Suzanne Stenard, Secretary

Teacher Day: 7:20 AM-2:32 PM (PM subs need to report at 10:50 AM)

Student Day: 7:30 AM-2:25 PM

**Case Middle School** —1237 Washington Street, Watertown, NY 13601 ..... 315-785-3871

Grades 7-8

Erin King, Principal

Michael Morgan, Assistant Principal

Linda Griffin, Secretary

Teacher Day: 7:20 AM-2:32 PM (PM subs need to report at 10:50 AM)

Student Day: 7:35 AM-2:22 PM

**Wiley Intermediate School** —1351 Washington Street, Watertown, NY 13601 .. 315-785-3784

Grades 5-6

Daniel Mincer, Principal

TBD, Assistant Principal

Cristina Nichols, Secretary

Teacher Day: 8:18 AM-3:30 PM (PM subs need to report at 11:30 AM)

Student Day: 8:40 AM-3:15 PM

**Knickerbocker Elementary** —739 Knickerbocker Drive, Watertown, NY 13601 . 315-785-3741

Grades K-4

Ashleigh Barnhart-Burto, Principal

Natalie Yott, Secretary

Teacher Day: 8:05 AM-3:17 PM (PM subs need to report at 11:30 AM)

Student Day: 8:25 AM-3:00 PM

**North Elementary** —171 East Hoard Street, Watertown, NY 1601 ..... 315-785-3751  
Grades K-4  
Sandra Cain, Principal  
Bridget Finster, Assistant Principal  
Hope Thorpe, Secretary  
Teacher Day: 8:05 AM-3:17 PM (PM subs need to report at 11:30 AM)  
Student Day: 8:30 AM-3:05 PM

**Ohio Elementary**—1537 Ohio Street, Watertown, NY 13601 ..... 315-779-5532  
Grades K-4  
Jessica Blair, Principal  
Patricia Davis, Secretary  
Teacher Day: 8:00 AM-3:12 PM (PM subs need to report at 11:30 AM)  
Student Day: 8:20 AM-2:55 PM

**Sherman Elementary**—836 Sherman Street, Watertown, NY 13601 ..... 315-779-5592  
Grades K-4  
Terry Gonseth, Principal  
Debra Matusiak, Secretary  
Teacher Day: 8:05 AM-3:17 PM (PM subs need to report at 11:30 AM)  
Student Day: 8:25 AM-3:00 PM

**Starbuck Elementary**—430 East Hoard Street, Watertown, NY 13601 ..... 315-785-3766  
Grades K-4  
Michael Lennox, Principal  
Autumn Adams, Secretary  
Teacher Day: 8:00 AM-3:12 PM  
(PM subs need to report at  
11:30 AM)  
Student Day: 8:25 AM-3:00 PM



# SUBSTITUTE PAY RATES

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Retired Teacher LTS* .....	\$210/day
Retired Teacher Substitute .....	\$200/day
Long Term Teacher Sub* .....	\$175/day
Certified Teacher .....	\$165/day
Uncertified Teacher .....	\$130/day
Associates Degree Sub Teacher .....	\$115/day
Clerical .....	\$14.20/hour
Cleaner/Custodian .....	\$14.20/hour
Food Service .....	\$14.20/hour
Teacher Aide/Teacher Assistant.....	\$14.20/hour
Certified Teacher Assistant or Teacher .....	\$15.00/hour
Hall & Noon Monitor .....	\$14.20/hour
Nurse - LPN.....	\$18.00/hour
Nurse - RN.....	\$23.00/hour
School Day Tutoring .....	\$25.00/hour
After School Tutoring.....	\$38.06/hour
Summer School .....	\$38.07/hour

\*After 20 consecutive days in the same assignment (retroactive to first day). Long term substitute (LTS) pay DOES NOT start until 20 complete days of one assignment has been worked. Once the 20-day benchmark is met, the LTS rate begins and is retroactive to day 1 of the assignment.

