

# CONRAD WEISER AREA SCHOOL DISTRICT

## ELEMENTARY SCHOOLS SUBSTITUTE TEACHER HANDBOOK

2015 – 2016 SCHOOL YEAR



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The Conrad Weiser Area School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin sex or handicap in its activities, programs and employment practices, as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Mrs. Robin Robertson, compliance officer for Title VI, Title IX and Section 504, at: 44 Big Spring Road, Robesonia, PA. 19551. Telephone: (610) 693-8542.

## **FOREWARD**

In the Conrad Weiser Area Schools, we believe substitute teachers should be aware of school philosophy, social policy and operational guidelines. The contents of this booklet are intended to address some of the concerns – and hopefully – contribute to an effective and rewarding substitute teaching experience. Please review the topics in this booklet and keep it available for future reference. Should you have any comments or suggestions on this booklet, please feel free to share them with either elementary principal. All comments would be greatly appreciated. Thank-you for being such an integral part of our instructional team.

## **MISSION STATEMENT AND EXPECTATIONS**

The Mission of the Conrad Weiser Area School District is to provide an educational environment, which enables **ALL** students to acquire the abilities to profit from the past, to contribute to the present, and to succeed in the future.

A shortened version of this statement is: **All students will profit, contribute and succeed.**

The skills and competencies necessary for all students when they graduate are as follows:

1. We will know that we have achieved our mission when all students are proficient in the processes of reading, writing, speaking and listening, using cognitive skills, understanding, interpreting, evaluating, analyzing and synthesizing information.
2. We will know that we have achieved our mission when students can demonstrate respect for self and others, acknowledge and appreciate cultural and social diversity, exercise personal and social responsibilities in dealing with environmental issues.
3. We will know that we have achieved our mission when all students can exercise personal/social responsibility in dealing with physical/mental wellness and fitness.
4. We will know that we have achieved our mission when all students can demonstrate the skills necessary to apply, analyze, synthesize and evaluate information to solve problems.
5. We will know that we have achieved our mission when every student can demonstrate the ability to be an independent, self-disciplined and highly motivated learner who can adapt to a changing world.
6. We will know that we have achieved our mission when all students can understand and appreciate the breadth of human accomplishment, through the arts and humanities, and have had the opportunity to practice creativity of thought and action and to demonstrate talent in the arts.

## ELEMENTARY SCHOOL PHILOSOPHY

We in the Conrad Weiser Elementary Schools believe that our schools exist for children and their needs.

We believe we must provide an atmosphere where a child can be happy, feel wanted, have a sense of achievement, a sense of personal worth and thus maintain his or her dignity as a human being, regardless of race, sex, color or creed.

We believe the curriculum of our schools must provide for the development of basic skills, concepts and understandings. In addition, it must be flexible enough to recognize and provide for individual awareness and appreciation, creativity, a questioning mind, environmental sensitivity and vision.

We believe it is the school district's responsibility to provide the needed facilities, qualified personnel, meaningful equipment and experiences to achieve these goals.

We believe that by striving to attain these goals we will have fulfilled our obligation of educating each child for his/her present and future role in a rapidly changing technological society.

To achieve this philosophy, our objectives are:

1. To develop the communicative skills of listening, speaking, reading, writing, music, art, dramatization and numbers.
2. To develop skills and understanding necessary for computation and problem-solving in the child's environment.
3. To develop the social sciences so the child will be able to understand and appreciate his/her own culture and that of others.
4. To develop a scientific attitude through observations, experimentation, recording and evaluation.
5. To provide health and safety education experiences, healthful school living, health and guidance services, complemented by physical education activities and services, which together will develop healthy children who are socially, emotionally and physically stable.



