

Substitute Teacher Handbook



Taconic Hills Central School District
Craryville, NY 12521

Table of Contents

Introduction.....	2
AESOP Substitute Management Service.....	2
Substitute Compensation.....	2
Building and Administrative Contacts.....	3
Map of Building.....	4-6
School Day.....	7
Attendance.....	7
Homeroom and Lunch Count.....	7
Arrival and Dismissal Procedures.....	7
Bell Schedules.....	8-9
What to Expect From the Regular Teacher.....	10
Instruction.....	10
Classroom Management/Behavior Plans and Reward Systems.....	10
Classroom Maintenance.....	11
Use of Technology.....	11
Medication.....	11
Monetary Collections.....	11
Handling a Crisis.....	12
Fire Drills.....	12-13
Professionalism and Confidentiality.....	13
Appropriate Attire.....	14
Concerns/Complaints/Removal.....	14
Policies/Procedures.....	14-15
Emergency School Closings.....	15-16
School District Calendar.....	17

Introduction

The Taconic Hills Central School District welcomes you as a substitute teacher in our school community. The service you provide to our students in the absence of their classroom is valuable. In order to ensure you and the students are able to maximize the benefit of this service this handbook has been created. Please feel free to contact any school district administrator for specific details not covered in the handbook. We hope that this handbook provides valuable information, please provide any input to help us make it more useful and beneficial to you and our students. At Taconic Hills we center all of our efforts towards establishing a positive, safe, and caring educational environment where teaching and learning are emphasized and rewarded, and where there is mutual respect by and between stakeholders.

AESOP Substitute Management Service

Aesop is an automated substitute placement service provided by Frontline Placement Technologies for K-12 school districts. Unlike traditional sub-calling programs, Aesop completely automates the process of substitute placement and absence management for over 1,600 school districts worldwide. As a Software-as-a-Service (SaaS), Aesop does not require any hardware or software at the district. Integrated phone and internet technologies allow district administrators, principals, teachers, and substitute teachers access to the service anytime, anywhere. Each substitute will receive an individual login and password from our Human Resources Coordinator. AESOP will attempt to fill vacancies with certified substitutes in the area of need first, secondly with certified substitutes, and finally with uncertified substitutes. AESOP will also provide notice of any emergency school closings. The link for AESOP is as follows:

<http://www.frontlinek12.com/Products/Aesop.html>

Substitute Compensation

Building Administrator	\$400.00 per day
Retired Classroom Teacher Certified	\$120.00 per day
Classroom Teacher Certified	\$110.00 per day
Classroom Teacher Non-certified with a 4-year degree	\$85.00 per day
Teaching Assistant Certified	\$85.00 per day

Building and Administrative Contacts

Taconic Hills Elementary School

John Gulisane- Principal, x 2822 jgulisane@taconichills.k12.ny.us
Mary D'Amico- Assistant Principal, x 2823 mdamico@taconichills.k12.ny.us
Donna Curtsinger- Secretary, x 2820 dcurtsinger@taconichills.k12.ny.us
Kathy Keyser- School Nurse, x 2855 kkeyser@taconichills.k12.ny.us
Arielle Brooks- School Counselor, x 2864 abrooks@taconichills.k12.ny.us
Leah Chasse- School Psychologist, x 2677 lchasse@taconichills.k12.ny.us

