

**CHURCHVILLE-CHILI  
CENTRAL SCHOOL DISTRICT**

**SUBSTITUTE TEACHERS'  
HANDBOOK**



**2023–2024 School Year**

CHURCHVILLE-CHILI CENTRAL SCHOOL

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## **WELCOME**

We wish to welcome you as a substitute teacher at Churchville-Chili School District. The Board of Education and administrative staff consider your services to be an essential element in our school program. We are confident that by accepting an assignment in our schools you will perform the daily responsibilities of the teacher you are replacing to the best of your ability. May you have successful, rewarding experiences as a substitute at Churchville-Chili School District.

## **QUALIFICATIONS/RESTRICTIONS**

School districts are obligated to employ substitutes who are properly trained and certified in the area or subject they are assigned. Occasionally, properly certified substitutes are not available. In that event, a person who is not certified in the subject area may be employed, but the following criteria must be adhered to.

As per, School Law, (New York State School Boards Association):

1. "Uncertified individuals who are not working toward certification may be employed legally on an itinerant basis for not more than 40 days in any one school year...This same uncertified person likewise could be employed for 40 days the following year. Uncertified individuals must have at least 60 college credits in order to be a substitute teacher."
2. "An uncertified individual who is attending college (at the rate of at least six semester hours annually) to become eligible for certification may be employed on either an itinerant or a regular basis. No limitations are placed on the number of days a district can employ this person, however, if the teacher serves as a regular substitute, he or she must be employed in an area where he or she is seeking certification."
3. "A certified teacher or a person with a certification of qualification may serve as a substitute in any capacity for any length of time. However, if employed as a regular substitute, the teacher must be employed in the area of certification

## **PROCEDURE FOR CALLING SUBSTITUTES**

We use an automated Substitute Employee Management System (SEMS) which utilizes a computer located at Monroe #1 BOCES with data and voice capabilities. The SEMS is accessed by the public telephone system and information is entered by using the keypad of a tone telephone and leaving voice messages.

This is how the Substitute Employee Management System works:

1. An Employee or Administrator calls the SEMS via the public telephone system.
2. An absence is reported and receives a Job number.
3. The SEMS searches its listings and finds the appropriate substitute for this Job.
4. At the morning or evening calling period, SEMS places a call to the Substitute.

5. The Substitute enters their Personal Identification Number on the keypad of a touch tone generating phone. The SEMS narrator recites the job information.
6. The Substitute accepts or declines the Job. If accepted, the Substitute is given the Job Number to use when reporting to the Location.

The SEMS phone number is 388-5700. There is another number, 383-6487, for HELP.

## **PAYMENT PROCEDURES**

Substitutes are expected to complete and sign a time sheet in the building office at the beginning of each day. These time sheets will be sent to the payroll office at the end of each two week pay periods. Checks will be mailed to each substitute's home two weeks after the time sheets are received in the payroll office. In some cases, you may not receive payment until four weeks after the day you were called to substitute.

All questions or concerns about payment should be directed to the payroll office. (293-1800 - Ext. 2260)

Payment will be made in accordance with the schedule contained in the handbook (pg. 9) and the amount of the payment will be in accordance with the schedule contained in the handbook (pg. 11).

## **CONTINUATION ON SUBSTITUTE LIST**

Substitutes, who are on the substitute list at the end of the school year, will be notified in writing regarding their employment status for the next school year. Substitutes are expected to notify the school district when they wish to have their name removed from the substitute list. Please call the office of Human Resources at 293-1800 ext. 2280 to so inform.

If your work as a substitute is unsatisfactory for any reason, you may be removed from the active substitute list.

