

EDEN CENTRAL SCHOOL DISTRICT



SUBSTITUTE MANUAL

for

G.L.P. Primary School

Grades PreK-2

Jeffrey Cervoni, Principal

Eden Elementary

Grades 3-5

Kelly Morgan-LaRosa, Principal

Middle/High School

Grades 6-12

William McDonagh, Principal

Jason Iwankow, Asst. Principal & Athletic Director

SUPERINTENDENT OF SCHOOLS

Jeffrey A. Sortisio

Directions to Eden Schools

From Hamburg & North:

Middle/High School:

Take Rt. 75 or Rt. 62 South to Eden. As you travel across the Eden Valley Bridge look for the second road on the left (Jennings Road). Take Jennings Road to the first right, which is Schoolview Road. You will see the school immediately. The main parking lot in the front of the school can be used. The address is 3150 Schoolview Road.

GLP Primary School: Take Rt. 75 or Rt. 62 South to Eden. As you travel across the Eden Valley Bridge look for the second road on the left (Jennings Road). Take Jennings Road to the first right, which is Schoolview Road. Continue on Schoolview Road past the Jr./Sr. High School to address 3000. GLP will be on your right.

Eden Elementary: Take Rt. 75 or Rt. 62 South to Eden. As you travel across the Eden Valley Bridge look for the second road on the left (Jennings Road). Take Jennings Road to the first right, which is Schoolview Road. Continue on Schoolview Road past the Jr./Sr. High School, the GLP and make a right into the parking lot just beyond the bus garage.

From North of Eden via Thruway I-90:

Middle/High School: Take the I-90 to Hamburg exit and follow Rt. 75 south to Rt. 62.

Follow directions above. *Alternate:* Take I-90 to Eden/Angola exit and make a left towards Eden. At the signal, turn left onto Main Street. The next signal is Schoolview Road (the elementary building is on the corner). Take Schoolview Road approximately one mile. The school is on the left. Be aware that Schoolview has an “S-curve” just before the school. Do not follow the road that goes straight, as this will not take you to the school.

GLP Primary School: Take the I-90 to Hamburg exit and follow Rt. 75 south to Rt. 62. Follow directions above. *Alternate:* Take I-90 to Eden/Angola exit and make a left towards Eden. At the signal, turn left onto Main Street. The next signal is Schoolview Road (the elementary building is on the corner). Take Schoolview Road to address 3000.

Eden Elementary: Take the I-90 to Hamburg exit and follow Rt. 75 south to Rt. 62. Follow directions above. *Alternate:* Take I-90 to Eden/Angola exit and make a left towards Eden. At the signal, turn left onto Main Street. The next signal is Schoolview Road and the Elementary building is on the corner). The address is 8289 North Main Street.

From South of Eden:

Middle/High School: Follow Rt. 62 to Eden. Continue through signal light at Main and Church Streets and at the next signal on the right, this is Schoolview Road. Follow Schoolview Road about one mile to the school.

GLP Primary School: Follow Rt. 62 to Eden. Continue through signal light at Main and Church Streets and at the next signal on the right, this is Schoolview Road. Continue to 3000 Schoolview Road.

Eden Elementary: Follow Rt. 62 to Eden. Continue through signal light at Main and Church Streets and at the next signal on the right, the school is at the corner.

From South via Thruway I-90: Follow I-90 to the Eden/Angola exit and follow *alternate* directions as given above.

Eden Central School District's Mission, Vision and Belief Statements

MISSION:

In collaboration with the community, the Eden Central School District pursues our tradition of excellence in personal and academic achievement. We provide a positive and respectful learning environment that places students at the heart of all activities. Students are afforded the tools and opportunity to realize their potential within our global society, while cultivating the understanding necessary to fully appreciate their journey.

VISION:

ECSD is a collaborative learning community that embraces the individuality of each student, educating and empowering them to become productive citizens in an ever-changing and diverse society.

BELIEF STATEMENTS:

- Respect and trust are the foundation for all interactions within a collaborative learning community.
- All of the adults in our learning community should model the expectations we have for our students.
- A comprehensive analysis of data should inform academic and fiscal educational decisions.
- All students are capable of personal academic growth.
- Everyone has valuable skills to contribute.
- Decisions should be based on what is best for students.
- All students should have access to appropriate educational opportunities.
- All students should engage in a comprehensive educational experience that facilitates the identification of their talents and interests.
- All students should have the opportunity to experience success.
- It is important to utilize the most effective methodologies and progressive technology.
- All students and staff have the right to a safe place to learn and work.
- We should develop active citizenship in our students through community service and involvement in public policy issues.

Adopted 11/14/07

Business Information

The personnel in the business office would be very happy to help you if you have any questions concerning tax forms, payment for service performed, or any other business related questions. The forms that must be completed following your appointment by the school board as a substitute teacher include: W-4, Federal Tax Form, IT-2104, State Withholding, I-9, Federal Employment Eligibility, Direct Deposit Form, 403B Eligibility Form and a teacher retirement system application (if applicable). The business staff also asked that you fill out a phone number slip for their records. The names of the business office personnel, along with their duties, are included for your convenience. You may reach them at 992-3613.

Mrs. Frances May, Assistant Superintendent for Finance and Operations
Mrs. Natalia Gage, Treasurer
Mrs. Linda Achtyl, Assistant Treasurer
Mrs. Kelly Mazur, Payroll
Mrs. Cherilyn Stephens, Secretary to the Assistant Superintendent

Pay Dates:

The business office staff can provide you with a pay schedule for the entire year. You may stop by the business office during normal hours, 7am-3:30pm, to request a schedule.

Biweekly Time Sheet for SUBSTITUTE EMPLOYEES

Eden Central School District

3150 Schoolview Road
Eden, New York 14057

Pay period start date:

Pay period end date:

Employee: _____

Social Security #: _____

Address: _____

Day	Date	Sub for:	Time In	Time Out	Total
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
	Total hours				
	Rate/hour				
	Total pay				

Employee signature

Supervisor signature

BUDGET CODE

(Yellow form)

Absence Management

Eden Central School District uses an automated service, Absence Management, that will greatly simplify and streamline the process of notifying you when your services are needed in the district. The Absence Management service will be available to you 24 hours a day, seven days a week. You may interact with the system either by way of a toll-free automated phone line, **1-800-942-3767** or on the Internet, <http://www.aesoponline.com>.

