



# CHRISTIAN ACADEMY OF WESTERN NEW YORK

## Substitute Teacher Manual

### YOU ARE ESSENTIAL!

Welcome to Christian Academy. As a substitute teacher, you are an integral part of the professional team. As you follow the teacher's lesson plans, you ensure that students are engaged in meaningful activities. By exhibiting a Christ-like attitude and demonstrating self-confidence, initiative, and flexibility, you will have a positive impact on students while providing an essential service to our school.

The information provided herein is summary in nature. In the event of any conflict between the content hereof and School Board Policy, established by either the School Board or the Administration, School Board policy or Administrative guidelines shall take precedence. This information is subject to change without notice.

### INTRODUCTION

#### Important Contacts

Our Administrator, Business Administrator and our Head Teachers can all be reached through our Main Office at (716) 433-1652.

The administration can also be reached through our website (via email) at: [www.CAWNY.com/our-staff/contact.cfm](http://www.CAWNY.com/our-staff/contact.cfm).

#### Mission, Vision and Values

Christian Academy is a private Christian school. While one specific religious doctrine is not taught, the curriculum is approached from the perspective that a Christ-centered life is essential for ultimate success in all endeavors. Students receive continuous reinforcement of Christian values and morals that will help them mature into strong leaders.

**Mission Statement:** The mission of Christian Academy is to nurture and educate children – in partnership with their parents and church – to become mature spiritually, academically, socially, and physically, to the glory of God.

**Vision Statement:** The goal of Christian Academy is to be a source of academic excellence and spiritual growth, so that students will become: confident in their faith and convictions; prepared to make an impact in their community; and equipped to meet life's challenges with resolve, patience, and insight.

**Values:** Christian Academy's crown is based upon a Christ-centered foundation and stands for Academic Excellence, Personal Development and Service.

Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its: educational policies, admission policies; tuition assistance programs; athletic and other school administered programs; nor, in the hiring of faculty or administrative staff.

## Philosophy of Christian Education

Education is the process of discovering and applying Truth to one's life. True education recognizes God as the source of all Truth. "Sanctify them in the truth; Thy word is truth." (John 17:1) Through faith in God's Son, the Lord Jesus Christ, we are empowered to live out this truth. Without this relationship, one may attain vast quantities of knowledge, but will never be wise. "The law of the Lord is perfect, restoring the soul; the testimony of the Lord is sure, making wise the simple." (Psalm 19:7)

Educational experiences centered on a Bible-based curriculum are avenues through which students are trained to walk in step with their Creator. The curriculum seeks to introduce students to the truth that God has revealed, through the power of the Holy Spirit, in His Word, in His world, and in and through His Son, Jesus Christ. Students are introduced to the facts of this truth and instructed on how to apply these truths in and through their own lives. "Listen to advice and accept instruction, and in the end you will be wise." (Proverbs 19:20)

Christian Academy acknowledges the child as a God-given gift and desires to help parents fulfill their responsibility as the primary influence and teacher in the child's life. Parents bear the primary role of training their children. In the classroom, the teacher stands in the place of the parent. Acknowledgment of this fact affirms that the school and the home must work closely together to function as partners. A Christian spirit of love exists, and is characterized by open communication regarding positive and negative factors. Essential truths from God's Word are taught, leaving more specific doctrinal questions for parents and their churches. "Train up a child in the way he should go: and when he is old, he will not depart from it." (Proverbs 22:6) "For I know him that he will command his children and his household after him, and they shall keep the way of the Lord, to do justice and judgment." (Genesis 18:19)

Our goals have been realized when students have been trained to think, analyze, discern, and understand all that God created; and, to use these skills and abilities to live for His glory. May students enter Christian Academy to learn of Him and go from here to serve Him, reaching out to their communities with the truth and grace of the Gospel as walking epistles of His glory. "Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving." (Colossians 3:23)

## QUALIFICATIONS

### Employment Requirements

New York does not require substitutes to be certified as teachers. Questions regarding teacher certification may be addressed visiting NYSED.gov

### Important Information

Retirement, hospitalization, and other fringe benefits are not available to substitutes.

Substitutes must keep Christian Academy fully informed, in writing, of all changes in name, address, and telephone number. A change in name request must include a copy of the new Social Security card reflecting the name requested.

Administrators may assess a substitute's performance for quality standards.

## POLICIES AND PROCEDURES

### Substitute Availability

Substitute employees are responsible for modifying the days of the week that they are available for assignments and their periods of availability by calling the Office to report either change of status. This is important to substitutes who are only available specific days or times of the year or who will be unavailable for certain periods due to other commitments.

Openings will be filled with as much advance notice as possible. In the case of same-day absences, the Office may contact substitutes by 6:30 a.m. In all cases, the best match will be made between the substitute and the position to be filled.

## Substitute Procedures

Work Schedules: Substitute assignments reflect the need of the instructional employee. Teachers accept students into their classrooms at 8:15 a.m. Substitute teachers should arrive at least ten minutes prior to their assignment in order to complete check-in procedures and familiarize themselves with the day's lesson plans.

Arrival: Park on the south side of the building. School doors are not open to the public until 7:00 a.m.

Check-In: Report to the school office and sign in. Proceed to the assigned classroom where plans and required materials for the day should be prominently placed on the teacher's desk. In the rare instance that these materials cannot be located, substitutes should contact the Office for alternate plans.

Extra Duties: Substitutes are not required to assume extracurricular duties after regular teacher hours. During the day, substitutes are required to perform other duties deemed by the administration to be necessary for the successful and safe operation of the school.

## Substitute Teaching Positions

Substitute teachers may be asked to serve in the following positions at Christian Academy:

Pre-K/Kindergarten, Grades 1 to 5

MS/HS Bible, English, History, Math, Science

Art, Computer, Music, Health or Gym

## Long-Term Substitute Assignments

A long-term substitute is defined as a substitute committed to more than ten consecutive days of service in the same position. Long-term assignments may be offered by school administrators who will make every reasonable effort to utilize substitutes holding a current teaching license.

Because long-term assignments require additional duties and responsibilities such as student grading and parent conferences, substitutes on these assignment receive a higher rate of pay.

## Substitute Teacher Payment

Standard substitutes are paid at the rate of \$65.00 per full day or \$32.50 per half day.

Long-term substitute pay is based upon the pro-rated salary of a beginning teacher and becomes effective after ten consecutive days in the same position.

Substitutes are not paid if they do not work. This includes days when school is closed due to inclement weather or emergency situations.

## Bi-Weekly Payment of Substitutes

Substitutes are paid bi-weekly in accordance with the salary schedule set by the School Board. A W-9 form must be completed before pay is issued.

Paychecks for substitute teachers will be disbursed on the fifteenth and thirtieth during the school year.

# SCHOOL SECURITY AND SAFETY

## Security Procedures

In order to provide the most secure and safe environment for the students, the following procedures have been adopted at Christian Academy:

All outside doors will be locked after the students enter in the morning. Doors can be opened from the inside to exit but cannot be opened from the outside. Substitutes who take their classes outside of the main school building must (1) re-enter with another class; or (2) borrow a key for re-entry to the main building.

All students who are tardy must be signed in at the office by a parent. Substitutes must collect the Tardy Pass from a late student and: (1) place it in the daily attendance folder; or (2) leave it for the homeroom teacher. If the student does not have a Tardy Pass, ask him/her to return to the office desk to obtain the pass before admitting the child to class. Without this pass, students may be counted as absent for the day rather than tardy.

All students who are dismissed during the school day will be signed out and dismissed from the office desk. Office personnel will contact the substitute to inform him/her that the student's parent has arrived.

All students going from one location to another within the school must be under supervision of an adult or travel in pairs, as directed by a teacher. Middle and High School students change classes by themselves, with behavior monitored by teachers.

## Safety at Christian Academy

**Supervision of Students:** A substitute teacher or adult must be in the classroom at all times when students are present and accompany students to all activities (including carpool) during the school day. Substitute teachers are responsible for fulfilling the regular teacher's recess duties.

**Injury:** Christian Academy recognizes that in the course of the school day injuries may occur. The nurse or office staff will provide first aid as necessary for these injuries. Substitute employees should report all injuries to the office and complete an incident report. As the seriousness of the injury or illness dictates, parents will be notified and may be required to pick up the child at school to seek further medical treatment.

**Administration of Medications:** Students may not carry medication in backpacks, purses, pockets, or keep medications in their lockers. Medicines are not provided by the school. If a child needs medication during the school day, a parent or guardian must bring the child's medicine to the school office and complete a Request for a Medication Administration form. Students are not permitted to share any medication. This policy extends to any school activity, including Field Trips.

**Emergency Preparedness Drills:** Student safety is an issue of high importance to those affiliated with Christian Academy. Resultantly, the school conducts Emergency Preparedness Drills on a periodic basis to ensure that all students understand the standard procedures and expected department, should an actual emergency occur.