## **SOME HELPFUL SUGGESTIONS**

1. Report for work promptly. All substitutes are required to report to the school office first and pick up a substitute folder and an identification badge. Plan sufficient time to assemble materials and make necessary preparations for the day's teaching duties. Ask to have your room opened for you when you are in the main office.
2. Become familiar with building routines and school policies. Ask for specific information concerning any possible changes in daily routines when you arrive in the morning.
3. Sign the time sheets and attendance affidavit at the school office. Complete required payroll forms if this is your first assignment in the school district.
4. Pick up daily bulletins and other pertinent information for the teacher whom you are replacing.
5. Look for notations in the plan book, substitute folder or teacher's calendar that may alter your program for the day. Listen to morning announcements, which may contain specific instructions that affect the regular day's schedule.
6. Be aware of special assignments such as corridor, lunchroom or study hall duty. Check with the department liaison or school office if you are unsure about special duties.
7. Record student attendance for the day following procedures established for the school to which you are assigned. Collect excuses from students who were absent the day before. Don't forget to sign the Affidavit of Attendance in the office when you report to work.

8. Collect, identify, evaluate and record marks for homework as time allows. Leave specific information for the teacher concerning any deviations from plans that were prepared by the teacher.
9. Record any assignment or instructions given to students in the teacher's plan book.
10. Substitutes on extended assignments (10 days or more in the assignment) should attend building and department meetings.
11. Return teacher's books, substitute folders, identification badge, instructional materials, keys, etc. at the end of the teaching day or at the end of the teaching assignment. Close windows, turn off lights, lock door before leaving classroom, if you are given a key.
12. Check with the office secretary at the end of the school day to determine if the regular teacher is returning the following day. If it is known that the regular teacher will be out the following day, you will most likely be asked to continue in the assignment until the regular teacher returns. If the teacher anticipates being absent for several days, it may be possible to contact the teacher at home to determine if there are any specific instructions or plans that the teacher would like you to implement.
13. The substitute is required to fill out a feedback form at the end of the day and return it to the main office.
14. Read the Student Code of Conduct and become familiar with the expectation for student behavior.

**REMINDER!!!** All persons are to leave the building when the fire alarm is heard. Look for instructions/directions near the exit door. Use exit windows if other exits are impassable.

### **WHAT TO DO IF A SUBSTITUTE NEEDS A SUBSTITUTE**

Call SEMS at 388-5700 to cancel an assignment.

Also, you must call the building where you are substituting and notify them of your absence. Let them know that you have or will call SEMS service to arrange for a substitute for you.

If you are unable to report for work as planned and it is late in the morning, please call the building secretary first. The secretary may decide at the time to follow through and obtain a replacement for you.

- a. Your Name -- indicate that you are a substitute and give the name of the teacher for whom you are substituting and the building where assigned.
- b. The subject or grade level you were assigned.
- c. The date (s) of your anticipated absence.
- d. The reason for your absence.
- e. Repeat your name and teacher assigned.

### **GENERAL INFORMATION**

Classroom teachers are expected to leave lesson plans that will enable substitute teachers to carry out their teaching activities when they have a planned absence. Special emergency plans are available for substitutes to use in all offices. Ask the building principal, department liaison or other person designated to assist you if lesson plans for the day cannot be found. The teacher's daily schedule of room and subject assignments and special duties such as study hall, corridor, or lunchroom duty are also readily available in the school office.

All principals have special information packets or substitute folders in the building office for substitutes.

Your work is appreciated. We hope you enjoy your assignments in our school district.

