



Williamson Central School District Substitute Teacher Handbook

Updated October 2021

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Williamson Central School District does not discriminate on the basis of sex in its education program or activities, including employment, as is required by Title IX. Furthermore, Williamson Central School District does not discriminate on the basis of race, color, national origin, creed, religion, marital status, age, sexual orientation, or disability in admissions, participation or employment. Inquiries regarding the application of Title IX may be directed to the Assistant Secretary of Civil Rights of the Department of Education or to the District's

Title IX Coordinator, Kathryn Avery, who can be reached at Williamson Central School District, 5891 Route 21, P.O. Box 900, Williamson, NY 14589, via email at kavery@williamsoncentral.org, or via telephone at (315) 589-9661.

Welcome

We are pleased to welcome you to our school community. We appreciate your willingness to serve Williamson Central School District. You make it possible to maintain programs for our learners in spite of emergencies, illness, and teacher training which occur throughout the school year. **Each member of the staff is eager to help you so that your substitute experience may be meaningful and productive to both you and the students.**

The importance of your role in our educational process cannot be overemphasized. We consider the substitute **a teacher** who follows and administers the regulations and policies of the Williamson Central School District. Your work will be demanding, calling for professional ingenuity, patience, resourcefulness, and high standards of ethics. It will also be rewarding knowing that you are providing a worthwhile service and that you are positively impacting the learning and experiences of our students. We support you in this effort, as we know you support us in our educational endeavors.

Professional Standards

Our goal in Williamson is to raise everyone's consciousness concerning educators' professional status. Substitutes play an important part in maintaining these standards. Setting a positive climate, treating all students with respect, and using proactive management strategies all go a long way towards professionalizing our role. The use of sarcasm, threats, sermonizing, and comparing students to students or classes to classes has been proven to be detrimental. Being "positive, proactive, and professional" will reap benefits for you and the classroom teacher.

Confidentiality

A substitute's professional obligation of confidentiality cannot be emphasized too strongly. School records and student information, both written and verbal, are to be used within the context of the educational program among professional staff members. **No substitute is to release written or verbal information to any individual or organization without prior written approval of district administration.** Class lists, addresses, student classification, and other personal information are to be released only through direct approval of the administration. Violation of confidentiality is grounds for immediate termination.

Substance Abuse

Williamson Central School District has taken an aggressive stand against substance abuse. Substitutes are important role models in what they say or imply concerning drugs and alcohol. Always be aware of the messages you send.

Daily Procedures

1. Arrive at school with sufficient time to organize your materials and familiarize yourself with local school rules, bell times, and procedures.
2. Report to the Main Office upon arrival for your teaching assignment. The Main Office Secretary will direct you to sign in, receive room keys and complete a timesheet.
3. Review the lesson plans carefully. Familiarize yourself with the student names and seating charts. You may contact a nearby classroom teacher or teacher assistant to help you interpret the daily lesson plans if necessary. The school secretary may also be able to identify a teacher to assist you if needed. **Please feel comfortable asking.**
4. Familiarize yourself with the layout of the school. Identify the locations of specials areas (i.e. nurse's office, music room, cafeteria, etc.) necessary for smooth transitions throughout the day.
5. Take attendance at the beginning of the school day. Follow the procedures for each school building as described in their Faculty Handbook or lesson plans, including procedures for students who are tardy. Please call the attendance clerk in your building if students are tardy or absent based on the regular teacher's information.
ES Attendance Clerk: Diane Flanders, X2521
MS Attendance Clerk: Mary Jo Bailey, X3507
HS Attendance Clerk: Melissa Plyter, X5563
6. Try to preserve the regular routine of the class and to perform all the duties expected of the regular teacher. Adhere to the daily schedule and implement all lesson plans left by the classroom teacher as written.
7. Locate the emergency procedures documents located in the classroom. Follow procedures for each school building regarding emergency procedures such as fire drills.
8. Check the teacher's mailbox a minimum of two times each day. Leave mail, along with other communications, on the teacher's desk. Write down any special announcements made during the teacher's absence.

9. Review dismissal procedures for individual buildings. Children who are to leave school must have a notice of permission by a parent or legal guardian. The permission slip must be sent to the Attendance Clerk for approval. Children are not allowed to change their method of returning home without written permission from the parent or a call from the nurse's office or receptionist. Specific to the Elementary School, children will be released to parents or other designated individuals at the main office during the day or the pick-up room (at dismissal). **Notify the office immediately if a child is missing without a legitimate excuse.**
10. Each substitute is expected to handle the majority of disciplinary situations that arise with their students. However, please feel free to call on the Assistant Principal or the Principal when necessary. They will be happy to help. **Use of physical punishment is prohibited by law.**
11. Leave a record of attendance, work accomplished (or not accomplished and why) and any other information relevant to your time in the building.
12. It is a requirement that all visitors must check in at either the Attendance Desk or Main Office before visiting any areas of the building. **If you notice anyone in the building without a badge, notify the Main Office immediately.**
13. You will be issued a security badge at the Main Office each time you work as a substitute teacher. You are required to wear this badge at all times while you are in the building. Please ensure that you are familiar with the emergency procedures on the reverse side. Please return it to the Main Office when you leave the building.
14. Please return keys, complete a timesheet, and sign out in the Main Office.

