

**SUBSTITUTE HANDBOOK
2024-2025**



**500 CITY HALL AVENUE
POQUOSON, VIRGINIA 23662**

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GENERAL INFORMATION

Poquoson City Public Schools considers the substitute employee a vital part of our professional staff. Substitutes have the responsibility of providing continuity to our educational program during the absence of a staff member. Perhaps no single responsibility provides more challenge, more uncertainty, or more personal satisfaction than that of a substitute employee. To be able to meet each new situation at a moment's notice and to move toward established educational objectives are the marks of an especially skilled professional.

This handbook has been designed to assist you in understanding your duties and responsibilities as a substitute employee within the individual schools as well as the school division. It also provides you with pertinent information concerning requirements, policies, and procedures necessary to maintain the highest possible standards of service to our students.

Mission Statement

The mission of Poquoson City Public Schools is to prepare all students for a successful and meaningful life.

Confidentiality

A substitute employee is to ensure the protection of the confidentiality of any personally identifiable information collected, maintained, or used while working in the school division.

Substitute Guidelines

A **paraprofessional** is scheduled to work 7 hours and 15 minutes per day with ½ hour for lunch. Time of arrival at the school is determined by the building administrator.

A **secretary** is scheduled to work an 8-hour day with an hour for lunch. Time of arrival at the school is determined by the building administrator.

A **school nurse** is scheduled to work a 7-hour day with a ½ hour for lunch. Time of arrival at the school is determined by the building administrator.

A **teacher** is scheduled to work 7 hours and 15 minutes per day with ½ hour for lunch. Time of arrival at the school is determined by the building administrator.

Substitute Pay Scale & Schedule

Paraprofessional	\$100.00 per day
Secretary	\$96.00 per day
School Nurse	\$130.00 per day
Teacher	\$125.00 per day

Substituting long term for teachers & school nurses will be paid on the 11-consecutive day at \$140.00 per day.

2024-25 Monthly Pay Schedule

Pay Periods	Pay Dates
6/3/2024 - 6/30/2024	July 18, 2024
7/1/2024- 8/4/2024	August 20, 2024
8/5/2024 - 9/1/2024	September 20, 2024
9/2/2024 -10/6/2024	October 18, 2024
10/7/2024 - 11/3/2024	November 20, 2024
11/4/2024 - 12/1/2024	December 20, 2024
12/2/2024 - 1/5/2025	January 17, 2025
1/6/2025 - 2/2/2025	February 20, 2025
2/3/2025 - 3/2/2025	March 20, 2025
3/3/2025 - 4/6/2025	April 18, 2025
4/7/2025 - 5/4/2025	May 20, 2025
5/5/2025- 6/1/2025	June 18, 2025
6/2/2025 - 7/6/2025	July 17, 2025

School Administrative Teams & Hours of Operation

Poquoson Primary School	
19 Odd Road (757) 868-4403/(757) 868-4409 Fax: (757) 868-6846	
Principal:	Mrs. Ruth-Marie Cason
Asst. Principal:	Ms. Sarah Young
Substitute Teacher & Para Hours:	8:40-3:55
Student Hours:	9:00-3:40
Substitute Half Day:	8:40-12:15/12:15-3:55

Poquoson Elementary School	
1033 Poquoson Avenue (757) 868-6661/(757) 868-6921 Fax: (757) 868-8058	
Principal:	Mrs. Kimberly Gryszko
Asst. Principal:	Mrs. Kristen Lamm
Substitute Teacher & Para Hours:	8:00-3:15
Student Hours:	8:20-3:05
Substitute Half Day:	8:00-11:35/ 11:35-3:15

Poquoson Middle School	
985 Poquoson Avenue (757) 868-6031 / (757) 868-6544 Fax: (757) 868-4220	
Principal:	Mrs. Melissa Bunting
Asst. Principal:	Ms. Nicole Sneddon
Substitute Teacher & Para Hours:	7:35-2:50
Student Hours:	7:50-2:35
Substitute Half Day:	7:35 – 11:10/11:10–2:50

Poquoson High School	
51 Odd Road (757) 868-7123/(757) 868-7124 Fax: (757) 868-4706	
Principal:	Dr. Irene Winchester
Asst. Principal:	Mr. Brett Higginbotham Mrs. Stacy Tuttle
Substitute Teacher & Para Hours:	7:05 – 2:20
Student Hours:	7:20 – 2:00
Substitute Half Day:	7:05-10:52/10:52-2:20

Important Contacts

You may wish to call a specific department depending on the type of information you are requesting. When calling, please indicate that you are a substitute employee.



Personnel Department	868-3055
Human Resources Fax Number	868-3107
Payroll Department	868-3051
Website	www.poquoson.k12.va.us

Check-In Procedures

When you arrive, go to the main office and sign in on the substitute list that is printed daily. Find your name on the list and sign where indicated. The name of the teacher for whom you are subbing will also be on the list. **This is most important, as payroll is developed from this information!**

Identification Badge

Pick up an identification badge when you sign in and please make certain that you wear your I.D. badge throughout the entire time you are in the school. Please return the badge prior to your departure.

Keys

All external doors are locked during the day. Substitutes are not assigned keys. Your classroom will be opened for you in the morning but will remain locked. Grade level colleagues will assist in opening the external doors for you after recess. External doors can be unlocked with your I.D. badge.

Telephone Use

- PMS encourages students to use the classroom phone when needing to call a parent as cell phone use is not permitted. Students requiring additional privacy are sent to the office.
- Substitutes may use these phones when the students are not in the classroom or in cases of emergency.
- Substitutes are not called out of classrooms to receive telephone calls except in cases of emergency.
- Substitutes may use the phones in the teachers' lounges, library media center, the clinic, or the main office.
- Substitutes' cell phones will not be turned on or used during their instructional time. They may use personal cell phones during planning and lunch periods when not in view of the students.

STUDENT HEALTH & SAFETY

Student safety is our priority. It is imperative that you are familiar with safety procedures for each building that you are in. Procedures will vary between buildings.

Clinic Personnel & Procedures

- Each school has a nurse on duty throughout the day.
- **Remember**, students and teachers should **never** touch or attempt to clean up vomit, blood, or body fluids. This should be left to the janitorial staff that are equipped with complete first aid kits.
- If a student is bleeding to the degree to which intervention is necessary and latex gloves are not available to the substitute teacher, the student should apply direct pressure to his/her own wound while the nurse is contacted or other assistance is provided.

Student Accommodations & Medical Plans

Please carefully review any accommodations or medical plans for students in your classroom. It is of the utmost importance that these are reviewed and followed as written. If you have questions about these, please see the assistant principal, principal, or school nurse (for medical concerns). Please maintain confidentiality with these documents.

COVID-19 Mitigation Strategies

All staff and students must comply with mitigation strategies and guidelines set forth by the school district in accordance with suggestions set by the VDH and CDC.