**District Office**  
**139 Fairbanks Road**  
**Churchville, New York 14428**  
**Directory of Schools**

<u>Chestnut Ridge Elementary School, Grades K-4</u> 3560 Chili Avenue Kimberly Hale Jennifer Dixon Christina Quinn Jill West Amanda Cerretto	<b>889-2188</b>	Phone: Ext. 6150  Principal Asst. Principal Secretary Secretary Attendance Clerk
<u>Churchville Elementary School, Grades K-4</u> 36 West Buffalo Street Kate Daly Kimberly Giancursio Gina Schultz Jennifer Brest Ann Coffey	<b>293-2022</b>	Phone: Ext. 7040  Principal Asst. Principal Secretary Secretary Attendance Clerk
<u>Fairbanks Road Elementary School, Grades K-4</u> 175 Fairbanks Road Todd Yunker Andrew Guignon Patricia Caldwell Angela O'Neil Jennifer Moore	<b>293-4543</b>	Phone: Ext. 2170  Principal Asst. Principal Secretary Secretary Attendance Clerk
<u>Middle School</u> 139 Fairbanks Road Rebecca Tibbitts Karen Satter <b>Green House</b> Terry Moore Christine Erne <b>Red House</b> Ashley Guarino TBD <b>Blue House</b> Kimberly Eichas Kimberly Mantegna Bobbi Jo Calus	<b>293-4542</b>	Phone: Ext. 1500  Executive Principal Secretary <b>Phone: Ext. 1585</b> Green House Administrator Secretary/Green House <b>Phone: Ext. 1510</b> Red House Administrator Secretary/Red House <b>Phone: Ext. 1570</b> Blue House Administrator Secretary/Blue House Attendance Clerk
<u>9<sup>th</sup> Grade Academy</u> 137 Fairbanks Road Mary Leach Loralee Leisenring	<b>293-4546</b>	Phone: Ext. 1590  NGA House Administrator Secretary
<u>Senior High School , Grades 10-11-12</u> 5786 Buffalo Road Scott Wilson Tracey Allchin Jason Cline Monica Blank Steven Colabufo Cathie Williams David Burgess Christine Post Anne Marie Pellerino	<b>293-4540</b>	Phone: Ext. 2840  Executive Principal Secretary Asst. Principal Secretary Asst. Principal Secretary Asst. Principal Secretary Attendance Clerk
Loretta Orologio, Superintendent of Schools		Ext. 2300
Lawrence Vito, Assistant Superintendent for Human Resources		Ext. 2320
Jacquie Benoit, Payroll Clerk		Ext. 2260

## SCHOOL TIME SCHEDULES

**2023-2024**

SCHOOL	GRADE LEVELS	TEACHERS & SUBSTITUTES REPORT	CLASSES START	CLASSES END	TEACHERS & SUBSTITUTES LEAVE	HALF DAY TIMES
CHESTNUT RIDGE ELEMENTARY	K, 1, 2, 3, 4	8:20	9:15	3:35	3:40	8:20-12:00 12:00 – 3:40
CHURCHVILLE ELEMENTARY	K, 1, 2, 3, 4	8:20	9:15	3:35	3:40	8:20-12:00 12:00 – 3:40
FAIRBANKS ELEMENTARY	K, 1, 2, 3, 4	8:20	9:15	3:35	3:40	8:20-12:00 12:00 – 3:40
MIDDLE SCHOOL	5-8	7:25	8:05	2:40	2:45	7:25-10:45 10:45-2:45
9 <sup>th</sup> GRADE ACADEMY	9	7:05	7:15	1:50	2:25	7:05-10:15 10:15-2:25
SENIOR HIGH SCHOOL	10 - 12	7:05	7:15	1:50	2:25	7:05-10:15 10:15-2:25

## ALLOWABLE MILEAGE

### Payment for Travel Time

Substitutes who are assigned to work in two or more buildings each day are eligible for mileage reimbursement for use of their personal car for between building mileage. Claim forms are available in each office. Mileage forms must be signed by a building principal to authorize payment.

