

*Brewster Central School District  
Substitute Teacher  
Handbook*



*Human Resources Department  
845-279-8000*

# SUBSTITUTE TEACHER HANDBOOK

## TABLE OF CONTENTS

INTRODUCTION	2
ADMINISTRATIVE DIRECTORY	2
SCHOOLS	3
GENERAL INFORMATION	4
AVAILABILITY OF WORK	4
AESOP INFORMATION	5
SUBSTITUTE TEACHER SALARY	6
SUPERVISION	6
ATTIRE	6
DUTIES AND RESPONSIBILITIES	6
INSTRUCTION	8
GENERAL PROCEDURES	9
CLASSROOM CLIMATE/MANAGEMENT	13
BREWSTER HIGH SCHOOL	15
HENRY H. WELLS MIDDLE SCHOOL	17
C.V. STARR INTERMEDIATE SCHOOL	20
JOHN F. KENNEDY ELEMENTARY SCHOOL	22
EMERGENCY RESPONSE SHEET	24

updated: Fall 2019

## INTRODUCTION

Welcome to the Brewster Central School District!

This handbook has been developed for you, the Substitute Teacher. The purpose of this handbook is to:

- Provide you with information about the Brewster Central School District
- Answer some of the common questions about substituting in the Brewster School District
- Facilitate a successful substitute teaching experience.

We hope that you find this handbook helpful and informative.

### ADMINISTRATIVE DIRECTORY

District Administration

30 Farm to Market Rd.

Brewster, NY 10509

Ph: (845) 279-8000 Fax: (845) 279-6921

[www.brewsterschools.org](http://www.brewsterschools.org)

Dr. Laurie Bandlow	Superintendent of Schools
Dr. Michelle Gosh	Assist Superintendent of Curriculum, Instruction & Assessment
Mr. Victor Karlsson	Assistant Superintendent for Finance and Operations
Mr. Brent Harrington	Director of Human Resources
Mr. James Treloar	Director of Technology and Innovation
Mr. Glen Freyer	Director of Facilities and Operations
Mr. Dean Berardo	Director of Athletics, Physical Education & Health
Ms. Mary Smith	Interim Supervisor of Transportation
Ms. Elizabeth Kennedy	Director of Pupil Personnel Services
Ms. Cathy Ashe	Director of Child Nutrition Services

*The Brewster Central School District Schools*

School in Session

Brewster High School (9-12)

7:50 – 2:20

Ms. Nichole Horler, Principal

Mr. Carlos Rodriguez, Assistant Principal

Ms. Lauren Cole, Assistant Principal

50 Foggintown Rd.

Brewster, NY 10509

845-279-5051

H.H. Wells Middle School (6, 7, 8)

7:36 - 2:36

Mr. John Clark, Principal

Ms. Christian DeJesus, Assistant Principal

Ms. Donna Pryce, Dean of Students

570 Route 312

Brewster, NY 10509

845-279-3702

C.V. Starr Intermediate School (3, 4, 5)

8:45 – 3:15

Ms. Maggie McCabe-Andriello, Principal

Mr. Keith Allen, Jr.

20 Farm to Market Rd.

Brewster, NY 10509

845-279-4018

J. F. K. Elementary School (K, 1, 2)

8:50–3:30

Dr. Frank Zamperlin, Principal

Mr. John Conroy, Assistant Principal

31 Foggintown Rd.

Brewster, NY 10509

845-279-2087

## **GENERAL INFORMATION**

The Brewster Central School District values its substitute workforce as an important part of its commitment to providing a quality education for all of its students. The selection and assignment of substitute teachers is a priority for the school district. Maintaining a current, valid substitute teacher roster is a continuous task; additions and deletions to the substitute teacher list are made on a daily basis.

The Director of Human Resources interviews all potential substitute teachers. References are checked and fingerprinting is completed prior to placement on the substitute list. After all paperwork, references, and interviews are complete, qualified individuals are placed on the active substitute list.

It is the policy of the Brewster Central School District to employ the most qualified individuals possible when classroom teachers are absent. Substitute teachers who hold a valid NYS teaching certificate can work an unlimited amount of days. Substitute teachers who do not hold a valid NYS certificate can work up to forty (40) days per school year. This requirement can be waived if a substitute is enrolled in six semester hours of teacher education credits per year and submits documentation to the Director of Human Resources.