School Closing Due to Inclement Weather

- Information regarding school closings can be found on the school division website at www.poquoson.k12.va.us
- Substitutes may also obtain information regarding school closings by listening to local radio and television stations.
- **Late Opening:** When the school district announces a late opening for students, substitutes should report at the delayed time as well.

Fire or Bomb Threat Drills

A building map with fire exits is posted in each classroom by the door or above the hallway door. Please review that map as you enter each new classroom.

You should be the last person out of the classroom to make sure all students are out safely. Please be sure to close the door behind you as you leave the classroom.

- Leave the lights as they are.
- Direct students to leave all belongings.
- Take keys and roll book.
- Close all doors and windows.
- Take class to the designated evacuation area.
- Ensure all students are accounted for and safe.
- Maintain supervision of your students.
- If you receive a Bomb Threat over the phone, advise administration immediately.

Lock Down

Lock Down means that there is an emergency inside the school building. The principal or designee will announce over the public address system that a Lock Down is in effect.

- Ensure that any student in your immediate hallway is brought into the safety of your classroom or office.
- Lock doors
- Turn off lights and computer/projector, close blinds, silence phones and electronic devices.
- Move students to a part of the room that cannot be seen from the hall or window.
- Remain silent.
- Take roll of your students. List your students who are not there. List additional students who have been put into your class.
- **Do not** answer or approach the **door or window**.
- **Do not** answer or make **phone calls**.
- **Wait** for a Law Enforcement Officer to come to your room to give the **All Clear** announcement.

Earthquake

Direct students to do the following while also protecting yourself in the same manner:

- Drop to the floor.
- Cover head, neck, and chest by getting under a desk and covering head and neck with arms.
- Hold on the door frame if unable to seek cover.
- Immediately evacuate the building upon the end of the earthquake, following Emergency Evacuation procedures posted by the classroom door.

Shelter-In-Place

- Continue teaching as normal.
- Do not open exterior doors for **any** reason until “All Clear” is received.
- Review lockdown procedures in PCPS Crisi Book (by door) in case an announcement is made.

- Communicate problems (panic, medical emergencies, intruders) or other needs to the main office via telephone.
- Keep students in the room until an announcement is made by the principal.
- Await further PA announcement

High Wind/Tornado Alert

Direct students to do the following while also protecting yourself in the same manner:

- Students must move quickly and quietly to their designated areas and must assume a safe position along the walls or on the floor of each classroom when directed.
- Safety guidelines determine this position as one of kneeling or sitting on the floor facing the wall with hands clasped behind the head and putting head down between knees. Please practice these procedures with your students during a drill.
- Classes moving to a locker bank are to fill in one class at a time, keeping the center of the aisle open for monitoring.
- Receiving classes will locate away from the food allowing room by the door for the arriving class.
- Classes moving to a hall will move to the interior wall of the nearest hall keeping the center of the hall open for monitoring.
- Classes not assigned a different location will stay put and assume a safe position from any windows in the room.
- Remain quiet and calm and keep class together.
- Take roll call.
- Await “All Clear” announcement.

Child Abuse & Neglect

According to Virginia state law, any teacher or other person employed in a public school is a mandated reporter. Any teacher or other person employed in a public school is required to report all instances of suspected abuse and neglect of children under age 18 to local departments of social services. Employees must make such reports immediately.

Poquoson City Schools has designated the school principal as the primary individual to whom all reports from school staff on suspected child abuse or neglect will be made. If the building principal is not available, the assistant principal and school counselor shall serve as designated contact person, and the principal shall be notified as soon as is practically possible. The obligation to report cases of suspected child abuse or neglect brought to attention by staff members is not discretionary.

Upon receiving a report of suspected child abuse or neglect from school staff, the designated contract person will immediately contact the York-Poquoson Child Protective Services Unit at (757)890-3787, or to the State Hotline (1-800-552-7096). The report should be made by the individual with firsthand knowledge of the suspected abuse or neglect.

Poquoson City Schools will allow the local Child Protective Services (“CPS”) worker to interview the child or siblings without consent of parents/guardians. The interview will be private and may include school personnel upon the discretion of the CPS worker.

In the event you suspect neglect or abuse:

1. Employee suspects abuse/neglect
2. Employee notifies principal or designee
3. Call is made to CPS 890-3787 or 1-800-552-7096 by person with firsthand knowledge and principal or designee

School staff, including substitutes, should not report to parents that a CPS complaint has been reported.

STUDENT DISCIPLINE

It is important to realize that adults in any school are expected to always maintain composure no matter what the situation. Therefore, no student action justifies demeaning a student in any way, including the use of sarcasm, name calling, yelling, or inappropriate language.

Touching students is not advisable in any disciplinary situation because it is easily misconstrued as a loss of control on the part of the adult.

It is important that students are always respectful. Allowing disrespect is the quickest method of losing control in the classroom. Disrespect includes what students say, their tone of voice, and being given the same instructions repeatedly. Two important keys to maintaining classroom discipline are to consider the consequences you will use before a problem occurs and consistently applying those consequences.

Good discipline also includes:

1. Stating expectations at the beginning of class
2. Praising students for on task behavior
3. Telling students what they are doing wrong and stating the consequences of continuing the unacceptable behavior, but do not allow yourself to get in a debate with a student.
4. 4. Following through with consequences when the behavior continues.

Consequences may include:

1. Leaving the name of the student and the infraction for the teacher
2. Removal from the classroom to a supervised time-out area
3. Do not follow all of these steps with an openly defiant student or a student who has committed a serious infraction. Call the main office and the student will be removed.

SUGGESTIONS FOR CLASSROOM MANAGEMENT

Here are some suggestions to help you and the students enjoy your substitute experience.

- Discipline is based on mutual understanding and open communication
- Problems do not usually develop if the content of instruction is worthwhile and is presented in an interesting manner
- The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, self-knowledge, resilience, initiative, and resourcefulness are some necessary prerequisites
- Teach what the teacher asked you to cover and keep the students busy with that subject matter for the entire period scheduled. If you do not understand from the notes left by the teacher how the lesson should proceed, feel free to ask another teacher the same grade or course for some further information
- As a substitute, you can help set the stage for successful experience by being prompt, neat, patient, honest, flexible, enthusiastic, and accepting
- If there is time before the class arrives, review the day's schedule and become familiar with related activities. When students arrive, introduce yourself and write your name on the board. Try to call students by their names. This tends to prevent problems. To help you remember students' names, use a seating chart or name tags.

- If discipline problems arise which you are unable to manage, the principal should be contacted immediately for assistance.
- In any situation, no matter how well managed, emergencies will arise. Accidents, illnesses, the administering of medications, and other emergencies must be referred to the principal.
- Good communication between you and the regular teacher is essential to the students' continuity of learning. You should provide the regular teacher with a written summary of each day's accomplishments.

TECHNOLOGY USE

PCPS prides itself on the integration of technology within our classrooms. With the implementation of a 1:1 program, students and teachers have individual access to technology in every classroom. With access comes responsibility. It is important to be familiar with the Acceptable Use Policy and monitor students' online behavior.