#### Central Office mileage to:

SHS	1.2
MS 7/8 & NGA	.2
MS 5/6	.1
FRS	.2
CRS	4.8
CES	4.0
BOCES II	6.8

#### Senior High School mileage to:

MS 7/8 & NGA	1.3
MS 5/6	1.1
FRS	1.1
CRS	4.8
CES	3.2
CO	1.2
BOCES II	7.4

#### Middle School (grades 7 & 8) mileage to:

SHS	1.3
MS 5/6	.3
FRS	.3
CRS	5.0
CES	4.1
CO	.2
BOCES II	6.9

#### Middle School (grades 5 & 6) mileage to:

SHS	1.1
MS 7/8 & NGA	.3
FRS	.1
CRS	4.7
CES	3.9
CO	.1
BOCES II	6.6

#### Fairbanks Road Elementary School mileage to:

SHS	1.1
MS 7/8 & NGA	.3
MS 5/6	.1
CRS	4.7
CES	3.8
CO	.2
BOCES II	6.6

#### Ninth Grade Academy mileage to:

SHS	1.3
MS 5/6	.3
FRS	.3
CRS	5.0
CES	4.1
CO	.2
BOCES II	6.9

#### Chestnut Ridge Elementary School mileage to:

SHS	4.8
MS 7/8 & NGA	5.0
MS 5/6	4.8
FRS	4.7
CES	6.9
CO	4.8
BOCES II	8.8

#### Churchville Elementary School mileage to:

SHS	3.2
MS 7/8 & NGA	4.1
MS 5/6	3.9
FRS	3.8
CRS	6.9
CO	4.0
BOCES II	10.2

#### Mileage to BOCES II:

SHS	7.4
MS 7/8 & NGA	6.9
MS 5/6	6.6
FRS	6.6
CRS	8.8
CES	10.2
CO	6.8



## Churchville-Chili Central School 2023-24 School Calendar

			Number of School Days in Attendance	
			Faculty	Students
<b><u>September</u></b>				
Tuesday	Sept. 5	UPK-12 Superintendent's Conference Day: Faculty Orientation (First day for staff)	19	18
Wednesday	Sept. 6	First day for students		
<b><u>October</u></b>				
Friday	Oct. 6	UPK-12 Superintendent's Conference Day (no school for students)	21	20
Monday	Oct. 9	Columbus Day Observed (no school)		
<b><u>November</u></b>				
Friday	Nov. 10	Veteran's Day Observed (no school)	18	18
Wed.-Fri.	Nov. 22-24	Thanksgiving Recess (no school)		
<b><u>December</u></b>				
Mon.-Fri.	Dec. 25-29	Holiday Recess (no school)	16	16
<b><u>January</u></b>				
Monday	January 1	Holiday Observed (no school)	21	20
Tuesday	January 2	School Reopens		
Monday	January 15	Martin Luther King, Jr. Day (no school)		
Friday	January 26	K-6 Parent/Teacher Conferences; 7-8 Professional Development (no school for students gr. UPK-8) ( <b>gr. 9-12 in session</b> )		
Monday	January 29	UPK-12 Superintendent's Conference Day (no school for students)		
<b><u>February</u></b>				
Mon.-Fri.	Feb. 19-23	Presidents' Day Winter Recess (no school)	16	16
<b><u>March</u></b>				
Friday	March 29	Holiday Observed (no school)	20	20
<b><u>April</u></b>				
Mon.-Mon.	April 1-8	Spring Recess (no school)	16	15
Tuesday	April 9	School Reopens		
Friday	April 26	UPK-12 Superintendent's Conference Day (no school for students)		
<b><u>May</u></b>				
Monday	May 27	Memorial Day Observed (no school)	22	22
<b><u>June</u></b>				
Thursday	June 13	Last day of classes for students gr. 9-12	17	17
Fri.-Tues.	June 14-18	Regents Exams (K-8 in session)		
Wednesday	June 19	Juneteenth Observed (no school)		
Thurs.-Tues.	June 20-June 25	Regents and Half days for K-8 students		
Tuesday	June 25	Last day for students		
Wednesday	June 26	Regents Examination Rating Day (Last day for staff)		
Saturday	June 22	Graduation		
<b>Total</b>			<b>186</b>	<b>182</b>

**Note: Should snow emergency days be exceeded, additional days will be added back in this order: April 8, 5, 4, 3, 2**

*BOE Approved on: 2/14/2023*

**CHURCHVILLE-CHILI CENTRAL SCHOOL  
CHURCHVILLE, NEW YORK 14428**

**Payroll Information Sheet**

Date: \_\_\_\_\_

Miss  
Mrs.  
Mr. \_\_\_\_\_  
Ms.

