

SAINT TIMOTHY SCHOOL

A School to Believe In

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ELEMENTARY SCHOOL SUBSTITUTE HANDBOOK

2009-2010

*Our Mission is to spread the Word of God
while providing for the spiritual, academic,
social, emotional and physical growth of our
students.*

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LETTER OF WELCOME

August 2009

The administration, faculty and staff of St. Timothy School appreciate your willingness to provide service to our students and teachers in your role as a substitute teacher. We acknowledge the challenging nature of this task, particularly when you are in classrooms for only a short period of time. This handbook has been prepared as a concise summary of the Diocese of Arlington and St. Timothy School policies, procedures, schedules and activities to help make your substitute teaching a rewarding experience.

We wish you the best of luck as you embark on your substitute teaching duties this year and look forward to a partnership whereby we work collectively to provide a quality education for the students.

This promises to be an exciting year. We are introducing our new middle school model for students in grades six through eight and implementing an all-day preschool program for our four year olds. We appreciate your enthusiasm as you share with us the challenges that these new programs will bring.

The administration, faculty and staff welcome your questions and input.

Sincerely,

Patricia Kobyra
Principal

INTRODUCTION

The purpose of this handbook is to develop an effective / professional relationship between you and St. Timothy School in order to achieve the best possible education for our students. This handbook describes the knowledge and tools necessary for you to become a productive member of our educational team. Please familiarize yourself with the handbook so you will be better informed of your responsibilities when substituting at St. Timothy School.

As a substitute, you are an integral part of the St. Timothy School program. Through your assistance, it is possible to continue the normal routine of the classroom as well as the daily progress of the students without interruption

The St. Timothy School faculty and staff will support, encourage, and assist you in the fulfillment of your responsibilities. Your cooperation, dependability and dedication will help make each school day a rewarding learning experience for our students.

PHILOSOPHY OF EDUCATION / MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

Go, therefore, and make disciples of all nations...

Teaching them to carry out everything I have commanded you.

Matthew 27:19-20

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person¹. The two-fold goal of Catholic schools is to provide an environment, which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

SCHOOL MISSION STATEMENT / PHILOSOPHY

***Our mission is to spread the Word of God,
while providing for the spiritual, academic, social,
emotional and physical growth of our students.***

Saint Timothy School is a Catholic coeducational elementary school in the Diocese of Arlington whose mission is rooted in faith. Since the faculty substantially determines whether or not our school is successful, you are vitally important to Saint Timothy School. To insure that you can live your vocation in faith, a positive spirit of hope should pervade our school. Staff, students, and parents alike should be appreciated, respected, and should feel “at home”.

Our first priority at Saint Timothy School is the spiritual development of our students, based on God’s message of love, service and worship. These virtues are encouraged through prayer, liturgy, and the sacraments. Spiritual development is fostered in a Christian environment where religious instruction is taught and expressed through the words and actions of the students, faculty, and staff. Students are aided in acquiring skills, virtues, and habits of heart and mind required for effective service to others. This reinforces a deep personal commitment to Jesus and strengthens the relationship among family, parish, and community.

The intellectual development of our students is based on the guidelines of the Diocese of Arlington and the state of Virginia. It serves to promote the mastery of skills and knowledge. The presentation of the curriculum is designed to encourage curiosity, creativity, and the desire for knowledge. The prescribed curriculum is taught so that the potential of each student is developed while emphasizing critical thinking skills in a Christian environment.

An essential element of our mission is to develop social and emotional skills. The development of a Christian character, stressing the values of Christian family life, is emphasized. This is reinforced in both school and social events. Students are encouraged to participate in community events where charity, loyalty, leadership, self-discipline, and a responsibility toward the community are fostered. We assist in the development of a good self-image in our students, and aid the parents in helping their children grow and mature in mind and character. The ability to cope with problems, to work with people, and to find God in themselves, others, and their world

¹ Declaration on Christian Education #3

is emphasized throughout the curriculum.

Physical fitness and health values are essential for the development of the total student. These are encouraged through classroom instruction and athletic programs, including intramurals and interscholastic programs. By promoting these values, the emphasis is that, As Christians, we have a duty to God to care for the life He has so graciously given to us.

Parents are the prime educators of their children. In order to ensure consistency in the educational process, they are called upon to be actively involved in their school by providing cooperation and support to those who minister to their children

SUBSTITUTE TEACHER MISSION STATEMENT

The substitute teachers' unique gifts and talents are embraced and celebrated as they share with the school the responsibility for the education of all students. Recognizing that each student is made in the image of God, the substitute teacher at St. Timothy School enters into a partnership with the faculty and staff to promote and support a quality-learning environment.

SUBSTITUTE APPLICATION CRITERIA

DIOCESAN CRITERIA

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE WORKSHOP

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees, and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activities under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties, and/or employment of any clergy, employee or volunteer.

Any clergy, employee or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee, or volunteer with the Diocese,

- must comply with applicable reporting and other requirements of state and local law;
- must report the incident to the Moderator of the Curia of the Diocese of Arlington.

All school personnel and those volunteers who have substantial contact (i.e. not incidental, ongoing, and providing opportunities for unsupervised contact) with children, are required to comply with the educational background check and reporting requirements of the Diocese's Policy on the Prevention of Sexual Misconduct and/or Child Abuse (see Appendix G), which includes:

- completing and returning to the Chancellor an informational questionnaire provided by the Diocese; and
- attending an educational program sponsored by the Diocese on methods of recognizing and preventing child abuse and sexual misconduct involving children and others.

If the service to children (i.e. Special Education Service) is provided by an employee of the public school or Title I provider, then the public school or Title I provider must provide a letter, written on school stationery, that the employee has satisfied the appropriate background checks prior to working with our students. All other adults entering the building to provide individualized services to a student must comply with the Diocesan Prevention of Sexual Misconduct and Child Abuse Prevention policies.

SCHOOL CRITERIA

AGE

The minimum age for candidates desiring to substitute teach at St. Timothy School is eighteen years of age.

EDUCATIONAL REQUIREMENTS

Candidates aspiring to substitute teach at St. Timothy School must have completed sixty credits toward a Bachelor's Degree. Transcripts will need to be provided reflecting the course work and degree information. Alternatives to this qualification will be at the discretion of the principal. At the minimum, a high school diploma or its equivalent (GED) is required.

CATHOLIC POSITION

St. Timothy School does not discriminate on the basis of religion. However, any substitute hired to teach religion must be a practicing Catholic in good standing. Additionally, any Catholic on staff (full and/or part time) must be a practicing Catholic in good standing.

TERMS OF EMPLOYMENT

All substitute teachers at St. Timothy School are employed on an as-needed basis.

CRIMINAL BACKGROUND CHECK

St. Timothy School is required by law to conduct a criminal background investigation on all applicants for employment. The school will not employ anyone who has been convicted of committing or attempting to commit certain felonies. Retention as a substitute teacher requires compliance with this law.

FINGERPRINTING

Every employee and staff member of St. Timothy School will be fingerprinted. Results of the fingerprinting will be kept indefinitely in a separate confidential school file.

TB TESTING

All substitutes must be in compliance with Diocesan and state regulations requiring negative tuberculosis testing.

VIRTUS TRAINING

All substitutes must have completed their Virtus Training and be in compliance with all requirements as specified by the Diocese of Arlington.

SUBSTITUTE LIST

The administrative assistant will maintain a list of qualified, active substitute teachers as approved by the principal. Substitutes will continue on the substitute list until they notify the school they wish to have their name removed.

At the end of each school year, all substitute teachers will receive a letter of intention to which they must reply so a database of substitute teachers can be compiled for the following school year.

STATEMENT OF NUMBER OF DEPENDENTS (W4)

All substitute teachers will complete a Statement of Number of Dependents form in order for St. Timothy School to withhold the correct amount of Federal income tax from your pay.

