













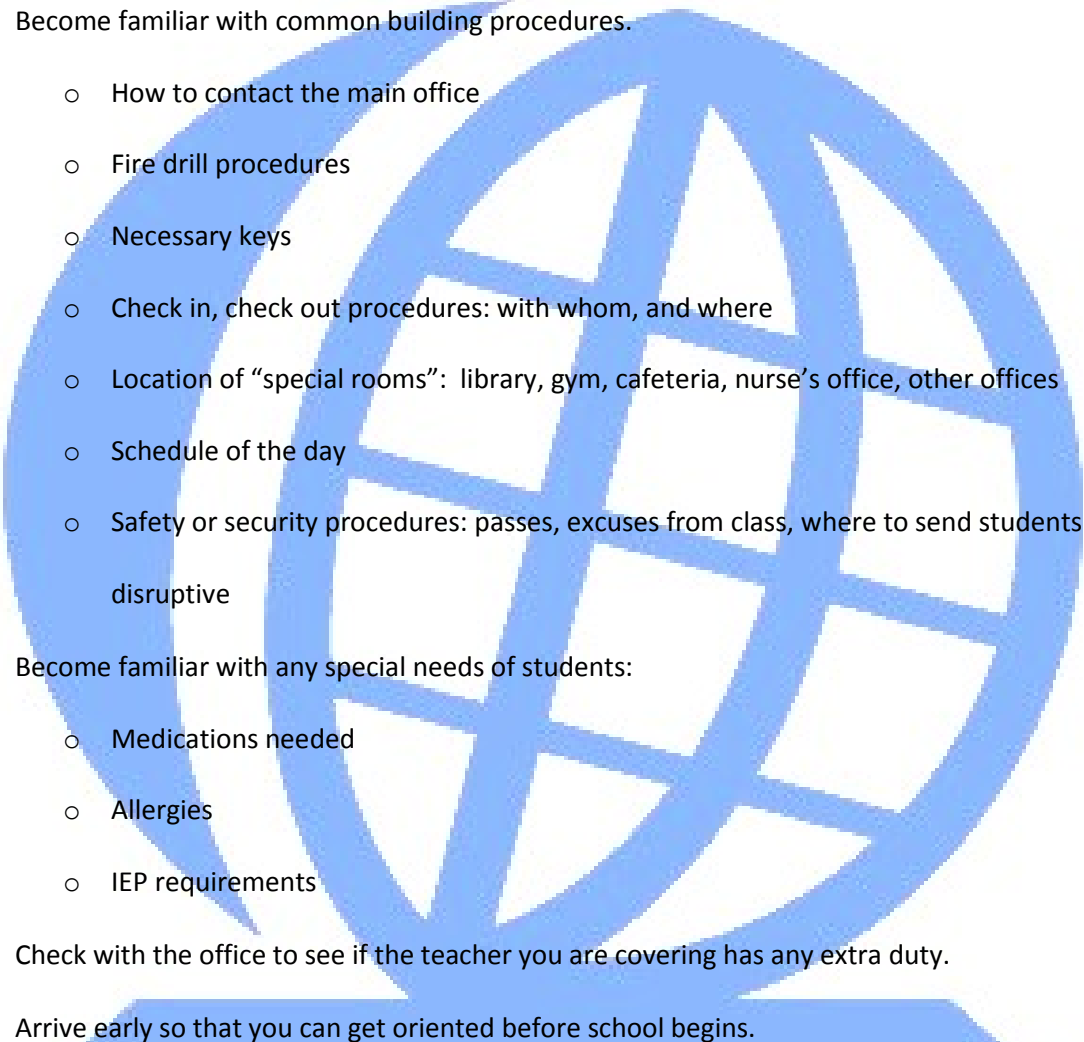








## REMINDERS

- Be sure you know emergency procedures for fire drills and other emergency situations.
  - Find out where to leave communications for teachers regarding the performance of the class(es).
  - Become familiar with common building procedures.
    - How to contact the main office
    - Fire drill procedures
    - Necessary keys
    - Check in, check out procedures: with whom, and where
    - Location of “special rooms”: library, gym, cafeteria, nurse’s office, other offices
    - Schedule of the day
    - Safety or security procedures: passes, excuses from class, where to send students if disruptive
  - Become familiar with any special needs of students:
    - Medications needed
    - Allergies
    - IEP requirements
  - Check with the office to see if the teacher you are covering has any extra duty.
  - Arrive early so that you can get oriented before school begins.
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## **SCHOOL CLOSINGS/DELAYS**

In case of weather problems or other emergency situations, radio stations will broadcast information about school delays or closings. No announcements will be made if schools are open. As a general practice, the sub caller will try to call substitutes when school is closed. The announcement on the Administration Building main number will also be changed. The following radio stations will carry school-closing announcements:

### **FM STATIONS**

WPDH 101.5 & 106.1

WCZX 97.7

WHUD 100.7

WKXP 94.3

WZAD 97.3

WDST 100.1

### **TV STATIONS**

WNYW-TV5

WRNN-TV

Please note: No payment will be made if a substitute is called and the District is forced to close schools due to inclement weather, emergency, etc. Substitutes, when called for a full day, will be paid to work the length of the full contractual day.

**BOCES Education & Training Academy**

(Grades 9-12)

Principal: Mr. John Jeffrey

**School Address**

900 Dutchess Turnpike

Poughkeepsie, New York 12603

Phone: (845) 486-4840

Fax: (845) 486-4852

**Basic Information for BOCES Education & Training Academy**

<b>Hours:</b>	Teacher's day	8:00 a.m. to 2:30 p.m.
	Student's day	8:00 a.m. to 2:20 p.m.
	Substitutes should arrive by	7:50 a.m.

