

SYRACUSE CITY SCHOOL DISTRICT

# 2023-2024 Substitute Educator HANDBOOK



725 Harrison Street, Syracuse, NY 13210 | (315) 435-4499  
[www.syracusecityschools.com](http://www.syracusecityschools.com)



**BOARD OF EDUCATION**

As approved by the Board of Education at the Special Meeting on May 9, 2023, the **Board of Education Officers** are as follows:

**PRESIDENT:** Tamica Barnett  
**VICE PRESIDENT:** Katie Sojewicz  
**COMMISSIONERS OF EDUCATION:** Twiggy Billue  
Nyatwa Bullock  
Karen Cordano  
Mark D. Muhammad, Ed.D.  
Dan Romeo

**ADMINISTRATIVE STAFF:** Anthony Davis, Superintendent  
Pamela Odom, Deputy Superintendent  
Britt Britton, Chief Academic Officer  
Robert DiFlorio, Ed.D., Chief Operations Officer  
Laura Kelley, Ed.D., Chief of Student Support Services  
Timothy Moon, Chief Accountability Officer  
Scott Persampieri, Chief Human Resources Officer  
Michael Puntschenko, Chief Financial Officer  
Monique Wright-Williams, Chief of Staff

**NOTICE OF NON-DISCRIMINATION**

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

Inquiries regarding the District’s non-discrimination policies should be directed to:

Civil Rights Compliance Officer  
Syracuse City School District  
725 Harrison Street • Syracuse, NY 13210  
(315) 435-4131

Email: [CivilRightsCompliance@scsd.us](mailto:CivilRightsCompliance@scsd.us)

**Handbook created by: Office of Human Resources**

**Planning For 2023-2024 SY**

Student Start & End Times	Schools	Staff Hours
<p>Schools at 7:25 am – 1:55 pm</p> <div style="border: 1px solid blue; border-radius: 15px; padding: 5px; width: fit-content; margin: 10px auto;"> <p>NOTE: ½ Day Student Dismissal time: 10:00 AM</p> </div> <p>HS Bldgs. at 7:25 am – 1:59 pm</p>	<p>Franklin Frazer HW Smith Oasis (Alternative)</p> <p>Brighton Clary ELMS Grant Lincoln STEM at Blodgett McCarthy (Alternative)</p> <p>Corcoran Henninger ITC PFLA Nottingham PSLA</p>	<p>Staff half day is 3.5 hours.</p> <p>7:15 am – 2:45 pm (PLT/PD/Student Support/Committee Meetings time from 2:15 pm – 2:45 pm)</p> <p><u>MIDDLE SCHOOLS</u> 7:10 am – 2:40 pm (PLT/PD/Student Support/Committee Meetings time is 2:10pm – 2:40pm)</p> <p><u>HIGH SCHOOLS</u> 7:15 am – 2:45 pm (PLT/PD/Student Support/Committee Meetings time is 2:15 pm – 2:45pm)</p>
<p>Schools at 8:20 am – 2:50 pm</p> <div style="border: 1px solid blue; border-radius: 15px; padding: 5px; width: fit-content; margin: 10px auto;"> <p>NOTE: ½ Day Student Dismissal time: 11:00 AM</p> </div>	<p><u>Option A</u> Delaware Ed Smith LeMoyne Porter Webster Salem Hyde</p> <p><u>Option B</u> Huntington Latin Roberts</p> <p><u>Option C</u> Elmcrest</p>	<p><u>Option A</u> 7:40 am – 3:10 pm (PLT's/PD/Student Support/Committee Meetings from 7:40 am – 8:10 am)</p> <p><u>Option B</u> 7:35 am – 3:05 pm (PLT Meetings from 7:35 am – 8:05 am)</p> <p><u>Option C</u> 7:45-3:15</p>
<p>Schools at 9:15 am – 3:45 pm</p> <div style="border: 1px solid blue; border-radius: 15px; padding: 5px; width: fit-content; margin: 10px auto;"> <p>NOTE: ½ Day Student Dismissal time: 12:00 PM</p> </div>	<p>Bellevue Dr. Weeks McKinley Meachem Seymour STEAM Dr. King Van Duyn</p>	<p>8:30 am – 4:00 pm (PLT's/PD/Student Support/Committee Meetings from 8:30 – 9 am)</p>

Updated 10.16.2023

**2023-2024 School Times**

School	Type	Principal	Staff Start Time	Staff End Time	Length of Day	Student Start Time	Student End Time	Length of Day
Bellevue	PK-5	Lessie Williams	8:30 AM	4:00 PM	7:30	9:15 AM	3:45 PM	6:30
Delaware	PK-5	Moshiena Faircloth	7:40 AM	3:10 PM	7:30	8:20 AM	2:50 PM	6:30
STEAM Dr. King	PK-5	Kuricheses Alexander	8:30 AM	4:00 PM	7:30	9:15 AM	3:45 PM	6:30
Dr. Weeks	PK-5	Diane Vitello	8:30 AM	4:00 PM	7:30	9:15 AM	3:45 PM	6:30
Franklin	PK-5	Kimberly Coyne	7:15 AM	2:45 PM	7:30	7:25 AM	1:55 PM	6:30
LeMoyné	PK-5	Rebecca Chynoweth	7:40 AM	3:10 PM	7:30	8:20 AM	2:50 PM	6:30
McKinley	PK-5	Eric Patterson	8:30 AM	4:00 PM	7:30	9:15 AM	3:45 PM	6:30
Meachem	PK-5	James Dow	8:30 AM	4:00 PM	7:30	9:15 AM	3:45 PM	6:30
Porter	PK-5	Lisa Quinones-Sherman	7:40 AM	3:10 PM	7:30	8:20 AM	2:50 PM	6:30
Seymour	PK-5	James Nieves	8:30 AM	4:00 PM	7:30	9:15 AM	3:45 PM	6:30
Van Duyn	PK-5	Amanda Shepherd	8:30 AM	4:00 PM	7:30	9:15 AM	3:45 PM	6:30
Webster	PK-5	Dawn Kivlehan	7:40 AM	3:10 PM	7:30	8:20 AM	2:50 PM	6:30
Salem Hyde	PK-6	Becky Groat	7:40 AM	3:10 PM	7:30	8:20 AM	2:50 PM	6:30
Ed Smith	PK-5	Samuel Barber	7:40 AM	3:10 PM	7:30	8:20 AM	2:50 PM	6:30
Ed Smith	6-8	Samuel Barber	7:40 AM	3:10 PM	7:30	8:20 AM	2:50 PM	6:30
Frazer	PK-5	Latrina Brumfield	7:15 AM	2:45 PM	7:30	7:25 AM	1:55 PM	6:30
Frazer	6-8	Latrina Brumfield	7:15 AM	2:45 PM	7:30	7:25 AM	1:55 PM	6:30
HW Smith	PK-8	Theresa Haley	7:15 AM	2:45 PM	7:30	7:25 AM	1:55 PM	6:30
Huntington	PK-5	Daniel Killenbec	7:35 AM	3:05 PM	7:30	8:20 AM	2:50 PM	6:30
Huntington	6-8	Daniel Killenbec	7:35 AM	3:05 PM	7:30	8:20 AM	2:50 PM	6:30
Roberts	PK-5	Dr. Sharon Archer	7:35 AM	3:05 PM	7:30	8:20 AM	2:50 PM	6:30
Roberts	6-8	Dr. Sharon Archer	7:35 AM	3:05 PM	7:30	8:20 AM	2:50 PM	6:30
Latin	PK-5	Chelsey D'Eredita	7:35 AM	3:05 PM	7:30	8:20 AM	2:50 PM	6:30
Latin	6-8	Chelsey D'Eredita	7:35 AM	3:05 PM	7:30	8:20 AM	2:50 PM	6:30
Clary	6-8	Jason Rutkey	7:10 AM	2:40 PM	7:30	7:25 AM	1:55 PM	6:30
Brighton	6-8	Peter Neeves	7:10 AM	2:40 PM	7:30	7:25 AM	1:55 PM	6:30
ELMS	6-8	Kevin Burns	7:10 AM	2:40 PM	7:30	7:25 AM	1:55 PM	6:30
Grant	6-8	Doug Kasouf	7:10 AM	2:40 PM	7:30	7:25 AM	1:55 PM	6:30
Lincoln	6-8	Alison Dupree	7:10 AM	2:40 PM	7:30	7:25 AM	1:55 PM	6:30
STEM Blodgett	6-8	Harry Valentin	7:10 AM	2:40 PM	7:30	7:25 AM	1:55 PM	6:30
Corcoran	9-12	Daniel Straub	7:15 AM	2:45 PM	7:30	7:25 AM	1:59 PM	6:34
PSLA @ Fowler	9-12	Richard Romeo	7:15 AM	2:45 PM	7:30	7:25 AM	1:59 PM	6:34
Henninger	9-12	Dana Cole	7:15 AM	2:45 PM	7:30	7:25 AM	1:59 PM	6:34
ITC	9-12	James Natoli	7:15 AM	2:45 PM	7:30	7:25 AM	1:59 PM	6:34
Nottingham	9-12	Andrew Nolan	7:15 AM	2:45 PM	7:30	7:25 AM	1:59 PM	6:34
Elmcrest	Alt	Katrina Allen-White	7:45 AM	3:15 AM	7:30	8:40 AM	2:40 PM	6:00
PFLA	Alt	Daniel Evans	7:15 AM	2:45 PM	7:30	7:25 AM	1:55 PM	6:30
McCarthy	Alt	Andrew Davis	7:10 AM	2:40 PM	7:30	7:25 AM	1:55 PM	6:30
Oasis	Alt	Antonio Herrera	7:15 AM	2:45 PM	7:30	7:25 AM	1:55 PM	6:30

# Syracuse City School District Substitute Teacher Handbook



## SYRACUSE CITY SCHOOL DISTRICT

**Superintendent's Office**  
725 Harrison Street, Syracuse, NY 13210  
Phone (315) 435-4161 Fax (315) 435-4015

**Anthony Q. Davis**  
Superintendent of Schools  
Main Switchboard: (315) 435-4499

### SCHOOL PHONE NUMBERS AND ADDRESSES

Loc. Code	School	Phone	Grade	Address	Zip	Principal/Director	Email
016	Bellevue Elem	435-4520	PK-5	530 Stolp Ave.	7	Lessie Williams	LWilliams2@scsd.us
321	Brighton Academy	435-4535	6-8	309 W. Brighton Ave.	5	Peter Neeves	PNeeves@scsd.us
008	Clary Middle	435-4411	6-8	100 Amidon Dr.	5	Jason Rutkey	JRutkey@scsd.us
007	Corcoran High	435-4321	9-12	919 Glenwood Ave.	7	Daniel Straub	DStraub@scsd.us
322	Delaware Primary	435-4540	PK-5	900 S. Geddes St.	4	Moshiena Faircloth	MFaircloth@scsd.us
034	Dr. Weeks Elem	435-4097	PK-5	710 Hawley Ave.	3	Diane Vitello	DVitello@scsd.us
045	Ed Smith PK-8	435-4650	PK-8	1106 Lancaster Ave.	10	Samuel Barber	SBarber@scsd.us
027	Elmcrest	435-6244	---	960 Salt Springs Rd.	24	Katrina Allen-White, Ph.D.	KAllenWhite@scsd.us
363	Expeditionary Learning Middle	435-6416	6-8	4942 S Salina St.	10	Kevin Burns	KBurns@scsd.us
024	Franklin Elem	435-4550	PK-5	428 S. Alvord St.	8	Kimberly Coyne	KCoyne@scsd.us
025	Frazer PK-8	435-4555	PK-8	741 Park Ave.	4	Latrina Brumfield	LBrumfield@scsd.us
009	Grant Middle	435-4433	6-8	2400 Grant Blvd.	8	Doug Kasouf	DKasouf@scsd.us
015	H.W. Smith PK-8	435-4490	PK-8	1130 Salt Springs Rd.	24	Theresa Haley	THaley@scsd.us
006	Henninger High	435-4343	9-12	600 Robinson St.	6	Dana Cole	DCole@scsd.us
029	Huntington PK-8	435-4565	PK-8	400 Sunnycrest Rd.	6	Daniel Killenbec	DKillenbec@scsd.us
001	Institute of Tech. at Syracuse Central	435-4300	9-12	258 E. Adams St.	2	James Natoli	ANatoli@scsd.us
013	Lincoln Middle	435-4450	6-8	1613 James St.	3	Alison Dupree	ADupree@scsd.us
MCB	McCarthy at Beard	435-5855	Sp.Ed.	220 W. Kennedy St.	5	Andrew Davis	ADavis@scsd.us
036	McKinley-Brighton Elem	435-4605	PK-5	141 W. Newell St.	5	Eric Patterson	EPatterson@scsd.us
037	Meachem Elem	435-4610	PK-5	171 Spaulding Ave.	5	Kathryne Moulton	KMoulton@scsd.us
033	Montessori at LeMoynes	435-4590	PK-5	1528 LeMoynes Ave.	8	Rebecca Chynoweth	RChynoweth@scsd.us
004	Nottingham High	435-4380	9-12	3100 E. Genesee St.	24	Andrew Nolan	ANolan@scsd.us
OAE	Oasis Academy	435-6226	K-8	1728 South Ave.	7	Antonio Herrera	AHerrera@scsd.us
UPK	PK at PDC	435-4276	PK	1005 Fayette St.	4	TBD	TBD
040	Porter Elem	435-4625	PK-5	512 Emerson Ave.	4	Lisa Quinones-Sherman	LQuinones-Sherman@scsd.us
054	Promising Futures Leadership Academy	435-4135	9-12	573 E. Genesee St.	2	Daniel Evans	DEvans@scsd.us
303	Public Service Leadership Academy	435-4408	9-12	227 Magnolia St.	4	Richard Romeo	RRomeo@scsd.us
042	Roberts PK-8	435-4635	PK-8	715 Glenwood Ave.	7	Dr. Sharon Archer	SArcher@scsd.us
030	Salem Hyde Elem	435-4570	PK-6	450 Durston Ave.	3	Rebecca Groat	RGroat@scsd.us
044	Seymour Elem	435-4645	PK-5	108 Shonnard St.	4	James Nieves	JNieves@scsd.us
320	STEAM @ Dr. King	435-4580	PK-5	416 E. Raynor Ave.	2	Kuricheses Alexander	KAlexander@scsd.us
328	Syracuse Latin PK-8	435-4606	PK-8	345 Jamesville Ave.	10	Chelsey D'Eredita	CDEredita@scsd.us
353	Syracuse STEM @ Blodgett	435-4386	6-8	312 Oswego St.	4	Harry Valentin, Ph.D.	HValentin@scsd.us
049	Van Duyn Elem	435-4660	PK-5	401 Loomis Ave.	7	Amanda Shepherd	AShepherd2@scsd.us
051	Webster Elem	435-4670	PK-5	500 Wadsworth St.	8	Dawn Kivlehan	DKivlehan@scsd.us

**AUGUST 2023**

Syracuse City School District  
School Calendar Digest 2023-24

July 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023 (1T)				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Sept 2023 (19T:18S)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Oct 2023 (21T:21S)				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Nov 2023 (18T:17S)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Dec 2023 (15T:15S)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**AUGUST**  
31 Staff Attendance Day

**SEPTEMBER**  
4 Labor Day  
5 Staff Attendance Days  
6 First Day of Classes

**OCTOBER**  
9 Columbus Day/  
Indigenous Peoples Day

**NOVEMBER**  
7 Staff Attendance Day/  
Election Day  
10 Veterans Day  
22-24 Thanksgiving Recess

**DECEMBER**  
22-29 Holiday Recess

**JANUARY**  
1 Holiday Recess  
15 Martin Luther King Day  
23-26 Regents Exams

**FEBRUARY**  
19-23 President's Day/Winter Recess

**MARCH**  
29 Good Friday

**APRIL**  
10 Staff Attendance Day/  
Eid al-Fitr Holiday for Students  
11-17 NYS 3-8 ELA  
22-26 Spring Break

**MAY**  
7-14 NYS 3-8 Math  
27 Memorial Day

**JUNE**  
4, 14-26 Regents Exams  
19 Juneteenth Observance  
25 Last School Day - ½ day students  
26 Regents Rating Day-Staff Only

School Not in Session
Testing
Staff Attendance Days
Contingency Days

**Unused Snow Days:**  
If 3 remain: April 29, May 24 & May 28  
If 2 remain: May 24 & May 28  
If 1 remain: May 28  
**Total Days:**  
Total Teacher Days: 187  
Total Student Days: 182  
**Board Approved: May 9, 2023**

Jan 2024 (21T:21S)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Feb 2024 (16T:16S)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Mar 2024 (20T:20S)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Apr 2024 (17T:16S)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024 (22T:22S)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Jun 2024 (17T:16S)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Staff are cautioned NOT to commit to any irrevocable break week plans

## Syracuse City School District Substitute Teacher Handbook

Welcome to your assignment as a substitute teacher in the Syracuse City School District! Your time in our district will be both challenging and rewarding.

Your role as a substitute teacher will be to provide quality instruction as well as ensure the safety of all students in your care. You will be an integral part of student learning and achievement. The high standards and accountability expected from our permanently assigned teachers will also be expected from you.

