



PennsValley
Area School District

Rural Living ... Progressive Education

Welcome to Our Schools!

**Substitute
Teacher Handbook**
To Teach is to Touch a Life Forever!

“Empowering Our Students Every Day to Reach Individual Success”

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Penns Valley Area School District

BUILDING INFORMATION

***Penns Valley School District Administration Office
4528 Penns Valley Road
Spring Mills, PA 16875***

Office hours 7:30 am - 4 pm

Name	Title	Phone	e-mail
Dr. Brian Griffith	Superintendent	422-2000/office	<u>bgriffith@pennsvalley.org</u>
Dr. Sherri Connell	Assistant Superintendent	422-2000/office	<u>sconnell@pennsvalley.org</u>
Dr. Holly Sawyer	Director of Student Support Services	422-2000/office	<u>hsawyer@pennsvalley.org</u>
Ms. Lynn Naugle	Business Manager	422-2000/office	<u>lnaugle@pennsvalley.org</u>
Mrs. Cheaney Stover	Executive Assistant/Superintendent & Human Resources	422-2000/office ext. 2540	<u>cstover@pennsvalley.org</u>
Ms. Jodi Reed	Executive Assistant/Payroll	422-2000/office ext. 2523	<u>jreed@pennsvalley.org</u>
Mrs. Krissy Derugen	Executive Assistant/Director of Student Support Services	422-2000/office ext. 2500	<u>kderugen@pennsvalley.org</u>
Mrs. Shelly Weaver	Executive Assistant/Assistant Superintendent/Transportation/Director of Athletics & Community Relations	422-2000 office ext. 2528	<u>sweaver@pennsvalley.org</u>
Mrs. Amy Newinski	Executive Assistant/Business Office and Director of Physical Plant	422-2000/office ext. 2524	<u>anewinski@pennsvalley.org</u>
Office Fax		422-8020	
Aesop Absence Reporting Line/Sub Line	Available 24 hrs./day	800-942-3767	<u>www.aesoponline.com</u> *See Page 6 for assignment cancellation procedures

Centre Hall-Potter Elementary School (CHP)
211 North Hoffer Avenue
Centre Hall, PA 16828

Office hours 7:30 am – 3:30 pm

Name	Title	Phone	e-mail
Mr. Kurt Nyquist	Principal	422-2000/office 883-2351 cell	<u>knvquist@pennsvalley.org</u>
Mrs. Sheila Lieb	Secretary	422-2000/office ext. 4000	<u>slieb@pennsvalley.org</u>
School Fax		364-9631	

Miles Township Elementary School (MTE)
80 Town Lane Rd.
Rebersburg, PA 16872

Office hours: 7:30 am - 3:30 pm

Name	Title	Phone	e-mail
Mr. Kurt Nyquist	Principal	422-2000/office 883-2351 cell	<u>knvquist@pennsvalley.org</u>
Mrs. Christen Martz	Secretary	422-2000/office ext. 6000	<u>cmartz@pennsvalley.org</u>
School Fax		349-8870	

Penns Valley Elementary & Intermediate School (PVEI)
4528 Penns Valley Road
Spring Mills, PA 16875

Office hours 7:30 am – 3:45 pm

Name	Title	Phone	e-mail
Mrs. Danielle Yoder	Principal	422-2000/office 883-0664 cell	<u>dyoder@pennsvalley.org</u>
Mrs. Deb Stover	Secretary/District Registrar	422-2000/office ext. 2532	<u>dstover@pennsvalley.org</u>
Mrs. Lisa Auman	Clerk/Typist	422-8824/office ext. 2000	<u>lauman@pennsvalley.org</u>
School Fax		422-0374	

***Penns Valley High School (PVHS)
4545 Penns Valley Road
Spring Mills, PA 16875***

Office hours 7:30 a.m. - 4 p.m.

Name	Title	Phone	e-mail
Mr. Dustin Dalton	Principal	422-2000/office	<u>ddalton@pennsvalley.org</u>
Mrs. Jane Gessner	Assistant Principal	422-2000/office	<u>jgessner@pennsvalley.org</u>
Mrs. Tammy Glasgow	Secretary	422-2000/office ext. 3000	<u>tglasgow@pennsvalley.org</u>
Mrs. Mindy Gensimore	Secretary	422-2000/office ext. 3000	<u>mgenismore@pennsvalley.org</u>
Mrs. Michele Breon	Secretary	422-2000/office ext. 3000	<u>mbreon@pennsvalley.org</u>
Mrs. Karen Myers	Secretary	422-2000/office ext. 3000	<u>kmyers@pennsvalley.org</u>
School Fax		422-8280/office	

We welcome you into our buildings and hope that your experience here is a good one. If you have questions or concerns while you are substituting in our schools, please feel free to ask any staff member or the principal.

●Act 48 Credit

The Penns Valley School District provides opportunities that are Act 48able, some of which would be appropriate for substitute teachers to attend. However, in cases when an activity takes place during the school day, as do some of the literacy trainings, participation by substitutes would depend on the availability of substitutes to cover classroom of those teachers attending the trainings.

●School Calendar

The school calendar indicates those days that students and teachers are in school. Act 80, In-service and Vacation days are marked accordingly. If needed, revisions are made by the Board of Education.

