

PALMERTON AREA SCHOOL DISTRICT

HANDBOOK FOR SUBSTITUTE TEACHERS

2013-2014

**“We are committed to work together
for the success of all students.”**



www.palmerton.org

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Palmerton Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the Director of Human Resources at 680 Fourth Street, Palmerton, PA 18071 (610-826-7101). For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the Director of Human Resources.

I. GENERAL SCHOOL DISTRICT INFORMATION

Welcome to the Palmerton Area School District, Home of the Blue Bombers!

The purpose of this handbook is to assist our substitute teachers with the policies and procedures of the District. Our goal is to orient the substitute teacher to the responsibilities necessary for effective classroom instruction and the ongoing success of our students.

We hope that this handbook will assist you as you assume your duties as a substitute teacher while maintaining the high standards of the Palmerton Area School District.

The Palmerton Area School District Community

The Palmerton schools are friendly communities of enthusiastic young people and supporting adults.

Palmerton Area School District and its community is committed to the success of all students in academics, athletics, art, music, and technology. We are fortunate to have a highly qualified staff of caring, quality educators who are dedicated to our mission. Their focus is on growth, achievement, and success for our twenty-two hundred students, K-12.

We are very proud of our enthusiastic, well behaved students, highly dedicated and very talented administrators, teachers and support staff, and supportive school board.

Palmerton is located sixteen (16) miles north of Allentown, PA and one (1) hour south of Scranton, PA off Exit 74-Mahoning Valley of the Northeast Extension of the Pennsylvania Turnpike.

Our Carbon County school district is comprised of three elementary schools, one K-6, one K-1 and the other 2-6, and a Jr. High School, grades 7-8. Grades 9-12 are housed in our high school. Our young students are able to elect technical, academic, and business curriculum. Students with interests in a vocational career path may attend the Carbon County Vocational-Technical School.

We continually strive to help each of our students achieve their future dreams through a school system that remains focused on our central mission, our students.

Please review the Palmerton Area School District Belief Statements below:

- Learning is a lifelong process, encouraged through a partnership of home, school and community.
- Effective communication among all students, faculty, administration, school board, parents and the community is essential for a quality school system.
- Through the promotion of a challenging standards-based curriculum and quality instruction, students are more likely to achieve their full potential.
- Technology in our schools will enhance our curriculum and provide an effective learning environment.
- Community involvement, through various projects and public events, will improve the overall success of our students.
- The student learning process is a shared responsibility among parents, students and teachers.
- Students are individual learners that deserve a quality education designed to meet their individual needs.
- Effective learning occurs in a welcoming environment that offers safety, understanding and genuine guidance.

II. EMPLOYMENT POLICY

The Palmerton Area School District cannot function at its highest level without a group of competent substitute teachers. A substitute teacher in the Palmerton Area School District is a temporary per diem employee who serves as an integral and valued part of a team to provide services to our students. In this capacity, the substitute teacher gives the students of the District a valuable professional service by continuing the learning process while their regular teacher is out of the classroom.

The effective performance and success of a substitute teacher is shared equally by the principal, the classroom teacher, and the substitute teacher. Failure of any one person to assume his or her responsibility results in a poor instructional program.

A. Hiring Procedures

Before an applicant for substitute teaching can be scheduled to work in the Palmerton Area School District, the following seven (7) procedures must be followed:

1. Be certified to teach in the Commonwealth of Pennsylvania.

2. The following documents must be submitted and approved by the Human Resource Department:
 - a. Professional Teacher Employment Application
 - b. Copy of teaching certificate
 - c. Official college transcripts
 - d. Two (2) letters of references
 - e. PA State Criminal History Record Check (Act 34)
 - f. PA Child Abuse Record Check/Clearance (Act 151)
 - g. FBI Criminal History Fingerprint Record Check (Act 114)

3. Have an employment interview with a District Administrator.

4. Receive successful reference checks.

5. The Human Resource Department must receive the following prior to School Board approval:
 - a. I-9 Employment eligibility
 - b. Physical
 - c. TB (Mantoux Test)

6. Receive approval from the Palmerton Area School Board.

7. Receive an approval letter from the Human Resources Department.

B. Salary Schedules

The rates below compensate our substitutes who serve our students. Substitute rates increase to provide an incentive to substitute more days and in a consistent manner.

