



Southeast Dubois School Corporation

432 E. 15th Street, Ferdinand, IN 47532

812.817.0900

SUBSTITUTE TEACHER GUIDELINES

Thank you for agreeing to substitute teach in the schools of Southeast Dubois County. We appreciate your time and commitment to maintain the educational environment in the absence of one of our professional teachers.

To maintain an environment conducive to learning please refrain from:

1. 'Friending' or 'Following' any of our students on social media
2. Asking our students or fellow staff for cell phone numbers
3. Communicating with a student via SMS text or voice cell phone
4. Bringing in rewards or prizes (food, pencils, trinkets, etc.) of any kind and handing them out to our students
5. Sharing information about students whom you have taught outside the school arena

Please always:

1. Be prompt
2. Be courteous
3. Be prepared
4. Be proud of your work
5. Communicate with the classroom teacher (via notes) and the front office.

I have received and agree to the above guidelines.

Signature