

Placentino Elementary School



Substitute Handbook

2015-2016

Welcome to Placentino Elementary School.

The following information is intended as a guide to make your experience at Placentino a success, both for you and for your students.

Our school hours are:

8:45AM - 3:15PM for Full Day Kindergarten, Grade 1, Grade 2, Montessori 6 -8, and Montessori 3-6 Kindergartners

8:45AM – 11:47AM for AM Kindergarten

8:55AM – 11:25AM for AM Preschool **12:45 AM – 3:15PM** for PM Preschool

**** Montessori 3-6 Preschoolers attend at the same time as the AM Preschool****

In case of emergency, you should use the “0” button on your classroom telephone to connect with the Main Office. For a medical emergency, dial 4444.

For any other issues that may arise during the day, these people may help you:

Jaime Slaney	Building Principal	1204
Susan Gleason	Assistant Principal	1203
Carol Dicrutallo	Student Services Administrator	1251
Erica Olsen	School Nurse	1206 emergency 4444
Faith Antonioli	Principal’s Secretary	1201
Maureen Ohnemus	Data Specialist	1202
Ann Marie Osmer		
Jessica Smith	School Psychologist	1212
Anne Marie Cohen	Guidance Counselor	1208
Heather Dalton	Guidance Counselor	1207
Winnie Carey	Technology	1215
Gail Neuman	Technology	1318
Carlene McGorty	Grade Leader _ Preschool	Room # 10
Doreen Parker	Grade Leader _ Kindergarten	Room # 8
Jill Wipfler	Grade Leader _ Grade 1	Room # 105
Anne Blackington	Grade Leader _ Grade 2	Room # 213
Karla Garvin	Grade Leader _ Montessori	Room # 118
Winnie Carey	Grade Leader - Unified Arts	Library Media Center

Some general information you may find helpful:

- The teachers' dining room is across from the office. There is a refrigerator, stove, and microwave available.

- The health office is located next to the main office.
- There are two teacher workrooms equipped with a copy machine, laminator, refrigerator and other useful equipment. They are **room 124** in the Kindergarten wing and **room 200** upstairs at the front of the building. There are also two copiers in the main teachers' dining room.
- The teacher's plans, any special instructions, and pertinent medical information should be on the teacher's desk or in the top desk drawer. If you have any questions, check with a neighboring teacher or the grade leader at your level.

Your responsibilities for the day will include:

- All attendance sheets must be in to the office by 9:15AM. If you are teaching a half-day PM Kindergarten class, attendance sheets must be in the office by 12:30PM. All attendance sheets for Preschool PM classes must be in the office by 1:00PM.
- Check on the procedure your grade follows for recording lunches for the cafeteria.
- The classroom teacher plans carefully for the day whenever possible. Try to follow the plans and stick to the schedule for the day. If there are any changes, be sure to include them in your note to the teacher at the end of the day. Leave student work for the teacher to see unless instructed to send home.
- If a child needs to see the nurse, send them with a partner, or you may call the nurse at extension **1206** if you have a question. **The emergency number is 4444.**
- When children go to a specialist, to lunch, out to recess, or at dismissal, you will need to lead them to the location in a quiet line. Check the times and be sure to pick the children up promptly. (If there are no instructions in the plans, check with the teachers in your grade to see if you are responsible for recess duty.)
- **You must make a copy of any note received from a parent or medical professional excusing a student from physical education and provide the copy to the Physical Education Teacher.**
- **Children should never be left unattended.** If you have an emergency or need to leave the room, be sure another teacher is with your children or call the office for assistance.
- The end of the day can be hectic. Be sure to familiarize yourself with the dismissal procedures for your class. Any change in a child's dismissal procedure should be accompanied by a note from home.
 Grades One and Montessori 6-8 children line up in the hall to go home on the bus. Grade 2 children line up quietly and proceed down the stairs to the main hall for dismissal.
 Children being picked up will go to the cafeteria. If a child is being dismissed to an adult other than a parent, it is essential that you send the note with the child to the cafeteria. Children may not be dismissed to anyone under the age of 16.

Kindergarten children are lined up outside the main entrance by bus number to go home on the bus. Children being picked up should be accompanied to the Cafeteria and left with the

Paraprofessional assigned to monitor their dismissal. If a child is being dismissed to an adult other than a parent, it is essential that you send the note with the child to the cafeteria.

Preschool dismissal is at the Preschool entrance. Children are dismissed directly to a parent.