EMERGENCY DATA FORM

All substitute teachers are required to fill out a Goldenrod/Emergency Data Form at the commencement of their employment and the beginning of each school year. The information includes: home address, telephone number, allergies and who to contact in an emergency. During the school year, the information should be updated when there is any change of information.

GENERAL SCHOOL POLICIES AND PROCEDURES

GENERAL POLICIES

The school follows the Policies and Guidelines, Office of Catholic School, Diocese of Arlington. Copies of this document can be found in the principal's office and in the faculty lounge.

To the extent this handbook may be inconsistent with the policies or guidelines of the Diocese, the Office of Catholic Schools policies and guidelines shall be of controlling force and effect.

Additionally, the following documents are available in the school for faculty, substitutes and staff review:

1. Child Abuse and Neglect Brochure
2. Parent / Student Handbook and Directory
3. School Safety Plan
4. Crisis Management Handbook
5. Bloodborne Pathogens Handbook

In light of the unique situation which may arise in the education process, and because it is impossible to foresee all school issues that may arise, the administration of St. Timothy School reserves the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of St. Timothy School, it is expressly understood that the School may take actions in cases where moral offenses occur which reflect adversely on St. Timothy School, the Catholic Diocese of Arlington or the Roman Catholic Church, or which interferes with the ability of St. Timothy School to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

St. Timothy School may modify this handbook after reasonable notice to the substitute teachers of the effective date of such changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If St. Timothy School should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude St. Timothy School from acting in a subsequent situation of the same or similar basis.

All substitute teachers are required to read, sign and return to the Principal the Substitute Teacher Handbook Agreement Letter on an annual basis.

NON-DISCRIMINATION CLAUSE

St. Timothy School is administered under the authority of the Catholic Diocese of Arlington and complies with their constitutional and statutory provisions. In addition, St. Timothy School provides equal opportunity to all qualified employees and applications for employment, as may be required of and specifically applicable to the school, prohibits discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship.

The Arlington Diocese reserves the right to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. Furthermore, for Catholic employees, conformance with religious tenets of the Catholic faith is a condition of

employment, and all employees may be prohibited from performing, teaching or advocating in the workplace any practices or doctrines which are inconsistent with religious tenets of the Catholic faith. It is the policy and practice of the Diocese of Arlington and St. Timothy parish to provide equal opportunity in employment, promotions, wages, benefits and other privileges, terms and conditions of employment.

CODE OF CONDUCT

From time to time, St. Timothy School may issue written and/or verbal rules of conduct to substitutes. These rules are necessary to guarantee a safe and efficient school environment ensuring compliance with public laws as well as protecting the well-being and rights of all personnel in the school.

In view of the unique and essential mission of St. Timothy School, all substitutes are subject to action by the school up to and including immediate dismissal at any time, without any requirement of a particular progression or sequence of discipline, because of moral offenses by the substitute which reflect adversely on St. Timothy School, the Arlington Diocese, or the Church or which interfere with the ability of St. Timothy School to perform its religious mission.

PRAYER AND FLAG SALUTE

St. Timothy School commences each day with prayer, the Pledge of Allegiance and the daily school news. The school day concludes with a closing prayer.

Prayer is the most fitting start to the school day and sets the tone for the hours to follow. School begins at 8:15 and alerts substitutes to have the students settled and ready to participate in prayer and the Pledge of Allegiance which will begin at approximately 8:20 a.m. Substitutes should model Christian behavior and carefully monitor student conduct and deportment at this time.

EMERGENCY CLOSING OF SCHOOL

In case of inclement weather (heat, ice, snow) Saint Timothy School, in accordance with diocesan policy, follows the Fairfax County's announcements of "NO SCHOOL", "DELAYED OPENING", OR "EARLY CLOSING".

If Fairfax County extends its Monday hours to a full day, we will also. On the rare occasion when we are scheduled for an 11:30 a.m. dismissal and there is cause for an alteration in schedule, the following procedure applies: If Fairfax County announces a one hour delayed opening, we will have school from 9:30 a.m. to 11:30 a.m. If Fairfax County announces a two hour delayed opening, we will not have school.

If Fairfax County schools are having a scheduled holiday, and we are not, the principal will utilize the School Messenger system and send an alert out via email and phone to all families.

ASSEMBLY PROCEDURES

Assembly times will be listed in the daily bulletin which will be posted in the faculty room. If a change is necessary, an announcement will be made. Teachers are to remind their students of appropriate behavior before they leave their classroom. Please accompany students to the

assembly and remain with them. Students are expected to enter the gym quietly, and to go to their assigned section. When the assembly is completed, and the students are dismissed, please allow the primary students to exit first, followed by the junior high, and finally the intermediate classes. Students waiting to return to their classrooms are expected to wait quietly, and line up when it is their turn to leave the gym. At all times, students are expected to be quiet in the hall, and when walking as a class, to be in a straight and orderly line.

FACULTY LOUNGE

The faculty lounge is set aside for the use of teachers, substitutes and staff. Students are not allowed in the faculty lounge. Please refrain from asking students to do errands requiring them to go into the Faculty Lounge.

Teacher mailboxes and a telephone for their use are located in the Faculty Lounge.

LEAVING THE BUILDING

Substitutes should inform the principal or assistant principal when they leave the building for emergencies and/or errands.

CELLULAR TELEPHONES

While faculty, staff and substitute teachers are allowed to bring cellular telephones to school, St. Timothy School prohibits using these devices in a way that disrupts the educational process. It is acceptable to have cellular telephones on silent mode or turned off, as long as calls are not placed or answered during class.

Students are not allowed to use, possess or store in their backpacks and/or lockers cellular telephones during the regular school day or at school-sponsored events. Unauthorized possession of cellular telephones will result in confiscation of the telephone by school personnel. Parents may reclaim the telephone from the school principal.

PHOTOCOPY PROCEDURES

All necessary copies should be left with the lesson plans. However, if it is necessary to make additional copies or if copies have not been left, the substitute may see an administrative assistant in the copy room for assistance.

CONTACT WITH MEDIA

Substitutes should not engage in contact with the media. If an inquiry is made of a substitute, the substitute should direct the inquiry to the main office so that the principal can address the specific questions.

COPYRIGHTED MATERIALS

Substitutes are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials. The administrative staff is familiar with these rules and therefore, it is prudent that the substitute see an administrative assistant in the back office if there is copying that needs to be made.

VIDEO RECORDINGS

Duplication or copying of a copyrighted video recording is illegal. This would also apply to the making of an archival copy or transferring from one format to another.

Use of legally acquired video recordings (through purchase or rental) in classrooms or similar places of instruction as part of face-to-face teaching is allowed. The use must be directly related to the instructional program.

A public performance license is required for all showings of movies on home cassette or videodisc for non-instructional purposes such as rewards, extended day programs, during assemblies or any showing via closed circuit. Schools do not need a license to show videos for “face-to-face” instruction, i.e., when a movie is related to the subject being taught.

COMPUTER SOFTWARE

Copying computer programs is generally illegal, unless permission to make copies is included in the purchase or rental agreement. The owner of the computer program has the right to copy the program if it is “an essential step in the utilization of the program in conjunction with a machine.” Also, a copy can be made if the copy is for archival purposes only, i.e., to serve as a back-up in case the original is lost or destroyed.

It is generally a violation of the copyright law to download a program to a number of computers through a networking system, unless a network license is in effect for that software.

Faculty and substitutes are obligated to monitor student use of the computers.

MEDIA CENTER

LIBRARY

All books selected for the school library are appropriate for students not only in age level and reading ability but also for their moral development. All books conform to Diocesan policies and guidelines regarding Catholic education. St. Timothy School adheres to a policy whereby both the administration and the librarian review any controversial book. A diocesan review procedure is in place and is followed by St. Timothy.

