

East Penn School District



Substitute Teacher Handbook

2011-2012

The East Penn School district is an equal opportunity education institution and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, disability, union membership or other legally projected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, Section 504, and the Americans with Disabilities Act.

For information regarding 1) civil rights, 2) grievance procedures, 3) services, activities and facilities that are accessible to and useable by disabled persons, 4) employee or participant complaints of harassment or discrimination, contact Mrs. Noelle Keeler, 800 Pine Street, Emmaus, PA 18049. 610-966-8377

The Federal Drug-Free Workplace Act requires that your workplace be totally free of the illegal use of drugs and requires that we issue the following statement to you. No one is allowed to use, make, sell, distribute, or have in their possession any illegal drugs. Any violation of the Act will lead to severe disciplinary action which will normally include dismissal.

BOARD OF SCHOOL DIRECTORS

2011

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Welcome to the East Penn School District. Our substitute teachers provide a very important service to the students of the East Penn School District, and we are pleased to have you as members of our educational team. We know that you will make every effort to make a very real and significant contribution to our instructional program in carrying on the work of those teachers who find it necessary to be absent.

In many ways, a substitute teacher has a more difficult task than the regular teacher. You are often asked to present educational programs which may be new to students about whom you know little. Our staff members realize this and over the years have deeply respected the efforts of our substitute teachers.

This handbook will provide you with a variety of resource materials for successful and rewarding substitute teaching.

School Administrative Assistants have more detailed information regarding various duties and individual policies and procedures which you may request. They can also give you any contact telephone numbers you may need for the day. Please feel free to ask any one of them about our programs, procedures, or traditions.

Items found throughout this handbook --

- All about East Penn School District
- Act 48
- Can you translate it?
- Duties of a Substitute
- Frequently Asked Questions
- Legal Aspects of the Job
- Per Diem Substitute Pay Schedule/Rate
- Professional Development
- School Board Policies
- School Calendar
- School Hours

Community Profile

The East Penn School District is located in the Lehigh Valley's metropolitan area which has a total population of a half million people. With proximity to New York City, Philadelphia, the Pocono Mountains and the New Jersey Shore, East Penn is an ideal location that is experiencing residential and business growth.

East Penn is close to shopping centers, hospitals, recreation facilities, historical sights, cultural centers, colleges and technical schools. It is composed of five municipalities: boroughs of Alburtis, Emmaus and Macungie; townships of Lower Macungie and Upper Milford with a combined population of approximately 40,000 and an area of nearly 50 square miles.

District Facilities

The district operates seven elementary schools, two middle schools and one high school.

Special Education programs are provided by both the school district and Carbon-Lehigh Intermediate Unit #21. High school students may also attend Lehigh Career Technical Institute for career training.

Staff

The East Penn Staff consists of approximately 530 professional and 546 support members. Nearly two-thirds of the teachers hold a master degree or beyond. Another quarter has at least 24 credits in addition to their bachelor degree. In addition to attending many workshops and conferences each year, every professional employee participates in various workshops and training activities through the Employee Development Program to enhance their particular skills. Members of our professional staff are resource persons for state, national and international conferences, adjunct college professors and published writers and researchers.

Elementary

The emphasis of the elementary curriculum is on the development of mental, physical, emotional and social abilities. A strong emphasis is placed on basic skills in language arts and mathematics, but the development of independent thinking and problem solving skills is encouraged as well.

A variety of grouping strategies are employed for instructing students in language arts and mathematics. Team-teaching approaches are used in some elementary schools. Enrichment and remediation are available to meet the needs of individual students.

Entrance age for admission to kindergarten is 5 years old before September 12. Birth certificate and proof of immunization are required at registration. Social security numbers are requested. Vision, hearing and speech/language screening are offered as part of the kindergarten registration process. Kindergarten programming is conducted on a half-day basis.

Middle and High School

The emphasis within the instructional program is on the development of content area skills as well as critical thinking and problem solving. Individual and small group counseling is provided to help students develop a self-awareness of their talents and interests.

East Penn School District is a participating member of Lehigh Career Technical Institute. Students at the high school may elect to attend the school and pursue a large variety of program offerings.

Special education includes an academically gifted program, as well as learning support classes, emotional support classes and life skills support classes.

Testing in the secondary program includes achievement and aptitude tests, semester exams, PSSA, AP exams and PSAT/SAT's.

Extra-curricular activities include clubs, intramural and interscholastic sports, plays and musicals, opportunities to participate in student government and jazz and vocal ensembles.