Computer & Internet

Students should come to school with their school-issued iPad or Chromebook. Teachers often plan lessons around a computer program or a website on the internet. Please take the time to familiarize yourself with the school system's internet use policy below.

PCPS Staff Network and Acceptable Use Policy for Electronic Information and Related Technology Services

Purpose

Poquoson City Public Schools supports the use of technology for research, communication, instruction, and to provide access to unique resources and opportunities for collaborative work. The use of PCPS computer networks, including Internet access, must be consistent with the educational objectives of Poquoson City Public Schools and the Virginia Board of Education.

This policy applies to all users of PCPS electronic information services, hardware, and networks. By using or by accessing division facilities or services, the user agrees to abide by the guidelines. Failure to abide by these guidelines absolves Poquoson City Public Schools from responsibility for any undue harm or ill effects from the violations of them and may result in personnel action to include termination.

Staff Technology Use

In compliance with *Code of Virginia* §22.1-70.2, Poquoson City Public Schools recognize that the Internet is a valuable educational tool and staff and student access to the schools' computer network is consistent with the goal of promoting excellence in education. The Poquoson learning community supports the school system's vision of providing an environment to enable our students to become technologically literate and life-long learners. The Poquoson City Schools School Board, administrators, teachers, and members of the community have equipped the schools with various technologies to enhance the students' learning experiences and to assist in the goal of differentiated instruction for all students. As a result, the opportunities for resource

sharing, collaboration, communication, intellectual challenges, critical thinking, and creative growth are greatly improved. Along with the privilege of computer access, staff members are expected to demonstrate safety, ethics, and respect while using school computers, and related technology including software, hardware, printers, servers, other peripheral devices and any internal or external networks.

Internet Safety

Internet safety education will be integrated into the content areas in kindergarten through 12th grade. Age-appropriate lessons that focus on safety, security, and ethics will be embedded in the curricula. Students will also be taught how to discern the validity of Internet sources, understand copyright laws, and explore legal issues related to Internet use. The school's Internet content filters restrict most access to social networking sites, gaming, inappropriate material and many other sites that do not support our curricula. However, it is possible that you may come across material of adult or inappropriate content. The school system takes a no or low tolerance approach to accessing such material. Proper precautions should be taken by staff when using the Internet.

Listed below are the appropriate steps to take if any employees encounter objectionable Internet content.

- Succinctly take down/close out any inappropriate Internet content being displayed
- Report the incident to the building level administration immediately.

To gain access to educationally appropriate sites blocked by the filter, staff members & administrators should follow the process listed below.

- Make the request to their building principal and gain approval
- Building administrators must review the site(s) and either grant or disapprove access
- If approved, the building level administration or his/her designees will then submit the URL to the Technology Coordinator to allow access to the site
- Use School Dude/IT Direct to make the request

The following actions are not permitted on any district computer, district network, or the Internet:

- Sharing credentials or passwords, or other network identifiers with others – unless approved
- Sending, receiving, or displaying offensive messages, images, or materials
- Using obscene, abusive, or profane language or threatening others
- Harassing, insulting, or attacking others (cyber-bullying)
- Damaging or destroying computers, computer systems, files, software, or computer networks
- Intentionally seeking information on, obtaining copies of, modifying files or any data belonging to others
- Violating copyright laws
- Creating, downloading, storing, or distributing pornographic materials
- Using another's password, impersonating another or attempting to gain unauthorized entry
- Trespassing in another person's folder, work, or files – unless authorized

- Intentionally wasting network, computer or other technology resources
- Using school resources and accounts to access services requiring payment (unless appropriate procedures have been followed and approved)
- Using the school division network for any purpose not approved by the School Board
- Employing the network for commercial purposes, advertising or soliciting
- Hacking or attempting, successful or not, to compromise the security provisions of any network or computer resource
- Misusing hardware or software
- Downloading programs using school computers – unless approved
- Use of staff accounts to access the Internet by children or students - unless approved or in an exigency situation

The items above should not be considered comprehensive. Other inappropriate actions not listed may also be considered unacceptable use of technology resources. Disciplinary action may range from a reprimand to termination by the School Board and may be subject to local, state, federal, and international law. Violations may result in other disciplinary or legal action(s).

Staff Training

Training on computers, computer software (instructional & productivity) and other related equipment will be provided by PCPS staff. Additional special workshops, as well as online, asynchronous offerings, professional development and new teacher training will be offered and conducted at various times during the year.

POQUOSON PRIMARY SCHOOL

Many of the items here are already familiar, but some are particular to Poquoson Primary School. Please read the entire packet to familiarize yourself before coming to sub the first time. We appreciate your help and hope your days at PPS are happy and productive ones.

At Poquoson Primary School, we do NOT allow parents to sub in their child's classroom. If a sub accepts the job of their child's classroom teacher, they will be switched with another sub within the building.

School Expectations for all faculty, staff and students are:

1. Be Safe
2. Be Respectful
3. Be Responsible

Schedule

Substitute plans are found online on our Sub Landing Dock. You will find directions for accessing these plans with the laptop provided for you by the office staff. If it is a pre-planned absence and/or teachers are able, there will typically be a hard copy on the teacher's desk as well. Please take note of any health needs and/or academic accommodations that are necessary for students in your care.

Most teachers work in a team or have a teacher whom you can go to for help or information. These are typically listed in the sub folder or in the lesson plans. The team member will usually be your best source of information and help. Note that teachers supervise recess for their classes. Also, check on restroom procedures, as it varies from teacher to teacher. No more than two unsupervised children should be allowed out of the room at a time.

Emergency Plans

If there are no plans on the teacher's desk or mailbox, use the emergency plans in the sub folder or come to the Main Office.

Arrival

Please arrive no later than 8:25 AM. Park anywhere in our main parking lot and head to the front office to check-in.

Children arrive at PPS at 8:40 AM. During the morning planning time, go over plans, locate materials and put up any necessary board work.

Attendance

- Attendance is kept on a sheet which is found in the sub-folder. Attendance, notes, and the lunch count are sent to the office via a plastic communication folder labeled with the classroom teacher's name. The folder hangs outside the classroom door on a magnetic clip. A staff member is assigned to collect the folders. **Do not** send them to the office with students.
- Place the sheet marked with absent students into the plastic folder and hang outside the classroom door. Any student arriving after the bell and pledge must report to the office for a tardy slip before being admitted to class.

- At the beginning of the day, send all student notes regarding any bus changes, early dismissals, or pick-ups to the office via the plastic communication folder. This is most important to avoid last minute confusion and resulting upset children (parents, bus drivers, etc.).
- Students may be excused before the close of school provided that a written request for this is received in the school office, or if a parent or guardian comes to the office. No student is to be released to anyone at the classroom door. Students must report to the office when leaving to be signed out of the building.

You should take a lunch count and record it on the provided form. Send this form to the office with the attendance sheet. Send change of bus notes or early dismissal notes to the office at this time as well.