Assignment	Compensation	Remarks
Per day rate; consecutive or non-consecutive	\$90/day	Day to day substitute No benefits
Hired as a short-term substitute for 1-49 days consecutively	\$120/day	Substituting for a specific teacher No benefits
Hired as a short-term substitute for 50+ days but less than 90 days consecutively	\$150/day	Substituting for a specific teacher No benefits
Hired as a long-term substitute teacher for 90+ days consecutively	Step 1 of teacher salary prorated	Substituting for a specific teacher Eligible for benefits, with prorated sick & personal days

C. Payroll Procedures

Substitutes will be paid bi-weekly in accordance with the District's pay schedule. Substitutes must sign-in on the Aesop log sheet at the building office. Failure to sign the log sheet may delay payment of wages.

Substitutes will be paid as scheduled if the work day schedule changes due to a late start or early dismissal. Payment will not be made for a full day closure due to weather or other emergency situations.

III. SUBSTITUTE INFORMATION

A. Scheduling

After a substitute teacher has been approved for employment he/she can expect to be called by Aesop, Palmerton's Automated Substitute Placement & Absence Management System, for immediate/daily need or advanced scheduling. Substitutes can accept assignments either by phone or they can log into Aesop and look for available openings.

1. **Immediate/Daily Need: Aesop will begin calling substitutes as soon as an absence has been logged. Aesop will give you the name of the teacher and building location of the assignment. The actual assignment may vary due to schedule changes, staff availability and the Principal's staffing decisions.**
2. **Advanced Scheduling: Aesop will also call substitutes to fill planned staff vacancies due to conferences, meetings, personal days, etc. Advanced scheduling benefits both the substitute and the students. Substitutes are able to log into Aesop through the internet to look for assignments in advance.**

B. Work and School Day Responsibilities

All substitutes are required to follow the schedule of the assigned school. Most assignments are a full school day unless dismissed earlier by the building principal. A one-half (1/2) hour duty free lunch is included within that school day. There are cafeterias and faculty rooms in all of our school buildings.

The work hours and job requirements will depend on the building assignment. Please see the Building Section (High School, Jr. High School and Elementary Schools) of this handbook for specific information.

Substitutes may be scheduled for a half-day assignment. A half-day assignment may cover up to 4 hours. The starting and/or ending time may vary depending on the particular situation, school building and schedule.

The substitute is responsible for obtaining information pertaining to the closing of our schools due to weather conditions or emergency situations. Announcements are made on local radio, television stations and the District website (www.palmerton.org) when schools are closed, open late, or close early.

If an emergency arises and you cannot keep your assignment, you can log into Aesop and cancel your assignment as long as it is the day before the assignment. If you need to cancel the day of the assignment, please call or email the building principal in the assigned building or the Human Resource Department. **Please see page 20 for contact information.**

C. DRESS POLICY

The student dress code has been a topic of huge concern in the District for some time. We now have a student dress policy. Just as we have expectations for the students, the community has expectations for us as staff. We must be appropriate role models for students and dress professionally. Therefore, in the interest of both professionalism and good public relations, it is appropriate to outline the expectations regarding dress for staff.

Clothing for custodial, maintenance, and cafeteria staff is described in contract or by the appropriate supervisor. For all other staff, the following guidelines are the expected dress.

1. Business casual is fine.
2. For female staff, garments revealing cleavage are not appropriate. Likewise, short skirts/dresses or shorts/skorts, halter tops, sundresses, and sleeveless or tank tops are not appropriate. Tops must have at least a one inch strap.
3. For male staff, khakis and polo shirt or preferably shirt and tie are most suitable, depending upon the weather. Jeans should be reserved for dress down day.
4. For physical education staff, neat warm-up suits are very appropriate.
5. Footwear – no flip flops or beach shoes, no “combat” boots or work boots, no “garden” shoes. Platform heels/soles and very high heels are a safety hazard.
6. For dress down day, jeans in good condition without holes or fraying are allowable. Tops may be polo shirts and other sleeved shirts in good taste.
7. Of course the limitations regarding inappropriate language and references would apply to staff as well as students.
8. Appropriate styles of clothing with “Palmerton Blue Bombers”, “Palmerton Area School District”, or “Palmerton Area Education Association” are appropriate – they do encourage school and community spirit.

There may be occasions or class situations where the nature of the activity will require some variation. There may be a class of children requiring the teacher frequently to be on the floor with small children – please dress accordingly.