●Classroom Teacher Sub Folder

Plans and information for substitute teachers are included in a sub folder found in each classroom. In addition, itinerant teachers provide a sub folder either in their classroom or in their building mailbox found in the school office. The sub folder includes the following:

- A copy of the class roster and a seating chart, if applicable
- A copy of the week's plans (or the plan book is available)
- Instructions regarding daily procedures such as attendance, lunch count (elementary only), duties.
- A copy of the daily schedule
- Information regarding specific duties/depending on building assignment (DPA (recess), bus, cafeteria, hall etc.)
- A copy of the behavioral management plan for the class (elementary only)
- A copy of IEP goals for learning support students
- A schedule for students who attend special classes: learning support, speech, Title 1, gifted, etc.
- Notes regarding special conditions, including medical issues
- Fire drill procedures
- Pertinent/relevant information from the classroom teacher

●Expectations of Substitute Teachers

Thank you for serving as a substitute teacher in the Penns Valley Area School District. Your role as a substitute is important to the instructional program in the district. At the end of the day, **please fill out the attached substitute teacher daily report form. Give form to the building secretary before you leave.** The following are some of the expectations for substitute teachers:

- Be in the assigned classroom by 7:55 a.m. if you are subbing for the entire day; be in the assigned classroom by 11:35 a.m. if you are a PM only sub.
- AM only subs will work from 7:55 until 11:35 a.m.

- PM only subs will work from 11:35 a.m. until 3:15 p.m.
- Full-day subs work from 7:55 a.m. until 3:15 p.m. High school offices are open at 7:30 am and elementary offices are open at 7:45 am.
- Follow the plans left by the classroom teacher.
- Leave the classroom as you found it. Put away any materials used.
- If properly certified to do so, grade the written work that the students did for the day, unless otherwise noted in the sub plans, and leave it for the classroom teacher.
- Supervise students at all times. For the elementary, this includes taking them both to and from itinerant classes.
- We expect all substitutes to enforce all regulations as identified in the student handbooks.
- Follow all board policies and applicable laws.

●Emergency Procedures

Emergency procedures are available in the teacher substitute plan information which also includes a separate emergency/crisis plan folder. If there are any questions as how to handle certain procedures or emergencies, please feel free to ask another teacher or the building secretary.

●Fire Drills

The following conditions and instructions shall be observed during fire drills:

- When the alarm is sounded, everyone will exit the building. There is no such thing as a false alarm.
- A student roster and the emergency folder must be in your hands when you exit the building.
- All windows and doors should be closed as you exit the building.
- You are responsible for exiting the building with your class.
- You are responsible for every student on your roster.

●Itinerant Schedules

Please follow the teacher's schedule that is in the substitute folder. It will indicate any itinerant classes that are scheduled. It is important that your students be to class on time and picked up at the time of dismissal. Itinerant classes run on a very tight schedule. If you have a question about an itinerant class schedule, please see the secretary in the school office.

●Lunch Schedules

Elementary

It is extremely important that your class arrive at lunch on time. You are responsible for taking the students to the cafeteria and retrieving them at the designated time. Again, it is important to follow the schedule. Because we have aides in the cafeteria during lunch (elementary), you will have a duty-free lunch (30 min.) for the period that your students are eating.

Secondary

Teachers should send their students to lunch at the designated lunch time, following the bell schedule in the folder. You may eat lunch at this time unless assigned a lunch duty. Lunch is one-half hour in duration and you must be back in the classroom and prepared for students in thirty-minutes.

•Parking

Parking is available at each building. For Centre Hall Elementary School, parking is available in the lot to the right as you are looking at the school; Miles Township Elementary School parking is available to the left of the school (side lot) or the lot behind the church (opposite side of the school on Towne Lane Road) -no parking is allowed on the cemetery side of the road; Penns Valley Elementary/Intermediate School parking is available in the front lot to the right (lot closest to Route 45) as you are looking at the school (enter at the main entrance to the left of the administration building); Penns Valley Area Junior/Senior High School parking is available in the side lot to the right of the building as you are facing the school (front lot is for students only).

•Request for Pay

An AESOP substitute form will be in the office for each substitute to sign the day(s) that you substitute in any of the District schools. Paychecks are issued on the last Friday of each month or the last working day, whichever comes first. If you are interested in Direct Deposit, please call Jodi Reed in the Business Office (422-8814, ext. 2523) to make the necessary arrangements.

CANCELLING AN ASSIGNMENT

Should you find that you need to cancel an assignment, please call the building in which you are scheduled to substitute and speak to/let a voicemail message for the building secretary – REGARDLESS OF TIME OF DAY. You will NOT be able to cancel your assignment through Aesop.

•Substitute Teacher Handbook Evaluation

Please take a moment near the end of the school year to complete and return the attached evaluation tool to one of the building principals. We appreciate your input and possible suggestions for improvement.

SUBSTITUTE TEACHER HANDBOOK EVALUATION

Please take a moment to complete this evaluation form and return it to one of the elementary/high school principals. If at any time during the school year you have suggestions of ways that we can aid you in your role as substitute teacher, please let us know. We appreciate your service to the students of the Penns Valley District.

- ❖ What sections of the handbook were most helpful to you?

- ❖ What do you feel is missing from the handbook that would be helpful to you if it were included?

- ❖ Approximately how many times did you sub in each elementary building?

_____ CHP _____ PVEI _____ MT _____ PVHS

- ❖ Comments/Suggestions:

- ❖ Name (optional) _____

Substitute Teacher Daily Report Form

**Please complete form and hand into the building secretary at the end of the day.
Classroom teacher will receive a copy.**

Substitute's Name: _____ **Dates Substituted:** _____

Grade: _____ **School:** _____ **Classroom Teacher:** _____

1. Were there adequate lesson plans? ____ yes ____ no (please explain)
2. Were the lesson plans easy to follow? ____ yes ____ no (please explain)
3. Were all of the materials/resources available and easily accessible? ____ yes ____ no (please explain)
4. Please indicate what you completed today in each subject/class; indicate what you did not complete in the lesson plans.
5. Please list any issues/concerns/problems that you had today with any students, procedures, etc.