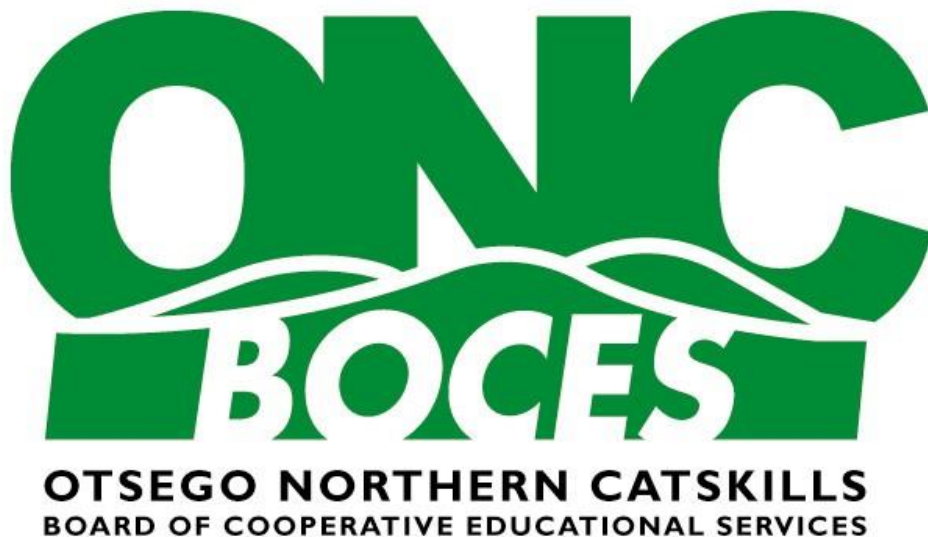


# **Otsego Northern Catskills BOCES**

## **SUBSTITUTE HANDBOOK**



Human Resources Office  
PO Box 382  
2020 Jump Brook Road  
Grand Gorge, New York 12434  
(607) 588-6291 Ext. 2177 or 2179

(607) 588-6291 - NCOC Main Office

(607) 286-7715 - OAOC Main Office

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

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## **VISION STATEMENT**

**“A BOCES providing world-class opportunities  
for the districts we represent.”**

## **MISSION STATEMENT**

**“To provide leadership and support systems through teamwork with component  
districts to enhance students' opportunities for a world class education.”**

ONC BOCES  
Substitute Handbook

Welcome to ONC BOCES! Your time as a substitute in our BOCES will be both challenging and rewarding.

Your role as a substitute is 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 staff 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 staff
- Establishing authority and demonstrating confidence
- Following procedures in the classroom

You are a valued member of our team and we wish to support you in your endeavors here. Thank you in advance for your commitment!

The ONC BOCES services the educational needs of children in 19 school districts in the region. The region encompasses 1,660 square miles in Otsego, Delaware, Schoharie and Greene counties.

BOCES stands for Board of Cooperative Educational Services. BOCES is a public organization that was created by the New York Legislature in the early 1950s to provide shared educational programs and services to school districts.

Applicants for substitute positions are required to submit online applications. Submission of the online application benefits the applicant by immediately making the application accessible to all district administrators.

**The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity, religion, ethnicity, pregnancy, family status, age, marital status, genetic predisposition, military status, domestic violence victim status, disability and any**

**other class protected by state or federal law in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.**

**Inquiries concerning the application of the Otsego-Northern Catskills BOCES non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 25th Floor, New York, NY 10005, phone: 646-428-3900, fax: 646-428-3843, TDD: 800-877-8339, or email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).**

## **Frontline Absence Management**

Frontline Absence Management System is an automated system for district staff to report absences and secure substitutes. This system is accessible seven days per week, 24 hours per day. This system manages both certified and classified staff.

This web-based system offers two options for staff to report their absences (1) internet and (2) telephone. The System phone number is: (800) 942-3767. To log into AESOP in your web browser address bar type:

[app.frontlineeducation.com](http://app.frontlineeducation.com)

The system is designed to:

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

The teacher can either choose to have the absence management system secure a substitute or they can prearrange a substitute.

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

If you need to cancel a job for any reason, you must access the system to make the change. If a job is cancelled, you will receive a call from the system.

## **Substitute Expectations**

### **Punctuality:**

Substitutes are expected to report for duty before the official start of the school day. You

will want to allow yourself time to check in to the main office, and locate the room where you will be working. You may also want to inquire about school procedures such as sending students to the nurse, bathroom or water fountain. The buildings that you are called to work in may begin at different times. Please make sure to remember the starting time given to you when you accept a job.

**Website Information:**

Information about individual buildings can be learned through visiting the website. The website address is: <https://www.oncboces.org/>. On the menu of this web page, the buildings are listed. By visiting these pages, you will be able to inform yourself about the building you will be working in for the day.

Our expectation is that you will read the district's policies, including Mission and Vision Statement, Code of Conduct, Student Bullying and Intervention, Sexual Harassment of Students, Child Abuse, and Sexual Harassment of Employees. These are accessed via the website listed above. Select "Board of Education" then click on "Board Policy Manual".

