



Shenendehowa
Central Schools

Substitute Welcome Handbook

Shenendehowa Central Schools

5 Chelsea Place, Clifton Park, NY 12065

(518) 881-0600 www.shenet.org



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VII. DISTRICT SCHOOLS

I. **INTRODUCTION**

This document has been developed in order to familiarize substitutes with Shenendehowa Central Schools District ("the District") and provide information about history, key policies, benefits, and procedures affecting substitutes at the District. Nothing in this manual will supersede the Board of Education Policies and Procedures and/or New York State or Federal Employment Laws. The Board of Education documents can be found and reviewed on our website: www.shenet.org.

A. Welcome

Welcome to the Shenendehowa Central School District! As a substitute, you are joining the team that has made this District a community asset and leader in education. We wish you success in your position and hope you quickly feel at home here.

Your role as a substitute 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 appointed employees will also be expected from you.

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!

B. History

The Shenendehowa Central School District is one of the largest employers and school systems in upstate New York. The District employs approximately 1,800 people who serve approximately 9,850 students. The District includes eight elementary schools (K-5), three middle schools (6-8) and two high schools (9 and 10-12).

Nine of the twelve school buildings and a bus garage are located on the 232-acre campus. There are also three neighborhood elementary schools and the District main office located off campus. Traditionally, the schools were named with Iroquois wording. Shenendehowa, for example, means "great plains."

The District has a long-standing commitment to and tradition of excellence; consistently graduating 95% of students with a Regents diploma of which approximately 60% earn an Advanced Regents diploma. Many Shenendehowa students graduate from high school with a semester or more of college credits and 90% or more enroll annually into a two or four year college or university.

C. Building Names and Meanings:

Acadia	(Place of Plenty)	Okte	(To Achieve)
Arongen	(To Understand)	Orenda	(Great Spirit)
Chango	(Happy and Cheerful)	Shatekon	(A Balanced Life)
Gowana	(Great)	Skano	(Peace)
Karigon	(To Join Together)	Tesago	(Courage)
Koda	(Friend)		

D. Mission

The primary mission of the Shenendehowa Central School District is to work continuously and in partnership with the community to ensure that all students develop and demonstrate the knowledge, skills, abilities, and character needed to live useful, productive and rewarding lives.

Students learn best:

- When adults care about them and act as positive and inspiring role models;
- When they are psychologically and cognitively available, engaged (methods of instruction are responsive to their needs) and learning at the highest level;
- When self-directed learning is cultivated; pedagogical practices are modernized; and learning is contextualized;
- When the content is personally and globally relevant, incorporates students' cultural backgrounds and taught by motivated and well-prepared staff;
- When clear and consistent academic and behavioral expectations are communicated and understood;
- When their individual strengths and efforts are acknowledged and celebrated, and specific and timely feedback on their learning is provided lending to growth and improvement;
- In a culturally-responsive and inclusive school community where respect and civility are modeled by all;
- In a safe environment that promotes and facilitates positive mental health and wellness;
- When their families are encouraged and supported in taking an active and collaborative role in their education and they are provided with basic human needs (i.e. shelter, nutrition);
- In schools that are clean, well equipped, safe, inviting and conducive to learning;
- When school personnel actively and intentionally form meaningful relationships

II. DISTRICT OVERVIEW

The District is composed of a Board of Education, Superintendent of Schools, Deputy Superintendent of Schools, various Assistant Superintendents, Directors, Administrators, as well as Instructional and Non-Instructional staff members of varying degrees and positions.

A. District Calendar

The approved calendar for each school year can be found on our website on the "About Us" page of our website in the "[Calendar](#)" page.

B. Campus Map

All maps, including school boundary maps, can be found on the "About Us" page of our website in the "[District Directions, Maps, and Boundaries](#)" page.