Dress down day should be “celebrated” with the scholarship purpose in mind. It should occur only on the last working day of the week.

Please remember that the adults are the models for the students. The public expects no less from us. Thanks in advance for your cooperation.

D. Daily Responsibilities

The substitute teacher is to assume all the responsibilities of the regular classroom teacher on the day or days he or she is assigned. The principal and/or building secretary will help you find your classroom and answer your questions. The substitute is required to obtain and complete a Substitute Teacher Report form (please see page 21).

Check the teacher's mailbox and desktop for whom you are substituting to obtain pertinent information about your class and schedule. Secure the teacher's plan book and seating chart(s). It is important to introduce yourself to the teachers near your room. If you have any questions, they can be of assistance to you. Acquaint yourself with fire exits and emergency plans.

The substitute teacher's first objective is to gain the respect of the students. This can be achieved by being prompt, neat, honest, and firm and by having a definite objective. Student attendance should be noted for the teacher.

The substitute teacher is expected to follow the teacher's plans as best as he/she can. When plans are not understandable, help should be sought from another teacher or the principal.

The substitute teacher is expected to maintain control over the class and avoid all physical confrontations. All major problems should be referred to the school office. Become familiar with the building procedures and student discipline policy by reviewing the Parent/Student Handbook which can be reviewed on the district's website.

The substitute teacher can expect the building principal to come into his/her classroom periodically to observe classroom technique.

The substitute teacher is expected to perform any duties assigned by the teacher and to oversee proper bus dismissal of the students in his/her class.

The substitute teacher must leave the room in the same physical condition he/she found it (ex. chairs up, blackboards clean, etc.)

The substitute teacher is expected to correct any papers or workbooks he/she has done with the class unless they are materials that require special attention by the regular classroom teacher (ex. essay tests).

At the end of the day, the substitute must complete a Substitute Teacher Report form outlining what was accomplished during the day and turn in any relevant materials to the office. These forms are available in the office. Please leave the report form on the teacher's desk or in the teacher's mailbox. The teacher will forward this form to the principal. If a substitute is assuming an assignment for more than two days, he or she should develop a teacher plan to provide continuity of instruction.

Substitute teachers are invited to discuss their work with the principals. An appointment can be made through the principal's secretary.

E. Classroom Information

The classroom teacher will seek to provide all of the following information for a substitute:

1. An up-to-date seating chart or class list.
2. A class schedule.
3. An explanation of how opening exercises are handled.
4. A lesson plan book with clear and concise lessons stated.
5. The class grade book.
6. An explanation of how special events such as assemblies, programs, films, etc. are handled.
7. The Faculty Handbook.
8. A list of specific building procedures such as attendance, lunch, etc.
9. A list of students with special needs.
10. Other duties for which the substitutes are responsible.

F. Tips for Successful Substituting

- Follow the regular teacher's program.
- Report student progress to the classroom teacher only. Allow the regular classroom teacher to report to parents or to discuss grades with students.
- The work of other teachers should be confidential and not discussed.
- Students' cumulative records are confidential and should not be given out to anyone.
- Be responsible for safety and security of all children. Do not turn your back on any problem.
- Administering corporal punishment is not permitted.
- Students should be supervised in the classroom at all times; hallways should not be used as a means of punishment.
- Maintain control at all times and do not leave the classroom unsupervised.
- Assign only what has been requested by the regular classroom teacher.
- Do not make unfavorable comparisons between teachers, classes, schools, or school districts.
- Notes may not be sent to a parent's or guardian's home without checking with the building principal first.
- Matters of a confidential nature regarding students and/or staff should not be discussed with others, except with the principal or on an emergency basis with other personnel, such as the school nurse or counselor.
- Complete assigned position for half or full day. Obtain permission for leaving assigned position for any unplanned personal emergency or illness.
- Cell phone usage in the classroom is not permitted.

IV. Our Schools

A. Elementary Schools

Palmerton Area School District has three elementary schools, Parkside Education Center for grades K & 1, S.S. Palmer Elementary for grades 2-6 and Towamensing Elementary for grades K-6.

Parkside Education Center is located at 680 Fourth Street in Palmerton. The building is between the Palmerton Police Station and the First Northern Bank and Trust. The building telephone number is 610-826-4914.