Plans

- Please notify the office immediately if you cannot access online plans and/or there are no plans available when you enter the classroom.
- The following items should be placed where you can quickly and easily locate them:
 - Red Emergency Card
 - Crisis folder located in the emergency crisis tote next to door
 - Clinic Referral Slip
 - Class Attendance Sheet
 - Discipline Referral
 - Universal Precautions Pack

Academic Schedule

In-person classes have a 150-minute literacy block and a 70-minute math block. Please see the daily schedule to have more detailed information regarding times, the scheduled activities, and any additional adult support that may occur throughout the day.

Lunch

At the designated time, have your students in the cafeteria. Your teacher should have left the assigned tables and side for the lunch line (left or right). Students who bring lunch from home will go directly to their assigned tables. Those students ordering a school lunch will go to one of the cafeteria lines to collect their food, milk, and utensils. Please pick up your students on time.

Discipline

Please read the enclosed insert on our discipline plan. In cases of severe problems, please call the office for support, or get help from a neighboring teacher. Physical punishment is NOT used at any time, nor should children be put in the hall as punishment. Children should NEVER be left unattended. If you must leave the room, notify another teacher. Discipline concerns are entered into our school Educator Handbook database. Please take notes as to "minor infraction" (classroom managed) discipline concerns and the teacher will take care of it upon return. If it is an "Office Referral", administration will assist you with the situation and with documentation.

Recess

Please check the substitute plans left by the classroom teacher for time and location of recess.

Fire Drill

- The fire exit for each room is posted near the door or on the bulletin board in that room
- You should be the LAST person out of the room to make sure all children are out safely.
- Close windows, turn out lights, check classroom bathrooms, and close doors when leaving.
- Appoint a leader but remain yourself until all students are out
- No running or talking during a drill
- Talk about an alternate route in case the assigned route is blocked
- Take the Crisis folder and emergency canvas tote bag with you.
- Take attendance as soon as class is outside
- If all students are present and there are no other problems, signal with the green card. If you are missing a student, please notify office staff.

Clinic

When sending a child to the clinic, use the hot pink slips found in the sub folder or on the teacher's desk. Fill it out as thoroughly as possible. If it's an emergency, call the office for help. Also remember not to touch any blood or body fluids. A blood pathogens kit is provided in the pocket of the sub folder.

Dismissal

Parents/guardians and other adults ARE NOT to pick students up from your classroom.

All students are dismissed by announcements. Students that go to the YMCA or who are parent pick up will be dismissed at once, first, and will make their way to the cafeteria and music room, respectively. Kindergarten teachers will take their bus riders to the gym at the same time. Buses will be called as they arrive. First and second grade students will go from their classroom to the gym as their bus is called to dismiss. Please check that all students are leaving as their bus is called. Check your door frame for student transportation changes. Students will have a yellow sticker and a note for the bus driver.

Communication

- Teachers will be called to the phone only for emergencies or if prior arrangements are made with the secretary for expected calls.
- Please check your teacher's mailbox at lunch and after school for messages
- The office or classroom phone is available for substitutes' use when making calls related to school business and emergency needs. Please dial 9+1+Area Code, first before making a call.
- Personal cell phones MUST be turned off during instructional time.
- Only when absolutely necessary and with teacher permission are students permitted to use the phone in the office and clinic.

Bus Transportation and Bus Duty

Bus arrival for Primary: 8:40 a.m.

Bus Loading for Primary: 3:40 p.m. – 3:45 p.m.

- A child will ride the bus to which he is assigned. Students are **not permitted** to ride another bus.
- Persons on bus duty will report to their assigned stations no later than 5 minutes before student arrival/dismissal.

- Substitute teachers are expected to be in their classrooms, preferably at the classroom door, to receive the students as they enter the building.
- Substitutes covering for Special Education staff need to be ready for bus drop off between 8:40-8:45 AM. Students who eat breakfast will be dismissed to the cafeteria for breakfast beginning at 8:45 AM. All other students will be dismissed for buses and the car line will begin at 8:50 AM.

Report of Student Injury

If a student reports to a staff member that s/he has been injured by another student (swelling, red mark, cut, puncture, scrape, etc.), the staff member should notify the principal or the assistant principal as soon as possible. The student should also be seen by the school nurse.

Students injured in the classroom or on the playground should also be seen by the nurse.

POQUOSON ELEMENTARY SCHOOL

Schedule

The teachers have a yellow/blue “Sub Folder,” which provides pertinent information. The teacher’s master schedule is in this folder. Each teacher’s folder may be found in the magnetic file holder on the teacher’s whiteboard.

Emergency Plans

If there are no plans/materials on the teacher’s desk, speak with administration or a colleague in a room next to your classroom.

Arrival

PES has two parking lots from which to choose. It is recommended to park in the front lot, but a side lot is also accessible. Regardless of where you park, it is required for you to check into the main office upon arrival.

Children begin to arrive at PES at 8:05 AM and are sent to their classrooms until the morning announcements begin at 8:20 AM. Students who wish to eat breakfast go to the cafeteria prior to going to class. Third and fourth grade students eat their breakfast in the cafeteria, while fifth grade students pick up their breakfast and eat it in the classroom. You will have some students in your classroom during the morning planning time, however, you may use this time to go over plans, locate materials and put up any necessary board work.

All teachers work in a grade level or content-area team. A team member will usually be your best source of information and help. Check the lesson plan for restroom procedures, as they vary from teacher to teacher. No more than one unsupervised child should be allowed out of the room at a time.

Opening Routines

Opening routines are completed between 8:05-8:20 a.m., to include taking attendance and lunch count. Attendance is recorded by substitute teachers via colored classroom folders (i.e., 3rd grade blue, 4th grade yellow, 5th grade green). The lunch count for the class is also recorded in this same folder. All communication from parents is placed into this folder prior to 8:30AM. Doctor’s notes should be hand-carried by individual students to the clinic. Folders will be picked up and then returned to the teacher’s box before the end of the day. It is important that substitutes collect these folders and review the content of the folders when they are returned.

DO NOT allow a student to enter the class without a tardy slip after 8:20AM.

At 8:20 a.m., morning announcements will begin, which include a minute of silence (during which time all students should be seated and silent), followed by the Pledge of Allegiance and the Poquoson Elementary Student Pledge (for which they should be standing).

Morning Meetings

After opening announcements, all classrooms will have a morning meeting from 8:25 (or as soon as announcements are over)-8:45 am. During this time, the classroom teacher should have sub plans for an activity.

Academic Schedule

All classes have a 120-150-minute language arts/reading block each day. All Grades are given 75-90 minutes of math instruction daily. Please check the plan book and/or sub folder for the times that science, social studies, TAG, Math Express, and Encore classes are taught.