C. Student Start & Dismissal Times

Schools	Starting Time	Dismissal	Half Day Dismissal
High Schools	7:45 AM	2:40 PM	
Middle Schools	8:55 AM	3:35 PM	12:15 PM
Elementary			
On Campus	8:05 AM	2:15 PM	11:15 AM
Kindergarten AM	8:05 AM	10:40 AM	
Kindergarten PM	11:40 AM	2:15 PM	
Chango/Okte	9:05 AM	3:15 PM	12:15 PM
Kindergarten AM	9:05 AM	11:40 AM	
Kindergarten PM	12:40 PM	3:15 PM	

D. District Office Contact Information

5 Chelsea Place, Clifton Park, NY 12065

Administrators: Dr. Cecily Wilson-Turner, Interim Superintendent
Ms. Lori McKenna, Interim Deputy Superintendent
Ms. Jennie Gliha, Chief Human Resources Officer

Building Hours: 7:45 am – 4:15 pm

Important Phone Numbers:

- Human Resource Office (518) 881-0600 x68400
- Security (518) 603-4923
- Payroll Office (518) 881-0600 x 68520

E. Building Safety & Security

Shenendehowa has a District-wide School Safety Plan and each school has a Building-level School Safety Plan. These plans have been developed in accordance with the Regulations of the Commissioner of Education and the Safe Schools Against Violence in Education (SAVE) legislation.

We are committed to providing a safe and secure environment to all students, staff and visitors, who lawfully enter District facilities and property and/or who use or travel in District vehicles. Any physical and/or verbal threats to staff or students must immediately be reported to the appropriate or designated administrator or supervisor for prompt attention and action. In all instances, law enforcement may be engaged, depending on the nature and severity of the threat.

All visitors entering any Shenendehowa building during school hours will be required to check in using the District's visitor management system. Please note that a valid driver's license or other state issued ID is required as part of the check in process. These protocols have been implemented to better provide security for our students, staff, and visitors.

Ask the office secretary for the handout listing procedures for these crucial drills. An emergency binder should be located by the door in every classroom; be sure to locate and familiarize yourself with it. Fire exits are posted in each room. Note the nearest fire exit to where you are.

All staff will wear identification badges during school hours or at school functions if serving in an official capacity. Badges must be visible and worn at all times.

F. Weather Related and/or Emergency Closings

We publicize school delays, closing and early dismissals resulting from weather conditions or other situations by 5:00 AM on local radio/TV stations and the website (www.shenet.org), as well as social media outlets (Twitter, Facebook). Snow removal operations begin at school sites when two inches of snow are on the ground.

III. BOARD OF EDUCATION POLICY OVERVIEW AND MANDATORY TRAININGS

The Board of Education Policy Manual includes policies, administrative regulations and corresponding forms. The entire manual can be found on the Shenendehowa website here: [BOE Policy Manual](#)

Each year all staff are required to complete a Board of Education Policy Review training. In addition, we highlight the following policies to all new hires of the District. Please take a moment to read through and familiarize yourself with the following policies:

- Code of Ethics: [BOE Policy 6110](#)
- Alcohol, Drugs, and Other Substances (School Personnel): [BOE Policy 6150](#)
- Sexual Harassment: [BOE Policy 6121](#)
- Child Abuse and Maltreatment (Familial or Educational Setting): [BOE Policy 7530](#)
- Dignity for All Students (DASA): [BOE Policy 7555](#)

IV. EXPECTATIONS AND CODE OF CONDUCT

A. SmartFind Express

Shenendehowa CSD utilizes SmartFind Express (SFE) to post available substitute jobs within the District. SFE is an automated system that utilizes multiple methods (voice, text, email and web) to notify Shen substitutes of available substitute jobs.

All substitutes shall:

- Register for a SmartFind Express account. Information to do this will be provided after your onboarding appointment.
- Review your SFE profile settings and notify the Office of Human Resources at HR@ShenSchools.org of any discrepancies.
- If you need to cancel a job for any reason, you must access the system to make the change. If you are canceling the morning of the job, you must call that school building to cancel. The main number for each building can be found on the Shenendehowa CSD website, www.shenet.org, by clicking the building name.

B. Attendance and Punctuality

All Substitutes are to arrive 15 minutes before your scheduled start time. This will allow you time to sign in at the office, collect your badge, keys, and find the room/area you will be working in. Substitute Teachers may also want to inquire about school procedures such as sending students to the nurse, bathroom or water fountain.

