

North East School District

Substitute Handbook 2021-2022



Knowledge is power. Information is liberating.
Education is the premise of progress,
in every society, in every family." Unknown

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Introduction

WELCOME

As a substitute, you are one of the most vital parts of our school system. It takes a special kind of person to be a successful substitute – A person who earnestly cares about children, is patient, creative, and versatile.

As you perform your work throughout the various departments within our district, you may find that you have suggestions that would contribute toward the improvement of our schools. We strongly encourage you to submit all suggestions. We feel confident that you will do everything possible to meet the high standards required for maintaining the sound operation our schools. We wish to extend our most sincere and best wishes as you join us in our Mission **“to challenge, empower and engage all students to develop and achieve personal and career aspirations, pursue lifelong learning, and to be responsible and accountable citizens in a dynamic world.”**

PDE – Teacher Information Management System

Please be sure to provide us with your PPID# and affiliate with North East School District online through PDE’s Teacher Information Management System (TIMS) so that we may access proof of your current active Pennsylvania teaching certification and approve applications on your behalf.

For more information, related to TIMS – Please see the Appendix A in this sub handbook.

North East School District

SCHOOL BOARD MEMBERS

Mr. Nicholas Mobilia, President

Mr. Eric Riedel, Vice President

Mrs. Sally Abata

Mr. Paul Behnken

Dr. Jane Blystone

Mr. Corrie Boyd

Mr. Joseph Cancilla

Mr. George Sucha

Mr. James Wargo

ADMINISTRATION

<p>Office of the Superintendent North East School District Superintendent, Dr. Michele S. Hartzell (814) 725-8671 Ext. 3904 or 3906</p>	
<p>North East High School (Grades 9-12) Principal, Dr. William Renne Assistant Principal, Mr. Corey Garland (814) 725-8671, Ext. 1000</p>	<p>North East Middle School (Grades 6-8) Principal, Mr. Nate Otis Co-Principal, Mrs. Dina Hathaway (814) 725-8671, Ext. 2000</p>
<p>North East Intermediate (Grades 3-5) Principal, Mr. Brian Emick (814) 725-8671, Ext. 3000</p>	<p>Earle C. Davis Primary (Grades K-2) Principal, Dr. Jennifer Ritter (814) 725-8671, Ext. 3050</p>
<p style="text-align: center;">Special Education</p> <p>Supervisor, Mrs. Brianne Hodges (814) 725-8671, Ext. 3018</p>	<p style="text-align: center;">Technology Department</p> <p>Supervisor, Mr. Tyler Wilson (814) 725-8671, Ext. 2018</p>
<p style="text-align: center;">Business Office</p> <p>Business Manager, Mr. Jeffrey Fox (814) 725-8671, Ext. 3905</p>	<p style="text-align: center;">Maintenance/Custodial Department</p> <p>Supervisor, Mr. Bill Wingerter (814) 725-8671, Ext. 1283</p>
<p style="text-align: center;">Transportation Department</p> <p>Supervisor, Mr. Randy Fedei (814) 725-8671, Ext. 4289</p>	<p style="text-align: center;">Food Services Department</p> <p>Supervisor, Ms. Robin Hedlund (814) 725-8671, Ext. 1009</p>

Application Process

ELIGIBILITY

North East School District reserves the right to deny any application. Completion of the substitute screening/interview/orientation process does not guarantee substitute teaching positions. All interested candidates for the district substitute list must follow the guidelines below:

1. Completed Substitute Application
www.nesd1.org → DISTRICT → EMPLOYMENT OPPORTUNITIES
Choose appropriate application:
 - Instructional
 - Support Staff
2. Clearances dated within the past year
 - FBI Fingerprints – www.cogent.com (use code 1KG6XN)
 - [Criminal Background Check](#)
 - [Child Abuse](#)
 - Signed PDE-6004 Form
 - Act 168 Form
3. Physical and PPD Test dated within the past year
4. PA Teaching Certificate for Instructional applicants
5. Resume
6. Professional and Personal References
7. Interests and availability

INSTRUCTIONAL - Substitute interviews are conducted by building administrators on an as-needed basis. Please be sure to submit your completed packet to the business office with all requested documents to be considered for an interview. Substitute names are submitted for board approval at the discretion of the administration team.