S.S. Palmer Elementary is located at 298 Lafayette Avenue in Palmerton. The school is located on the west side of Palmerton Park. The building telephone number is 610-826-7538.

Towamensing Elementary is located at 7920 Interchange Road (Route 209), approximately 2 miles north of Country Junction. The building telephone number is 610-681-4024.

Floor plans of our elementary schools are included in this section.

The elementary instructional plan includes special subject teachers in the areas of Art, Physical Education, Library, Music, Guidance, Instructional Support, Learning Support, Gifted Support, and Remedial Reading. Also, we utilize the services of the Carbon-Lehigh Intermediate Unit for hearing, speech, vision therapy, occupational therapy, and teaching multi-handicapped children. These special areas may involve some of the children in the room in which you are substituting.

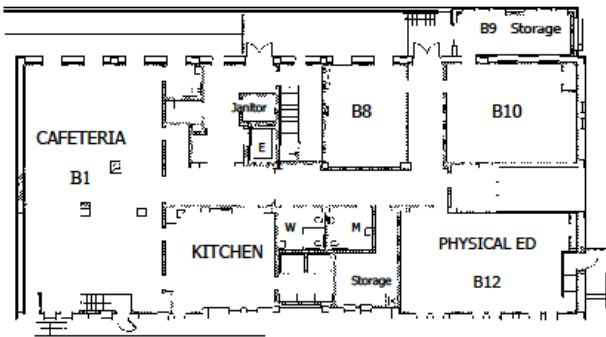
SUBSTITUTE'S RESPONSIBILITIES

Daily Schedule:

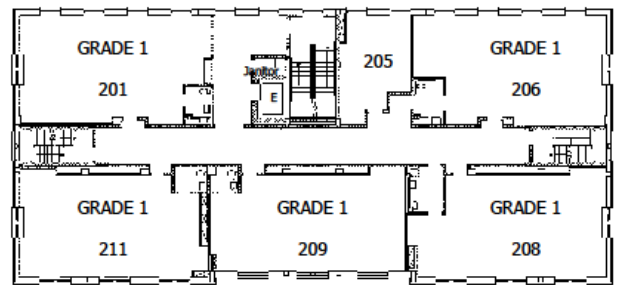
- The work day for substitutes at the Elementary Schools is 8:10 a.m. until the last bus leaves the building at approximately 3:20 p.m. A one-half (1/2) hour duty-free lunch break is included within the work day for full-day substitutes.
- A morning substitute is required to report no later than 8:10 a.m. and work until 11:30 a.m. An afternoon substitute is required to report no later than 11:30 a.m. and work until the last school bus leaves at approximately 3:20 p.m. Should the assignment or substitute work be completed prior to or before your classroom duties, substitutes should report to the office for any other assignments as determined by the building principal.
- The substitute must report to the school office to meet with the principal or secretary to sign in on the Aesop Login sheet and to obtain a Substitute Teacher Report form.

- Pick up all information related to the specific assignment.
- Students arrive at 8:15 a.m.
- The lunch count should be completed by 8:45 a.m. This would include your order for lunch.
- The substitute teacher should walk his/her class to the lunch room, special area classes and recess and pick up the class promptly at any location.
- Dismissal for students “starts” at 2:55 p.m.

