

ARRIVAL

Upon arrival at the school, report to the principal's office to accomplish the following:

- Complete the "Staff Substitute Payroll Recap." It is extremely important that this be done as this is the record used to determine the number of days for which the substitute is paid.
- Obtain special instructions regarding duties.
- Obtain any keys which might be necessary.
- Obtain any written directions available.

GETTING ORGANIZED

The principal or designee, will show you the room to which you are assigned. In your assigned classroom(s), you will find lesson plans. **In the event lesson plans are not available, please check with the principal or department chairperson.**

Substitute Responsibilities:

- Carry out the lesson plans left by the staff member.
- Make all reports required of the staff member.
- Assume the same responsibilities and extra duties as the staff member, unless otherwise directed.
- Professional dress

RECORDING ATTENDANCE

If applicable, substitutes are responsible for keeping student attendance records. The attendance record is a legal document and must be accurate. Please check with each school's administrative assistant on their procedure for taking attendance.

DISCIPLINE

Discipline is a pressing problem for staff substitutes. The substitute should present a pleasant, yet firm approach to instruction.

A substitute's first objective is to gain in the respect of the pupils. This can be accomplished by (1) being prompt; (2) being neat; (3) being patient; (4) being honest; (5) having a sense of humor; (6) being enthusiastic; (7) having a definite objective. All schools expect no other standard. If a discipline problem develops and you find you are unable to solve it, you should refer it to the principal or the designee. **THE SUBSTITUTE SHOULD NOT AT ANY TIME USE CORPORAL PUNISHMENT OR BE PHYSICAL IN ADMONISHING STUDENTS.**

REMOVAL OF STUDENT FROM CLASS

UNDER NO CIRCUMSTANCES SHOULD A CHILD BE RELEASED WITHOUT PERMISSION OF THE PRINCIPAL. If any non-staff person seeks information about a child or permission to take the child from the room, that person is to be directed to the principal's office. The principal will determine whether the child should be excused and will notify you of the decision.

EMERGENCY PROCEDURE GUIDELINES

In case of an emergency or an accident, it is the responsibility of any staff member present to render first aid and to summon a school nurse. The staff person at the scene of the accident stays with the patient and sends notification to the nurse and principal's office stating the nature of emergency. The order of responsibility shall be as follows:

- Nurse
- Principal
- Principal's Designee

CHILD ABUSE RESPONSIBILITIES

It is the responsibility of the entire staff to report any suspected child abuse to the principal and/or nurse. The most obvious sign of abuse will be cuts, bruises, swollen body parts that indicate physical beatings. However, other indications may be hard to detect, such as forms of neglect or mental abuse. These symptoms may appear as depression, constant misbehavior, or possible self destruction. It is the law that suspected child abuse be reported. You are protected under the law from suit by the parents.

FIRE DRILL PROCEDURES

Fire Drills will be held at least once per month. Students and staff are to exit the building according to the exit routes posted on or near each room door. Please become familiar with each route.

Silence and order are a **MUST** when exiting and entering the building. It is most important that children be made aware that they must be silent upon leaving the building in order to hear and understand necessary instructions.

Staff members have the responsibility of making sure every child is out of the classroom, the lights are out, and the door is closed. It is imperative that the substitute teachers have roll books with them so roll can be taken after students are out of the building. Any missing child must be reported immediately.

CONTINUITY

As a substitute teacher, you are expected to provide the regular teacher with a written summary of what was covered with the students. If the assignment is longer than one day and plans are not ready for an extended period, it will be necessary for you to plan carefully for each day in order to insure curriculum continuity.