# GENERAL INFORMATION

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## QUALIFICATIONS:

Qualified Substitute Teachers must possess one of the following:

- NYS Teacher Certification
- Four-Year Degree
- Equivalent of a Two-Year Degree

Retired teachers with a minimum of 15 years of classroom experience will qualify for the Retired Teacher Substitute Rate. Proof of experience required at the time of hire.

## **ELIGIBILITY:**

Substitutes are eligible to work in buildings (as determined by district officials) once the following has happened:

- Successful interview.
- Candidate has passed fingerprint clearance requirement.
- All necessary payroll paperwork is in order.
- Board of Education has approved the appointment.

Once approved, substitute teachers will be placed on an active substitute list.

## **ASSIGNMENT PROCEDURES:**

Substitutes can generally expect to be called by our automated system, Frontline Absence Management for their assignments. Typically calls are made between the hours of 5:30 -8:00 AM for a same day assignment and between 4:00—9:00 PM for a next day assignment. You may however, be called at any time during the day or evening when the need arises. The district reserves the right to limit at any time building/grade levels a substitute can work. Substitutes should arrive early, sign in with the main office, and pick up a key if applicable. ID badges should be worn at all times. At the end of the day, sign out in the main office and turn in key, if applicable.)

If you are no longer interested in substituting, please let our Personnel office know at 315-785-3720 and also send a letter of resignation to: Watertown City School District Personnel Office, 1351 Washington Street, Watertown, NY 13601.



## **PAYROLL:**

Substitutes do not need to maintain a time card. Each building has a timekeeper responsible for submitting payroll for substitute staff. When you accept an assignment form the Absence Management System time keepers will be notified in the building in which you accepted. However, it is recommended that you maintain accurate records of dates, times, and absent staff member in case a discrepancy does happen.

Questions regarding substitute payroll can be directed to **TAMRA BALDWIN** at **315-785-3721** or **NANCY LAVERTY** at **315-785-3718**.

Any address or name changes or other concerns can be directed to **LISA WORDEN** at **315-785-3720** in the Personnel Office.

## **DIRECT DEPOSIT:**

All substitutes are now eligible to receive direct deposit. You may sign up for this at any time. The form is available on the WCSD website and needs to be returned to the Payroll Department. This form will need to be verified by your banking institution.

## **NEW YORK STATE TEACHERS' RETIREMENT SYSTEM:**

Substitute teachers have the option of contributing to the Teachers' Retirement System. Substitutes may establish membership by completing a membership application. The date of membership will be the first day worked after completion of the application.

# **EMERGENCY SCHOOL CLOSINGS AND DISMISSALS**

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In the event of inclement weather conditions, schools may either be closed, have a delay, or dismiss early. Early morning school closings and delays will be posted as a Web Alert on Frontline and announced over the following radio/TV stations:

790 WTNV (AM), WFRY (FM), 1240 WATN (AM), WTOJ (FM), WBDR (FM), WWNY TV-7, WWTI TV-50, TK99, KROCK, News 10 Now, and WSTM TV-3.

The decision to close or to delay school opening will be made, in most cases, prior to 5:30 a.m.

Should the decision be made to delay the opening of school, it will be a 2-hour delay. Please report to your assignment 2 hours later than usual. For clerical subs, contact the school to see if you are needed.



For payroll purposes, substitute teachers are paid a full day's pay if they work more than a half day. For instance if there is a two-hour delay, a substitute teacher will be paid for the full day. If a substitute teacher works a half day or less, they will be paid a half day pay. For instance, if our district closes early and it is at or before half of the day, the substitute teacher will be paid a half day pay.



# REPORTING TO AN ASSIGNMENT

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The Absence Management System will provide you with specific instructions regarding the report time and duration of the assignment. Please report to the main office of the building where the assignment is located. Introduce yourself to the office staff, sign in, and receive any materials you may be provided such as keys, handouts, etc. In each classroom you will find a **Substitute Folder** which contains important information for substitutes. This folder contains lesson plans, emergency procedures, building rules and guidelines, etc.

Make sure to arrive before the teacher day starts. Specific times for each building are located on Pages 4 & 5 of this Substitute Handbook. If for any reason you cannot make it to an assignment please cancel out of it in a timely manner on the Absence Management System so another sub may be generated.