What to do when Absence Management calls you:

You will be prompted to enter an identification (ID) number (this is your 10-digit home or cell phone number beginning with the area code) and a PIN, which you will receive after your appointment.

Absence Management will provide you with the following details of the assignment:

1. school name
2. date(s) of the assignment
3. room or location where you need to report
4. start time
5. any further special instructions left by the absentee.

You will then be prompted to either accept or reject the assignment. You will also have the option to reject the assignment as well as all future calls for jobs on the day of the particular assignment. If you accept, Absence Management will issue you a confirmation number that you might need in the event of a follow-up inquiry.

Other Important Bits of Information:

- Absence Management will begin calling at **11:59AM** and again between **4:00PM - 11:00PM** up to two (2) days prior to the start of an assignment.
- If you have any questions or need technical assistance, your Absence Management Administrator is available at the help desk from **6:00AM - 9:00AM**, Monday through Friday when school is in session. If you leave a voice mail or an e-mail, your AA will return your request within her next business day.
- Please review your name and phone number for accuracy. You may change/add your phone number as well as your e-mail address directly on your personal home Web page, <http://www.aesoponline.com> by clicking the link Preferences, Personal Info. All other changes should be directed to the District Superintendent's Office.
- When accepting a job on the phone or the Web, please wait until you receive a confirmation number before you terminate the phone call or session. Your transaction is **NOT** complete until you receive a **confirmation number**.
- An employee cannot assign you as their substitute. Your assignment is not complete until you have the confirmation number.
- A substitute must cancel an assignment 12 hours prior to the building start time; if not within time, they need to contact their Absence Management Administrator.
- A substitute is prevented, on the day a cancellation occurs, from accepting another assignment within the district if the original assignment is canceled within 12 hours of the starting time.
- If you have questions how to use this service, there are resources and training videos on your home page, under "Help" on the right side of the Web page.
- Please keep this document in a *safe* place.

If you have any questions, please contact your Absence Management Administrator Dominic Galanti at (716) 821-7549 or dgalanti@e1b.org.

Nurses Office Information
MIDDLE/HIGH SCHOOL office x2000, nurse x2167.
GLP office x3500, nurse x3005.
ELEMENTARY office x4500, nurse x4715.

TECHNOLOGY INFORMATION
to access our on-line system

Eden Central School District

*Welcome to Eden Central School District! Please keep all passwords in a safe place. You are responsible to know all copyright laws. Only allow students to use computers pertaining to academic subjects. If you are experiencing technical difficulties, or have questions about copyright laws call **x9000 for Tech Support.***

How to Log In:

1. Click on **OTHER:**



2. Enter:

Username: «Username»

Password: «Password»



How to LOG OUT:

1. Click on the BLUE APPLE.



2. Scroll down to LOG OUT

Attendance:

1. To access **ATTENDANCE**, click on Firefox  found on the dock.

2. Select the School in the drop down box.

3. Select the Teacher you are subbing for in the drop down box.

4. Today's Password is: _____

A laminated version of this sheet will be given to you daily by the Main Office secretaries.

- Daily passwords.
- Return the sheets to the main office at the end of the day.
- **KEEP Confidential.**

PowerTeacher

School:

Teacher:

Password:

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5. Click Enter.

Grover L. Priess Elementary School

Substitute Information & Guidelines

Welcome to the GLP School. We are very pleased that you are able to assist us today. You, as a substitute teacher, are an important member of the instructional staff. The services you render to the students and teachers of our school are a very necessary and basic part of a good program.

The professional and support staff are ready and willing to assist you in making your stay as effective and enjoyable as possible. Please feel free to call on us if you are in need of assistance.

Substitute Hours: 8:20 AM-3:30 PM

Beginning of the Day Responsibilities

1. If you have a homeroom, the first task is to take attendance at 8:45 AM. We now have an on-line attendance procedure. Please pick up a sign in/password sheet to access the system in the Main Office. If you are unable to obtain this, please send a list of the students who are absent to the Office. Please take a lunch count and enter on the lunch count slip and send the lunch count slip to the office.
2. Announcements and the Pledge will be broadcast over the PA system at approximately 8:45 AM.

Calling the Office

A telephone is located in your classroom. You may call any other room or the office by dialing the 4-digit extension listed on the telephone list located near the telephone. The office extension is 3500; the nurse is 3005.

Important Information

1. Substitute teachers will escort children to special area rooms and lunch and pick the students up at those rooms.
2. The following items should be easily found on the teacher's desk:
 - planbook
 - teacher's edition of workbooks and textbooks
 - substitute handbook
3. Substitutes are requested **NOT** to call parents regarding the students.
4. Substitutes are expected to correct all students' work done on that day, unless otherwise directed.
5. Substitutes are expected to leave the classroom and teacher's desk in order.
6. Emergency plans can be found in the main office.

Discipline

1. It is strongly suggested that substitutes establish firm rules for the class. Examples include: no talking, raise hand to ask questions, students must remain in seats, etc. Provide structure in the room.
2. Free time will encourage misbehavior.
3. After all reasonable attempts to discipline a student have failed; a student may be referred to the office.

Release of Students

RELEASE OF STUDENTS TO PARENT/GUARDIAN IS DONE ONLY THROUGH THE OFFICE. DO NOT RELEASE STUDENTS TO PARENTS WHO COME TO YOUR CLASSROOM.

End of Day

1. Substitute teachers may not leave the building before 3:30 PM. Check with the administration if you must leave earlier.
2. Please return all keys and/or other materials to the office.
3. Please complete the "From the Substitute" report before you leave. This form should be returned with the substitute folder.
4. Please leave the teacher's schedule and folder with the secretary in the office.

Thank you again for teaching our students. We hope the day was beneficial for all concerned.

Mr. Jeffrey Cervoni, Principal

FROM YOUR SUB

Name _____

Date _____

How did the day go?

Notes about lesson plans

Helpful Students

Absent Students

Problems

Comments

GROVER L. PRIESS ELEMENTARY SCHOOL

Teacher Information for Substitutes

Teacher_____ Room_____ Grade_____

Lunch count slips are kept in_____.

