

SUBSTITUTE HANDBOOK

PROFESSIONAL RESPONSIBILITIES

Substitute Teacher Work Day

- A. The substitute teacher's work day is the same as the regular teacher's day. It is expected that at the time contacted, the substitute will inquire as to what are the starting and ending times.
- B. Substitute teachers should plan to arrive at their assigned building as early as possible in order to allow themselves time to become acquainted with and prepare for the assignment.
- C. ABSOLUTELY NO SMOKING ON SCHOOL GROUNDS.
- D. PLEASE DO NOT USE CELL PHONES IN THE CLASSROOMS.

Substitute Teacher's Responsibilities

- A. The substitute teacher has the same professional responsibilities as are expected from the regular classroom teacher.
- B. Upon arrival at the assigned building the substitute teacher should:
 - 1. Report to the school office and receive specific instructions.
 - 2. Locate and peruse class time schedule, plan book, classroom record book, materials, texts and manuals that are needed.
 - 3. Become familiar with the building emergency procedures.
 - 4. Become familiar with the seating arrangements.
 - 5. Go over names in classroom record book or seating chart and try to become familiar with them.
 - 6. Check with the principal for scheduled programs, assemblies, audio/visual uses and/or additional information that may be important.
 - 7. If possible, check with a teacher on how disruptive student behavior is handled.
 - 8. Introduce yourself to teachers in adjoining rooms or at the same grade level and ask for information regarding materials and procedures if necessary.
- C. The substitute should start the first minute of the day with appropriate classroom management and organization including the following:
 - 1. Be at the classroom door as pupils arrive.
 - 2. Display an attitude of cheerfulness, warmth and confidence.
 - 3. Introduce yourself to pupils and write your name on the board. You may wish to let pupils introduce themselves.
 - 4. Check attendance as soon as the bell rings. Follow the class opening routines for that particular school.
 - 5. Present and discuss plans for class work.
 - It is the responsibility of the substitute teacher to follow the plans left by the regular teacher.

- Occasionally, the type of work will be such that a substitute teacher cannot adequately continue with the regular teacher's plans, but the substitute should follow as closely as possible.
 - Approval of the principal should be secured for any major deviation from the regular teacher's prepared lesson plans.
6. Collect money and/or reports and turn in to the proper place according to the school's policy. ***Money, personal items, or anything of value is not to be left in the classroom.***

Emergencies

- A. In case of injury or other emergency involving a student under the substitute teacher's supervision, the office must be notified immediately.
- B. Substitutes should stay with the injured child and send a student for help.
- C. An accident report must be completed by the substitute and given to the Principal's Office on the day of the accident.

Discipline Problems

- A. If a student continually disrupts a class or is not cooperative, the teacher should send the student, with a written note, to the principal and:
 - Don't punish the whole class as a result of a few students misbehaving.
 - Techniques to gain class control:
 - Ignore** - Ignore minor misbehavior which is an attempt to gain attention.
 - Eye Contact** - Non-verbal communication directed at the misbehaving student.
 - Gestures** - Let a misbehaving child know of their misbehaving or have the child move closer to you.
 - Proximity Praise** - Move closer to a child misbehaving or have the child move closer to you.
 - Separate** - Separate students who are being disruptive into other seats.
 - Circulate** - Walk around the room and keep encouraging students.
 - Directed Verbal Comments** - In a calm manner, tell the student the appropriate behavior you desire.
 - If ... Then Consequences** - Make sure the consequence is appropriate for the situation. Follow through with the reasonable consequence for the misbehavior.
- B. ***UNDER NO CIRCUMSTANCES SHOULD A SUBSTITUTE USE PHYSICAL FORCE.***
- C. Corporal punishment is not an option in the Lake Central School Corporation.
- D. Serious student infractions should be immediately reported to the principal.

Evaluation of Substitute Teachers

Evaluation is a necessary part of professional growth. The substitute teacher may be evaluated at any time. Negative reports received by the classroom teacher will be referred to the substitute for correction prior to the next assignment.

AIDS INFORMATION

- A. A prospective substitute must read this information to be aware of procedures concerning the disease AIDS and Body Fluids.
- B. Procedures for handling and disposing of body fluids and related clean-up materials:
1. Immediately notify the building office and request janitorial assistance.
 2. If none is available, follow the following procedures:
 - All body fluids are to be handled with gloves.
 - Utilize clean-up kits that are available in each building and vehicle.
 - Wash thoroughly areas that are exposed to body fluids.
 - Request supplies to replenish those items used in clean-up activities.
 - Report incidents immediately to the school principal or nurse.
- C. Disposal of body fluids and related clean-up materials:
1. Dispose of gloves, tissues, toweling in a plastic bag and seal it.
 2. Double bag the contents.
 3. Dispose of the bags by either taking it to the school health office and place in a wastebasket which is lined with a large red bag or contact a custodian for placement in a dumpster.
 4. DO NOT allow students to handle any possibly contaminated materials!