## SPECIAL EDUCATION

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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.

- Maintain confidentiality.
- Focus on the students' abilities, not their disabilities.
- Be sensitive and patient.
- Use the paraprofessional or co-teacher in the classroom, as 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.



# IN CASE OF AN EMERGENCY

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## **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 member 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:**

Copies of fire drill, lock down, evacuation procedures should be available in each classroom. Please familiarize yourself with these procedures. If you are not able to find a copy, request a copy from the main office.

- Familiarize yourself with your surroundings so that you know how to evacuate the class in 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 the building.

# SUBSTITUTE EXPECTATIONS AND RESPONSIBILITIES

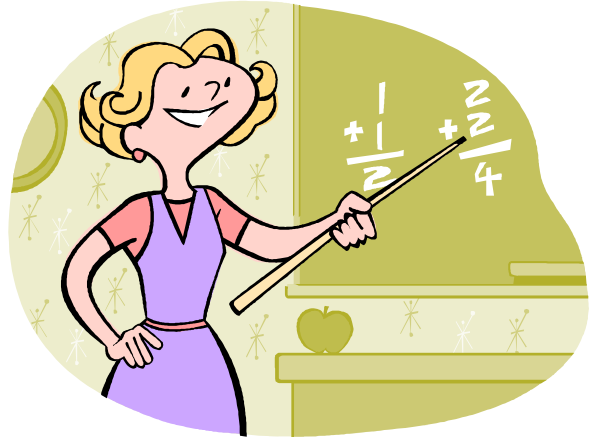
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- Dress appropriately and professionally, wearing your substitute ID badge at ALL times.
- Arrive early and check in to the school's main office immediately upon arrival.
- Work professionally and constructively with faculty members.
- Do not leave students unattended, as the school district is legally responsible for their welfare.
- Make sure that you are familiar with school district policies before taking any disciplinary measures against a student. Limit your physical force to preventing injury to yourself, another person, or property. Corporal punishment is NOT an option! Do not hesitate to contact administration if you need assistance.
- Do not release students to anyone other than authorized school personnel.
- Maintaining Professional Confidence—be aware that discussing school matters outside of the workplace should be avoided at all costs. It is essential that we protect the privacy of our students and their families.
- Familiarize yourself with the emergency plan and be certain that you have an understanding of the proper procedures in the event of an emergency. Copies of the fire drill and lock down procedures are located in the Substitute Folder.
- Stay until the end of the scheduled work day. Even if you do not have a class at the end of the day, you are still required to remain in the building until the end of the teacher day. If you do not have anything to work on, check with the Building Administration for an extra duty until the end of your work day.
- Supervise halls and corridors between classes.
- Review lesson plans and teach accordingly.
- Take accurate student attendance (procedure is outlined in the **Substitute Folder**).
- Make sure to complete the evaluation form that is located in the **Substitute Folder**. List students who have been helpful, those who have been a challenge, and any information about the tasks completed and noteworthy events.
- Hold students to high standards of behavior and accomplishment.
- Demonstrate high professional and ethical standards.
- Maintain discipline.

# KEYS TO BEING A GREAT SUBSTITUTE

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- Follow lesson plans left by Teacher.
- Be prompt.
- Be honest.
- Be firm, fair, consistent, and caring.
- Be prepared.
- Be flexible.
- Be professional.
- Be pleasant.
- Do not leave students unsupervised.
- Do not ignore lesson plans left by the teacher.
- Do maintain order in the classroom.
- Do respect each child.
- Do make directions clear and concise.
- Do ask for help when needed.



## Practices that promote Good Behavior

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Maintaining order and control in the classroom is one of the most challenging tasks of a substitute teacher. Successful classroom teachers implement a number of different strategies and techniques to assist them in keeping their students focused and on task. The following may help you in your instructional endeavors:

- Make students aware of your expectations immediately.
- Follow established classroom Rules/ Routine.
- Do not make threats that are without backing—follow through with your proposed disciplinary actions when students are acting undesirably.
- Make certain that students are kept busy for the entire duration of a class. Classroom management problems often emerge when students have completed their assigned tasks and have been left without further direction.
- Offer praise for positive behavior in a group setting, address undesirable behavior individually—do not give unruly students an opportunity to perform for their peers!
- Monitor student work regularly, assisting those who require help, challenging those who are higher level thinkers.

