



INSTRUCTIONS FOR SCHOOL SUBSTITUTE GENERAL INFORMATION FOLDER



Too many schools are having a difficult time monitoring substitutes and too many substitutes are either 'lost' in the school or are not following school directions thus requiring the school office staff/administrators to lose valuable time trying to manage the substitutes at their school.

This information is being provided to each school as a way to help them alleviate these problems.

It is recommended that each school create a **General School Informational Folder** that each school will prepare and give to each substitute when the substitute signs in.

This is **NOT** a Substitute Classroom Folder.

Any dual pocket folder will do. Plastic will last longer. But even a regular file folder can be utilized, just staple the pages to the folder.

The folder would contain many of the items but not be limited to:

- A general welcome letter or a substitute informational sheet – a sample letter is provided.
- School Map
- School contact information (*i.e.* ext #'s) for key personnel who can assist them.
- Discipline Procedures or Rules and Procedures
- Bell Schedule
- What to do in Case of an Emergency
- FYI's if any – basically any additional information that you feel is pertinent to your school. An example of additional items might be brain teasers or any other appropriate grade level ideas to help the substitute in the event that class might run over or the lesson plans were inadequate.

Upon signing in, the substitute will hand over their car keys (*strongly recommended – schools have had to be rekeyed because a substitute could not be reached to return the school keys*) and the school will give them this folder and the classroom keys. The car keys should always be locked up in a secure location with limited access.

The substitute will perform any pre-classroom assignments per the school direction.

Lesson Plans for the day should be in the classroom folder along with any other pertinent data that the classroom teacher deems necessary.

When the student day is over, the substitute should lock the door and report back to the main office to complete the form giving a synopsis of the day's events. This form should be kept in the main office and be given to the substitute at that time to complete.

Upon completion for the form, the substitute will give the form to the designated person in the office and then be given any additional assignments to perform until the end of the absence contract for that day. An elementary school might choose to send their substitutes to help out in 'Before and After School Care'. A secondary school might send the substitute to the library or to help in the guidance office or where ever the school may need help. Substitutes may leave at any time prior to the end of the absence but they should only be paid for those hours actually worked, minus ½ hour for lunch.

Upon sign-out, the substitute will hand over the classroom keys and be given their car keys in return.

If your school chooses not to provide substitute information in a folder, **PLEASE** make sure you provide some sort of general information to your substitutes to help them navigate their way in your school.

By following these suggestions, your substitutes will have a better knowledge of what is and is not expected of them and, hopefully, resolve some issues that the schools have been having with regard to their substitutes.

enclosures

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WELCOME SUBSTITUTES!

WP-Absence - BPS Substitute Log In Page

"There is no substitute for a good substitute teacher"

It takes patience, imagination, perseverance, and dedication to be a great substitute teacher.

We know that you will be an integral part of our team as we rise to meet the high standards required for teaching in our schools and that you join us in our mission to **"serve every student with excellence as the standard"**!

http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments__K-Z/HumanResources/WP-Substitute_Teachers



Dear Guest Teacher,

The School Board of Brevard County welcomes you as a substitute teacher. This information folder is provided to make you aware of selected district and school policies and to assist you in the performance of you in the performance of your duties as a Substitute Teacher.

In this folder you will find:

- 1. A map of the school.**
- 2. A School Emergency Reference Guide.**
- 3. A list of important school contacts.**
- 4. An 'End of Day Substitute Report Form' that is to be completed in the front office.**
After the last student has left, please lock the door and return to the front office to complete this form and report for additional duties.
- 5. Other information that may be deemed necessary by the school.**

DUTY HOURS: You are expected to work the entire duration of your job assignment, minus ½ hour for lunch. During the absent teacher's planning period, another location or other duties may be assigned to you.

DISTRICT POLICY ON CORPORAL PUNISHMENT: Brevard Public Schools Board Policy prohibits the use of corporal punishment. Substitutes may not use rulers, paddles, or any other instruments for the administration of corporal punishment, no matter how lightly administered, or even as a threat to administer corporal punishment.