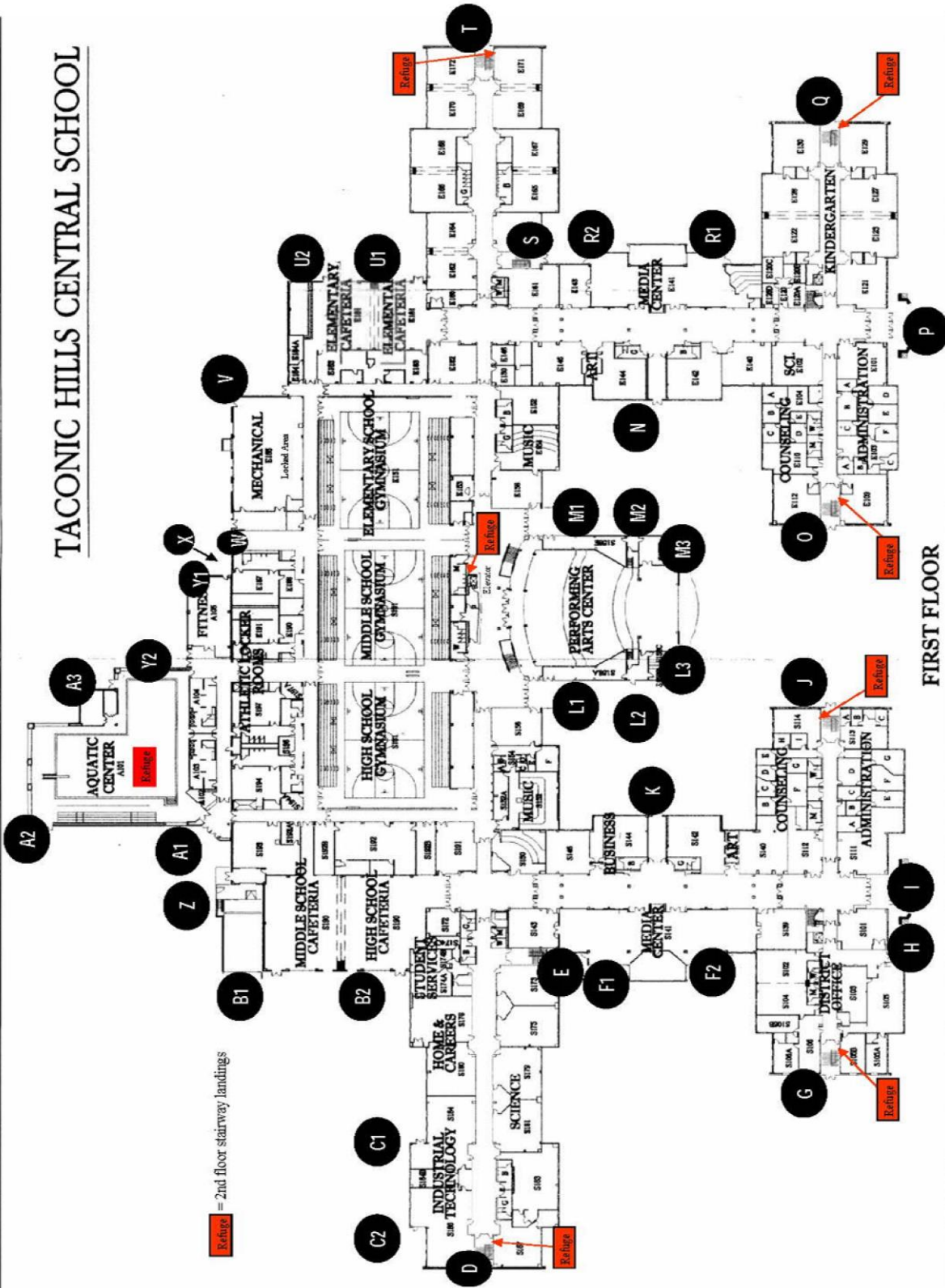
Taconic Hills JR/SR High School

James Buhrmaster- Principal, x 2842 jbuhrmaster@taconichills.k12.ny.us
Marlene Butler- Asst. Principal, x 2843 mandersonbutler@taconichills.k12.ny.us
Carol Card- Secretary, x 2844 ccard@taconichills.k12.ny.us
Kathy Keyser- School Nurse, x 2857 kkeyser@taconichills.k12.ny.us
Paula Riscavage – HS Guidance Secretary, x 2861
prisavage@taconichills.k12.ny.us
Olivia Delfs- School Counselor, x 2866 odelfs@taconichills.k12.ny.us
Michael Fuoco- School Counselor, x 2862 mfuoco@taconichills.k12.ny.us
Donna Solimando- School Counselor, x 2863 dsolimando@taconichills.k12.ny.us
Erin Russo- School Counselor, x 2832 erusso1@taconichills.k12.ny.us
Kevin Reis- School Psychologist, x 2429 kreis@taconichills.k12.ny.us