# Top Sub Tips for Behavior Management!



-Implement any behavior management tools already established in the classroom (behavior clip chart or pulling cards).

-Review posted classroom rules when students get out of hand. - - Kindly remind students that you will be reporting their behavior back to their teacher on the "While You Were Out" sheet. You can even show the page to them. Explain this is not to be mean, but simply to reflect the day back to their teacher.

-Use **positive reinforcement!** Use the classroom coupons in the Sub Binder.

-Bring a small prize box and tickets! Award tickets to students when they are working on task. At the end of the day, hold a drawing and a student wins a prize from the prize box!

-If it gets too loud, get their attention by **turning the lights out.** Quickly turn them back on and begin speaking instructions before they start giggling.

-If the class is talking, **speak quietly.** Naturally students will become quiet so they can hear what your saying.

-**Write and Erase.** Write one word of instructions on the board then erase. Students will quiet down to try to figure out what your writing. "Take" Erase. "Out" Erase. "Your" Erase. "Interactive" Erase. "Journals" Erase.

-Even though you should stick to the notes and activities left by the teacher, **if something is not working, change it.** If students are not understanding an assignment and are off-task, either move on or use an activity that you brought with you.

-take brain breaks. (see brain break activities in your sub binder) Get up and "get your sillies out" for 30 seconds. Do 15 jumping jacks. Then refocus and get started on the next task.

-When a student misbehaves or needs to be redirected, have them fill out the written note to their teacher (see written note by student - found in your sub binder)

# Important Information

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## USE OF CELL PHONES

Substitutes should not be using cell phones at any time when supervising students. Please restrict cell phone use to free periods or breaks.

## COMPUTER USE

Substitutes are subject to the District's Acceptable Use Policy regarding computer and internet use. Computers should not be used for personal reasons such as but not limited to surfing the internet, shopping, checking email, etc. Do not use a teacher username/password to access the district's network even if it was left for you. A copy of our Acceptable Use form follows for your review.

## SUPPORT OPERATIONS

## 5401 Policy

### ACCEPTABLE USE POLICY (Employees/Board of Education Members)

I. The Watertown City School district offers access to electronic resources through the district computer network for instructional use. To gain access to the Internet and network, all employees and board members must sign and return the acceptable use policy to the district. The District will make a reasonable attempt to prevent inappropriate use of electronic resources, but ultimately the responsibility lies with the user.

II. While our intent is to make Internet access available to enhance learning, employees may have access to other non-instructional materials. We believe that the benefits from access to the Internet, in the form of information resources and opportunities for collaboration, exceed possible disadvantages.

III. When access to the Internet is granted, it is extremely important that rules be followed. Violations may result in disciplinary action up to and including termination of employment. When applicable, law enforcement agencies may be involved.

IV. The Board of Education does not sanction any use of the Internet including social media that is not authorized by or conducted strictly in compliance with this Policy. Users who disregard the District's Acceptable Use Policy may have their user privileges suspended or revoked. Users granted access through the Watertown City School District assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by District policy.

## V. Employee/Board of Education Member Responsibilities:

A. It is important that employees read and understand the following guidelines. The use of the Internet and other telecommunication networks is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Employees/Board of Education Members who are granted access must remember that they represent the Watertown City School District and must respect the rights of others, protect the integrity of the information technology, and observe all relevant laws, regulations, and contracts including software licensing agreements and copyright laws.

B. The Watertown City School District reserves the right to review, monitor and restrict information created, shared, and/or stored on or transmitted via Watertown City School District owned or leased equipment and to investigate suspected inappropriate use of resources. Users should not expect that files and/or communications will be private. Network administrators may review files and communication to maintain system integrity and insure that users are using the system responsibly. Messages related to or in support of illegal activities may be reported to the authorities.