Central Office Administrators

800 Pine Street, Emmaus, PA 18049
610-966-8300

Dr. Thomas Seidenberger	Superintendent of Schools
Ms Cecilia Birdsell	Executive Asst. to the Superintendent/Board Secretary
Dr. Denise Torma	Assistant Superintendent
Mrs. Kristen Campbell	Assistant to the Superintendent
Mrs. Noelle Keeler	Human Resource Specialist
Mrs. Linda Pekarik	Director of Special Education
Dr. Thomas Mirabella	Director of Student Services
Mr. Lynn Glancy	Director of Operations
Mrs. Debra Surdoval	Business Manager
Mr. James Frank	Assistant Business Manager
Mrs. Linda DeIvernois	Supervisor of Secondary Education
Mrs. Susan Noack	Coordinator of Elementary Curriculum
Mr. Mark Warden	Assistant Supervisor of Maintenance
Mrs. Aneita Sutton	Supervisor of Food Services
Mrs. Nicole Bloise	Community Liaison
Mrs. Meredith Frantz	Supervisor of Special Education – high school
Mrs. Jennifer Curtis	Supervisor of Special Education – elementary
Mrs. Karen Fairclough	Supervisor of Special Education – middle schools
Mr. Robert Ritter	Facilities Manager

Building Principals

Mr. David Piperato	Emmaus High School Grades 9 – 12 500 Macungie Avenue Emmaus, PA 18049-2296	610-965-1650
Mr. David Silfies	Eyer Middle School Grades 6 – 8 5616 Buckeye Road Macungie, PA 18062-1798	610-965-1600
Ms. Suzanne Vincent	Lower Macungie Middle School	610-395-8593

Grades 6 – 8
6299 Lower Macungie Road
Macungie, PA 18062

Dr. Jacqueline Attinello	Lincoln Elementary Grades K-5 223 Seem Street Emmaus, PA 18062-9733	610-965-1636
Mrs. Cheryl Scalzo	Jefferson Elementary Grades K-5 520 Elm Street Emmaus, PA 18049	610-965-1645
Mrs. Lynn Brinckman	Shoemaker Elementary Grades K-5 4068 North Fairview Street Macungie, PA 18062-1709	610-965-1626
Mr. James Best	Macungie Elementary Grades K-5 4062 Brookside Road Macungie, PA 18062-1737	610-965-1617
Dr. Ronald Renaldi	Alburtis Elementary Grades K-5 222 West Third Street Alburtis, PA 18011	610-965-1633
Mrs. Tara Desiderio	Wescosville Elementary Grades K-5 1064 Liberty Lane Wescosville, PA 18106	610-395-5851
Mr. Anthony Moyer	Willow Lane Elementary Grades K-5 6135 Sauerkraut Lane Macungie, PA 18062	484-519-3300

2011/2012 School Closings/Early Dismissal Calendar

September 5	School Closed
October 10	No School for Students
October 21	EHS – 11:00 am dismissal for students/substitutes
October 21	Middle Schools – 11:00 am dismissal for students/substitutes
November 21-23	Middle Schools – 11:00 a.m. dismissal for students/substitutes
November 24-28	School Closed
December 16	Middle Schools - 11:00 am dismissal for students/substitutes
December 16	EHS – 11:00 am dismissal for students/substitutes
December 23	Secondary Dismissal – 11:00 for students/substitutes Elementary Dismissal – 12:00 for students/substitutes
December 26-30	School Closed
January 16	School Closed
February 9-10	Middle Schools - 11:00 am dismissal for students/substitutes
February 16	EHS – 11:00 am dismissal for students/substitutes
February 17-20	School Closed
March 9	No School for Students
April 5-9	School Closed
May 4	EHS – 11:00 am dismissal for students/substitutes Middle Schools – 11:00 am dismissal for students/substitutes
May 28	School Closed
June 12	Tentative last day of school

Per Diem Substitute Pay Schedule

Weeks	Pay Date	Weeks	Pay Date
Aug 29-Sept. 2 Sept. 5-9	Sept.22	Feb 27-Mar. 2 Mar. 5-9	Mar. 22
Sept. 12-16 Sept. 19-23	Oct. 6	Mar. 12-16 Mar. 19-23	April 4
Sept. 26-30- Oct. 3-7	Oct. 20	Mar. 26-30 Apr. 2-6	April 19
Oct. 10-14 Oct. 17-21	Nov. 3	Apr. 9-13 Apr. 16-20	May 3
Oct. 24-28 Oct. 31 –Nov 4	Nov. 17	Apr. 23-27 Apr. 30-May 4	May 17
Nov 7-11 Nov 14-18	Dec. 1	May 7-11 May 14-18	May 31
Nov. 21-25 Nov. 28-Dec 2	Dec.15	May 21-25 May 28-June 1	June 14
Dec. 5-9 Dec. 12-16	Dec. 23	June 4-8 June 11-15	June 28
Dec. 19-23 Dec. 26-30	Jan. 12		
Jan. 2-6 Jan. 9-13	Jan. 26		
Jan. 16-20 Jan. 23-27	Feb. 9		
Jan.30-Feb 3 Feb. 6-10	Feb. 23		
Feb. 13-17 Feb. 20-24	Mar. 8		

Per Diem Substitute Pay – 2011-12

Up to 50 days \$ 104.55

Between 50 & 75 days \$ 120.20

Greater than 75 days \$ 151.60

21st day in same assignment \$ 191.35

Note: Days worked are not accumulated from one year to the next.