- Leave a note for the teacher detailing the work covered, any changes in the plans for the day, and any highlights or difficulties with students. Leave student work and any correspondence for the teacher. Be sure to sign your note - teachers often don't know who their substitute has been.
- Remember that substitute teaching is a professional responsibility and be sure to respect the confidentiality of the students in your class.

PBIS

Positive Behavior Interventions and Supports (PBIS)

PBIS is a positive, school-wide systems approach that is research-based and data driven. It is designed:

1. to establish clearly defined expectations within the school setting and define consistent responses to those positive and negative behaviors
2. explicitly teach and reinforce appropriate behaviors across all areas of the school
3. provide a common school-wide language
4. pro-actively utilize data to guide decision-making with the goal of increasing positive student behaviors in all areas of the school

Placentino students...

CARE

Cooperation Acceptance Responsibility Effort

Our philosophy on classroom management:

We believe that a positive school climate is an essential ingredient of an effective school. Our core values reflect this belief. They are: **RESPECT RESPONSIBILITY EXCELLENCE INNOVATION.**

To help children interact and manage their behavior in a positive way and to solve problems cooperatively, we teach a program of "People Skills." Many of these skills have non-verbal signals that help to remind the children to be listeners, to interrupt politely, or to use other social cues for positive interactions.

Ask the children in your classroom what non-verbal signals their teacher uses and try to be positive and consistent in your management style. We have found that positive feedback, gentle reminders, and fair, consistent expectations work best.

Our Kindergarten, First and Second grades engage in the OPEN CIRCLE curriculum for social competency. This program helps to establish the classroom, and the school, as a respectful, caring community. It helps the children to develop their communication, self-control, and social problem solving skills.

Some management practices you might find helpful are:

- Greet your students in a friendly and confident manner at the door.
- Introduce yourself and establish your procedures and expectations for the day.
- Set up a quick seating chart and nametags to learn who the children are.
- Engage the students in doing something right away.
- Encourage a quiet, productive atmosphere throughout the day.
- Demonstrate and expect respect from each child.

FIRE DRILLS, CONTAINMENT AND LOCKDOWN DRILLS

In order to provide the safest environment for our children and staff, we do practice emergency procedures several times during the school year. Our emergency procedures include fire drills, containment drills and lockdown drills.

FIRE DRILLS

Fire drills are the most common emergency practiced in schools. Fire drill escape plans are posted next to the classroom door. Familiarize yourself with the plan and lead your children out quietly in the event of a fire drill. You will need to take a class list with you to check attendance once outside.

CONTAINMENT DRILL

A containment drill requires that all students remain where they are until the “all clear” is announced. Classroom activities may continue as usual. Specifics for this type of drill are attached.

LOCKDOWN DRILL

A lockdown drill requires that all doors be locked and that the children are moved to an area in the classroom where they are not visible from any door or window. Quiet activities are essential

In case of a Containment Situation:

- Scan hallway and bring children into classrooms
- Pull down shades

- Assigned teachers check bathrooms
- Email Faith (Antonioli) and the appropriate classroom teacher advising him/her that you have “taken in” a student not assigned to your classroom.
- After 5 minutes, if you have any “missing” children call office (ext. 1201, 1202, 1203)
- Medical emergencies dial “4444”
- Business as usual in all classrooms

All teachers tell the children:

“There are times when Mr. Silvestri needs to have everyone stay in their classrooms. Right now, we can’t have anyone walking around the school, but we will continue to do our work, and just not leave our classroom. Mr. Silvestri will let us know when we can leave the classroom again. There is nothing to worry about. Let’s just get back to work.”

In case of a Lockdown Situation:

- Teachers with “Lockdown” signs place them on exterior doors.
- Scan hallway and bring children into classrooms
- Lock all doors
- Pull down shades
- Place children in a safe place not visible from door or exterior windows.
- Assigned teachers check bathrooms and lock any empty rooms.

- Email Faith (Antonioli) and the appropriate classroom teacher advising him/her that you have “taken in” a student not assigned to your classroom.
- After 5 minutes, if you have any “missing” children call office (ext. 1201, 1202, 1203)
- Medical emergencies dial “4444”

All teachers tell the children:

“There are times when Mrs. Slaney needs to have everyone stay in their classrooms. Right now, we can’t have anyone walking around the school. We need to stay safe in one place in our classroom. Mrs. Slaney will let us know when we can leave the classroom and get back to work again.”