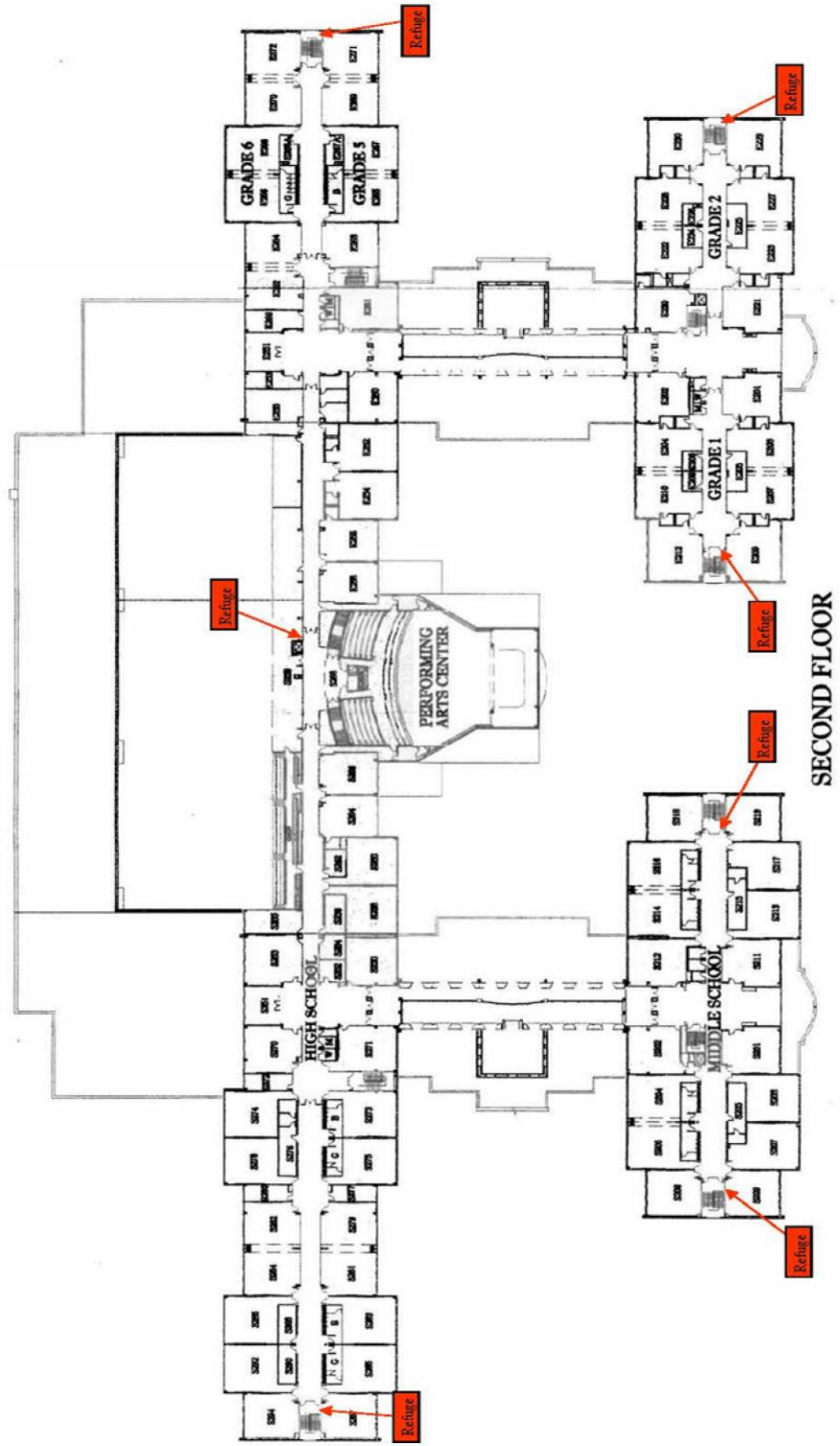
District Office

John Dodds- Technology, x2877 jdodds@taconichills.k12.ny.us
Rick Viebrock- Supervisor of Transportation, x 2872
rviebrock@taconichills.k12.ny.us
Hope Glasser- Secretary Buildings and Grounds, x 2881
hglasser@taconichills.k12.ny.us
Pam Strompf- Food Service, x 2885 pstrompf@taconichills.k2.ny.us
Melissa Layman- Human Resources x 2891 mLAYMAN@taconichills.k12.ny.us
Cybil Howard- Business Manager x 2811 choward@taconichills.k12.ny.us
Stella Ritter-Director of Pupil Personnel, x2852 sritter@taconichills.k12.ny.us
Sandra Gardner- Director of Instruction and Staff Development, x2807
sgardner@taconichills.k12.ny.us
Neil Howard- Superintendent, x 2892 nehoward@taconichills.k12.ny.us

TACONIC HILLS CENTRAL SCHOOL



TACONIC HILLS CENTRAL SCHOOL



SECOND FLOOR

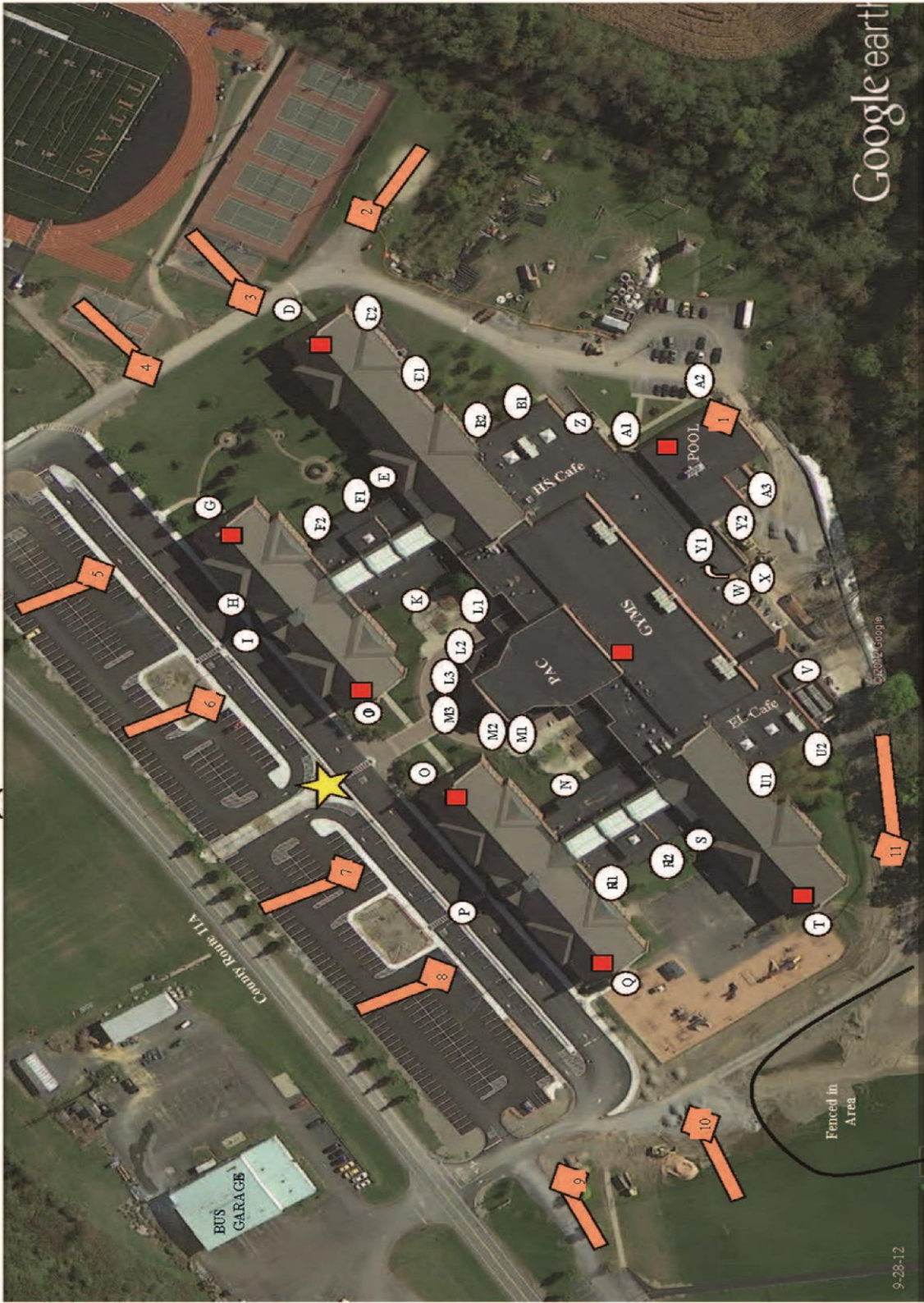
Taconic Hills Central School District K-12 Campus
73 County Route 11A, Caryville, NY 12521

