

A person in a grey suit jacket, white shirt, and dark trousers is shown from the waist down. They are holding a thick, old book in their right hand and a brown leather messenger bag in their left. The background is a green chalkboard with various mathematical formulas and diagrams, including a coordinate plane with axes labeled 'a' and 'b', and a formula $P = 2l + 2w$. The word 'WELCOME' is written in large, bold, light blue letters across the center of the image.

WELCOME

***CLASSROOM EXPECTATIONS AND
PROCEDURES FOR SUBSTITUTES***

Creating a Positive Environment

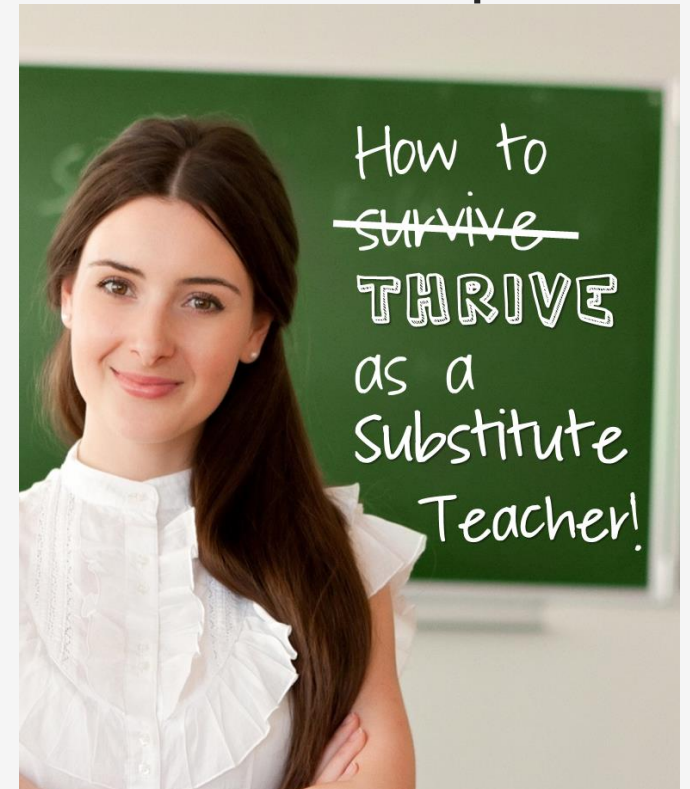
- Come Prepared...



- Have clear expectations



- Remember Your Importance



“The early bird catches the worm”



- Arrive on campus at least 20 minutes before class begins...
 - This will allow you to check in, receive your classroom assignments and receive any special instructions
 - Allow you to look over the lesson plans provided by the teacher of record (or sometimes lack thereof)
 - Allow you to create a plan of how to create a positive experience for both you and your students.

Check with the campuses that you will be serving in to see when will be the most appropriate time to arrive

Note*- LP Waters requires substitute teachers to report at 7am on the on the first day on that campus.

Come Prepared ...

4



- **Have a plan that will fit the grade level you will be working with that day.**
 - **Bell ringers**
 - **Lessons that are not content specific but teach student interpersonal or intrapersonal skills**
 - **Provide a closure**

Bell Ringer Ideas

- Grades k-2
 - “get to know me” color plate
 - Stand and share
 - Grades 3-5
 - Classmate bingo
 - Color name plates
 - Fictional story stem
 - Grades 6-12
 - 2-5 things that make you interesting
 - Quick write on hobby/interests
-

ALL ABOUT ME!

FAVORITE SUPER HERO



ONE THING THAT MAKES ME HAPPY

FAVORITE MOVIE OR SONG



ONE THING I AM GOOD AT



FAVORITE COLOR OR FAVORITE ARTIST

ONE THING THAT MAKES ME SAD

I THINK OUR FAMILY IS AWESOME BECAUSE



FAVORITE GAME

Blank rectangular box for writing.

