Grove City Area School District

Substitute Teacher's Handbook

Grove City Area School District
511 Highland Avenue
Grove City, PA 16127

The mission statement of Grove City Area School District is:
Equipping all learners for successful futures

SUBSTITUTE HANDBOOK

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Welcome to the Grove City Area School District

We would like to welcome you to the Grove City Area School District. As a substitute teacher you play an important role in the education of our students.

"Our mission is to equip all our students for successful futures". This mission statement reflects the seriousness with which we view the educational process for all students. We believe it is our responsibility to teach all our students to develop the skills necessary to enable them to provide for themselves financially and to live successful lives as citizens and community members wherever they may choose to live. Clearly, the mission of the school district presents us with a clear and challenging responsibility.

There is no question that you play a very important role in the educational process. In order to accomplish our school district mission, everyone must work together to equip all our students for successful futures. The educational programs and instruction provided by the district are typically of a developmental and sequential nature. Therefore, they require the coordination of all the teachers involved, including substitute teachers as well as regular teachers, to insure the ongoing educational development and achievement of all our students. As a substitute teacher, you bear the responsibility of continuing the educational program in the absence of the regular teacher.

In many ways this is a daunting responsibility. Normally, you have very little advance notice of when your services will be needed, and therefore have very little time to prepare for your responsibilities. Occasionally, you will be able to sign-up a few days ahead of time on AESOP and have the opportunity to contact the regular teacher to plan the day's teaching activities. Usually you will not be able to sign-up until the morning that your services are needed. Within a matter of minutes, you will be expected to teach the students, continuing the ongoing instructional plan that has been planned by the regular teacher. Clearly, this is a challenging task that requires prudent judgment, good teaching skills and frequently, creativity.

When you arrive at the school you will receive basic information relating to your day's responsibilities. You will have the teacher's daily teaching schedule and the corresponding room assignments. In addition, you will have the lesson plans, class rosters and seating charts for your reference. You will also have the previous day's lesson plans and the next few days' plans to review for a few moments to become oriented to the day's work. Typically, the textbooks and related materials are available in the classrooms. The building principal will be available to answer any questions that you might have relating to the day's schedule. It is your responsibility to use this basic information to implement the day's lessons and to continue the student's education in the absence of the regular teacher.

We hope your work as a substitute teacher in the Grove City Area School District will be a gratifying experience. If you have any questions concerning the school district, the role of the substitute teacher, or any problems that arise while you are working as a substitute teacher, do not hesitate to contact the building principal. Again, we want to welcome you to the Grove City Area School District and thank you ahead of time for the work you will do on behalf of our students.

HIRING AND USE OF SUBSTITUTE TEACHERS

Use of Substitute Teachers

Grove City Area School District uses substitute teachers in a variety of circumstances. The most common uses are for short term teacher absences due to personal illness, attendance at workshops, attendance at conferences, and for emergency or personal days. There are also times when substitutes are used for more extended periods such as extended teacher illness and leaves of absence.

Certification of Substitute Teachers

In the Commonwealth of Pennsylvania, all teachers, including substitute teachers, are required to be certificated in the areas they are assigned to teach. Under the law only certificated teachers, who stand Ain loco parentis" can perform the responsibilities of a teacher.

Because of the shortage of substitute teachers, districts are permitted to utilize substitute teachers outside their areas of certification when no certified substitute is available. However, substitute teachers are only permitted to serve as a substitute in an area outside their certification for up to 20 days. (A substitute may substitute for a total of 20 days in one area, 20 days in another, and so on, but no more than 20 days in any one area.)

Therefore, when you apply to be placed on the school district's substitute list you will be asked whether or not you are interested in working in areas outside of your certification, and if so, in what area you would be willing to substitute should the need arise.

Required Legal Clearances for Substitute Teachers

Pennsylvania law also requires that all teachers, including substitute teachers, have Act 34 (Criminal Background), Act 151 (Child Abuse), FBI (Fingerprint) clearances, Act 24, Act 126, Act 168, I-9 Form, I-9 Form verification, policies sign-off sheet and TB Test results before they can be hired to work with children. Before you can be placed on our substitute teacher list you must have all required paperwork filed in the central office.

Hiring of Substitute Teachers

All substitute teachers are hired by the Board of School Directors. The Grove City Area School District regularly advertises for substitute teachers and hires substitutes throughout the year as they become available. Applications are available via the district website. Click on the employment tab and then click on the substitute information link.