COMPUTER USAGE

Proper supervision and use of technology is an important consideration for allowing student use of classroom computers. To minimize inappropriate use, students are not permitted to use their classroom computers when the homeroom teacher is not present.

INTERNET AND EMAIL

St. Timothy School offers Internet access to faculty, substitutes and staff as part of a service to promote educational excellence by facilitating resource sharing, innovation, and communication. Proper use of technology, especially the Internet, is an important consideration. Use of the school’s computers and Internet access must be in support of education and research consistent with the educational objectives of the Diocese of Arlington Office of Catholic Schools.

Using St. Timothy School facilities for Internet access and email is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation, denial, suspension and/or revocation of those privileges by the school administration and also subject the user to other disciplinary action.

The creation and/or downloading/uploading of “computer viruses” are expressly prohibited.

Additional responsibilities for use of St. Timothy School facilities for the Internet and email are:

- substitutes should not reveal their personal addresses or telephone number(s) or the personal addresses or telephone number(s) of others without their authorization/permission.
- substitutes are reminded that electronic mail is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- substitutes shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- any attempt by the substitute to log onto the Internet or the school’s network/system as a systems administrator will result in user privileges at the school being revoked. Any substitute identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to St. Timothy School’s computers, networks and/or systems.
- substitutes will abide by the generally accepted rules of network etiquette, which includes but is not limited to:
 - messages to others shall be polite and shall not be abusive.
 - messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
 - use of the network shall not disrupt use of the network by others.

St. Timothy School makes no warranties of any kind, whether expressed or implied, for Internet service. The school is not responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user’s risk. St. Timothy School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

SPECIAL NEEDS STUDENTS

St. Timothy School recognizes the inherent potential within each student. In order to foster continued growth, St. Timothy School embraces the challenge to provide assistance and

programs to serve students with special needs according to the resources available within and to the school.

Students with a documented disability have a copy of their Individualized Catholic Education Plan (ICEP), Individualized Services Plan (ISP), 504 Plan, and/or the Student Assistance Plan (SAP) in their confidential file. It is imperative that substitutes and all faculty members who obtain information regarding these documents and their contents treat this information with the utmost of confidentiality. While it may be necessary for the Resource Center Staff or classroom teacher to share this information with a substitute so that the needs of individual students can be met, the substitute should not share this information with others.

To assist the school in serving students with special needs, substitutes should refer to the resource manual entitled Guidelines and Resources for Serving Students with Special Needs.

Students with disabilities are expected to follow the school's policies and honor code.

ADMINISTRATIVE RESPONSIBILITIES

PRINCIPAL

CALLING SUBSTITUTE TEACHERS

Whenever it is necessary to employ a substitute teacher, the principal will make every effort to have competent, qualified teachers. Acting on behalf of the principal, the Administrative Assistant will make all calls to substitute teachers. Usually the Administrative Assistant will make the calls between 6:30 and 7:00 AM on the morning that a substitute teacher is needed. Situations may occur where prior knowledge of a teacher's absence may be known in advance and arrangements will be made for a substitute prior to the day needed.

It is the responsibility of the substitute to ensure that he/she gets the information correctly. If there are any questions concerning the assignment, the substitute should check and confirm the information with the principal's Administrative Assistant.

PROFESSIONAL STANDARDS

Conduct detrimental to the reputation of St. Timothy School and/or the Arlington Diocese, not in the interest of the instructional program, or constituting a threat to the safety or well-being of the students, the community, or school employees is cause for removal from the substitute roster.

SCHOOL SCHEDULE

A school day is one in which school is in regular session for instructional purposes.

A half-day requires at least three hours of instructional time. Half-day sessions are permitted: the first week of school; monthly for faculty meetings; Diocesan in-service meetings; a maximum of six parent-teacher conferences; and, on the closing days before Thanksgiving, Christmas and Easter holidays or as otherwise scheduled by the Principal.

The regularly scheduled school hours for St. Timothy students are as follows:

Monday: 8:15 a.m – 2:00 p.m.

Tuesday through Friday: 8:15 a.m – 3:15 p.m

ARRIVAL AND DEPARTURE

All full day substitute teachers are to follow the same time of arrival/departure schedule as regular faculty and staff. Hours of employment for a full day of substitute teaching are 7:45 AM until 3:45 PM. This is an 8-hour day.

Substitutes are obligated to check-in at their time of arrival, with the Principal's administrative assistant, according to the office clock, **BEFORE** proceeding to their assigned classroom. Substitutes are invited and encouraged to join the faculty/staff for morning prayers at approximately 7:55 a.m.

Substitutes may leave after 3:45 PM on completion of their duties. However, it is expected that substitutes take over any duties scheduled for the teacher they are replacing. Teacher's generally

have a morning or afternoon duty relating to student arrival or departure and may have recess duty on any given day. Please be sure to be on time for these duty periods. While they are short, they are also critical for the safety of our children. Prior to departing the school premises, substitutes are obligated to check-out at their time of departure, with the Principal's administrative assistant, according to the office clock.

COMPENSATION

Substitute teachers are paid at the rate which will be set at the beginning of the school year. Pay will be prorated depending on the percentage of the day that the substitute is required. All substitutes are subject to payroll deductions required by law, including: Social Security Tax, Federal Withholding Tax and Virginia State Tax.

Substitute teachers are paid on the same schedule as the remainder of the faculty, in two-week intervals. Checks will be mailed to the substitute's home of record unless the substitute has spoken with the administrative assistant to make other arrangements.

DRESS CODE

The appearance of substitutes during the normal workday, and in all employment-related activities, should reflect positively on the substitute and the school. The administration expects that all substitutes will maintain a neat, clean and modest form of dress and appearance and will avoid extremes of dress. The school administration reserves the right to determine the specific standards of dress and appearance.

The administration appreciates substitutes dressing professionally at all times. It requests that ladies continue the tradition of being conscious of hem and necklines. No bare feet are allowed and sneakers and socks are only worn at the direction of a doctor or on dress down days. Furthermore, only dress slacks should be worn, unless a specific dress down day has been scheduled. This information can be found on our school website.

CLASSROOM TEACHER

SUBSTITUTE TEACHER FOLDER

At the beginning of the school year, each classroom teacher will assemble a folder for substitute teachers. Items to be included in this folder are:

- current class lists for each class.
- teacher schedule outlining the classes and times of each class to be taught as well as any special duties that teacher performs.
- fire exit route from the classroom.
- lesson plans
- Substitute Teacher Report form for feedback from the substitute on how the day(s) progressed.
- Information regarding the location of the "Black Book" which contains attendance information and Shelter-In-Place information (with emergency information)
- Attendance sheet

SUBSTITUTE TEACHER

The professional responsibility of the substitute teacher involves many aspects: providing continuity of instruction; maintaining classroom control; providing honest feedback to the

regular teacher; making the day meaningful to the students; and, supplementing the daily program, when necessary, with your own innovations.

As a substitute teacher, you are a temporary member of the school faculty and, as such, your responsibilities encompass:

PERSONNEL RECORDS

Substitutes are responsible for updating their personnel records. Any changes in name, address, telephone number, or other pertinent data should be reported to the administrative assistant as soon as possible.

CONFIDENTIALITY

Periodically, as a substitute teacher you will become aware of confidential information regarding students and/or faculty and staff members. As a substitute, you must respect the privacy of all students, faculty and staff members. Information learned may not be divulged, shared, or discussed with any individual except the school principal. This includes, but is not limited to, information regarding learning disabilities, academic, social or emotional functioning, medical conditions, and personal/family situations.

