

**YALE PUBLIC SCHOOLS**

**SUBSTITUTE'S HANDBOOK**

### **WHAT WE EXPECT:**

You, as a substitute, have a very difficult and important job -- to fill in for a classroom teacher so that the education of our students is continuous and uninterrupted. In order to do this, we expect the following from you:

- A. To arrive promptly. The teacher's day starts 10 minutes before the first bell and 10 minutes after dismissal.
- B. To be in the classroom to supervise students as they arrive to school and from other classes.
- C. To follow the teacher's lesson plans and/or notes.
- D. To maintain order so that all students are safe and can attend to the lesson. (See Discipline).
- E. To maintain accurate records. (See Attendance and Lunch count).
- F. To correct papers assigned and completed in class that day unless directed otherwise.
- G. To be aware of and follow emergency procedures.
- H. To leave appropriate notes of the events of the day to inform the teacher when he/she returns. This is particularly important if the regular teacher is expected to follow-up on discipline.
- I. When taking elementary students to their specials (art, PE, etc.) do not leave the students until you have spoken to the teacher.

### **WHAT YOU CAN EXPECT:**

In order to carry out your job you can expect the following items. Should any be missing, you should request help from the office.

- A. An accurate and detailed lesson plan and/or teacher direction for the day.
- B. A teacher's edition for all student textbooks.
- C. An accurate and current seating chart.
- D. A daily attendance book.
- E. Appropriate supplies.
- F. A copy of building rules.
- G. Schedules of any students who need to leave the class on a regular basis.
- H. A copy of fire drill and severe weather procedures.
- I. Courtesy and respect from students.
- J. Help from principal and staff.

### **ATTENDANCE, GRADING, AND LUNCH COUNT:**

Each building in our system has an attendance reporting procedure (electronic or paper). Please complete this and return it to the office early in the day or period. Each teacher has a daily attendance book. Since attendance accounting is required by law, it is important that the attendance is accurately recorded. If you're not sure of the teacher's system, please leave a note stating who was absent and for how long (e.g, all day, 1/2 day, first hour, etc.). High School and Jr. High School attendance is taken and posted every hour.

In order to make an accurate estimate of lunches needed for the cafeteria, please make sure that an accurate lunch count is sent with the attendance. Please note that a choice is offered for students on certain days. There should be a menu posted or available. There are extras in the office. Lunch count and procedures vary by building.

If you correct papers, please mark only the items incorrect. The teacher will assign a grade and record the grades using his or her own system.

### **DISCIPLINE:**

Most classrooms use an assertive discipline plan. In such a plan, the rules are stated clearly and specifically, the levels of consequences are stated clearly, the means of communicating compliance or infractions are stated, and the rewards for compliance are known. A teacher using such a system usually will have rules and consequences posted in the room. The key to such a system is consistent follow-through. You may wish to use such a system.

However, if you wish to establish your own rules, they should be clearly stated at the beginning of class. You should have in mind various, reasonable consequences you may wish to apply. Consequences that are logically related to the behavior usually are more effective.

The principals are available to help you with disciplinary problems. You are in a unique position as a substitute and asking for help will not be considered a deficit. Remember, even experienced teachers call on the principal for help to maintain the academic climate of the room for the benefit of all.

List of building, playground, and cafeteria rules are available in the office.

### **EMERGENCY PROCEDURES:**

Each building has emergency procedures for such things as fire and severe weather. Procedures and exits should be clearly posted and/or available. You should be aware of these procedures.

### **MAILBOXES:**

Each teacher has a mailbox in each building. You should check the mailbox for the teacher for whom you're substituting periodically for messages and pertinent information.

**EVALUATION:**

You will be evaluated by the teacher when he or she returns. A copy of the evaluation form can be found in the building offices. These evaluations will be kept in the office, and you may discuss them with the building principal.

You will have the opportunity to fill out a feedback form on the classroom as you leave. A copy of this form can also be found in the building offices.

**REPORTING:**

Please report to the office at the beginning of the day in order to sign in for payroll purposes and at the end of the day in order to sign out. Someone will help you locate your room and answer your questions.

Please report to the office before you leave.

**ANNOUNCEMENTS:**

Announcements vary by building, please be sure you share the necessary announcements with the students as per building policy.

**A FINAL WORD:**

The Administration of Yale Public Schools hopes that your substituting experience is a positive one! Remember, help is available to you to educate our very important customers -- **our** students.

8/07