SUPERVISION OF CHILDREN: Never leave your classes unsupervised. If an emergency occurs, notify the office immediately to arrange for classroom supervision.

CLASSROOM SUBSTITUTE FOLDER: You will find a folder in the classroom that will contain information, such as information on where to go for help (teacher next door, teacher across the hall, main office), lesson plans, bell schedules, discipline procedures, etc. that apply to that classroom.

To help you be a successful substitute teacher, BPS recommends that you create a substitute **"Bag of Tricks"**. A substitute teacher's bag of tricks is a collection of materials you can use in class when students need something extra to do, get restless, or you have used all that the permanent teacher has left behind for you for that day. Look online for suggestions and keep your bag handy.

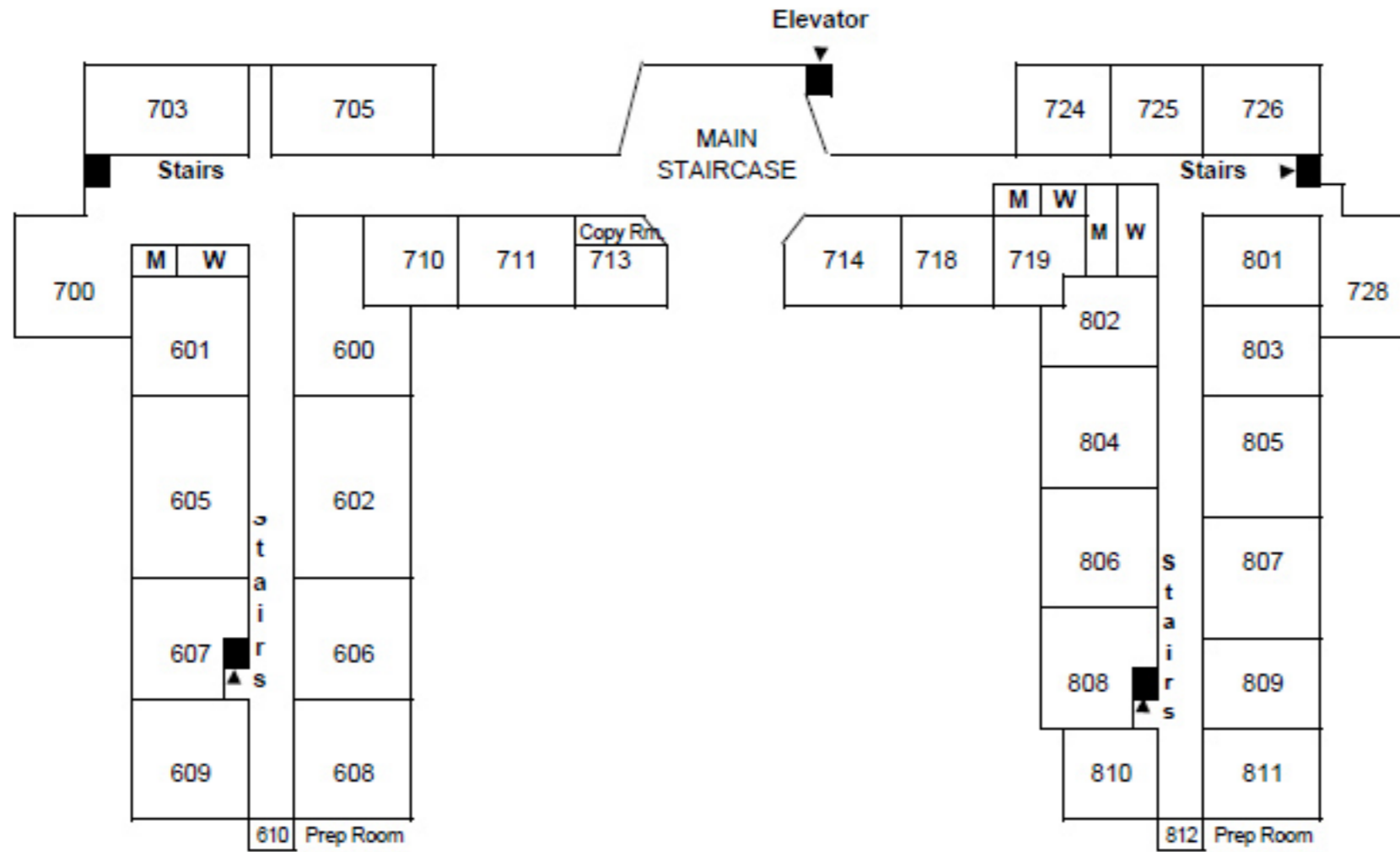
Did you know that Substitute Teachers are responsible for the same legal and procedural responsibilities as regular classroom teachers?

