

BURRTON PUBLIC SCHOOLS USD #369

SUBSTITUTE TEACHER GUIDE



Vision Statement: The Burrton School District envisions our schools as safe and secure places where students are central in all decisions as we progressively strive for excellence between and among our students, staff, parents, and community.

Mission Statement: It is the mission of the Burrton School District to provide a safe and caring environment conducive to excellence in education where students can become productive, responsible citizens and lifelong learners to meet the challenges of the future.

At the beginning of the school day, the substitute teacher shall:

- Park in the high school parking lot or street parking spaces except if designated for certain purposes. Designated VISITOR parking spaces in the front of the school are for visiting parents, etc... These spaces are not reserved for substitutes.
- Report to the office and meet with the appropriate administrator (if new) for orientation to school policies and procedures such as attendance, discipline, class schedules and lesson plans.
- Check with the secretary to check on medical issues of students in class(es) to which you are assigned.
- Ask about the building's Emergency Plan.
- Familiarize yourself with the school layout, classroom procedures and the emergency exit route from the assigned classroom(s).

In the classroom, the substitute teacher shall:

- Assume all duties of the regular classroom teacher promptly and in accordance with school rules. This may include bus, lunchroom, playground, hall duty or other duties assigned by the building principal.
- Follow the instructions left by the teacher or alert the administrator if there are no plans to follow.
- Check to ensure that there are sufficient supplies in the classroom to carry out lesson plans.
- Maintain normal classroom routines and discipline procedures.
- Spend the entire assignment working with and for 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 daily papers as instructed and leaving a summary of work covered.
- Remain in the classroom if a student teacher is teaching or even if an aide/para is present.
- Supervise students at ALL times.
- Closely monitor student activities, lessons, tests, etc.

- Maintain a positive learning atmosphere in the classroom. Disruptive student conduct in class is not acceptable. If serious student behavior problems occur, assistance should be sought from a neighboring teacher or a building administrator.

The substitute teacher shall inform the principal or department head in cases of:

- Personal injury to students 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 dismissal time.
- Communicate information about a student or staff member with anyone but the building principal.

At the close of the school day, the substitute teacher shall:

- Leave the classroom as neat as possible with things approximately in the same place where they were found.
- Be sure all windows and doors are locked. If the school has issued a key, be sure to return it to the school office prior to leaving the building.
- Leave the teacher a report about how the day went; work that was completed and work that was not.
- Check out at the school office.

Under no circumstances shall the substitute teacher:

- Release a student from his/her jurisdiction during school hours without permission from the school office.
- Grab a student or use corporal punishment. It is recommended that substitute teachers not touch students at all.
- Leave money or valuables in the classroom.
- Criticize the teacher about her/his materials or methods.
- 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 or upon the teaching profession. Observations made and conversations held during the school day should be considered **confidential** and discussed only with the school principal.
- Yell at students or other adults.
- Review school records without the permission of the principal. Records are legally designated as confidential and should be treated as such at all times.
- Use foul, lewd, or inappropriate language.
- Loan or give out school issued keys.
- Place students in inappropriate or dangerous situations.
- Talk or create actions towards students or other adults in any way that could be construed as inappropriate.

What the substitute teacher can do for the regular classroom teacher:

- Follow the lesson plans. Do not allow the students to have a free day.
- Leave detailed notes about which students were helpful, disciplined, etc. (either by a note or within the electronic substitute system).
- Correct work completed by students during the day (when appropriate).
- Keep the students from opening the teacher's desk or files.
- Be consistent with existing classroom procedures.
- Keep accurate attendance reports.
- Leave student work in organized piles/files/folders for the teacher.
- Monitor classroom supplies.
- Leave the room neat and orderly.
- Leave a note for the teacher stating something positive about his/her class.

If in doubt --- please ask.

**THANK YOU FOR CHOSING TO WORK WITH OUR STUDENTS. THE WORK YOU DO WITH THEM
IS EXTREMELY VALUABLE!**