This handbook will help:

- Clarify procedures
- Describe expectations
- Present best practices

Your role will include the following key points:

- Continuation of student learning established by the permanent teacher(s)
- Establish authority and demonstrate confidence
- Procedures in each school and classroom that need to be quickly learned and implemented

You are a valued member of our team, and we wish to support you in your endeavors here. It is our hope that you grow within the district and chose to become a permanent member the Syracuse City School District.

Thank you in advance for your commitment to the Syracuse community.

Sincerely,



Anthony Q. Davis  
Superintendent of Schools

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## **Getting Started:**

The Syracuse City School District is one of the five (5) largest city school districts in New York State. It was established in 1848 and has been in continuous operation since that time. The current number of employees is approximately 5000. The District operates 34 schools including, 13 Elementary, 6 K-8, 6 Middle, 5 High Schools, and 4 Alternative Schools/Programs. Our District serves the educational needs of children residing in the city of Syracuse, which consists of four quadrants: North, South, East, and West.

Today, the district is comprised of thirty-four (34) schools as listed on page 41. The schools service approximately 21,500 students in pre-k through twelfth (12<sup>th</sup>) grade.

Applicants for substitute positions are required to submit online applications via this [Substitute Application](#). Submission of the online application benefits the applicant by immediately making the application accessible to all district administrators.

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

**ID Badge:** Once interviewed, accepted, and hired as a Syracuse City School District substitute teacher, a Personnel Memorandum will be emailed to your SCSD email account which will require a signature. Once the Personnel Memorandum has been signed you will be issued an official photo identification badge by visiting the security department in Central Office room 201 between 8:00am to 3:30pm. This badge must be worn at all times in the SCSD schools.

**Email:** Each substitute will be provided with an SCSD email address. The Office of Human Resources will contact you via email. Please be sure to check your email daily to keep up with important messages and updates. It is a violation of Board Policy [6410](#) to use your SCSD email for personal use. It is to be used only to view and accept assignments related to your substitute teaching position. Questions regarding setup and password assistance please contact (315) 435-6274. Please see page 88 on how to setup your District email.

**Information Changes:** If there are any changes in your personal information (contact number, address, name, W2, etc.), please log into Employee Self-Serve on PeopleSoft and update accordingly. SCSD website > About > Staff Resources > [Intranet](#)

Direct Deposit will need to be updated by the payroll department (315)435-4191.

**Certification:** Certified candidates by the state of New York will receive preference for long-term substitute assignments. Please keep your certification up to date and keep the District informed about new certification you obtain. You should also ensure that the District has official sealed transcripts for all degrees related to your bachelor's and or/Masters. If you have questions regarding certification, contact OCM BOCES (315)433-2628. Additional assistance is also provided on page 93-98.

**Previous Employment Experience:** If you are a certified substitute and are placed in a long-term assignment, you may be eligible to have years added to your SCSD salary calculations based on previous work experience. Previous Employment Verification forms are available at the Office of Human Resources Call Center. A copy of this form is located on page 92. The forms will be completed by you and the previous employer. A job description should be attached as well of the position in which you held.

**Emergency / Inclement Weather Days:** Immediately following notification of a snow day for the district, Frontline will be shut down. You will receive a phone call that the district is closed. Daily substitutes should always watch the local news stations or listen to the local radio stations for information about closings. **Snow days are not paid.**

**Recess Days/Superintendent Days:** Please be aware of the school calendar. Recess Days and Superintendent Days are not paid unless you are in a long-term assignment and have reached your 16th day.

**Individual School Websites:** From the main website on the top there is a link for [schools](#). Additional information regarding each school is located starting on page 42.

**Retirement:** All daily subs and Teaching Assistant subs are eligible to enroll into the NYS Teacher's Retirement System (TRS). Substitutes for other positions are also eligible to enroll in the NYS & Local Retirement System. Please contact the Office of Human Resources Call Center for additional information at (315) 435-4171.

**Resigning:** If at any time you need to resign as a Daily Substitute or Teaching Assistant substitute, please complete a resignation form. This form is located from the main District website < Departments< Human Resources < HR Forms & Documents < **General HR Forms/Documents-Staff** < [Retirement/Resignation Form](#)

**Bargaining Unit Contracts:** Unit 1 and Unit 8 Contracts are located from the main District website > Departments > Human Resources > HR Forms & Documents > [Collective Bargaining Agreements](#)

## **Further Your Future with SCSD:**

**Career Ladder Development:** Offers Units 6, 8, 9, 10 & 11 employees the opportunity to further their education and progress from entry level positions to higher levels of pay, skill, responsibility, or authority.

**Syracuse University Tuition Credit Award:** Offers Unit 1 & 2 employees' tuition credits for those interested in taking classes at SU.

Additional information is located on the main District website > Departments > Human Resources > HR Forms & Documents > **Career Ladder Advancement**  
[Career Ladder Information and Details](#)

**Teacher for Tomorrow – Tuition Reimbursement Programs:** SCSD was awarded a state grant for Teachers of Tomorrow Program.

Additional information is located on the main District website < Departments < Human Resources < HR Forms & Documents < **Career Ladder Advancement**

[Teachers of Tomorrow \(TOT\) - Master Teacher](#)

[TOT - Teacher Recruitment Incentive Program](#)

[TOT - Science, Math & Bilingual Education and ENL](#)

[TOT - Summer in the City](#)

**SU Urban Fellowship Program:** In exchange for a 5-year commitment to teacher in Syracuse City School District benefits for certified teachers of color include:

- Full tuition towards master's degree in education at SU
- Starting salary \$ 53,000
  - Additional pay for prior experience
- Assistance with New York State Teacher Certification Process (up to \$450) for those who possess comparable teacher certification in another state
  - Includes a stipend of \$1500 to assist with expenses

Additional information is located on the Main District website > [Pathways for Teachers | The Syracuse City School District | Syracuse, NY \(syracusecityschools.com\)](#)

**NYU EMAT Program:** The Embedded Master of Arts Teacher Residency Program (EMAT) marries the rigorous technology-enhanced curriculum developed by NYU Steinhardt’s faculty with full-time residencies in the Syracuse City School District.

Residents teach alongside a mentor teacher for a year in a Syracuse City School District (SCSD) school, with a commitment to teach at the SCSD for an additional two years following their year of residence. Residents receive a generous salary and full benefits during their year of residency and learn the craft of teaching through a gradual release model. The course work and fieldwork lead to eligibility for initial teaching certification in New York State and residents will be prioritized for employment at SCSD upon completion.

- 1 Year Program
- 1:1 Mentoring
- Classroom Experience

Additional information is located on the Main District website > [NYU EMAT Program | The Syracuse City School District | Syracuse, NY \(syracusecityschools.com\)](#)

## **Daily Substitute & Sub TA Job Duties**

**Who We Want to Help the Success to Our Students:** Successful SCSD employees are all in for Syracuse students.

### **Substitute Teachers & Substitute Teaching Assistants:**

- Believe strongly that all students can learn at high levels
- Demonstrate commitment to serving urban students, schools, and communities
- Are willing to put the interests of students first
- Actively contribute to a culture of high expectations in schools and the district
- Build the relationships needed to serve our students well
- Work a total of either 7 hours or 8 hours per day, depending on the assigned school
- Report to the school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials and sign out.

**Daily Substitute Teacher Job Duties:** Substitute Teachers lead instruction in assigned classrooms in the absence of regular classroom teachers. Substitute Teachers are responsible for helping students build knowledge and skills according to teacher-planned lessons.

**Specific Duties:** Reporting to the Principal and acting as the teacher for the day, the Substitute Teacher must, at a minimum:

- Lead lessons as prescribed in the plans left by the classroom teacher
- Create a classroom environment that is conducive to learning and grade-level appropriate
- Guide the learning process toward the achievement of curriculum goals and objectives as indicated in plans
- Employ instructional methods and materials that are most appropriate for meeting lesson objectives
- Maintain a neat and orderly classroom
- Perform non-classroom duties usually required of the absent teacher (lunchroom duty, hall monitoring, etc.)
- Follow all school and classroom procedures
- Perform other related duties as directed by Principal or Vice Principal

**Qualifications**

- Bachelor’s degree from an accredited college or university – Request official transcript
- Interest in serving Syracuse City students in various schools and programs
- Ability to accept daily assignments in various SCSD schools and programs

**Substitute Teaching Assistant Job Duties:** Substitute Teaching Assistants support instruction and other student needs in assigned classrooms in the absence of regular Teaching Assistants. Substitute Teaching Assistants provide services to students under the general supervision of a teacher.

**Specific Duties:** Reporting to the Principal and acting as the Teaching Assistant for the day, the Substitute Teaching Assistant must, at a minimum:

- Support instruction as prescribed in the classroom teacher’s lessons
- Work with individual students and/or groups of students on instructional projects
- Assist students in the use of available resources and assist in the development of instructional materials
- Utilize own skills and abilities to assist with programming in languages, arts, crafts, music, and similar subjects
- Assist students with specific health related activities as appropriate
- Assist the teacher in maintaining a classroom environment that is conducive to learning
- Follow all school and classroom procedures
- Perform other related duties as directed by Principal or Vice Principal

**Qualifications**

- High school diploma or GED
- Interest in serving Syracuse City schools and students
- Ability to accept daily assignments in various SCSD schools and programs

### **Reasonable Job Assurance & Day Rate**

This statement is to provide you with reasonable assurance that the Syracuse City School District intends to continue your services as a Substitute after each scheduled holiday /recess breaks.

After each recess, your name will continue to be on the District substitute list. You will be expected to return in the same capacity in which you were employed prior to each recess, unless otherwise notified by the Department of Staff Relations. It is anticipated that sufficient work will be available to you so that you may earn at least 90% of the remuneration earning prior to each break.

### **Daily Substitute Rate of Pay**

**\$170 per day – full day**

### **Substitute Teaching Assistant Rate of Pay**

**\$15.50 per hour**



## **Substitute Employee Management System**



The Substitute Employee Management System is the central operation for substitutes. It is an automated, computerized means to report absences and assign substitutes to cover those absences.

You will register your online account via an invitation that is/was sent to your district email. If your online account was already setup, you will not receive a new invitation. If you do not recall your username or password, from the main screen click Forgot Username or Forgot Password, information will be sent to your district email address. Your phone account is already setup by your phone that we have on file as your current number and PIN is setup automatically. If you do not recall your information this can be found from your online Frontline account. Go to Preferences < Phone Credentials. Your Phone Login ID and PIN is the information you will use over the phone. If your contact information needs to be updated, please update via Employee Self Service.

The Substitute Employee Management System phone number is: (800) 942-3767.

Having problems logging into Frontline call: (315) 435-4404.

Website can be accessed via this link: [Frontline Website](#)

You can also locate the link from our main home page under About < Staff Resources < Frontline Absences & Substitutes.

The system is designed to:

1. Guarantee qualified substitutes are assigned to fill teacher absences
2. Track and compile information on absences and substitute coverage
3. Allow both teachers and substitutes access to the system twenty-four hours per day, seven days per week

The Substitute Employee Management System automatically chooses substitutes to fill absences then places calls to selected substitutes.

You will have the choice to decline jobs. You will still be offered other jobs, both for that day as well as subsequent dates.

**Canceling your assignment:**

If you need to cancel a job for any reason, you must access online or phone system **1 hour prior to the start** of the assignment to make the change. Jobs cannot be canceled via phone app on your smartphone device.

If you are unable to cancel, contact the school directly. If a job is cancelled by the district, you will receive an email to your district email from Frontline. In addition, you will also receive an email when you have been assigned to a job.

When you arrive to your assignment you **must bring your school ID badge, confirmation number from Frontline, teacher name, and subject** available when you sign in. Upon reviewing your assignments teachers/teaching assistants may provide lesson plans and schedules. Review this information as well when you arrive to the building.

**\*\*\*It is important to check your District email daily\*\*\***

## **Substitute Expectations**

**Expectations:** Syracuse City School District’s assumption is that individuals who sign up as a Substitute will make themselves available for as many days, as many positions and as at many schools as possible to maximize SCSD’s coverage and provide the most well-rounded learning experience for our students.

If no assignments are accepted for a period of three months, your employment will be terminated unless you are on a long-term assignment. Should you determine that you are unable to substitute teach, or you are in a long-term assignment for another district that will keep you from subbing with SCSD, complete an online resignation form as noted on page 9.

**Punctuality:** Substitutes are expected to report to duty before the official start of the school day. You will want to allow yourself time to check in to the main office, find the room you will be working in, and review plans left by the teacher. You may also want to inquire about school procedures such as sending students to the nurse, bathroom, or water fountain. The schools in our district begin at different times. Please make sure to remember the starting time given to you when you accept a job. It is expected that you show up at least 15 minutes prior to the start of the school day. See page 3 for listings of the school start and end times. Additional details regarding each school start and end times are located on page 42.

### **Guidance on Dressing Professional and For Success:**

All employees represent the Syracuse City School District; therefore, professional appearance is expected to support a positive educational environment.

- Reflective of an employee’s position as a role model when representing the Syracuse City School District.
- Conducive to the employees’ tasks and/or environment.
- Clothing and apparel that is clean, modest, and safe.

Employees must always consider that their employment places them in the position of role models for students. Employees shall be expected to exhibit a professional image to students, parents, and the community.

**Website Information:** Information about individual schools can be learned through visiting our suite of websites. The main website address is: <http://www.syracusecityschools.com>. At the top of this web page there is a drop-down menu, listing specific schools. By visiting these pages, you will be able to inform yourself about the school you will be working in.

Our expectation is that you will read the Board’s policies, including Great Expectations, Code of Ethics, Conflict of Interest, Electronic Information Acceptable Use, Equal Employment Opportunity, Family Medical Leave Act, Harassment, Intimidation, Bullying or Cyber Bullying, Sexual Harassment and Telephone Service and Use, including Cell Phones and Personal Electronic Devices (PDA). These are accessed via the district website under “About.” They will also be found in your new hire paperwork.

**Fire, Evacuation, Lockdown, Lock Out Drills/Procedures:** Follow the guidelines within each building. Please reference page 98 for guidance on these procedures.

**Parking:** Parking procedures at each school vary. Each school may have marked spots for visitor use (please reference the school page at the end of this handbook). Please make sure you do not park your car in a numbered spot, visitor parking, police parking, reserved or handicap unless you have a pass as well as within the bus path unless you have been given specific permission to do so.

**Social Media:** All substitutes are expected to adhere to professional standards of conduct. The Syracuse City School District provides our students with opportunities to learn through multi-media modalities. These tools are to be used responsibly, by both staff and children and are made available to enrich student learning. Taking pictures and videos of students is strictly prohibited and should never be placed on social media. As well as adding students to your personal media accounts is strictly prohibited. If this information is found there will be consequences to adhere to leading up to and including termination and is a violation of Board Policy [6412](#).

**Electronic Devices:** Cell phones and other electronic devices including laptops should be kept on silent mode and out of sight, except in the case of an emergency. Use of any recording function of any device is prohibited. Similarly, no photos of students or the school are permitted and is a violation of Board Policy [5322](#) & [6410](#).

**Board Policy 5322:** Employees shall not conduct personal calls or text messaging on District landline or wireless service during periods of classroom instruction or when supervising students, or while performing responsibilities associated with their District position; except in case of an emergency. Otherwise, no personal phone calls shall be made or received except during lunch breaks, planning periods, or otherwise out of the presence of students and when not obligated to student supervision duties.

**Board Policy 6410:** Unauthorized or improper use of the SCSD computer systems and network is expressly prohibited. Provide guidance and instruction to student in its use. When using Internet

and other electronic information resources in a school setting, students must be supervised by professional staff of Syracuse City Schools. Access is a privilege, not a right.

**Medical Issues:** Refer all students with injuries (even those that are minor) to the school nurse so that normal school procedures can be followed. Student prescriptions are required to be given to the school nurse by a parent. Do not dispense medication (prescription or over the counter) to any student. Encourage students to wash their hands before meals and after using the bathrooms to reduce germ exposure.

**Lesson Plans:** Please be aware that in most cases, teachers will leave ‘sub plans’ for you. If a teacher has taken the time and energy to write and leave plans for you, we expect that you will follow them. Do your best to complete the assignments/activities with the students and to stay on schedule. If for any reason this is not possible, please note the changes and the reasons (where applicable). Lesson plans may be attached to the sub assignment in Frontline, please take the time to review the plans. If you would like the plans to be printed, please ask the school Office Assistant II to print.

### **FAQ**

- Due to unforeseen circumstances in emergency situations the school may need to change your assignment to fit the needs of the building and students.
- If the teacher you are subbing for has a planning period, the school may need to have you cover another classroom.
- Do not leave early, if the teacher you are subbing for does not have class the last period, please check with the building secretary for an assignment/location to help cover.
- If you are leaving the building for your half-hour lunch, please notify the school secretary when leaving and returned.
- We understand that emergencies happen, if you need to cancel your assignment Frontline will allow you to cancel within 1 hour of the assignment starting. Example: job starts at 8am, cancel by 7am.
  - If you are unable to cancel due to the time, contact the building immediately.
  - If you are unable to reach the building, contact Human Resources 315-435-4171.