Please note the start times each time an assignment is accepted. Substitutes are required to follow the schedule of the employee for whom they are filling in. However, the building administrator can reassign a substitute to other duties anytime during the work day.

C. Dress Code

Substitute attire is a reflection of the District. Appropriate dress for a substitute is defined as giving proper attention to personal cleanliness and clothing that is professional, safe and does not disrupt, distract or otherwise interfere with the educational process. Substitutes are expected to model appropriate dress and decorum, recognizing the significant role and impression they have on students. Business or business casual attire is expected. Dress for the weather; as a substitute you may have to be outside for extended periods of time as students get on and off the bus and/or for recess.

D. Ethical Standards

Shenendehowa substitutes shall hold themselves to a higher standard of conduct than prescribed in laws and/or regulations. Additional standards of conduct are set forth for our substitutes in order to promote public confidence in the Shenendehowa Central School District and to advance the attainment of District goals.

E. Confidentiality & Privacy

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.

Shenendehowa Central Schools 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, you may 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 confidentiality, privacy, and high standards.

You are expected to keep student information confidential from all persons except the classroom teacher and school administrator, where appropriate. Observations and opinions teachers make during the course of your day must similarly be kept confidential. Please be mindful that you are working with our students 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.

F. 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.

G. Handbook

Utilize this handbook, teacher plan-book, substitute folder, and faculty as your guide for the permanent employee's regular and preferred procedures. It is your responsibility to review and complete all plans/instructions left by the permanent employee or as directed by the supervisor to the best of your ability.

H. Classroom

Leave the classroom/location in the same condition (or better) than it was when you arrived. Please do not rearrange furniture, shelves, drawers or change bulletin boards. Chairs should be placed on desks, and the sink and floor cleaned within reason. The computer keyboard and mouse should be placed as close to the monitor as possible. Classroom doors should remain closed and locked at all times.

I. Fire, Evacuation, Lock Down, Lock Out Drills

When you check in for the day, ask the building secretary if there are any drills scheduled for that day, and ask for written instructions on expectations for these crucial drills. Please be aware of emergency routines at each school.

J. Parking & School Speed Limit

Parking is available at each school. The speed limit on school property is 15 miles per hour. Use of a cell phone while driving on campus is prohibited.

K. Lunches And Break Rooms

Beverages and adult lunches may be purchased from the cafeteria. A la carte items are also available. Break rooms are available in each school and normally equipped with a refrigerator and microwave. You are asked to tidy up after yourself. Ask where your break room is located.

L. Supervision Of Students

You are responsible for the supervision of the students from the time they arrive until they leave at the end of the day. Students must never be left unattended. In

case of an emergency, call the office or a teacher in a neighboring classroom for coverage.

M. 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.

N. Pay Practices

The rate of compensation for Substitute Teachers is determined by the School Alliance of Substitutes in Education (SASIE) Collective Bargaining Unit and the Board of Education. The rate of compensation for Substitute Support Staff is determined by the District and the Board of Education. Substitutes are paid bi-weekly on a two week lag and pay schedules are available from the Payroll Office, as well as posted on the Substitute Resources Page of the Shenendehowa CSD website. Direct Deposit is available to all employees.

Shenendehowa utilizes a payroll voucher module through WinCap Web to pay substitute teachers. Substitute teachers are required to create an account and enter every day worked into the payroll voucher module in order to process a paycheck. Instructions and tutorials are posted on the Substitute Resources Page of the Shenendehowa CSD website.

Substitute support staff will have their time worked entered by the timesheet approver in each building/department they work.

V. EMPLOYEE FRINGE BENEFITS

A. Employee Assistance Program (Eap)

The District offers to all employees an Employee Assistance Program through AllOne Health. This free benefit offers personal and professional resources through an online platform. The company code **SCSNY** is required for login.

B. New York State Retirement System

As a Substitute, you are eligible to enroll in the New York State Retirement System. If interested you must complete the appropriate application for their classification, and return it to the Payroll Office for processing.

C. 403(B) Plans

The District sponsors a 403(b) retirement plan, through the Omni Group, for all substitutes. Prior to contributing you must open an account with an Investment Service Provider participating in the Plan. You may only select an Investment Service Provider that has been approved by the Omni Group.