Lunch count slips are taken to the cafeteria by 9:15 a.m.

Class is due in the cafeteria for lunch at _____.

Pick up class at _____. Please be prompt.

Special Instructions:

Emergency Procedures: Follow instructions in information packet and any other instructions posted in classroom.

Arrival of students: 8:35 a.m. All teachers should be supervising the hall near classroom.

Dismissal of students: 3:10 p.m. Walk students to bus. Follow bus “map” usually located by the classroom door.

Students being picked up will be dismissed starting at 3:05 p.m.

When leaving the building to use the playground or other, please check in the office to get a FOB (key) to get back into the building.

<u>Schedule of Special Classes</u>	<u>Day</u>	<u>Time</u>
Art	_____	_____
Physical Education	_____	_____
	_____	_____
Music	_____	_____
Library	_____	_____
Computer Lab	_____	_____

Miscellaneous suggestions from the classroom teacher:

Sub Orientation for Special Areas at GLP

Subbing for General Education Classes... what to expect at Specials:

Please be prompt in dropping off and picking up children. Many of us teach 3 or 4 grade levels daily using different supplies/materials. (We need that passing time to reset our classrooms)

Please wait outside the classroom door with your students and wait to be invited into our rooms.

Subbing in a Special area classroom what to expect at Specials

- 1) Please do not “IMPROVISE” plans with something you feel would be “fun” to do with the children.
 - ◆ Our materials are only ordered once a year, and we budget so there is just enough of a material for a grade level.
 - ◆ Each special area has mandated curriculum that must be covered throughout the year and many of us only see students 1 x per week. We try mightily between field trips, assemblies, In-Service Days etc. to still keep all sections of a particular grade level covering the same material at roughly the same time.
 - ◆ Again, please use only equipment directed in the Sub Plans. There often is a good reason why something is used with a particular grade level.
- 2) Please leave room and materials picked up and taken care of.
- 3) Always leave a brief note letting us know where you left off...we may only see these students once a week and they won't remember what we covered next time.
- 4) If possible, please have students use the bathroom before coming to a special...especially Kindergartners, especially if lunch is shortly before the special area class, either in the classroom or in the case of Art, Library or Music using the students Grade 2 wing public bathrooms. We specialists are often working alone, have no bathrooms in our rooms and have no line of sight to supervise students using the Gr. 2 or Locker room bathrooms.
- 5) Students coming directly from or going directly to lunch around a special, should place lunch things:
*against the Blue Lockers for Art *against Red Lockers for Library *along wall outside of Music & PE

Specific Specials notes:

LIBRARY:

Teachers do not stay for Library.

Students transport books to library unless they have lunch immediately preceding Library. Then there will be a cart in your room for returned books, which will be picked up by library staff.

If you wish to sub in the Library...please come see the Librarian sometime to get trained in using the Library Automation System. He would be happy to come early or stay late to show you.

ART: Teacher always greets students with “Good Morning/Afternoon” in the hall outside the Art studio and explains the lesson before they enter.

PE: Do not to be afraid of subbing for Physical Education for little ones. A one-two day generic lesson plan that could be easily carried out by a “non-PE” Sub is provided. Students are very comfortable with established routine.

Children on Medical Alert List

Name

Condition

Students receiving services/leaving classroom

[illegible]

GLP Substitute Orientation/Overview

Pre-K through 2nd grade

WORK DAY: 8:20-3:30

SUBSTITUTE FOLDER: Please read substitute folder carefully. It is kept in each teacher's room.

PLANBOOK: Follow the plans and procedures from the planbook. It is important to stick to the schedule and follow the timeframe. Please pre-read the plans for the day, in case you need to prepare materials and/or look over manuals. Please do the best to complete the plans, and let the teacher know what was completed. Leave any completed work for the teacher to look over, some teachers prefer you correct papers; some do not want you to. Always leave a note for the classroom teacher, letting him/her know about the day.

SPECIAL EDUCATION: Every grade level has SPECIAL EDUCATION classrooms. Teachers cannot legally share IEP information. Any special accommodations will be made for a student, or written in the plans. All classrooms have a wide range of ability levels, so often accommodations are made for non-IEP students. Often, a teacher aide or team teacher will work in the classroom in these classes.

CONFIDENTIALITY: Any information about a child is confidential. As professionals, it is unethical to share anything about a student with the community or other parents. Also, do not be judgmental; many students behave differently with a substitute teacher. You must have understanding for every child as you may not know the circumstances or background.

DISCIPLINE PLAN: Please follow the teacher's plan. This should be written in the plans or substitute folder. Routine is essential for classroom discipline. There should also be a bathroom procedure. If you have had discipline issues, please leave a note for the teacher, under no circumstances would you communicate a discipline issue to the parents.

PUSH-INS AND PULL-OUTS: Many students work with other professionals in the building. Student(s) may need to leave for Guidance, K-Lab, Resource Room, Reading Room, Speech/Language, OT, or PT. Any student who needs these services should be listed in the planbook, with the time and whom he/she goes with. In addition, these professionals may work in the classroom during certain times during the day.

PARENT HELPERS: Often parents have signed up to help in a classroom. Parents are there to help children, but should never be put in a "teaching" role.

TEACHER AIDES: A teacher aide is assigned at certain times to help a classroom. The teacher should leave directives as to what the aide's duties are.

DISMISSAL: Bus list is posted by door of classroom. Any bus pass notes go to the office, and the child receives a bus pass to give to the bus driver. Try to do the bus pass notes first thing in the morning, and give the child the bus pass as he/she is leaving for the bus. Each grade level has a routine for dismissal time; please check with a grade level teacher. Teachers walk students to the buses.

LUNCH: Line children up by what they are buying.

NURSE: Fill out nurse (1/2 sheet) form before you send a child down to the nurse.

PLAYGROUND: The class should be signed up, take a radio from the end of each hallway, and a FOB from the office. It is important that all children follow safety rules and are watched carefully.

