

Harlan County Public Schools
2018 - 2019
Substitute Teacher Guidelines

Please sign back of guidelines and return with your contract and letter.

Personal:

1. Professional Attire - Suggestions:

Men – Collared polo shirt or shirt and tie with dress slacks.

Women – Conservative length dresses or dress slacks w/ sleeved blouse.

No tennis shoes, T-shirts, flip-flops, hats, short skirts, shorts, sleeveless shirts, etc...

Your appearance goes a long way toward how your students and teachers within the school will treat you.

Interaction w/ Students:

1. Maintain a professional student/teacher relationship.
2. Enforce all posted rules and regulations found in the student handbook.
3. Treat students with respect.
4. Never make derogatory remarks toward students.
5. Never threaten a child with a punishment you do not have the authority or right to administer.
6. Follow procedures already established by the student's regular teacher.
7. **Take roll and account for students at the beginning of every class or any time students are moved to a new location.**
8. Follow school/teacher guidelines on allowing students to use the restroom or leave class.
9. **Never allow the student to leave the classroom with any person who is not an employee of the system or does not have written permission from an administrator to take the child.**
10. You are responsible for the children until they are loaded onto the buses and under the supervision of the bus driver. Elementary substitutes must insure that students board the correct bus.
11. Always walk students to and from lunch, bus, etc... unless otherwise instructed.
12. Never allow yourself to be alone with a student for any reason.
13. **Never discuss a student's behavior, disability, or academic performance with anyone other than the child's parent or another teacher who provides services for the child.**
14. Address individual discipline problems calmly, sternly, and fairly as soon as they occur. Overlooked problems tend to escalate and quickly spiral out of control.
15. Never argue with a student.
16. Avoid reprimanding a student in front of his/her peers – this often leads to confrontations.

17. If possible, speak to children privately regarding behavior and consequences. This does not mean that you need to be alone with the student; you can have a private conversation at the child's desk or at the side of the room.
18. Never allow students to access the teacher's computer or go through the teacher's desk.
19. Closely monitor any student who has permission to use a computer to insure that inappropriate sites are not viewed.
20. You cannot be effective if you stay behind the desk! Move around the classroom.
21. Never leave students unattended for any reason.
22. Never give a child permission to miss another class.
23. Never allow students to watch television or a video unless stipulated in the teacher's lesson plans. If a teacher's lesson plan calls for the showing of a non-educational video, the plans should be considered inadequate. Contact an administrator for instructions on how to proceed!

Interaction w/ Teachers & Administrators:

1. Always sign-in at the front desk before assuming your responsibilities.
2. You may be required to assume other duties (cafeteria monitor, hall monitor, detention, etc.) as assigned by school administration.
3. Make sure you understand the procedures for building lockdown, fire emergency, severe weather emergency, etc...
4. Follow the teacher's lesson plans as closely as possible.
5. Communicate with the teacher regarding how much of the lesson was completed and generally how everything went.
6. If lesson plans are not found or if lesson plans are inadequate, immediately contact an administrator for instructions on how to proceed.
7. Ask a teacher or an administrator about the procedure for handling discipline problems as soon as you arrive in the building. Do not wait until a problem occurs.
8. Consult with a principal before allowing the photographing or videotaping of any student.

I have read the guidelines for substitute teachers in the Harlan County schools system and fully understand each of these guidelines. I gave particular attention to guidelines #7 and #9 listed under the "interaction with students" section. I also confirm that I fully understand the requirement for confidentiality regarding student behavior, disability, and academic performance listed as guideline #13 in the "interaction with students" section.

Signature of Substitute Teacher

ID#

Date

Printed Name of Substitute Teacher