Much of your success as a substitute depends upon your dress and appearance. You should dress neatly, cleanly, and well groomed. Jeans, t-shirts, and tennis shoes are not appropriate dress for school. Casual Fridays are always at the discretion of the school principal and not all BPS schools adhere to that policy. Always wear your Substitute ID Badge when you are on school grounds.

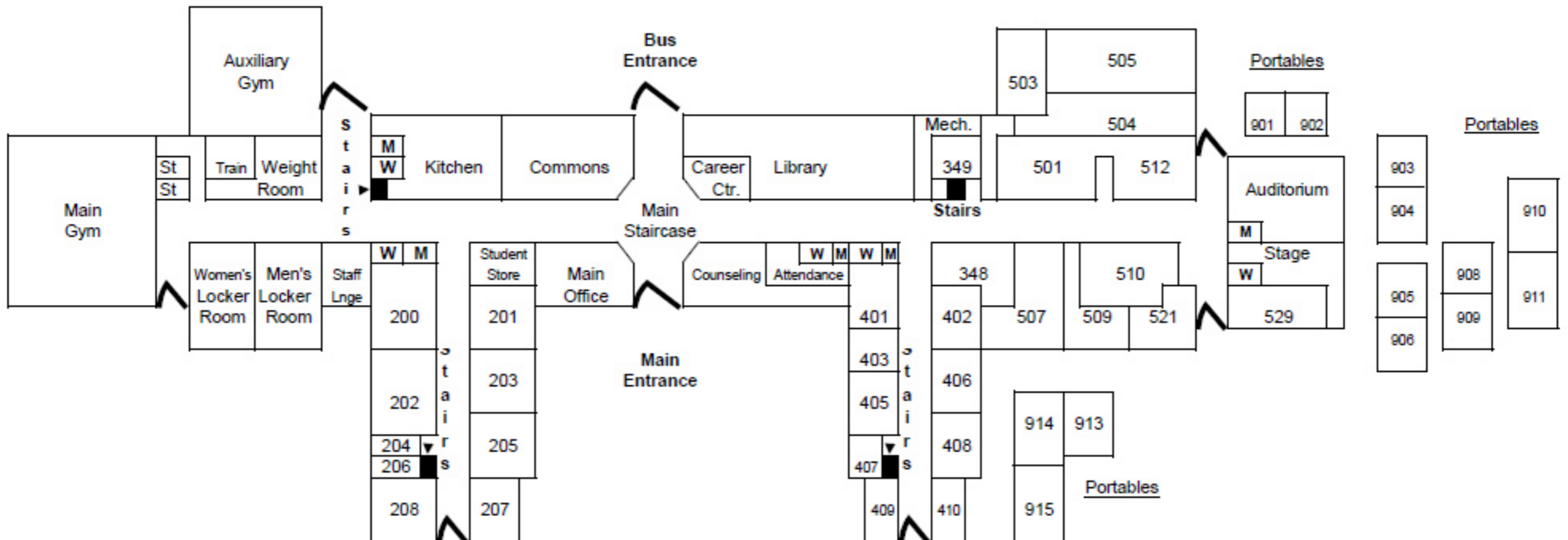
And always remember to check the BPS Substitute Log In Page found on the Jobs webpage to keep yourself up to date with issues and changes regarding BPS Substitutes.

THANK YOU AND WE ARE GLAD YOU'RE HERE!