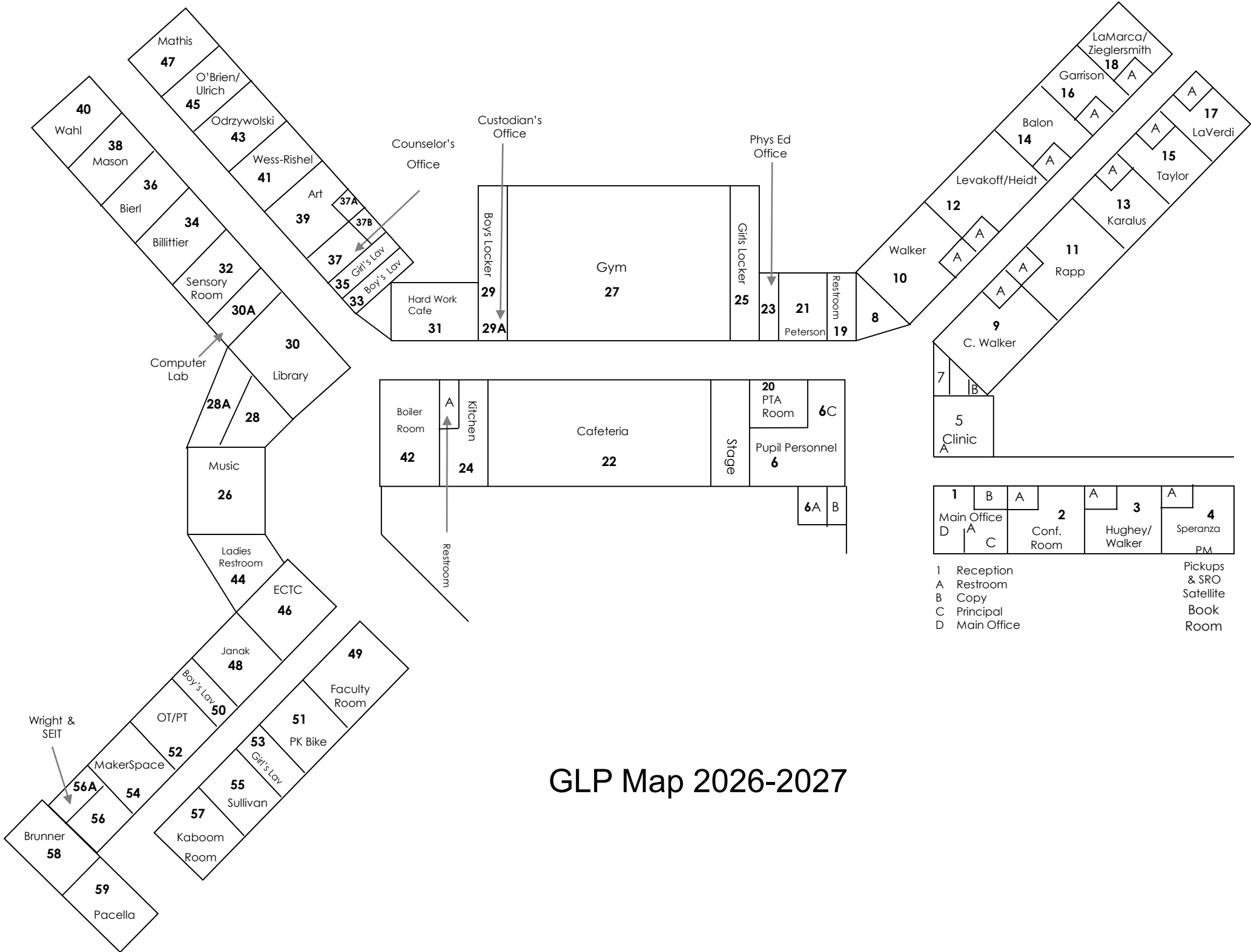
FIRE DRILLS: Close door and windows. Follow directions posted by the door of classroom. Count heads.

LUNCH COUNT AND ATTENDANCE: Pick up a sign in/password sheet to access the on-line system in the Main Office. If you are unable to obtain this, please send a list of the students who are absent to the Office. Fill out the lunch count slip and send to the cafeteria also.

COPY MACHINES: If you are in need of copies, please ask the office or the teacher aide.

MAP: Use the map included to help locate specific rooms in the building.

*A classroom specific substitute handbook can be found in each teacher handbook.



GLP Map 2026-2027

EDEN ELEMENTARY SCHOOL

Substitute Information & Guidelines

Welcome to the Eden Elementary School. We are very pleased that you are able to assist us today. You, as a substitute teacher, are an important member of the instructional staff. The services you render to the students and teachers of our school are a very necessary and basic part of a good program.

The professional and support staff are ready and willing to assist you in making your stay as effective and enjoyable as possible. Please feel free to call on us if you are in need of assistance.

Classroom Teacher Responsibilities

1. The first task is to take attendance at 8:40 AM. Subs will be given a password and instructions for doing attendance on line.
2. A lunch count (total number buying a lunch for the day) is sent to the cafeteria using the provided form. These forms can be placed with the office envelopes to be picked up.
3. The Pledge to the Flag will be broadcast over the PA system at approximately 8:40 AM. Students stand and recite the Pledge with the announcer and remain quiet for announcements.

Using the Telephone

Each room has a telephone. Dial 4500 for the office and 4715 for the nurse. In most cases, you can dial directly room to room by dialing a (4) before the room number.

Discipline

1. It is strongly suggested that substitutes re-establish the posted rules for the class. These rules are in the student handbook as well as the faculty handbook.
2. Free time will encourage misbehavior.
3. After all **reasonable** attempts to discipline a student have failed, a student may be referred to the office.

Release of Students

Release of students to parent/guardian is done only through the office. **Do not release students to parents who come to your classroom.**

Arrival/Departure Times:

Teachers should arrive as soon as possible after they have received a call from Absence Management to substitute teach. Students arrive at school and are allowed to enter at 8:30 AM. All efforts should be made to be at the school before 8:15 AM. Students are dismissed each day at approximately 3:05 PM. Substitute teachers may not leave the building before 3:30pm. Check with the administration if you must leave earlier. Please return all keys, substitute lanyard, and the Technology Information sheet to the main office before leaving. Please remember to fill in your time sheet and sign. Please complete the "From the Substitute" report before you leave. This form should be left on the teacher's desk along with the substitute folder.

Thank you again for teaching our students.