Substitute Assignment Procedures:

The district secures substitutes via Aesop. Substitutes looking for assignments will go on-line to <http://www.aesopeducation.com>

A substitute will then enter **their log in and pin number** assigned by the district. After logging in a substitute can “search for jobs”. Any jobs available will be shown to substitute and they can accept job after first entering security code. Substitute will receive a confirmation number on assignment, if no confirmation number / not an accepted job.

Any accepted/approved assignments for the next 30 days will show in the center of your webpage. If any accepted assignments are cancelled/changed you will be emailed via Aesop or you will no longer see this assignment on your own webpage. Without computer access you can search for jobs by telephone **1-800- 942-3767**. **Substitutes only hear assignments via telephone for next 30 days. The computer will show you jobs available for the next 90 days.**

Substitutes are able to see open positions based on certification first for a percentage of time and then will go to any available substitute. If any job remains open Aesop will contact you any time from 4:00-10:00 p.m. and again 5:30 a.m. until 8:00 a.m. This is not a person making the call, this is voice activated so you must initiate the call by speaking first so the computer will continue. If you do not it aborts the call and moves on to another substitute. At this point it is a random call to anyone available. Aesop tracks your accepted assignments and also will track if you reject any jobs.

After log in, substitutes can

- add non work days
- change time you want Aesop to call
- change pin to a multi-district pin if this is applicable.

If a substitute would need to delete an assignment it can be done by going to their interactive calendar, pull up the day, and click on the trash can next to the confirmation number. However, if this is an assignment for multiple days, a substitute is **unable** to delete any single day. If a substitute would do this it would delete the entire assignment. Substitute should contact Carol Firth, 610-966-8330 at their earliest convenience and she will split out any one day of assignment. Ex: Substitute has assignment for June 2,3,4,5 but cannot now work June 4. – if you would go to that confirmation number and hit the trash can it deletes entire assignment, however personnel office can split out June 4 and reassign to another substitute for that day and current substitute would be assigned June 2, 3, and 5.

Any questions regarding Aesop a substitute can contact Carol Firth at 610-966-8330 from 8:00 a.m.-4:00 p.m.

DUTIES OF A SUBSTITUTE TEACHER

Reporting to Work

- Report to the main office approximately 15 to 20 minutes early
- Obtain keys and guest badge
- Ask about student passes, playground rules, bus duty, and lunch procedures
- Schedule of duties, classroom assignments and other duties should be in a folder in the main office. Ask if there will be any special duties associated with the regular teacher's assignment
- Meet neighboring teachers
- Find the location of bathrooms and lunchroom. Please note, no smoking is allowed in any public school building

In the Classroom Before School

- Enter the classroom with confidence
- Put your name on the board, then familiarize yourself with the room. Locate and review the classroom rules and evacuation map
- Read through the lesson plans left by the regular teacher and identify books, handouts, and papers that will be needed throughout the day
- Study the classroom seating chart and if you can't find one, get ready to make your own
- Be professional, friendly and enthusiastic about the day

Throughout the Day

- Do your best to follow the lesson plans and carry out the assigned duties left by the regular teacher
- Be positive and respectful in your interactions with students and school personnel
- Be prepared. The outcome of the lesson as well as control depends largely upon your preparedness.
- Be ready from the start. Have your materials ready before class. Be sure that the class is listening and do not start until you have the attention of everyone in the classroom

At the End of the Day

- Make sure all classroom sets of books or equipment are accounted for
- Remind students of homework
- Have students straighten and clean the area around their desks
- Neatly organize papers turned in by students

Leaving Work

Before leaving work for the day, the substitute teacher is expected to complete the following:

- Secure doors and windows in the classroom
- Leave the room in good order. The room should be left as orderly as you found it

- Correct papers. Checking and marking the day's papers will be a big help for the returning teacher
- Write a summary of work accomplished on the Substitute Report Form. If for any reason, you were unable to carry out the plans left by the regular teacher, be sure to explain why you were unable to carry them out and what you did instead.
- Return keys, badge and folder to the main office

Expectations

- Be professional in your conduct
- Support school procedures and policy
- Be cooperative in relationships with other teachers
- Be considerate, but firm, in dealing with students
- Make every effort to carry out all the teacher's lesson plans
- Maintain confidentiality
- Demonstrate a professional image in appearance and/or attire
- Carry out, to the best of your ability, the responsibility for the position you are teaching
- Follow the established building attendance procedures when reporting absent students
- Follow the plan for the day's work as outlined in your substitute lesson plan
- Report all accidents or injuries to the office