Limiting or Discontinuing the Use of a Substitute Teacher

The building principal may request that a substitute teacher not be used for specific assignments, in certain circumstances, or at a particular building level. Before taking this action the building principal will inform you and discuss the reasons leading to this request.

Updating Calling Information

It is your responsibility to keep your work-related personal information up to date with the district. Should you become employed full-time or become unavailable for an extended time, please notify the Frontline Secretary at 724-458-5456 ext. 2150.

Financial Information

Substitute teachers receive $100.00 a day for substituting services. After 30 days it increases to $115.00 per day. This starts over every school year. For shorter periods of time the payment is pro-rated on a fractional daily basis. Daily substitute teachers do not receive benefits.

Substitute teachers who substitute for more than twenty (20) consecutive school days for the same teacher, *without interruption due to any cause, including illness,* are paid on a per diem basis, based upon starting teacher's (bachelor's degree level) pay. Payment at this rate begins on the twenty-first day of service. Permanent substitute teachers who are hired on a semester or yearly basis also receive payment based upon the starting teachers (bachelor's degree level) pay.

State law requires that the school district deduct retirement payments beginning with the eighty-first (81st) day of employment. You may request to purchase the first eighty days of service by contacting the business office. You must complete state retirement forms on the eighty-first day of employment.

New substitute teachers must complete all required documents in Frontline Central before they can be paid for their services. You should report to the business office to complete all necessary forms immediately after being notified that the school board has taken action and your name has been added to the district substitute teacher list. All employees are required to complete a W-4 form before they can receive payment for their services.

You will receive payment on the 15th and 30th of the month. Payment for services performed between the 1st and 15th day of the month is made on the 30th of the month. Payment for services performed between the 16th and the 30th of the month is made on the 15th of the following month. Should you have any questions concerning payments for services you have provided, please contact the business office at 724-458-7993.

PROCEDURES

Filling Positions

Once you've turned in all your substitute paperwork and signed up for payroll you will be sent a username and password to utilize the Frontline website, where you will be able to sign up to fill openings.

Reporting to Work - Starting Time

It is your responsibility as a substitute teacher to report to work at or before the normal starting time for the building in which you will be working. Reporting to work earlier affords you more time to prepare for the day's teaching assignments.

Teacher hours per building: Full Day -

Full Day -	Hillview	7:45 to 3:00	½ day - 11:30
Full Day -	Middle School	7:45 to 3:15	½ day - 11:15
Full Day -	Sr. High	7:30 to 3:00	½ day - 11:15
Full Day -	George Junior	8:00 to 3:30	½ day - 8:00 to 11:12 or 11:42 to 3:30

Should you be unable to report to work at the building starting time you are to notify the building principal at the phone number below.

At times the need for a substitute does not arise until it is too late for a substitute to report to work on time. Should you be called under these circumstances, you are to arrange the time at which you arrive at the building. You are to telephone the building principal at their number below and establish the time of your arrival to enable the principal to plan for coverage before you can assume the responsibilities of the assignment.

High School Principal – Dr. Brendan Smith – 724-458-5456 ext. 2106
Middle School Principal – Larry Connelly – 724-458-8040 ext. 1205
Hillview Elementary School Principal – Dr. Tammi Martin – 724-458-7570 ext. 4105

Daily Procedures for Substitute Teachers

Upon reporting to the building as a substitute you are to:

1) Report to the Principal's Office
2) Register your starting time
3) Receive your daily assignment, any specific directions and, if it is your first time in the building, the building Substitute Handbook Supplement.
4) Receive any materials and supplies that may be available for you in the office.

At the end of the day you are to:

1) Return to the Principal's Office
2) Inform the principal of any events or circumstances that need to be brought to the principal's attention
3) Complete your Substitute Teacher Summary
4) Return any materials and supplies that need to be returned to the office
5) Register your quitting time

Reporting and Feedback

Grove City Area School District uses a five-step process to facilitate communication between the substitute teacher and the regular teacher as well as inform the principal.

1) The substitute teacher completes a daily summary form and submits it to the principal's office.

2) The principal reviews the summary.

3) The regular teacher reviews the daily summaries to assess the progress of the students and any situations the substitute has brought to the teacher's attention.