Mrs. Kelly Morgan-LaRosa, Principal

EDEN ELEMENTARY SCHOOL

Teacher Information for Substitutes

NAME _____

GRADE/SUBJECT _____

Information cards for students are located: _____

Planbook is located: _____

Seating Charts: _____

Test, worksheets or assignments for students can be found:

The person that could help you with my responsibilities is _____
and can be located in Room _____.

The faculty handbook is located: _____

Infectious disease control kit is located: _____

Students with Medical Problems:

Name	Condition that may require attention
------	--------------------------------------

Fire Drill Route (also posted near door): _____

Other suggestions: _____

FROM YOUR SUB

Name_____

Date_____

How the day went

Notes about lesson plans

Helpful students

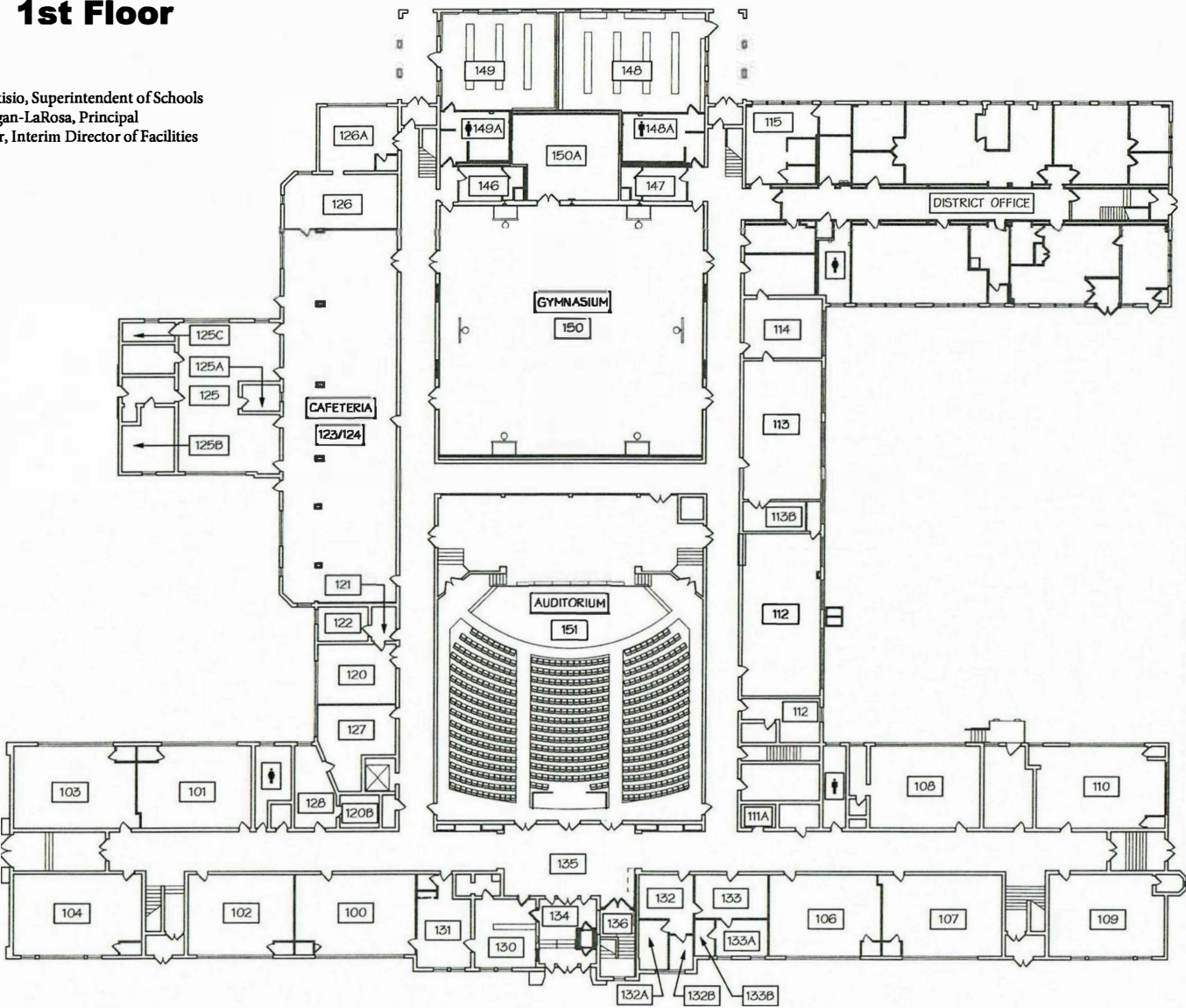
Absent Students

Problems

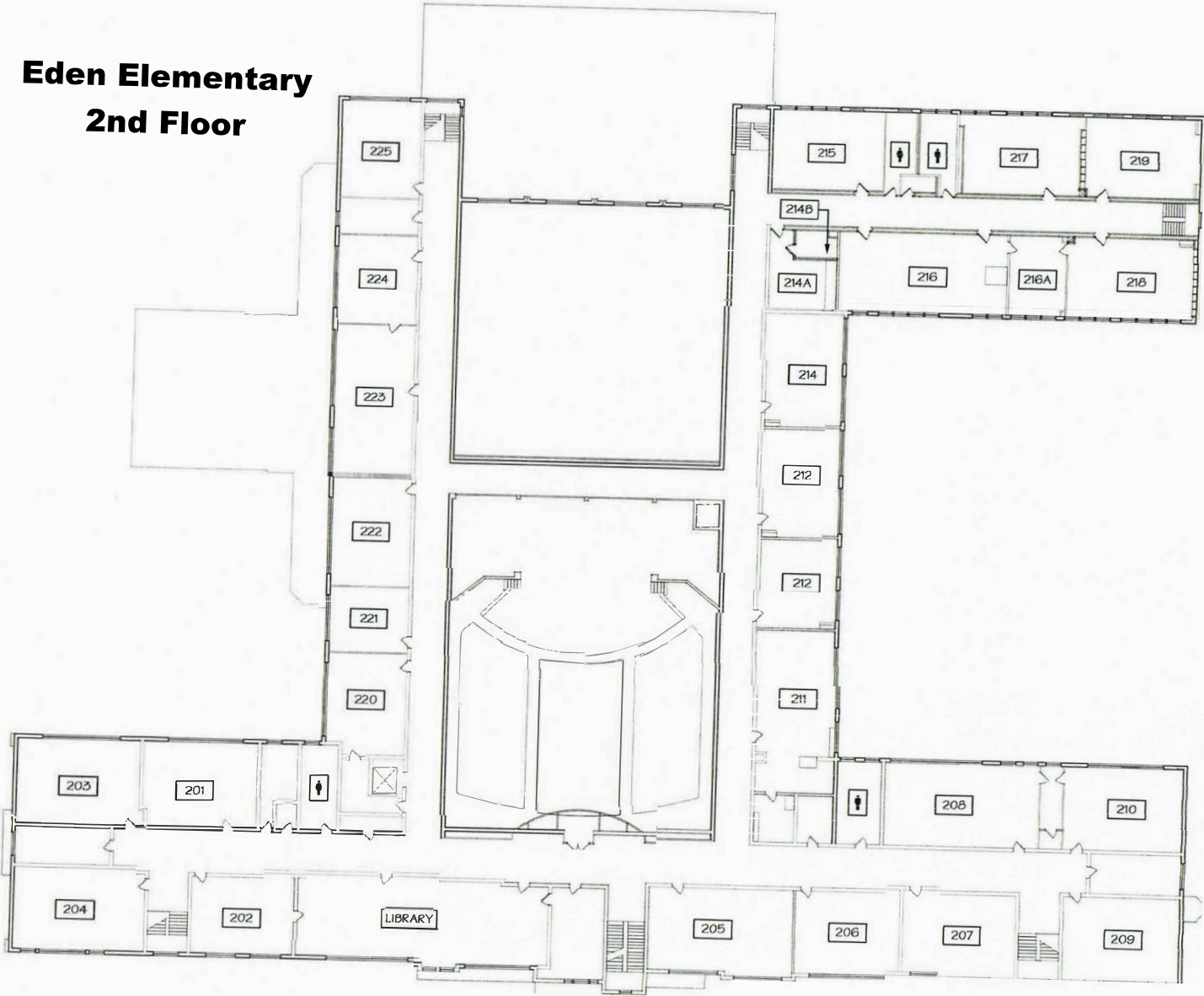
Comments

Eden Elementary
1st Floor

Jeffrey Sortisio, Superintendent of Schools
Kelly Morgan-LaRosa, Principal
Joseph Farr, Interim Director of Facilities



**Eden Elementary
2nd Floor**



Eden Middle & High School

Substitute Information & Guidelines

Dear Substitute Teacher:

Welcome to Eden Middle & High School and the Eden Central School District. As a substitute teacher to the district and building, you may have some questions concerning daily procedures, classroom procedures, or other areas regarding your position. This guidebook was prepared to make your transition to the building as easy and hassle-free as possible. Additionally, the manual was designed to act as a reference manual and provide guidance and assistance to all substitute teachers that work at Eden Middle & High School.

Many of the questions you may have will undoubtedly be answered within the pages of this guide. In addition, much of the general information you will need to know can be found here, including important telephone numbers, business information, and contacts within the district. Furthermore, this guide contains information concerning classroom procedures, daily procedures, discipline techniques and other vital information.

Needless to say, your job will be interesting and challenging. We know that you will react in an alert, resourceful manner.

All our staff is ready to assist you in making your stay as effective and enjoyable as possible. Feel free to call on us should you need assistance.

Your objective will be to implement the lesson plans that have been left by the regular teacher. In most cases, the teacher will ask you to cover a certain amount of material. All efforts should be made to complete this in the time provided.

Arrival/Departure Times:

Teachers should arrive as soon as possible after they have received a call from Absence Management to substitute teach. Students arrive to school and are allowed to enter at 7:10 a.m. All effort should be made to be at the school before 7:15 a.m. Students are dismissed each day at approximately 2:15 p.m. Substitute teachers may leave after a report has been left for the regular teacher, if necessary and keys have been returned to the main office.