## **AVAILABILITY FOR WORK**

Substitute teachers are encouraged to accept all teaching assignments from the district. On occasion, a substitute teacher may not be available and may have to decline an assignment. Acceptable reasons for declining an assignment include: illness, an important appointment or assignment in another district. Continued or prolonged refusal to accept assignments may lead to removal of the substitute's name from the list.

Due to the Affordable Care Act ("ACA"), the District has taken measures to monitor expenditures, reduce spending and also limit the District's potential exposure to penalties under the ACA. One of those measures is to limit the number of hours substitutes can work to 28 hours per week, which took effect September 1, 2014.

Brewster Central School District uses Aesop which is an automated calling system. The substitute can receive all the paperwork and instructions from the Human Resource Office (845-279-8000). The instructions will explain how to activate your account.

## **AESOP INFORMATION**

Brewster Central School District has implemented a new automated service that will greatly simplify and streamline the process of notifying you when your services are needed in the District. This service utilizes both the Phone and the Internet to assist you in locating Jobs in the School District for which you work.

### **Things to note:**

\*You may interact with the system either on the Internet at <https://www.aesoponline.com> or by way of a Toll Free, automated voice instruction menu system at 1-800-942-3767 (1-800-94-AESOP).

### **What to do when the system calls you:**

You may be prompted to enter either a PIN number and/or an Identification (ID) number.

\* The system will provide you with the following details of the assignment:

1. School name
2. Date(s) of 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, the system will issue you a confirmation number that you might need in the event of a follow-up inquiry. **Please remember that you have not accepted the job until you receive a confirmation number.**

*Please note: You may also contact the system to search for available jobs 24 hours a day, 7 days a week on the Internet at <https://www.aesoponline.com> or on the phone at 1-800-942-3767 (1-800-94-AESOP).*

### **How to contact the system via our website:**

You can also search for and accept available jobs, change personal settings, update your calendar, and Personalize your available to call times by visiting the website at <https://www.aesoponline.com>. You will be prompted to enter your Frontline ID and password. Should you experience difficulty using the system, please contact the central office at (845) 279-8000 or [support@aesoponline.com](mailto:support@aesoponline.com). We are confident that your experience will be beneficial and enjoyable.

## **SUBSTITUTE TEACHER SALARY**

1. The current per diem rate for substitute teachers per day:

<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
\$114	\$117	\$120

2. Substitutes who have served in the same position for 30 schooldays will be placed on Step One of their highest degree, Bachelor's or Masters, of current year's teacher salary schedule, retroactive to the first day of service in that position
3. If a substitute teacher is asked to replace a teacher on leave of 30 days or more and then is temporarily reassigned to replace a different teacher, and then resumes the original replacement, this temporary reassignment will not be considered a break in the substitute teachers' accumulated same assignment service day if there is no break in service between these assignments.
4. All payroll questions should be directed to the Payroll Dept at 845-279-8000 ext 6126.

## **SUPERVISION**

Substitute teachers are supervised by the building administrator to which he/she is assigned for the day. Flexibility, creativity, sound judgment, and content knowledge are necessary prerequisites for all teachers – including substitute teachers. A genuine caring attitude and knowledge of children maximizes opportunities for successful substitute teaching experiences.

## **APPROPRIATE ATTIRE**

Research has shown that teachers who dress appropriately and professionally command greater respect in the classroom than those who dress casually or inappropriately. You will gain the respect you deserve by the way you dress. Substitute teachers are expected to dress professionally.

## **DUTIES AND RESPONSIBILITIES OF THE SUBSTITUTE TEACHER**

The substitute teacher has numerous responsibilities at the school. Some of them include the following:

Before school starts:

1. Report to the Main Office of the school and identify yourself as a substitute teacher and your assignment for that day to the office staff. It is highly recommended that you report at least fifteen

to twenty minutes before the start of the school day to review your schedule and assignment for that day. Please note the starting time of the school you are assigned to as starting times vary from school to school. A list of starting times for each building can be in the front of this handbook.

2. Familiarize yourself with the school building. Locate the main office, the student cafeteria, and the restrooms.
3. Become acquainted with district and building procedures including drill procedures such as fire, safety, and shelter. Locate the exits nearest the classroom where you will be working.
4. Be prepared to assume the schedule and duties of the teacher you are substituting for including morning assignments, attendance, etc.
5. Review the day's schedule and lesson plans prior to the start of school. While it is expected that the teacher's lesson plans and instructions will be followed, substitute teachers are encouraged to enrich each lesson with appropriate materials and knowledge of their own.
6. Check dismissal procedures before the end of the day, (i.e. bus numbers, pick-up information, parent notes.)
7. You must complete and sign a payroll timesheet. Substitute teachers must sign out and return I.D. /key badges on a daily basis.