## **Confidentiality**

**Confidentiality** refers to your obligation not to disclose or transmit information to unauthorized parties.

**Privacy** is a uniquely personal right that refers to an individual's freedom from intrusion. Protecting privacy means ensuring that confidential information about individuals is not disclosed without their consent.

Syracuse City School District is committed to providing an environment that promotes trust and confidence for staff, students, families, and the greater community. We maintain a respectful workplace that honors those who work, serve, and live in the district.

As a substitute teacher, you will be in a unique position of having access to and being aware of an array of highly sensitive personal, medical, educational and workplace information. You are responsible for upholding high standards.

You are expected to keep student information confidential from all persons except the classroom teacher as well as school administrators, where appropriate. Observations and opinions teachers make during your day should similarly be kept confidential. Please be mindful that you are working with our children and their families. Even seemingly innocuous stories overheard can be misconstrued.

Similarly, you may be exposed to information regarding staff members. Personal and professional information shall also be kept confidential. Your conduct should be guided by integrity, discretion, and dignity for all.

**Family Educational Rights and Privacy Acts (FERPA)** The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules.

**Mandated Reporting of Suspected Child Abuse or Neglect** All teachers, nurses, and administrators who work in public schools are mandated reporters, which means that they are required by law to report suspected cases of child abuse or neglect to Child Protective Services. Recent changes to legislation (§A3053-A) have amended the mandated reporting requirements, which took effect on October 1, 2007.

Under the previous provisions of the mandated reporting law, school personnel who, while performing their professional responsibilities, had reasonable cause to suspect child abuse or

neglect were required by law to inform a school official, who would then contact the New York State Child Abuse and Maltreatment Registry. Under the amended mandated reporting law, “school official” has been specifically defined to include “teachers, guidance counsellors, psychologists, social workers, school nurses, and any other school personnel required to hold teaching or administrative license or certification.”

As a result of this change, individual staff members who are mandated reporters and who have reasonable cause to suspect child abuse or neglect must be the person who directly contacts the New York State Child Abuse and Maltreatment Registry to report the suspected abuse or neglect. After making the report to the New York State Child Abuse and Maltreatment Registry, staff members must then inform the building principal, who is responsible for all subsequent administration necessitated by the report.

The amended mandated reporting law further provides that (1) school districts shall not take any retaliatory personnel action in response to a report being made to the Child Protective Services registry, and (2) school districts shall not impose any conditions, including prior approval or prior notification, upon a staff member who is required to report cases of suspected abuse or neglect.

In the event of suspected child abuse or neglect, staff members who are mandated reporters must contact the New York State Child Abuse and Maltreatment Registry at **1-800-342-3720 or 1-800-635-1522**.

Additional information is on the [Onondaga County Child Protective Services website](#).

**Contact the Office of Human Resources with any questions: 315-435-4171**  
**Syracuse City School District Policy # [7530](#)**

## **Classroom Management**

Effective classroom management will be key to a successful day, both for you and for the students you will serve. If disruptive behavior occurs, be prepared to act appropriately. You will need to familiarize yourself with the rules of the school as well as disciplinary procedures should you need them. Students are relying on you to create a positive atmosphere and safe environment in which best learning can take place. You will want to project confidence and capability.

### **Tips for Promoting Positive Behavior:**

- Focus on your instruction
- Learn student's names as quickly as possible, including saying the name correctly
- Become familiar with the structure and plans for the day
- State your behavior expectations clearly and simply
- Prior to each lesson, post or state the goal of the lesson as well as what you want students to understand
- Make assignments reasonable and clear
- Provide opportunities for each student to feel successful
- Be supportive and encouraging
- Limit time spent on each portion of the lesson to maintain overall structure
- Welcome student participation
- Use names of students whenever possible
- Verbal praise, a smile, a 'thumbs up' go a long way in creating a bond with students
- Be friendly, yet remain professional
- Remain flexible with students and with the time allowances of your daily schedule
- Make sure you have extra grade appropriate materials/worksheets for when students are finished with the required work.



**Board Policy 7550 Dignity for All Students**

The District seeks to create an environment free of harassment, bullying, and discrimination, to foster civility in its schools, and to prevent conduct which is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. The District further prohibits discrimination against students, including, but not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or other students on school property and at school sponsored activities and events that take place at locations off school property. In addition, other acts of harassment, bullying, and/or discrimination which can reasonably be expected to disrupt the education process materially and substantially may be subject to discipline or other corrective action.

Policy Adoption: October 13, 2021

## **Important Questions to Ask Upon Arrival**

1. What are the procedures for fire, lock down, lock out and evacuation drills?
2. Is there a school-wide behavior modification program, including specific terms to use with students?
3. How will I notify the office of absences and/or changes in dismissal?
4. What are the procedures for students requesting to visit the bathroom, water fountain or nurse?
5. What are arrival procedures?
6. What are dismissal procedures?
7. How can I contact the main office when class is in session if necessary?
8. Do I have additional responsibilities such as bus, cafeteria, hall, or homeroom duty?
9. Are there students with medical issues or special education needs in the class I will be working in?
10. If I am subbing a whole day, when is my lunch time?
11. Is there a teacher I can go to with any further questions?
12. As a reminder to Sign in with the School Secretary upon arrival and Sign Out with the School Secretary at the end of your assignment.

## **Administrative Tasks**

You will be required to maintain student information. Make sure to document student absences and/or tardiness. Check the teacher’s plan to see if she/he additionally requests any further information. It is an expectation that you will leave the teacher communication regarding student performance as well as student anecdotes where appropriate.

Maintenance of records is important, but should not take priority over student instruction. Substitutes may use downtime during the periods to complete the following:

- Daily attendance and dismissal changes. Return to the main office or attendance.
- Checking homework and assignments
- Handing in forms for the school nurse, etc.

At the end of the day, take a moment to reflect on your experiences. Determine what you did that was successful and what challenges remain. Return all classroom materials to their proper places and leave the classroom in tidy order. Remember to leave a note to the teacher informing them of how the day went and on the student behavior. Remember to thank any colleagues and/or office staff for their assistance. Sign out with the Office Assistant II prior to leaving for the day and verify if you are needed for any future jobs if you have not already accepted another job for the next day and future dates.

### **Super Sub Sack**

It is important for the substitute to have materials and activities on hand that will keep students engaged in a positive and meaningful environment. Materials and activities can be housed in a “Sub Sack” to be ready to use as it may be needed. Be sure to include some easy to introduce “time fillers” in case these moments happen throughout the day.

- Substitute Handbook
- Colored markers or pencils
- Several ballpoint pens and pencils
- Roll of tape and scissors
- Number cube games and school age-appropriate books
- Post it notes and 5x8 cards
- Stickers, tickets, or tokens
- Extra copies of A Note from The Substitute, noted on page 27

**A Note from The Substitute**

Classroom Teacher: \_\_\_\_\_

Substitute Teacher: \_\_\_\_\_

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

Grade/Class: \_\_\_\_\_

Students Who Were Absent:

_____	_____	_____
_____	_____	_____

Students Who Were Helpful:

_____	_____	_____
_____	_____	_____

Overview of the Day: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

## **School Policies and Closing Information**

**School Policies:** Please be aware of emergency routines at each school. Ask in the main office when you check in for written instructions on expectations for fire drills, lock down drills, lock out drills and evacuation drills.

**School Closing Information:** If schools are closed due to severe weather or other emergency situations, announcements will be made on local television and radio stations, and you may also be notified on your home phone via our notification system. Announcements by the news media generally begin airing at 6:00 a.m. School closing updates will also appear on our website at [www.syracusecityschools.com](http://www.syracusecityschools.com) and on our social media channels (Facebook @SyracuseCitySchools; Twitter @SyracuseSchools).

### **Snow Days:**

Daily Substitutes and Sub Teaching Assistants - Do not report if there are no students in our buildings.

### **Wind Chill Days:**

#### **Long Term Subs:**

- If there is a wind chill day, please follow the announcement on local media, the district website and/or your district email. If staff are directed to report, as a long-term sub, you are to report.
- If you are a no call/no show on a designated wind chill day, when staff are directed to report, your absence will be reflected as unexcused, and it will break your long-term assignment.
- If you are Long Term Substitute and have earned pro-rated personal leave time, and you need to utilize a personal day for an emergency or childcare related issues, you need to follow the established Frontline absence reporting procedures, as well as notify your immediate supervisor.

#### **Other staff:**

- Resident Interns must report.

## **Substitute Teaching in Special Education Classrooms**

### **Social Learning Supports**

#### We Believe...

- Everyone wants to be accepted by his or her peers
- All individuals need social interaction, and when obstacles like behavior and communication are overcome, everyone benefits.
- Adults supporting students with disabilities can assume that all students want and deserve to make friendship connections and have a responsibility to help students achieve this.

#### We Expect...

Many of our students present significant behavioral, academic, and communication challenges. As we respond to these needs, we must be sensitive to the ways in which our interactions support or hinder students' interactions with their peers. The following sections offer some ideas for achieving this complicated balancing act.

#### DO...

- Highlight student similarities
- Help students to invite each other to socialize
- Provide behavioral instruction and supports that are social in nature. (i.e., asking for help, turn taking, using communication devices)
- Provide responsibilities that are interactive and collaborative
- Encourage independence and interdependence between peers
- Highlight attention to the students' strengths – things they are good at that other students will admire and that might form the basis for an interaction (i.e., drawing, reading, math, running fast)
- Encourage students to communicate directly with each other. Redirect conversation to the student and try to avoid becoming the center of interaction with the peer
- Help other students to understand unusual or challenging behavior

#### DON'T...

- Sit or place a chair meant for adults next to a student with a disabilities

- Remove a student during social and recreational times unless a non-disabled peer is invited to go also
- Program for adult comfort (i.e., if the class is going outside, be prepared)
- Talk in a negative or disrespectful ways about or to students with disabilities around other adults and their peers

### General Academic Support Strategies

- Assume competence and maintain high expectations
  - When students are unable to demonstrate their knowledge or comprehension through typical verbal or motor responses, it can be difficult to assess what they understand. It is important to be sensitive to how you speak to and about students, assume they are listening to and understanding everything you say.
- Teach/Support quietly; give students “wait time”
  - Individual student will require different amounts of “wait time” before they can respond to a question or a direction. When it is clear they are not able to respond, try a visual or gestural prompt before repeating the verbal direction.
  - As we focus on independence, it is important that students attend to the instruction of the lead teacher and not become dependent of automatic repetition from an adult nearby
  - Be conscious of minimizing your conversations with your students and other adults during instructional or task completion times. When students are expected to be quietly working or listening, adults must model that behavior.
- Break tasks down into smaller steps and provide clear end points
  - Many of our students are overwhelmed when presented with a lot of work at once or lengthy instructional sessions
  - It is helpful to present students with written or pictorial agendas or lists to make things more manageable. For some students, a “First \_\_\_\_\_, then \_\_\_\_\_” visual is a good place to start
  - Others do well with a countdown visual. If there are 5 math problems, cross off a number on the countdown sheet as each one is complete
- Be prepared
  - Preview the schedule, lessons, and tasks for the day. Organize the students’ workspace and materials so everything is readily accessible and free of

distracting clutter. Always have a white board and marker or paper and pencil available for on the spot academic or communication choices.

- Offer support from the least to most intrusive types of prompts. Allow students' maximum independence. Encourage peer support and interaction by creating space around the student.

Table 1. A Range of Supports (Listed from Most Intrusive to Least Intrusive)

Type of Support	Definition	Example
<b>Full physical</b>	Direct and physical assistance used to support a student	Hand-over-hand assistance while a student writes his or her name
<b>Partial physical</b>	Physical assistance provided for some of the total movement required for the activity	Putting a zipper into the bottom portion and beginning to pull it up; the student then pulls the zipper up the rest of the way
<b>Modeling</b>	A demonstration of what the student is to do	The paraprofessional does an art project; the student uses the art project as a model
<b>Direct oral</b>	Oral information provided directly to the student	"Josh, stand up now."
<b>Indirect verbal</b>	A verbal reminder that prompts the student to attend to or think about what is expected	"Josh, what should happen next?"
<b>Gestural</b>	A physical movement to communicate or accentuate a cue (e.g., head nod, thumbs up, pointing).	Paraprofessional points to the agenda written on the board
<b>Natural</b>	Providing no cue; allowing the ordinary cues that exist in the environment help the student know what to do	The bell rings for class. The teacher asks students to move to the rug. A message on the chalkboard reads "Turn to page 74."

Note. Adapted from *The Paraprofessional's Guide to the Inclusive Classroom: Working as a Team* (3rd ed.) by M. B. Doyle, 2008, Baltimore: Paul H. Brookes. Copyright 2008 by Paul H. Brookes. Adapted with permission.



### Communication Supports

The following general techniques are helpful:

- Be as positive as possible
  - Praise often and honestly
  - Notice the good things
  - Be specific when praising
  - Example:
    - “You did a good job washing your hands” is better than “You’re a good boy”
  - Ignore things that do not matter. Many individuals are conditioned to react negatively to “no” or “don’t”. These words may only trigger a signal that someone is mad, or something is wrong, but give no information about how to correct it. Use these words sparingly and only when you must have immediate compliance (such as a safety concern).
  - Tell the student what to do and avoid telling them what not to do, whenever practical.
  
- Know what you want the student to do
  - Be very clear in your own mind about what you want the students to do and why. Be sure you are making a reasonable request which the students can do.
    - Example:
      - “We will go to lunch when you show me you are ready”, is too vague. “Ready” must be defined. “Shut the computer off, then we will go to lunch” gives more information.
  
- Use language that is as clear and concise as possible
  - Loading too many directions and explanations can create confusion and frustration. When several steps are required, break the directions up to allow the student to complete one step before a second direction is given.
  - Use gestures and sequenced pictures or objects to give information. Draw attention to others who can be modeled.
  
- Avoid asking questions with a choice unless the student really has a choice

- Directions are given to be followed or to provide information. Do not ask a person if he or she wants to do something unless you are prepared to accept “NO” as an answer. Clear statements provide information needed to carry out the request.
- Example:
  - “Go to P.E.” vs. “Are you ready for P.E. class?”
  - “Write your name.” vs. “Can you write your name?”
- Avoid labeling people
  - Usually, students know when they have done something “bad”. Criticizing or attaching negative labels to students only reduces self-esteem and self-confidence. Statements that clearly define the expectations, but do not attack the self-image help students gain a positive picture of themselves. Use the moment to teach, not judge.
  - Example:
    - “Go wash your hands” vs. “You are a mess”
    - “Keep your hands to yourself” vs. “Bad boy, you hit Sally.”
- Avoid reprimands
  - Use set rules that are consistent and neutral. Reprimands have little meaning to most individuals and will not change behavior.
  - Example:
    - Avoid Saying: “You know better than that” or “I’ve told you not to get out of your seat a hundred times”. Use “The rule is, to stay in your seat while taking a test.”
- Avoid threats
  - Threats are negative ways to give consequences, and often invite a negative response.
  - Example:
    - “Be quiet, then we’ll go to recess” vs. “If you don’t be quiet, you’ll miss recess.”

### Behavior and Management

- General beliefs
  - Behaviors are responses that students have learned as a reaction to the people and circumstances they have experienced
  - All students can learn to respond to the environment in appropriate and healthy ways given the right support and instruction.
  - Behavior is a form of communication. Behavior may be used to express the need for:
    - Attention
    - Escape/Avoidance
    - Getting something
    - Self-Regulation
    - Play
  - Prevention is the best intervention
  - Behavior interventions must be humane and normalizing.
  - Strategies for dealing with behaviors should be:
    - Gentle
    - Preventative
    - Normalizing
    - Educational
    - Individualized
- General expectations for managing student behavior:
  - Establish a relationship with the students: it is very important to build a positive, trusting, supportive relationship with the students.
  - Model the behavior you want the students to do.
  - Respectfully give directions to students in the classroom including those with special needs. Give verbal directions to students in a quiet, calm voice standing near the students (signs, gestures, and visual cues may be used in the same way). Yelling directions across the room tends to be ineffective, disruptive, and focuses negative attention on the students.
  - Give age-appropriate directions, support, and rewards. Look at students of similar ages and see how they are given support and rewards. Use similar language and rewards when working with students with disabilities.

Handling behaviors requires teamwork. Students with disabilities can present a variety of different behaviors. All the teachers working with the students need to be aware of the behavior plan.

## **Substitute Teaching in English as a New Language Classrooms**

In the Office of English as a New Language, our vision for substitute teaching in English as New Language (ENL) classes is for the teacher to support students to progress toward English language proficiency and to prepare and inspire them to innovate locally and contribute globally. The following guiding principles support our vision:

- ELLs are held to the same high expectations of learning established for all students
- ELLs receive instruction that builds on their previous education and cognitive abilities and that reflects their language proficiency levels
- Individual needs are respected and accommodated through the use of various instructional methods fostering high academic achievement
- ELLs reach challenging content and performance standards in all content areas, including reading and language arts, mathematics, social studies, science, the fine arts, health, and physical education, consistent with those for all students
- ELL students are proportionately represented in all school programs and services
- The academic success of ELLs is a responsibility shared by all educators, the family, and the community

### **Who is an English Language Learner?**

An English Language Learner (ELL) is a student who is both linguistically and culturally diverse and has achieved an overall English proficiency level of 1-4 on the NYSITELL or NYSESLAT state assessments, administered each year. ELLs receive English as a New Language services that support their development of English language proficiency and content knowledge to achieve academic success.