Advice from School Nurses for Substitute Teachers

- Do not dispense medication (prescription or over-the-counter) to any students. Send them to the office or health room where they will have a record of the written permission to give the student the medication, the prescribed amount, and a system for recording the times and dosage administered.
- Refer all students with injuries (even minor ones) to the office so the normal school procedures can be followed. In an emergency, you may need to escort the student to the office. Or, in a less serious situation, have another student accompany the injured child.
- Do not allow students who are bleeding to participate in class until the bleeding has stopped and the wound has been cleaned and completely covered.
- Check with the school office when there is a student injury. All schools require that you complete an accident report form. Leave a copy for the regular teacher, and keep one for your records.
- Prevention is the most important antidote for medical emergencies. Always stay with the students. Contact another adult if you need to leave the students at any time. If you have recess duty, walk around the playground being proactive about potentially dangerous behavior. Remember, you are the adult in charge.

Emergency Procedures

- Ask the office for information about emergency actions plans and protocol. Find out what to do in case of fire, flood, bomb threat, etc.
- Since every building and classroom is different, it is important to know where the nearest exit is and have a class list available to grab when you evacuate the building.
- When you hear the fire alarm or a message over the intercom, instruct the students to quickly and quietly leave the room in single file toward the designated exit door.
- After evacuating the building, use the class list to account for all the students in your class.

Playground and Lunch Duty

- Being on playground or lunch duty involves more than just physically being in the vicinity of the students. Your job is to supervise their actions and activities to ensure a safe environment and experience.
- Take proactive measures to deter potential problem situations. Intervene before situations get out of control.
- Should a serious problem arise, don't hesitate to elicit help from another teacher or school administrator, or send a student to get this help.
- Never leave a group of students unsupervised.

Escorting Students to the Bus

In some schools, you may be expected to escort students from the classroom to the bus. Find out exactly what is expected.

- Do you walk the entire class out and at what time?
- Do you need to stay in the bus loading area until the buses have left?
- What about students who don't ride a bus?

Every school is different, and sometimes even classes within the same school have different bus policies. Do your best to find out what you need to do from the office or neighboring teachers.

Classroom Management and Discipline

An effective substitute teacher strives to create a climate in which success is expected, academics are emphasized and the environment is orderly. As a substitute teacher, it is essential to understand and

practice good classroom discipline and management. This is necessary before any classroom learning can occur. Good classroom control can be the best prevention of major classroom difficulties. Often a class will “test” a substitute teacher. Students may try to gain status by upsetting class routines. Your response to these situations is crucial. Teacher self-control is a must. You must begin by establishing order during the first minutes of the first period of the day. Your responses must be calm, firm yet fair, and tempered with good humor. You can prevent many problems with a combination of planning, awareness and sensitivity.

Review

1. Know the teacher next door. Introduce yourself so you can call on someone to answer questions about schedules or material for the class throughout the day.
2. If there is not a seating chart left by the teacher, quickly make one. It is much easier to maintain discipline when you can call students by name.
3. Try to be in the hall between classes. It is a good idea to stand in the doorway so you can keep one eye on the hallway traffic and one eye on students coming in to the classroom. If the students see a teacher, they are less likely to behave inappropriately.
4. Never let a class go early for lunch or the next class unless the teacher for whom you are substituting or the teacher next door says it is okay. Some schools have very strict rules about the number of students in the cafeteria/hallways at a time.
5. Establish your rules and expectations very clearly at the beginning of the day.
6. Do not let students use a phone in the classroom. Have them use the phone in the office.
7. Do not discuss the teacher’s class or students with other people, especially out of school. You are a professional and shouldn’t discuss individual students or problems.
8. If you need to talk to someone about a problem, talk to the principal.
9. Be neat in your appearance.
10. Follow the lesson plans the teacher has left.
11. Correct the students’ work for the day if possible.
12. Even though a few students can upset your plans, try to find out the names of students who have been good or helpful and let the teacher know about them also.
13. Most students will acquiesce to your leadership, but there will be some who will question your plans or authority. It is better not to argue. Instead say, *“I know this may not be the way Mr. Smith does it, but this is the plan for today.”*

14. If you are not sure how the teacher wants an assignment done, ask another teacher or develop your own plan. Then be sure to leave a note for the regular teacher explaining what you assigned.
15. Be assertive so students don't feel they can manipulate your decisions and authority.
16. Walk around the room. Don't just sit by the desk, especially during independent work, or a test. Students will be less likely to talk or cheat when you are close by them.
17. If a teacher has classroom sets of books or equipment that are used by the students, be sure to have them all returned before the entire class leaves. It is easier to locate one book or calculator in a class of 30 than trying to find it in the whole school.
18. Don't make statements "lightly" – students remember.

Established School Times:

	<u>Teachers/Substitutes</u>	<u>Students</u>
Emmaus High School	7:15 a.m. – 2:35 p.m.	7:25 a.m. – 2:25 p.m.
Middle Schools	7:35 a.m. – 2:55 p.m.	7:50 a.m. – 2:35 p.m.
Elementary Schools	8:35 a.m. – 3:55 p.m.	8:55 a.m. – 3:30 p.m.
AM Kindergarten	8:55 a.m. – 11:35 p.m.	
PM Kindergarten	12:25 a.m. – 3:30 p.m.	