When you arrive at school in the morning, you are to report to the main office and check in with the secretaries. They will give you your assignment for the day, including the teacher and subject you are substituting for, the keys for the classroom, and a folder with the teacher's schedule, computer information, emergency plans, and class information.

Schedules:

Schedules for individual teachers can be found in the teacher's folder that you are given when you arrive at school.

The faculty cafeteria/lounge is across from the main office.

General Information

The mailing address of the school is as followed:

Eden Middle & High School
3150 Schoolview Rd.
Eden, New York 14057
Phone: 716-992-3600

Thank you,

Mr. William McDonagh, Principal
Mr. Jason Iwankow, Assistant Principal

Internal Phone List:

The faculty/staff list is provided along with the internal phone list. This list is provided to allow you to make a call if assistance is needed. In order to make an internal phone call, simply dial the four-digit number next to the person's name.

Important Phone Numbers

High School Main Office	2000
Clinic	2167
Attendance	2700
Maintenance	1500

Daily Procedures**Daily Attendance Procedure:**

At 7:25 a.m., a warning bell will ring to alert students to proceed to their homerooms. Teachers should encourage students to be seated by 7:30 a.m.

The homeroom teacher should take attendance on the computer, see the below Attendance information. If a student arrives late, they should be sent directly to the Attendance Office to check in with their agenda book.

Students should be reminded to give all written notes from parents for previous absences to the Attendance Office. Written request for the students to be excused early should be sent to the Attendance Office for approval before 8:00 a.m.

For each class, attendance should be taken at the beginning of class. Names of the students who are not present in class should be recorded on the computer. The names should then be checked on the daily attendance report, which is sent to each teacher's computer in Powerschool under the Daily Bulletin.

If a student is absent from the class and not listed on the attendance report, call the attendance office to report the missing student. If the student arrives late with a teacher's signed pass, update their attendance in PowerSchool. Leave a list of all students absent or tardy for the teacher.

Attendance Information:

Daily attendance for homeroom and Period-by-Period daily class attendance will be recorded using your Power School's account. Substitute teachers will be issued District computer accounts. An example of the computer Log In Account is included in this manual. Please record the attendance during the actual class or homeroom period. The Attendance Office will compile a daily report that will be accessible through your Power School's account.