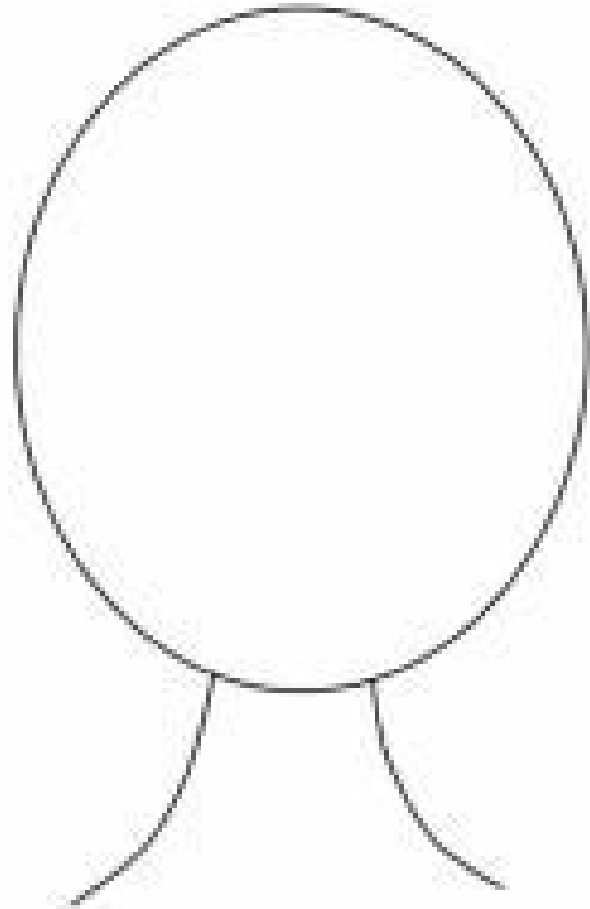
FAVORITE BREAKFAST

FAVORITE DINNER

FAVORITE THING TO EAT

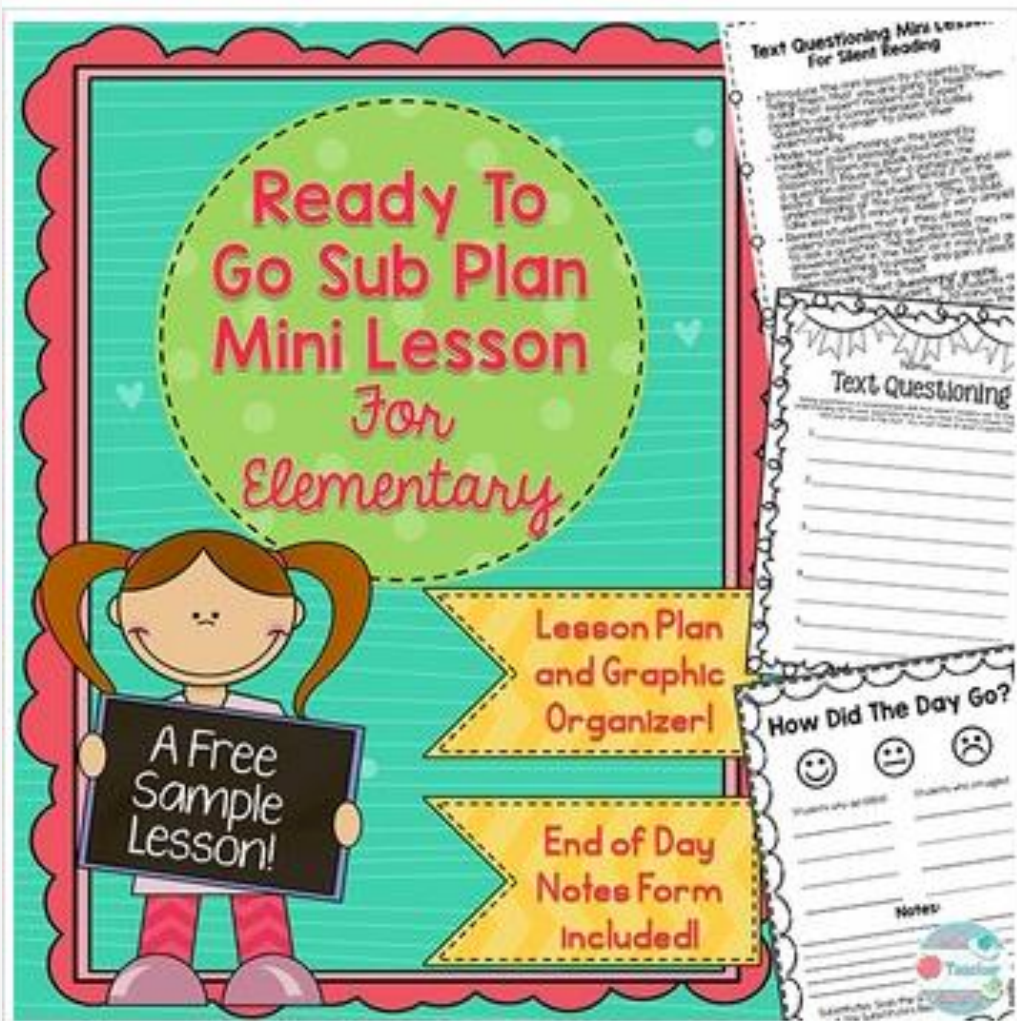


This is Me



My name is: _____

Lessons



- The teacher is expected to leave you detailed notes and assignments for the students but, occasionally that does not happen
 - Non-content specific assignments
 - Focus on inter/intrapersonal skills