Second Floor



First Floor



KENNEDY MIDDLE SCHOOL – SUBSTITUTE INFORMATION

We would like to welcome you as a Guest Teacher at Kennedy Middle School. We hope the following information will address any questions or concerns you may have as a member of our team and serve as a source of basic information.

Administration

Richard Myers, Principal
Darren DeGennaro, AP/Dean
Tami Davis, AP

Front Office Staff

Nancy Willis, Secretary (Extension 1303)
Rita Patient, Attendance/Front office (Extension 1200)

DEAN ATTENDANCE

We have an on-line attendance system. Teachers input the attendance in their computers from the class rooms each period. Guest Teachers are not authorized to use the teacher's computer. Therefore, you should write the name of the absent student(s) on a slip and give it to the student who has a good conduct sticker (on the back of their badge) to the attendance office within the first 15 minutes of each period that you have a class. If you don't have any students absent, please send a slip up with the word "none" written on it. Be sure to include the following information on the slip:

- 1) Teacher's name
- 2) Date
- 3) Period
- 4) Substitutes Name

DISCIPLINE

Included in the teacher's plans should be his/her behavior expectations and discipline plan for their classroom. Please review this information. In the case of severe infractions send the student to the Dean's office with a referral. Please follow-up with a phone call to extension x3012 to make sure the student arrives in the office. If immediate help is needed in a classroom and you cannot make contact by phone, use the call button which will activate the intercom system to request help.

EMERGENCY EVACUATION

Procedures for emergency evacuation should also be found with the teacher's classroom plans. If you are not able to locate this information, please notify Mrs. Willis in the front office prior to the start of school. Make sure you bring your personal belongings with you when you leave the room and always bring the class roll with you as well.

CLASSROOM COMPUTERS AND PHONES

Guest teachers should **not** use teacher's computers unless the teacher leaves directions for you to do so. Long distance phone calls are **not** allowed from the classroom phones. Local calls may be made. To get an outside line you must first dial 9, then the number. Students may use classroom phones to make calls home **only** during Homeroom. Do not allow students to use the phone any other time.

TEACHER'S MAILBOX

Guest teachers should not remove any items from the teacher's mailboxes unless instructed to do so by the teacher. Lists for field trips and other information that may be needed will be included with the Bell Schedule, which is picked up when you sign in, or they will be left for you with the teacher plans.

BEFORE/AFTER SCHOOL DUTY

Many teachers have a before or after school duty. Please check the teacher's plans to see if you need to cover a duty for him/her. If the information is not included with the teacher's plans the duty schedule is posted on the Guest Teacher bulletin board above the sign in table in the front office. Duty stations are included on the school map to help you find the correct location.

LUNCH PROCEDURES

Students with A lunch will proceed directly to the lunch room at the beginning of the 4th hour class. A bell will ring between each lunch. Please walk your students in a single file to the cafeteria on the bell at the beginning of their assigned lunch. The lunch time for the class you are covering is circled on the bell schedule given to you at sign in.

HALL PASSES

Please follow teacher's instructions regarding hall passes. If the issue is not addressed in the teacher's plan, please only allow one student at a time out of the room with the Green or Pink colored lanyard after signing out. All students checking out should have a signed agenda pass to go to the office. Sick students should be sent to the clinic with an agenda pass. If they need to call their parent, they may do so from the clinic. They should not call from the classroom.

STUDENT CELL PHONES/CAMERA'S, ETC.

Students are not permitted to have cell phones turned on or out at any time while on campus. Under no circumstances are they allowed to take pictures with their phones or cameras nor use iPod's or any other electronic devices.

YOUR SCHOOL Rules and Procedures for Substitute Teachers

At the beginning of the school day, the substitute teacher shall:

- Familiarize yourself with the District's *Comprehensive School Safety and Crisis Program Guide* and building's Emergency Plan.
- Familiarize yourself with the school layout, classroom procedures and the emergency exit route from the assigned classroom(s).

