



*"Educating For Life"*

**SUBSTITUTE  
TEACHER**  
*Handbook*

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rev 3/16

PARKLAND SCHOOL DISTRICT  
1210 Springhouse Road  
Allentown, PA 18104

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## District Policies

All substitutes are required to be familiar with district policies addressing Statement of Ethics, Sexual Harassment, Smoking Policy, Child Abuse/Neglect, Drug Free & Alcohol Free Workplace and Internet Policy. Upon being named to the substitute list, each candidate will receive a copy of these policies. After reading the policy statements, each candidate will be asked to sign an acknowledgement form prior to accepting substitute teaching assignments.

*Thank you for making your services available to the Parkland School District. In the absence of the regular classroom teacher, competent and dedicated substitute teachers are vital to the continuation of appropriate educational experiences for our students. We hope that you find substituting in Parkland enjoyable and rewarding.*

## *Welcome to Parkland*

*The substitute teacher plays an integral role in the education of Parkland School District students. Each school year, substitute teachers spend thousands of hours in district classrooms. Therefore, we are extremely concerned about the quality and professionalism of our substitute staff.*

*Your credentials attest to your qualifications as a professional educator and we are pleased to know that the continuity of classroom instruction will not be diminished in the absence of the full-time instructor. When you are called upon to teach, we trust that you will do your utmost to maintain the quality of classroom instruction presently offered to students in the Parkland School District.*

*We extend our best wishes for a most enjoyable tenure as a member of our substitute staff. Please feel free to submit any suggestions or ideas which may improve the effectiveness or efficiency of our educational programs.*

*Richard T. Sniscak  
Superintendent of Schools*

# Non - Discrimination Clause

## Nondiscrimination in Programs & Employment Policy

In accordance with Title VI, Title IX, Section 504 and the Americans with Disabilities Act, the Parkland School District does not discriminate either in the educational or vocational programs and activities which it operates or in the employment of personnel, on the basis of sex, handicap, disability, race, color, national origin, age, or religion.

If you are physically or mentally disabled, or visually or hearing impaired, you may qualify for special services/instruction/equipment modifications so you can successfully complete the educational program or participate in activities.

All inquiries concerning this policy/questions regarding specific programs, services and facilities for the handicapped should be directed to the district equal rights officer, Richard Sniscak, assistant superintendent, Parkland School District, 1210 Springhouse Rd., Allentown, PA at 610-351-5505.

# Sample of Secondary Report

**PARKLAND SCHOOL DISTRICT**  
Allentown, PA 18104  
**Substitute Teacher's Report**  
**Secondary Schools**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Substituting for \_\_\_\_\_

Period _____ Room _____ Subject _____	Comments — (List names of students absent during this period.)
Period _____ Room _____ Subject _____	Comments — (List names of students absent during this period.)
Period _____ Room _____ Subject _____	Comments — (List names of students absent during this period.)
Period _____ Room _____ Subject _____	Comments — (List names of students absent during this period.)
Period _____ Room _____ Subject _____	Comments — (List names of students absent during this period.)
Period _____ Room _____ Subject _____	Comments — (List names of students absent during this period.)

(Please submit this form to the principal at the end of the school day.)

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# Sample of Elementary Report

**PARKLAND SCHOOL DISTRICT**  
Allentown, PA 18104  
Substitute Teacher's Report  
Elementary Schools

Name \_\_\_\_\_ Date \_\_\_\_\_

Substituting for \_\_\_\_\_

Subject Matter Presented:

Assignments:

Other Comments:

(Please submit this form to the principal at the end of the school day.)

# Contents

Introduction & Mission Statement .....	1
Professional Ethics & Parkland School District Internet Policy .....	2
Substitute Calls/ AESOP System .....	3
School Directory .....	4
District Map .....	5-6
Daily Procedures .....	7-8
Salary/Wage Information .....	9
Substitute Teacher Report Information .....	10
Substitute Teacher Report Forms .....	11-12
District Policy Information .....	13

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# Introduction

This handbook was designed for the express purpose of familiarizing you with pertinent information regarding Parkland School District regulations and procedures. Upon arrival at a school to which you have been called to substitute, the principal will provide information applicable to the operation of that particular building.