ATTENDENCE

The state of Virginia requires students to attend school a specific number of days each year. As a substitute, you have the responsibility of recording daily attendance. This ritual is performed immediately after morning prayers and records all absences, tardies and early dismissals on the attendance sheets, which can be found in the substitute folder. Attendance is recorded on the attendance sheet and set to the office in the daily brown envelope. While there may be legitimate reasons why a student misses or is tardy for school, continuing problems with attendance should be reported to the principal.

LUNCH COUNT

In order to ensure sufficient hot lunches for all students and faculty, substitutes are required to record the number of hot lunches. The number of hot lunches should be placed on the bottom of the attendance sheet and sent to the office via the daily brown envelope.

SUPERVISION OF STUDENTS

As a substitute teacher, you are responsible for ensuring the safety of the students assigned to your care as well as creating an effective learning environment. To ensure student safety, periodically remind students of the school's safety policies.

Students are **never** to be left unattended and/or unsupervised. If an emergency situation or a similar matter of necessity occurs, the substitute should make every attempt to contact the office staff via the call button prior to leaving the children unattended to seek assistance. Students should never be left unsupervised for routine matters or for matters of convenience.

At no time are students allowed to engage in any high risk activity.

When students leave the classroom without adult supervision, substitutes must closely monitor the amount of elapsed time during which the student is absent. If a student has not returned

within a reasonable amount of time, appropriate actions should be taken. When a student who is ill or injured and is sent to the clinic, the substitute needs to determine if the student needs to be accompanied by another student or if an adult in the office should be called to escort the sick child.

HOMEWORK

At St. Timothy School, homework is defined as out-of-class tasks assigned to students as an extension of classroom work and is viewed as an integral part of the child's education. Homework assignments reinforce the idea that learning does not take place exclusively in the classroom or at school, and that parents are partners in this process. Homework encourages student responsibility, helps develop regular study habits, as well as consolidating and reinforcing skills and understanding developed at school.

CLASSROOM MAINTENANCE

Substitute teachers are responsible for the care of the classroom in their charge. Students are responsible for keeping their desks and other areas tidy. Aisles between desks are to be free of items that could cause someone to trip.

Items within the classroom that are a hazard should be reported to the administrative office immediately so that maintenance can respond appropriately. Designated forms for non-emergency repairs should be sent to the principal who will forward them to the Plant Manager. The forms can be located in the faculty lounge. Assistance can be provided by the Principal's administrative assistant, if needed.

DISMISSAL OF STUDENTS

All students are assigned as walkers, bus riders, or car riders. At dismissal, groups will be called by grade level. Please follow the instruction provided by the office during dismissal. This is for the safety of all of our students.

SECURITY ISSUES

FIRE DRILLS

As a substitute, it is important to know exactly what to do if the fire alarm sounds. Time counts in a fire emergency and confusion can be dangerous.

At St. Timothy School, a continuous bell signifies a fire alarm. Learn its sound so you are able to respond quickly in case of a fire. Also, familiarize yourself with the fire drill routes that are posted in the classroom.

During a fire drill, everyone must vacate the building. All doors (including all classroom and bathroom doors) will be closed upon leaving the building. Windows should also be closed and lights turned off to indicate that everyone has cleared the room. When exiting the building, the students will exit in a single file under the supervision of a teacher. There is to be no talking. When clear of the building, the students will gather at their predetermined place of assembly. Substitute teachers must take the “Black Book”, which includes class lists, so they can take a class roll call to account for each student. Missing students will be reported immediately to the administrative assistant stationed at the door where the class exited. Please take the classroom walkie-talkie with you upon leaving the classroom. Missing and/or extra students will be reported through the walkie-talkie.

Students who are out of the classroom (rest room, nurse, etc.) will leave the building by the nearest exit and join their class, if possible. If that is not feasible, the student must join another class reporting to the teacher in charge of that class. Notification of the student’s presence will be reported immediately to the administrative assistant stationed at the door where the class exited.

TORNADOES

A tornado **watch** is a forecast of the possibility of one or more tornadoes in a large area. During a tornado watch, normal activities should be continued; however, attention should be given to the potential for severe weather.

A tornado **warning** means that a tornado has been detected and may be approaching your location. With the issuing of the tornado warning, the predetermined plans must be placed into action. Students should assume the crouched position, protecting their head and face, that has been practiced. Faculty, staff and students should proceed to their designated interior hallways, staying clear of windows and any wide-span structure.

Custodian will turn off all utilities. Therefore, a handbell, bullhorn or some kind of non-electric backup system will be used to inform the school community of any necessary information.

SEVERE THUNDER STORMS

Faculty, staff and students should be aware of the danger from lightning and loose or downed electrical wires. If a severe thunderstorm occurs at dismissal time, students will be detained until the danger has passed.

NUCLEAR, BIOLOGICAL AND/OR CHEMICAL ATTACK

In the best interest of all the building's occupants, St. Timothy School will follow the guidelines put in place by the Office of Catholic Schools, Diocese of Arlington. These could include:

- lockdown
- evacuation
- shelter-in-place.

A copy of the guidelines established by the Office of Catholic Schools is available from the principal. Crisis Management information is available in the red folder posted by the door in each classroom.

STRANGERS ON SCHOOL PREMISES

All school personnel, faculty, staff, substitutes and students, should be vigilant to the presence of unknown persons on the school premises. No student/staff member should open secured entrances to admit unknown persons. All unknown persons should be directed to the main entrance and be prepared to provide identification to school personnel. In the event a stranger does gain access, they should be approached and escorted to the office, **not** directed to where they wish to go unless they have indicated satisfactorily that they have entered via the office and received a visitor's pass. Be aware that unwelcome intruders usually ask for persons by title rather than name (i.e., the P.E. teacher, the custodian).

DRUGS / ALCOHOL ON SCHOOL PROPERTY

It is unlawful for any person to manufacture, sell, or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance or marijuana while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or of any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity). If any faculty, staff, substitute teacher or student is suspected or discovered to be in violation of the foregoing provision, the principal or delegate must be immediately notified. In the event school officials believe a student is under the influence of an illegal substance, the parents will be notified. Substitutes should refer any such suspicions directly to the principal. If a violation of the law has occurred, the proper law enforcement agency will be contacted.

OTHER SECURITY PREPARATIONS

In times of crisis, faculty, staff and substitute teachers should not release any student to their parents/guardians until notified to do so. If notified, the faculty, staff or substitute teacher should maintain a record of any students released to their parents/guardians.

Substitutes need to know the security codes given to faculty and staff to alert them to security concerns on the school campus. The security code is framed in such a way that the faculty and staff are alerted as to whether it is an external or internal problem. When the security code is given, faculty and substitutes must keep all children in the classroom and be sure the classroom door is locked on the outside. An all-clear code will be given when the problem is solved. The codes are posted in each classroom.

HEALTH AND SAFETY ISSUES

ACCIDENTS AND FIRST AID

Substitutes are to promptly notify, or see that notification is given to, the appropriate supervisory faculty/staff member and the school principal as soon as reasonably possible in the event of any accidents on the school grounds and/or school functions.

If the accident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition.

The parents of an injured student are to be notified of the accident/injury by the principal or the school nurse as soon as reasonably possible taking into consideration such factors as the apparent severity of the accident/injury, the priority of providing assistance to the student, etc.

ILLNESS

Students who become sick at school will be removed from the classroom and sent to the school Nurse's Office until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body. The school nurse will maintain a log that will include: student's name, date and time of visit, reason for the visit and the nature of services rendered.

ADMINISTRATION OF MEDICINE

Substitute teachers may not administer any type of medication to students. All non-prescription and prescription medications are to be administered during the school day only by the school nurse.

All non-prescription medications (e.g., Advil, Aleve, Tums) are to be kept locked in the school clinic and only dispensed by the school nurse. No student is to carry/posses non-prescription medications. Non-prescription medication will not be dispensed unless the school has received a signed copy of the Prescription & Non-Prescription Medication Administration Form. This includes cough drops and skin products.