ACTIVE SUB LIST – To remain active on our district sub list each year, you must respond to assurance letters that are mailed annually in June indicating when you are available to work. A lack of response will indicate that you are no longer interested and your name will be removed from the district sub list.

EMERGENCY SUB LIST – Interested candidates holding any bachelor's degree may also apply with the Northwest Tri-County Intermediate Unit to be considered for the [Emergency Substitute Teacher Consortium](#).

General Information

APPROPRIATE ATTIRE

All employees are expected to dress professionally and appropriately:

- Please dress modestly and present a neat, clean appearance.
- Blue jeans, sweat pants, sweatshirts, and shorts should **not be worn by instructional substitutes** except on "field day" or for some other special activity or occasion as directed by the principal.
- Blouses, shirts, or tops that reveal the midriff or chest may not be worn.
- Hats and caps are not appropriate for wear inside the buildings.
- Clothing of any sort that contains a message that promotes alcohol, drugs, tobacco, or any other type of message that may cause a disruption or disturbance in school may not be worn.
- Clothing that contains obscene or suggestive language may not be worn.

FIRST DAY

When Reporting on first day please bring with you the following:

- Two forms of identification (Ex: U.S. Passport, Social Security Card, Driver's license)

Be sure to report to the business office to complete all necessary payroll paperwork.

(The business office is located in the Elementary Center near the playground.)

General Information

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LUNCH

Each building has an assigned faculty break area. Adult lunches are available for purchase from the cafeteria at a cost of \$3.60.

Each substitute is permitted one half-hour duty free lunch. If it is necessary to leave the building during this time, please be sure to check in and out at the office.

PARKING

Parking tags are available for long-term substitute teachers. A permit may be obtained by visiting the business office. Parking tags are not necessary for day-to-day substitutes. Please refer to the attached maps to view areas for parking areas.

PAY RATES

Your pay is calculated by the number of days reported from the building in which you worked. Please refer to **Board Policy 305** regarding Employment of Substitutes.

- Be sure to sign in at the School Office to ensure that your time will be reported to payroll.
- Pay dates are bi-weekly. The pay schedule is available online at www.nesd1.org under District – Employment Opportunities. For payroll questions please contact Mrs. Ricketts at ext. 3901.

District Substitute Position		Approved Substitute Rate*
1	Custodian	\$12.00/Hour
2	Utility	\$12.00/Hour
3	Dining Hall & Playground Aides	\$11.00/Hour
4	Personal Care / Instructional Aides	\$11.00/Hour
5	Personal Care / Instructional Aides assigned to Autistic Support students/classrooms	\$12.00/Hour
6	Transportation Aides	\$12.00/Hour
7	Secretarial/Clerical	\$11.00/Hour
8	Cook's Helper	\$12.00/Hour
9	Bus Driver	Current Contract Rates Per Hour
10	AEP Driver	
11	Van Driver without CDL	
12	Nurse – RN	\$24.00/Hour
13	Nurse – LPN	\$18.75/Hour
14	Teacher – Under 20 days	\$110.00/Day
15	Teacher – 21 to 45 consecutive days for same teacher retroactive to day 1	\$195.00/Day
16	Teacher – 46 to 90 consecutive days for same teacher effective with day 46, no benefits	B-1 Rate/Day
17	Teacher – One semester or more consecutive for same teacher, includes benefits except tuition reimbursement	B-1 Rate/Day

*Current Rates
Effective date
August 31, 2021

Classroom Reminders

CLASSROOM ETHICS

All information obtained about the district, personnel and students, including grades/performance must be kept confidential. It is against the law to disclose information contained in a student's personal folder, a student's grades or the fact that a student has a special need or disability. A substitute should assume and act as if any information learned as a result of being a substitute is confidential. In addition, personal information regarding other staff members should not be publicly disseminated. Substitutes are representatives of the entire North East School District.

DUTIES, RESPONSIBILITIES, AND EXPECTATIONS

NO visitors or guests (child or adult) may come to school with a substitute. Substitutes are employees of the District and work under the direction of the school principal. All substitutes are expected to arrive on time and to remain on the job until such time as all students have been dismissed or you are otherwise released.