Hopefully, the contents of this handbook will provide answers to questions frequently asked by substitute teachers. If you have any suggestions regarding district information that may be helpful to a substitute teacher and should be incorporated in this resource booklet, please inform either a principal or the director of human resources.

## PARKLAND SCHOOL DISTRICT

### *Mission Statement*

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*"The mission of the Parkland School District is to ensure that every student can thrive as a responsible citizen in a changing world by creating effective learning environments in collaboration with dedicated staff, involved parents and a supportive community."*

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# Substitute Teacher's Report

A major responsibility of the substitute teacher is the maintenance of continuity in the presentation of the curriculum. Therefore, an integral function of the substitute is the recording of a complete and accurate account of all activities; 1) in the presentation of each subject area at the elementary level; 2) during each class period at the secondary level.

A special form - Substitute Teacher's Report - is available in the principal's office and should be obtained at the beginning of the school day. It is highly recommended that the form be completed as the day progresses. Waiting until the end of the day to enter the appropriate information is likely to result in an incomplete and inaccurate report, especially in regard to activities in the early part of the school day.

The completed form should be returned to the principal's office before leaving the school at the end of the day.

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## Salary/Wage Information

A substitute teacher receives remuneration only for the actual time worked in the schools. A substitute will be paid one-half the per diem rate for teaching up to one-half of the contracted teacher day or the full per diem rate for teaching more than one-half of the contracted teacher day. The daily rate is established each year by the board of school directors. The daily rate is available on the Parkland School District website at: <http://www.parklandsd.org/departments/human-services/substitute-opportunities>.

Pay day in the Parkland School District is on alternate Fridays and includes remuneration for days worked in the ten-day period which ends on Wednesday of the previous week. Ex: If pay day is Friday, January 28, wages will be paid for days worked during the ten-day period commencing on Thursday, January 6, and ending Wednesday, January 19.

During January of each year, the school district sends a "Record of Yearly Earnings" (W-2 Form) to each substitute for wages earned during the previous calendar year.

IMPORTANT: To assure the prompt receipt of checks, W-2 forms, and any other pertinent information, please contact the Human Resources office (610-351-5530).

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## Professional Ethics

It is essential that the substitute teacher maintains a high standard of ethical behavior. Because a substitute presents a "new face," students are likely to critically observe and comment regarding the behavior and technique of the teacher. Therefore, to maintain a high degree of integrity, the substitute should not:

1. Make unfavorable comparisons among teachers, classes, schools, or school districts.
2. Release information from cumulative records.
3. Assign work for "extra credit".
4. Invite associates to visit the classroom while teaching.
5. Leave the class unsupervised.
6. Use any method of discipline that is contrary to acceptable building procedures.
7. Use school time to do personal work.
8. Contact the regular teacher unless requested to do so by the principal.

## Parkland School District Internet Policy

Parkland School District will provide access to the Internet for students and employees to locate material to meet their educational information needs. Access to the Internet through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by school district authorities. The use of the Internet computer network for illegal, inappropriate, unacceptable, or unethical purposes by students, employees, or patrons is prohibited.

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## Substitute Calls/AESOP System

As needed, substitutes are secured through the AESOP automated service. Our AESOP Coordinator is Barbra Ganguzza, and she can be reached either by telephone at (610) 351-5900, X 51839 or by email at [psdsubs@parklandsd.org](mailto:psdsubs@parklandsd.org).

In some instances, it may be necessary for the building secretaries to also secure substitutes.

Assignments are based on the type of certification held. In the event there is no substitute teacher certified in the area required, a substitute teacher may be requested to teach a subject outside his/her area of certification. In order to accommodate this situation, the building principal is authorized to issue an emergency certificate.

In the event that you accept a teaching assignment and are unable to honor the commitment, please use the AESOP system to cancel your assignment or call the secretary of the school immediately. If you need to cancel an assignment and it is within 24 hours of the start time, please call Barbra Ganguzza at the number above and leave a message. You should also contact the building secretary to assure a replacement substitute is secured. AESOP will not allow you to cancel an assignment within 24 hours of the start time; you must go through the AESOP Coordinator.