Address \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip)

Permanent Address  
If Different \_\_\_\_\_

Phone No.: \_\_\_\_\_

Social Security No. \_\_\_\_\_

Birthdate \_\_\_\_\_

Name of Emergency Contact: \_\_\_\_\_

Relationship \_\_\_\_\_ Phone No.: \_\_\_\_\_

Are you a Veteran? No \_\_\_\_ Yes \_\_\_\_ Number \_\_\_\_\_

Are you a member of the NYS Teachers Retirement:

No \_\_\_\_ Yes \_\_\_\_ Retirement No. \_\_\_\_\_ Tier \_\_\_\_\_

Are you a member of the NYS Employee Retirement:

No \_\_\_\_ Yes \_\_\_\_ Retirement No. \_\_\_\_\_ Tier \_\_\_\_\_

Title: \_\_\_\_\_

Date Employment Began: \_\_\_\_\_

**Churchville-Chili Central School District  
Payday Schedule  
2023 – 2024**

1	Friday	7/7/2023	14	Friday	1/5/2024
2	Friday	7/21/2023	15	Friday	1/19/2024
3	Friday	8/4/2023	16	Friday	2/2/2024
4	Friday	8/18/2023	17	Friday	2/16/2024
5	Friday	9/1/2023	18	Friday	3/1/2024
6	Friday	9/15/2023	19	Friday	3/15/2024
7	Friday	9/29/2023	20	Friday	3/29/2024
8	Friday	10/13/2023	21	Friday	4/12/2024
9	Friday	10/27/2023	22	Friday	4/26/2024
10	Thursday	11/9/2023	23	Friday	5/10/2024
11	Friday	11/24/2023	24	Friday	5/24/2024
12	Friday	12/8/2023	25	Friday	6/7/2024
13	Friday	12/22/2023	26	Friday	6/21/2024

**SUB TEACHER TIME SHEET**

**CHURCHVILLE CHILI CENTRAL SCHOOL DISTRICT**

NAME \_\_\_\_\_

Timesheet for period: \_\_\_\_\_ to \_\_\_\_\_

Payment for Duty Assignment as: Substitute Teacher

Building: \_\_\_\_\_

TRS#: \_\_\_\_\_ Last 4 Digits of SS#: \_\_\_\_\_

Budget Code: \_\_\_\_\_

Date		From	To	Sub. Job Number	Teacher's Name	Half Day (H)	Full Day (F)
	<b>M</b>						
	<b>T</b>						
	<b>W</b>						
	<b>Th</b>						
	<b>F</b>						
	<b>S</b>						
	<b>S</b>						
	<b>M</b>						
	<b>T</b>						
	<b>W</b>						
	<b>Th</b>						
	<b>F</b>						
	<b>S</b>						
	<b>S</b>						

**TOTAL: SUB. TEACHER DAYS** \_\_\_\_\_

**Certify that the above information is accurate and correct**

\_\_\_\_\_  
Substitute Signature

\_\_\_\_\_  
Administrator's Signature

**2023-2024 SCHOOL YEAR  
COMPENSATION FOR PER DIEM SUBSTITUTE TEACHERS**

<b>Pay Schedule</b>	<b>Rate</b>
Base Rate	\$130/day
After 40 days	\$150/day
CCCSD CCEA Retiree	\$160/day
Schedule A	Per CCEA Contract

**SCHEDULE A:** Per CCEA Contract, Article XI Substitutes (page 30), “Regular Substitutes are persons employed without a regular appointment to replace a unit member on leave. They become a unit member after 20 or more school days of continuous service in the same position.” Substitutes who meet this criterion will be eligible for 1/200 salary per day of a new teacher salary. Starting with the 21st day in the same assignment a substitute will be placed on contract retroactive to the first day and will be eligible for a higher rate of pay other than the base rate. This assumes that the district did not know that the teacher would be absent for more than 20 days in the first place.