**Lesson Plans:** Available in a sub folder at the teachers desk.

**Lunch:** Hot/cold lunch is available in the cafeteria.

**Contact the Office from the Class: Dial 1 for Crisis Worker, Dial 2 Main office, Dial 3 for Nurse.**

**Emergency: Dial 1 for Crisis Worker**

**Fire Drill:** Exit routes are posted in each classroom and the teacher's sub folder.

**General Instructions for BOCES Education & Training Academy**

**Arrival:** Substitutes should sign in at the main office upstairs or downstairs, and verify the assignment with the secretary in that office.

**Student Attendance:** There is an attendance folder in the main office, which should be completed and returned to the office.

**Messages/Notices:** Messages may be left on the teacher's desk at the end of the day.

**Summary:** It is optional to leave a summary of the day's work in the substitute folder.

**Checkout:** Check out at the main office in which you signed in.

**Career & Technical Institute**

(Grades 11-12 & Adult Nursing Students)

Principal: Mr. Mitchell Shron

**School Address**

5 BOCES Rd.

Poughkeepsie, New York 12601

Phone: (845) 486-8001

Fax: (845) 486-8171

**Basic Information for Career & Technical Institute**

**Hours:** Teacher's day 8:10 a.m. to 3:10 p.m.

Nurse teacher's day 8:00 a.m. to 3:00 p.m.

AM students are in their classrooms 8:25 a.m. to 11:05 a.m.

PM students are in their classrooms 12:05 a.m. to 2:43 p.m.

Substitutes should arrive by 8:10 a.m.

**Lesson Plans:** Available in the main office. See Ms. Heller

**Keys:** Available in the office. See Ms. Heller

**Lunch:** Lunch can be eaten in the faculty room. There are several delis or restaurants within reasonable driving distance.

**Contact the Office from the Class: Call Ext. 4503, 4510, or 4595.**

**Emergency:** Call the office for assistance. Check with the teacher next door. Review one page highlights of CTI emergency procedures that you will receive with the attendance roster.

**Fire Drill:** Exit routes are posted in each classroom and the teacher's sub folder.

### **General Instructions Career & Technical Institute**

**Arrival:** Substitutes should sign in and verify the assignment with the Principal.

**Student Attendance:** There is an attendance roster in the main office, which should be completed and returned to the office.

**Summary:** Leave a summary of the day's work in the substitute folder.

**Check-out:** Check out in the main office, and return the key to the secretary.

#### **In-District Classes @ various Locations**

(Grades K-12)

Coordinator: Mr. Kenneth Louis Jeune

#### **School Address**

900 Dutchess TrnPk.

Poughkeepsie, New York 12603

Phone: (845) 486-8004 ext. 3025 & 3020

Fax: (845) 486-8044

### **Basic Information for In-District Classrooms**

#### **High School locations:**

Arlington High School	7:10 am – 2:10 pm
Pawling High School	7:30 am – 2:30 pm
Pine Plains High School:	7:20 am – 2:20 pm
Red Hook High School:	7:30 am – 2:30 pm
Spackenkill High School:	7:05 am – 2:05 pm

#### **Middle School locations:**

Linden Avenue:	7:30 am – 2:30 pm
Unionvale Middle School:	7:20 am – 2:20 pm

**Elementary School locations:**

Nassau Elementary: 8:15 am – 3:15 pm  
Vail Farm Elementary: 8:20 am – 3:20 pm  
Mid-Hudson Regional Hospital teacher day is from 12 noon – 3pm

**Lesson Plans:** Available in the folder located at the teacher’s desk. If not available the substitute should contact Mr. Louis Jeune at the number listed above.

**Keys:** If necessary, contact the main office of the building.

**Lunch:** Hot/cold lunch is available in the cafeteria.

**Contact the Office from the Class: Call 845-486-4840 ext. 3025 & 3020**

**Emergency:** Call Kenneth Louis Jeune at 914-456-1977.

**Fire Drill:** Exit routes are posted in each classroom and the teacher’s sub folder.

**General Instructions**

**Arrival:** Substitutes should report to the main office and sign the sign-in sheet.

**Messages/Notices:** Messages or notices that might need to be sent home should be left in the teacher’s folder for review prior to being sent.

**Summary:** Leave a summary of the day's work in the substitute folder.

**Checkout:** Check out in the main office.

**Salt Point Center**

(Grades K - 8)

Principal: Mr. Douglas Damiani

**School Address**

5 BOCES Rd.

Poughkeepsie, New York 12601

Phone: (845) 486-8000

Fax: (845) 486-8044

## Basic Information for Salt Point Center

<b>Hours:</b> Teacher's day:	8:15 a.m. to 3:15 p.m.
Student's day:	8:20 a.m. to 2:40p.m.
Substitute's day:	8:10 a.m. Sign in at the main office.

**Lesson Plans:** Available in the classroom in the guest teacher folder (see sample).

**Keys:** Available in the office.

**Lunch:** Hot/cold lunch is available in the cafeteria.

**Contact the Office from the Class: Call Ext. 5404.**

**Emergency:** Call the office for assistance. Check with the teacher next door

**Fire Drill:** Exit routes are posted in each classroom and the teacher's sub folder.

### General Instructions for Salt Point Center

**Arrival:** Substitutes should sign in at the main office and verify the assignment with the Principal or his secretary.

**Student Attendance:** There is an attendance folder in the main office, which should be completed and returned to the office.

**Messages/Notices:** Check the teacher's mailbox in the main office at lunch time for messages or notices that might need to be sent home.

**Summary:** Leave a summary of the day's work in the guest teacher folder or in the teacher's mailbox.