(Elementary School Philosophy, continued)

6. To create an atmosphere where the child may develop an awareness and appreciation for the beauty of the arts.
7. To provide a planned program of instruction including opportunities, materials and experiences (both individual and group) which provide for individual differences and recognizes each child as an individual capable of continuous growth according to his/her abilities and needs.
8. To provide a classroom and total school environment that encourages and exemplifies the social graces, humanness, moral and ethical values, good citizenship and health attitudes toward self, others and country.
9. To provide a climate that encourages and welcomes inquisitiveness, enthusiasm, creativeness, imagination and a desire to learn.
10. To provide opportunities which allow for home, school and community cooperation.
11. To provide a total educational program of which the ultimate goals are the self-discipline of students and the creation of a desire in students to learn how to learn in order that future learning may take place.



## **INSTRUCTION**

### **I. Guiding Principals**

- A. Daily substitutes will be provided lesson plans by the regular classroom instructor. Long term substitutes are charged with the responsibility to develop appropriate lesson plans to implement the specified curriculum.
- B. Substitutes should follow the lesson plans as indicated by the regular instructor.
- C. Please record the activities of each group/subject so the regular instructor will know what has or has not been accomplished.
- D. Homework assignments should be indicated in the lesson plans. Please do not give additional homework without the regular instructor's consent.
- E. Check attendance carefully. If a student is missing from the room, send his/her attendance card to the office in the designated gold envelope.
- F. A buzzer will sound at the beginning of school (9:15 a.m.), and at the end of each recess period (time varies).
- G. Substitutes must inform the building secretary upon arrival and when departing for the day. There is a sign-in/sign-out sheet in the office.
- H. Substitutes must report to their assigned building by 8:30 a.m. **and must not leave prior to 3:45 p.m.**
- I. At East, substitutes must escort students to and from recess, lunch and specials. Substitutes must remain with students at assemblies.

### **II. Audio-Visual Aids**

- A. Perhaps you will be called upon to show films, filmstrips, use records, tapes, etc., during the day. Equipment must be secured in the AV storage rooms in each building.

## **HOMEROOM & ATTENDANCE PROCEDURES**

### **Homeroom Attendance**

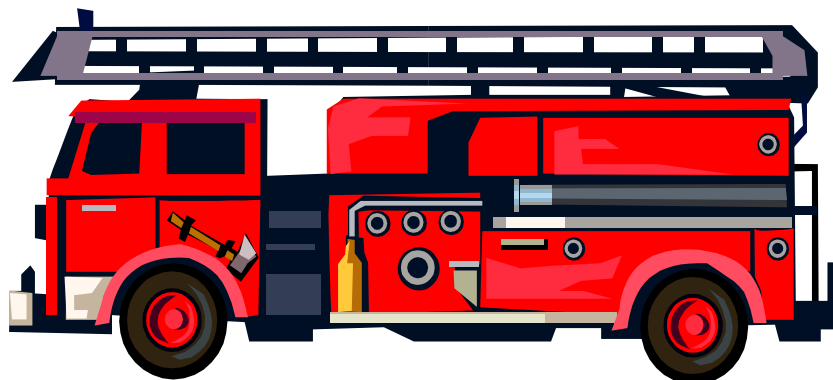
- A. All students are to be in homeroom by 9:15 a.m.
- B. In taking roll, please write on a piece of paper the date, name of student absent and the regular teacher's name. Send the note to the office by 11:00 a.m.
- C. If excuse cards are handed to you by a student who was absent, please clip them together and place them where the regular teacher can locate them.

## CRISIS RESPONSE PLAN, RED EMERGENCY FOLDER & FIRE DRILLS

**A Crisis Response Plan flip chart and a red Emergency Folder are available in each room. Please familiarize yourself with these important documents.**

### Fire Drill Rules and Regulations

- A. When the alarm is sounded, students will arrange themselves in single file to leave the room. Those students nearest the windows will close them.
- B. Students should walk briskly, but never run.
- C. Teachers will leave the room last and close the door. Follow directly behind the class.
- D. Teachers must take the class roster sheet with their class.
- E. The first pupils to reach the main doors will hold the doors open until all are out and will then join their groups away from the building.
- F. ***The entire procedure must be carried out without talking.***
- G. Everyone must leave the building and remain a safe distance from the building. It is better to be too far than not far enough.
- H. A bell or other signal will be used to return to class.