The OMNI Group is the designated 403 (b) Plan Third-Party Administrator (TPA). A list of the Plan's participating investment providers may be viewed on OMNI's

website (www.omni403b.com) after submitting your Employer's name and state (Shenendehowa CSD, NY). If you have any questions, please contact The OMNI Group at 877-544-6664.

VI. Substitute Teacher Information

A. Substitute Teacher Expectations

1. Substitute Teacher Folder

A Substitute Teacher Folder should be given to you at the main office or found in the teacher's desk upon your arrival. This folder contains pertinent information, such as the location of lesson plans for the day, the daily class schedule, and any physical/medical needs of students in the class. 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 stay on schedule. If for any reason this is not possible, please note the changes and the reasons (where applicable). If you do not find a folder when you arrive, please contact the main office.

2. Student Attendance Reporting

Attendance sheets, located in the substitute folder, are used to take class attendance. Please report any absent or tardy students on this sheet and send them to the main office immediately after taking attendance. Sheets for afternoon kindergarten classes should be sent to the office by 12:00. When a child returns to school after an absence, the excuse is sent to the office. Tardy students must sign in at the office.

In the secondary schools you need to take attendance for each period. Please use the attendance sheets to take attendance, and call it into the Attendance Secretary. Please send the attendance sheet to the main office throughout the day.

3. Lunch Count And Lunch Periods

Please refer to the Substitute Teacher Folder for information on lunch count and lunch periods as they differ from building to building.

B. Classroom Management

Effective classroom management will be key to a successful day, both for you and for the students you will serve. Students are relying on you to create an engaging, positive atmosphere and safe environment in which best learning can take place. You will want to project confidence and capability. 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.

Tips for Promoting Positive Behavior:

- Welcome students as they arrive
- Write your name (as you wish to be addressed by the students) on the board.
- Establish and communicate a quiet signal and practice it with the students
- 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', to 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

C. IMPORTANT QUESTIONS TO ASK UPON ARRIVAL

- What are the procedures for fire, lock down, lock out and evacuation drills?
- Is there a school-wide behavior modification program, including specific terms to use with students?
- How will I notify the office of absences and/or changes in dismissal?
- What are the procedures for students requesting to visit the bathroom, water fountain or nurse?
- What are arrival procedures?
- What are dismissal procedures?
- How can I contact the main office when class is in session if necessary?
- Do I have additional responsibilities such as bus, cafeteria, hall or homeroom duty?
- Are there students with medical issues or special education needs in the class I will be working in?
- If I am subbing a whole day, what is my lunch time?
- Is there a teacher I can go to with any further questions?

VII. DISTRICT SCHOOLS

Arongen Elementary School

Address: 489 Clifton Park Center Road, Clifton Park, NY 12065

Administrators: Mr. Andrew Hills, Principal

Mrs. Moira Poniatowski, Principal Secretary

Mrs. Cindi Breen, Principals Aide

Building Hours: 8:05 am – 2:15 pm

Important Phone Numbers: Main Office (518) 881-0510 x 41400
 Security (518) 603-4923
 School Nurse (518) 881-0510 x 41413

General Information: Substitutes should arrive by 7:50 am, enter the building through the front entrance and report to the main office. Exit/fire routes are posted by each classroom door.

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

Sign In: Sign in with the Main Office upon arrival. Substitute Teachers should check with the school secretary for sub folder, badge, keys, any important daily information (drills, etc), and should check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: Substitute Teachers should stay in the classroom until dismissal. Students being picked up will be called at approximately 2:10. Please send them down at this time. Dismissal for remaining students will be at 2:15 pm. There will be an announcement to release the children. Please walk your class to the door. Do not leave the building until students have been released. Sign out in the Main Office and return the substitute folder, badge and keys.

