

Reynolds School District

531 Reynolds Road, Greenville, PA 16125
(724) 646-5500



SUBSTITUTE TEACHER HANDBOOK

2018-2019

Welcome to the Reynolds School District

We are pleased to have you working with us today and hope that your day will be rewarding.

If this is your first experience at Reynolds School District, you probably have many questions as to policies and procedures. The teacher you are substituting for will have prepared for you lessons plans and specific directions concerning his/her classroom procedures. We work as a team at Reynolds School District, and you are an integral part of our team!

To familiarize you with the school day we will brief you on some of the information that will be helpful to you.

1. **REPORTING** - When you report to the designated location per building, the secretary will have you sign in and fill out a substitute verification form.
 - Reynolds Junior-Senior High School teachers are required to report to the Principal's Office no later than **7:20 AM**. [Dismissed at **2:50 PM**.]
 - Reynolds Elementary School teachers are required to report to the Elementary Main Office no later than **8:25A.M.** [Dismissed at **3:55 PM**.]

If you are to have time to review plans and procedures for the day and acquaint yourself with your co-workers, you will be required to arrive several minutes earlier. **Familiarize yourself with the fire drill and other emergency evacuation procedures**; locate the class seating chart and lesson plans; locate the materials and supplies you will need during the day; find the library, restrooms, cafeteria and staff lounge. You may be called by **Mr. Scott Weaver (724-813-8762)** or the building secretaries to fill a substitute vacancy.

2. **STUDENT PROCEDURES** –

- Reynolds Junior-Senior High School students are permitted in the building at **7:00 AM** and either go to breakfast or are to be seated in the lobby. The students are not permitted in the classrooms or outer hallways until **7:35 AM**.
- Reynolds Elementary School students are permitted in the building at **8:30 AM** and either go to breakfast or report to their classrooms.

3. **BREAKFAST** –

- Reynolds Junior-Senior High School – Breakfast is served from **7:15 AM – 7:35 AM**. Students must be in their homerooms by **7:42 AM**. The warning bell rings at **7:41 AM**.
- Reynolds Elementary School - Breakfast is served from **8:30 AM - 9:00 AM**. Students who have arrived at school may enter the building at that time and go directly to their homerooms and proceed to the cafeteria. Breakfast will be in the cafeteria. Students will report back to homeroom by **9:00 AM**. All breakfasts are free to every student.

4. **RESPONSIBILITIES** - All teachers are required to be in the halls when students are moving. As students arrive in the morning, it is important for you to be in a position in the hall that allows you to see into your classroom. Develop enough confidence in yourself to avoid such crutches as, “Your teacher says that you have to do this.” The class will respect you more if you stand on your own principles and make it clear that you are there to provide continuity in learning. Look at your assignment as a “challenge and an opportunity” that can be fun. It is a time for you to work with and help young people. They will sense immediately whether or not you have their best interest in mind.

5. **DO NOT LEAVE STUDENTS UNATTENDED AT ANY TIME** - (You are legally responsible for all students in your classroom so if you have any questions, please see an administrator.) Liability and negligence are two important words to keep in mind.

6. A positive and caring attitude is basic to working with any student. Have high expectations and communicate those expectations to your students. Review classroom rules and procedures with the class before you begin.
7. **STUDENT BEHAVIOR** - Student behavior can sometimes be challenging. We are working very hard with our students in helping them learn how to avoid confrontational behaviors. You can help us by avoiding or defusing situations that result in this kind of response. However, do not tolerate rowdy or disrespectful behavior. You may wish to discuss with your co-workers how they deal with discipline. Please document unacceptable or disruptive behavior. Please avoid any kind of group punishment. **DO NOT PLACE ELEMENTARY STUDENTS IN THE HALL!**
8. **STUDENTS MAY NOT LEAVE THE CLASSROOM AT ANY TIME WITHOUT THE PERMISSION OF THEIR TEACHER.**
9. Reynolds Elementary School students are walked to and picked up from specials and lunch. (You are not required to eat lunch with the students.) At no time do they travel in the halls without supervision. It is very important to maintain order as students travel through the halls.
10. Reynolds Elementary School primary students (grades K-3) are dismissed beginning at **3:30 PM**. Please have the class ready to dismiss at **3:30 PM**. Students who ride vans or have permission notes to be picked up at the back lobby will leave at **3:30 PM**. All other students will be dismissed when their bus is called. Buses are called in three separate groups. Please have your class quiet so that you can hear the call for buses over the intercom.
11. Reynolds Elementary School directions for completing elementary lunch count forms and bus dismissal information are included at the end of this packet.