COMMAND = 

LOCATIONS = 

EXITS = 

AREAS OF REFUGE = 



9-28-12

Google earth

School Day

Substitute teachers who are called to replace a regular teacher are subject to all school regulations. The school day for substitute teachers is 7:35 AM-2:50 PM, ½ days are 7:35 AM-11:12 AM, and 11:13-2:50 PM. The substitute should always report to the school office to which he or she is assigned at the appropriate time. In the event of a delay, he or she should notify the building principal's secretary. The substitute will use the electronic thumbprint clock to sign-in and sign-out at the completion of his/her assignment (Timepiece Biometric Time clock). At this time the substitute may be given specific instructions by the building principal's secretary regarding the day's work.

Attendance

Attendance records should be kept for each instructional and duty period. This information should be left for the teacher. Immediate attendance concerns should be brought to the attention of the clerical staff in the building office.

Homeroom and Lunch Count

JR/SR High School students have a slightly longer first period class as their homeroom assignment. Accurate record keeping of attendance is important during this time period, no lunch count is taken. Elementary students report to their classroom, each teacher has a routine for taking the lunch count. The lunch counts are then sent down to the ES office. Daily announcements are generally handled over the public address system in both buildings.

Arrival and Dismissal Procedures

JR/SR High School and sixth grade students depart the busses at 8:00 AM and are expected to be in their first period class by 8:07 AM. Elementary students depart the busses at 8:05 AM and are expected to be in their classrooms by 8:13 AM. Elementary students begin boarding the busses at 2:25 PM and JR/SR High School and sixth grade students begin boarding the busses at 2:36 PM. Substitute teachers should know what the procedures are for dismissing students from the classroom, for escorting students for the bus, or for parent pick-up. At no time is a student to be dismissed without first obtaining permission from the school office. Substitute teachers are not considered off duty until his/her students have been completely dismissed for the day through the transportation procedures put in place.

Bell Schedules

Junior/Senior High School Schedule	
8:00 am	Students Depart Busses
8:07-8:50 am	Period 1
8:53-9:33 am	Period 2
9:36-10:16 am	Period 3
10:19-10:59 am	Period 4 Lunch/Study Hall
11:02-11:42 am	Period 5 Lunch/Study Hall
11:45-12:25 pm	Period 6 Lunch/Study Hall
12:28-1:08 pm	Period 7 Lunch/Study Hall
1:11-1:51 pm	Period 8
1:54-2:36 pm	Period 9
2:40 pm	All Busses Leave
3:40 pm	Late Activities Bus (M-F)
5:15 pm	Final Bus Leaves Drop-off Points Only (M-F)

Elementary School Schedule	
8:05 am	Students Depart Busses
8:17 – 8:53 am	School Begins – Period 1
8:53- 9:33 am	Period 2
9:36 – 10:16 am	Period 3
10:19 – 10:59 am	Period 4
11:02 – 11:42 am	Period 5 (lunches)
11:45 – 12:25 pm	Period 6 (lunches)
12:28 – 1:08 pm	Period 7 (lunches)
1:11 – 1:51 pm	Period 8
1:54 – 2:22	Period 9
2:22 – 2:25 pm	School ends, students board busses

What to Expect From the Regular Teacher

It is the responsibility of the regular classroom teacher to supply you with lesson plans, materials necessary to teach the lesson plans, class schedule and teacher schedule, class roll, seating charts, list of student needs (medical, 504, SPED), locations of key materials and supplies, and names of nearby teachers who can be of assistance.

Instruction

Each and every day of a student's learning experience should be valuable and meaningful. The substitute teacher's main responsibility is to provide continuity in his/her students' learning. This is best accomplished by:

- Following the plans prepared by the teacher without major revisions;
- Delivering instruction that is accurate and meets the learning targets identified by the classroom teacher;
- Having high expectations for the students and yourself;
- Monitoring the progress students are making while you are teaching and differentiate to meet instructional needs;
- Correct assignments you have made, to avoid accumulation and delay valuable feedback to the students;
- Establishing yourself as the leader of the classroom, by using best management practices that promote learning and on task behaviors, discipline timely, appropriately, and fairly;
- Finally, a record of accomplishment and important notes should be left for the returning teacher.

