
Substitute Teachers Policies and Procedures

PRIOR TO ENTERING THE CLASSROOM

- Prepare yourself and be ready to teach the grade level you will be assigned.
- Arrive 20 minutes early to locate the classroom, restrooms, cafeteria, library, staff work room, etc.
- Sign-in at the front office upon arrival and ask for the Substitute Teacher Badge
- If needed, obtain substitute teacher folder and get any additional instructions from the Administrative Assistant in charge of substitute teachers.
- **IMPORTANT:** Prepare yourself at home with each of the schools where you may be called to teach.

STARTING OFF

- Introduce yourself to the neighbor teacher.
- Read through the Lesson Plan ahead of time, in case you have additional questions regarding the lesson.
- If a seating chart is not left by the classroom teacher, make one quickly so that you will be able to maintain student discipline.
- Try to identify one or two trustworthy students who will tell you the truth and help you out in class.
- Remember to locate and review the classroom rules and evacuation map.
- Follow “Breakfast in the Classroom” Guidelines.

BREAKFAST IN THE CLASSROOM GUIDELINES

- All IDEA students are eligible to receive one **FREE BREAKFAST** daily.
- Breakfast is offered between **7:30 am – 7:45 am** daily in the classroom.
- Students arriving late may obtain breakfast at the Cafeteria or Front office.
- **Students must select at least 3 food items to count as a reimbursable breakfast**
- **Please refer to BIC Handout for steps, food item selections and examples.**

PLANNING AND CONFERENCE TIMES

Substitute Teachers may be assigned to perform other duties/assignments during the classroom teacher's planning/conference times. During conference periods please report to the front office.

EXTRA DUTIES (Bus, Pick-up, Lunch or Hall Monitor)

You will be required to assist on Bus or Pick-Up Duty, Lunch Duty, Hall Monitor and any other related duties in which Teachers participate.

SUBSTITUTE PARKING

Please park in the main parking lot and arrive early to avoid any student drop-off area traffic.

AT THE END OF THE DAY OR CLASS PERIOD

1. BEFORE STUDENTS LEAVE

- Challenge students to recall projects, assignments and topics they have studied that day.
- Remind students of Homework.

2. AFTER STUDENTS LEAVE

- Ensure that classroom is left in the same order as found.
- Leave a written report to the classroom teacher regarding the day's activities.
- Check at the campus front office to confirm if your assignment will be extended and/or if you will be needed the next day.
- Sign out accordingly.

SAFE SCHOOLS & FIRST AID

- IDEA is committed to the well-being of its students through the creation and maintenance of a safe, orderly, civil, and positive learning environment for all students.
- IDEA has developed a comprehensive and coordinated plan for responding to student misconduct. Please see campus principal or designee for more information.
- **Don't grab students by an arm or clothes, if need to get their attention (zero tolerance).**

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- **Do not talk to student about inappropriate subjects (zero tolerance).**
 - Medications are to be administered **ONLY** by the school nurse.
 - Report any injury or illness to the school nurse.
 - Always remain with the class and send a student or another teacher to get help when needed.
 - Do not move a severely injured student.
 - Allow students to leave the classroom when asking permission to use restroom or reporting not feeling well.
 - **Please refer to Nurse Guidelines Handout inside each classroom’s first aid kit, for further instructions**

EVACUATIONS AND EMERGENCIES

- All classrooms have established emergency drill procedures.
- When the alarm rings, students should follow the instructions of the teacher and walk quietly in a single file.
- Each campus will have specific information on how to deal with a full range of emergency situations.

SPECIAL EDUCATION

- Types and Characteristics of Disabilities:
 - Autism
 - Blindness or Low Vision
 - Deaf or Hearing Impaired
 - Emotional Disorders
 - Learning Disabilities
 - Mental Retardation
 - Multiple Disabilities
 - Orthopedic Impairments
 - Speech or Language Impairments
 - Traumatic Brain Injury
- Be respectful of students with special education needs and treat them with dignity.
- Do not use or allow usage of demining words like “crippled”, “handicapped” or “retarded”.

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- Follow lesson plan left by teacher (it should include student's name and instructions to follow regarding their respective need)
 - Adapt lessons/assignments to students with assistive technology (wheelchairs, computers, hearing aids, glasses, etc.)
 - ***Do not hesitate to ask for assistance!***

VISITORS

- All visitors are to be directed to report to the school office for clearance.
- Do not allow a child to leave school under any circumstances, even with parent, without clearance from the main office.

CHILD ABUSE

Any school Employee (*including Substitute Teachers*) who knows or reasonably believes that a student had been neglected or physically or sexually abused, shall **promptly notify** the:

1. Building Principal
2. Nearest police offices,
3. Law enforcement agency, **AND**
4. Office of the State Division of Human Services.

LEGAL ASPECTS OF THE JOB






1) NEVER leave your students unsupervised (**zero tolerance**)

2) Confidentiality:

- IDEA Public Schools complies with the Family Educational Rights & Privacy Act (FERPA).
- No information about any student is to be shared with individuals who do not have a legitimate educational interest in the student.
 - **If any parents want to discuss any discipline or grades of their child, please let them know to contact the teacher. Substitutes cannot discuss discipline or grades with parents.**

Dress and Grooming

The dress and grooming of IDEA Public Schools Substitute Teachers shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisor and approved by IDEA Public Schools:

-  NO flip flops
-  NO short and/or tight skirts, dresses, skorts, shorts.
-  NO T-shirts*
-  NO Jeans*
-  NO low cut blouses

**Monday-Thursday only*