4) The regular teacher completes and submits a review form.

5) The building principal reviews both forms.

You are to complete a Substitute Teacher's Daily Summary of your day's activities and the response of the classes on a period by period (subject by subject) basis before leaving the building and submit it to the building principal. This is your opportunity to assess the day's activities and to provide the returning classroom teacher with a summary of the student's progress. You also have the opportunity to mention any specific students or events you want the regular teacher to note.

Should you wish to discuss any of the day's events with the building principal, you can request a conference with the principal. If the principal is unavailable at the end of the day you will be contacted by telephone to discuss your concerns or to arrange a conference.

Upon return, the regular teacher will review your report and complete a form summarizing your activities. This form provides the regular teachers with an opportunity to make any comments or recommendations they believe to be relevant.

When both forms are completed they are routinely reviewed by the building principal. The principal will address any situations requiring further action.

SUBSTITUTE RESPONSIBILITIES

Your Responsibility as a Daily Substitute Teacher

As a substitute teacher, you bear the normal daily responsibilities of the regular teacher.

Your primary responsibility is to continue the educational program in the absence of the regular teacher. Your responsibility is to continue the student's education in accordance with the teacher's plans based upon the planned courses. Ideally, there should be no interruption in the instruction received by the students.

You should follow the teacher's plans. Because instructional plans are typically sequential in nature, instructional problems can arise when substitutes decide to change the objectives of the instructional plans, alter the plans to include components not planned for that particular lesson, or use instructional strategies other than those planned by the regular teacher. Changing the daily lesson plans can affect the regular teacher's long range instructional planning and subsequently the student's learning.

Your responsibilities include:

1. Following the teacher's daily lesson plan
2. Implementing effective classroom management strategies
3. Recording and reporting attendance:
4. Reporting students leaving the classroom
5. Reporting students leaving the building
6. Supervising students in assigned classes at all times
7. Supervising students in the halls and at scheduled activities
8. Implementing classroom emergency procedures (should the need arise)
9. Notifying the building principal IMMEDIATELY of any threats to the health, welfare or safety of our students or employees. .

Confidentiality

As a substitute teacher, you bear the same legal and professional responsibilities relating to confidentiality as do all certified teachers and other school district employees. Essentially, any and all information that is gained through your work as a substitute teacher in a professional setting is considered to be confidential information. **YOU ARE NOT PERMITTED TO DISCLOSE INFORMATION OR DISCUSS STUDENTS, THEIR ABILITIES AND/OR LIMITATIONS, THEIR EDUCATIONAL PROGRESS, THEIR BEHAVIOR OR SITUATIONS THAT ARISE IN THE SCHOOL SETTING. VIOLATIONS OF CONFIDENTIALITY WILL RESULT IN YOUR REMOVAL FROM THE SUBSTITUTE TEACHING LIST. VIOLATIONS OF CONFIDENTIALITY CAN ALSO BE THE BASIS OF LEGAL ACTION INITIATED BY THE STUDENT, THE PARENT OR REPRESENTATIVES OF EITHER THE STUDENT OR THE PARENT.**

Dealing with Unfamiliar Equipment, Content and/or Activities

Occasionally, substitute teachers will receive lesson plans relating to specific areas of content or instructional strategies with which they are not familiar. Should you find yourself in these circumstances, do not attempt to proceed with the lesson plan; contact the building principal immediately for direction on how to proceed with the day's activities.

Should you be substituting outside your areas of certification you are to contact the building principal for direction before implementing any classroom activities or teaching activities. Various areas of instruction require specific knowledge and skills and include instructional strategies that are not to be undertaken by uncertified personnel. Examples of these areas include: the use of chemicals or hazardous materials by the instructor or students, the operation of machinery or equipment by the instructor and/or students, presenting or discussing advanced or sensitive content areas.

Students with Special Educational Needs

An area of growing importance is the provision of instructional accommodations for students with special educational needs under the Protected Handicapped Student Laws and the Special Education Laws. These students receive services ranging from placement in the regular classroom with support to self-contained classrooms. The regular classroom teacher's plan book includes notes relating to students receiving educational accommodations and/or in class support in their plan books.