In the classroom, the substitute teacher shall:

- Assume all duties of the regular classroom teacher promptly and in accordance with school rules. This may include bus, lunchroom, playground, hall duty or other duties assigned by the building principal.
- Follow the instructions left by the teacher or alert the administrator if there are no plans to follow.
- Check to ensure that there are sufficient supplies in the classroom to carry out lesson plans.
- Maintain normal classroom routines and discipline procedures.
- Spend the entire assignment working with and for the students. No personal work of any kind should be done. The substitute teacher is expected to carry out the instructions of the regular teacher, including grading daily papers and leaving a summary of work covered.
- Remain in the classroom if a student teacher or intern is teaching.
- Maintain a positive learning atmosphere in the classroom. Disruptive student conduct in class is not acceptable. If serious student behavior problems occur, assistance should be sought from a neighboring teacher or a building administrator.

The substitute teacher shall inform the principal or department head in cases of:

- Personal injury to students or staff.
- Serious illness of any student.
- Damage to school property.
- Serious discipline problems or infractions of school rules.

It is not the substitute teacher's responsibility to:

- Grant permission for a student to leave school before the regular dismissal time.
- Detain a student after dismissal time.
- Communicate information about a student or staff member with anyone but the building principal or department head.

At the close of the school day, the substitute teacher shall:

- Leave the classroom as neat as possible with items approximately in the same place where they were found.
- Be sure all windows and doors are locked.
- Go to the school office to complete a report about the day.
- Perform other tasks as assigned.
- Check out at the school office.

Under no circumstances shall the substitute teacher:

- Release a student from his/her jurisdiction during school hours without permission from the school office
- Use corporal punishment. Substitute teachers should not touch students at all.
- Leave money or valuables in the classroom.
- Criticize the teacher about her/his materials or methods.
- Leave students unsupervised at any time during the day.
- Make comments about any student, teacher, administrator or parent that will reflect negatively upon that person or upon the teaching profession. Observations made and conversations held during the school day should be considered confidential and discussed only with the school principal or department head.
- Review school records without the permission of the principal. Records are legally designated as confidential and should be treated as such at all times.

What the substitute teacher can do for the regular classroom teacher:

- Follow the lesson plans. Do not allow the students to have a free day.
- Leave detailed notes about which students were helpful, disciplined, etc.
- Keep the students from opening the teacher's desk or files.
- Be consistent with existing classroom procedures.
- Keep accurate attendance reports.
- Leave student work in organized piles/files/folders for the teacher.
- Leave the room neat and orderly.

CLASSROOM SUBSTITUTE FOLDER

Items to Include:

Lesson Plans – Lesson Plans or where to find them in the classroom.

Class List - Provide a class list and place a star next to the students that can be trusted to help the substitute with any questions they may have.

Teacher Schedule - Provide a schedule of any duties that the teacher may have (bus duty, hall duty). Attach a map of the school and mark the spots where their assigned to go.

Class Schedule/Routine - Include a copy of the daily routine. Provide information such as how attendance is taken and where it should go, how student work is collected, when students are able to use the restroom, how students are dismissed, etc.

Classroom Discipline Plan - Provide your classroom behavior plan. Inform substitutes to follow your plan and leave you a detailed note if any student has misbehaved.

Important Student Information - Provide a list of students' food allergies, medical information (such as medicine) and any other special needs.

Time Fillers - Select a few five minute activities in case the substitute has a few extra minutes to spare.

Emergency Lesson Plans - Select at least a week's amount of emergency lessons in case you are not able to complete a lesson for them. Include spare worksheets and review sheets with enough copied for the whole class.

Colleagues Contact Information- Include a list of names and numbers of the surrounding classroom teachers and faculty.

SAMPLE

SUBSTITUTE TEACHER DAILY REPORT

To be completed at the end of the day in the main office

Substitute Teacher: _____ Date: _____

For: _____ Room #: _____

The following students
were absent:

The following students
were helpful:

The following students
were disruptive:

The class:

was helpful and courteous

followed classroom rules

worked well on assignments

Assignments not completed:

1. _____
2. _____
3. _____

Additional Comments:

Next time, I would appreciate the following:

Return to the school secretary at the end of the day. Thank you for teaching at 'Any' Elementary today. Your services are appreciated.