

Personal Expectations

- Staff will demonstrate self-respect, respect for others, and respect for all things in their environment.
- A safe and productive learning environment will be maintained for all individuals at school and at school related activities.
- Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.

Daily Procedures for a Substitute Teacher

- The professional duty day in all Prairie View buildings is from 7:45am until 3:45pm Monday, Tuesday, Thursday and Friday. **On Wednesdays, the duty day lasts from 8:45am until 3:45pm** due to weekly professional meetings in the morning. On any day that you may be called late in the morning, we will understand you may not make it on time and hope you will report as soon as possible.
- Please **check in** and **check out** of the office at each school where you are to substitute. Substitutes should wear a substitute badge for identification. A folder with information for the substitute will be found in the classroom on the teacher's desk or given to you in the office.
- Require all students to be seated according to regular **seating charts** if such charts are provided.
- **Daily or hourly attendance must be taken.** Check with the front office on attendance procedures for each school. Also check on **HALL PASS** policies for each school.
- Perform lesson plans and instructions as communicated by the teacher. Leave written notes as the plans are executed. A report of progress on lesson plans should be left for the classroom teacher. Additional notes on special problems and outstanding progress are encouraged to be left for the teacher.
- Phones should be used for school business only. Internal calls are completed by dialing a 4 digit number.
- **For emergencies which require immediate medical help dial 9911** for emergency dispatch and have a neighboring teacher or student notify the office. For all other emergencies or procedures which are out of the ordinary, contact the office.

Tips for a safe, successful day

- Familiarize yourself with tornado and fire drill procedures that should be posted nearby on classroom wall. Any school emergencies should be reported to the office immediately. In the event of an evacuation, bring your folder along with class rosters, attendance records, etc. to ensure all of your present students are safe.

- No student is to leave the classroom unless they are authorized.
- Do not, under any circumstances, leave a group of students or class unsupervised.
- If there is a personal emergency or you must leave the building, check in with the **office**. Likewise, check back into the office upon your return.
- Inform the principal of any unusual incidents that occur during the day, especially those which may necessitate a conference with either students or parents. In the event of any accident or health problem, the school nurse and principal are to be notified.
- Organize classroom activities and maintain control and discipline that is conducive to a learning environment.
- Exercise mature judgment that reflects the ethical standards of the teacher profession.
- **DO NOT LEAVE** the school grounds until you have followed proper student dismissal procedures.
- Plan for extra time in the classroom. At times, even the best plans do not follow a strict time schedule. Plan ahead with alternative activities for situations where time is a problem. Students need to be continuously involved in learning activities.
- Collect and leave assignments due for the regular teacher.
- Be a good supervisor by assisting in hall, lunch, and other appropriate supervision. Following the expectations of regular staff is expected and will be much appreciated by your co-workers and administrators.
- Ask your building administrator for assistance in determining building procedures or for specific information not provided herein.
- If discipline procedures are a concern, ask for assistance early. Do not wait until the end of the hour or day to report problems or to seek assistance. We expect our students to observe disciplinary standards and our staff to insure a quality learning environment.

We would like to re-emphasize the important role our substitutes assume in the Prairie View School District. We hope you feel positive about yourself and the daily positions you accept. Please observe a positive approach in seeking information and in finding solutions to problems.