CHARACTERISTICS OF GOOD SUBSTITUTE TEACHERS

SUBSTITUTE TEACHER'S ROLE

Your primary role is to maintain continuity in the lesson plans of the regular classroom teacher. This may be difficult if you are unfamiliar with the subject area. However, *maintaining a suitable learning climate is essential to the instructional process.*

GOOD SUBSTITUTE TEACHERS....

1. Are conscientious and sincere in their interest in the education of children and young people.
2. Make every effort to follow the regular teacher's plans and the building routines.
 - Principals prefer substitute teachers who can continue the work with students in such a way that learning takes place and the building routines are not disturbed.
 - Inexperienced substitute teachers or substitute teachers new to Lake Central School Corporation may attend faculty meetings and/or observe classes in order to become familiar with procedures and curriculum. *Arrangements should be made through building principals prior to any such observation(s).*
3. Are willing to work when needed, and are willing to stay on the assignment until the teacher returns.
4. Leave notations for the regular teacher, indicating what has been accomplished during his absence. Complete the appropriate Follow-Up Report (Use the appropriate form at the back of this Handbook).

CONFIDENTIALITY

1. Substitutes *must maintain confidentiality* of the students, teachers and parents.
2. Don't do anything that embarrasses the student, the teacher, or any other school employee whether at school or in the community.
3. If you have a complaint or concern see the principal before you leave. If the principal is unavailable leave a message for her/him to contact you.

ELEMENTARY FOLLOW-UP REPORT

Substitute's Name _____

Date _____

Regular Teacher _____

I. Lesson Covered

Reading/Lang. Arts/Spelling (English):

Math:

Social Studies:

Science/Health:

Other:

II. Problems Encountered (Classroom management and instruction)

III. Homework Assignments Given

IV. Additional Information and Comments

V. How could the teacher and administration have helped you to be more effective in the classroom?

VI. Students absent/behavior:

PLEASE LEAVE THIS REPORT FOR THE TEACHER ON HIS/HER DESK.

SECONDARY FOLLOW-UP REPORT

Substitute's Name _____ Date _____

Regular Teacher _____

Problems Encountered (Classroom management and instruction)

Period 1 _____

Period 2 _____

Period 3 _____

Period 4 _____

Period 5 _____

Period 6 _____

Period 7 _____

Were you provided with the following:

			Comments
Information on the Teacher's Schedule	Yes	No	_____
Information on the Building	Yes	No	_____
Up-to-Date Seating Chart	Yes	No	_____
Adequate Lesson Plans	Yes	No	_____

How could the teacher and administration have helped you to be more effective in the classroom?

PLEASE RETURN THIS FORM TO THE PRINCIPAL'S OFFICE

SUB INFORMATION
(Optional, may not apply to all schools)

Date _____

_____, we are pleased to have you as a substitute

teacher at _____ in the absence of _____

whose room is _____.

1. **Morning:** The bell tone will sound at _____ a.m. as a warning with the actual bell at _____ a.m. to begin the first period.
2. **Attendance:** Take attendance each period (elementary schools take attendance in the morning). Make a note of each absentee for each period for the regular teacher in the grade book. Write each absentee's name on the white form - absentee and tardy report. List tardies on the back of the absentee slip by period, place _____ this outside the classroom on _____ or next to the door. An office aide will pick this up shortly after class begins.
3. **Lesson Plans and Seating Charts:** will be on the teacher's desk or in the main office. If students have assigned seats then they are to be in their assigned seats.
4. **Lunch:** We have two/three lunches. See actual list for exact time.
5. **Coffee:** Coffee is available during your prep period in the faculty lounge.
6. **Duties:** Substitute teachers are responsible for the duties of the regular teacher.
7. **Dismissal:** Dismissal time is _____ p.m. for students. Teachers are expected to stay until _____ p.m.
8. **Discipline:** Be firm, but fair. If a discipline problem develops which requires assistance, use your intercom call button to call the office (emergencies only) or send the student to the principal/assistant principal with note explaining the problem. You are expected to make a full written report to the regular teacher if any discipline problem occurs.
9. **At the end of the school day** Please fill out the Substitute Form in the main office. Ask either secretary for the form, also **return the room key to the office.**
10. Leave a note for the regular teacher stating how the day went. If there were problems, say so. Leave a note in the grade book or in the teacher's mailbox located in the main office.
11. **Pass Policy:** Students are to have a pass when given permission to be out of class. Only one name per pass and issue passes sparingly.