Chango Elementary School

Address: 100 Chango Drive, Ballston Lake, NY 12019

Administrators: Mrs. Michelle Discenza , Principal
 Mrs. Michele Mastrianni, Principal Secretary
 Mrs. Sandra Hess, Principals Aide

Building Hours: 8:55 am – 3:15 pm

Important Phone Numbers: Main Office (518) 881-0520 x 46400
 Security (518) 603-4923
 School Nurse (518) 881-0520 x 46413

General Information: Substitutes should arrive by 8:40 am, enter the building through the front entrance and report to the main office. Exit/fire routes are posted by each classroom door.

Exit/fire routes are posted by each classroom door.

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

Sign In: Sign in with the Main Office upon arrival. Substitute Teachers should check with the school secretary for sub folder, badge, keys, any important daily information (drills, etc), and should check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: Dismissal is at 3:15pm. Substitute Teachers should not leave the building until after 3:20pm. Sign out in the Main Office and return the substitute folder, badge and keys.

Karigon Elementary School

Address: 970 Route 146, Clifton Park, NY 12065

Administrators: Mr. Malik Jones, Principal

Mrs. Susan Almaviva, Principal Secretary

Mrs. Diane Stein, Principals Aide

Building Hours: 8:05 am – 2:15 pm

Important Phone Numbers: Main Office (518) 881-0530 x 42400

Security (518) 603-4923

School Nurse (518) 881-0530 x 42413

General Information: Substitutes should arrive by 7:50 am, enter the building through the front entrance and report to the main office. Exit/fire routes are posted by each classroom door.

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

Sign In: Sign in with the Main Office upon arrival. Substitute Teachers should check with the school secretary for sub folder, badge, keys, any important daily information (drills, etc), and should check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: Substitute Teachers should stay in the classroom until dismissal. Students being picked up will be called at approximately 2:10. Please send them down at this time. Dismissal for remaining students will be at 2:15 pm. There will be an announcement to release the children. Please walk your class to the door. Do not leave the building until students have been released. Sign out in the Main Office and return the substitute folder, badge and keys.

Okte Elementary School

Address: 1581 Crescent Road, Clifton Park, NY 12065

Administrators: Mrs. Kathleen Strangis, Principal

Mrs. Patti Laiacona, Principal Secretary

Mrs. Jennifer Brown, Principals Aide

Hours: 9:05 am – 3:15 pm

Important Phone Numbers: Main Office (518) 881-0540 x 47422

Security (518) 603-4923

School Nurse (518) 881-0541 x 47413

General Information: Substitutes should arrive by 7:50 am, enter the building through the front entrance and report to the main office. Exit/fire routes are posted by each classroom door.

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

Sign In: Sign in with the Main Office upon arrival. Substitute Teachers should check with the school secretary for sub folder, badge, keys, any important daily information (drills, etc), and should check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: Dismissal is at 3:15pm. Do not leave the building until after 3:20pm. Sign out in the Main Office and return folder, badge and keys.

Orenda Elementary School

Address: 970 Route 146, Clifton Park, NY 12065

Administrators: Mr. Todd Giagni, Principal

Mr. Alina Lamere, Principal Secretary

Ms. Zia Markowski, Principals Aide

Building Hours: 8:05 am – 2:15 pm

Important Phone Numbers: Main Office (518) 881-0550, x43400

Security (518) 603-4923

School Nurse (518) 881-0550, x43411

General Information: Substitutes should arrive by 7:50 am, enter the building through the front entrance and report to the main office. Exit/fire routes are posted by each classroom door.

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

Sign In: Sign in with the Main Office upon arrival. Substitute Teachers should check with the school secretary for sub folder, badge, keys, any important daily information (drills, etc), and should check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: Substitute Teachers should stay in the classroom until dismissal. Students being picked up will be called at approximately 2:10. Please send them down at this time. Dismissal for remaining students will be at 2:15 pm. There will be an announcement to release the children. Please walk your class to the door. Do not leave the building until students have been released. Sign out in the Main Office and return the substitute folder, badge and keys.

Shatekon Elementary School

Address: 35 Maxwell Drive, Clifton Park, NY 12065

Administrators: Ms. Erica Ryan, Principal

Ms. Deborah Smith, Principal Secretary

Mrs. Melissa O'Hara, Principals Aide

Building Hours: 8:05 am – 2:15 pm

Important Phone Numbers: Main Office (518) 881-0580 x 48402

Security (518) 603-4923

School Nurse (518) 881-0581 x 48413

General Information: Substitutes should arrive by 7:50 am, enter the building through the front entrance and report to the main office. Exit/fire routes are posted by each classroom door.