## **Hours of Duty & Responsibilities**

The substitute teachers' workday and general responsibilities shall be consistent with those established for regular teachers within each respective building. The District is not obligated to provide "planning" time for substitutes; therefore, substitutes may be needed to perform teacher related responsibilities during an unscheduled or "planning" time.

Should the substitute be asked to assume an after school assignment such as an intramural activity, the substitute will be paid at the same rate paid to the regular teacher.

### **Payment for Part Time Service**

If a substitute accepts a part day assignment, the substitute will be paid 50% of their per diem rate if the assignment does not exceed four hours in length. If the assignment exceeds four hours, the substitute shall report at the beginning of the day and remain on duty for the entire day in a supervisory or helping capacity and shall receive full pay for the assignment.

### **Membership in District Health Plan**

Substitute teachers may apply each year for membership in the district health insurance plan by payment of the full premium in two installments, 1/2 at the beginning of the membership year and 1/2 at mid year. Each eligible substitute must submit a written request to participate to the Assistant Superintendent for Business Services in charge of the payroll department. The written request must be received at least 30 days prior to the date the substitute wishes membership to begin. The district will notify the substitute of the date payment is to be made. If payment is not received on the date indicated, the substitute's membership will not begin or will be terminated.

Substitutes who wish to continue their health insurance membership through the district health insurance plan must continue to substitute at least ten (10) or more days per school year and be in good standing with the district.

### **Membership in New York State Teachers Retirement System**

Substitutes who wish may apply for membership in the New York State Teachers Retirement System. Application forms are available in the Payroll Office.

### **Credit Union**

Substitutes may apply for membership in the Churchville-Chili Central School Employees Federal Credit Union. Call the credit union office at 293-3820 for information.

**Churchville-Chili Central School  
Substitute Feedback Form**

Substitute Name \_\_\_\_\_ Grade/Subject \_\_\_\_\_

Subbing For: \_\_\_\_\_ Date \_\_\_\_\_

Location of Plans: \_\_\_\_\_

Please indicate if the following were provided and make additional comments as needed:

1.	Lesson Plan	Y	N
	Regular plans for planned absence	_____	_____
	Emergency plans used	_____	_____
	No plans available	_____	_____

2.	Seating charts	Y	N
_____			

3.	Teacher schedule	Y	N
_____			

4.	Directions for students with unique needs	Y	N
_____			

Contact person \_\_\_\_\_  
(same subject, grade \_\_\_\_\_)

*Thank you.*

**Student Performance**

Rate student behavior/cooperation

**1 (poor)      2 (fair)      3 (good)      4 (great)**

If students were not cooperative, please indicate their names and specifics concerning their behavior. (Use back side as needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any additional general feedback:

\_\_\_\_\_  
\_\_\_\_\_

**Please return this form to our Office Professional in the Main Office at the end of the day.  
A copy will be placed in the teacher's mailbox.**

## REMINDER

Check your folder to see if the following information is included. If not, please request this information from the main office.

1. Building floor plan with special classrooms - art, music, phys. ed., resource and remediation centers indicated in color.
2. Class list and/or up to date seating chart. Procedures for taking attendance (period by period attendance at the GR 7-12 levels) should be available.
3. Medical information pertinent to students who require special consideration.
4. Daily class schedules and time for each subject.
5. Fire drill instructions.
6. Location of teaching supplies and materials.
  - a. colored paper
  - b. worksheets
  - c. supplementary lessons
7. Title and location of teachers' editions for basic text books.
8. Resource room and speech class lists and schedules.
9. AISA tutoring lists and schedule.
10. Instrumental music schedule.
11. Chorus, Choir, Band member lists.
12. Safety patrol members' lists and schedule for early release.
13. Computer room privilege lists.
14. Assembly instructions.
15. Lists of students scheduled for field trips.
16. Feedback form.