**Fire, Evacuation, Lock Down, Lock Out Drills/Procedures:**

When you check in for the day, ask about the procedures for these crucial drills.

**Parking:**

NCOC & OAOC - Parking lots are located in front of the two occupational centers.  
Center Street - Parking lot is located in the back of the school.  
Component School Districts - Parking in the designated areas.

**Social Media/Technology:**

All substitutes are expected to adhere to professional standards of conduct. The ONC BOCES 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.

**Electronic Devices:**

Cell phones and other electronic devices 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.

**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, when subbing for teachers, they will leave ‘sub plans’ for you or attach them in the Frontline Absence Management system. 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).

**Confidentiality**

**Confidentiality** refers to your obligation not to disclose or transmit information to any unauthorized parties. Student and staff information and data is confidential.

**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.

ONC BOCES 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 districts.

As a substitute, 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 and school administrators, where appropriate. Observations and opinions teachers make during the course of 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.

**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 building 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
- 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' goes a long way in creating a bond with students
- Be friendly, yet remain professional
- Remain flexible with students and also with the time allowances of your daily schedule

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

1. What are the procedures for fire, lock down, lock out and evacuation drills?
2. How will I notify the office of absences and/or changes in dismissal?
3. What are arrival procedures?
4. What are dismissal procedures?
5. How can I contact the main office when class is in session if necessary?
6. Do I have additional responsibilities such as bus, cafeteria, hall or homeroom duty?
7. Are there students with medical issues or special education needs in the class I will be working in?
8. Is there a school-wide behavior modification program, including specific terms to use with students?
9. What are the procedures for students requesting to visit the bathroom, water

fountain or nurse?

10. If I am subbing a whole day, what is my lunch time?
11. Is there a teacher or another staff member I can go to with any further questions?

### **Administrative Tasks**

You may be required to maintain student information. Make sure to document student absences and/or lateness if requested. It is an expectation that you will leave the communication regarding student performance as well as student anecdotes where appropriate.

Maintenance of records is important, but should not take priority over student instruction. Paperwork to complete may include:

- Daily attendance and dismissal changes
- 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 thank any colleagues and/or office staff for their assistance.

### **School Policies and Closing Information**

#### **School Policies:**

Please be aware of emergency routines at each building. Ask the main office or a staff member in the classroom for instructions on expectations for fire drills, lock down drills, lock out drills and evacuation drills.

Please familiarize yourself with the ONC BOCES Board Policies which can be found on the website: <https://www.oncboces.org/BoardofEducation.aspx>

#### **School Closing Information:**



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In case of weather difficulties or other emergency situations, announcements regarding school closings will be made via the local radio and television stations. Check the website as well for updated information.

### **Otsego Area Occupational Center**

<b><u>Address:</u></b>	PO Box 57, 1914 County Route 35 Milford, NY 13807
<b><u>Administrators:</u></b>	Mr. Ryan DeMars, Principal Mr. Kevin Stevens, Assistant Principal
<b><u>Hours:</u></b>	7:55 am – 2:30 pm
<b><u>Important Phone Numbers:</u></b>	Main Office (607) 286-7715
<b><u>General Information:</u></b>	Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance and report to the main office.
<b><u>Parking:</u></b>	The parking lot is in front of the building.
<b><u>Sign-in:</u></b>	Sign in at the front office and check in with the secretary.
<b><u>End of the Day Procedures:</u></b>	Check to see if the staff member you are subbing for has bus duty. Do not leave the building until 2:30 PM.

## **Northern Catskills Occupational Center**

<b><u>Address:</u></b>	PO Box 382, 2020 Jump Brook Road Grand Gorge, NY 12434
<b><u>Administrator:</u></b>	Ms. Crystal Trask, Principal
<b><u>Hours:</u></b>	7:55 am – 2:30 pm
<b><u>Important Phone Numbers:</u></b>	Main Office (607) 588-6291
<b><u>General Information:</u></b>	Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance and report to the main office.
<b><u>Parking:</u></b>	The parking lot is in front of the building.
<b><u>Sign-in:</u></b>	Sign in at the front office and check in with the secretary.
<b><u>End of the Day Procedures:</u></b>	Check to see if the staff member you are subbing for has bus duty. Do not leave the building until 2:30 PM.

## **Center Street**

<b><u>Address:</u></b>	31 Center Street Oneonta, NY 13830
<b><u>Administrator:</u></b>	Student Program Supervisor
<b><u>Hours:</u></b>	7:55 am – 2:30 pm
<b><u>Important Phone Numbers:</u></b>	Main Office (at NCOC): (607) 588-6291
<b><u>General Information:</u></b>	Exit/fire routes are posted by each classroom door. Substitutes should enter the building through the front entrance and report to the main office.
<b><u>Parking:</u></b>	Parking lot is located in back of the school.
<b><u>Sign-in:</u></b>	Sign in at the front office and check in with the secretary.
<b><u>End of the Day Procedures:</u></b>	Check to see if the staff member you are subbing for has bus duty. Do not leave the building until 2:30 PM.