GROUND FLOOR

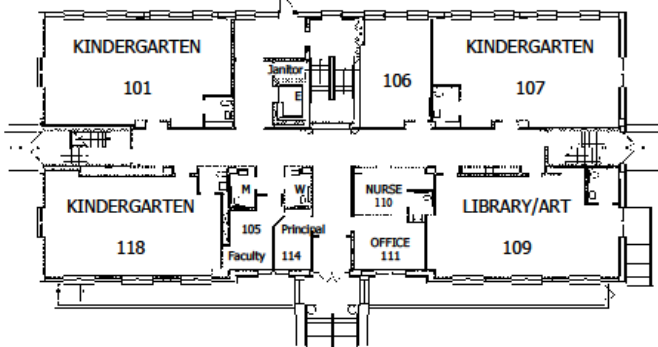


SECOND FLOOR

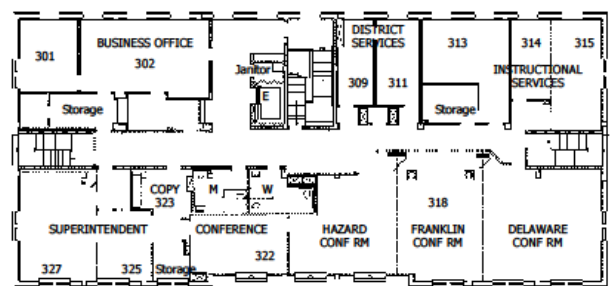


PARKSIDE EDUCATION CENTER

FIRST FLOOR



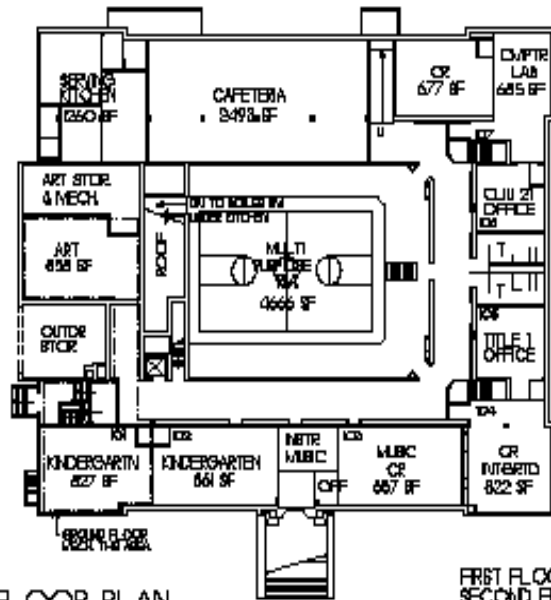
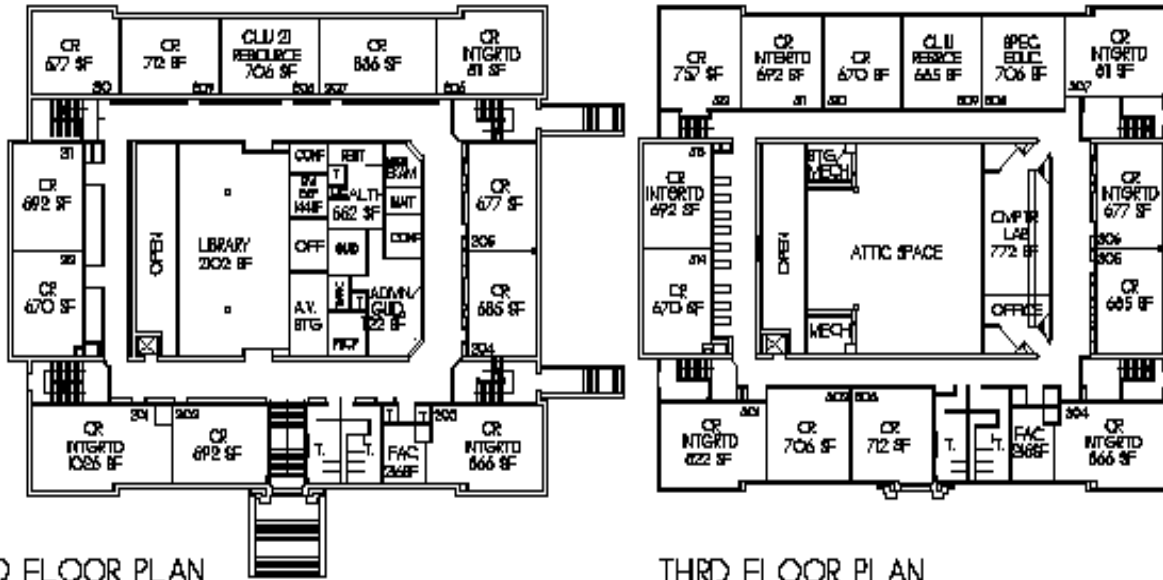
THIRD FLOOR – CENTRAL ADMINISTRATION



S.S. PALMER ELEMENTARY

FLOOR PLANS

STEPHEN S. PALMER ELEMENTARY SCHOOL



FIRST FLOOR PLAN



FIRST FLOOR PLAN 23,315 S.F.
 SECOND FLOOR PLAN 22,187 S.F.
 THIRD FLOOR PLAN 19,168 S.F.
 TOTAL FLOOR AREA 64,670 S.F.