## VI. Electronic use Guidelines

A. Commercial purposes, product advertisement, political lobbying or illegal use is prohibited.

B. Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean others must not be transmitted.

C. Programs that infiltrate computing systems and/or damage software components are prohibited.

D. Files, data, web pages or information of others must not be improperly accessed or misused.

E. Use of the Internet for chat rooms or chatting is prohibited.

F. Changing settings in any program or the computer operating system is prohibited.

G. The Watertown City School District is not responsible for loss of data.

H. Anonymous communications are not allowed.

I. Security violations must be reported to the principal/appropriate staff member immediately.

J. Personal information must be given out only in an instructional context or in the performance of Watertown City School District business.

K. Precautions to prevent viruses on Watertown City School District equipment are the responsibility of the user.

- L. The illegal installation or transmission of copyrighted materials is prohibited.
- M. All files and messages are subject to Watertown City School District review.
- N. Malicious attempts to harm or destroy hardware, software, or data are prohibited.
- O. Any action that violates existing Board policy, public law or classroom/school policy is prohibited.
- P. Use of racist, sexist, pornographic, or inappropriate language or images is prohibited.
- Q. Plagiarism is prohibited.
- R. Any actions to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited. This includes the use of proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.

#### VII. Purpose:

A. The Watertown City School District's wireless network is being made available to all staff and students for use on privately owned mobile devices. This service is a privilege and personal wireless access shall be considered an extension of the District's Technology network and will be governed by existing District technology policy.

The following guidelines have been established:

1. Employees/students agree to follow all existing technology policies.
2. An assigned current network account is required for personal access
3. Employees/students will not give out their assigned current network account credentials and will be held responsible for any breach in security resulting from not doing so.
4. Employees/students take full responsibility for their devices.
5. The district is NOT responsible for the security, care, repair, replacement, or any modifications required on the device in order to connect to the wireless network.
6. All personal devices are restricted to wireless access and shall not be connected by any other means (i.e., network cable, etc.).
7. Students shall not be allowed to use an Employee's personal device while connected to the wireless network.
8. Employees/students are expected to ensure their devices are not being used in a manner unacceptable to Watertown City School District or that violates any laws, regulations, or standards.
9. The District has the right to terminate any service or connections.
10. Cyber-bullying is strictly prohibited.
11. Employees/students shall not use their personal device to violate any copyright laws.
12. Employees/students shall not use their personal device to access any other device besides their own.
13. These guidelines are subject to change as needed.



## Frontline Absence Management Tips for Substitutes (formerly Aesop)

\*\* PLEASE read/review the notes below regarding Absence Management (automatic sub-calling system).

1. Absence Management number 1-800-942-3767. Please program this phone number into your phone so you don't think it's a telemarketer.
2. When you answer the phone, you must say "hello" to trigger the automated system. Absence Management will say the district and school name and will ask you to put in your pin #. It will then read off the details of the sub assignment.
3. Do Not Just Hang Up!  
Press 1 to Accept the assignment  
Press 2 to Hear the assignment again  
Press 3 to Reject the assignment, but allow additional calls.  
Press 4 to Reject all calls today.

\*\* When you accept an assignment, Absence Management will play back a confirmation #. \*\*

4. Please don't hang up on the system. In doing so, these calls are classified as "Aborted" and will show up as so on the Unemployment report, so PLEASE choose an option!
5. If you know in advance you are not available to work on a certain day, please call or log in online and mark that day as a "NON-WORKING DAY" so the system will NOT call you.
6. BE ACTIVE! Do not wait for the system to call you during the call hours only. Check in by phone and log-in on line to see what jobs are available. Remember, you have 24/7 access to the system.
7. For mobile Smart phone users you can purchase an App called "Jobulator" that will notify you immediately when jobs you qualify for are available. It is not required, but is available for anyone interested. Frontline offers a free app also.
8. Please notify the Personnel Office at 315-785-3720 (or email Lisa Worden at [lworden@watertowncsd.org](mailto:lworden@watertowncsd.org)) if you no longer wish to work for us as the system is wasting valuable time trying to call you.