Classroom Management/Behavior Plans and Reward Systems

It is important to be prepared to take over the full duties of the classroom teachers. In order to accomplish this arrive early and thoroughly review the information, lesson plans, and materials left by the classroom teacher. During the school day, the substitute is responsible for the entire duty schedule of the classroom teacher. These duties may include areas such as the hall, playground, bus supervision, etc. It is important to handle minor problems within your classroom, sending students to the office lessens your effectiveness as a teacher and hinders your role as the

leader with the students. Never leave students unattended. The more you perform your responsibilities decisively, efficiently, and concisely, the more effective you will be in managing your classroom environment. Each classroom teacher should have a discipline plan outlined for you, it is important to follow this plan. Certain students will have individualized behavior plans, remember these high needs students typically thrive on consistent routines. It is important to familiarize yourself with these plans and reward systems, so you can successfully continue the implementation of the plans. Often there is an aide or teaching assistant assigned to support these students in the classroom. Please make sure that you consult with these valuable classroom supporters. (see attached tips)

Classroom Maintenance

A substitute is a welcome guest in the classroom. However, the substitute teacher does have a responsibility for the physical wellbeing of the classroom. The classroom should be left in an organized manner, as close to the way it was when he or she entered. Special care should be given to books, supplies, materials and equipment. The floor should be free from debris and the room should be tidy at the end of the day.

Use of Technology

Classroom teachers will leave instructions on the technology resources they expect you to use during instruction.

Medication

Medication is only administered through the school nurse's office.

Monetary Collections

No money should be collected and held in the classroom. All funds should be turned into the school office by the student bringing it in.

Handling a Crisis

Each classroom teacher should provide you with a copy of the Emergency Response Guide. As a substitute you are expected to familiarize yourself with this plan. Make sure you are aware of your surroundings so that you are prepared to react to whatever circumstances may present themselves. It is important to have a class roster available at all times and be able to account for the whereabouts of all of the students assigned to you during that time period.

Fire Drills

STAFF PROCEDURE:

1. **INSIDE CLASSROOM** - close windows and doors- DO NOT LOCK DOORS Adults in charge– leave building AS QUICKLY AND QUIETLY AS POSSIBLE with students you are supervising– make sure you have a **head count**. Attendance does not need to be taken. Report to the Location Leader who will ask, “Do you have everyone you are currently supervising?”

2. **OTHER AREAS IN BUILDING** - If you are coming from an area that is not your classroom, exit to the nearest exit & report to the Location Leader who will ask, “Do you have everyone you are currently supervising?”

3. **OUTSIDE CLASSES OR ACTIVITIES** - DO NOT USE RADIOS – keep airways clear – Walk your class to nearest location and report to Location Leader who will ask, “Do you have everyone you are currently supervising?”

IF THE ANSWER IS NO – Then tell the Location Leader the Name so a sweep can be done.

4. **UNABLE TO LEAVE BUILDING** – Proceed to an Area of Refuge, push red button to announce your presence.

AREAS OF REFUGE	Upstairs by PAC on wall near Elevator 3	
	Stairway 1	2 nd floor landing near S209
	Stairway 3	2 nd floor landing near S219
	Stairway 5	2 nd floor landing near S287
	Stairway 8	2 nd floor landing near E229
	Stairway 10	2 nd floor landing near E209
	Stairway 12	2 nd floor landing near E271

LOCATIONS	1. Pool area
	2. Tennis Court Parking Lot
	3. Basketball Court closest to the tennis court
	4. Basketball Court closest to the main parking lot
	5. Drop Off lane directly in front of HS side (go across crosswalk to right)
	6. Drop Off lane directly between PAC walkway & HS walkway
	7. Drop Off lane directly between PAC walkway & Elem walkway
	8. Drop Off lane directly in front of Elem side (go across crosswalk to left)
	9. Lane on outside of bus/drop off lane in sidewalk area (to left of bldg.)
	10. Behind swing set area on grassy knoll
	11. South of Elem. on driveway at rear of building
	12. COMMAND – center of two parking areas in front of PAC

Professionalism and Confidentiality

Substitute teachers are expected to conduct themselves within the norms of a professional practice. Substitute teachers are recognized as an important member of the teaching profession and should act accordingly. Careless evaluations, indiscreet remarks and unproved generalizations made in public tend to be unfruitful and non-supportive of our students and school community. These behaviors hinder our opportunities to provide an education that is safe and valuable for our students. Student confidentiality should be respected and maintained in all circumstances. Information should only be shared on a need to know basis within the professional organization. It is against the law to disclose information contained in a student’s personal folder, a student’s grades or the fact that a student has a special need or disability. A substitute should assume and act as if any information learned about a student as a result of being a substitute teacher is confidential. Personal, political, and religious beliefs and opinions should not be shared with students. Materials that support any of the above are not to be

distributed to students. Substitute teachers should refrain from making personal contacts with students through the internet, email, and/or phone.

Appropriate Attire

Substitute identification badges should be worn at all times. Substitute teachers are expected to dress professionally and appropriately. Blue jeans, sweatpants, sweatshirts and shorts should not be worn except for special activities as directed by the principal. Overly revealing clothing, hats and caps are not appropriate. Clothing that contains any sort of message that promotes unfavorable activities or causes a disruption in the educational process should not be worn.

Concerns/Complaints/Removal

If a concern regarding a substitute teacher's performance arises, the building principal will contact the substitute and conduct an investigation. If the behavior reported is of a serious nature, the substitute teacher will be asked to conference with the principal. Depending upon the severity of the offense(s), the substitute may be removed from the active list. Offenses that may result in immediate removal may include: use of profanity in front of students, leaving students unattended or falling asleep in the classroom, making sexually or racially inappropriate remarks, use of illegal substances on campus, insubordination, violation of school policies/procedures, refusal to follow lesson plans/instructions left by the teacher, and other inappropriate behavior.