### **General Strategies for Working with ELLs**

- Identify who the ELLs in your class are and gain understanding of their English proficiency level. This information can be obtained from the ENL teacher, classroom teacher, guidance counselor, or administrator at the school. You will find information in Table 2 about how the proficiency level of your ENL student can inform the application of appropriate strategies in your instruction.
- Learn to pronounce student names correctly. This will help build a positive relationship with students. If you are unsure of how to pronounce their name, ask the student to model pronunciation.
- Whenever possible, maintain classroom routines and procedures.

- As with all students, hold high expectations for the ELLs in your class.
- Speak slowly and clearly, demonstrating not only the language you want students to use, but also the task(s) you want students to complete.
- Use the background knowledge of your students to make connections with current learning.
- Utilize “wait time” effectively. Providing students with an adequate amount of time to process information and generate responses will help ensure participation from all.
- Allow students to extend their understanding of text by providing visuals and graphics that connect to the text directly.
- Whenever possible, modify instruction to appropriately meet the needs of the ELLs in your class. Table 1 provides examples of simple modifications that can be made to achieve a meaningful learning experience for ELLs.
- Allow students to communicate in their native language with peers.

<b>Do</b>	<b>Do not</b>
Model for students what they are expected to do or produce.	Tell students what to do and expect them to do it.
Speak slowly and clearly and allow students time to formulate responses.	Speak quickly and repeat tasks in a louder voice if they were not completed.
Use visuals, gestures, and non-verbal cues to make language and content more accessible.	Lecture or rely solely on text as a learning tool.
Give verbal and written instructions.	Act surprised or frustrated if students are confused by directions.
Regularly check that students understand the lesson. You can use quick formative assessments such as: a KWL Chart, use of visuals or a Think-Pair-Share to do this.	Simply ask “are there any questions?” as the only means to determine whether students have grasped an idea or task.
Encourage students to share about their culture or use their native language.	Point out cultural differences or discourage students from using their native language.

Be mindful of cultural differences and how they may impact a student’s engagement with others, including yourself.	Assume cultural differences are a problem or a source of tension.
Maintain an assets-based mindset – ask “what does this student bring to the classroom?”	Maintain a deficit-based mindset – ask “what does this student lack?”

**Table 1.**

Modifications for ELLs	
<b>Amount:</b> Adjust the amount/quantity of tasks students are asked to complete	<b>Time:</b> Provide ELLs with a longer period to complete tasks
<b>Input of material:</b> Use visuals, graphic organizers, and color-coded information when possible	<b>Output of material:</b> Allow students to demonstrate understanding in a hands-on assessment, verbal assessment, or by creating a visual
<b>Participation:</b> Place ELLs in a group with models of good English, as well as with native language peers whenever possible	<b>Simplified Materials:</b> Provide students with text at an appropriate reading level, teacher-prepared notes, or graphic organizers to accompany lesson materials
<b>Support:</b> Seek support from individuals within the school who may have a greater understanding of individual students, such as the ENL teacher or other classroom teachers	<b>Resources:</b> Use resources within the classroom, such as dictionaries, calculators, manipulatives, anchor charts, and visuals to support instruction

**Table 2.**

Informing Instruction Using English Proficiency Levels		
Proficiency Level	Student Behaviors	Teaching Strategies
<b>1. Entering</b>	<b>Able to:</b> observe, locate, label, match, show, classify, name, categorize, recall, draw, list, point out, underline, organize, reproduce, sequence, demonstrate, illustrate	<ul style="list-style-type: none"> <li>• Use manipulatives, visuals, realia, props, games, and gestures</li> <li>• Create climate of acceptance/respect that supports acculturation</li> <li>• Use cooperative learning groups</li> <li>• Require physical response to check comprehension</li> <li>• Display print to support oral language</li> <li>• Model activities for students</li> <li>• Use hands-on activities</li> </ul>

		<ul style="list-style-type: none"> <li>• Emphasize key vocabulary</li> <li>• Adjust rate of speech and enunciation</li> <li>• Ask yes/no questions</li> <li>• Avoid idioms</li> <li>• Provide repetition and establish routines</li> <li>• Allow pronunciation variables</li> <li>• Simplify language, not content</li> <li>• Ask students questions that require one/two-word responses</li> <li>• Scaffold instruction</li> <li>• Pre-teach academic vocabulary and concepts</li> <li>• Allow students to use L1 when appropriate</li> </ul>
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**Table 2 continued**

<b>2. Emerging</b>	<b>Able to:</b> tell, describe, restate, compare, question, dramatize, map, calculate, define, choose, predict	<b>Use Entering teaching strategies and...</b> <ul style="list-style-type: none"> <li>• List and review instructions step by step</li> <li>• Build on student’s prior knowledge</li> <li>• Incorporate more scaffolds for developing reading and writing skills</li> <li>• Provide more opportunities for student interaction</li> <li>• Increase usage of advance organizers</li> </ul>
<b>3. Transitioning</b>	<b>Able to:</b> visualize, create, estimate, contrast, predict, express, report, evaluate, explain, examine, question, demonstrate, summarize, illustrate	<b>Use Entering, Emerging teaching strategies and ...</b> <ul style="list-style-type: none"> <li>• Have students brainstorm, list, web, use graphic organizers</li> <li>• Ask questions soliciting opinions, judgment, explanation (more why and how questions)</li> <li>• Develop more academic language (oral and written)</li> <li>• Provide meaningful feedback to support student goal setting</li> </ul>
<b>4. Expanding</b>	<b>Able to:</b> relate, infer, judge, hypothesize, outline, revise, justify, critique, summarize, suppose, verify, rewrite, assess	<b>Use Entering, Emerging, Transitioning teaching strategies and ...</b> <ul style="list-style-type: none"> <li>• Provide scaffolds as needed</li> <li>• Continue to develop cognitive academic language, both oral and written</li> </ul>

		<ul style="list-style-type: none"> <li>• Encourage student presentation of work</li> <li>• Foster academic independence and inquiry</li> <li>• Performs somewhat on an academic level</li> </ul>
<b>5. Commanding</b>	<ul style="list-style-type: none"> <li>• Proficient in the linguistic demands needed to meet grade level requirements</li> <li>• Uses complex grammatical structures</li> <li>• Demonstrates comprehension in decontextualized situations</li> <li>• Uses academic vocabulary</li> </ul>	<p>Monitor student progress for two years</p> <ul style="list-style-type: none"> <li>• Assign grade-level tasks</li> <li>• Continue to develop cognitive academic language, both oral and written</li> <li>• Occasional extra support needed</li> </ul>

### Cultural Considerations

When working with English Language Learner students, it is important to keep in mind that many students may come from cultures that differ significantly from your own. It is a good idea to get to know what countries the ELLs in your class may come from, and what cultural practices are common to that region. We should consider this when working with students, and be mindful of the following:

- Culture shock
- Student dietary restrictions
- Cultural dress
- Religious practices and observances
- Class participation
- Educational background
- Use of hand gestures

### Resources

The following resources can inform your work with ELLs within the Syracuse City School District, and/or provide resources to assist you in your work with ELLs.

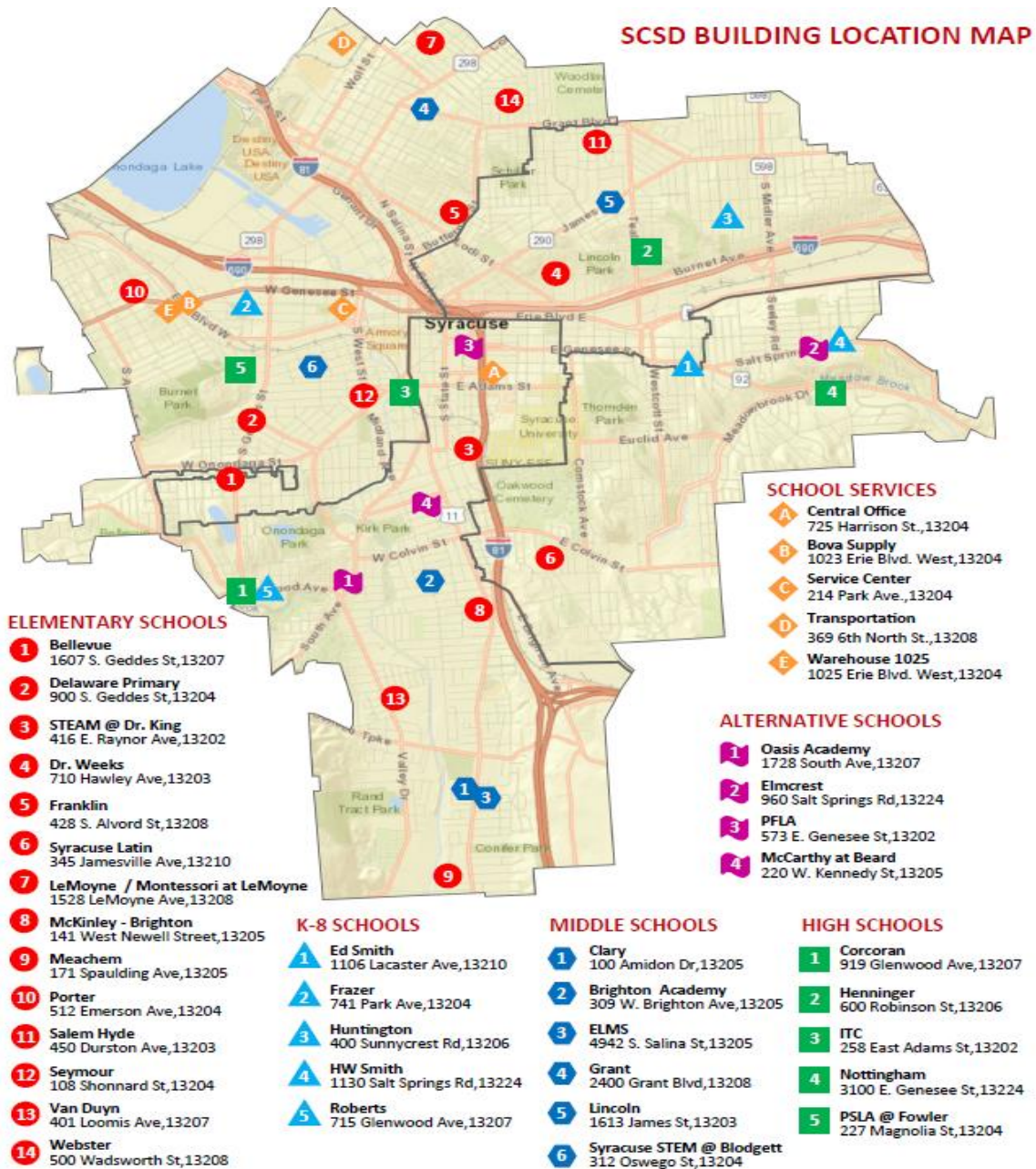
- SCSD ENL Department Professional Development offerings: Many ENL professional learning offerings are available throughout the school year. Each offering will allow you



to further develop your knowledge of working with ELL students and/or families and to earn ENL CTLE credit hours in New York State. Please contact Meredith Green [mgreen@scsd.us](mailto:mgreen@scsd.us) to learn about upcoming offerings that may be available to you.

- OCM BOCES Mid-State RBERN  
[22-HOME - RBERN | Onondaga - Cortland - Madison Counties BOCES \(ocmboces.org\)](https://www.ocmboces.org/22-HOME-RBERN-Onondaga-Cortland-Madison-Counties-BOCES)
- Bilingual Glossaries  
<https://steinhardt.nyu.edu/metrocenter/resources/glossaries>
- Colorin Colorado  
<https://www.colorincolorado.org/>
- Country Reports  
<https://www.countryreports.org/>
- Cultural Orientation Resource Center  
<http://www.culturalorientation.net/>
- World Culture Encyclopedia  
<https://www.everyculture.com/>

## SCSD Building Location Map



## District Schools

### Elementary

- Bellevue Elementary School
- Delaware Primary
- Dr. Weeks Elementary School
- Franklin Elementary School
- McKinley-Brighton Elementary
- Meachem Elementary School
- Montessori at Lemoyne
- Porter Elementary School
- Salem Hyde Elementary School
- Seymour Dual Language Academy
- STEAM @ Dr. King
- Van Duyn Elementary School
- Webster Elementary School

### K-8 & Middle

- Brighton Academy
- Clary Middle School
- Edward Smith Pre-K-8 School
- Expeditionary Learning Middle
- Frazer K-8 School
- Grant Middle School
- Huntington Pre-K-8 School
- HW Smith Pre-K-8 School
- Lincoln Middle School
- Roberts Pre-K-8 School
- Syracuse Latin
- Syracuse STEM @ Blodgett

### High School

- Corcoran
- Henninger
- Institute of Technology at Central
- Nottingham
- PSLA @ Fowler

### Alternative Education Programs

- Elmcrest
- McCarthy @ Beard
- Oasis Academy
- Promising Futures Leadership Academy



### **Bellevue Elementary**

**Address:** 530 Stolp Avenue, Syracuse, NY 13207

**Administrators:** Ms. Lessie Williams, Principal  
Ms. Jontea Florence, Vice Principal  
Ms. Amber Davis, Office Assistant II

**Staff Hours:** 8:30 a.m. – 4:00 p.m.

**Important Phone Numbers:** Main Office (315) 435-4520  
School Nurse (315) 435-4521

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes will receive a packet with class list, teacher schedule, discipline procedures and emergency procedures. Return packet to Office Assistant II at end of day. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

**Parking:** Park behind the school or on Stolp Avenue.

**Sign In:** Sign the black attendance book in the main office. Check the teacher's mailbox for any notices, messages, etc. Check with the school Office Assistant II for any duty assignments.

**End of the Day Procedures:** Follow each teacher lesson plan on end of the day plan and check out in the main office once all children have been picked up. Sign out at the end of your assignment. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.



**Brighton Academy**

**Address:** 309 West Brighton Avenue, Syracuse, NY 13205

**Administrators:** Mr. Peter Neeves, Principal  
Mr. Abdulilah Al-Dubai, Administrative Intern  
Mr. Rickey Gregory, Administrative Intern  
Ms. Krystal Coleman, Administrative Intern  
Ms. Mary Demperio, Office Assistant II

**Staff Hours:** 7:10 a.m. – 2:40 p.m.

**Important Phone Numbers:** Main Office (315) 435-4535  
Security (315) 435-4527  
School Nurse (315) 435-4469

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the main entrance which is located on Lafayette Street (back of building). You may then report to the main office.

**Parking:** Parking is located directly behind the school in designated lot on Lafayette Street. There is an overflow lot located next to the school in the church parking lot also located on Lafayette Street.

**Sign In:** Sign the attendance book. Check the teacher's mailbox for any notices, messages, etc. Check with the school Office Assistant II for any duty assignments. Classroom doors will be opened by either a school sentry or custodian.

**End of the Day Procedures:** At dismissal, report to the bus lane to assist students. Buses start to depart at 1:55 p.m. Do not leave the building until 2:40 p.m. and sign out with the school Office Assistant II. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



**Clary Middle School**

**Address:** 100 Amidon Drive, Syracuse, NY 13205

**Administrators:** Mr. Jason Rutkey, Principal  
Mr. Jonathan Hawa, Vice Principal  
Ms. Stephanie Kunsman, Office Assistant II

**Hours:** 7:10 a.m. – 2:40 p.m.

**Important Phone Numbers:** Main Office (315) 435-4411  
Security (315) 435-4411  
School Nurse (315) 435-4053

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office.

**Parking:** The parking spots in the lot are not reserved.

**Sign In:** Sign the attendance book upon arriving with the Office Assistant II. Check the teacher's mailbox for any notices, messages, etc. Check with the school Office Assistant II for any duty assignments.

**End of the Day Procedures:** See the substitute's guide provided by the Office Assistant II. Do not leave the building until 2:40 p.m. and sign out with the school Office Assistant II. The classroom key must be returned to the Main Office at the end of the day. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



**Corcoran High School**

**Address:** 919 Glenwood Avenue, Syracuse, NY 13207

**Administrators:** Mr. Daniel Straub, Principal  
Ms. Kelly Bowles, Vice Principal  
Dr. Jaime Perez, Vice Principal  
Mr. Eric Vieau, Vice Principal  
Ms. Amber Adams, Administrative Intern  
Ms. Frankie Moore, Office Assistant II

**Hours:** 7:15 a.m. – 2:45 p.m.

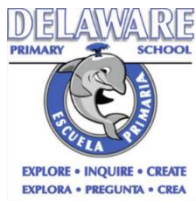
**Important Phone Numbers:** Main Office (315) 435-4321  
School Nurse (315) 435-4326

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the main doors in the front of the building at the attendance office, then proceed to the main office to SIGN IN. Subs will receive a schedule with general information about the building and specific teacher support needs. Schedules are open to change to best serve the needs of the building. Sub plans will be in Frontline. We ask that you follow the policies and procedures of our school and classrooms, if needed – call for assistance.