Liability

The following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for their acts in relation to students:

1. Each substitute teacher must maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities. A teacher should not voluntarily assume responsibility for duties he/she cannot reasonably perform. The degree of care required and the amount of supervision expected increases as the age and maturity of the students involved decreases.
 - a. Never leave class unattended while students are in the room.
 - b. Never leave class with an unqualified person in charge.
 - c. Accompany your class wherever it is assigned and remain with the group until supervision is assumed by another responsible person.
 - d. Do not use machinery except for the instructional purpose for which it was provided.

- e. The exercise of due care requires that a staff member attempt to foresee dangers to students in his/her charge and take whatever precautions that seem reasonable to avoid them.
2. Each substitute teacher must immediately report to the Principal and/or Nurse an accident or a safety hazard he/she detects.

Each teacher must report any sign of child abuse or drug abuse that he or she may suspect to the Principal immediately, pursuant to the laws of New York State.

Considerations for Effective Instruction and Classroom Management

1. Introduce yourself to the students and set expectations. Use the names of the students whenever possible. Be friendly but remain professional.
2. Adhere to the lesson plan and behavior management routines of the classroom teacher. This will provide students with continuity and put the group at ease. **Be consistent with your actions and words when working with the students.**
3. Focus on instruction immediately. Students who are actively engaged are less likely to be distracted or misbehave.
4. Use your strengths and skills to motivate students – be positive and encouraging. Provide appropriate feedback to students that encourages positive choices/decision making.
5. Acknowledge and reinforce appropriate behaviors positively. Please refer to our PRIDE expectations (see below) as a reference. If a consequence is necessary, refer to the classroom teacher’s behavior management plan and/or suggestions for remediation.
6. Walk around the room regularly to “take the pulse” of students and the classroom as a whole. This will allow you to clarify and/or reinforce instructional material and behavioral expectations.

7. Provide time limits and well-developed activities to maintain structure within the classroom.
8. Expect the unexpected. Be ready for contingent action. Be flexible and demonstrate a sense of humor.
9. Be honest. Don't be afraid to admit to a student that you do not know the answer to a question, but say that you will try to find an answer for the student.
10. Contact the building administrators when a student has persistent behavior problems that are not improving.

P R I D E	Perseverance:
	Asking questions and asking for help in solving problems Accepting directions, requests, feedback and support respectfully from adults. Work to grow every day and stay focused on your goals. Try to do what you can before seeking help.
	Responsibility:
	Keeping our school safe so everyone can learn. Following school rules and meeting standards of behavior in the Code of Conduct. Coming to school every day, on time, with materials.
	Integrity:
	Admitting when mistakes occur and being willing to repair harm when it has been done. Demonstrating self-discipline by making responsible behavioral and academic choices. Helping to make school a community free from violence, intimidation, bullying, harassment, and discrimination. Take pride in your own achievement and effort.
	Dignity:
	Expressing your thoughts and opinions in ways that are polite, respectful, and courteous. Treating others, their belongings, and our school as you would want in return.
	Excellence:
	Invest yourself in your learning. Accept challenges in your learning in all classes. Conducting themselves as representatives of the district when participating in or attending school-sponsored extracurricular events by holding themselves to the highest standards of conduct, demeanor, and sportsmanship.



Assistance

We have many people who can assist you! They are:

District Office / Phone Extension 4100

Marygrace Mazzullo, Superintendent

Kelly Dixon, Superintendent's Secretary & District Clerk

Rachel Liberatore, Director of Curriculum, Instruction, & Assessment

Brenda Gowan, Payroll & Benefits Clerk

Nicole Oathout, Personnel Clerk

Agnes Elias, District Registrar & SchoolTool

Jay Schickling, School Business Administrator

Jessica Burggraaff, Purchasing Clerk

Elementary School Office / Phone Extension 2505

Ellen Saxby, Principal

Karen Hoody, MTSS/Intervention Coordinator

Kelly Colling, Administrative Intern

Joanne Greaney, Main Office Secretary

Paula Shultes, Main Office Secretary

Hayley Musclow, Nurse

Middle School Office / Phone Extension 3505

John Fulmer, Principal

Kate Taylor, Assistant Principal

Kelly Slater, Main Office Secretary

Dennen Hill, Counseling Office Secretary

Tammy LaBarr, Nurse

High School Office / Phone Extension 5505

Kate Avery, Principal

Hilary Chaya, Assistant Principal

Helene Upson, Main Office Secretary

Amy Prater, Main Office Secretary

Kelly Petrucci, Counseling Office Secretary

Bethany Moore, Nurse

Pupil Personnel Services Office/Phone Extension 4108

Kate Taylor, CSE Chairperson

Annette Whitmore, Secretary

Amy Prater, Secretary

Other

Bus Notes

In the Elementary School, bus passes will be placed by your classroom door at the end of each day. Please be sure to distribute the passes so that the students are delivered safely to their destinations.

Cell Phones

Please do not have your cell phone on while you are in a classroom with students present. You will have breaks throughout the day where you can check messages and return calls if necessary. **Please check with individual buildings regarding their cell phone policy as it applies to students.**

Fire Drills

The route that the class will take should be posted near the door of the classroom. Students should be instructed to walk in a single line in a quick and quiet manner. You should take a class list with you and take attendance as soon as you are safely outside in the designated area for your classroom. If any children are missing, please report their name to the designated personnel immediately.

Lockdown/Lockout Procedures

Please make sure you familiarize yourself with all emergency procedures. Emergency Handbooks should be readily available in each classroom. Please seek assistance if you cannot locate the handbook as you prepare for the day.

Half Days

If you have chosen to work a half day substitute position the times are as follows:

UPK-4 - 11:45 am

5-8 - 11:15 am

9-12 - 11:30 am

Payday

You will be paid on Fridays, bi-weekly on the same schedule as the rest of the school district. The payroll office can assist you with any questions that you might have regarding your paycheck. If this is your first time subbing, you must visit the payroll office before you leave for the day!

Classroom Windows

Windows need to be closed and locked at the end of the day.

Sign in/Sign Out

Staff are allowed to leave the building during their duty free lunch period. If you leave the building, you should sign in/out at the Main Office.

Monitoring

Please be diligent in monitoring hallways and bathrooms throughout the day. Report any concerning issues to the Main Office.

Computer Login Credentials

Elementary Substitutes -

User Name: essub

Password: #0neSub (*this is a zero, not the letter O)

Middle School Substitutes -

User Name: mssub

Password #0neSub (*this is a zero, not the letter O)

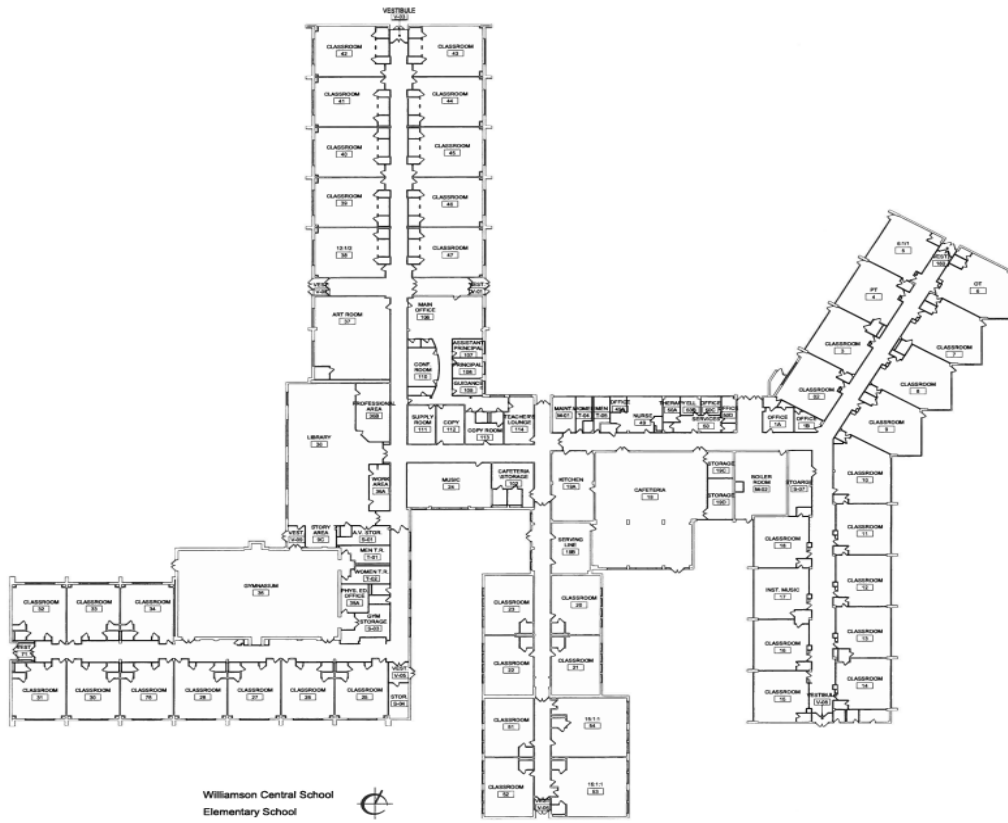
High School Substitutes -

User Name: hssub

Password: #0neSub (*this is a zero, not the letter O)