Substitutes should report to the building **at least 15 minutes before school starts**, checking into the office or with the head teacher upon arrival.

Wednesday early dismissal – 1:30 p.m. for all students in elementary buildings.

All substitutes are required to work the regular day schedule on a Wednesday for an elementary teacher unless released by the building principal.

Snow Days:

In the event of inclement weather, please listen to the radio or television station which carries news of school delays and closings, or call the District Information Line (610-966-84) for information on school closings or late starts. Radio/TV: B104/WAEB AM 790, WFMZ, WNEP, WBYN. When schools are closed early or start late due to inclement weather, the substitute pay will be adjusted accordingly. On days when schools close for a snow day, substitute assignments are canceled without pay.

Parking:

Emmaus High School is the only school to have assigned parking lots for their staff. If you are subbing more than one day for the same teacher please park in the lot assigned to that teacher. Otherwise, park in **Lot J** which is at the Locker Commons entrance. Please register at the high school office to receive your parking tag.

Travel Reimbursement:

If you substitute for a person whose schedule requires travel between buildings, you are eligible for reimbursement at the current rate. Reimbursement forms are available in each building office. Our procedure requires that you do not submit these until the amount totals at least \$5.00 or by the last day of school. Please submit these forms to the Personnel Office for approval.

403 b Salary Reduction Plan:

District employees who work 20 or more hours per week are eligible to participate in a 403(b)-salary reduction plan. Information relative to District 403(b) plans may be obtained in the payroll office.

Tuberculin Tests:

We are required to maintain a tuberculin test result file for all employees. Formerly, this was a biannual requirement. Recent regulations require that one record of a negative test is sufficient. If you are uncertain of your status, please contact our office at your convenience.

Frequently Asked Questions

Q: After accepting an assignment, can my assignment be changed upon arrival at the assigned building?

A: **Yes, the building principal can alter your assignment upon arrival if coverage is needed.**

Q: What if I'm going to be late?

A: **Call (610) 966-8330 – Carol Firth (8:00 – 4:00) or contact building administrative assistant.**

Q: Where do I go after arriving at the school assigned?

A: **Go to the main office and they will give you instructions and necessary information for the day.**

Q: Do I get paid if school is cancelled?

A: **On days when schools are closed due to inclement weather or any other emergency situation, substitute assignments are cancelled without pay.**

Information about school cancellations or a late start are available by listening to the radio or television station which carries news of school delays and closings, or call the District Information Line (610-966-8480) It is the responsibility of the substitute to check prior to leaving your home.

Q: Do I get paid if assignment has been cancelled or assigned in error ?

A: **If you arrive at the building and learn that the assignment has been cancelled or assigned in error, the building will first check if any other building in the district is in need of a substitute. If an assignment is not available the district will pay you half of your daily rate.**

However, this is not the case if you are contacted prior to your leaving home by either the personnel office or by Aesop.

Q: What is considered a half day assignment?

A: **A half day assignment for high school and middle school is 11:00 a.m.
A half day assignment for elementary is 12:00 noon**

Q: Can I leave the school if there are not students in my classroom before the end time of my job?

A: You are required to stay at each building until regular teacher dismissal every day unless dismissed by the building principal.

Q: How do I stay on as a substitute for the upcoming year?

A: All substitutes will be rehired for the next school year unless you request in writing to have your name removed from the district substitute list. You will be sent information to complete/return each new school year.

Legal Aspects of the Job

An overall consideration when substitute teaching is your legal responsibility in the classroom and school. The following are some legal responsibilities you should be aware of.

- **Supervision Of Students** – The substitute teacher who has physical control of a classroom has a duty to keep these children safe and orderly. The standard is the reasonable use of professional judgment for the safety and orderly education of students.
- **Due Care and Caution** – A teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonable and with safety in mind, being able to explain circumstances and your actions, as well as following school safety policies and procedures.
- **Release of Children** – Due to possible restraints of who may have custody of a child, children should not be allowed to leave the building during the school day without express consent from the office.
- **Administering Medication** – Medication should only be administered by the school nurse or other appropriate health personnel, not the classroom or substitute teacher. If you know of medication requirements of a student, the health professional should be notified.
- **Confidentiality** – It is unprofessional and against the law in many states to disclose confidential information about your students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical conditions, learning or discipline problems, etc.
- **Anecdotal Records** – Maintaining notes on particular incidents in the classroom can protect you in problematic situations. If you feel that your actions might be questioned, note the date and time, the individuals involved, the choices for action considered, and the actions taken.
- **Discipline Policies** – A substitute teacher should know the school's policy over various aspects of discipline. If in doubt, referring students to the building principal is sound advice. When sending a student to the principal due to discipline matters, the substitute teacher maintains the duties of supervision and due care for both the individual child and the remainder of the class. Proper action may be detailed in the school policy or may require your independent sound judgment. Possible actions include having another child accompany the child, sending a child to bring someone from the office to intervene, or having another teacher watch your class while you take the child to the office.