Lunch

Lunch is different this year due to COVID-19. Students will eat in the cafeteria or gymnasium (this information should be in substitute plans). Please walk your class to the cafeteria at the designated time. You are then free to go to one of two staff lounges (i.e., one on each floor between the fourth and fifth grade wings). There is a refrigerator, coffee maker, microwave, snack and drink machine in the downstairs lounge. The upstairs lounge does not have a snack or drink machine. You must return to the cafeteria or gym at the end of the lunch block (i.e., 30 minutes). Please be prompt.

Teachers and staff DO NOT have the authority to assign “silent lunch” to any student for disciplinary reasons.

Encore Classes

(Art, Library, Media/Technology, Music, P.E., Spanish)

The teacher’s plan book or the sub folder will have a schedule indicating the time for Encore classes. The Encore teacher will arrive at your classroom to deliver the lesson. Please be prompt in returning to your classroom after Encore.

Special Education & Remediation Sessions

Children going to remedial tutoring or being pulled for special education services are able to go on their own if reminded of the time. Please check the sub folder for the times and locations. Some students have specialists who will come to the classroom door to pick up their student, but this information will also be in your sub plans.

Discipline

The primary and elementary schools use the same disciplinary referral form. A referral form may be obtained from a colleague, the main office, or may be available in the sub folder. Copies of student behavior plans or information regarding those plans will be included in your sub plans, as applicable. In cases of severe problems, send or bring the child to the office with a note. The principal and assistant principal are available to assist you, as needed. Physical punishment is NOT used at any time, nor may children be put in the hall as punishment. Children are NEVER left unattended. If you must leave the room, request that another teacher supervise your classroom during your brief absence. Please include the details of *any* disciplinary infractions, minor or major, in a note left for the classroom teacher before you leave the building.

School Wide Expectations

Throughout the school, PES students are expected to follow school wide expectations as posted.

Classrooms may earn “Bull Bucks” for meeting the school-wide expectations of the **3 R’s- Respect, Responsibility, and Resourcefulness**. Substitutes should look for signage as to these expectations throughout the building.

Students may also receive individual recognition of meeting school-wide expectations through a Positive Office Referral. You should have some copies of this in your sub folder. Students receiving a Positive Office Referral should be sent, with the referral, to one of the building administrators.

Equipment

Audio-visual equipment and videos are available in the library. Laptops, iPads, and Chromebooks are stationed in each of the grade level pods. The letter cutter, paper cutter, copy machine, and laminator are located in the teacher workroom across from the elevator on the second floor. Copies may be done only by a teacher or paraprofessional in the building and a code is required for the machine. Please speak with a colleague, main office staff, or the assistant principal if you do not have copies of anything needed for your lesson plans.

Each classroom is equipped with an overhead digital projector, teacher computer, and digital display unit; all of which require access to a teacher’s computer and a password. Teachers may write lessons that require access to this equipment. The teacher will include the login and password you will need to access computer-based applications. If you find you cannot access the classroom computer or the digital display, see the building ITRT or the assistant principal.

Recess

See the teacher’s plans or sub folder for the recess schedule and the recess/playground procedures and expectations.

Teachers and staff **DO NOT** have the authority to remove a student’s recess or to use recess time for instructional or disciplinary purposes.

Fire & Emergency Drills

Exit maps for fire drills are posted in each classroom by the door. Please review that map as you enter each new classroom. An adult should be the LAST person out of the room to make sure all children are out safely. Close windows (if time allows), doors, turn off lights, and take with you the **clear emergency folder** containing the **red and green** laminated pages (found in the magnetic file holder on the teacher’s whiteboard, where sub plans were located). Once outside and attendance is taken, hold up the green page if all classroom students are present or the **red** page if you are missing a student from your classroom.

You will also find a “Quick Reference” flip chart for the different drill procedures on a ring on your whiteboard.

Clinic

When sending a child to the clinic, use the clinic pass found in the sub folder or on the teacher's desk. If you have an emergency, use the phone to call the clinic at extension 2500 or use the radio found in the pod to call the nurse. The main office can be reached at extension 2200 or 2300.

Dismissal

At 3:00 PM, dismissal announcements are made, and walkers, car riders, and individual student parent-pickups are dismissed. After this group of students is dismissed, bus riders will be dismissed by bus routes. Teachers should remain in the classroom until the last student has left and then are expected to walk to the sidewalk and remain on the sidewalk until all buses are dismissed. Grades 3 and 4 dismisses through the 4th grade pod doors. Grade 5 dismisses through the 5th grade, west side doors.

All children are dismissed for parent-pickup through the main office. Parents/guardians and others WILL NOT pick students up from your classroom.

POQUOSON MIDDLE SCHOOL

Welcome to Poquoson Middle School. This packet is intended to provide information to make your stay pleasant and productive. We appreciate your assistance.

Arrival

Please park anywhere along the perimeter of our main parking lot behind the building. If spaces are not available, additional parking can be found in the lot between PMS and PES. It is important that you do not park in the main section of the parking lot as our buses park and drop off students. Once you have arrived and parked safely, please head to the front office to check-in.

Lesson Plans

PCPS utilizes the Substitute Landing Dock (online) but copies and emergency plans can also be found in a 1 inch blue 3-ring binder marked "Substitute Binder". The binder should be located on the teacher's desk or in his/her mailbox located in the main office. Accommodations and important medical information are also located in the sub binder by period. Substitutes are expected to familiarize themselves with these prior to class.

Schedule

The opening bell rings at 7:40 a.m. Students must be in their homeroom classroom by 7:50 a.m. The students attend seven classes with each period lasting approximately 50 minutes. There are 4 minutes between each class. Students move to and from classes on their own. Teachers should be at their doors during class changes to monitor students.

Attendance

Daily attendance is taken electronically at the beginning of each period.

Early Dismissals

Students should take their early dismissal forms to the School Counseling office in the morning before school. If a student brings in a note for early dismissal, please send the student to the School Counseling office to turn in the note.

Pledge of Allegiance, Moment of Silence, & Announcements

When morning announcements begin students will be asked to rise for the Pledge of Allegiance. Once completed, students will be directed to be seated for the moment of silence. Students cannot be forced to stand or participate in the pledge, but they are expected to be quiet during the time other students are participating.

Hall Passes

Please do NOT allow students to leave your room without a SmartPass (see handout on SmartPass for more information). We encourage students to attend to bathroom needs at the beginning or end of class. Students should not be going between classes. This helps to eliminate congregating in the bathrooms. If a student insists that the bathroom is a necessity, please let them go. Make every attempt to only allow one student out of the room at a time.

Equipment

You may use the copy machines located in the library media center copy room and the west wing copy room. If you need assistance with a machine, check with the secretary. Videos are checked out via the library media center.

