

PROCEDURES



Medical Procedures

State Law and School Policy require that all medications to be given at school be done with the school nurse's supervision.

Do not give students aspirin, Tylenol, cough drops or any other medication. Students should not be allowed to take medication unless the nurse administers it. Students are not allowed to take medicine they have brought to school without the nurse's supervision.

Any student who indicates they are ill should be allowed to see the nurse.

Emergency Procedures

Upon signal from the fire bell, your students and you should immediately exit your classroom. Turn off your lights and shut the door. Take your grade book or class roster with you so you can call roll outside. Fire Drill exit maps are posted in each room.

Should any other emergency occur in your room, send one student to the office for assistance and another to the teacher next door for assistance. Do not leave your class unattended. Check your campus information sheet for specifics.

Release of Children

Any outsider who comes to the classroom for information about a student or is asking that a student be released from school must be directed to the principal's office. In any event, children are not to be released from the classroom without official notice from the building principal.

Care of the Classroom

Please maintain security of classroom materials. The substitute teacher should keep items in the teacher's desk, testing materials, instructional materials, books, computers, etc., secure. Equipment or supplies should be utilized **only** as indicated in the teacher's lesson plans and otherwise left alone. Many classroom items are very expensive, and the substitute teacher should make sure there is no unauthorized use of these items. Be careful not to throw anything away from the teacher's desk or desktop. As the teacher in charge of the class, you are responsible for these items.

Completing Your Day

Straighten your room, secure materials and close your classroom. Report to the campus office to check out. You may be asked to complete a self-evaluation of your workday as well as give feedback to the teacher.

If you have concerns regarding your experience in the classroom or Hudson Schools in general, we would appreciate your candid comment to either the campus principal or the superintendent. As our temporary employee, we want you to help us always polish our image within our community, as we always want to do our very best.

Remember, comments about students and their behavior or performance are unprofessional and may involve you in litigation.