Helpful resources:
greenvilleisd.com
[Pinterest.com](https://www.pinterest.com)
Teacherspayteachers.com

Resources found on District Website

The screenshot shows a website navigation bar with the following items: Home, Our District, Campuses, Athletics, Departments (highlighted in red), Faculty and Staff, Parents, Careers, TRE Election, and Calendar. A search icon is located on the far right of the navigation bar. Below the navigation bar, the breadcrumb trail reads: Greenville Independent School District > Departments > Human Resources > Substitute Information. The main content area is titled "HUMAN RESOURCES" and features a sidebar on the left with a list of links: Human Resources Home, 18-19 Employee Handbook, Employee Information, Job Opportunities, Substitute Information, Benefits, and State Board for Educator Certification. The main content area displays a list of activities, each with a document icon and a title: Word Work Activities, Story Chart Starter, Parts of Speech, Numbers Galore 0 to 100, No Materials Required, Library Skills, I Spy Activity - Beach, Lining Up - Student, Featured Daily Activites, Daily Warm-Up, Critical Thinking, and Class Starters.

Home Our District Campuses Athletics **Departments** Faculty and Staff Parents Careers TRE Election Calendar

Greenville Independent School District > Departments > Human Resources > Substitute Information

HUMAN RESOURCES

Human Resources Home

- 18-19 Employee Handbook
- Employee Information
- Job Opportunities
- Substitute Information
- Benefits
- State Board for Educator Certification

- Word Work Activities
- Story Chart Starter
- Parts of Speech
- Numbers Galore 0 to 100
- No Materials Required
- Library Skills
- I Spy Activity - Beach
- Lining Up - Student
- Featured Daily Activites
- Daily Warm-Up
- Critical Thinking
- Class Starters

Closure

- Grades k-2
 - Verbal survey
 - Thank you color plate
 - Grades 3-5
 - Mini survey 2 questions
 - Written summary of the day
 - Grades 6-12
 - Substitute survey
 - Summary of material learned
 - 3-2-1 exit ticket
-

Classroom Expectations



- As a substitute, you will not be aware of the rules and procedures of each class you monitor.
 - Elementary Campuses, 6th Grade Center and GMS
 - Ask students to review their social contracts
 - Reaffirm the importance of following the classroom expectations and procedures
 - High school
 - Teachers are expected to have their classroom expectations posted in the room and some will place a copy in their substitute folders.
 - Reaffirm the importance of following the classroom expectations and procedures
- Remember to keep children in your classroom as much as possible as you are responsible for them.
 - Follow campus/teacher expectations on bathroom visits and other situations where students want to leave class.

Expectations and Discipline

- In the event that you have a child that may get a little unruly, these steps may prove helpful in redirecting their behavior
 - Make sure you are actively monitoring
 - Do not simply sit at the teacher's desk and expect students in the back to comply.
 - Continually move around the room observing students and their progress
 - Ask questions to off task children,
 - What are you doing?
 - What are you supposed to be doing?
 - Are you doing that right now?
 - What are you going to do about it?

Expectations and Discipline

- In the event that you have a child that may get a little unruly, these steps may prove helpful in redirecting their behavior
 - If questioning is not enough to redirect the student's misbehavior but the student is not impeding the learning of those around him
 - Document your attempts at getting the student to complete the assignments left for them. This will allow the teacher to handle the misconduct when they return to the classroom.
 - If the student is so unruly that they are impeding the learning of other students or have become combative
 - Follow campus expectations for removing the child from the situation
 - Call for a campus administrator such as principal or assistant principal
 - Some campuses may have lead teachers that will accept a child to remove them from the volatile situation

Expectations for you as a substitute teacher



- Never leave the students unattended
- Always keep the door to your classroom locked
 - This is a district wide policy
- Maintain a positive classroom environment
 - Follow the guidelines for classroom expectations and discipline
- Keep a positive attitude as the adult in the room
 - You might be the first smile a student will see or utter the first kind words they hear!
- Document your experience both positive and negative.
 - This will allow are teachers to reflect on preparing for a substitute in the future!

**Remember
your
importance
to our
district**

- You are pivotal to the continued education of our students and provide a much needed service!!