Students with Medical Needs

Substitute teachers frequently have to deal with students who have special medical needs. These needs range from the need for daily medical services or medications from the school nurse to medical emergency service. Some students require instructional accommodations in the classroom. In the case of a student injury you may need to deal with the injury while you are in the process of getting help from the school nurse. You may also need to refer a student to the nurse for medical services. You will need to use prudent judgment in these situations. In addition, under the law, all cases of suspected child abuse must be reported. You are to report suspected child abuse to the building principal, the nurse and the student assistance team.

The teacher's plan book includes notes relating to students who require instructional accommodations for medical needs. The building substitute teacher supplement includes building procedures relating to the other medical areas.

Emergency Protocol

Substitute teachers must review and understand the following Standard Response Protocol (SRP) used throughout the district.

IN AN EMERGENCY

Take Action!

HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the “All Clear” is announced

ADULTS

Account for students and adults
Close and lock the door
Do business as usual

SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual

LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door.
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location Account for students and adults
Notify if missing, extra or injured students or adults

SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard Safety Strategy

Tornado

Evacuate to shelter area

Hazmat - Seal the room

Earthquake - Drop, cover and hold

Tsunami - Get to high ground

ADULTS

Lead safety strategy

Account for students and adults

Notify if missing, extra or injured students or adults

K12 2021 STANDARD RESPONSE PROTOCOL

Emergency Evacuation Procedures

Substitute teachers must be aware of the emergency evacuation procedures for the building in which they are working. The evacuation plan for each room is posted in the room. You are to read this information and be prepared to lead the students out of the building in accordance with the evacuation plan. You are required to find a staff member with access to RAPTOR to take attendance to account for all students who are assigned to your class.

Student Possession of Weapons

An area of concern that has become critical in the last few years is the possession of weapons on school property by students. The term" weapons" is interpreted very broadly under the law and includes anything that could be used as a weapon, including pocket knives. You are to immediately report any student who has a weapon, or who you have reason to believe may have a weapon or an article that could be considered a weapon, to the building principal.

Student Involvement with Drugs and Alcohol

The Grove City Area School District views the possession, use, and/or sale of drugs or alcohol as a serious matter and takes administrative action in all cases. Should you have reason to believe that students may be involved with drugs or alcohol or should you become aware of any information relative to such matters, you are to contact the building principal immediately. (Please be reminded that under the state law any such information you gain during the course of your employment as a substitute teacher is considered to be confidential and the disclosure of this information to anyone other than school authorities is a violation of the student's civil rights and could lead to litigation.)

Your Responsibilities as an Extended Time Substitute Teacher

Teacher absences of three days or more are considered to be extended absences. Should you be hired to substitute for an extended period of time you bear the responsibility of not only implementing the plans of the regular classroom teacher, but also planning for the continued implementation of the planned courses assigned to the regular teacher.

Before assuming the ongoing planning process for the assigned areas, you are to meet with the building principal. Because each extended absence is different, depending on the expected length of the absence, the areas of certification, the particular teaching responsibilities, and the nature of the students, a planning conference with the principal is necessary before you assume your responsibilities. In this conference you and the principal will determine the expectations for the assignment and how you are to proceed with the particular assignment.

For teacher absences of more than two weeks, the principal will also include a plan for periodic evaluation of the teaching process and the progress of the class.

BUILDING HANDBOOK SUPPLEMENT

Building Handbook Supplement

The building Substitute Handbook Supplement you will receive from each building contains information specific to that building. You will be given this material the first time you report to the building. If you are not given this material, you are to request it. If you would like the material to review ahead of time, please contact the building principal after you have been added to the district substitute list.

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"Equipping all learners for successful futures"

Substitute Teacher's Daily Summary Form

Building: _____

Date of Substitute Services: _____-_____-_____

Regular Teacher's Name: _____

Substitute Teacher's Name: _____

Number of Periods/Classes: _____

Summary of Teaching Activities

Class Period _____ Class (Subject) Name: _____

Were Adequate Lesson Plans Provided? [ ] Yes [ ] No
Were Current Seating Charts Available? [ ] Yes [ ] No
Were notes relating to student accommodations for educational needs available? [ ] Yes [ ] No
Were notes relating to student accommodations for medical needs available? [ ] Yes [ ] No

Your Teaching Activities:	The Response of the Class:

Notes or comments to the teacher:

Class Period _____ Class (Subject) Name: _____

Were Adequate Lesson Plans Provided? [ ] Yes [ ] No
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