AT THE BEGINNING OF EACH DAY OF EMPLOYMENT

The substitute is to report to the office of the school in which he/she has been called to work. Be sure to sign in each day and secure a visitor/substitute badge. This badge must be returned to the school office at the end of the assignment.

CLASSROOM MANAGEMENT SKILLS

Be Prepared

- Arrive early
- Obtain needed administrative information
- Become familiar with the classroom
- Locate needed teaching material
- Check principal about extra duties (bus duty, lunch duty, etc...)

Take Charge of the Classroom

- Start the class decisively
- Take roll efficiently
- Give direction concisely

Clarify Expectations Regarding Student Contact

- Follow the classroom discipline plan
- Give specific directions regarding desired behavior
- Give specific feedback about actual behavior
- Circulate frequently through the classroom

Communicate the Significance of Learning

- Minimize time spent on procedural matters
- Require student attention and participation
- Provide feedback to students about their work
- Provide closure at the end of the class

Classroom Reminders

...(continued)

WHAT TO EXPECT FROM THE REGULAR TEACHER

Except in an unplanned absence, the regular classroom teacher should supply the following:

- Lesson plans
- Materials necessary to teach lesson plans
- Class schedule and teacher schedule when it deviates from the class
- Class roll
- Seating chart
- Room committees
- List of students with special needs or disabilities
- Location of supplies/materials
- Name of nearby teachers who can be of assistance
- Emergency Staff Response Guideline Chart

In the event of an unplanned absence, then the classroom teacher may not have had an opportunity to prepare all of the above listed information. If you have questions or need additional information in order to adequately carry out classroom lesson plans or procedures, please contact the school principal as soon as possible.

STUDENT PICK-UP

Elementary students may only be dismissed from the school office. No child is to be released directly from the classroom.

Please familiarize yourself with procedures for student dismissal.

NORTH EAST SCHOOL DISTRICT

OFFICE INFORMATION

ADMINISTRATION & BUSINESS OFFICE

50 East Division Street
North East, PA 16428
(814) 725-8671 ext. 3900
7:45 AM – 4:00 PM



EARLE C. DAVIS K-3

50 East Division Street
North East, PA 16428
(814) 725-8671 ext. 3050
7:45 AM – 4:00 PM



INTERMEDIATE ELEMENTARY 3-5

50 East Division Street
North East, PA 16428
(814) 725-8671 ext. 3000
7:45 AM – 4:00 PM



MIDDLE SCHOOL 6-8

1903 Freeport Road
North East, PA 16428
(814) 725-8671 ext. 2000
7:00 AM - 3:00 PM



HIGH SCHOOL 9-12

1901 Freeport Road
North East, PA 16428
(814) 725-8671 ext. 1000
7:15 AM – 4:00 PM



NORTH EAST SCHOOL DISTRICT

ADMINISTRATION & BUSINESS OFFICE

50 East Division Street
North East, PA 16428
(814) 725-8671 ext. 3900
Office Hours 7:45 AM – 4:00 PM

<p>Office of the Superintendent North East School District Superintendent, Dr. Michele S. Hartzell (814) 725-8671 ext. 3904 or 3906</p>	<p>Business Manager/HR Manager North East School District Business Manager, Mr. Jeffrey Fox (814) 725-8671 ext. 3905 or 3901</p>
<p>Confidential Secretary, Mrs. Shelley Allen</p> <ul style="list-style-type: none">• Teacher Certifications• Assistant Board Secretary (814) 725-8671 ext. 3906	<p>Confidential Secretary, Mrs. Luann Boltz</p> <ul style="list-style-type: none">• Accts Payable & Receivable• Student Enrollment & Cafeteria Fund (814) 725-8671 ext. 3900
<p>Confidential Secretary, Mrs. Kim Daugherty</p> <ul style="list-style-type: none">• Webmaster & Social Media Coordinator• PIMS Coordinator (814) 725-8671 ext. 3904	<p>Confidential Secretary, Mrs. Chelsey Ricketts</p> <ul style="list-style-type: none">• Payroll & Benefits• Workers Comp Reporting (814) 725-8671 ext. 3901

NORTH EAST SCHOOL DISTRICT

DAVIS PRIMARY SCHOOL K-3

50 East Division Street
North East, PA 16428
(814) 725-8671 ext. 3050
School Office Hours.....7:45 AM – 4:00 PM
Instructional Staff Work Hours.... 8:40 AM – 4:10 PM
School is in Session..... 8:40 AM – 3:25 PM