Policies/Procedures

Substitute teachers are encouraged to review the general school policies and procedures and Code of Conduct that are outlined on the website.

<http://www.taconichills.k12.ny.us/boe>

<https://www.taconichills.k12.ny.us/cms/lib/NY02205628/Centricity/Domain/54/TH%20MERGED%20CODE%20OCT%202012.pdf>

Policies exist that:

- Prohibit weapons on campus;
- Require substitutes to act as mandated child abuse reporters;
- Require appropriate use of technology, that promote the instructional mission of the school district and follow state and federal law;
- Allow monitoring of technology usage and allow use of video cameras;

- Prohibit the use of tobacco, alcoholic beverages and illegal drug activity;
- Maintain a school environment in which everyone is treated with respect and free from harassment;
- Promote non-discriminatory practices based on race, color, national origin, sex, age, qualified handicap or veteran.

Emergency School Closings

For web-based school closings, visit the: **Times Union's Closings Page**, <http://www.timesunion.com/closings/>

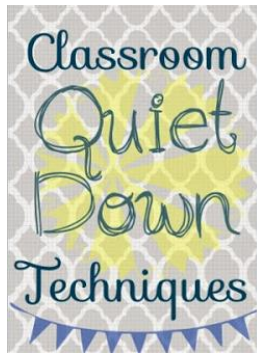
or one of the TV station links below:

The following stations will be notified if school is delayed in opening or closed for the day:

WCTW (The CAT)	98.5 FM
WDST	100.1 FM & 96.9 FM
WFLY	92.3 FM
WGY	810 AM
WHUC	1230 AM
WKZE	1020 AM / 98.1 FM
WNYT	TV Channel 13
WPDH	101.5 FM & 106.1 FM
WQQQ	103.3 FM
WRGB	87.7 FM TV Channel 6
WRNN	TV Channel 62
WRRV	92.7 FM & 96.9 FM

WRVE	99.5 FM
WSBS	860 AM
WTEN	TV Channel 10
WYJB	95.5 FM
WXXA	TV Channel 23
WZCR	93.5 FM
MIX 97	97.7 FM & 97.3 FM
94.3 (The Wolf)	94.3 FM
Radio Disney	1340 AM & 1390 AM
Capital News Channel 9	Capital News 9

Please listen to one of the above stations and **do not call the school or the radio station.** It is important that we keep our telephone lines open during busy, decision-making times. **If you do not hear Taconic Hills mentioned on one of the above stations, you should assume that school is open for the day.** In the event of an emergency closing during the day, we will notify WHUC and WSBS.



Excerpts from "Queen of Obertopia" blogpost

1) The **"Clap Twice If You Can Hear Me" Strategy**

When the teacher says, "Clap twice if you can hear me", the class claps twice and gets quiet. I teach my students that I will only use this when I want their undivided attention, so the expectation is to be quiet as soon as possible so I can say what needs to be said. If I need to say it multiple times, so be it.

2) The **"Raise Your Hand If You Can Hear Me" Strategy**

Sometimes, if my voice is tired and I want to whisper, I will put my hand up in the air and say (softly) "Raise your hand if you can hear me." Eventually, the students notice their classmates raising their hands and get quiet in order to find out what's going on. This is a fun one because there is always *someone* who doesn't notice why it's so quiet until it becomes an "oh" moment.

3) The **Teacher Raising His/Her Hand Strategy**

I like this strategy because I don't have to say anything. I just slip my hand in the air and put a finger (sometimes 2, or 3 fingers) over my mouth. Eventually the students join in and give me their attention.

4) The **Counting-Up Strategy**

During a transition or a clean-up time, I simply say, "Let's see how long it takes you to _____" (get quiet/clean-up/get ready/etc.). As I start counting up, students will scurry around trying to finish as quickly as possible. Very cute and fun!

5) The **Three Xs On The Board Strategy**

If I am allowing them to work collaboratively on an activity, I usually preface their work session by saying "Each time it gets too loud or I hear an off-task conversation, I will put an X on the board. If we get to three Xs, this activity will become an independent task."

6) The **Check-Your-Non-Existent-Watch Strategy**

If I am standing in front of the class and (clearly) waiting for them to be quiet, I will sometimes check my imaginary watch (I don't wear watches) and put my wrist up to my ear as though I'm checking to see if it's working... The obvious message being that we are wasting time. This is weird enough that they usually understand what I'm trying to do and they get quiet.

7) The **"Thank You To Those Of You Ready To Listen" Strategy**

If there are a lot of students off-task or many students talking, I will try and take notice of those who are not... And I begin thanking them one-by-one. The rest of the students want to be thanked, too, so they'll

usually get with the program.

8) The *There-Is-One-Kid-Distracting-Everyone* Strategy

The key to all of these strategies is to make your classroom somewhere kids WANT to be. I talk about this in detail in my [What Is Obertopia?](#) blogpost. Even though most students really want to be in my classroom whenever possible, we all have bad/off-task/rough days. If there is someone (or a couple of someones) determined to be a distraction for the day, I will give them an independent version of our day's activity and send them to a fellow social studies teacher. I offer the same service to my fellow teachers.