**Parking:** Substitutes should enter at the main entrance on Glenwood and park in the front parking lot. **DO NOT** park in the back parking lot by the loading dock – these spaces are reserved for Administrators and Police **ONLY**.

**Sign In:** Please SIGN IN at the Main Office upon arrival and return to the Main Office at the end of your day to SIGN OUT. Classroom doors will be opened by a Sentry, Teacher, or Administrator. Keys will not be given out.

**End of the Day Procedures:** Do not leave the classroom until the dismissal bell has rung and ALL student have left the classroom. If the teacher schedule does not have a last period class – check with the Building Secretary, do not assume you can just leave. You can also check for possible assignments for the following day or future dates that may be available.



### **Delaware Primary**

**Address:** 900 South Geddes Street, Syracuse, NY 13204

**Administrators:** Ms. Moshiena Faircloth, Principal  
Ms. Laurie Newsome, Vice Principal  
Mr. Jaime Sanjurjo, Administrative Intern  
Ms. Erica Daniels, Administrative Intern  
Ms. Jamie Osorio, Office Assistant II

**Hours:** 7:40 a.m. – 3:10 p.m.

**Important Phone Numbers:** Main Office (315) 435-4540  
School Nurse (315) 435 -6256

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front or parking lot entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

**Parking:** We have parking in the back of the building, across the street in the lot and a few spots on Geddes Street in front of the building. Park only within the designated parking lines. **DO NOT** park in the spots along the fence by the trees. These spots are for our administrative team and those with a handicap parking tag.

**Sign In:** Sign the attendance book. Check the teacher's mailbox for any notices, messages, etc. Check with the school Office Assistant II for any duty assignments.

**End of the Day Procedures:** Make sure that all your students were picked up, went to the after-school program, or got on the correct bus. Leave all work and any notes for the teacher. Return key to office. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.





### Dr. Weeks Elementary School

Address: 710 Hawley Avenue, Syracuse, NY 13203

Administrators: Ms. Diane Vitello, Principal  
Ms. Mary Lowe, Vice Principal  
Ms. Leah Mannion, Vice Principal  
Ms. Melissa Smith, Office Assistant II

Hours: 8:30 a.m. – 4:00 p.m.

Important Phone Numbers: Main Office (315) 435-4097  
School Nurse (315) 435-4091

General Information: Exit/fire routes are posted by each classroom door. The classroom will have a **Substitute Book** in the classroom containing the class attendance and expectations, sub plans, and all instructions/duties. Substitutes transition their students to and from the cafeteria for lunch and may take their lunch break during that time.

Parking: here is a large parking lot on the side of the school, beside the Northeast Community Center, off Hawley Ave. Substitutes should enter the building through the front entrance on Hawley and immediately report to the Main Office.

Sign In: Proceed to the Main Office and sign in via the "Subs" book. The Office Assistant II will have your job number on hand for you. Long Term Subs ONLY should check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: Check the **Substitute Book** for dismissal procedures to see how your students get home. The office will contact you at the end of the day if there is a dismissal change for any of your students. The **Substitute Book** will also list if the teacher you are subbing for has bus duty. Buses depart at 3:45 p.m.

Do not leave the building until 4:00 p.m. and sign out with Ms. Smith in the Main Office. You can also check with her for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



**Edward Smith Pre-K-8 School**

**Address:** 1106 Lancaster Avenue, Syracuse, NY 13210

**Administrators:** Mr. Samuel Barber, Principal  
Ms. Jennifer Dibello, Vice Principal  
Ms. Karen Earl, Vice Principal  
Ms. Andrea Ellis-Smith, Vice Principal  
Ms. Lindsey Rodger, Office Assistant II

**Hours:** Middle School 7:40 a.m. – 3:10 p.m.  
Elementary School 7:40 a.m. – 3:10 p.m.

**Important Phone Numbers:** Main Office (315) 435-4650  
School Nurse (315) 435-4543

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building from the main entrance off the parking lot on Lancaster Avenue. You may then report to the main office to sign in.

**Parking:** Parking is available in the parking lot. Please do not park in the Reserved Spaces. On street parking is also available.

**Sign-In:** Sign the daily substitute attendance sheet in the main office. Check with the school Office Assistant II for any lesson plans/duty assignments.

**End of the Day Procedures:** Check to see if the teacher you are subbing for has bus duty. If not, go to the cafeteria to help with dismissal. Busses depart at 2:50 p.m. Do not leave until 3:10 p.m. and sign out with the school Office Assistant II. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.

**Elmcrest School**

**Address:** 960 Salt Springs Road, Syracuse, NY 13224

**Administrators:** Dr. Katrina Allen-White, Principal  
Ms. Toni Darcy, Office Assistant II

**Hours:** 7:45 a.m. – 3:15 p.m.

**Important Phone Numbers:** Main Office (315) 435-6244

**General Information:** Exit/fire routes are posted by each classroom door. After entering through the door enter through the second door. The main office is directly on the right.

**Parking:** **DO NOT** park in the reserved spots or handicapped spots without a tag.

**Sign In:** Substitute should look for sign in chart attached to clipboard. Sign in with your job number.

**End of the Day Procedures:** Do not leave classroom until all students have exited. Substitute should sign out on chart provided after seeing Principal or Office Assistant II in main office. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



**Expeditionary Learning Middle School**

**Address:** 157 Fellow Avenue, Syracuse, NY 13210

**Administrators:** Mr. Kevin Burns, Principal  
Ms. Lauren Lane Ed. D, Vice Principal  
Ms. Krista Darcy, Office Assistant II

**Hours:** 7:10 a.m. – 2:40 p.m.

**Important Phone Numbers:** Main Office (315) 435-6416

**General Information:** Substitutes should enter the building through the front entrance off Fellows Avenue. Sign in as a visitor at the desk by the door. Continue to the main office to sign in and receive information regarding the assignment for the day.

**Parking:** Park in the area off Fellows Avenue.

**Sign In:** Sign the attendance book. Check with the school Office Assistant II for any duty assignments.

**End of the Day Procedures:** Sign out at the front desk. Substitutes are required to stay until 2:40 p.m. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



**Franklin Elementary**

**Address:** 428 South Alvord Street, Syracuse, NY 13208

**Administrators:** Ms. Kimberly Coyne, Principal  
Ms. Kimberly Dominick, Vice Principal  
Ms. Laura Mitchell, Vice Principal  
Ms. Carolyn Gorsuch, Office Assistant II

**Hours:** 7:15 a.m. – 2:45 p.m.

**Important Phone Numbers:** Main Office (315) 435-4550  
School Nurse (315) 435-4551

**General Information:** Exit/fire routes are posted by each classroom door number. Substitutes should enter the building through the front entrance, door 1, and then report to the main office. Be prompt. Classes start at 7:25 a.m. During specials (art, music, gym, lunch, bathrooms), it is important to stay with the students as well as to stay with the students during transitions.

**Parking:** There are clearly marked reserved spots in our lot for handicapped and administrators. Please be respectful. There is one lot on the Alvord Street side and two lots on the Park Street side. If there are no parking spaces, please find a spot on the street. Again, please come early enough so that you are in the classroom by 7:15 a.m.

**Sign In:** Sign the attendance book across from the Office Assistant II's desk. Check the teacher's mailbox for any notices, messages, etc. Check with the school Office Assistant II for any duty assignments. Office Assistant II has a master key if the classroom needs to be opened.

**End of the Day Procedures:** Check to see if the teacher you are subbing for has bus duty. If not, ask the grade team members what you can do at dismissal time to help. Dismissal begins at 1:55 p.m. Do not leave the building until 2:45 p.m. and sign out with the school Office Assistant II. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



**Frazer K-8 School**

**Address:** 741 Park Avenue, Syracuse, NY 13204

**Administrators:** Ms. Latrina Brumfield, Principal  
Mr. Stanley Whalen, Vice Principal  
Ms. Jessica Corasaniti, Vice Principal  
Ms. Ashley Malley, Administrative Intern  
Ms. Michele Burchill, Office Assistant II

**Hours:** 7:15 a.m. – 2:45 p.m.

**Important Phone Numbers:** Main Office (315) 435-4555  
School Nurse (315) 435-4104

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the back door if parking in main parking lot off Richmond Avenue or the Wall Street entrance if parking on the street. You may then report to the main office.

**Parking:** Parking is available in the main lot off Richmond Avenue at the back side of the building. There is also parking available on the neighboring streets. Follow odd/even parking regulations. **DO NOT** park in the small lot on Wall Street. This is designated for office staff and visitors only.

**Sign In:** Sign the substitute book. Check with the school Office Assistant II for any duty assignments. Leave keys and receive emergency room key.

**End of the Day Procedures:** Check to see if the teacher you are subbing for has bus duty. If not, help by staying in the hallways during dismissal. Do not leave the building until 2:45 p.m. and sign out with the school Office Assistant II. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



**Grant Middle School**

**Address:** 2400 Grant Boulevard, Syracuse, NY 13208

**Administrators:** Mr. Doug Kasouf, Principal  
Mr. David Guertin, Vice Principal  
Ms. Hayley Downs, Vice Principal  
Ms. Jasmine Harrell, Administrative Intern  
Ms. Susan Tanner, Office Assistant II

**Hours:** 7:10 a.m. – 2:40 p.m.

**Important Phone Numbers:** Main Office (315) 435-4433  
School Nurse (315) 435-4134

**General Information:** Exit/fire routes are posted by each classroom door. Enter the building at our Single Point of Entry located in the front of the building on Grant Blvd.

**Parking:** Parking is at a premium and is on a first come first service basis. **DO NOT** park in the Kirkpatrick Street lot as it is for handicap parking and visitors.

**Sign In:** Sign in with your job number and receive information for the day. Please check the teacher's mailbox and if they have any duty assignments. Please assist in clearing the halls outside of your room during class transitions.

**End of the Day Procedures:** Monitor students at their lockers and in the hallway outside of your room. In some cases (depending on the class) walk your students to the bus. Please make sure the room is in order and that materials, etc., are in their proper place. Substitutes are required to stay until 2:40 p.m. Please return to sign out in the Main Office. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job.



**H.W. Smith Pre-K – 8 School**

**Address:** 1130 Salt Springs Road, Syracuse, NY 13224

**Administrators:** Ms. Theresa Haley, Principal  
Mr. Victor Ciciarelli, Vice Principal  
Ms. Michele Zappala, Vice Principal  
Mr. Justin T. Petranchuk, Vice Principal  
Ms. Mary Bott, Office Assistant II

**Hours:** 7:15 a.m. – 2:45 p.m.

**Important Phone Numbers:** Main Office (315) 435-4490  
School Nurse (315) 435-4494

**General Information:** Exit/fire routes are posted by each classroom door. Enter the building through the front entrance and report to the Office Suite Room A104E.

**Parking:** Parking is available in the main lot.

**Sign In:** Sign in the substitute sign in binder.

**End of the Day Procedures:** Check to see if the teacher you are subbing for has bus duty or hall duty. If not go outside by main entrance and assist supervising students loading buses. Do not leave the building until 2:45 pm and sign out in the Office Suite. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.





### **Henninger High School**

**Address:** 600 Robinson Street, Syracuse, NY 13206

**Administrators:** Ms. Dana Cole, Principal  
Ms. Nadia Essi, Vice Principal  
Ms. Allia Abughoush, Administrative Intern  
Ms. Jaime Commisso, Administrative Intern  
Mr. Christopher Lydon, Administrative Intern  
Ms. Erica Hoffman, Office Assistant II

**Hours:** 7:15 a.m. – 2:45 p.m.

**Important Phone Numbers:** Main Office (315) 435-4343

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the single point and report to the main office.

**Parking:** There is a large parking lot behind the building, as well as off street parking, please follow odd/even parking guidelines, allow yourself enough time when parking on the street. There is a reserved parking spot for the principal.

**Sign In:** Sign the attendance sheet and check in with the Office Assistant II by 7:15 a.m. Check the teacher's mailbox for any notices, messages, etc. Check with the school Office Assistant II for any duty assignments.

**End of the Day Procedures:** Check to see if the teacher you are subbing for has bus duty. Do not leave the building until 2:45 p.m. and sign out with the school Office Assistant II. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



**Huntington PreK – 8**

**Address:** 400 Sunnycrest Road, Syracuse, NY 13206

**Administrators:** Mr. Daniel Killenbec, Principal  
Ms. Abby Dempsey, Vice Principal  
Dr. Jerome Watts, Vice Principal  
Ms. Emily Carpenter, Administrative Intern  
Ms. Marguerite Wilensky, Office Assistant II

**Hours:** 7:35 a.m. – 3:05 p.m.

**Important Phone Numbers:** Main Office (315) 435-4565  
Security (315) 435-5664  
School Nurse (315) 435-6517

**General Information:** Exit/fire routes are posted by each classroom door. Check in with the Office Assistant II, get the master key to unlock the room and return the key back to the office immediately. Sub plans are in the classroom.

**Parking:** All substitute teachers should park on Sunnycrest Road or surrounding street parking.

**Sign In:** All substitutes are to sign in at the Main Office in the Substitute Sign-In/Out Book; please have your assignment number with you when you sign in. Arrive by 7:40 a.m. for your assignments.

**End of the Day Procedures:** Check the teacher's plans for dismissal procedures. Do not leave the building until 3:10 p.m. and sign out with the school Office Assistant II. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



**Institute of Technology @ Syracuse Central**

**Address:** 258 East Adams Street, Syracuse, NY 13202

**Administrators:** Mr. James Natoli, Principal  
Ms. Samantha Maddox, Vice Principal  
Ms. Terri Covey, Office Assistant II

**Hours:** 7:15 a.m. – 2:45 p.m.

**Important Phone Numbers:** Main Office (315) 435-4300  
School Nurse (315) 435-6240

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance which faces Adams Street. Sub plans will be in Frontline or in the sub folder. The teacher's room is in room 254. There is a copier, refrigerator & microwave in this room.

**Parking:** Parking is available on all sides of the building; the main entrance faces Adams Street.

**Sign In:** Check in the main office and sign in on the sub sheet. Once signed in you will be given the attendance sheets.

**End of the Day Procedures:** Dismissal starts at 1:55 p.m. Sign out with the Office Assistant II and return the sub folder. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.



**Montessori at LeMoyne**

**Address:** 1528 LeMoyne Avenue, Syracuse, NY 13208

**Administrators:** Ms. Rebecca Chynoweth, Principal  
Ms. Katharine Johnson, Vice Principal  
Ms. Aimee Ruediger, Office Assistant II

**Hours:** 7:40 a.m. – 3:10 p.m.

**Important Phone Numbers:** Main Office (315) 435-4590

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

**Parking:** The entrance to parking is available off LeMoyne Avenue or Wadsworth Street. There is one main entrance into the school and a buzzer to get in on the back side of the building near the cafe.

**Sign In:** Go directly to the main office. All subs must sign the Sub Notebook at the time you enter the building. Be sure to have your job code when signing in. Check with the school Office Assistant II for any duty assignments.

**End of the Day Procedures:** Subs must remain in the classroom until all students have been dismissed. If there are any students that are still waiting for a bus or have not been picked up by 2:50 p.m. please notify the office for further instruction. All subs must sign out at the end of the day at the time you leave the building.



**Lincoln Middle School**

**Address:** 1613 James Street, Syracuse, NY 13203

**Administrators:** Ms. Alison Dupree, Principal  
Mr. Matt Lochner, Vice Principal  
Ms. Mary Ellen Meggesto Vice Principal  
Ms. Jennifer Cimilluca, Administrative Intern  
Ms. Shana McMinn, Office Assistant II

**Hours:** 7:10 a.m. – 2:40 p.m.

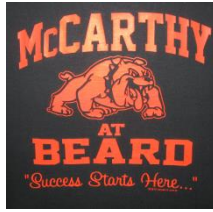
**Important Phone Numbers:** Main Office (315) 435-4450  
School Nurse (315) 435-4457  
Guidance (315) 435-4451

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office.

**Parking:** Parking is available in the main lot off James Street and behind the building.

**Sign In:** Go directly to the main office. All subs must sign the Sub Notebook. Be sure to have your job code when signing in. Check with the school Office Assistant II for any duty assignments and arrive on time for 7:10 am.

**End of the Day Procedures:** Subs must remain in the classroom until all students have been dismissed. If there are any students that are still waiting for a bus or have not been picked up by 2:40 p.m. please notify the office for further instruction. All subs must sign out at the end of the day. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.



**McCarthy at Beard**

**Address:** 220 West Kennedy Street, Syracuse, NY 13205

**Administrators:** Mr. Andrew Davis, Principal  
Mr. Cavin Robinson, Vice Principal  
Ms. Elizabeth Bury, Office Assistant II

**Hours:** 7:10 a.m. – 2:40 p.m.

**Important Phone Numbers:** Main Office (315) 435-5855  
School Nurse (315) 435-4341

**General Information:** Exit/fire routes are posted by each classroom door. Student arrival and dismissal directions are specific to each classroom so please ask the teacher for directions.

**Parking:** Parking is located on either side of the building. Ring the door buzzer for entry.

**Sign In:** Please report to the Office Assistant II in the Main Office upon arrival to sign in and be directed to the assigned classroom.

**End of the Day Procedures:** At the end of the day please report to the main office to sign out. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.