## GENERAL POLICIES

### Money

- A. You may, as a substitute teacher, be involved in collecting money for various reasons.
- B. In all cases – please note on paper the student’s name and amount of money collected.
- C. Immediately send the list and money to the office. **DO NOT** place money in the teacher’s desk.

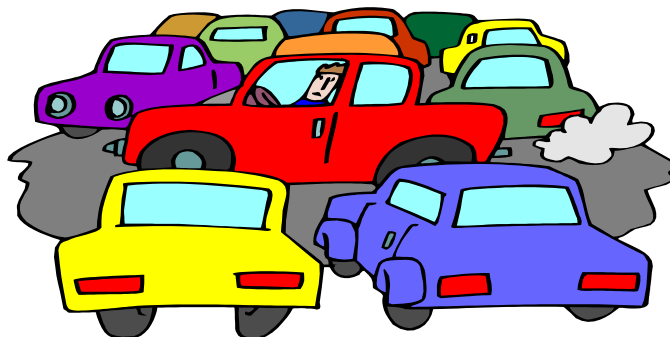
### Illness or Injury to Students

- A. Accidents to pupils occurring while the pupil is under the jurisdiction of the school shall be reported promptly to the school office.

In case of illness or injury, the teacher shall immediately notify the school nurse (East - Mrs. Herbein, ext. 3203, and West - Mrs. Yoder, ext. 4021), and take such measures as may be necessary to insure immediate and proper treatment.

### Parking

At West Elementary, substitutes should park in the front parking lot and enter the building at the Main Entrance. There are no assigned parking spaces at East Elementary. Parking is available for substitutes at either the East or West lots.





## **PROBLEMS**

### **I. STUDENT SICKNESS / INJURY:**

Call the following:

School Nurse -

Mrs. Kristin Herbein – Ext. 3203  
East Elementary: (610) 678-9901

Mrs. Beverly Yoder – Ex. 4021  
West Elementary: (610) 589-2501

### **II. GENERAL:**

A. See the following building Principal:

Mrs. Janet C. Heilman  
Mrs. Jennifer M. Hassler

- East Elementary School – Ext. 3201  
- West Elementary School – Ext. 4001

B. Call the following building Secretary:

Mrs. Linda Hoffman  
Mrs. Lisa Oxenreider

- East Elem., (610) 678-9901 – Ext. 3200  
- West Elem., (610) 589-2501 – Ext. 4001

C. Call the following Substitute Coordinator:

Mrs. Mary Stricker

- Substitute Coord., (610) 693-8587

## **MAPS**

Maps of East & West Elementary buildings are available in the school offices.

## **DIRECTORY OF ELEMENTARY SCHOOL PERSONNEL**

East Elementary School  
200 Lincoln Drive  
Wernersville, PA. 19565

Principal – East  
Secretary – East Office

(610) 678-9901

Mrs. Janet C. Heilman  
Mrs. Linda Hoffman

West Elementary School  
102 South Third Street  
Womelsdorf, PA. 19567

Principal – West  
Secretary – West Office

(610) 589-2501

Mrs. Jennifer M. Hassler  
Mrs. Lisa Oxenreider

### **CENTRAL ADMINISTRATION**

Superintendent  
Assistant Superintendent  
Director of Business  
Director of Special Education

Dr. Randall A. Grove  
Dr. Erik J. Bentzel  
Mrs. Robin L. Robertson  
Mr. Edward J. Skozen, Jr.