If I have to send someone out (which is rare), it sends two messages:

- ONE (to the misbehaving student): It is not okay to distract my class and if I choose to do so, I won't get to hang out in the awesome land of Obertopia.
- TWO (to the rest of the students in my class): Mrs. Oberkofler really wants us to learn and she isn't going to let anything stand in our way. I always want to be in Obertopia so I'm going to do as she asks.

9) The *"You Have X-Minutes Left"* Strategy

There is something about reminding kids about their limited time that really fires them up. If possible, have a timer for everyone to see and assign "time-keepers" for your collaborative groups.

10) If all else fails, go with the much hated *"Okay, If You Guys Want To Talk Now, Then I Guess Our Classwork Will Be Homework"* Strategy

All of my activities could easily become homework if we don't finish in class. If my students want to waste their class time with talking, then they can do their homework at home. Of course, if students won't do their homework, this is meaningless. Please make a note of any of these situations for the regular classroom teacher.

TACONIC HILLS CENTRAL SCHOOL DISTRICT

Craryville, NY 12521

2019-2020 School Calendar

July 2019							August 2019							September 2019							October 2019						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
1	2	3	4	5	6					1	2	3		1	2	3	4	5	6	7		1	2	3	4	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

November 2019							December 2019							January 2020							February 2020						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
					1	2	1	2	3	4	5	6	7			1	2	3	4							1	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	

March 2020							April 2020							May 2020							June 2020						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				

INSTRUCTIONAL DAYS BY MONTH

September	<u>18</u>	February	<u>15</u>
October	<u>22</u>	March	<u>21</u>
November	<u>16</u>	April	<u>16</u>
December	<u>15</u>	May	<u>20</u>
January	<u>19</u>	June	<u>20</u>
		Total	<u>182</u>
Superintendent's Conference Days	<u>4</u>		<u>186</u>

KEY	
	Superintendent's Conference Day (no school for students)
	Classes not in session
	Local JR/SR Exam Days
	State Testing days
	District Closed - limited access to facilities
	P/T conferences & open house
	End of marking period
	Report cards sent home
	Early Dismissal Drill (15 minutes early)
	Board of Education Regular Meeting (tentative pending re-organizational meeting)

NOTE: There are 6 emergency days (inclement weather, etc.) built into the calendar. If school is cancelled for more than 6 days, student attendance days will be made up in the following order: **March 20, April 17, April 16, April 15, April 14, April 13.** School must be in session for a minimum of 180 days.

September 2	Labor Day
September 3	Superintendent's Conference Day
September 4	Superintendent's Conference Day
September 5	Classes Begin
September 12	Elementary Gr PK-6 Open House 6:00 - 8:00 PM
September 12	JR/SR High Gr 7-12 Open House 6:00 - 8:00 PM
October 14	Columbus Day
November 1	Grades PK-8: Half PD Day (morning), Half Conference Day (afternoon)
November 1	Grades 7-12: Superintendent's Conference Day (all day)
November 8	End of 1st Quarter marking period
November 11	Veterans' Day
November 15	Report Cards Sent Home
November 25	PK-12 Parent/Teacher Conferences 5:30 - 8:00 PM
November 26	Emergency Dismissal Drill (release 15 minutes early)
November 27-29	Thanksgiving Recess
Dec 23	Winter Recess Begins
January 1	New Year's Day
January 6	Classes Resume
January 20	Martin Luther King, Jr. Day
January 24	End of 2nd Quarter marking period
January 27	Beginning of 2nd Semester
January 21-24	Regents Testing Week
January 31	Report Cards Sent Home
February 17	Presidents' Day
February 18-21	Mid-Winter Recess
March 20	Superintendent's Conference Day
March 25-27	NYSED ELA Exams Grades 3-8
April 3	End of 3rd Quarter marking period
April 9	Report Cards Sent Home
April 10	Good Friday
April 13-17	Spring Recess
April 21-23	NYSED Math Exams Grades 3-8
May 18-29	NYSED Science Performance Exams Grades 4 & 8
May 25	Memorial Day
June 1	Science Regents
June 2	US History & Government Regents
June 12-16	JR/SR High Local Exam Days
June 17-25	Regents Testing Week
June 25	PK-8 Half Day AM
June 26	Last Day of School - PK-8 Half Day (morning)
	End of 4th Qtr, Report Cards Sent Home
June 27	Graduation

BOE approved 4/16/2019

AM Half-Day Dismissal (no lunch)

Elem:	11:12 am
JR/SR High:	11:15 am
Busses Leave Campus:	11:30 am

PM Half-Day Dismissal (after lunch)

Elem:	1:12 pm
JR/SR High:	1:15 pm
Busses Leave Campus:	1:30 pm

LOCKDOWN

USE FOR ACTUAL OR IMMEDIATE THREAT – WORST-CASE SCENARIO
(Examples: hostage incident, kidnapping, violent incident, etc.)

LOCKDOWN ANNOUNCEMENT MADE ON P.A. SYSTEM BY DIALING 54#00*

If you have pertinent information to relay to police call 911 only if it is safe to do so.

STAFF PROCEDURE:

1. **INSIDE CLASSROOM** –
 - Check hallway for stragglers and bring them into the room.
 - **LOCK THE DOOR !!**
 - Move students out of sight. (Should not be visible from hallway).
 - Leave Blinds, Windows, & Lights as they are .
 - Take attendance. Note extra or missing students.
 - Do NOT answer the door or phone.
 - Do NOT allow anyone in or out of your room.
 - Do NOT respond to announcements made over P.A. system.
 - Do NOT respond to the fire alarm unless you see an actual fire.

