

Substitute Teacher Handbook

New Hyde Park - Garden City Park School District

1950 Hillside Avenue

New Hyde Park, NY 11040

(516) 434-2300

Dr. Jennifer Morrison, Superintendent of Schools

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Welcome

- Dear Substitute Teacher,

Thank you for your interest in working as a Substitute Teacher for the New Hyde Park-Garden City Park School District. We are excited to have you as a member of our school community.

Please refer to this handbook for specific information related to daily procedures and pertinent information relating to our elementary schools. Once you have finished reading this handbook, please complete the Verification form on the last page.

Central Office Administration

Jennifer Morrison, Ed.D.

Superintendent of Schools

(516) 434-2305

Michael Frank

Assistant Superintendent for Business

(516)434-2310

Kim Levy

Director of Special Education

(516) 434-2308

James Svendsen

Director of Curriculum and Instruction

(516) 434-2323

Erik Nakutavicius

Director of Facilities and Transportation

(516) 434-2318

School Contact Information

Amy M. Sullivan, Principal

Garden City Park School

51 Central Avenue

Garden City Park, NY 11010

(516) 434-2390

Beth Torreano, Principal

Hillside Grade School

150 W. Maple Drive

New Hyde Park, NY 11040

(516) 434-2410

Ken Craft, Principal

Manor Oaks School

1950 Hillside Avenue

New Hyde Park, NY 11040

(516) 434-2350

Kim LaRegina, Principal

New Hyde Park Road School

300 New Hyde Park Road

New Hyde Park, NY 11040

(516) 434-2370

Your Role

- Your role as a Substitute Teacher is to serve as a role model for our students and to ensure that students are in a positive and safe learning environment.
- The daily routines and classroom rules should be adhered to as best as possible, in order to ensure consistency for our students.
- If at any point you feel that a student is in an uncomfortable situation or has told you something significantly important, please notify someone immediately. We never want to compromise a student's safety and overall well-being.

Daily Routines

- Upon your prompt arrival at 8:00 a.m., please report to the main office where you will sign-in and meet with the secretary. The secretary will discuss your class assignment for the day and any other pertinent information related to the class that you are covering. She will also give you a temporary ID Card for the day. This must be returned before you leave.
- Arrive to the classroom in a timely manner in order to review the lesson plans for the day. Introduce yourself to a neighboring teacher. If you have any questions, please ask someone in the building. There is a telephone contact list posted in each classroom next to the telephone.
- Each day you work, you must record your attendance on a pink voucher which is kept in the main office.
- You are entitled to a 50-minute lunch period each day. During this time, you may choose to eat in the school's faculty lounge or you may choose to leave the building. It is expected that you return on time to pick up your class at the end of the lunch period.

Arrival Procedures

- Students begin arriving to school at 8:00 a.m. Teachers who are assigned morning coverage for that day will guide students to the correct location.
- At 8:15, the first bell rings (not all of the schools use a bell system) and students begin walking to their classrooms. Students line up quietly outside their classroom and wait for their teacher to invite them in.
- At 8:30, the second bell rings (not all of the schools use a bell system) signaling the start of our school day.

Lunch Procedures

- Lunch count must be accurately done and sent down to the front desk or the cafeteria by 9:00 a.m.
- Most classes assign students the job of completing the lunch count each morning, so they may assist you with this process.
- Every class has a lunch envelope. A class list is located on the outside of the envelope. If a student is buying hot lunch that day, check off their name. The students who are buying lunch will need to bring their lunch card down with them to lunch. If a student has hot lunch money, please check the appropriate box next to their name and place the money in the lunch envelope. Please make sure the money is clearly labeled with the student's name.

Attendance Procedures

- Attendance must be taken at the beginning of each day. It is important to keep accurate records in case of an emergency.
- Using a class list (one is taped to the lunch envelope), call each student's name aloud. It is important to match student names to faces, so you can try to learn the names of students in your class.
- Once attendance is taken, send a list down or call the nurse (each school has its own routine for this) in the Health Office. Let the nurse know the teacher's name that you are covering for and if there are any students absent. Please note that you must call or send the list to the Nurse even if all students are present.
- If any student walks in late and after attendance is taken, ask that student if he/she has signed the late book and checked-in with the nurse. Otherwise, the nurse must be notified.

Dismissal Procedures

- At 2:55 p.m., students who have younger siblings in the school are allowed to walk to their sibling's classroom. These students will be dismissed at their sibling's door. Students who attend the after-school YMCA program will also be dismissed at this time.
- At 3:00 p.m., the bell rings (if they use a bell system) signaling the end of our school day. Please do not dismiss students before this time.
- It is important to dismiss students carefully. Since you may not know the adult picking up the child, it is important to ask the child specifically who is picking them up.
- Please refer to the specific dismissal routines for the specific classroom teacher you are providing coverage for. This will inform you of the dismissal area and provide you with any pertinent information relating to dismissal.
- Please dismiss students carefully. If any student is not picked up by 3:05, please walk the student to the main office where they can wait with the secretary to be picked up.