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

Sign In: Sign in with the Main Office upon arrival. Substitute Teachers should check with the school secretary for sub folder, badge, keys, any important daily information (drills, etc), and should check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: Substitute Teachers should stay in the classroom until dismissal. Students being picked up will be called at approximately 2:10. Please send them down at this

time. Dismissal for remaining students will be at 2:15 pm. There will be an announcement to release the children. Please walk your class to the door. Do not leave the building until students have been released. Sign out in the Main Office and return the substitute folder, badge and keys.

Skano Elementary School

Address: 970 Route 146, Clifton Park, NY 12065

Administrators: Mrs. Jill Florio, Principal

Mrs. Jodi Pearlman, Principal Secretary

Mrs. Erin Kisling, Principals Aide

Building Hours: 8:05 am – 2:15 pm

Important Phone Numbers: Main Office (518) 881-0560 x 44422

Security (518) 603-4923

School Nurse (518) 881-0560 x 44413

General Information: Substitutes should arrive by 7:50 am, enter the building through the front entrance and report to the main office. Exit/fire routes are posted by each classroom door.

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

Sign In: Sign in with the Main Office upon arrival. Substitute Teachers should check with the school secretary for sub folder, badge, keys, any important daily information (drills, etc), and should check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: Substitute Teachers should stay in the classroom until dismissal. Students being picked up will be called at approximately 2:10. Please send them down at this time. Dismissal for remaining students will be at 2:15 pm. There will be an announcement to release the children. Please walk your class to the door. Do not leave the building until students have been released. Sign out in the Main Office and return the substitute folder, badge and keys.

Tesago Elementary School

Address: 970 Route 146, Clifton Park, NY 12065

Administrators: Mr. Greg Pace, Principal

Mrs. Terri Bills, Principal Secretary

Mrs. Marylou Tetreault, Principals Aide

Building Hours: 8:05 am – 2:15 pm

Important Phone Numbers: Main Office (518) 881-0570 x 45400

Security (518) 603-4923

School Nurse (518) 881-0570 x 45411

General Information: Substitutes should arrive by 7:50 am, enter the building through the front entrance and report to the main office. Exit/fire routes are posted by each classroom door.

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

Sign In: Sign in with the Main Office upon arrival. Substitute Teachers should check with the school secretary for sub folder, badge, keys, any important daily information (drills, etc), and should check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: Substitute Teachers should stay in the classroom until dismissal. Students being picked up will be called at approximately 2:10. Please send them down at this time. Dismissal for remaining students will be at 2:15 pm. There will be an announcement to release the children. Please walk your class to the door. Do not leave the building until students have been released. Sign out in the Main Office and return the substitute folder, badge and keys.

Acadia Middle School

Address: 970 Route 146, Clifton Park, NY 12065

Administrators: Mr. Jonathan Burns, Principal

Mrs. Kristen DuGuay, Assistant Principal

Mrs. Michelle Fisch, Principal's Secretary

Building Hours: 8:55 am – 3:35 pm

Important Phone Numbers: Main Office (518) 881-0450 x 53419
Security (518) 603-4923
School Nurse (518) 881-0520 x 53413

General Information: Substitutes should arrive by 8:40 am, enter the building through the front entrance and report to the main office. Exit/fire routes are posted by each classroom door.

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

Sign In: Sign in with the Front Desk Monitor upon arrival and report to the main office. Substitute Teachers should check with the school secretary for sub folder, badge, keys, any important daily information (drills, etc), and should check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: At the end of the day, please return the sub folder, badge, and keys to the Acadia Main Office.

Gowana Middle School

Address: 970 Route 146, Clifton Park, NY 12065

Administrators: Mrs. Robin Gawrys, Principal
Mr. Thomas J. Hopkins, Assistant Principal
Ms. Jennifer Kyea, Principal Secretary

Building Hours: 8:55 am – 3:35 pm

Important Phone Numbers: Main Office (518) 881-0460 x 51407
Security (518) 603-4923
School Nurse (518) 881-0460 x 51413

General Information: Substitutes should arrive by 8:40 am, enter the building through the front entrance and report to the main office. Exit/fire routes are posted by each classroom door.

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

Sign In: Sign in with the Front Desk Monitor upon arrival and report to the main office. Substitute Teachers should check with the school secretary for sub folder, badge, keys, any

important daily information (drills, etc), and should check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: At the end of the day, please return the sub folder, badge, and keys to the Gowana Main Office.

Koda Middle School

Address: 970 Route 146, Clifton Park, NY 12065

Administrators: Mrs. Rose Beckett, Principal

Mrs. Stacy Vadney, Assistant Principal

Mrs. Jaimie Mazzone, Principal's Secretary

Building Hours: 8:55 am – 3:35 pm

Important Phone Numbers: Main Office (518) 881-0470 x 52400

Security (518) 603-4923

School Nurse (518) 881-0470 x 52413

General Information: Substitutes should arrive by 8:40 am, enter the building through the front entrance and report to the main office. Exit/fire routes are posted by each classroom door.

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

Sign In: Sign in with the Front Desk Monitor upon arrival and report to the main office.

Substitute Teachers should check with the school secretary for sub folder, badge, keys, any important daily information (drills, etc), and should check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: At the end of the day, please return the sub folder, badge, and keys to the Koda Main Office.

High School West

Address: 970 Route 146, Clifton Park, NY 12065

Administrators: Mr. Stephen Smith, Associate Principal

Ms. Jennifer Lee-Alden, Assistant Principal

Ms. Mary Smith, Principal Secretary

Building Hours: 7:40 am – 2:40 pm

Important Phone Numbers: Main Office (518) 881-0332 x 62406

Security (518) 603-4923

School Nurse (518) 881-0331 x 62413

General Information: Substitutes should arrive by 7:25 am, enter the building through the front entrance and report to the main office. Exit/fire routes are posted by each classroom door.

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

Sign In: Sign in with the main office upon arrival. Substitute Teachers should check with the building secretary for sub folder, badge, keys, any important daily information (drills, etc), and should check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: Do not leave the building until 2:40 pm. Sign out in the Main Office and return the sub folder, badge and keys.

High School East

Address: 970 Route 146, Clifton Park, NY 12065

Administrators: Mr. Ron Agostinoni, Principal

Mrs. Jackie Frey, Principal Secretary

Ms. Cathleen Drago, Associate Principal

Mr. Michael Gutchell, Associate Principal

Mrs. Jaclyn Michalski, Associate Principal

Mr. Stephen Smith, Associate Principal

Mr. Jason Belknap, Assistant Principal

Mrs. Jacqueline Coughlin, Assistant Principal

Mrs. Robin Pelletier, Assistant Principal

Building Hours: 7:40 am – 2:40 pm

Important Phone Numbers: Main Office (518) 881-0310 x 61415

Security (518) 603-4923

School Nurses (518) 881-0311 x61417, x61418, x61419

General Information: Substitutes should enter the building by 7:25am through the front entrance. You may then report to the main office. Exit/fire routes are posted by each classroom door.

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

Sign In: Sign in with the Main Office upon arrival. Check with the school secretary for Sub Binder, badge, keys, and any important daily information (drills, etc). Check the teacher's mailbox for any notices, messages, etc.

End of the Day Procedures: Do not leave the building until 2:40pm. Sign out in the Main Office and return binder, badge and keys.



Shenendehowa

Central Schools

EMPLOYEE ACKNOWLEDGMENT

My signature below indicates that I agree to read the Handbook and abide by the standards, policies, and procedures defined or referenced in this document. It is also important to know that additional regulations, policies and laws are in the District Board Policies. The Board Policies can be located on the District's website at www.shenet.org. The information in this Handbook is subject to change. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that signing/acknowledging this Handbook does not constitute an employment contract or alter my status as an at-will employee.

Employee Acknowledgment:

Print Name: _____

Date: _____

Signature: _____