Principal, Dr. Jennifer Ritter
(814) 725-8671, ext. 3050

Secretary, Ms. Ginny Schwartz
(814) 725-8671 ext. 3050

Secretary, Mrs. Carol Komorowski
(814) 725-8671 ext. 3052

Custodian, Ms. Andrea Larson
(814) 725-8671 ext. 3011

Food Service, Mrs. Debbie Meehl
(814) 725-8671 ext. 3004

School Nurse, Mrs. Kiersten Lawrence
(814) 725-8671 ext. 3012

Dep. Jeremy Markham
School Resource Officer
(814) 725-8671 ext. 1194
(814)440-5751

NORTH EAST SCHOOL DISTRICT

NORTH EAST INTERMEDIATE ELEMENTARY 3-5

50 East Division Street
North East, PA 16428
(814) 725-8671 ext. 3000

School Office Hours.....7:45 AM – 4:00 PM

Instructional Staff Work Hours....8:40 AM – 4:10 PM

School is in Session.....8:40 AM – 3:25 PM

Principal, Mr. Brian Emick
(814) 725-8671, Ext. 3000

Secretary, Mrs. Susan Beardsley
(814) 725-8671 ext. 3000

Secretary, Mrs. Tina Gruber
(814) 725-8671 ext. 3002

Custodian, Ms. Andrea Larson
(814) 725-8671 ext. 3011

Food Service, Mrs. Debbie Meehl
(814) 725-8671 ext. 3004

School Nurse, Mrs. Kiersten Lawrence
(814) 725-8671 ext. 3012

Dep. Jeremy Markham
School Resource Officer
(814) 725-8671 ext. 1194
(814)440-5751

NORTH EAST SCHOOL DISTRICT

NORTH EAST MIDDLE SCHOOL 6-8

1903 Freeport Road
North East, PA 16428
(814) 725-8671 ext. 2000
School Office Hours.....7:00 AM – 3:15 PM
Instructional Staff Work Hours.... 7:15 AM – 2:45 PM
School is in Session.....7:37 AM – 2:45 PM

Principal, Mr. Nathan Otis
Co-Principal, Mrs. Dina Hathaway
(814) 725-8671, Ext. 2000

Secretary, Mrs. Michele Seth
(814) 725-8671 ext. 2003

Secretary, Mrs. Denise Pyle
(814) 725-8671 ext. 2000

Custodian, Mr. Steve Fisher
(814) 725-8671 ext. 2011

Food Service, Mrs. Brenda Duda
(814) 725-8671 ext. 2009

School Nurse, Mrs. Kim Adams
and Mrs. Mindi Fisher
(814) 725-8671 ext. 2014

Dep. Jeremy Markham
School Resource Officer
(814) 725-8671 ext. 1194
(814)440-5751

NORTH EAST SCHOOL DISTRICT

<p><u>HIGH SCHOOL 9-12</u> 1901 Freeport Road North East, PA 16428 (814) 725-8671 ext. 1003 School Office Hours.....7:15 AM – 4:00 PM Instructional Staff Work Hours.... 7:15 AM – 2:45 PM School is in Session..... 7:49 AM – 2:51 PM</p>		
<p>Principal, Dr. William Renne Assistant Principal, Mr. Corey Garland (814) 725-8671, Ext. 1000</p>		
<p>Secretary, Mrs. Tracee Peterson (814) 725-8671 ext. 1003</p>	<p>Secretary, Mrs. Shelly Newcamp (814) 725-8671 ext. 1000</p>	<p>Secretary, Mrs. Tina Gruber (814) 725-8671 ext. 1503</p>
<p>Custodian, Mr. Steve Fisher (814) 725-8671 ext. 2011</p>		<p>Food Service, Mrs. Robin Hedlund (814) 725-8671 ext. 1009</p>
<p>School Nurse, Mrs. Kim Adams (814) 725-8671 ext. 1014</p>		<p>Dep. Jeremy Markham School Resource Officer (814) 725-8671 ext. 1194 (814)440-5751</p>

Crisis Management

FIRE DRILL / SAFETY & EVACUATION PROCEDURES

Familiarize yourself with your surroundings so that you know how to evacuate students in the event of a fire drill or other emergency. Fire/weather drill routes are posted in all classrooms. Know where the nearest exits are located. Have a class roster to take with you as you evacuate the building.