### **ART**

East Elementary School  
West Elementary School

Mrs. Deborah C. Endler  
Miss Christine D. Goodhart

### **GUIDANCE**

Counselor K-4 – East Elementary School  
Counselor K-4 – West Elementary School

Mrs. Heather L. Kreider  
Mr. Justin A. Foster

### **LIBRARIES**

Librarian – East Elementary School  
Librarian – West Elementary School

Mrs. Rita M. Wingle  
Mrs. Sandra K. Pearsall

### **PHYSICAL EDUCATION**

Instructor K-4 – East Elementary School  
Instructor K-4 – West Elementary School

Miss Jodi L. Helm  
Mrs. Colleen Holt

### **MUSIC**

Instructor K-4 – East Elementary School  
Instructor K-4 – West Elementary School

Ms. Diana L. Cook  
Mrs. Sarah K. McGrory

### **SCHOOL NURSE**

East Elementary School  
West Elementary School

Mrs. Kristin Herbein  
Mrs. Beverly Yoder

APPENDIX A

CONRAD WEISER EAST ELEMENTARY  
Faculty Listing  
2015 – 2016

Grade Level -	Kindergarten	Mrs. Brubaker Miss Kase Mrs. Stull Miss Wisniewski
Grade Level -	1	Mrs. Luta Mrs. Martin Mrs. Miller Mrs. Yourkawitch
Grade Level -	2	Mrs. Abell Mrs. McDermott Mrs. Schoener Mrs. Smith TBA
Grade Level -	3	Mrs. Franco Miss Matthew Mr. Morris Mrs. Schafer Mrs. Stoltzfus
Grade Level -	4	Mrs. Litzenberger Mrs. Muldoon Mr. Ottaviani Mrs. Siefert Mrs. Zerbe
Principal		Mrs. Janet Heilman
Intervention Specialist		Mrs. Scoboria
Office – Secretary		Mrs. Hoffman
Itinerant Secretary		Mrs. Grabey
Library		Mrs. Wingle
Guidance		Mrs. Kreider
Health		Mrs. Herbein
Computer		Mr. Pearsall
Physical Education		Miss Helm
Music		Ms. Cook
Literary Coach/Reading Specialist		TBA/Mrs. Yenser
Art		Mrs. Endler
Psychologists		Mrs. Small/Mrs. Weidner
Itinerant		Mrs. Head
ESL		Ms. Irwin
Speech		Mrs. Cusimano
Gifted		Mrs. Breslin
Learning Support		Mrs. Keck/Mr. D. Long/Mrs. Troutman

## APPENDIX B

### CONRAD WEISER WEST ELEMENTARY Faculty Listing 2015 - 2016

Grade Level -	Kindergarten	Mrs. Kurzweg Mrs. Reinhold Mrs. Sabold Mrs. Saxinger Mrs. Troutman
Grade Level -	1	Mrs. Bowser Mrs. Fick Mrs. Pachuillo Miss Reider Mrs. Whitmoyer
Grade Level -	2	Mrs. Benfer Mrs. Chelius Mrs. Hoelscher Miss Luckenbill Mrs. Weik Mrs. Wertz
Grade Level -	3	Ms. Diamond Mrs. Hettinger Mrs. H. Miller Mr. Showalter Mr. Tadley
Grade Level -	4	Ms. Aquila Mrs. Ressler Mrs. Schoemaker
Principal		Mrs. Jennifer Hassler
Intervention Specialist		Mrs. Schneider
Office – Secretary		Mrs. Oxenreider
Library		Mrs. Pearsall
Guidance		Mr. Foster
Health		Mrs. Yoder
Computer		Ms. Nichols
Physical Education		Mrs. Schaeffer
Music		Mrs. McGrory
Reading Specialists		Mrs. Gray/Mrs. Penta
Art		Miss Goodhart
ESL		Miss Irwin
Psychologist		Mrs. Small
Itinerant		Mrs. Head
Speech		Mrs. Gable
Gifted		Mrs. Breslin
Emotional Support		Mr. Kramer
Learning Support		Mr. Gossert
Learning Support		TBA