

# 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.crestviewlocal.k12.oh.us](http://www.crestviewlocal.k12.oh.us) 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 **Christy Hoopes at 330-397-2440**. **Welcome to Crestview Local School District and I hope you enjoy your subbing experience!**