B. Jr. High School

The Jr. High School is comprised of grades 7 and 8 and has approximately 300 students. The schedule is based on a nine (9) period day including a lunch period. The Jr. High School is attached to the back eastside of the High School at 3529 Fireline Road. The building telephone number is 610-826-2492.

A floor plan of the Jr. High School is included in this handbook.

Substitute's Responsibilities

Daily Schedule:

- The work day for substitutes at the Jr. High School is 7:30 a.m. to approximately 2:26 p.m. when the last bus has left the school.
- A morning substitute is required to report to the office at 7:20 a.m. and work until 11:00 a.m. An afternoon substitute is required to report to the office no later than 11:00 a.m. and work until approximately 2:35 p.m. when the last bus has left the school. Should the assignment or substitute work be completed prior to or before your classroom duties, substitutes should report to the office for any other assignments as determined by the building principal.
- The substitute must report to the school office to meet with the principal or secretary to sign in on the Aesop Login sheet and to obtain a Substitute Teacher Report form. Substitutes should also pick up all information related to the specific assignment. Substitutes will be given a schedule upon arrival in the office.
- Students arrive at 7:30 a.m. and finish their day at 2:26 p.m.
- The Jr. High School schedule is based upon the concept of each day containing seven (8) forty-five (45) minute instructional periods plus a half (1/2) hour lunch period. There are bells/tones to change classes during the school day. The bell schedule is as follows:

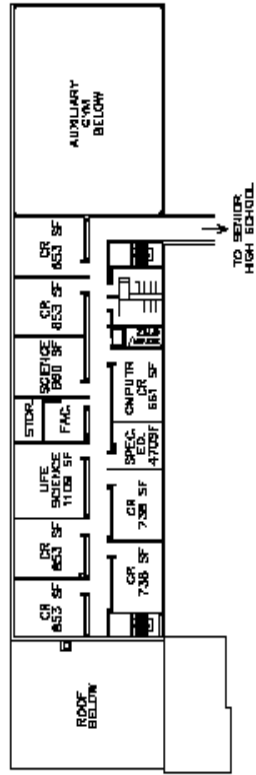
Grade 7			Grade 8
Homeroom	7:35am - 7:43 am		7:35 am - 7:43 am
Period 1	7:45 am - 8:30 am		7:45 am - 8:30 am
Period 2	8:32 am - 9:17 am		8:32 am - 9:17 am
Period 3	9:19 am - 10:04 am		9:19 am - 10:04 am
Period 4	10:06 am - 10:51 am		10:06 am - 10:51 am
Period 5-	10:53 am -11:38 am		10:53 am -11:38 am
Period 6 - Lunch	11:40 am - 12:09 pm		11:40 am - 12:25 pm
Period 7	12:11 pm - 12:56 pm	Lunch	12:27 pm - 12:56 pm
Period 8	12:58 pm - 1:41 pm		12:58 pm - 1:41 pm
Period 9	1:43 pm - 2:26 pm		1:43 pm - 2:26 pm

- Students will rotate through six (6) cycle classes (Art, Health, Technology, Music, Physical Education and Environmental Science). The order for this varies for individual students.
- Late start procedures: When it is necessary to have a late start, students will report directly to their Homeroom. The schedule will be adjusted as necessary. The office will provide a schedule.
- Attendance is taken in Power School during Homeroom only. Send attendance slip to the office by 7:50 a.m. A list of absentees is published daily. Substitute teachers should report to the office any student who is absent from class whose name does not appear on the announcement sheet.

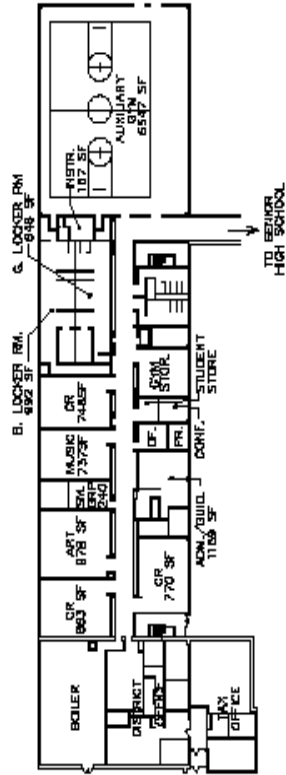
Jr. High School

FLOOR PLANS

PALMERTON AREA JUNIOR HIGH SCHOOL



EX. SECOND FLOOR PLAN



EX. FIRST FLOOR PLAN

EX. FIRST FLOOR PLAN: 21,550 S.F.
 EX. SECOND FLOOR PLAN: 12,850 S.F.
 EX. TOTAL FLOOR AREA: 34,500 S.F.