Middle School Bell Schedules

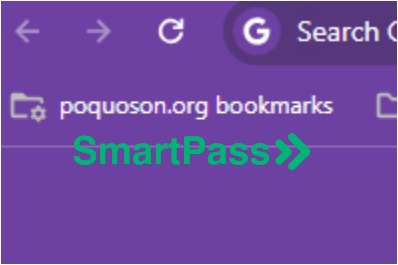
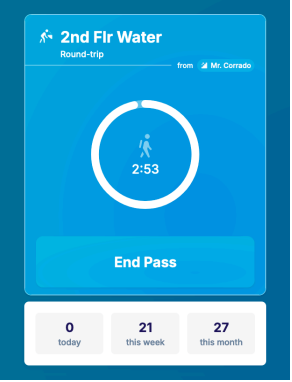
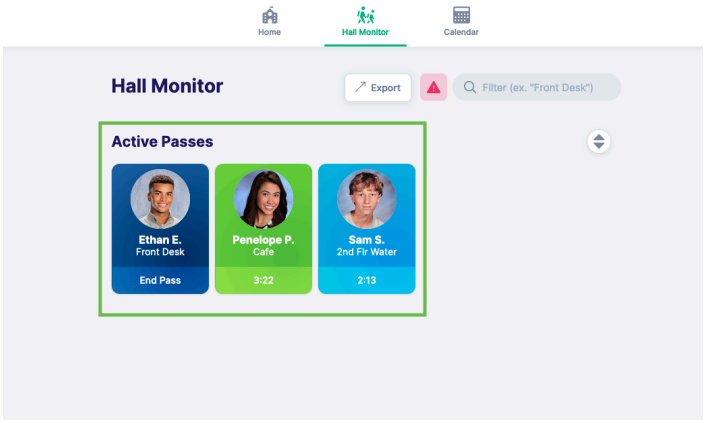
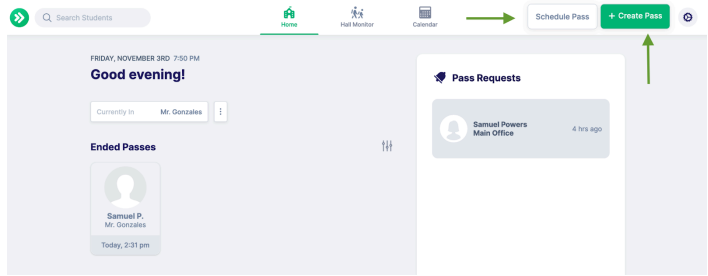
Poquoson Middle School Schedule		
Bell Schedule	6th, 7th & 8th Grade	
7:50 - 8:00	Homeroom	
8:04 - 8:53	1 st Period	
8:57 - 9:46	2 nd Period	
9:50 - 10:39	3 rd Period	
10:43 - 11:32	4 th Period	
11:32 - 12:51	<u>5th Period & A Lunch</u> A Lunch: 11:32 - 11:58 5 th Period: 12:02 - 12:51	<u>5th Period & B Lunch</u> 5 th Period: 11:36 - 12:25 B Lunch: 12:25 - 12:51
12:55-1:43	6 th Period	
1:47 - 2:35	7 th Period	

Lunch Schedule

(5th Period Teacher)

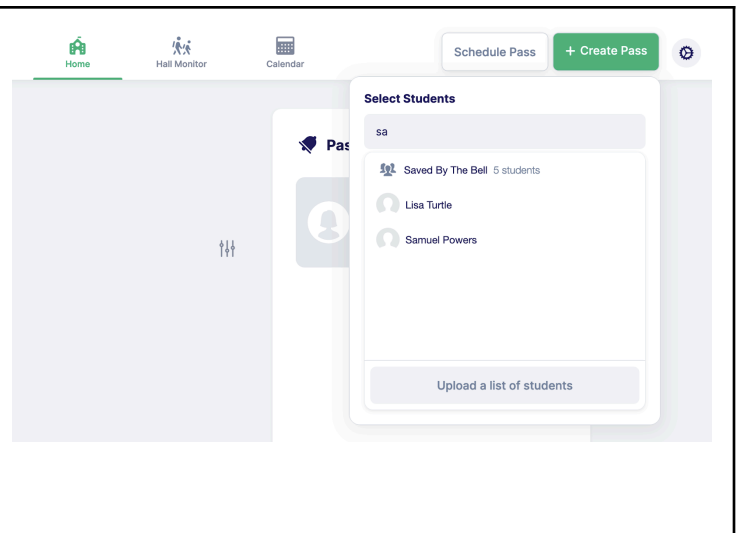
A Lunch		B Lunch	
• Aliff	• Miller	• Alexander	• Mella
• Bartschi	• Parker	• Barringer	• Muhich
• Glidewell	• Schultz	• Bunting	• Piercy
• Grabowski	• Smith	• Carlson	• Siegel
• Hollingsworth	• Taylor	• Dudley	• Speight
• Horton	• Weeks	• Felmeten	• Territo
• Jones			

SMART PASS - PMS Digital Hall Pass

<p>To get started- go to the Chrome browser Click on the “poquoson.org” bookmark Next click on the SmartPass Icon</p>	
<p>Sign in: Use these Credentials</p>	<p>User- sub.pms@poquoson.org Password- Abcd.1234</p>
<p>If a student asks to leave the room: After you give a student permission to leave the room, they must create a pass and turn the Chromebook on their desk for you to be able to see the pass. The Pass will begin a countdown.</p> <p>*If SmartPass does not allow the student to create a pass, please ask them to wait 5 minutes and then try again.</p>	
<p>To view active passes: Click on the Hall Monitor at the top of the app and you can view who is in the hall and out with a pass.</p> <p>When a student returns to your classroom, remind the student to end their pass, or you can end it for them on Hall Monitor.</p>	
<p>Create Pass: To get started, teachers can create passes for students by selecting the “+create pass” green button located at the top right hand corner.</p>	

Select Student:

Teachers must specify the student to whom they want to send a pass. They can easily search for students by name within the school and then select them from the search results.

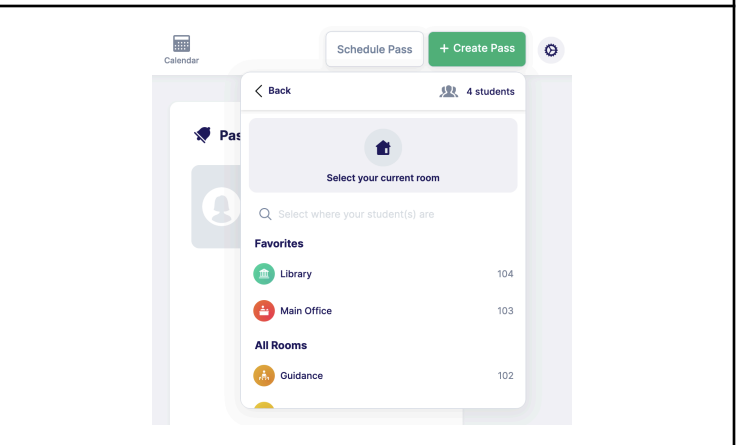


From where:

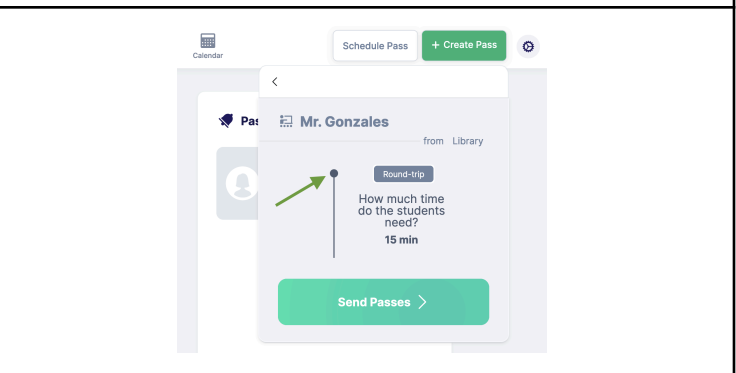
After selecting the students, teachers can choose the room where the student(s) are currently located. They can search for all available rooms within the school.