### **During the Day:**

1. Greet your students as they enter the classroom. Be professional, friendly, and enthusiastic. This first impression will be remembered throughout the day.
2. Assume the duties of the regular teacher including morning assignments, attendance, and lunch count (if needed) according to school procedures.
3. Be certain that students are properly supervised at all times. At the elementary level, accompany students to and from special classes such as Art, Music, and Physical Education. At the secondary level, stand at the classroom doorway to ensure that students are safe and orderly in the hallway between classes. Do not ever leave students unsupervised.
4. Assume the regular teacher's responsibility for supervision of students in the building, on the grounds, or on field trips. A substitute who accompanies students on a field trip assumes responsibility for the students until they have returned to school and are dismissed.
5. Contact the office in case of emergency, illness, or discipline problems. If discipline problems arise which you are unable to manage, notify the main office immediately for assistance.



6. In any situation, no matter how well managed, emergencies may arise. Accidents, illnesses, administration of medication, and other emergencies should be referred to the principal and/or school nurse.
7. If possible, lock all doors, windows, and cabinets when leaving the room.
8. Correct all work that has been assigned to students, unless otherwise directed by the classroom teacher during your prep period.
9. Good communication between the substitute teacher and the classroom teacher is essential to the students' continuity of learning. Prepare a brief summary for the teacher including information regarding the day's activities making note of any exceptional instances.
10. All substitutes must remain in the building until the end of the school day even if you do not have an assignment the last period of the day.

## **INSTRUCTION**

1. Try to maintain a continuity of lessons by referring back to the last completed day in the plan book if available, and then do a follow-up to the previous lesson. Check with a "buddy teacher" or other teachers of the same grade for additional information about the curriculum and students.
2. Check with the office to see if the classroom teacher has left instructions. Obtain the permission of the principal before telephoning the teacher.
3. Accumulate your own prepared materials (a "survival kit"), including materials such as math worksheets or problems, creative writing exercises, and educational games.
4. Enlist the help of staff members and the cooperation of students. Some students may be upset by the absence of the classroom teacher and a departure from the regular routine. Let them know that some things may be done differently that day. Ask them for their cooperation.
5. If lesson plans are not available in the classroom, please contact the main office to see if lessons plans were faxed or e-mailed to the school.

## **GENERAL PROCEDURES**

### **ACCIDENTS**

In the event of an accident involving students or any other staff members, the main office must be notified immediately. First aid treatment is limited to the protection of life, comfort, and the prevention of fear in the patient. Any other procedures must wait until authorized persons take charge.

Where severe injury is present, the patient should not be moved by anyone except a physician.

Accident report forms are to be obtained from the nurse's office and completed immediately following an accident or injury.

### **FIRST AID PROCEDURE**

The following information has been taken from memos which have been sent to school administrators and school personnel by the State Education Department. It might be of some help to you in the future when you have a decision to make.

### **RESPONSIBILITY OF SCHOOL AUTHORITIES FOR FIRST AID CARE OF SCHOOL EMERGENCIES:**

It has come to the attention of this office that considerable pressure has been exerted upon school nurses and other school employees to go beyond their legal duty and apply second dressings, and also to care for injuries which were incurred at home or elsewhere other than at school.

As employees of the Board of Education, school nurses and other teachers are responsible for first aid care of school children who are injured or become ill while under school supervision.

**FIRST AID IS TREATMENT THAT WILL PROTECT THE LIFE AND COMFORT OF A CHILD UNTIL AUTHORIZED TREATMENT IS SECURED AND IS LIMITED TO FIRST AID TREATMENT ONLY, following which the child is to be placed under the care of his parents, upon whom rests the responsibility for subsequent treatments.**

Boards of Education, as corporate bodies, are not authorized to provide medical or dental care, beyond first aid, regardless of how worthwhile such services may be to the individual child.

Responsibility for providing medical care and relief beyond first aid is strictly the obligation of the parent.

## INTERNAL MEDICATION BY SCHOOL PERSONNEL

School nurses, principals and the school personnel are constantly being asked to dispense internal medications such as aspirin tablets to school children and to school personnel. Compliance with such requests, in addition to being contrary to good health practices, is contrary to statutory regulations as outlined in the Nurse Practice Act and provisions of State Education Law.