Building Maps

Elementary School -

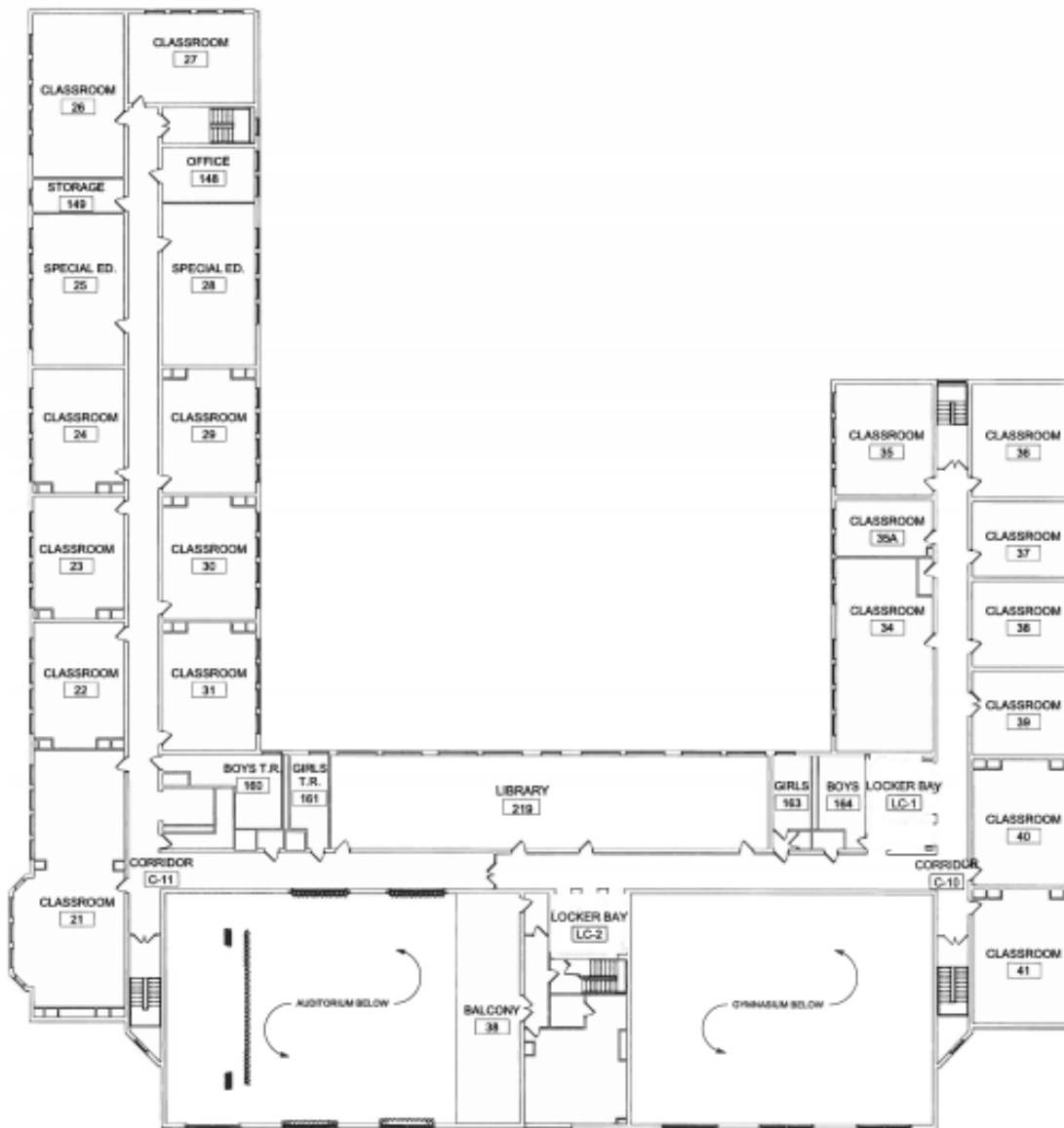


Middle School -



Williamson Central School
Middle School - First Floor





Williamson Central School
Middle School - Second Floor



High School -

