

#1 – Ensure the Safety and Well-Being of Students

- Treat your students as you would hope someone would treat a child who is important to you
- Monitor your students constantly and kindly address any concerns or unsafe behaviors
- Call for administrative assistance if a situation arises that is unsafe or disruptive
- Call the nurse for health emergencies (or 911 if needed)



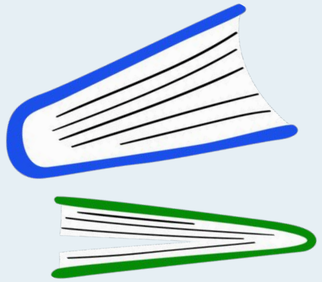
#2 – Be Professional in All You Do

- Deviations from the handbook or campus guidelines can result in a negative sub report
- Campus administration should inform you of a negative report; you have 10 business days to respond if you wish
- Substitutes who receive three (3) negative reports, for any reason, within a calendar or school year or five (5) within a five-year period will be removed from the substitute system.



#3 – Manage the Classroom Well

- Keep students busy and on task, noting any students that aren't engaging
- Use proximity as a tool and constantly circulate and encourage students as they work
- Remember that it isn't your role to discipline students; call for administration if a student is disruptive (Keep in mind #7 and stay calm)
- Be fair and consistent in your actions





#4 – Be Appropriate in Communications

- Be friendly and warm with the students in your care
- Seek guidance from teachers and staff
- Speak professionally and calmly
- Refrain from inappropriate conversations and topics
- Leave thorough notes for the teacher so they know how the day went
- Avoid making assumptions about students





#5 – Follow the Lesson Plan

- Trust the teacher's expertise and deliver the plan as outlined for you
- If no plan was left, consult with a buddy teacher or campus administration
- Refrain from elaboration on a topic or bringing in your own curricular materials
- Redirect any conversations from students that attempt to get your off the lesson plan



#6 – Respect Personal Space & Boundaries

- Remember that physical contact with students in not allowed
- Refrain from touching a student, grabbing an arm to guide/move them, moving into their personal space, etc.
- Some students groups may require contact (ex: Special Education), but take the lead from other staff in the room
- Refrain from giving food, drink, or gifts to students unless specifically directed to do so in lesson plans or by campus staff



#7 – Be a Calming Presence

- Greet students in a friendly manner and introduce yourself - some students may need to get acclimated to a new face
- Be engaged and present with the students
- If a student becomes agitated or disruptive stay calm and de-escalate the situation
- Remember that you do not know individual student needs or situations and maintain a supportive environment
- Seek help from a buddy teacher or administration if help is needed



#8 – Work Your Full Assignment and Be Flexible

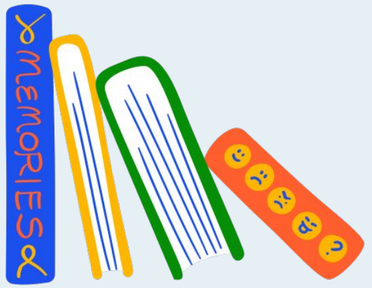
- Assignments are either half day (4 hours) or full day (8 hours) with an unpaid 30 minute lunch break
- If you arrive late or leave early you won't receive the full pay for the assignment
- Be prepared to help out during a conference period or even switch assignments - be willing and able to help where needed





#9 – Accept & Cancel Jobs Properly

- Utilize the Substitute Management Center to accept and manage jobs
- Please avoid cancelling less than 24 hours in advance
- If you must cancel within 24 hours please contact the office manager by phone and email (even outside of school hours) to allow the campus to plan accordingly





#10 – Manage Cell Phones Properly

- Cell phone policies vary from campuses
- Guide students to put phones away unless lesson plans allow for use
- Document any students who do not follow instructions so the teacher can follow up
- Refrain from taking a cell phone from a student; call administration if cell phone use is disruptive
- Manage your own device as well - you should not be on your phone, iPad, or computer unless related to the position