Boards of Education are corporate bodies chartered by the State to provide education in all its phases to children. They do not have the right to practice medicine or dentistry, regardless of the value of such services to the recipients. In addition, such practices place the nurse in the position of making a diagnosis and prescribing, which is contrary to the Education Law.

The school physician, when serving as an employee of the Board of Education, should confine his/her treatment to first aid measures. If internal medication is prescribed by the school physician, it should only be after consultation with the parent and on their authorization to treat the child as a private patient.

Under certain unusual circumstances, when it is necessary for the child to take internal medication during school hours, the nurse may cooperate with the family physician and the parents. If the parents submit a written request from the family physician in which he indicated the frequency and dosage of a prescribed medicine, then the school nurse may administer this medication during the school hours.

These requests by the child or adult should be utilized by the school nurse to point out the dangers of self-medication and proper methods of caring for one's health and the development of sound health attitudes. They should be positive learning experiences rather than offering opportunities for creation of frustrating situations.

Difficulties may ensue when these requirements are not followed, in as much as the question of negligence could arise if any personal illness or injury follows. We bring this matter to your attention only to avoid the development of such unpleasant situations. **If a child shows you medication, contact the school nurse and let her know.**

## CAFETERIA & RECESS DUTY

You may be asked to supervise students in the cafeteria for a period of the day. Please ask the building secretary for specific details. If this is an additional coverage, please complete a payroll coverage form.

## CARE OF CLASSROOM AND SCHOOL PROPERTY

Keeping the school and equipment in excellent condition is not a function of custodians alone. It is a responsibility that must be shared by students, staff members and all others who use the facility. It is a responsibility that is based upon pride. Staff members can strengthen student pride by example, and by frequent mention of and proper use of the facilities. You can exercise vigilance by making frequent exploratory and inspection visits to gathering places that are sometimes the scene of thoughtless destruction.

Teachers should follow these practices:

1. Keep floors clear of all litter.
2. Check to see that windows are closed and locked at the end of the school day.
3. Turn off lights at all times when it is not necessary to use them.
4. Properly store any food items.

### **CHILD ABUSE AND NEGLECT**

Pursuant to applicable law, any school official which includes, but is not limited to, school teacher, school guidance counselor, school psychologist, school social worker, school nurse, school administrator, or other school personnel required to hold a teaching or administrative license or certificate, who has reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment will report this to the New York State Child Abuse and Maltreatment Register and immediately notify the Building Principal. Any such report made by the school official must include the name, title, and contact information for every staff person of the school believed to have direct knowledge of the allegations in the report. Once the school official makes the initial report, the **Building Principal** will be responsible for all subsequent administration necessitated by the report. Only one report regarding the suspected abuse must be issued from the District.

Please refer to board policy 5460 - "Child Abuse in a Domestic Setting" for additional information.

### **DISCIPLINE**

A substitute teacher should use classroom management techniques that minimize behavior problems. Especially note class rules and procedures posted in the classroom. Student record sheets should be utilized prior to referring a student to the Assistant Principal. In the event that a student would need to be removed from a classroom, the following steps should be taken:

#### **STUDENT SENT TO THE OFFICE:**

1. Student is instructed by teacher to "report to the main office".
2. Call the main office first and alert them, an administrator can come to the classroom if possible.
3. If this is not possible, the teacher will send him/her to the office, with another student, a note indicating the nature of the behavior that prompted the removal of the student from the class.
4. Review specific building procedures with the building administration.

**Do not send a student out of class except as an extreme measure.**

## **LOST AND FOUND**

Materials found in the building should be taken to the Lost and Found table. This will vary from school to school. Students who have lost articles should go to this area to claim missing items. Items of value such as jewelry, eyeglasses, etc. should be sent to the Main Office. Students who have lost items of such value should be sent to the Main Office to claim them. Items lost or found on a student's bus may be retrieved by their parent at the Transportation Office between 5:00 AM to 9:30PM.

## **MONEY COLLECTIONS**

All funds collected by teachers should be put into containers, labeled clearly, and brought to the main office to be put in the safe. **Do not leave money or valuables in your room.**

## **PARKING**

Staff parking varies by building. Please check with the Main Office for staff parking areas. Please do not park along the driveway or curbs.

## **SMOKING**

In accordance with the Brewster Board of Education policy, there is **no smoking** on the grounds or in the buildings of the Brewster Central School District.

## **TELEPHONES**

Teachers requiring the use of a telephone for school business should use the one provided for that purpose in the Faculty Room. **PLEASE DO NOT USE THE TELEPHONES IN THE MAIN OFFICE.**

## **EMERGENCY SCHOOL CLOSINGS**

If school is closed due to inclement weather or other reasons, substitute teachers will need to tune into the following radio stations that will make special announcements when school is closed.

WAXB	105.5 FM	WLAD 800 AM
WDAQ	98.3 FM	WPUT 1510 AM
WHUD	100.7 FM	WFAS 1230 AM/103.9 FM

Announcements will also be made on Cable Channel 22 and on our website: [www.brewsterschools.org](http://www.brewsterschools.org).

The district will also record a message on a voice mailbox. Call (845) 279-8000 and dial 6128 to hear this message.

## **CLASSROOM CLIMATE AND MANAGEMENT**

Developing and maintaining student cooperation and involvement in classroom activities is an important component in effective classroom management. Recent research indicates that successful classroom management includes responding effectively to problems and preventing them from occurring. In general, effective classroom managers:

- Give clear directions and information
- Frequently state desired attitudes and behavior
- Provide activities and assignments with higher levels of student success
- Present clear expectations for work standards
- Provide consistent responses to appropriate and inappropriate student behavior
- Frequently use classroom rules and procedures in dealing with behavior problems

An effective substitute teacher quickly establishes expectations for student performance, arranges activities for high-at-task student activity, continually monitors student performance, and establishes positive rapport with students.

Safety and order are paramount considerations. Advice or assistance from the principal of the school should be sought if concerns arise.

## **SUGGESTIONS FOR CLASSROOM MANAGEMENT**

The following items are provided to help facilitate an enjoyable and successful substitute teaching experience for you and your students.

1. Successful classroom management is based on mutual understanding through honest, open communication and respect.
2. Self-confidence, self-knowledge, resilience, initiative, and resourcefulness are important characteristics of a successful classroom manager.
3. Set the stage for a successful substitute teaching experience by being prompt, neat, patient, honest, flexible, enthusiastic, and accepting.
4. Review the day's schedule and become familiar with related activities. When the students arrive, introduce yourself and write your name on the board. Try to call students by their names by referring to a seating chart or by using name tags.

5. Teach what the teacher asked you to cover. Keep the students busy for the entire period. If you do not understand the notes left by the teacher as to how the lesson should proceed, ask another teacher of the same grade or subject area for further information. You should convey to students that what you are asking them to do is as important as the work their classroom teacher would be asking them to do at that time.
6. Vary your instruction so that it is relevant, diversified, and interesting.
7. If discipline problems arise which you are unable to manage, contact the building principal for assistance.
8. Provide “risk-free” student response opportunities in which students are not afraid to respond and participate. In a “risk-free” environment, the student is praised for answering a question, even if the answer is incorrect. Do not dwell on the incorrect answer. Rephrase or redirect the question.
9. In summary, remember these basic premises of good classroom management:
  - Respond positively to appropriate behavior.
  - Keep students on task.
  - Circulate around the room while you are teaching.
  - Do not labor on inconsequential, inappropriate behavior.
  - Do be consistent and firm in your expectations.

**Brewster High School**  
**845-279-5051**

*Ms. Nichole Horler, Principal, Ext. 1114*  
*Mr. Carlos Rodriguez, Principal, Ext. 1137*  
*Ms. Danielle Sullivan Assistant Principal, Ext. 1128*  
*Mrs. Ciotola, School Nurse, Ext. 1124*  
*Time: 7:50 – 2:20*

**OFFICE STAFF**

Ms. Jennifer Lynch, Principal’s Secretary  
Ms. Taryn Bottge, Asst. Principal’s Secretary  
Ms. Denise Doherty, Asst Principal’s Secretary  
Ms. Gina Kelly, Student Services Secretary  
Ms. Shirley Ciotola, School Nurse  
Ms. Terri Ann Lisa, School Nurse  
Ms. Judy Cirocco, Attendance Aide

**BELL SCHEDULE**

7:50 – 8:29 Period 1  
8:33 – 9:16 Period 2  
9:20 – 9:59 Period 3  
10:03 – 10:42 Period 4  
10:46 – 11:25 Period 5  
11:29 – 12:08 Period 6  
12:12 – 12:52 Period 7  
12:56 - 1:36 Period 8  
1:40 – 2:20 Period 9

**PLC FRIDAY BELL SCHEDULE**

8:44 - 9:18	Period 1
9:22 – 9:56	Period 2
10:00-10:34	Period 3
10:38-11:12	Period 4
11:16-11:50	Period 5
11:54-12:27	Period 6
12:31-1:04	Period 7
11:08-1:42	Period 8
1:46-2:20	Period 9

**ABSENCE OF STUDENT FROM SCHOOL**

Each teacher is responsible for maintaining accurate student attendance records. Class attendance is to be kept in each teacher’s record book.

**PASS SYSTEM**

Students are expected to be in assigned rooms at all times. Any student leaving a room must have a pass from a teacher. Teachers will be supplied with printed passes, and must keep them in a secure place. Teachers are asked to cooperate in limiting the number of students in the corridors. Students should not be allowed to leave classes except in an emergency. **STUDENTS ARRIVING TO CLASS WITHOUT A PASS SHOULD NOT BE SENT BACK TO THE POINT OF ORIGIN OR TO THE MAIN OFFICE TO OBTAIN A PASS.** Please question the lateness and verify the student’s reason at the conclusion of class or at the first opportunity within the same school day.



### **HALL DUTY**

It is expected that teachers assigned to cafeteria and/or recess duty maintain a high degree of visibility. Teachers are to circulate about the area, making sure students are aware of their presence. It is critical that teachers are on time for these supervisory responsibilities.

### **MAILBOXES**

Faculty mailboxes are located in the Main Office Mailroom. Please check the mailbox before school, and before leaving the building at the end of the day. **DO NOT SEND STUDENTS TO YOUR MAILBOX AT ANY TIME.**

**Henry H. Wells Middle School**  
**845-279-3702**

*Mr. John Clark, Principal, Ext. 2122*  
*Ms. Christian DeJesus, Assistant Principal, Ext. 2154*  
*Mr. Donna Pryce, Dean of Students, Ext. 2134*  
*Erin Hecht, School Nurse, Ext. 2128*  
*Time: 7:36 – 2:36*

**OFFICE STAFF**

Ms. Jennifer Cormier, Principal’s Secretary  
 Ms. Alisa Ferrara, Asst. Principal’s Secretary  
 Ms. Tina Aulabaugh, Main Office Secretary  
 Ms. Ellen Quinn, School Nurse  
 Ms. Erin Hecht, School Nurse  
 Ms. Patricia Kaufman, Attendance Aide  
 Ms. Sarah Russo, Attendance Aide

**BELL SCHEDULE**

<i>6<sup>th</sup> Grade</i>		<i>7<sup>th</sup> Grade</i>		<i>8<sup>th</sup> Grade</i>	
<i>7:36 Warning Bell</i>		<i>7:36 Warning Bell</i>		<i>7:36 Warning Bell</i>	
Period 1	7:36 – 8:24	Period 1	7:39 – 8:24	Period 1	7:39 - 8:24
Period 2	8:27 – 9:08	Period 2	8:27 – 9:08	Period 2	8:27- 9:08
Period 3	9:11 – 9:52	Period 3	9:11 –9:52	Period 3	9:11 – 9:52
Period 4	9:55-10:36	Period 4	9:55 - 10:36	Period 4	9:55 – 10:36
Period 5	10:39 – 11:09 11:12-11:40 (Lunch/SSR)	Period 5	10:39 – 11:20	Period 5	10:39 – 11:20
Period 6	11:43-12:24	Period 6	11:23 – 11:53 11:56-12:24 (Lunch/SSR)	Period 6	11:23 – 12:04
Period 7	12:27 – 1:08	Period 7	12:27 – 1:08	Period 7	12:07 – 12:37 12:40-1:08 (Lunch/SSR)

<i>6<sup>th</sup> Grade</i>	<i>7<sup>th</sup> Grade</i>	<i>8<sup>th</sup> Grade</i>
Period 8      1:11 – 1:52	Period 8      1:11 –1:52	Period 8      1:11 – 1:52
Period 9      1:55 - 2:36	Period 9      1:55 – 2:36	Period 9      11:55 – 2:36
After School	After School	After School
2:39-3:20	2:39-3:20	2:39-3:20

**ABSENCE OF STUDENT FROM SCHOOL**

Each teacher is responsible for maintaining accurate student attendance records. Class attendance is to be kept in each teacher’s record book and logged in Infinite Campus.

**DETENTION OF STUDENTS – EXTRA HELP**

Teachers may detain students after school. Students are to be instructed to notify their parents of assigned detention. No student shall be detained until parents have been notified (24 hours in advance). Detention must be for the entire length of the extra-curricular activities period. **Teachers must give students a signed bus pass – NOT THE MAIN OFFICE.** Detention notices are available in the main office. Principal’s detention will be assigned by administrators only.

**DUTY/BUS**

Morning – Outside Duty (Time: 7:15 a.m.)

1. Teacher(s) is to remain outside until the buses are unloaded.
2. Parents will begin drop-off at 7:20 a.m.
3. See that students are not permitted to leave buses before 7:29 a.m.
4. Supervise orderly unloading of buses.
5. See that students go directly into the building.
6. Prevent running and other hazardous or boisterous behavior.

Afternoon – Outside Duty (Time: Until Buses Leave)

1. Teachers should be positioned outside in the bus loading area by 2:29 p.m.
2. Supervise orderly loading of bus.
3. Prevent running or other hazardous or boisterous behavior.
4. Advise bus drivers when all children are out of the building and give them permission to leave.

**HALL REGULATIONS**

Students are to walk in the halls at all times. Passing time for all students is three (3) minutes. Students that are in the halls during class time need to have a pass.

## **HOMEWORK POLICY GUIDELINES**

The Wells Middle School site-based committee developed the following homework guidelines for teachers, parents, and students.

### **A. Teacher Responsibility**

1. The teacher is expected to be clear about what is required for homework and what the criteria is for evaluating the completed work. The teacher should assign relevant homework assignments that either reinforce or expand the work done in the classroom.
2. The teacher is expected to inform parents if homework is consistently not completed. After two missed assignments, it is advisable to notify parents.
3. Teachers should provide students with feedback on homework assignments.

### **B. Student Responsibility**

1. It is the student's responsibility to complete homework to the best of their ability. It should be done punctually.
2. The student should provide quality products.
3. The student should make the teacher and/or parent aware of any difficulties.

### **C. Parent Responsibility**

1. Parents should provide an environment that facilitates effective homework/study time.
2. Parents should communicate with teachers first as concerns develop.

## **PASS SYSTEM**

Students are expected to be in assigned rooms at all times. Any student leaving a room must have a pass from a teacher. Teachers will be supplied with printed passes, and must keep them in a secure place. Teachers are asked to cooperate in limiting the number of students in the corridors. Students should not be allowed to leave classes except in an emergency. **STUDENTS ARRIVING TO CLASS WITHOUT A PASS SHOULD NOT BE SENT BACK TO THE POINT OF ORIGIN OR TO THE MAIN OFFICE TO OBTAIN A PASS.** Please question the lateness and verify the student's reason at the conclusion of class or at the first opportunity within the same school day.

**C.V. STARR INTERMEDIATE SCHOOL**

**845-279-4018**

*Ms. Maggie McCabe-Andriello, Principal, Ext. 3112*

*Mr. Keith Allen, Jr., Assistant Principal, Ext. 3117*

*Ms. Elizabeth Cullen, School Nurse, 3115*

*Time: 8:45 – 3:15*

**OFFICE STAFF**

Ms. Kristin Field, Principal's Secretary

Ms. Lori Wiltse, Asst. Principal's Secretary

Ms. Laura Tallarico, Attendance Aide

Ms. Christine Rice, Computer Aide

Ms. Carissa Laufman, Clerical Aide (PT)

**ABSENCE OF STUDENTS FROM SCHOOL**

Each teacher is responsible for submitting accurate student attendance records. A form will be provided by the main office for attendance. Attendance will be taken for grades all grades at the beginning of each period. Please list the absentee students and place the folder outside your classroom door for collection. Please send student pick-up letters to the office with your attendance.

**ASSEMBLIES**

Assemblies will be held whenever they are educationally sound and productive.

The following procedure will be in use for assembly programs:

1. Classes are to be in the auditorium (which is located in Henry H. Wells Middle School) at the time previously announced for the start of the assembly program.
2. Teachers will spread out, sit amongst the students and assist in creating/maintaining a respectful audience.
3. Directives for an orderly dismissal will be given at the end of the program.

**CLASSES TRAVELING THROUGHOUT THE BUILDING**

**All classes must be escorted both to and from Art, Music, Physical Education, Library, lunch, recess and dismissal.** Please do not allow classes to travel within the building unescorted. Students traveling to and from classrooms located within the same hallway can be monitored from the doorway. Please make certain all students are delivered to and picked up from specials and recess on time. All students should be prepared to dismiss **no later** than 3:05 p.m. **Do not dismiss prior to an announcement over the P.A.**

**STUDENT SENT TO THE OFFICE:**

1. Student is instructed by teacher to “report to the main office”.
2. The teacher will contact the Main Office before sending the student with a note indicating the nature of the behavior that prompted the removal of the student from the class and will indicate need for immediate attention or later conference.