2. **OTHER AREAS WITHIN SCHOOL** - If you are coming from an area that is not your classroom, get out of the hallway and into the nearest room. **LOCK DOORS & Stay out of sight.**
Examples:
 - *Cafeterias – Kitchen Area*
 - *Gyms – Athletic Storage Rooms*
 - *Pool – Locker Rooms*
 - *Offices – Under Desk or other out of sight area*

3. **OTHER FACILITY BUILDINGS (Go To Lockout Mode)**
 - *Bus Garage* – Lock All Doors. Stay inside building. Prepare for outside classes seeking shelter. Radio bus drivers and advise them not to return to school. Prepare for off site evacuation.
 - *Other Buildings*-Lock All Doors. Stay inside building.

4. **OUTSIDE CLASSES OR ACTIVITIES**
 - **DO NOT RE-ENTER BUILDING.** – *Assess where the emergency is – Relocate students to safe location out of sight from the school.* Consider going to the bus garage or off grounds location.

5. Document and attend to any injuries as well as possible. Take attendance – include additional people. Missing students’ last known location should be noted. Keep this record for when you are released from lockdown.

6. **LOCKDOWN WILL END ONLY WHEN YOU ARE PHYSICALLY RELEASED FROM YOUR ROOM BY LAW ENFORCEMENT.**

7. **SCHOOL RADIOS:** Do NOT use the radio. Keep airways clear for emergency operations.

Thank you for your service to the
students of Taconic Hills CSD!



AREA	NAME	EXT.	TITLE
1	ANASTAS-EVANS, ELENA	2342	Elem Psychologist
1	ARGUS, JANET	2352	Elem Attendance
1	D'AMICO, MARY	2823	Elem Asst. Principal
1	CHASSE, LEAH	2677	Elem Psychologist
1	CURTSINGER, DONNA	2821	Elem Office Secretary I
1	GARDINA, JOAN	2338	Elem Office Secretary
1	GULISANE, JOHN	2822	Elementary Principal
1	COOPER, KIMBERLY	2857	Elementary Nurse LPN
1	BROOKS, ARIELLE	2864	K-5 Counselor
2	TEANEY, VONDA	2801	Registrar/Payroll Clerk
2	HOWARD, CYBIL	2811	Business Manager II
2	HOWARD, NEIL	2892	Superintendent of Schools
2	LAYMAN, MELISSA	2891	Human Resources/Secretary to Super.
2	MCNAMEE, SUE	2814	Accounts Payable
2	BURGER, LUCIA	2812	Treasurer
2	MCCOMB, JORDAN	2815	School Tax Collector
3	BUHRMASTER, JAMES	2842	Jr/Sr HS Principal
3	CARD, CAROL	2844	Jr/Sr HS Office Secretary I
3	FUOCO, MICHAEL	2862	Jr/Sr HS Counselor A-G
3	BUTLER, MARLENE	2843	Jr/Sr HS Asst. Principal
3	DELFS, OLIVIA	2866	Gr 6-8 Counselor
3	KEYSER, KATHY	2855	K-12 Nurse RN
3	MAHAR, LISA	2392	Jr/Sr HS Attendance Secretary
3	OLES, SUSAN	2344	Jr/Sr HS Guidance Secretary
3	PROPER, THERESA	2411	Jr/Sr HS Nurse's Office Secretary
3	REIS, KEVIN	2429	Jr/SR HS Psychologist
3	RISCAVAGE, PAULA	2861	Jr/Sr HS Guidance Senior Clerk
3	SOLIMANDO, DONNA	2863	Jr/Sr HS Counselor P-Z
3	RUSSO, ERIN	2832	Jr/Sr HS Counselor H-O
4	DODDS, JOHN	2877	IT/Computer Technology
4	REGINA, KAREN	2876	Jr. Network Administrator
5	GARDNER, SANDRA	2807	Dir. Instruction/Staff Develop.
5	HOFFMAN, TERRI	2806	School Improvement Data Analyst/Coordinator
5	MILLER, JESSICA	2324	Office of Instruction Secretary
5	DUNCAN, REBECCA	2377/2423	Social Worker
5	PERRY, MATTHEW	2394	Webmaster/School Media Specialist
6	GLASSER,HOPE	2881	Buildings & Grounds Secretary
6	SMITH, NICK	2883	Buildings & Grounds Superintendent
7	JAUSE, FRANK	2897	Asst. Athletic Director
7	WEBSTER, ANGELA	2896	Athletic Director

8	Mato, Bobbie-Jo	2871	Transportation Dispatcher
8	MECHANICS	2873	Transportation
8	VIEBROCK, RICK	2872	Transportation Supervisor
9	RITTER, STELLA	2852	CSE Chairperson
9	KEELER, PAM	2851	CSE Secretary I
9	MARKHAM, ANTHONY	2457	CSE - 504/Medicaid Clerk
10	STROMPF, PAM	2885	Cafeteria Coordinator
11	ZITTO, SHIRLEY	2408	Copy Center/ Supplies
KEY:			
1	Elementary	E101	
2	Business Office	S105	
3	Jr/Sr HS Office	S111	
4	IT/Technology	E254	
5	Office of Instruction	S112 Suite	
6	Buildings & Grounds	E250	
7	Athletics	E153	
8	Transportation	Garage	
9	Special Education	E110	
10	Cafeteria	Café	
11	Copy Center/Supplies	S191	
	COUNSELORS/PSYCHS		