**McKinley-Brighton Elementary School**

**Address:** 309 West Brighton Ave, Syracuse, NY 13205

**Administrators:** Mr. Eric Patterson, Principal  
Mr. Jeffrey Charles, Vice Principal  
Ms. Wendy Davis, Office Assistant II

**Hours:** 8:30 a.m. – 4:00 p.m.

**Important Phone Numbers:** Main Office (315) 435-4605  
School Nurse (315) 435-4000

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

**Parking:** There is a large parking lot and small parking lot on either end of the school. **DO NOT** park in the reserved spaces in the large parking lot. If the parking lot is full, you will have to park on the street.

**Sign In:** Check in the main office and the Office Assistant II will check you off on her calendar. You will be given a room key and any notices to go home. Check the teacher's mailbox before the end of the day for any important information. Each teacher has a substitute folder that should be on the desk with instructions for the day.

**End of the Day Procedures:** Dismissal starts at 3:45 p.m. The teacher's substitute folder will have directions in it for the dismissal procedure, stay in classroom, take students out who take the bus & so forth. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.



**Meachem Elementary School**

**Address:** 171 Spaulding Avenue, Syracuse, NY 13205

**Administrators:** Mr. James Dow, Principal  
Mr. Kevin Murphy, Vice Principal  
Ms. Ramona Shorter, Office Assistant II

**Hours:** 8:30 a.m. – 4:00 p.m.

**Important Phone Numbers:** Main Office (315) 435-4610  
School Nurse (315) 435-4612

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office and wait to speak to the Office Assistant II for sign in/ assignment process. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

**Parking:** The parking spots in the lot are not reserved. Please arrive by 8:30 a.m. to review class schedule, become familiar with the classroom and lesson plans.

**Sign In:** Please report to the Office Assistant II in the Main Office upon arrival to sign in and be directed to the assigned classroom. Each teacher's staff handbook, substitute packet, and attendance cards are in the center drawer of their desk.

**End of the Day Procedures:** Check to see if the teacher you are subbing for has a PM post. If not, in the assigned room, monitoring the students. Buses begin being called at 3:45 p.m., do not leave the building until 4:00 p.m. Sign out with the school Office Assistant II and return the classroom keys. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.





**Nottingham High School**

**Address:** 3100 East Genesee Street, Syracuse, NY 13224

**Administrators:** Mr. Andrew Nolan, Principal  
Ms. Lynanne De Tore, Vice Principal  
Mr. Hugh Hogle, Vice Principal  
Ms. Candace Johnson, Vice Principal  
Ms. Ashley Killenbec, Vice Principal  
Ms. Shayla Brumfield, Office Assistant II

**Hours:** 7:15 a.m. – 2:45 p.m.

**Important Phone Numbers:** Main Office (315) 435-4380

**General Information:** Enter through the Main Entrance (by the flagpole), come to the Main Office and sign in. You will then receive your assignment, a copy of the teacher’s schedule (which includes the classroom number and lunch period) and any plans from the teacher. A copy of the bell schedule is also available as well as any alternate plans for the day. Proceed to Student Support and pick up a copy of the student attendance for the day. Proceed to the assigned class. Make sure attendance is taken before the start of class and please return class attendance to Student Support after each class.

**Parking:** Everyone should park in the big parking lot at the Main Entrance (the lot where the flagpole and the Bulldog are located). Parking is on a first come first served basis.

**Sign In:** There is a book on the counter to the left when walking into the main office.

**End of the Day Procedures:** Be sure all the attendance sheets are returned to Student Support. Return the staff schedule and any paperwork for the teacher to the Main Office and sign out. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.



**Oasis Academy**

**Address:** 1728 South Avenue, Syracuse, NY 13207

**Administrators:** Mr. Antonio Herrera, Principal  
Ms. Jessa Salibrici, Vice Principal  
Ms. Kimberly Johnson, Office Assistant II

**Hours:** 7:15 a.m. – 2:45 p.m.

**Important Phone Numbers:** Main Office (315) 435-6226

**General Information:** Substitutes should enter the building through the front entrance which faces South Avenue. Sub plans will be in Frontline or in the sub folder. Exit/fire routes are posted by each classroom door.

**Parking:** There is a parking lot on the side of the building on South Ave., near the Daycare Center located on the corner of South Avenue and Brighton Street. There is also additional parking in the back of the building on Clyde Avenue. Enter through the front door and report to main office.

**Sign In:** Check in the main office and sign in on the sub sheet. Once signed in you will be given the attendance sheets, sub folder and room keys.

**End of the Day Procedures:** Dismissal starts at 1:55 p.m. Sign out with the Office Assistant II and return the room keys and sub folder. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.



**Porter Elementary School**

**Address:** 512 Emerson Avenue, Syracuse, NY 13204

**Administrators:** Ms. Lisa Quinones-Sherman, Principal  
Ms. Caston Binger, Vice Principal  
Ms. Keri Gangemi, Administrative Intern  
Ms. Kimberly Roche, Office Assistant II

**Hours:** 7:40 a.m. – 3:10 p.m.

**Important Phone Numbers:** Main Office (315) 435-4625  
School Nurse (315) 435-4943

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

**Parking:** Parking is on the streets around the school.

**Sign In:** Sign in the gray binder labeled “Subs” in the main office. Check the teacher’s mailbox for any lesson plans, attendance, notices, messages, etc. Check with the school Office Assistant II for any duty assignments.

**End of the Day Procedures:** Check to see if the teacher you are subbing for has bus duty or any type of dismissal duty. Buses depart at 2:50 p.m. Do not leave the building until 3:10 p.m. and sign out with the school Office Assistant II. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.

**Promising Futures Leadership Academy**

**Address:** 573 E. Genesee Street, Syracuse, NY 13202

**Administrators:** Mr. Daniel Evans, Principal  
Ms. Lorrie Kline, Office Assistant II

**Hours:** 7:15 a.m. – 2:45 p.m.

**Important Phone Numbers:** Main Office (315) 435-4135  
Security (315) 435-6342  
School Nurse (315) 435-6283

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance at 573 East Genesee Street.

**Parking:** Parking lot is located at the corner of East Fayette and South McBride St. When you enter the building through the main entrance you will sign in with the Sentry and give him/her your vehicle information.

**Sign In:** Sign in the attendance book in the main office and pick up paperwork that will need to be filled out for the day.

**End of the Day Procedures:** Return the paperwork that you filled out during the day to the office and make sure to sign out with the Office Assistant II. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.



**Public Service Leadership Academy**

**Address:** 227 Magnolia Street, Syracuse, NY 13204

**Administrators:** Mr. Richard Romeo, Principal  
Mr. Adel Valdes, Vice Principal  
Mr. David Pierce, Vice Principal  
Ms. Lisa Dillman, Administrative Intern  
Ms. Rebekah Grecco, Administrative Intern  
Ms. Iris Zayas, Office Assistant II

**Hours:** 7:15 a.m. – 2:45 p.m.

**Important Phone Numbers:** Main Office (315) 435-4376  
Security (315) 435-4365  
School Nurse (315) 435-4363

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office.

**Parking:** Parking is available in the main parking lot, on Magnolia Street (do not park in front of residents' stairs), as well as parking on the side of the building off Magnolia Street.

**Sign In:** Sign the substitute attendance book. Check with the school Office Assistant II to confirm duty assignment and classroom. Lesson plans are in each classroom or will be provided when signing in.

**End of the Day Procedures:** Check to see if the teacher you are subbing for has bus duty. If not, assist with helping students exit the building. You may also be asked to assist with Hall Duty. Do not sign out until 2:45 p.m. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.



**Roberts PreK-8**

**Address:** 715 Glenwood Avenue, Syracuse, NY 13207

**Administrators:** Dr. Sharon Archer, Principal  
Ms. Lindsay Thompson, Vice Principal  
Ms. Shaena Brasz, Vice Principal  
Ms. Donna Buckley-Prell, Office Assistant II

**Hours:** 7:35 a.m. – 3:05 p.m..

**Important Phone Numbers:** Main Office (315) 435-4635  
School Nurse (315) 435-5851

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

**Parking:** There is a parking lot in the back lot. Enter through the back door and report to main office.

**Sign In:** Check in the main office and sign in on the sub sheet. Once signed in you will be given the attendance sheets.

**End of the Day Procedures:** Teaching Assistants assist with bus duty, busses are called at 2:50 p.m. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.



**Salem Hyde Elementary**

**Address:** 450 Durston Ave, Syracuse, NY 13203

**Administrators:** Ms. Rebecca Groat, Principal  
Ms. Charina Johnson-Turner, Vice Principal  
Ms. Karen Hunter, Office Assistant II

**Hours:** 7:40 a.m. – 3:10 p.m.

**Important Phone Numbers:** Main Office (315) 435-4570  
School Nurse (315) 435-4951  
Attendance (315) 435-6382

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

**Parking:** Parking is available on Durston Ave on the school side of the street only as well as the school parking lot.

**Sign In:** Go directly to the main office. All subs must sign the sub verification sheet. Be sure to have your job code when signing in. Sign affidavit sheet if you will be covering a teacher who takes attendance. Check with the school Office Assistant II for any duty assignments. Do not go to the room and prepare without first signing in and speaking to the Office Assistant II. Check the teacher's mailbox for any notices, messages, etc.

**End of the Day Procedures:** Subs must remain in the classroom until all students have been dismissed. If there are any students that are still waiting for a bus or have not been picked up by 2:50 p.m. please notify the office for further instruction. All subs must sign out at the end of the day. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.



**Seymour Dual Language Academy**

**Address:** 108 Shonnard Street, Syracuse, NY 13204

**Administrators:** Mr. James Nieves, Principal  
Ms. Danielle Guiffre, Vice Principal  
Ms. Ilianatacha Rosa, Administrative Intern  
Ms. Celimar Fuentes-Boria, Office Assistant II

**Hours:** 8:30 a.m. – 4:00 p.m.

**Important Phone Numbers:** Main Office (315) 435-4645  
School Nurse (315) 435-4973

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front on Niagara Street where the bus turnaround is located. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

**Parking:** There are four parking lots, you may park in either. **DO NOT** park in the reserved spots or the handicapped spots without a tag. Lots can be entered from Seymour, West, Shonnard and Niagara Streets, with entrances on those streets. If the lots are full, you may park on the street.

**Sign In:** Sign the attendance book. Check the teacher's mailbox for any notices, messages, etc. Check with the teachers plan for any duty assignments.

**End of the Day Procedures:** Check the teacher's plans for dismissal procedures. Buses depart at 3:45 p.m. Do not leave the building until 4:00 p.m. and sign out with the school Office Assistant II. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.





**STEAM @ Dr. King**

**Address:** 416 East Raynor Avenue, Syracuse, NY 13202

**Administrators:** Ms. Kuricheses Alexander, Principal  
Ms. Melissa Tooley, Vice Principal  
Ms. Priscilla Newby, Vice Principal  
Ms. Javonna Mitchell-Thomas, Office Assistant II

**Hours:** 8:30 a.m. – 4:00 p.m.

**Important Phone Numbers:** Main Office (315) 435-4580  
School Nurse (315) 435 -4584

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front or parking lot entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

**Parking:** There are two parking lots, you may park in either. **DO NOT** park in the reserved spots or the handicapped spots without a tag. Lots can be entered from Martin Luther King Blvd, Raynor Avenue via South McBride Street, or Oakwood Avenue. If the lots are full, you may park on the street.

**Sign In:** Sign the attendance book. Check the teacher’s mailbox for any notices, messages, etc. Check with the teachers plan for any duty assignments.

**End of the Day Procedures:** Check the teacher’s plans for dismissal procedures. Buses depart at 3:45 p.m. Please notify an administrator if a student has not been picked up by 4:00 pm. Do not leave the building until 3:45 p.m. and sign out with the school Office Assistant II. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day and future dates.



**Syracuse Latin School**

**Address:** 345 Jamesville Ave, Syracuse, NY 13210

**Administrators:** Ms. Chelsey D'Eredita, Principal  
Ms. Bohdanna Snihur, Vice Principal  
Mr. Kristoffer Robert, Administrative Intern  
Ms. Shannon Tookes, Office Assistant II

**Hours:** 7:35 a.m. – 3:05 p.m.

**Important Phone Numbers:** Main Office (315) 435-4606  
School Nurse (315) 435-4563

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

**Parking:** Please park in any UNRESERVED parking spots, but not in the bus loop.

**Sign In:** Sign in the substitute book. Check the teacher's mailbox for any notices, messages, etc. Check with the school Office Assistant II for any duty assignments. Check to see if the teacher you are subbing for has bus duty.

**End of the Day Procedures:** Please remain with students until all have been loaded on busses and/or picked up. Please discuss with Principal if any students have not been picked up by 2:50 p.m. Do not leave the building before 3:10 p.m. and sign out in the same book that you signed in at the main office. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.



**Syracuse STEM @ Blodgett**

Address: 312 Oswego Street, Syracuse, NY 13204

Administrators: Dr. Harry Valentin, Principal  
Ms. Marimar Nunez, Vice Principal  
Ms. Jenniffer Benedetto, Vice Principal  
Ms. Stephanie Rapp, Office Assistant II

Hours: 7:10 a.m. – 2:40 p.m.

Important Phone Numbers: Main Office (315) 435-4386  
School Nurse (315) 435-6525

General Information: Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students during transitions and pick them up from the cafeteria after lunch.

Parking: **DO NOT** park on the street if you can park in the lot from Otisco Street behind the school and walk to the front of the building, walk up the stairs and ring the bell to be buzzed in and go to the main office door on the left.

Sign In: Sign in the main office toward the back of the office in the blue book. Substitutes should wait for the attendance sheets and schedule. Check for hall and other duties and dropping off and picking up students from the cafeteria.

End of the Day Procedures: Do not leave the building until 2:40 p.m. or all children are dismissed. You must sign out with the Office Assistant II. Please come early and call if you are unable to arrive by 7:10 a.m. as the students cannot be without supervision. Your room will be opened for you by a sentry or custodian. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.



**Van Duyn Elementary School**

**Address:** 401 Loomis Avenue, Syracuse, NY 13207

**Administrators:** Ms. Amanda Shepherd, Principal  
Ms. Nicole Heath, Vice Principal  
Ms. Erika Glover, Office Assistant II

**Hours:** 8:30 a.m. – 4:00 p.m.

**Important Phone Numbers:** Main Office (315) 435-4660  
School Nurse (315) 435-4618

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance. You may then report to the main office. During specials (art, music, gym, lunch, bathrooms) it is important to stay with the students as well as to stay with the students during transitions.

**Parking:** The parking spots in the lot are not reserved. There is plenty of parking on the west side of the building.

**Sign In:** Sign the substitute attendance book. Check with the school Office Assistant II to confirm duty assignment and classroom. Lesson plans are in each classroom at the teacher's desk.

**End of the Day Procedures:** Each teacher in the team will have a different responsibility for dismissal. One teacher takes walkers out and has parents sign the students out. The other(s) take bussers to the bus. Please talk to the grade level team to know what part of the dismissal plan you are to complete. Leave a detailed note for the teacher and sign out in the office at the end of the day. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.



**Webster Elementary School**

**Address:** 500 Wadsworth Street, Syracuse, NY 13208

**Administrators:** Ms. Dawn Kivlehan, Principal  
Ms. Elizabeth Bielass, Vice Principal  
Ms. Caitlin Welch, Vice Principal  
Ms. Margaret Dobrovec, Office Assistant II

**Hours:** 7:40 a.m. – 3:10 p.m.

**Important Phone Numbers:** Main Office (315) 435-4670  
School Nurse (315) 435-4672

**General Information:** Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the single point of entry door on Listman Avenue and report to the main office.

**Parking:** There are two parking lots at Webster. Both entrances are off Berkshire Ave. Berkshire is ONE WAY from the East (Darlington Rd.) from 8:00 a.m. to 4:00 p.m. Otherwise, you may park on the street following odd-even parking laws unless otherwise posted. Please be considerate of our neighbors and **DO NOT** block their driveways or park on their lawns.

**Sign In:** Sign the attendance book on the counter in the main office. Check the teacher's mailbox for any notices, messages, etc. Check with the school Office Assistant II for any duty assignments. Receive the attendance sheet from the Office Assistant II. The classroom should be unlocked, and keys should be hanging on the hook near the door.

**End of the Day Procedures:** Check to see if the teacher you are subbing for has bus duty. If not, remain in your classroom with the students until all buses have departed. Buses usually depart by 2:50 p.m. Do not leave the building until 3:10 p.m., lock your room and leave the keys INSIDE the room on the hook. Sign out with the school Office Assistant II. You can also check with the school Office Assistant II for a possible assignment for the following day if you have not already accepted another job for the next day.

## **Long Term Teachers – Frequently Asked Questions**

Teacher substitutes, even those going immediately into long term assignments, are hired as Daily Substitutes at \$170.00 per diem per day. Long term assignments are terminal appointments ending either when the teacher returns or on the last day that teachers are required to work for that school year. Once that assignment is completed, the long-term sub again becomes a Daily Sub and will receive a job assurance notification on Employee Self Service inviting them back as a Daily Sub for the next school year. Failure to reply will result in termination of employment.

### **What makes a job a long-term assignment?**

- An assignment becomes long term when a Daily Sub is scheduled to replace a teacher in the **same** assignment for **more than 15 consecutive** days. In addition, holidays, recess breaks and **snow days are not included in the 15-day** calculation as Daily Subs are not paid for those days.
- If there is a wind chill day, please follow the announcement on local media and the district website and your district emails. If staff are directed to report, as a long-term sub, you are to report.
- If you do not report, the absence will be unexcused, and it will break your long-term assignment.

### **NOTES:**

- Any time off during that period, full day, or half day, **constitutes a break in service** and the 15-day period begins again. Exclusions include holidays, recess, and snow days.
- Daily Subs must work on the 16<sup>th</sup> day in order for the long term pay and benefits to be applicable.
- Work performed during normal workdays when students are not in session, but teachers would be required to report are paid days. Examples are Superintendent’s Conference Day or ½ day with PM testing.
- After school hours requested by the principal must be on a separate timecard and are paid on a PAY ticket entered by the school.

### **How does a Daily Sub become eligible to be chosen as a long-term substitute?**

A list of certified/qualified subs is provided by the Office of Human Resources to the school principal. The principal will decide based on the needs of the assignment.

Certified Candidates will receive preference for long-term substitute opportunities.

### **How can I be sure that my college experience is being used for salary calculations?**

The district must have official Bachelor and Master transcripts that have been received in sealed envelopes from your college/university to consider degrees and any graduate credits. The procedures for salary adjustment are outlined on Pages 8-10 of the Unit 1 contract. You are responsible for ensuring that the District has all the appropriate documents on file. Salary adjustments cannot be made after the assignment has ended, so be sure that all transcripts are in as soon as possible after an assignment begins if the District does not already have them on file.

### **How can I have past work experience reviewed for inclusion in my salary calculations?**

- Visit the Office of Human Resources Call Center and complete a Previous Work Experience form. These must be forwarded to your previous employer and then notarized before returning to Human Resources for relevancy. Only notarized forms will be considered for relevancy. A copy of this form is located on page 91.

### **How does the payment process work?**

- Daily subs/long term subs must use the sign in sheet at the building for every day worked. Just a reminder that there is a one pay period lag on all payments made from the Frontline system.
- Subs in potential long-term assignments will be paid \$170.00 per day for the first 15 days. A timecard must be completed starting the 1<sup>st</sup> day when in a long-term position and throughout the duration of the assignment. See page 80 for an example on how to fill out a timecard.
- Following day 15 until the assignment ends, the substitute is paid at the teacher rate.
- Although the District will make every effort to make the change to the long-term sub pay in the payday after the 16<sup>th</sup> day, there are times when this is not possible. However, our endeavor will be to have the new salary in the following pay day.
- At the end of the assignment the sub will be paid the difference due for the first 15 days. Substitutes must notify the Office of Human Resources when their assignment has ended.

### **What other benefits apply?**

- Once a Daily Sub has surpassed the 15<sup>th</sup> day in a long-term assignment, he/she will earn 1 sick day and 1/2 personal day for each month completed. The substitute teacher will also be paid for school holidays and recess breaks if their assignment continues after the holiday/break. When an assignment ends for any reason, unused days are terminated.
- The substitute may become eligible for District benefits after 16 continuous days in the same assignment. Benefits would go into effect 1<sup>st</sup> day following the next month. Once designated as a long-term sub contact the Office of Human Resources to schedule an appointment to learn about the benefits available. Once the long-term assignment has ended, benefit eligibility will end. If entering a long term and reaching the 16<sup>th</sup> day on April 1<sup>st</sup> or after benefits are not eligible as the health plan requires an employee to be hired for 90 days. All questions should be directed to the Office of Human Resources Call Center, ext. 4171.

### **How long do assignments normally last?**

Each assignment is unique. A projected end date could change at any time as circumstances alter. Even if a substitute is placed in a “long term” position, personal situations could change the assignment. The District will, whenever possible, give advance notice of the end date. If you are asked to do an approved transition day at the end of the assignment, you are paid at the daily rate of \$170.00 per diem for that transition day. Note: If you are in a long-term assignment through the end of the school year, there is no guarantee of a long-term position for the next school year. You will, however, be on the eligible list for new assignments in your certification area.

### **Personal Days**

Per Unit 1 contract – Consecutive personal day or personal day before/after holiday/recess require Human Resource Approval.

SCSD Website < Departments < Human Resources < HR Forms/Documents < General HR Forms/Documents-Staff < Personal Day Request Form.

- Enter district username and password
- Select Unit 1 click Next and follow the questions



### **Break in Service**

What constitutes a break in service once reaching 16 consecutive days is going to an unpaid status, even if the day is approved any unpaid time will break the long term. Any days beyond five (5) sick days, or six (6) cumulative and/or consecutive days, will constitute a break in the assignment, reverting the substitute back to per diem, per day pay rate status. This will occur regardless of the number of leave days earned.

*For additional information, contact The Office of Human Resources*

*Ext. 4171 \* [humanresources@scsd.us](mailto:humanresources@scsd.us)*

**Daily Substitute Sample Timecard in a Long-Term Assignment**

- Time Periods are the 1<sup>st</sup> through 15<sup>th</sup> and 16<sup>th</sup> through the end of month.
- Please do not enter previous or future dates on a timecard. It is for the specific payroll period only. Use a separate timecard if you missed a date.
- You should use only one timecard per pay period completed in blue or black ink. Long term subs do not need a new timecard after their assignment is ended.

**Front of card:** Include *Employee ID, Last name, First name, Pay period* and *Title*. If in a long-term assignment, you can enter Daily Sub/Long Term Sub. No job code is needed.

EMPLOYEE ID # 80008		LAST NAME Doe		FIRST John		I	
PAY PERIOD 9/1/12-9/15/12		JOB CODE		TITLE Daily Substitute/LONG TERM			
REGULAR		1.5 PREMIUM		2.0 PREMIUM		TOTAL	
MISC. EARNINGS		RCD		BUDGET			
1 HEREBY CERTIFY THAT THE TIME REPORTED ON THE REVERSE SIDE AS WORKED IS CORRECT.		SIGNATURE OF PRINCIPAL OR DEPT. HEAD					
						ABSENCES ID TIME	

**Back of Card:** A block for each day you work must be filled out completely in a long-term assignment. Do not use arrows or write across the bottom of multiple days. Enter info in the correct week and day. For each day worked, enter the *date*, whether it was a *FD* (full day), an *AM* or a *PM*. If it is a split day, then see the example. Turn the card sideways and write the *name of the teacher* and the *name of the school* – examples are shown below. If you are working at an Extended Learning Time School, enter “(ELT)” after the school’s name. We do not need additional info such as subject or information repeated at the top of the card.

REMARKS / EVENT Long Term		HOURS		ID	
SAT		SUN		MON	
TUES		WED		THURS	
FRI		SAT		SUN	
MON		TUES		WED	
THURS		FRI		SAT	
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FRI		SAT			

## **Long Term Teaching Assistant - Frequently Asked Questions**

Teaching Assistant Substitutes, even those going immediately into long term assignments, are hired as Teaching Assistants at \$15.50 per hour. Long term assignments are terminal appointments ending either when the Teaching Assistant returns or on the last day the Teaching Assistant is required to work for that school year. Once that assignment is completed, the long-term sub again becomes a Teaching Assistant Substitute and will receive a job assurance notification on Employee Self Service inviting them back as a Teaching Assistant Substitute for the next school year. Failure to reply will result in termination of employment.

### **What makes a job a long-term assignment?**

- An assignment becomes long term when a Teaching Assistant substitute is scheduled to replace a Teaching Assistant in the **same** assignment for **more than 15 consecutive** days. In addition, sick days, holidays, recess breaks and **snow days are not included in the 15-day** calculation as Teaching Assistant substitutes are not paid for those days.
- If there is a wind chill day, please follow the announcement on local media and the district website and your district emails. If staff are directed to report, as a long-term sub, you are to report.
- If you do not report, the absence will be unexcused, and it will break your long-term assignment.

### **NOTES:**

- Any time off during that period, full day, or half day, **constitutes a break in service** and the 15-day period begins again. Exclusions include holidays, recess, and snow days.
- Teaching Assistant substitutes must work on the 16<sup>th</sup> day for the long term pay and benefits to be applicable.
- Work performed during normal workdays when students are not in session, but Teaching Assistants would be required to report, are paid days. Examples are Superintendent's Conference Day or ½ day with PM testing. During these times you must report!
- After school hours requested by the principal must be on a separate timecard and are paid on a PAY ticket entered by the school.

### **How does a Teaching Assistant Sub become eligible to be chosen as a long-term substitute?**

A list of certified/qualified Teaching Assistant Substitutes is provided by the Office of Human Resources to the school Principal. The principal will decide based on the needs of the assignment. Certified Candidates will receive preference for long-term substitute opportunities.

#### **Certifications:**

The District must receive evidence of valid New York State Teacher Certification to qualify for an additional \$500.00 once the long-term position starts after the 16<sup>th</sup> day. You are responsible for ensuring that the District has all the appropriate documents on file. Salary adjustments cannot be made after the assignment has ended, so be sure that all certifications are in as soon as possible after an assignment begins if the District does not already have them on file. To see if you have the certification needed, please log into Employee Self Service, and verify your certification.

### **How does the payment process work?**

- Teaching Assistant Substitutes/Long Term T/A subs must use the sign in sheet at the building for every day worked. Just a reminder that there is a one pay period lag on all payments made from the Frontline system.
- Teaching Assistant Substitutes in potential long-term assignments will be paid \$14.50 per hour for the first 15 days. A timecard must be completed starting the 1<sup>st</sup> day when in a long-term position. See page 84 for an example on how to fill out a timecard.
- Following day 15 until the assignment ends, the substitute is paid at the Teaching Assistant salary \$24,294 without certification or \$24,794 with certification.
- Although the District will make every effort to make the change to the Teaching Assistant pay in the payday after the 16<sup>th</sup> day, there are times when this is not possible. However, our endeavor will be to have the new salary in the following pay day.
- At the end of the assignment the Teaching Assistant Substitutes will be paid the difference due for the first 15 days. Teaching Assistant Substitutes must notify the Office of Human Resources when their assignment has ended.

### **What other benefits apply?**

- Once a Teaching Assistant substitute has surpassed the 15<sup>th</sup> day in a long-term assignment, he/she will earn 1 sick day and 1/2 personal day for each month completed. The Teaching Assistant Substitute will also be paid for school holidays and recess breaks after the first 30 days are completed. When an assignment ends for any reason, unused days are terminated.

- The Teaching Assistant may become eligible for district benefits after 16 continuous days in the same assignment. Benefits would go into effect 1<sup>st</sup> day following the next month. Once designated as a long-term sub contact the Office of Human Resources to schedule an appointment to learn about the benefits available. Once the long-term assignment has ended, benefit eligibility will end. If entering a long term, reach the 16<sup>th</sup> day on April 1<sup>st</sup> or after benefits are not eligible as the health plan requires an employee to be hired for 90 days. All questions should be directed to the Office of Human Resources Call Center, ext. 4171.

### **How long do assignments normally last?**

Each assignment is unique. A projected end date could change at any time as circumstances alter. Even if a Teaching Assistant substitute is placed in a “long term” position, personal situations could change the assignment. The District will, whenever possible, give advance notice of the end date. If you are asked to do an approved transition day at the end of the assignment, you are paid at the daily rate of \$14.50 per hour for that transition day. Note: If you are in a long-term assignment through the end of the school year, there is no guarantee of a long-term position for the next school year. You will, however, be on the eligible list for new assignments in your certification area.

### **Personal Days**

Per Unit 8 contract – Consecutive personal day or personal day before/after holiday/recess require Human Resource Approval.

SCSD Website < Departments < Human Resources < HR Forms/Documents < General HR Forms/Documents-Staff < Personal Day Request Form.

- Enter district username and password
- Select Unit 8 click Next and follow the questions

### **Break in Service**

What constitutes a break in service once reaching 16 consecutive days is going to an unpaid status, even if the day is approved any unpaid time will break the long term.

*For additional information, contact The Office of Human Resources*

*Ext. 4171 \* [humanresources@scsd.us](mailto:humanresources@scsd.us)*



### **Payroll**

In the 2022/2023 school year, Daily Substitutes & Sub Nurses are paid \$170.00 per diem, per day for 7 hours and above assignments. Teaching Assistant Substitutes are paid \$14.50 an hour. Payments are made based on the verified report from Frontline and the school. It is the substitute's responsibility to track days, names, job number etc., for their own knowledge in case you feel there is a discrepancy in pay. Substitutes can review your jobs on Frontline to view both scheduled and past jobs.

Subs may only work when students are in the building either for a full or half day and are not paid for holidays, half professional development days, recess periods or snow days. Questions regarding payroll please contact (315)435-4191.

## 2023-2024 Payroll Schedule



SYRACUSE CITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
SYRACUSE, NEW YORK

### RESOLUTION

#### 2023-2024 Payroll Schedule

**Whereas:** the Board of Education of the Syracuse City School District approves the semi-monthly payroll schedule at their annual meeting; now, therefore, be it

**Resolved:** That the Board of Education, upon the recommendation of the Superintendent of Schools, approve the following semi-monthly payroll schedule for the 2023-2024 school year, from July 1, 2023, through June 30, 2024:

2023-2024 Syracuse City School District Pay Schedule			
Deadline Timecard Submittal for Prior Period	Pay Period End Date	Check Date	Exception Reason
07/03/2023	07/15/2023	07/14/2023	15 <sup>th</sup> is a Saturday
07/17/2023	07/31/2023	07/31/2023	
08/01/2023	08/15/2023	08/15/2023	
08/16/2023	08/31/2023	08/31/2023	
09/01/2023	09/15/2023	09/15/2023	
09/18/2023	09/30/2023	09/29/2023	30 <sup>th</sup> is a Saturday
10/02/2023	10/15/2023	10/13/2023	15 <sup>th</sup> is a Sunday
10/16/2023	10/31/2023	10/31/2023	
11/01/2023	11/15/2023	11/15/2023	
11/16/2023	11/30/2023	11/30/2023	
12/01/2023	12/15/2023	12/15/2023	
12/18/2023	12/31/2023	12/28/2023	31 <sup>st</sup> is a Sunday (need final holiday schedule and this is assuming 12/29 & 1/1 will be the holidays)
01/02/2024	01/15/2024	01/12/2024	15 <sup>th</sup> is a Holiday
01/16/2024	01/31/2024	01/31/2024	
02/01/2024	02/15/2024	02/15/2024	
02/16/2024	02/29/2024	02/29/2024	
03/01/2024	03/15/2024	03/15/2024	
03/18/2024	03/31/2024	03/29/2024	31 <sup>st</sup> is a Sunday
04/01/2024	04/15/2024	04/15/2024	
04/16/2024	04/30/2024	04/30/2024	
05/01/2024	05/15/2024	05/15/2024	
05/16/2024	05/31/2024	05/31/2024	
06/03/2024	06/15/2024	06/14/2024	15 <sup>th</sup> is a Saturday
06/17/2024	06/30/2024	06/28/2024	30 <sup>th</sup> is a Sunday
		06/28/2024	21 Check Refund

and, be it further

**Resolved:** That subsequent change to the payroll calendar schedule above will be approved by the Superintendent of Schools or designee.