**Do not send a student out of class except as an extreme measure.**

**DUTY/BUS**

**MORNING/OUTSIDE DUTY – TIME: 8:40 A.M.**

Meet buses at 8:40 a.m. Have students report directly to their classrooms.

1. Teacher(s) is to remain outside until buses are unloaded.
2. Supervise orderly unloading of buses.
3. See that students go directly into the building.
4. Prevent running and other hazardous or boisterous behavior.

**LESSON/SAFETY PLANS**

Lesson plan folders should be accessible on the teacher’s desk. In the event that the folder is not available, please check with the other teacher(s) on your team.

**PARKING**

Staff parking is provided in the area in front and rear of the building. Additional parking is available at the District Office. Please do not park along the driveway or curbs.

**STUDENT PICK-UP**

Students who bring in a pick-up note in the morning should be sent to the cafeteria for pick up at dismissal. If a student is being picked up at dismissal and the parent/guardian has not sent in a note, that student will be called to the Main Office at dismissal. **PARENTS/GUARDIANS ARE NOT TO PICK UP STUDENTS DIRECTLY FROM CLASSROOMS. ALL STUDENTS MUST BE SIGNED OUT IN EITHER THE CAFETERIA OR THE MAIN OFFICE.**

**John F. Kennedy Elementary School**  
**845-279-2087**

*Dr. Frank Zamperlin, Principal, Ext. 4116*  
*Mr. John Conroy, Assistant Principal, Ext. 4114*  
*Mrs. Cindy Lockwood, School Nurse, Ext. 4122*  
*Time: 9:00am - 3:30pm*

**OFFICE STAFF**

Ms. Susan Danvin, Principal's Secretary  
Ms. Barbara Augugliaro, Asst. Principal's Secretary  
Joanne Matthews, Attendance

**ABSENCE OF STUDENTS FROM SCHOOL**

Each teacher is responsible for submitting accurate student attendance records. Attendance will be taken first thing in the morning. When a student is absent, date and mark the student roster located in the Attendance Folder. Send the attendance folder to the attendance office once attendance is taken. (Please send student pick-up letters to the office with your attendance).

**ASSEMBLIES**

Assemblies will be held whenever they are educationally sound and productive.

The following procedures will be in use for assembly programs:

1. Classes will report to designated area of building where assembly will be held when instructed.
2. Teachers will spread out, sit amongst the students and assist in creating/maintaining a respectful audience.
3. Directives for an orderly dismissal will be given at the end of the program.

**CLASSES TRAVELING THROUGHOUT THE BUILDING**

**All classes must be escorted both to and from Art, Music, Physical Education, Library, lunch, recess and dismissal.** Please do not allow classes to travel within the building unescorted. Students traveling to and from classrooms located within the same hallway can be monitored from the doorway. Please make certain all students are delivered to and picked up from specials and recess on time. All students should be prepared to dismiss **no later** than 3:20 p.m. **Do not dismiss prior to an announcement over the P.A.**

**STUDENT SENT TO THE OFFICE:**

1. Student is instructed by teacher to "report to the main office".

2. The teacher will contact the Main Office before sending the student with a note indicating the nature of the behavior that prompted the removal of the student from the class and will indicate need for immediate attention or later conference.

**Do not send a student out of class except as an extreme measure.**

### **LESSON/SAFETY PLANS**

Lesson plan folders should be accessible on the teacher's desk. In the event that the folder is not available, please check with the main office or teacher in classroom next door.

### **PARKING**

Staff parking is provided in the area in front of the building.

### **STUDENT PICK-UP**

Students who bring in a pick-up note in the morning should be sent to the cafeteria for pick up at dismissal (please forward all notes to Attendance Office in the morning). If a student is being picked up at dismissal and the parent/guardian has not sent in a note, that student will be called to the Main Office at dismissal. **PARENTS/GUARDIANS ARE NOT TO PICK UP STUDENTS DIRECTLY FROM CLASSROOMS. ALL STUDENTS MUST BE SIGNED OUT IN EITHER THE CAFETERIA OR THE MAIN OFFICE.**

### **MAILBOXES**

Faculty mailboxes are located in the Faculty Room. Please check the mailbox before school, and before leaving the building at the end of the day. **DO NOT SEND STUDENTS TO YOUR MAILBOX AT ANY TIME.**