BLOODBORNE PATHOGENS

The school has on file a written bloodborne pathogens exposure control plan in order to comply with OSHA Bloodborne Pathogens Standard 29 CFR 1910.1030. Substitute teachers should be familiar with this policy.

CHRONIC MEDICAL CONDITION OF STUDENTS

The parent of any student on a continuing regimen for a non-episodic condition shall so inform the school principal and the student's teacher, in writing, of the student's supervising physician. If necessary, with parental written consent, the school nurse and/or health aide may communicate with the physician regarding possible effects on the student's behavior at school and special emergency procedures.

CHEMICALS AND OTHER HAZARDOUS MATERIALS

Chemicals and other similar hazardous materials are to be handled with a level of care commensurate with their known characteristics. Students may only use chemicals and similar hazardous materials under the direct supervision of an appropriate faculty/staff member of the school. It is the responsibility of the appropriate faculty/staff member to instruct students on proper safety procedures. At no time will a student use chemicals or other hazardous materials under the supervision of a substitute.

SMOKING

St. Timothy School supports a smoke free environment. Therefore, smoking or using tobacco products on school property and at school-related or school-sanctioned activities is prohibited. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities.

LEGAL ISSUES

CORPORAL PUNISHMENT

Corporal punishment is defined as the infliction of pain or physical injury. All employees, including substitute teachers, are prohibited from administering corporal punishment of any type to students.

CHILD ABUSE AND NEGLECT

Virginia law imposes upon school personnel the legal responsibility of reporting to local protective services any incident of suspected child abuse or neglect. School personnel who suspect the abuse or neglect of a student must report the matter directly to the principal (who in turn will notify the Chancery) and then contact the Child Protective Services.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intentions.

SEARCHES OF STUDENTS AND STUDENT PROPERTY

The administration has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Only the principal or other designated official may conduct a search of a student's person and/or personal property on school property or at school activities. It is necessary that a search be reasonable and related to the school rights in this regard. Substitute teachers may raise concerns to the Principal but are not permitted to perform any type of search.

SEARCHES OF SCHOOL LOCKERS AND DESKS

Lockers and desks are school property and are subject to searches by authorized school personnel to protect the safety of all. A student to whom a locker or desk has been assigned has exclusive use of the locker or desk but has no proprietary rights versus the school. However, the school has the right to periodically inspect student lockers and desks. As a substitute, if you feel the contents of any locker or desk are a threat to the health, welfare, and safety of other school personnel notify the principal immediately.

INTERROGATION OF STUDENTS

Unless provided with a court-issued warrant, the pastor and the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview students.

SEXUAL HARRASMENT

St. Timothy School maintains an environment free of any form of sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constituting harassment are prohibited.

WORKERS COMPENSATION

St. Timothy School, in accordance with Virginia state law, provides workers' compensation benefits to substitutes who suffer a work related illness or are injured on the job. All work related accidents or injuries should be reported immediately. Depending on the circumstances of each case, the law prescribes specific benefits.

CLASSROOM MANAGEMENT

DISCIPLINE POLICY

Since it is impossible to foresee all problems which may arise, this handbook empowers substitutes to take disciplinary action for any behavior that violates the spirit, philosophy and code of conduct of the school, even though not specified.

The ideal way for a student to receive the best possible education is for faculty, staff and substitutes to develop a partnership with the parents. In keeping with the school's mission, the philosophy of discipline at St. Timothy School is based on unconditional love, respect and the application of the Gospel message. As our students grow and mature, they are encouraged to make the right decisions and avoid those that may result in unacceptable patterns of behavior. By guiding our students in their decision-making processes, we seek to develop in them a character grounded in Christian virtue. This philosophy will guide the faculty, staff, substitutes and students in promoting good behavior in an environment conducive to effective learning. Within such an environment, the responsibilities of our students include:

- to accept responsibility for their actions
- to respect the rights, feelings, and property of others
- to respect the skills, judgment and authority of teachers and school staff
- to act in a manner that will reflect favorably on themselves, their parents and their school
- to make a concerted effort to do all their work by being attentive and having all necessary materials for class.

The first principle of discipline is to teach the students what is expected. When a student is aware of his limits, most often he will stay within the boundaries. Consequently, at the beginning of each school year, the teachers will communicate class rules to the students based upon Christian virtues. Uniform class rules have been established throughout the building and are posted in each classroom. There are uniform behavior rules, as well as a set of rules that accompany our Olweus Anti-Bullying Program.

DETENTION/DEMERITS

Students who attend grades 4 – 8 at St. Timothy School are OBLIGATED to attend any merited detention. Detentions are a result of five accumulated demerits within a grading quarter. Demerits, which can be issued by any adult supervising children, are consequences for inappropriate conduct including, but not limited to, the following infractions:

- cheating on graded work (collaborative work is specifically designated)
- stealing
- plagiarizing
- forging signatures
- borrowing without permission or hiding the property of others
- damaging, defacing, vandalizing of school/church property
- disrupting learning in the classroom
- regular disregard of school or class rules

- being insolent to those in authority
- using offensive gestures or language (verbal or written)
- using offensive language, verbal or written
- victimizing another student through exclusion from a group activity
- bringing inappropriate materials to school
- use of gum on school/church premise

Substitutes may, when necessary issue demerits for the above infractions. The number of demerits issued for an infraction is up to the severity of the infraction. Each classroom teacher should have a supply of demerit slips. The student is to sign the demerit indicating that they are acknowledging the slip. The white copy is put in the assistant principal's mailbox. The yellow copy is taken home by the student for a parent signature. The substitute should leave the pink copy in the substitute folder along with an explanation of the demerit (preferably written on the three-part demerit form) for the teacher so that adequate follow-up can take place.

TEACHING STRATEGIES

BRAINSTORMING

Brainstorming is a strategy utilizing the student's lateral thinking processes to generate ideas about a topic or problem. It allows for a free association of ideas and increases the quantity and diversity of the ideas generated.

When using brainstorming as a teaching strategy, the teacher (substitute) becomes the facilitator and not the source of the answers. It is the teacher's (substitutes) role to motivate the students and to encourage an abundance and variety of ideas. Remember, not all of the ideas put forth will be viable responses to the problem or topic under discussion. However, a quantity of ideas will allow the students to select a better solution for the problem or topic.

An example of one method of Brainstorming can be found in the Appendix.

CONCEPT MAPPING

Concept Mapping is a strategy that allows the students to understand the relationship between ideas by creating a visual map. The visual map allows the students the opportunity to organize their thoughts in a logical manner as well as connecting new ideas to their current knowledge.

Concept mapping can be used for generating ideas (brainstorming), communicating ideas, integrating old and new knowledge and assessing the students understanding of a concept.

In using the concept map, two or more words are linked by words that describe the relationship. The links direction is indicated by an arrow symbol.

An example of a Concept Map can be found in the Appendix.

KWL CHART

KWL Charts are an instructional technique that can be utilized to activate a student's prior knowledge about a particular subject. KWL Charts can be used at any grade level and across the curriculum to encourage purposeful and meaningful research. KWL stands for:

- “What do I **K**now?” (What do I already know about this subject?)
- “What do I **W**ant to know?” (What do I want to learn about this subject?)
- “What have I **L**earned?” (What have I learned about this subject?)

A common method for creating a class KWL Chart is to write the letters K, W, and L across the top of the blackboard. At the same time, the students would fold a sheet of loose-leaf paper into three sections across the top of which they would write the letters K, W, and L in the appropriate columns. As a class, they would list facts that they know about the subject and place them in the first column (K). In the next column, they would list what they would like to learn about the subject (W). After the lesson has been taught and/or research completed, they would be asked to list what they have learned in the last column (L) (Smith, et al., p. 76).