**Dated:** May 9, 2023



## Email First Time Login Procedure

To access your account for the first time, you must use a district computer. Please follow the below instructions:

**User ID** (this field is not case sensitive)

First letter of your first name

First five letters of your last name

Last two digits of your Social Security Number

\*Alex Brown with a Social Security Number of 111-11-1111 would be entered as abrown11

\*If your last name has less than 5 letters, additional letters of your first name will be used (e.g. John Doe would be johndoe)

**Password** (this field IS case sensitive)

First letter of your first name (Upper Case)

First letter of your last name (Lower Case)

Your date of birth in eight digit format (e.g. April 2, 1994 would be 04021994)

\*Alex Brown with a date of birth April 2, 1994 would be Ab04021994

Once entered the system will ask you to change your password

**Accessing your email:**

Open a web browser and navigate to <http://www.syracusecityschools.com/>

Select *About > Staff Resources > Email (Office365)*

**ABOUT**

About  
Calendars  
Careers  
Code of Conduct  
COVID-19 Information  
District Newsletters  
News  
Notifications  
Staff Directory  
Strategic Plan  
Superintendent

**COMMUNITY**

Building Men Program  
Educational Foundation  
Mentor Program  
Partnerships  
Say Yes  
Volunteer

**BOARD OF EDUCATION**

Board Home  
Board Agenda & Minutes

**STUDENTS & FAMILY**

After-School Programs  
Athletic Schedules  
Family Engagement  
NYSED Parent Dashboard  
Parent University  
Registration  
SchoolTool Parent Portal  
Student Records  
Student Support

**STAFF RESOURCES**

COVID-19 Daily Attestation  
**Email (Office365)**  
Employee Assistance Program  
Frontline Substitutes  
Intranet  
NOVAtime Absences  
SchoolTool  
WebCRD (Print Request)  
Website Login

**Do not share your user ID and or Password**

**If you require additional assistance, please contact the Helpdesk at (315) 435-6274 or [helpdesk@scsd.us](mailto:helpdesk@scsd.us)**

## Employee Self Service

SCSD Website: <http://www.syracusecityschools.com/> > About > Staff Resources > Intranet

<u>ABOUT</u>	<u>COMMUNITY</u>	<u>STUDENTS &amp; FAMILY</u>	<u>STAFF RESOURCES</u>
About	Building Men Program	After-School Programs	COVID-19 Daily Attestation
Calendars	Educational Foundation	Athletic Schedules	Email (Office365)
Careers	Mentor Program	Family Engagement	Employee Assistance Program
Code of Conduct	Partnerships	NYSED Parent Dashboard	Frontline Absences & Substitutes
COVID-19 Information	Say Yes	Registration	<b>Intranet</b>
District Newsletters	Volunteer	School Based Health Centers	SchoolTool
News		SchoolTool Parent Portal	WebCRD (Print Request)
Notifications	<u>BOARD OF EDUCATION</u>	Student Records	Website Login
Staff Directory	Board Home	Student Support	
Strategic Plan	Board Agenda & Minutes		
Superintendent			



SchoolTool



Calendar



Let's Talk



Menus



Libraries

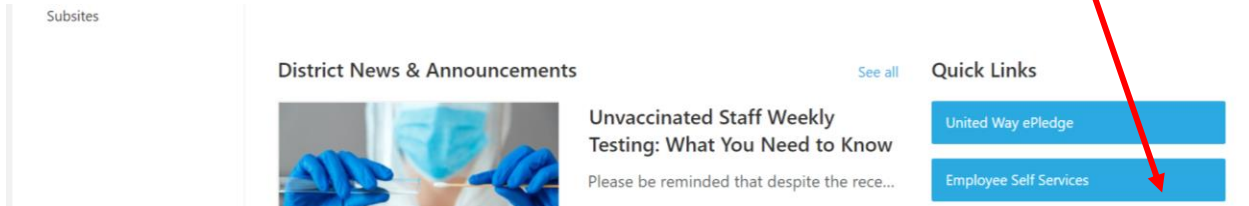


Photos



Enter District Login ID and Password

Under Quick Links - Click Employee Self Services

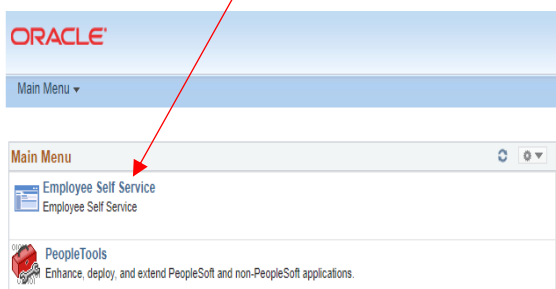


Login in with your SCSD user ID and password.

Once you have logged on to employee self-service, you will notice the Employee Self Service links on the left-hand side of the main page. You can view your personal data such as Name, Address, Phone Number, Emergency Contact, etc. under the **Personal Information** section. You can view your paycheck and update your tax forms under the **Payroll and Compensation** section. You can view your enrollments under the **Benefits** section if you are currently benefits eligible and are enrolled in one of the following: Medical, Dental, Tax Sheltered Annuities and Vision. Refer to each individual section for detailed instructions.

To change your bank information for **direct deposits** please contact the Payroll department

### Click Employee Self Service



### Enter your last 4 of Social Security and date of birth

**Message**

Timecards for the period ending 7/31/2020 are due in the Payroll Department by 8/3/2020 to be paid on the 8/15/2020 payroll. Timecards can be dropped off at the Security Desk at Central Office. Please stay safe and have a happy summer!

Important notes will be noted under **Messages**

**Personal Information**

- Ethnic Groups
- Job Assurance
- New Conflict of Interest
- Personnel Memorandums
- Personal Information Summary
- Job Data Profile

**Payroll and Compensation**

- View Paycheck
- W-4 Tax Information
- NY State Tax Information
- View W-2/W-2c Forms
- Leave Balances

**Benefits**

- Dependent Coverage
- Benefits Summary
- Dependent Information

To change your phone number, home/ mailing address add emergency contact(s) click  
Personal Information Summary under Personal Information.

## Verification of Prior Service Form



### SYRACUSE CITY SCHOOL DISTRICT

Anthony Q. Davis, Superintendent of Schools

Office of Human Resources

Scott Persampieri, Chief Human Resources Officer

#### VERIFICATION OF PAID PRIOR SERVICE

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

To Whom it May Concern:

I have recently been employed as a \_\_\_\_\_ by the Syracuse City School District. One of the requirements of my employment is providing verification of my previous paid experience and/or tenure. Please complete the information requested below and submit to the Syracuse City School District on my behalf.

Employee Signature: \_\_\_\_\_

*Please complete your personal information, forward to your previous employer.*

Personal Information (Completed by Teacher)	
Full Name	
Maiden Name	
Social Security Number	
Dates of Employment	
Position(s) Held	

Prior Experience (Completed by Previous Employer.)									
Institution (Public/Private)	Date Began (M/D/YY)	Date Ended (M/D/YY)	Hours Worked (PT/FT)	Position Title	Certified (Y/N)	Tenured (Y/N)	Tenure Area	APPR Rating*	School Yr. (YY/YY)

\*Rating: (H) Highly Effective, (E) Effective, (D) Developing and (I) Ineffective

*I certify that the above information is correct according to the records of this and/or any other records available.*

Agency Name			
Address: (Street, City, State & Zip)			
Authorized Personnel		Position	
Authorized Signature			
Phone Number	( )	Fax Number	( )

STATEMENT MUST BE NOTARIZED WITH SEAL:

Subscribed and sworn to before me

County of:

State of:

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Signature: \_\_\_\_\_

Commission Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

**When form has been completed, please mail to Office of Human Resources at address below.**

725 Harrison Street, Syracuse, NY 13210 | T (315) 435-4171 | [syracusecityschools.com](http://syracusecityschools.com)

## **New York State Teaching Certification**

New York State teachers, administrators, and pupil personnel service providers are required to hold a New York State certificate to be employed in the State’s public schools. The certificates are issued by the Office of Teaching Initiatives, and certify that an individual has met required degree, coursework, assessment, and experience requirements.

Certificates are issued in a number of titles in three major categories:

- Classroom teaching
- Administrative and Supervisory
- Pupil Personnel Service (e.g., School Counselor, Psychologist, Social Worker)

\*Also have NYSED licensing requirements under the Office of Professions

### **APPLYING FOR A CERTIFICATE**

All applications for NYS Certification are completed electronically through the New York State Office of Teaching Initiatives website: <http://www.highered.nysed.gov/tcert/teach/> .

Applying online is easy and fast and allows you the options of paying by credit card or mailing your payment.

1. If you are a first-time user, click “Create a NY.gov TEACH account”. Here you will create an account, username, and password. Once this is complete, click “TEACH Online Services”
2. This will bring you to the TEACH homepage. Click “Apply for a Certificate”.
3. Select and apply for the certificate you are seeking.
4. The NYS Department of Education must evaluate the following certificate applications: ESOL, Interstate Reciprocity, Bilingual, Occupational Education, SDL, certificates for persons with foreign credentials or for individuals who are not citizens of the U.S.

### **Supporting Documentation**

After you have applied for a certificate, you must send to New York State any supporting documentation necessary to conduct a complete evaluation of your credentials.

**Supporting documentation must contain your identifying information:** date of birth or a portion of your date of birth, the last four digits of your social security number, and your current name exactly as it is listed in your TEACH account.

Supporting documentation includes but is not limited to: original official transcripts of all college study; CLEP, DANTE, ACTFL, or Excelsior exam score reports; documentation of paid teaching experience; a copy of teaching certificates from other states; and any other information that NYSED requests.

**Requirements:**

To determine the specific requirements for any given title, you can use the online search feature "Search Certification Requirements" <http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>

**Workshops:**

For information and approved provider listings on all NYS Required Workshops for Certification, please visit the Office of Teaching Initiatives website: <https://www.highered.nysed.gov/tcert/>. Click on the link for "Topics A-Z" located at the top of the page. Select the letter "W", click on the bullet subtitle of the workshop you are seeking:

- Workshop - Child Abuse Identification
- Workshop - School Violence Prevention and Intervention (SAVE)
- Workshop - Coursework or Training in the Needs of Children with Autism
- Workshop - Training in Harassment, Bullying, Cyber bullying, and Discrimination in Schools: Prevention and Intervention (DASA Training)

**Interstate Reciprocity:**

The New York State Board of Regents amended the rules by which well-qualified, out-of-state Teachers, School Leaders, and School District Leaders may obtain New York State certification. Under the new criteria, the Commissioner will endorse the out-of-state certificate (or equivalent authorization) and issue an initial certificate to practice in New York to individuals with the following qualifications:

**Certified teachers:**

- Have a valid teaching certificate that is equivalent to the title and type of the certificate sought and has no limits or restrictions.
- Meet New York's general certificate requirements, including citizenship, training related to child abuse identification/reporting, school violence prevention/intervention, harassment, bullying and discrimination prevention/intervention, and a criminal history check.
- Have at least three years of satisfactory experience in a public school in a position requiring an initial or professional certificate within five years preceding the application date or equivalent experience; and have had effective or higher evaluation ratings in the three most recent years of employment.
- Hold a bachelor's degree or higher from a regionally accredited institution or higher education institution that the Commissioner deems substantially equivalent, with a 2.5 cumulative GPA or higher in the program leading to the degree.

**New York State Certification Assistance Contacts:**

**New York State Education Department**

TEACH website: [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

General Information | (518) 474-3852

Teacher Certification | (518) 474-3901

TEACH Online System | (518) 486-6041

**Certification Mailing Address:**

Office of Teaching Initiatives

NYS Education Department

89 Washington Ave, 5N EB

Albany, New York 12234

**OCM BOCES Regional Certification Office**

(315) 433-2628 M-F, 8:30-11:30 a.m.

**Certification Mailing Address:**

OCM BOCES

Attn: Certification

P.O. Box 4754

Syracuse, NY 13221

[www.ocmboces.org](http://www.ocmboces.org) -Select "Menu > School District & Educator Services > Certification"



## **Teaching Assistant Certification**

**Application Information:** All applications are submitted electronically through the Office of Teaching Initiatives website at: [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

1. Click on “TEACH Online Services.” If you do not have a NY.gov TEACH account, you must create one. If you have previously created a TEACH account, click on “Login to TEACH.” If you have forgotten your username and/or password, click on the link to regain your access or you may contact the NYSED TEACH Helpline directly at: (518) 486-6041.
2. Once the login is complete, click on “TEACH Online Services.” From your TEACH “Home,” under the subtitle “Online Application,” click on “Apply for Certificate.” The Area of Interest is: **Other School Service**
3. Select the level of certificate sought.
4. Select Onondaga-Cortland-Madison BOCES to review the application. Submit payment by credit card or money order.
5. Submit all supporting documents, (i.e., workshop verification, transcript etc.) to:  
**OCM BOCES, Attention: Teacher Certification, P.O. BOX 4754, Syracuse, NY 13221**

**Contact: OCM BOCES**  
Teacher Certification  
Office Monday-Friday  
8:30 a.m. – 11:30 a.m.  
(315) 433-2628

**Child Abuse Workshop:** [www.nysmandatedreporter.org](http://www.nysmandatedreporter.org) (FREE)\*

**Violence Prevention Workshop:** [www.gstboces.org](http://www.gstboces.org) (\$23.00) \*

**Dignity For All Students (DASA):** [www.ocmboces.org](http://www.ocmboces.org) (\$100.00) \*

**ATAS Exam Information and Registration:** [www.nystce.nesinc.com](http://www.nystce.nesinc.com) (\$79.00)

**Fingerprinting:** Contact MorphoTrust at: [www.identogo.com](http://www.identogo.com)

(Select New York State on the map) or call (877) 472-6915

**The cost is \$102.00**

**The ORI Number is: TEACH**

\*For complete approved provider listing of all required workshops, click on the “Topics A-Z” found at the top of your TEACH Online Services account. Select the letter “W,” click on the bullet subtitle of the workshop you are seeking.

**LEVEL 1 REQUIREMENTS:** All interested applicants must start at this level. Application fee for each Level is \$35.00.

This certificate is valid for three (3) years.

- High School Diploma or its equivalent.
- Must take and pass the Assessment of Teaching Assistant Skills (ATAS) Exam.
- Child Abuse Recognition Workshop.
- School Violence Prevention (SAVE) Workshop.
- Dignity for All Students Act (DASA) Workshop.
- Fingerprint clearance.

After one year experience as a **certified** Teaching Assistant, the applicant may apply for the Level 2 or Level 3 depending on the amount of coursework completed. TEACH will be used to verify certificate issuance.

**LEVEL 2 REQUIREMENTS:** Valid for three (3) years.

- Minimum of 9 semester hours of coursework completed that is applicable toward an associate or baccalaureate degree.
- One (1) year of Teaching Assistant experience under the Level 1 certificate. Experience under the Temporary or the Continuing Certificate can be used to satisfy this requirement. TEACH will be used to verify certificate issuance.

**LEVEL 3 REQUIREMENTS:** The Level 3 certificate is continuously valid if the Continuing Teacher and Leader Education (CTLE) requirement is satisfied. This is the only certificate to be printed and mailed to you.

- Minimum of 18 semester hours of coursework completed that is applicable towards an associate or baccalaureate degree.
- One (1) year of Teaching Assistant experience under the Level 1 Certificate. Experience under the Temporary or the Continuing Certificate can be used to satisfy this requirement as well as one (1) year of classroom teaching experience under a valid NYS Classroom Teaching Certificate.
- Registration and the 5-year Continuing Teacher and Leader Education period begins in the month of your birth after the issuance of the Level 3 Certificate. Level 3 Certificate holders must complete 100 CTLE hours within every 5-year period. Activities must be approved by NYSED. Everyone is responsible for tracking and reporting their own CTLE hours.

**Disclaimer:** This pamphlet is intended to serve as a guide to assist in the certification process according to the Regulations of the New York State Commissioner of Education and is not intended to provide a final, definitive interpretation of those regulations, nor a final evaluation of credentials and experience in individual cases.

**Emergency Response Procedure**

**IN AN EMERGENCY  
WHEN YOU HEAR IT. DO IT.**

**LOCKOUT! Get inside. Lock outside doors.**

**STUDENTS**

Return inside  
Business as usual

**TEACHER**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Business as usual  
Take attendance



**LOCKDOWN! Locks, lights, out of sight.**

**STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

**TEACHER**

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



**EVACUATE! To the announced location.**

**STUDENTS**

Bring your phone  
Leave your stuff behind  
Follow instructions

**TEACHER**

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



**SHELTER! Hazard and safety strategy.**

**STUDENTS**

<b>Hazard</b>	<b>Safety Strategy</b>
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

**TEACHER**

Lead safety strategy  
Take attendance



**HOLD! In your classroom. Clear the halls.**

**STUDENTS**

Remain in the classroom until  
the "All Clear" is announced

**TEACHER**

Close and lock classroom door  
Business as usual  
Take attendance



**STANDARD  
RESPONSE PROTOCOL  
EXTENDED**

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## Employee Assistant Resources Program - Guidance Resources

### Contact Us... Anytime, Anywhere

No-cost, confidential solutions to life's challenges.



#### Confidential Emotional Support

Our highly trained clinicians will listen to your concerns and help you or your family members with any issues, including:

- Anxiety, depression, stress
- Grief, loss and life adjustments
- Relationship/marital conflicts



#### Work-Life Solutions

Our specialists provide qualified referrals and resources for just about anything on your to-do list, such as:

- Finding child and elder care
- Hiring movers or home repair contractors
- Planning events, locating pet care



#### Legal Guidance

Talk to our attorneys for practical assistance with your most pressing legal issues, including:

- Divorce, adoption, family law, wills, trusts and more
- Need representation? Get a free 30-minute consultation and a 25% reduction in fees.



#### Financial Resources

Our financial experts can assist with a wide range of issues. Talk to us about:

- Retirement planning, taxes
- Relocation, mortgages, insurance
- Budgeting, debt, bankruptcy and more



#### Online Support

GuidanceResources\* Online is your 24/7 link to vital information, tools and support. Log on for:

- Articles, podcasts, videos, slideshows
- On-demand trainings
- "Ask the Expert" personal responses to your questions

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Your ComPsych\* GuidanceResources\* program offers someone to talk to and resources to consult whenever and wherever you need them.

Call: 844.206.1127  
TTY: 800.697.0353

Your toll-free number gives you direct, 24/7 access to a GuidanceConsultant™, who will answer your questions and, if needed, refer you to a counselor or other resources.

Online: [guidanceresources.com](http://guidanceresources.com)

App: GuidanceNow™

Web ID: SCSDEAP

Log on today to connect directly with a GuidanceConsultant about your issue or to consult articles, podcasts, videos and other helpful tools.

## 24/7 Support, Resources & Information



#### Contact Your GuidanceResources\* Program

Call: 844.206.1127

TTY: 800.697.0353

Online: [guidanceresources.com](http://guidanceresources.com)

App: GuidanceNow™

Web ID: SCSDEAP

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**NOTES:**