- **Dangerous Situations** – A substitute teacher is responsible for making sure the learning environment is safe. This includes things such as the arrangement of desks so as not to block exits and proper supervision during the use of potentially dangerous classroom equipment. A teacher must also consider the potential for problems in certain kinds of classes. Planned activities in a physical education, science, shop, or home economics class may be uncomfortable for the substitute teacher. In such cases, the substitute teacher may choose to do an alternate activity which they feel they can conduct safely.

Advice from Special Education Teachers for Substitute Teachers

In some cases, you may be assigned to teach in a special education “resource room” where all of the students have been identified as having special needs. In other cases, you may be teaching in a regular classroom where there are particular students with identified special needs. Whichever is the case, here are some thoughts on how to facilitate the learning of these students.

1. Respect is the key attitude for success with all students.
2. These students may have a variety of learning challenges. Do not think first of their special needs, but think of them first as learners.
3. All children respond to sincere encouragement, but don’t overdo it. Be sensitive to the fact that learning is more difficult for these students than for many others.
4. Depending on the grade level you are teaching, these students may have experienced years of school failure. Be aware of this as you respond to their needs and work to help them find success.
5. Depending on the student’s learning challenge, you may find you need to repeat yourself more often. Be patient. Check for student understanding after giving directions.
6. If there are problems, do not single out a child in front of the class, but deal with him/her privately.
7. Many children with special needs have Individualized Education Plans (IEPs). Consult these plans when available, as they provide structure for the students’ learning. The teacher should have daily plans drawn from these IEPs.
8. You often may be privy to confidential information about students with special needs. It is critical that all information you obtain about students during your teaching day remain confidential. Depending on the grade level, students may feel self-conscious that you know they have learning challenges; this can set up defensiveness on their part.
9. During your teaching day, you may need to locate yourself in close proximity to these children to offer assistance and help them stay focused. A gentle reminder will oftentimes suffice for them.
10. A teacher aide(s) is often assigned to the special needs classroom. Such a person can be of tremendous help because they have a history with the students and are aware of routines, personalities, and other important background information.

11. Do not hesitate to ask for assistance from another teacher, assistant principal or principal if you have concerns or questions during the day.
12. Carefully note the daily schedules for students with special needs. They often have support personnel (language or hearing specialists) who come into the classroom. At other times, they may leave the classroom to attend regular or special classes.
13. There may be specialized teaching equipment or machines in special education classrooms. Check with the aide or another teacher before using these items.
14. Sometime students are allowed to use certain learning aids to assist them with their work. Hopefully, the regular teacher will leave information instructing you as to which students may use the aids, and under what circumstances.
15. In class discussions, if a student responds with an incorrect answer, provide clues or a follow-up question to help him/her think of the correct answer. Look for ways to praise students for their thinking and behavior as well as correct answers.
16. Present short and varied instructional tasks planned with students' success in mind.

Can you translate it?

ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
ASCD	Association for Supervision and Curriculum Development
AYP	Adequate Yearly Progress
Chapter 1	Remedial
DARE	Drug Abuse Resistance Education
DRA	Developmental Reading Assessment
ED	Emotionally Disturbed
ELL	English Language Learner
ESL	English as a Second Language
IEP	Individual Education Plan
IST	Instructional Support Team
LD	Learning Disabled
LEP	Limited English Proficient
NAESP	National Association of Elementary School Principals
NASSP	National Association of Secondary School Principals
NEA	National Education Association
NCTM	National Council of Teachers of Math
NCLB	No Child Left Behind
PAESP	Pennsylvania Association of Elementary School Principals
PASSP	Pennsylvania Association of Secondary Principals
PDE	Pennsylvania Department of Education
PIAA	Pennsylvania Interscholastic Athletic Association
PSBA	Pennsylvania School Boards Association
PSEA	Pennsylvania State Education Association

PSSA	Pennsylvania System of School Assessment
SAP	Student Assistance Program
SAT	Scholastic Aptitude Test
SAT9	Stanford Achievement Test
SED	Socially and Emotionally Disturbed
TBOC	Take Back Our Children

TIPS TO REMEMBER:

- BE HONEST** in your approach and attitude. It will aide in developing trust.
- BE PATIENT** when working with students. When they are having difficulty with an activity, they do not need additional pressure.
- BE FLEXIBLE** in responding to the needs of students.
- BE FRIENDLY** with a smile and a thank you, you can accomplish miracles.
- BE RESPECTFUL** treat individuals in the same manner you wish to be treated.
- BE CONFIDENTIAL** it is very important that what is observed in the classroom remains confidential and student performance or behavior is not to be discussed outside the classroom except with administration.