C. High School

The High School is comprised of grades 9-12 and approximately 570 students.

The high school building is located at 3525 Fireline Road. The campus includes the High School, Jr. High School and the athletic stadium.

A floor plan of the High School is included in this section.

Substitute Responsibilities

Daily Schedule:

- The work day for substitutes at the High School is 7:20 a.m. to approximately 2:35 p.m. when the last bus has left the school.
- A morning substitute is required to report at 7:20 a.m. and work until 11:00 a.m. An afternoon substitute is required to report no later than 11:00 a.m. and work until approximately 2:35 p.m. when the last bus has left the school. Should the assignment or substitute work be completed prior to or before your classroom duties, substitutes should report to the office for any other assignments as determined by the building principal.
- The substitute must report to the school office to meet with the principal or secretary to sign in on the Aesop Login sheet and to obtain a Substitute Teacher Report form. Substitutes should also pick up all information related to the specific assignment. Substitutes will be given a schedule upon arrival in the office.
- Students arrive at 7:30 a.m. and finish their day at 2:25 p.m.
- The high school operates on a four (4) period day with each period being eighty (80) minutes in length. This is defined as "Block Scheduling."

See table below:

Teachers in Class		7:30 a.m.
Warning Bell		7:33 a.m.
Pledge & Announcements		7:35 a.m.
Block 1		7:35 - 8:54 a.m.
Block 2		8:57 - 10:16 a.m.
	Lunch A	10:19-10:44 p.m.
	Enrichment A	10:46 - 11:38 a.m.
	Enrichment B	10:19 - 10:44 a.m.
	Lunch B	10:46 - 11:11 a.m.
	Enrichment B	11:13 - 11:38 a.m.
	Enrichment C	10:19 - 11:11 a.m.
	Lunch C	11:13 - 11:38 a.m.
Block 3		11:41- 1:01 p.m.
Block 4		1:04 - 2:25 p.m.

PLANNED EARLY DISMISSAL SCHEDULE (11:00 A.M.):

Teachers in Block 1 prior to	7:35 a.m.
Block 1	7:35 - 8:30 a.m.
Block 2	8:35 - 9:20 a.m.
Block 3	9:25 - 10:10 a.m.
Block 4	10:15 - 11:00 a.m.
Dismissal	11:00 a.m.

2-HOUR DELAYED OPENING SCHEDULE:

Teachers arrive before		9:30 a.m.
Block 1		9:35 - 10:16 a.m.
	Enrichment A/Lunch A	10:19 - 10:44 a.m.
	Enrichment B/Lunch B	10:46 - 11:11 a.m.
	Enrichment C/Lunch C	11:13 - 11:38 a.m.
Block2		11:41 - 12:31 p.m.
Block 3		12:34 - 1:24 p.m.
Block 4		1:27 - 2:25 p.m.

- You will be assigned Lunch A, B or C.
- Attendance will be taken at the beginning of each block in Power School.



Palmerton Area School District 2013-2014 School Calendar

19-20 New Teacher Induction
 21, 22 Teacher In-Service Days
 26 Students' First Day
 30 No School
 Student Days – 4
 Teacher Days- 6

AUGUST '13						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14, 17 Presidents Holiday
 (No School)**

(2/14 Tentative snow make-up day for snow day used prior 2/1, if any)

Student Days – 18
 Teacher Days- 18

FEBRUARY '14						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

2 Labor Day Holiday
 (No School)

Student Days – 20
 Teacher Days- 20

SEPTEMBER '13						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

31 Teacher In-Service Day

Student Days – 20
 Teacher Days- 21

MARCH '14						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 Teacher In-Service Day

Student Days – 22
 Teacher Days- 23

OCTOBER '13						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17-21 Spring Break
 (No School)**
 (4/17 Tentative snow makeup day for any additional snow day used prior to 4/1)

Student Days – 19
 Teacher Days- 19

APRIL '14						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 – Veteran's Day
 25, 26, 27 Parent/Teacher Conferences – Early Dismissal (1/2 day)
 28, 29 Thanksgiving Holiday (No School)