Fire drills are conducted as required by the Fire Marshal. The fire drill sounds a continuous tone, signaling that all students, school personnel, and guests must evacuate the building. Substitute teachers should (1) take a list of the students with them; (2) turn off classroom lights; and, (3) close the classroom door and direct students to form a line after exiting the building. Students are to move purposely but without running or pushing. There is to be no talking during the fire drill. If the substitute employee discovers that he/she cannot account for all students who should be with the class, an administrator should be contacted immediately! Upon completion of the drill, students and their substitute will return to their classrooms only after being directed to do so by administrators or their representatives. An emergency exit route is posted in each classroom.

Lockdown drills are conducted periodically each year. Faculty responses will vary, depending on the nature of the intrusion. Additional information regarding this topic is posted on the classroom wall.

## EXPECTATIONS AND RESPONSIBILITIES

### Professional Expectations

Continued assignment as a substitute is contingent upon one's ability to provide an atmosphere conducive to learning and to comply with professional standards of conduct.

**Human Relations:** Achievement of the school's mission depends, in part, on the practice of good human relations. As a Christ-centered school, Christian Academy affirms the dignity of each individual and shows respect for all members of the community without regard to one's gender, race, nation of origin, or disability.

**Sexual Harassment:** It is the policy of Christian Academy to maintain a working and learning environment for employees and students which provides fair and equitable treatment, including freedom from sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

**Confidentiality:** A gossip betrays a confidence, but a trustworthy [person] keeps a secret (Proverbs 11:13). Substitutes may have access to and learn about confidential information during their employment at Christian Academy, to include work or behavior problems of a student. It is imperative that this information not be divulged to others. Failure to adhere to this policy may be grounds for removal from the Substitute Teacher roster.

**Student Discipline:** My son, do not despise the Lord's discipline and do not resent his rebuke, because the LORD disciplines those he loves (Proverbs 3:11-12a). Godly discipline is an act of love focused on helping the student to become more spiritually mature and to live a life which honors Christ. Discipline is viewed as a tool in discipleship and character building. It has as its ultimate goal the progression of moving the young child from being largely controlled by the teacher and parents to being a young adult who is self-disciplined and under God's authority.

Christian Academy substitute employees will assist students as they mature toward this goal by identifying boundaries of appropriate behavior; and helping students to realize the discipline they can expect if they choose to engage in inappropriate behaviors.

The administration recognizes that not all rule violations are the same, and affirms the need for latitude in correcting behavior. The ultimate objective of discipline is to assist students in making wise choices which honor God. Questions regarding discipline procedures should be discussed with an administrator prior to the beginning of an assignment.

**Standards of Dress:** Substitutes, like Christian Academy teachers, serve as role models for students to follow with regard to personal appearance. All employees should exhibit a neat and professional appearance that reflects pride in one's work and respect for those in the community.

Women may wear dresses, skirts, slacks, or dress khaki pants. Cargo pants, tank tops and sun dresses may not be worn. Dress sandals or other shoes which protect the feet should be worn. Flip-flops/thongs do not promote a professional image and do not protect the feet; resultantly, they may not be worn while serving as a substitute employee.

Men are to wear a pressed, collared shirt or polo with khaki or dress trousers.

**Smoking –** Smoking is not permitted on the Christian Academy campus or at school-sponsored activities.

## Responsibilities of a Substitute

It is essential that good classroom discipline be achieved and maintained. NO form of corporal punishment is acceptable.

Elementary students must be escorted to and from all “specials”. Classes should arrive to and be picked up from specials promptly so that the specialist can prepare for the next class that he/she will teach.

It is strongly recommended that the substitute leave a brief account of the day for the returning teacher. Indicate absences, tardies, discipline issues, whether or not the lesson plans were completed, etc.

## Advice for Substitutes

While substitutes should expect a well-planned lesson to be provided, they are also encouraged to have supplemental plans handy in case the teacher’s plan does not cover the time allotted for the class. These plans should be generic and deal with ageappropriate subject matter.

Expect the unexpected. Be flexible and demonstrate a loving attitude coupled with a sense of humor.

Rely on the Lord’s guidance as you serve Him at Christian Academy!

## **GENERAL INFORMATION**

### Opening and Dismissal Times

Grade	Start Time	Dismissal Time	Pick-Up Time
K-12	8:15 a.m.	2:42 p.m.	2:42 p.m.

Please note: All students are required to be in their seats and ready to begin by “start time”. Late arrivals will be marked tardy for the day.

### School Cancellations/Delayed Openings

Christian Academy follows the inclement weather policy of Lockport Public Schools and North Tonawanda Schools. Christian Academy will announce school closure on all local TV channels.