RESPONSE TO A CRISIS

Each school has a comprehensive crisis, emergency management, and medical emergency response plan. **PLEASE REFER TO THE STAFF RESPONSE GUIDELINES CHART AVAILABLE IN EACH ROOM.**

INCLEMENT WEATHER

Listen to local radio/television station for instructions on reporting times. Know the procedures for dismissing students early. Inquire about extra duties during times of inclement weather.

North East School District Policy

All Board Policies are easily accessible on the district website www.nesd1.org by clicking on the DISTRICT tab and scrolling down to Board of Education – Board Policy.

Please be aware that the school district requires that certain board policies be reviewed by district employees on an annual basis. These policies are posted for you and may be easily accessed and reviewed by visiting the **Safe Schools** website online at www.nesd.pa.safeschools.com OR by clicking on the Safe Schools training link under the Staff Links tab of the district's website. This site is accessible by all employees including temps/substitutes and coaches/advisors. **Your user name will be your first initial followed by your last name.**

PERSONNEL

104 - Equal Employment Opportunity Policy

The North East District is an equal opportunity employer. Employment decisions are based on qualification, merit, and District needs, not on race, color, citizenship status, national origin, ancestry, religion, creed, sexual orientation, age, gender, physical or mental disability, marital status, veteran status, political affiliation, or any other legally protected characteristic. The District is dedicated to providing a work environment that is free of unlawful harassment of any kind. Anyone who thinks they or others have been discriminated against unlawfully should report the matter in accordance with the Concern/Complaint Resolution Procedure. Any employee involved in discriminatory practices, including those in a supervisory position, will be subject to corrective action.

351 - Drug-Free Workplace Prohibited Drug Activity

The North East School District prohibits the unlawful manufacture, distribution, dispensation, sales, possession, or use of any drug by its employees in its workplace. Each District employee agrees, as a condition of employment, to abide by this policy and to notify his or her supervisor no later than five days after any conviction under a criminal drug statute for a violation that occurred in the workplace.
(Visit online policy book to read more)

323 - Smoking and Tobacco Use

The North East Board of School Directors believes that the use of tobacco products in the school environment is not conducive to good health. As an educational organization, the District should provide both effective educational programs and a positive example to students concerning the use of tobacco. Further, state law prohibits the use of tobacco on school property.

“Tobacco” includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.

326 - Sexual and Other Harassment of Employees

It is the policy of the North East School District to maintain a working environment that is free of unlawful harassment, including sexual harassment. Prohibited harassment includes, but is not limited to, unwelcome actions, comments slurs, jokes or other verbal/oral, graphic and/or physical conduct based on an employee’s race, color, religion, ethnicity, national origin, sex, gender, sexual orientation, age, disability, marital status, veteran’s status, citizenship status or any other legally protected class, or for engaging in any other protected activities.

Act 126 Child Abuse Recognition and Reporting Training

Act 126 became Pennsylvania law effective January 2013. This law requires that all PA school employees who have the possibility of interaction with students undergo a minimum of three hours of approved training in child abuse recognition and reporting procedures every five years. This includes all contracted district employees as well as temp/substitute employees, coaches and advisors. By law the initial training MUST be completed prior to working at the school district in any capacity and also must be repeated every five (5) years thereafter. The school district may not employ anyone who has not completed this mandatory training.

Act 126 training is available online at no cost to North East School District employees at www.nesd.pa.safeschools.com. Your user name is your first initial followed by your last name (no password required). Upon completion of the training there is a brief quiz, after which you will have the opportunity to print out a certificate of completion. This should be submitted to the district for your personnel file. If you do not have access to a printer, please just notify the superintendent's office that you have completed the online training. The secretary will be able to log in to the system and print the certificate for your file.

Thank you

This handbook has been assembled to assist you during your time as a substitute in the North East School District. You will find that the contents will guide you through different processes and help you find answers to any concerns that may occur.

We believe substitute teachers have the potential to positively influence the school system by adding a fresh approach to our academic excellence. We sincerely hope the information in this handbook will be helpful and inspire greater goals for the school district's substitute teacher program.