For immediate assistance with attendance, lesson plans, or discipline contact:

John Tofani: High School: 7713

Dawn Baselj: Elementary: 6612

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE, PLEASE FEEL FREE TO CALL ON MEMBERS OF THE FACULTY, STAFF, OR ADMINISTRATION.

ADMINISTRATION

John Sibeto, Superintendent of Schools

Scott Shearer, Secondary Principal
 Amy Leczner, Elementary Principal
 Beverly P. Morrison, Business Administrator
 Paula Bredl, Director of Special Education
 Kyra Matachak, School Psychologist
 Dawn Baselj, Elementary Head Teacher
 John Tofani, Secondary Head Teacher

Lisa A. Brest, Supervisor of Food Service
 Brian Buchman, Director of Systems/Education Technology
 Susan L. Combine, Secretary to Superintendent and
 School Board Secretary
 John A. Covelli, Supervisor of Buildings & Grounds
 Elizabeth Diefenderfer, Assistant to the Business Administrator
 James Lumpp, Supervisor of Transportation, Child Acctg.,
 Payroll Liabilities and Retirement Analyst
 Stevan Waleff, Athletics/Activities Director and Athletic Trainer
 Matthew Wilson, Asst. to Director of Technology

SUPPORT STAFF

Suzanne Allison, Special Education Secretary
 Charity Anderson, Admin. Receptionist/General Secty.
 Taryn Dobson, HS Guidance Counselor
 Tammie Rothschild, ELEM Building Secretary
 Rosemary Lehman, Reprographics Secretary
 Mimi Lorent, HS Building Secretary

Lori McEwen, ELEM Principal's Secretary
 Timothy Scarvel, HS Guidance Counselor
 Deanna Thompson, HS Principal's Secretary
 Jenny Weaver, HS Guidance Secretary
 Belinda Wilson, ELEM Guidance Counselor
 Jody Zuschlag, Admin. Receptionist/General Secty.

SUBSTITUTE “TIPS”

1. Be interested and enthusiastic.
2. Be neatly dressed and well-groomed. Portray a professional appearance.
3. Learn as many of the students’ names as possible.
4. Contact the regular teacher when possible if the assignment is for an extended period of time.
5. Follow the regular teacher’s plan insofar as possible.
6. Enrich the lesson with information that is pertinent to the subject.
7. Maintain a collection of teacher “tested ideas” for your teaching area.
8. Leave equipment and records in order.
9. Leave your name and a brief report of the day’s work.
10. Assume more of the routine duties, where possible, if the assignment is extended. (Grading papers, keeping records, making assignments, etc.)
11. Report to the school office before leaving each day.
12. Ask the regular staff for information whenever it is needed.
13. Be pleasant, relaxed and determined to do a good job.

DISCIPLINE -

CORPORAL PUNISHMENT is strictly **PROHIBITED** by School Board policy. Ask what the building discipline procedures include. Routine problems should be handled by the substitute teacher. Serious problems should be referred to the office.

END-OF-DAY RESPONSIBILITIES -

1. Write the regular teacher a note detailing what activities were attempted and/or completed, as well as information pertaining to any problems that occurred. We value constructive comments on any aspect of school operations.
2. Leave the room as organized as when you arrived in the morning.
3. Close all doors and windows, turn off the lights, and make sure that all audiovisual equipment has been turned off.

SALARY INFORMATION - The rate of pay for substitute teachers is \$80/full day and \$40/half day. Pay period is from the 1st of the month to the 15th and the 16th of the one month to the last day of the month. Payroll is processed through direct deposit only with paystubs mailed to your home. Pay periods are on the 15th of the month and the last working day of the month.

CERTIFICATION - Substitutes may not teach outside their area of certification unless the appropriate paperwork has been completed in the superintendent’s office.

NOTIFICATION TO SUBSTITUTE - A substitute is asked to accept an assignment for which he/she is called unless personal circumstances make it absolutely impossible. If you accept most or all requests, your chances of working are greatly increased. A building administrator learns to depend on good, reliable substitutes. You will be called as far in advance as possible. Please check in at the office upon arriving at the building. If, for some reason, you are no longer available for substitute teaching, please call the superintendent’s office as soon as possible so that we can remove your name from the active substitute list.

CALL-OFF PROCEDURE - Teachers, teacher aides and secretaries calling off work should phone Mr. Weaver at home, at **724-813-8762**, within the following hours:

- Morning – 6:00 - 6:30 AM
- Evening -until 10:00 pm - Please **DO NOT** call after 10:00 PM

If the answering machine is reached, please leave a detailed message as to the date and nature of the intended absence, i.e. sick leave or emergency personal leave. All other planned absences, e.g. conferences, personal days, etc. should be routed through the building principals as previously done.