An example of the KWL Chart can be found in the Appendix.

VENN DIAGRAM

A Venn diagram is a type of graphic organizer that assists students in representing the relationship between two or more objects or items by characteristics or attributes. The most common form of the Venn Diagram is two overlapping circles.

In mathematics, the Venn Diagram is used to show the relationships between sets while in language arts, it is used to display the similarities and differences in characters, stories and/or poems. When using Venn Diagrams, students are able to organize the similarities and differences between objects or items visually.

An example of the Venn diagram can be found in the Appendix.

READ ALOUDS

Read aloud, also known as shared reading is one of the best strategies you can employ in the classroom. Through reading aloud, you are introducing the students to fluent reading as well as different types of literature. The students learn about language and sentence structure through listening to you speak correctly. This strategy, besides being beneficial for the low readers, will expand every student's knowledge base, increase their vocabulary, and foster their desire to read other books.

SURVIVAL KIT AND FILL-IN ACTIVITIES

The fill-in activities and lesson plans outlined in this section are examples of suggestions, which can be used when the assigned work left by the classroom teacher is completed. It is in these circumstances where the substitute has the challenge of filling class time with manageable and worthwhile activities. These activities are not designed to replace but to supplement the teacher's lessons and help to provide quality learning experiences throughout the day.

ALPHABET SOUP

GRADES: 3 - 8

Insert a letter of the alphabet into each of the twenty-six empty boxes to complete a word reading across. The missing letter you add may occur any place in the word. Each letter of the alphabet is used only once. Cross off the letters as you use them. The first line has been completed for you.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

B	I	C	E	C	R	E	A	M	L	T	E
T	E	D	D	Y		E	A	R	P	O	S
R	C	G	P	U		Z	L	E	A	U	J
S	K	I	V	P		U	A	R	T	E	R
I	L	H	J	U		G	L	E	C	X	P
O	K	J	U	M		R	O	P	E	A	Y
T	X	O	B	E		L	O	W	E	R	G
F	D	A	D	O		R	T	I	J	H	Q
K	N	X	E	C		A	I	R	O	V	P
Y	G	F	C	R		Y	O	N	T	P	C
L	U	R	A	I		C	O	A	T	H	G
Z	P	O	N	B		C	Y	C	L	E	V
O	L	Q	R	E		T	R	O	P	L	D
D	I	B	K	U		E	W	E	L	K	B
K	T	Y	M	U		M	Y	U	X	E	R
L	S	X	W	A		C	H	I	U	K	B
G	E	O	R	O		K	E	T	F	F	S
C	Y	B	U	C		E	T	N	T	H	U
I	H	P	O	P		D	D	L	E	K	L
R	O	G	A	R		E	N	S	E	M	A
R	Y	S	O	L		E	S	O	H	J	L
X	T	E	N	B		A	N	K	E	T	O
P	B	V	I	S		E	A	T	E	R	F
K	M	C	X	Y		L	L	O	W	I	Y
I	K	U	G	L		G	F	V	C	I	M
M	N	M	C	E		C	I	T	E	D	P

(Smith, et al., p. 132)

SPORTS CRYPTOGRAMS

GRADES: 4 - 8

A cryptogram is a coded word. Can you crack the code and figure out the words? All of the cryptograms below are sports. The first word has been done for you; it will help you decode the others.

$\frac{b}{m}$ $\frac{a}{g}$ $\frac{s}{d}$ $\frac{k}{b}$ $\frac{e}{y}$ $\frac{t}{k}$ $\frac{b}{m}$ $\frac{a}{g}$ $\frac{l}{i}$ $\frac{l}{i}$

$\frac{\quad}{n}$ $\frac{\quad}{z}$ $\frac{\quad}{r}$ $\frac{\quad}{b}$ $\frac{\quad}{y}$ $\frac{\quad}{u}$

$\frac{\quad}{m}$ $\frac{\quad}{g}$ $\frac{\quad}{d}$ $\frac{\quad}{y}$ $\frac{\quad}{m}$ $\frac{\quad}{g}$ $\frac{\quad}{i}$ $\frac{\quad}{i}$

$\frac{\quad}{d}$ $\frac{\quad}{z}$ $\frac{\quad}{r}$ $\frac{\quad}{r}$ $\frac{\quad}{y}$ $\frac{\quad}{p}$

$\frac{\quad}{d}$ $\frac{\quad}{z}$ $\frac{\quad}{a}$ $\frac{\quad}{k}$ $\frac{\quad}{m}$ $\frac{\quad}{g}$ $\frac{\quad}{i}$ $\frac{\quad}{I}$

$\frac{\quad}{h}$ $\frac{\quad}{u}$ $\frac{\quad}{o}$ $\frac{\quad}{t}$ $\frac{\quad}{g}$ $\frac{\quad}{d}$ $\frac{\quad}{k}$ $\frac{\quad}{s}$ $\frac{\quad}{r}$ $\frac{\quad}{d}$

$\frac{\quad}{a}$ $\frac{\quad}{z}$ $\frac{\quad}{z}$ $\frac{\quad}{k}$ $\frac{\quad}{m}$ $\frac{\quad}{g}$ $\frac{\quad}{i}$ $\frac{\quad}{i}$

$\frac{\quad}{d}$ $\frac{\quad}{l}$ $\frac{\quad}{s}$ $\frac{\quad}{o}$ $\frac{\quad}{o}$ $\frac{\quad}{s}$ $\frac{\quad}{t}$ $\frac{\quad}{h}$

$\frac{\quad}{s}$ $\frac{\quad}{r}$ $\frac{\quad}{y}$ $\frac{\quad}{d}$ $\frac{\quad}{b}$ $\frac{\quad}{g}$ $\frac{\quad}{k}$ $\frac{\quad}{s}$ $\frac{\quad}{t}$ $\frac{\quad}{h}$

(Smith, et al., p. 135)

SILLY STORIES

Subject: Language Arts
Grade: 4 – 8
Time: 15 minutes
Objective: Students will practice naming nouns, verbs, adjectives, adverbs, and other words as they work cooperatively to compose *Silly Stories*.

Materials Needed: Silly Story worksheets and pencils

Procedure:

1. Review with students the following parts of speech:
 - a. Noun = name of a person, place, or thing
 - b. Verb = shows action
 - c. Adjective = describes a noun (color, size, etc.)
 - d. Adverb = describes a verb (often ends in ly)
2. Explain that students are going to practice naming examples of these parts of speech as they work with a partner to complete a *Silly Story*.
3. Divide the class into partners and distribute the *Silly Story* worksheets.
4. Have one student provide the words for one story with the other acting as scribe and narrator. Then switch roles to complete a second *Silly Story*.
5. If time allows have students read their *Silly Stories*.

SILLY STORY

MY BIRTHDAY

Directions: Ask a student for the part of speech or type of word as indicated. Write the word on the space provided. Repeat the process until all the spaces are filled. Read the completed *Silly Story* aloud to the class.

Yesterday was my birthday. I turned (1) _____ years old. (2) _____ took me to (3) _____ to celebrate. We (4) _____ there in an old (5) _____. After we arrived we went to a (6) _____ restaurant to eat and talk about (7) _____. After everyone finished (8) _____ and singing (9) _____ I (10) _____ out the candles and cut the (11) _____ shaped cake. Then it was time to open my presents. (12) _____ I exclaimed as I opened a (13) _____ wrapped box and pulled out a (14) _____. It's just what I always wanted for (15) _____ and never got. All in all I'd have to say it was a (16) _____ birthday.