Student Agenda Books:

Each student is issued an agenda book at the beginning of the year. The students must present the book in order to travel during advisement or leave the classroom.

Hall Passes:

Each student is given an allotment of passes each month. These passes are found in the student agenda book and are labeled Monthly Passes. An example page from the agenda book is included at the end of the manual. In order for the students to leave the room (e.g. to use the bathroom, go to their locker, etc.), they must have a signed pass in their agenda books. If all passes for the particular month are used up, the student is not permitted to leave the room. In addition, a teacher may deny a student from using a pass if he/she feels it is unnecessary or inappropriate for the student to leave the room.

Students do not need to use a monthly pass to report to the office if summoned, to run an errand for a teacher, or to see another teacher at that teacher's request. A Teacher Pass can be used in cases of a student running an errand for a teacher.

Classroom Procedures**Daily Lesson Plans:**

In most cases, a teacher will leave plans for the day in a location that is easy to find. The lessons are generally left with the materials that will be needed for each class. In cases of an emergency, when the teacher may not be able to leave lesson plans, an emergency set of plans can be found in the teacher folder. This folder will be on the teacher's desk.

Objectives:

Your objectives as a substitute teacher will be to implement the lesson plan that has been left by the regular teacher. In most cases, the teacher will ask you to cover a certain amount of material. All efforts should be made to complete this work in the time provided.

Notes on Classes:

Teachers may leave specific notes regarding any one of their classes. These notes should be referred to throughout the day in order to maintain an effective learning environment for all students. As an example, some teachers may leave notes on discipline problems, special education situations (i.e. teacher aide in the classroom), or general insights into their classes. Suggestions should be implemented to achieve as much as possible during the day.

Discipline:

Above all else, the substitute teacher must remain in control of the class. You must demonstrate that while the regular teacher is out, the classroom is under your supervision and your control. You should not tolerate misbehavior or disrespect. Continuous discipline problems should be referred to the main office. In the event that you need to remove a student, call the office for an escort from either a hallway monitor or administrator. In addition, a written statement must be completed using the "Incident Report Form" and given to the main office explaining the actions you attempted to take and why the student was removed from class. A copy will be provided to the teacher. Note: Substitute teachers do not write referrals for students.

Some of the following suggestions may be helpful in dealing with students:

1. Greet students at the door.
2. Inform students of the tasks for the class that day.
3. Deal with misbehavior quickly.
4. Focus on inappropriate behavior and avoid escalating situations. Utilize "exits" from situations that are getting out of hand:
 - a. Remove the audience
 - b. Change the subject
 - c. Agree with the student.

If a student displays inappropriate behavior, comment on the inappropriate conduct, ask for improved behavior, and state the consequence if the inappropriate behavior continues. Be prepared to enforce consequences if the situation does not improve.

In cases of chronic or continued misconduct, the Principal may be called to deal with the situation. Do not hesitate to use this option if you feel it is necessary.

Remember: You are in control of the classroom and should not tolerate any behavior that is abusive or disrespectful.

Seating Charts:

Seating Charts should be given for each class that you will teach during the day. Charts should be marked for each class period. These charts can be found in the substitute folder on the teacher's desk. A copy of the form used for seating charts is included on the next page so you can become familiar with it.

Additional Duties:

Depending on which teacher you are covering for, you may have additional duties throughout the day. Some of the duties and expectations are listed below.

- A. Hall monitoring: All teachers are expected to monitor hallways when students are passing between classes. Encourage students to move in a timely and appropriate manner.
- B. Cafeteria Duty: Some teachers have duty as a cafeteria monitor during the day. If you are covering for a teacher who has a cafeteria duty, speak with the monitors on duty and ask what is expected of you.

Emergencies:

Included in this manual are the following safety plan procedures: Unauthorized person/lockdown, medical emergencies, evacuation, early dismissal, shelter in place, tornado-watch, tornado-warning, fire/explosions, bomb/biological threat, and chemical spill or release.

Fire Drill Procedure:

You should locate the directions for a fire drill and familiarize yourself with them. In the event that there is a fire alarm, make sure that all windows are closed, all lights are turned off, and you have the class roster or grade book with you. This is important in that it is the easiest way to verify the presence of all your students if a problem arises.