Professional Development Institute

Throughout the school year, employee development classes are held for the employees of East Penn School District. Substitute teachers are invited to register for any classes except any that require you to log into a computer. You can register for any classes with the understanding that regular teachers will accepted first and you will be wait listed until there is availability.

Employee development is under the direction of the Curriculum and Instruction Office

Act 48

A substitute must have their own CPE Tracker account set up before the Curriculum & Instruction office will enter hours for classes taken in the district.

Directions for setting up a CPE Tracker account are found on our website www.eastpennsd.org under Curriculum & Instruction...Professional Development. Any questions after setting up account, please contact Maria McNabb at 610-966-8322.

Substitute Teachers eligible for free Act 48 Online courses provided by the Pennsylvania Department of Education

Eligibility for the free online continuing professional education programs is defined by the Pennsylvania Department of Education (PDE) as an individual who holds a Pennsylvania teacher, educational specialist or administrative certification or letter of eligibility. Eligible Pennsylvania professional educators may take designated courses at no charge because the courses are supported through funds generously provided by the PDE. All courses provided under this partnership count as hours earned towards Pennsylvania Act 48 certification professional development requirements.

For more information on the free online courses or to register for a course, visit the website <http://PA.ProfessionalEducation.org>.

School Board Condensed Policies

Please review the following East Penn School District condensed board policies. These are abbreviated versions of the actual policy. Board policies can be found online at www.eastpennsd.org.

103 Non-Discrimination

The East Penn School District is an equal opportunity educational institution and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, disability, union membership, or other legally protected classification. This policy mandates a formal complaint process.

105.1 Alternatives to Dissection

Pennsylvania law allows a pupil the right to decline participation in an education project involving harmful or destructive use of animals. Teachers must offer an alternative educational project.

130 Homework

Homework shall not be assigned as a form of punishment.

138 Acceptable Use of Technology Resources, Electronic Communications, and Information Systems

Teachers have the responsibility to provide clear guidelines, direction and supervision of student use. Access to the school district's computing facilities, network, electronic communications, informational systems and other technology resources is a privilege, not a right. Technology resources, user accounts and information are the property of the school district, which reserves the right to access any user accounts at any time to ensure compliance with this policy and to deny access to prevent unauthorized, inappropriate or illegal activity or use, and may revoke those privileges and/or administer appropriate disciplinary action. Users will be responsible for any cost to restore a vandalized system. Users are prohibited from using the computer to access or transmit obscene or pornographic material. Users personal technology devices brought onto the school district's property or that are present at school district events or connected to the school district's network or containing school district or student data, or school district procured software programs may also be inspected and/or accessed to ensure compliance with this policy. All users are required to sign and agree to the District's Acceptable Use Policy and Internet Access Acknowledgement form.

The complete policy can be reviewed at:

210 Use of Medications (Students)

Parents/Guardians shall bring the medications to the school where they will only be dispensed by a school nurse or a person designated in accordance with established procedures.

218.1 Corporal Punishment

The Board forbids the use of corporal punishment as a means of disciplining students.

218.2 Weapons

The Board prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity. Zero tolerance.

222 Smoking and/or Tobacco Use (Students)

Any student possessing or using tobacco on school property commits a criminal offense and shall, upon conviction, be sentenced to pay a fine of not more than \$50 plus court costs.

227 Drug Awareness (Students)

Students under the influence or involved in the possession and/or use distribution, and/or intent of distribution of any controlled substance, alcohol, drug, drug paraphernalia or counterfeit drug shall be temporarily suspended immediately. Other significant consequences will also result. Zero tolerance.

238 Student Custody

The district presumes that either parent possesses all parental right related to the child's education. If such is not the case, a custodial parent must submit a true copy of any court order or custody agreement which clearly sets forth the terms of the non-custodial parent's access to the child.

248 Prohibition of Improper Conduct/Student Complaint Process

All students shall enjoy an educational environment free from all forms of intimidation, hostility, offensive behavior, sexual harassment and discrimination, referred to either individually or collectively as "improper conduct." Improper conduct will not be tolerated. The policy outlines as student complaint procedure and the investigatory requirements.

249 Behavior Support Relating To Special Education Services and Programs

Behavior support plans for students will include techniques that are designed to maintain and enhance opportunities for learning. When student behavior interferes with learning, appropriate positive behavioral intervention, strategies and support will be utilized to address the behavior. The policy outlines levels of intervention to be used for behavior support for IEP students.

414.1 HIV Infection (also in 414.1 and 514.1)

All employees shall follow infection control precautions at all times. Employees shall notify the building principal of all incidents of exposure to bodily fluids. Anonymity of infected employees or students shall be of the highest priority per Federal and State statutes.

317 Disciplinary Procedures (also in 417 and 517)

In the event of employee disciplinary measures, the following progression will normally apply: oral reprimand, written reprimand, disciplinary suspension, and dismissal.