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## *Instruction*

- The substitute's first objective should be to gain the respect of the students. Introducing yourself to the class, being well-prepared by establishing instructional objectives, and displaying a good sense of humor will be a good start toward attaining that objective.
- Attempt to follow the teacher's plan book as closely as possible.
- Do not leave your assigned station. In the event of an emergency, contact the principal or assistant principal.
- All substitutes are invited to purchase a lunch in the school cafeteria.
- Written work assigned by a substitute should be corrected and left for the regular teacher to examine.
- In each class, attendance should be checked against the seating chart. Names of ALL absent students, whether for known or unknown reasons, should be recorded in the "comments" section of the Substitute Teacher's Report. (Secondary Only)

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## *Departure*

- Leave the classroom in an orderly condition.
- Report any major problems to the principal before departing.
- Submit the Substitute Teacher's Report to the principal or the secretary.
- Inquire in the principal's office as to the possibility of your services being required the following day.

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# Daily Procedures

Although each building has its own specific mode of operation, the following procedures are generally applicable throughout the Parkland School District.

## Building Hours

Elementary Schools: 8:30 a.m. to 3:40 p.m.

Middle Schools: 7:30 a.m. to 2:45 p.m.

Senior High School: 7:30 a.m. to 2:53 p.m.

## Arrival

- Upon arrival, report immediately to the school office for your schedule and directions.
- Plan to arrive at your assigned station well in advance of the students.
- Secure the teacher's plan book which should be in or on the desk.
- Familiarize yourself with fire drill procedures.
- Only those items relative to classroom instruction should be removed from the regular teacher's mailbox. Personal items should remain in the mailbox.
- Obtain clarification of discipline procedures used in the building.
- Obtain a copy of the Substitute Teacher's report from the office.

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## PARKLAND SCHOOL DISTRICT Allentown, PA 18104

### Elementary Schools:

**Cetronia School**  
610-351-5860  
3635 Broadway Allentown,  
PA 18104  
James Giaquinto, Principal

**Fogelsville School**  
610-351-5800  
312 S. Route 100  
Breinigsville, PA 18031  
Timothy Chorones, Principal

**Fred J. Jandl School**  
610-351-5880  
1051 Weilers Road  
Breinigsville, PA 18031  
Diana Schantz, Principal

**Ironton School**  
610-351-5810  
3929 Maunch Chunk Road  
Coplay, PA 18037  
Robert Holmes, Principal

**Kernsville School**  
610-351-5840  
5051 Kernsville Road  
Orefield, PA 18069  
Michael Gehringer, Principal

**Kratzer School**  
610-351-5820  
2200 Huckleberry Road  
Allentown, PA 18104  
Karen Aulisio, Principal

**Parkway Manor School**  
610-351-5850  
768 Parkway Road  
Allentown, PA 18104  
Scott Bartman, Principal

**Schnecksville School**  
610-351-5830  
4260 Sand Spring Road  
Schnecksville, PA 18078  
Karen Dopera, Principal

### Middle Schools:

**Orefield Middle School**  
610-351-5750  
2675 PA Route 309  
Orefield, PA 18069  
Todd M Gombos, Principal

**Springhouse Middle School**  
610-351-5700  
1200 Springhouse Road  
Allentown, PA 18104  
Michelle Minotti, Principal

**Parkland High School**  
610-351-5600  
2700 N. Cedar Crest Blvd.  
Allentown, PA 18104  
James Moniz II, Principal

### Human Resources

610-351-5530  
1210 Springhouse Road  
Allentown, PA 18104  
Pamela M. Kelly, Director

## SUBSTITUTE RATES

**0-20 DAYS = \$108.00/DAY**  
**21-50 DAYS = \$118.00/DAY**  
**51+ DAYS = \$140.00/DAY**

**15 CONSECUTIVE DAYS  
FOR SAME TEACHER =  
\$140.00/DAY**

# Parkland School District Map



## Legend

- ① Ironton Elementary School
- ② Schnecksville Elementary School
- ③ Kernsville Elementary School
- ④ Kratzer Elementary School
- ⑤ Parkway Manor Elementary School
- ⑥ Cetronia Elementary School
- ⑦ Fogelsville Elementary School
- ⑧ Jaindl Elementary School
- ⑨ Springhouse Middle School
- ⑩ Orefield Middle School
- ⑪ Parkland High School