ADVISEMENT TRAVEL LOG

RM.# _____

MOD_____ TEACHER_____

DATE_____

NAME _____

TO

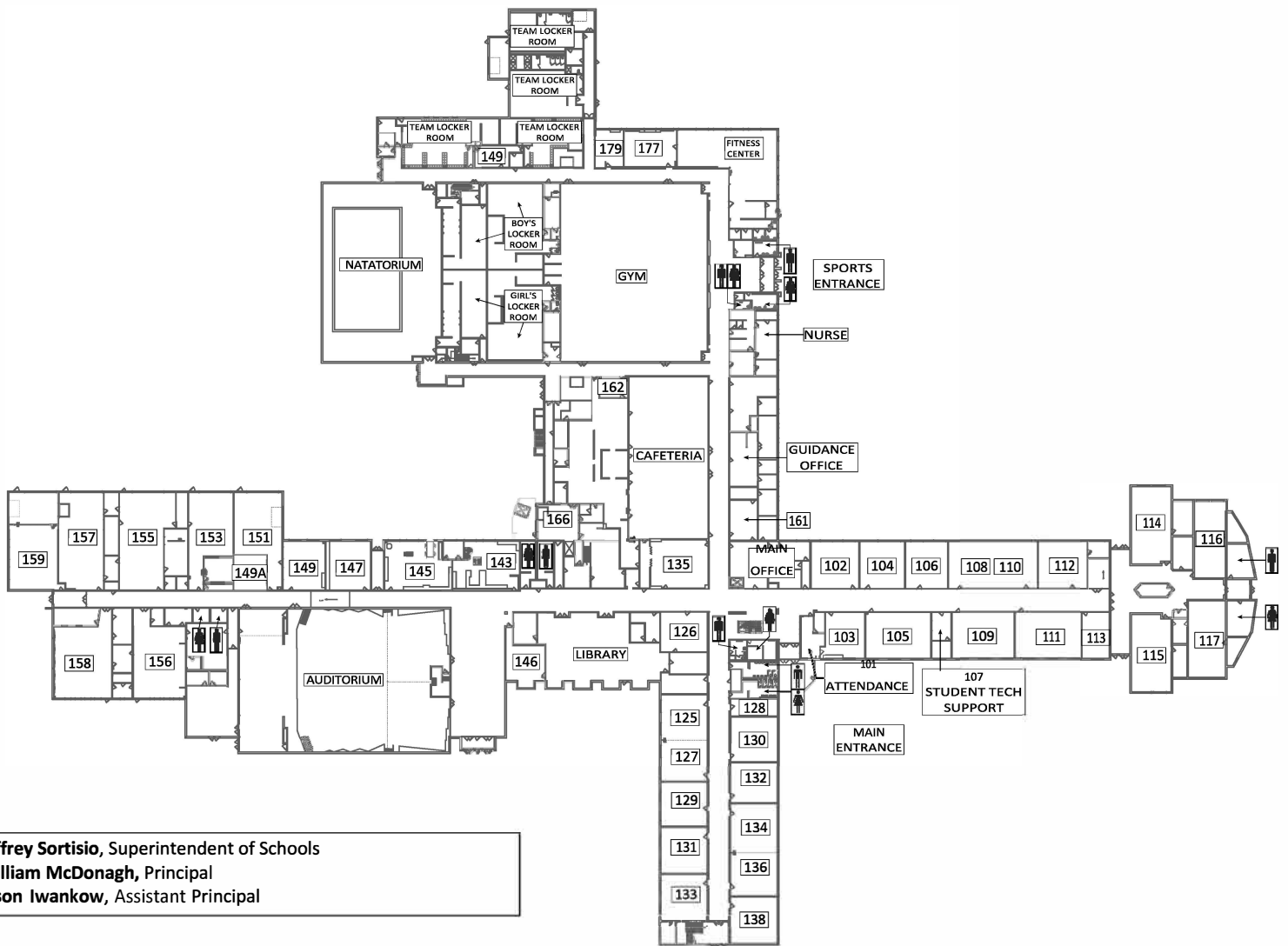
FROM

TIME
INTIME
OUT[illegible]

SEATING CHART

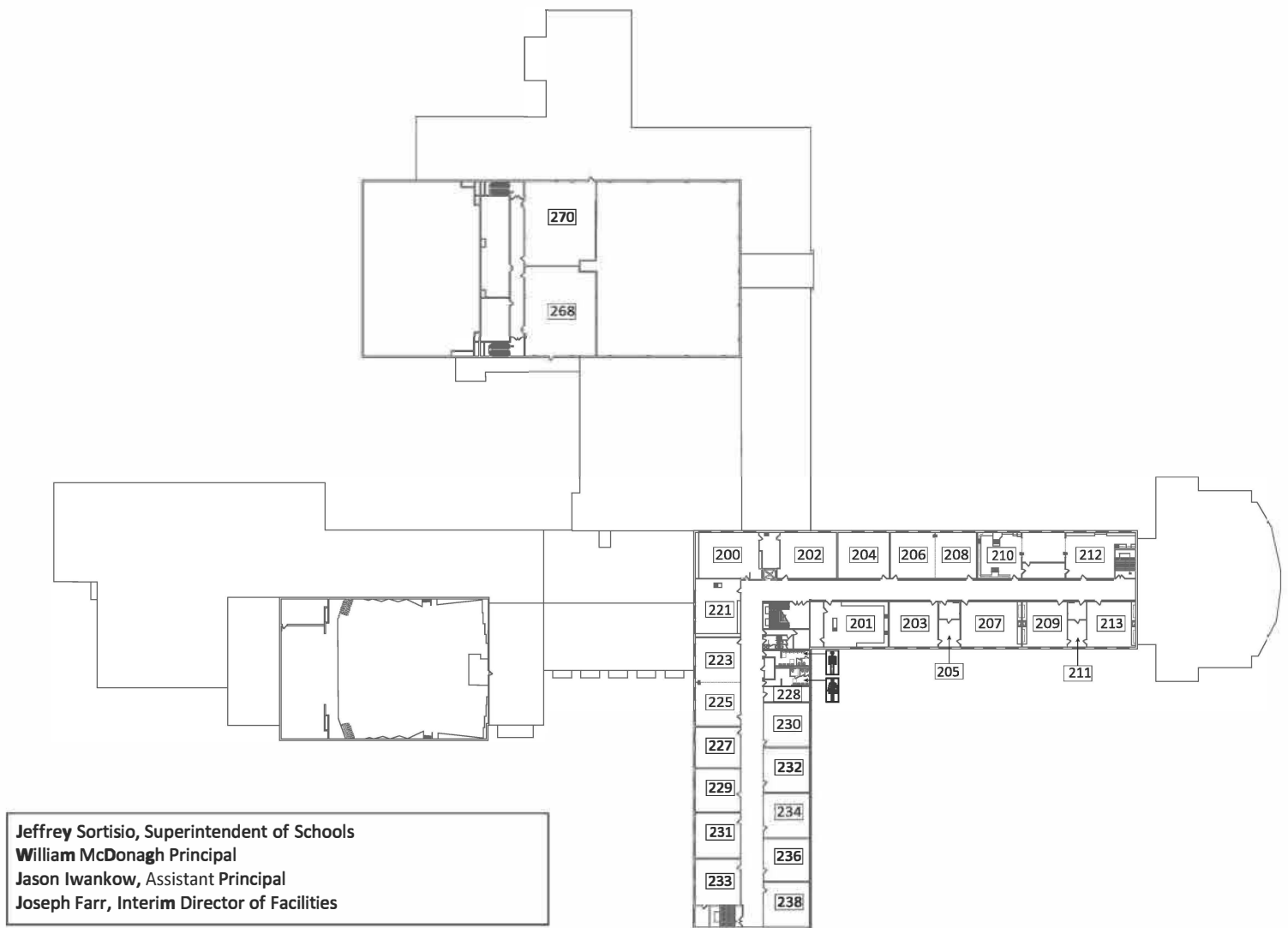
TEACHER _____ **LETTER DAY** _____ **ROOM#** _____

SUBJECT _____ **MOD/PERIOD** _____



Eden Middle & High School

First floor



Eden Middle & High School

Second floor