Student Days – 18
 Teacher Days- 18

NOVEMBER '13						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2 Act 80 Day
 26 Memorial Day
 (No School)

Student Days – 21
 Teacher Days- 21

MAY '14						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 Thanksgiving Holiday (No School)
 23-31 Winter Holiday (No School)

Student Days – 14
 Teacher Days- 14

DECEMBER '13						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 Students 1/2 day
 10 Tentative Students' Last Day (1/2 day)
 11 Tentative Teachers' In-service Day

Student Days – 7
 Teacher Days- 8

JUNE '14						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Parent Teacher Conferences – November 25, 26, 27

In-Service Days – Aug. 21, 22; Oct. 14; Jan 31, March 31, June 11
 Act 80 Day – May 2

**Tentative Make-up Days - Feb. 14, April 17, June 6, June 9, June 10

*** Three snow days are built into calendar and the calendar will be adjusted as the year progresses.

Tentative Sr. High Semester I Exams (1/2 day HS Only) – January 16 & 17
 PSSA – March 17- May 9

1 Winter Holiday (No School)
 20 Martin Luther King, Jr Holiday- (No School)
 31 In-service Day

Student Days – 20
 Teacher Days- 21

JANUARY '14						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Official Local School District Holidays:
 11/28/13 12/25/13
 1/1/14 2/17/14 4/18/14

Actual Student Days: 180
 Actual Teacher Days: 186

CONTACTS, TELEPHONE NUMBERS & EMAIL ADDRESSES

Name	Position	Telephone # & Extension	Email Addresses
Paula Husar	Principal - grades 7-12	610-826-3155	phusar@palmerton.org
Richard DeSocio	Asst. Principal - 7-12	610-826-3155	rdesocio@palmerton.org
Terry Freed	Secretary - HS	X 2217	tfreed@palmerton.org
		610-826-2492	
Denise L. Strohl	Secretary - JrHS	X 2235	dlstrohl@palmerton.org
Sherrie Fenner	Director of Curriculum & Instruction	610-826-3155	sfenner@palmerton.org
Cindy Kester	Secretary	X 2201	ckester@palmerton.org
Mary Brumbach	SS Palmer Elementary Principal	610-826-7538	mbrumbach@palmerton.org
Sally Krawchuk	Secretary	X 3002	skrawchuk@palmerton.org
Mary Brumbach	Parkside Education Center Principal	610-826-4914	mbrumbach@palmerton.org
Susan Parisi	Secretary	X 5001	sparisi@palmerton.org
Christine Steigerwalt	Towamensing Elementary Principal	610-681-4024	csteigerwalt2@palmerton.org
Ann Therese Plocinik	Secretary	X 4002	aplocinik@palmerton.org
Debra A. Demyanovich	Director of Human Resources	610-826-7101	ddemyanovich@palmerton.org
Kimberly Ottinger	Central Registration, Student PIMS, Personnel	X 5023	kottinger@palmerton.org
Joanne Lichtenwalner	Payroll	X 5028	jlichtenwalner@palmerton.org
Robert Dailey	Director of Special Education	610-826-7101	bdailey@palmerton.org
Linda Holland	Secretary	X 5018	lholland@palmerton.org
Dan Heaney	Director of Technology	610-826-3155 x 2211	dheaney@palmerton.org



PALMERTON AREA SCHOOL DISTRICT

SUBSTITUTE TEACHER REPORT
To be filled out by the substitute and left in the teacher's mailbox at the end of the substitute period.

Name of Substitute Teacher: _____

Date(s) of Assignment: _____

Substituting For: _____ **Grade or Class:** _____

- Please take attendance and lunch totals, if applicable, as soon as class begins.

Planned Lessons that were completed (indicate class/period):

Any new assignments made to students:

Difficulties (discipline or otherwise):

Remarks:

TO BE FILLED OUT BY TEACHER AND SENT TO OFFICE.

Date(s) of Assignment: _____

Name of Substitute Teacher: _____

Teacher's Evaluation of Substitute

- 1. Was the classroom left in a neat and orderly condition? Yes No
- 2. Did the Substitute appear to follow plans as developed? Yes No
- 3. Do you have any commendations or concerns regarding the substitute's performance? Yes No

Comments:

Teacher's Signature

Principal's Signature

Principal's Comments: _____

NOTES: