

# Crestview Local School District



# SUBSTITUTE TEACHER GUIDE

**District Mission Statement: We are Crestview Local Schools, *the heart of our community*, dedicated to educating and empowering every student with the knowledge and skills for success in an ever changing world.**

# Responsibilities and Guidelines for Substitute Teachers

## Check In Time:

CHS – 7:15 AM

CMS – 7:15 AM

CES – 8:05 AM

## At the beginning of the school day:

Report to the main office and sign in as a substitute along with the teacher's name you are subbing for and if it is a whole or half day.

- **The first time as a substitute teacher in each building**, you must check in with the appropriate administrator in that building for orientation to school policies and procedures including attendance, discipline, class schedules and lesson plans.
- Familiarize yourself with:

Building Emergency Plans

School Layout

Nurse's Office

## In the classroom, BEFORE students arrive:

- Familiarize yourself with the classroom layout including the location of the intercom and emergency exit route.
- Look over the lesson plans and class schedule. Alert the building principal or main office immediately if there are no lesson plans.
- Check to ensure there are sufficient supplies in the classroom needed to carry out the lesson plans.
- Check to see if there is information on medical issues with any student in the class(es) to which you are assigned.

### **In the classroom, AFTER students arrive:**

- Assume all duties of the regular classroom teacher in accordance with school rules. This will include bus, lunchroom, playground, hall duty or other duties assigned by the building principals.
- Take accurate attendance and submit it on an attendance slip and return to the main office in a timely manner. Keep accurate attendance for each class.
- Follow the lesson plans left by the teacher.
- Carry out normal classroom routines and discipline procedures.
- In the event of a fire drill, tornado drill or lock down, follow the classroom procedures posted in each classroom. Ensure students perform in a quiet and orderly fashion at your direction.
- Spend the entire assignment time working with 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. Maintaining a positive learning atmosphere at all times.
- Students should not use classroom computers unless specified in the teacher's lesson plans.
- Remain in the classroom for assistance if a student teacher is teaching.
- Disruptive student conduct in the classroom is not acceptable. If serious student behavior problems occur, assistance should be sought from a neighboring teacher or a building administrator.
- Students may not use cell phones in the classroom.
- A substitute must log out of all staff technology and turn machine off before leaving the classroom. This is especially important if the teacher provides them access to their account.
- Leave a summary of all work covered and how the day went.
- Leave the classroom as neat as possible and be sure all windows and doors are locked.

### **The substitute teacher shall inform the building principal in case of:**

- Personal injury to student 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 a dismissal time.
- Communicate information about a student or staff member with anyone but a building administrator.

**Under NO circumstances shall the substitute teacher:**

- Release a student during school hours without permission from the office.
- Leave money or valuables in the classroom.
- Use a cell phone during classroom instruction time.
- Criticize the teacher about his/her method of teaching or materials used.
- 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. Observations made during the day should only be discussed with the building administration.
- Review school records without the permission of a building administrator. Records are confidential and should be treated as such at all times.

**Suggestions for the substitute teacher to be more familiar with Crestview**

**School Districts Policies and to help the regular classroom teacher:**

- Please go to our website, [www.crestviewrebels.org](http://www.crestviewrebels.org) and familiarize yourself with our student handbooks.
- Follow lesson plans as close as possible, do NOT let the students have a free day.
- Leave detailed notes on which student was helpful or which student had discipline issues.
- Correct work completed by students during the day (when appropriate and feasible).
- Keep the students from opening teacher's desk or files.
- Keep the student's work in organized piles, files, or folders.

If you are scheduled to sub and have any questions regarding your schedule, please contact **Myra Buck at 330-718-1333**. **Welcome to Crestview Local School District and I hope you enjoy your subbing experience!**