To where:

Next, teachers should choose the room to which they want the student(s) to go.



Click Send Pass and the pass will begin. Please be sure to end the pass once the student returns.



POQUOSON HIGH SCHOOL

Welcome to Poquoson High School. This document has been assembled to help you feel confident and more comfortable while serving in our school. Please take the time to read its contents before arriving to substitute. We hope that you will have positive experiences while working with our students. Thank you for all you do to help us!

Arrival

Upon arrival, please park in the parking spot of the teacher you are substituting for, or one of the many visitor spaces in front of the building. The Substitute Landing Dock should include the teacher's parking spot number.

Attendance

Daily attendance is taken electronically at the beginning of each period. Login information is in each teacher's sub plans.

Discipline

Make certain that you are in control of the class. Do not leave your classroom unattended while you have students. Do not allow students to leave the room unless there is an emergency. If you have a problem with a student, speak to him/her individually. If the problem persists, you may send the student to the main office with a note, use the phone to call for assistance, or pass the student's name on to the teacher with an explanation.

Lesson Plans

Lesson plans and all books and materials needed for the lesson will be found either in the teacher's mailbox in the main office or in the classroom in addition to the Sub Landing Dock found digitally. Please follow the plans as written and notify admin if there are any questions or concerns.

Mailboxes

Teacher mailboxes are found in the main office. They are in alphabetical order, with a few exceptions.

Restrooms

Teacher restrooms are located next to B-2, B-7, C-1, C-14, and E-15. After knocking to ensure no one is in there please use the code 1776* to enter the locked bathroom. Do not share this code with students as this maintains security of the bathroom for staff only.

Smoking

Smoking and tobacco products are not allowed anywhere on school grounds, which includes vape products.

Teacher Lounges

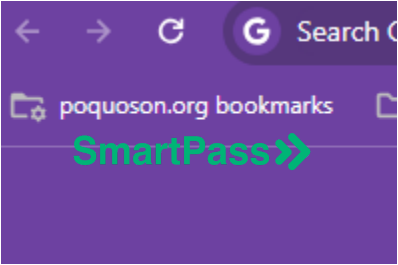
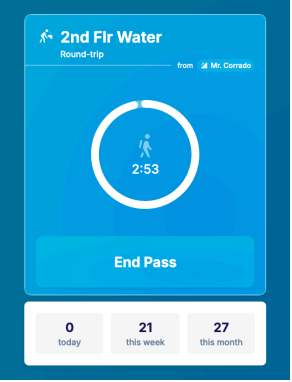
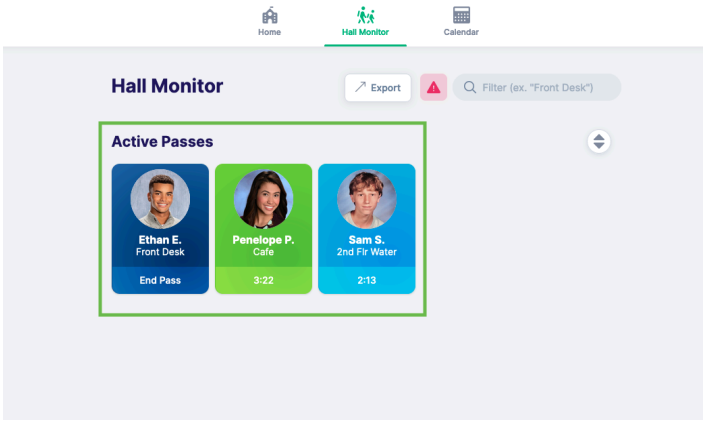
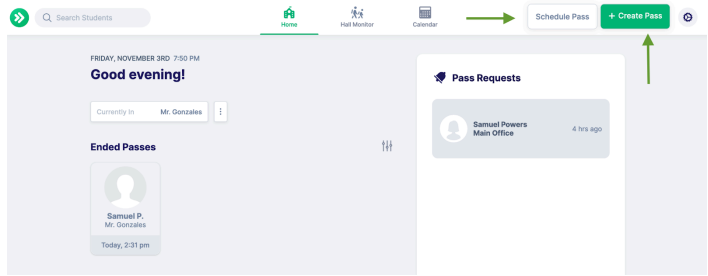
The main lounge is located in Room E-3. Two others are located in B-9 and B-18. 21

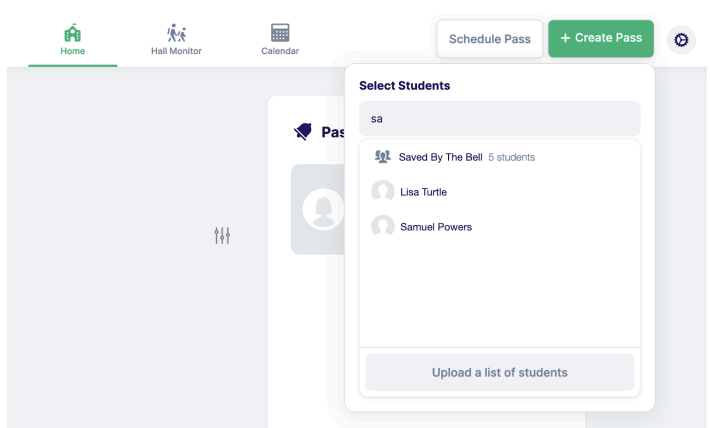
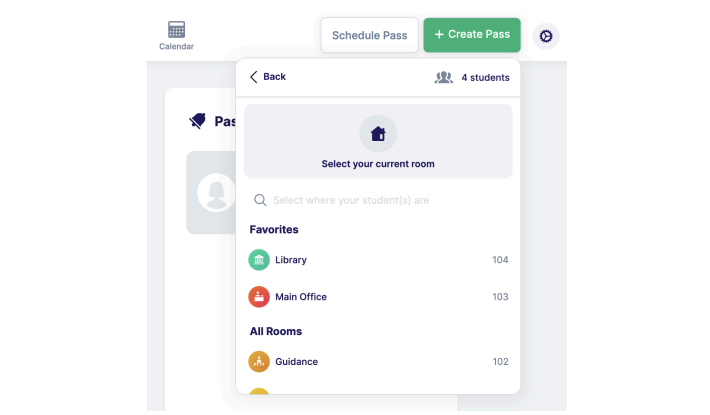
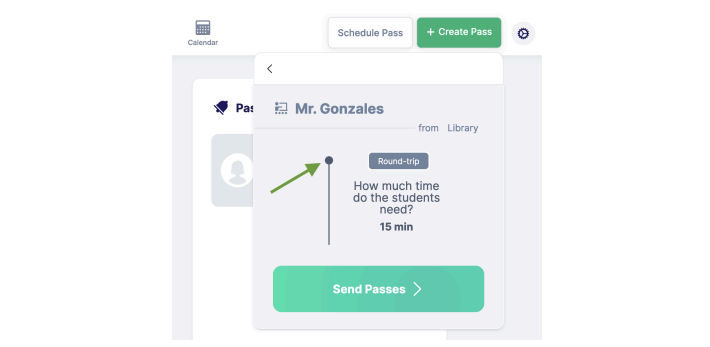
Poquoson High School One Lunch Schedule