1. number
2. person
3. geographical location
4. verb ending in "ed"
5. thing
6. adjective
7. plural noun
8. verb ending in "ing"
9. name of a song
10. verb
11. noun
12. exclamation
13. adverb ending in "ly"
14. noun
15. holiday
16. adjective

(Smith, et al., p. 182 – 185)

WORD CONFETTI

- Subject:** Critical Thinking
- Grade:** 2 - 5
- Time:** 15 – 30 minutes
- Objective:** Development of categorization skills.
- Materials Needed:** Pencil and Paper
- Advance Preparation:** Create an example of a Word Confetti Chart to be shared with the class.

Procedure:

1. Provide each student with a copy of a blank Word Confetti Chart.
2. Have each student decide on five categories and enter them in.
3. Independently have each student think of four words to go into each category and write them randomly around the chart.
4. Have the student exchange papers and complete each other’s charts.
5. Ensure that the name of the person who created the chart, as well as the one who completed it, is on the chart. Have the students submit the papers for your evaluation.

FLOWERS	VEGETABLES	FRUITS	COLORS	ANIMALS

carrot blue dog rose oranges green cow
 beans tulip red horse grape banana
 carnation apple yellow corn cat celery daisy

(Smith, et al., p. 173)

WORD PUZZLES

GRADE: 4 – 8

Directions:

These puzzles represent common expressions and phrases. Solve them by carefully noticing the positions of the words and letters. Are they under, over, mixed-up, inside, or a certain size?

E K A KISSM	search and	NEFRIENDED	<u>wear</u> long
egsg gesg segg sgeg	S M O K E	GIVE GET GIVE GET GIVE GET GIVE GET	<u>cover</u> agent
NOT GUILTY STANDER	<u>man</u> board	<u>EZ</u> iiii	LM AL EA AE EM ML
<u>BELT</u> HITTING	A D S L A	He art	T.V.
Ar up ms	CHAIR	TIRE	T O W N

(Smith, et.al., p. 136)

APPENDIX

SAMPLE

SUBSTITUTE TEACHER REPORT

St. Timothy School

6 - 8

Date: _____

Period / Class: _____

Substitute Teacher: _____

Students Absent: _____

Comments concerning lessons taught: _____

Observations regarding students: _____

Was enough work assigned: _____

Time students took to complete assignments: _____

Additional comments: _____

Signature

(Goldenhersh, 2001, p. 24)

SAMPLE

SUBSTITUTE TEACHER REPORT

St. Timothy School

K - 5

Substitute Teacher: _____

Date: _____

SUBJECT		ADDITIONAL COMMENTS
<hr/> <p>(Subject)</p>	<p>___ Completed Assignment</p> <p>___ Yet to Finish</p> <hr/> <hr/>	
<hr/> <p>(Subject)</p>	<p>___ Completed Assignment</p> <p>___ Yet to Finish</p> <hr/> <hr/>	
<hr/> <p>(Subject)</p>	<p>___ Completed Assignment</p> <p>___ Yet to Finish</p> <hr/> <hr/>	
<hr/> <p>(Subject)</p>	<p>___ Completed Assignment</p> <p>___ Yet to Finish</p> <hr/> <hr/>	

Problems with: _____ equipment Challenging Students: _____

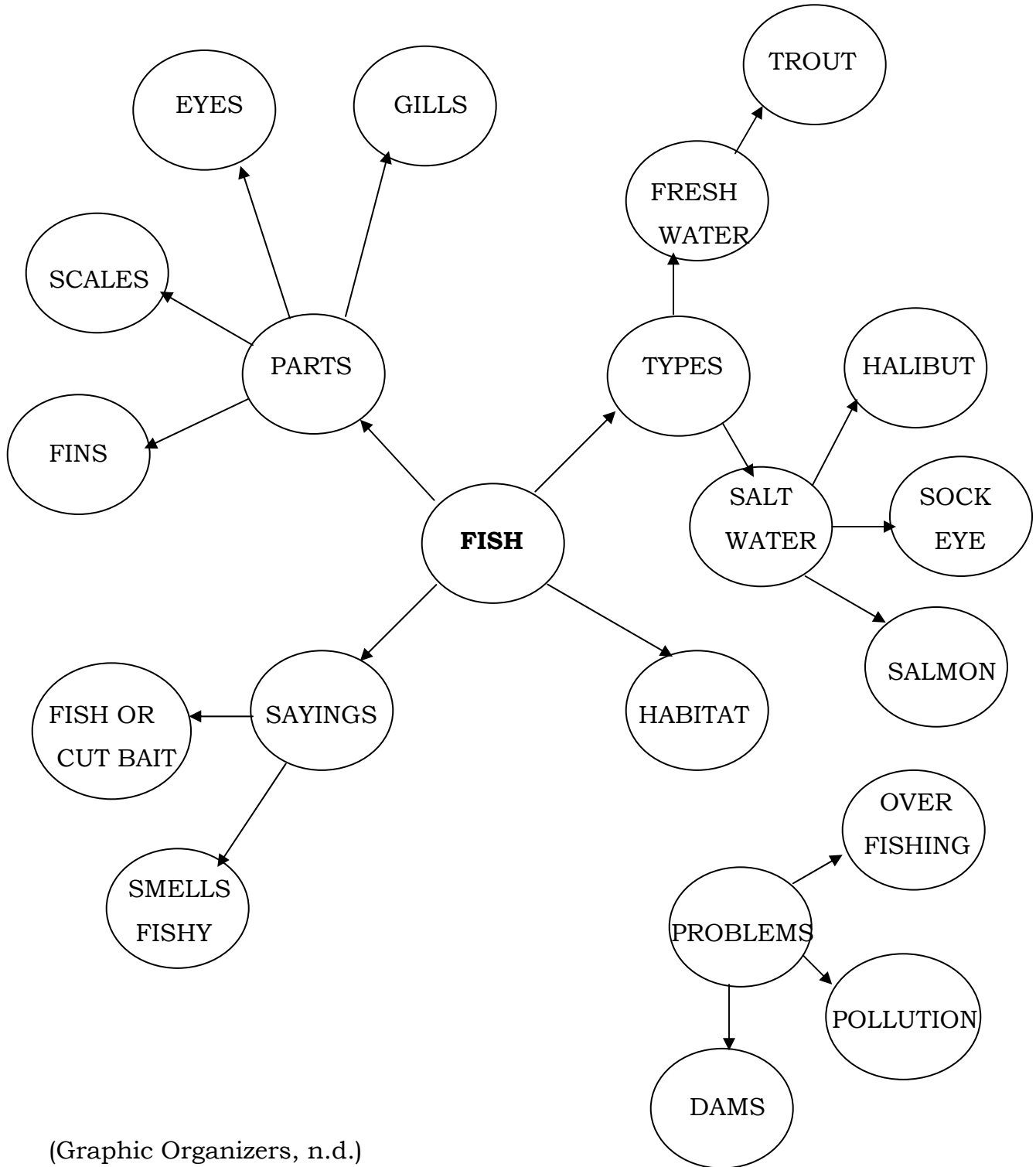
_____ books _____

_____ schedules Challenging Situation: _____

Signature: _____

SAMPLE

BRAINSTORMING



(Graphic Organizers, n.d.)

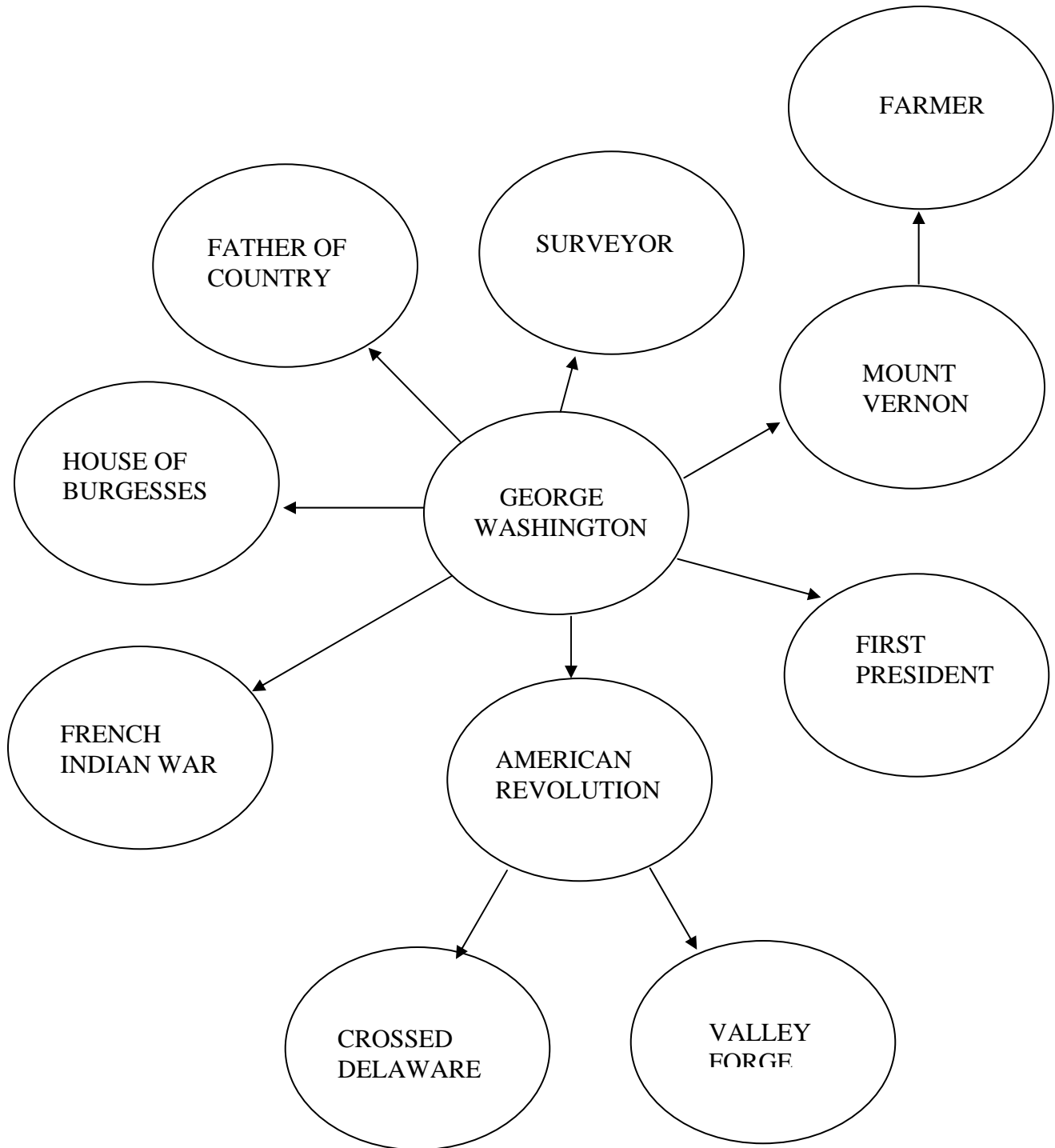
SAMPLE

KWL CHART

WHAT I KNOW	WHAT I WANT TO KNOW	WHAT I LEARNED

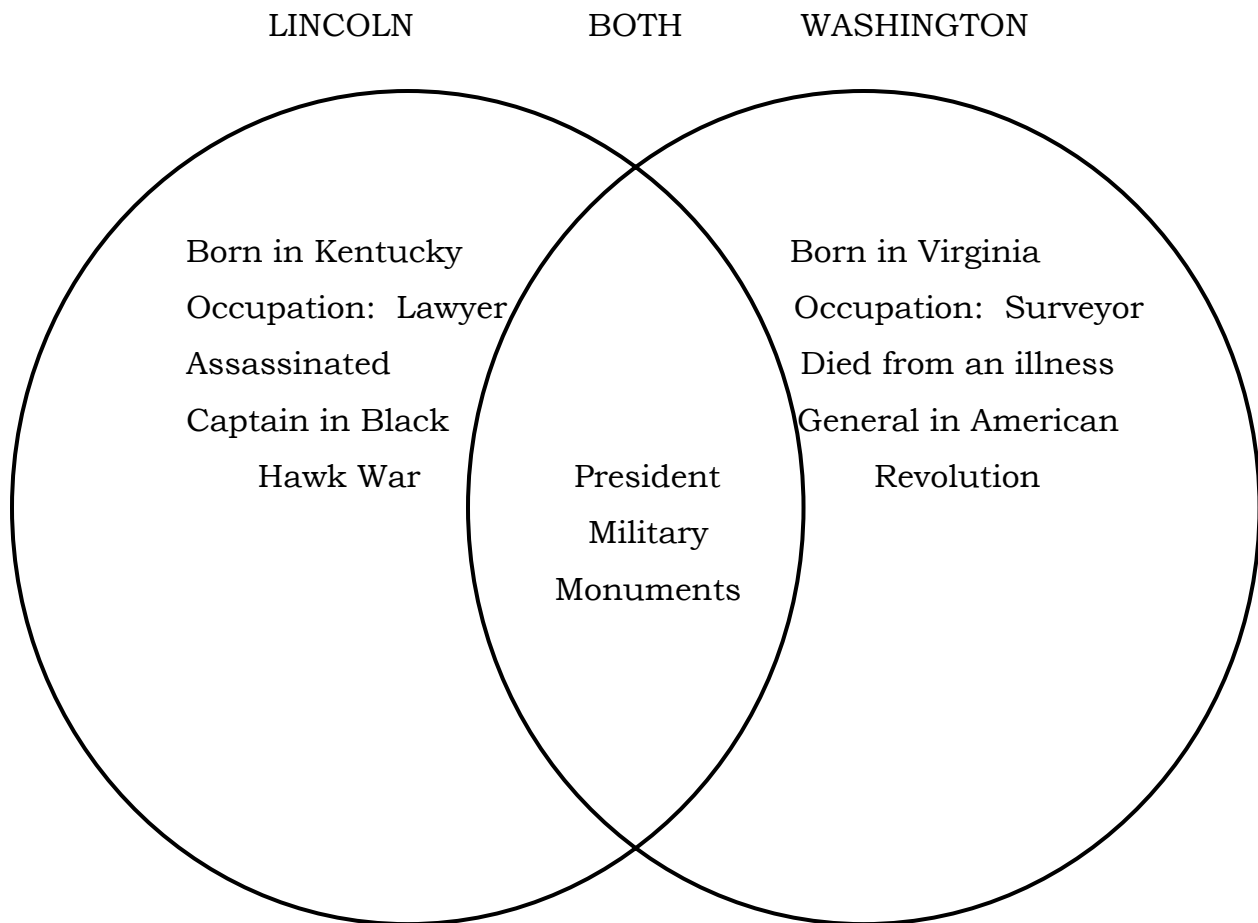
SAMPLE

CONCEPT MAP



SAMPLE

VENN DIAGRAM



SUBSTITUTE TEACHER AGREEMENT LETTER

I hereby acknowledge viewing of the 2009-2010 copy of the Substitute Teacher Handbook which is available on-line. I have read and fully understand the specific policies and agree to abide by the standards, policies, and procedures set forth in this handbook.

During my employment, I understand that I may be informed of changes in Diocesan and/or school policies and that the Diocese and/or school have the right to change policies at any time without advance notice. I understand these changes may supersede, modify, or eliminate the information summarized in this handbook. As the Diocese and school provide updated policy information, I accept responsibility for abiding by these changes.

I understand that any violation of these policies on my part may result in my name being removed from the list of approved substitute teachers.

(Signature)

(Printed Name)

(Date)