319 Outside Activities (also in 419 and 519)

No employee of the district shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities.

322 Gifts (also 422 and 522)

Pupils, parents and other patrons of the district shall be discouraged from the routine presentation of gifts to district employees.

323 Smoking (also 423 and 523)

Tobacco use is prohibited in all vehicles, buildings and facilities and on all property owned by, leased by or under the control of the East Penn School District.

339 General Leaves (also 439 and 539)

The Board may grant a general leave to any administrator, professional, or classified employee for reasons it deems justifiable. The leave shall be for a specific period of time not to exceed (one) 1 calendar year. Employees must submit a written request for such leave. If not able to return to employment after duration of general leave, employee must resign and relinquish rights to their position in the district.

348 Prohibition of Improper Conduct/Complaint Process (also 448 and 548)

Identical to 248, but these are for employees.

351 Drug and Substance Abuse (also 451 and 551)

This is a statement notifying all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the employee's workplace. In addition, it is assumed that all employees are aware that drug violations are extremely serious and will lead to severe disciplinary action.

353 Code of Conduct (also 453 and 553)

This policy informs all employees of expectations in this regard. The policy is a summary of 22 Pa. Code 235.1 et.seq. The law stipulates the standards or preparation, certification, practice and ethical conduct for all employees. **ALL STAFF ARE EXPECTED TO BECOME FAMILIAR WITH THE FULL TEXT.**

354 Acceptance of Resignation (also 454, 554)

A letter of resignation is "accepted" upon its receipt in the Superintendent or Personnel Office. All professional employees are subject to a 60-day notice from time resignation letter is "accepted". If an employee verbally informs district of desire to resign and fails to submit a

resignation letter, a letter will be forwarded to the employee notifying him/her that the resignation will become effective within two working days unless employee rescinds the resignation in writing.

614 Payroll Authorization

All personnel must be approved by the Board prior to being paid for any work performed. Employees are paid bi-weekly on Thursdays. Employees are required to use direct deposit for payroll purposes.

708 Lending of School Owned Equipment and Books

The Board recognizes its responsibility to utilize district capital and materials primarily for the best interests of the educational programs and secondarily to assist in meeting specific public service needs of the community. The Superintendent has developed specific regulations for out-of-school use of district properties. Please refer to Policy 708 for specifics.

709 Building Security

All buildings have restricted access during normal working hours. Keys are issued on an access need basis. All employees are required to display district ID badges at all times when providing services for the district.

710 Use of Property by Staff

School equipment and facilities shall not be used for personal reasons by district officials or district employees, either on or off school property, without the explicit authorization of the administrator in charge of such property. All such use is highly discouraged.

716 Integrated Pest Management

The East Penn School District shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

805 Emergency Evacuation of Schools

This policy provides guidelines for emergencies with the schools. All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly in accordance with the district's emergency preparedness plan.

806 Child Abuse

The Board directs the Superintendent to develop procedures which will ensure compliance with the statutory requirements for the identification and reporting of instances of suspected child abuse. These guidelines were issued in February, 1998 and are to be reviewed on an on-going basis.

807 Opening Exercises/Flag Displays

The Board feels that student participation in the daily opening exercises is an integral part of the instructional day and encourages participation by all. The Board adopts this policy to ensure that all district schools comply with state and federal

laws concerning flag displays and opening exercises while respecting the rights of individuals. A student who has conscientious objections, strong personal beliefs or religious convictions may refuse to recite the Pledge of Allegiance or sing the National Anthem or refrain from saluting the flag. A student shall maintain a respectful presence throughout the ceremony. The building principal shall provide written notice to the parents/guardian of a student who refuses to salute the flag or recite the Pledge of Allegiance.

810 Transportation

The Board shall exercise its option to provide free bus service for students subject to appropriate laws. It is the student's responsibility to obey all bus conduct rules. These rules appear in the district calendar which is distributed to each student at the start of each school year. Students may be suspended or denied bus riding privileges by only an administrator or supervisor.

814 Copyright Materials

This policy provides specific guidelines in this matter and is an excellent resource for questions in this regard. The policy also stipulates that employees who fail to follow the policy may be held personally liable for copyright infringement.

911 News Media Relations

The Board shall have the final approval for all basic policies concerning relations between the news media and the district. The chief communications representative for the district shall be the Superintendent, or Board President or designee.

916 Volunteers

The Board recognizes that community volunteers can make valuable contributions to the district's educational, athletic and extracurricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures. Three categories of volunteers have been identified – occasional, program, and coach/sponsor. All volunteers are required to complete a notarized volunteer affidavit prior to commencement of service. Notary service is available in the Personnel Office. All program volunteers and volunteer coaches are required to possess a child abuse history clearance and PA criminal background check prior to commencement of service. Detailed regulations are outlined in the policy.