

# CLASSROOM GUIDELINES



## Classroom Procedure

1. Please attempt to arrive on your designated campus by 7:45 a.m. on the day you are to substitute. We realize this maybe impossible if you are called at the last minute, but it would be helpful to you and the campus principal/secretary to have a few minutes to familiarize you with your duties for the day.
2. If you have any questions when you arrive, please ask the principal/secretary immediately. This will allow you to be in the class and ready to begin your day when the students first arrive.
3. Every teacher in the district is expected to leave clear and comprehensive lesson plans for you to follow. The lesson plans will be either on the teacher's desk or in the sub folder at the office. It is their responsibility to make the plans and it is your responsibility to follow them. Be aware that it is easy to get side tracked by students or some distraction and fail to complete the assignment of the day. Make every effort to keep students on task and your day will go much more smoothly. Check with building principals or secretaries if there is a question about lesson plans.
4. As soon as you reach your school, please check with the principal or secretary for the schedule and class information. This will help you in determining lunch periods, class beginning and ending times, and your general duties for the day.
5. Be sure you ask the principal/secretary if there are any special activities taking place during the day. If so, be sure you are clear who will be going where and when they will be returning. **Remember - students are not always the best source of information on daily happenings! When in doubt, ask the principal or a neighboring teacher!**
6. Be sure to ask if you are expected to fulfill any extra duties - Ex. bus duty, lunchroom duty, etc.
7. It is always wise to ask the principal about official records (Ex. roll sheets) which must be sent to the office, how they get there, and which ones, if any, are kept in the classroom.
8. Always use ink when marking records. (No pencils or red ink)
9. Generally speaking, classroom teachers will handle the recording of the grades. **Do not attempt to place grades in a grade book or on any other record unless you are specifically requested to do so by the teacher.**
10. Teachers who work near you are always a good source of information on daily procedures. It is a good idea to introduce yourself to them when you arrive at the classroom and ask them if there is any special information they think you should know to make your day more successful.

11. Campus packets of information may contain forms which you can duplicate when you arrive for substituting. Leave a report for the teacher and office. You might wish to let him/her know what was completed, what wasn't completed, positive happenings or negative ones -generally, anything you feel the regular teacher should know about how your day went while they were away.

- Please follow exactly the plans left by the classroom teacher.
- Have in mind an "extra project" in case your class should complete the assigned project.
- Notice to see if there are posted classroom rules of conduct.
- Avoid extremely personal details about yourself and your life. Long discussions about your personal experiences may be interesting, but they are not the assigned educational tasks.
- Do not touch students. Do not administer corporal (physical) punishment.
- Write your name on the board and ask students to use it. Don't forget your title, Mr., Mrs., or Miss. Students are expected to be polite to you.
- Do not leave your students unsupervised.
- Keep students involved and busy; do not allow "free time".
- Send students to the office in cases of insubordination or repeated misbehavior.
- Speak formally to students and avoid inappropriate words. Profanity will not be tolerated.
- Do not give students "treats" such as food or special favors. You do not need to "bribe" students.
- Noise level in classroom should not disturb others in the building. Students may be given permission to talk quietly at your discretion. No talking is also acceptable.
- Do not assert your authority above the classroom teacher. Never teach students "a better way". Remember, we are teaching processes as much as content. The "way" something is done may be very important.
- Do not let students leave the classroom without a good reason and without a pass. If a student is needed somewhere else, another teacher will send a note.
- Take very good care of papers students turn in. Students often claim they have turned in work to the substitute when they have not done so. See individual campus instructions as how to handle student work.