Bell Schedule	A/B Rotation
7:20am - 8:55am	1st/2nd Period
9:00am - 10:35am	3rd/4th Period
10:35am-11:25pm	One Lunch
11:29am-12:21pm	5th Period
12:25pm - 2:00pm	6th/7th Period

The full A/B Schedule can be found on the high school's webpage:
phs.poquoson.k12.va.us/our-school-schedule

SMART PASS - PHS Digital Hall Pass

<p>To get started- go to the Chrome browser Click on the “poquoson.org” bookmark Next click on the SmartPass Icon</p>	
<p>Sign in: Use these Credentials</p>	<p>User- sub.phs@poquoson.org Password- abcd.1234</p>
<p>If a student asks to leave the room: After you give a student permission to leave the room, they must create a pass and turn the Chromebook on their desk for you to be able to see the pass. The Pass will begin a countdown.</p> <p>*If SmartPass does not allow the student to create a pass, please ask them to wait 5 minutes and then try again.</p>	
<p>To view active passes: Click on the Hall Monitor at the top of the app and you can view who is in the hall and out with a pass.</p> <p>When a student returns to your classroom, remind the student to end their pass, or you can end it for them on Hall Monitor.</p>	
<p>Create Pass: To get started, teachers can create passes for students by selecting the “+create pass” green button located at the top right hand corner.</p>	

<p>Select Student: Teachers must specify the student to whom they want to send a pass. They can easily search for students by name within the school and then select them from the search results.</p> <p>From where: After selecting the students, teachers can choose the room where the student(s) are currently located. They can search for all available rooms within the school.</p>	
<p>To where: Next, teachers should choose the room to which they want the student(s) to go.</p>	
<p>Click Send Pass and the pass will begin. Please be sure to end the pass once the student returns.</p>	

Fire Drill

A building map with fire exits is posted in each classroom on the back of the hallway door along with a red and a green card. Please be aware of the classroom exits before the first fire drill. Do not remove fire exit maps that are posted in each room. If in doubt as to what exit to use, leave by the nearest exit. Please take the red and green cards with you upon exiting,

As the fire alarm sounds, pupils will exit their classrooms immediately. Students should take backpacks, purses, keys, coats, etc. in case we are required to remain outside for an extended period of time. After the last student leaves the classroom, the teacher of each room must make certain that the door(s) are closed, but not locked, that the lights are turned off, and then follow behind the students immediately. Teachers must take their roll books, as well as their own

personal belongings. Teachers must determine if all of their students are outside; they must take roll, and again after returning to the **classroom**. If a student is missing, the teacher should hold up the red card and an administrator will come to you to retrieve the student's name. If all students are present, teachers should hold up the green card.

All students will gather in the parking lot or at the rear of the building by classes. Remain in those groups until directed to return to the building by an administrator. Pupils are to leave and enter the building by classes. **Keep the main roadway clear for emergency vehicles.**

In the event of a bomb threat or an electrical failure, the principal or assistant principal will communicate with teachers. Flashlights are placed in each classroom if there is an electrical failure.

Lockdown Procedures

- Announcement of lockdown from school PA system.
 - Faculty near the Commons will alert students who may not hear the announcement.
- Students/Faculty go to nearest classroom (do not exit building.)
 - If in cafeteria, use T-Halls, E Hall, or G hall---whichever is closest at time of announcement.
 - If in bathroom, either barricade in the stall (feet on toilet) or go to nearest classroom.
- Faculty Members remain in doorways until hallways are clear.
- Check door handles and shut classroom/office doors. If individuals are in a room where they cannot lock the room, use items in classroom to barricade door.
- Students get into safe place out of view in hiding and remain quiet
- Get the students to go to an area of the room that is away from the door and windows, if possible.
- Instruct all students to assume a low profile position during the lock-down.
- Instruct all students to silence all electronic devices (cell phones, iPad, etc.).
- Turn off lights and close blinds if possible.
- Take roll of the current students in the classroom and indicate which students are absent and/or which students have been added to the room (not on the roll, but came in from the hallway). Teachers will also note which students were present for the day, but not in the room during the event.
- Have students stay in classroom until law enforcement comes to the door. Note: Students will be instructed during drills that if they are not in class during a “threat of deadly force” that they are to run to the nearest classroom or bathroom and hide.
- Faculty member circulates paper to obtain name of all individuals present in the room.
- The lockdown drill will be stopped via a PA announcement.
- Faculty member turns in list of students in the classroom following the lockdown drill for staff to check against actual attendance.

***REMEMBER: You don't need to wait for a call to “lockdown.” If you hear or see something that you perceive as a potential threat, take action.**

It is important that staff and students remember to use their best judgment to determine which option will save the most lives.

*A PHS Crisis Management “Quick Reference Guide” should be posted in each classroom that has additional information related to school safety drills and emergency procedures.

**Classroom teachers are to keep classroom doors locked at all times. Under high stress, your fine motor skills will make it difficult to find a key, get it in the lock, lock the door, remove the key and shut the door. By keeping it locked at all times, your response can be instantaneous. You can always have the locked door open if you wish. You must also be sure to close a locked door if your classroom is going to be empty for any time. Each classroom should also be supplied with a rubber door wedge.

EQUAL OPPORTUNITY EMPLOYER

The school board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Student Services
Mrs. Heather Worthen
1033 Poquoson Avenue
Poquoson, VA 23662
757-868-3050

For further information on notice on non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Poquoson City Schools has adopted and published a grievance procedure providing for prompt and equitable resolution of student and employee complaints alleging any discrimination based on sex or disability. Policies: 5-6.3, 5-6.4, 7-1.2, 5-1.7 The School Board Policy Manual is located on the division’s website at www.poquoson.k12.va.us.

**POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
PLEASE FOLLOW DIRECTIONS GIVEN BY ADMINISTRATORS. THANK YOU!**