Tips for Success

- Introduce yourself confidently to the class. Remember that you are a professional who possesses certain classroom management skills.
- Establish expectations for students by reminding them that classroom rules and procedures are still set in place even though their classroom teacher is absent. Maintaining a positive classroom environment is essential.
- Follow the teacher's lesson plan and ask questions if need be.
- Be flexible, cooperative, and helpful. Walk around the classroom frequently to monitor student progress.
- Dress professionally.
- Write a brief letter to the teacher at the end of the day, including how the day went, any issues or concerns, and the content that still needs to be covered.
- Please ensure that students leave the classroom as neatly as they found it.

Code of Conduct

- You are expected to act professionally at all times and most importantly, attentive to our students.
- Safety is the #1 priority in all schools. Children should be supervised at all times.
- Refrain from using your cell phone in front of the students.
- Do not gossip about the members of our school community.
- Follow the teacher's lesson plans carefully.
- Be friendly, positive, and enthusiastic.
- Use your professional judgment when making decisions.
- If you feel that any student has been neglected or abused, notify the main office immediately.
The Dignity for All Students Act (DASA) protects our students.

Positive Behavior Intervention Supports (PBIS)

- PBIS is a proactive approach to maintaining a positive school culture, while helping all students in a school achieve social, emotional, and academic success.
- In each building, students are taught expectations and students are provided positive feedback regarding these expectations. Our administrators have developed ways in which students are motivated in order to maintain a safe and effective learning environment.

Emergency Procedures

- Each building has certain emergency procedures set in place for events, such as a fire drill, lockdown drill, elopement drill, and shelter drill.
- Please familiarize yourself with these procedures. Emergency information is located in each classroom, which provides pertinent information regarding what to do if a particular situation should arise.
- The next page provides further information about emergency situations.

EMERGENCY Response

New Hyde Park-Garden City Park UFSD

<u>Shelter-In-Place</u>	<u>Hold-In-Place</u>	<u>Evacuate</u>	<u>Lockout</u>	<u>Lockdown</u>
<p>Used to shelter students and staff inside the building.</p> <ul style="list-style-type: none">• Listen for instructions about the situation and your actions.• Students in hallways should return to assigned classroom, if possible.• Classroom teachers, take attendance.• All other staff assist students, as needed.• Move away from windows, if situation warrants.• If instructed, move out of classroom to designated safe area. Stay together at all times.• Take Attendance.• Listen for updates.	<p>Used to limit movement of students and staff while dealing with short term emergencies.</p> <ul style="list-style-type: none">• Listen for instructions about the situation and your actions.• Students in hallways should return to assigned classroom, if possible.• Classroom teachers, take attendance.• All other staff assist students, as needed.• Listen for updates.	<p>Used to evacuate students and staff from the building.</p> <ul style="list-style-type: none">• Listen for instructions about the situation and your actions.• Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.• Bring attendance list and class roster.• Close the classroom door after exiting.• Take attendance when safe to do so.• If evacuating off site, take attendance before moving from and upon arrival at off site location.• Listen for Updates.	<p>Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.</p> <ul style="list-style-type: none">• Listen for instructions regarding the situation and your actions.• Lock all exterior windows.• Leave blinds/lights as they are.• Take Attendance.• After initial instructions listen for updates.• Classroom instruction continues as normal.• All outdoor activities are terminated.• Listen for updates.	<p>Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.</p> <ul style="list-style-type: none">• When you hear lockdown announced, you should move quickly to execute the following actions.• If safe, gather students from hallways and common areas near your classroom.• Lock your door. Barricade if necessary.• Move students to a safe area in the classroom out of sight of the door.• Leave windows, blinds/lights as they are.• Keep everyone quiet, silence cell phones.• Take attendance, if possible.• Do not communicate through door or answer room phone.• Do not respond to P.A. announcements or fire alarm.• Stay hidden until physically released by law enforcement personnel.



Safe Schools NY

<http://SafeSchools.NY.Gov>

Injuries at School

- If a student is sick or injured, please send them to the nurse immediately.
- If you are not feeling well, please notify the main office immediately.
- If you are injured at the school, you must notify the main office immediately and fill out an accident report.

School Environment

Our district is committed to having a drug-free, alcohol-free, and smoke-free environment. Therefore, there will be no tolerance for any of these substances used on school property.

Confidentiality

- Please be respectful of the members of our school community. Keep in mind that any information relating to our students is confidential and should only be discussed with appropriate school personnel in a private manner.
- No student shall be photographed at any time, nor should pictures be uploaded to any form of social media without written permission from the parent or guardian.

Policies

- Please read all the policies that are on the additional link.

Verification

- Please sign the verification and return it to the **Business Office**.