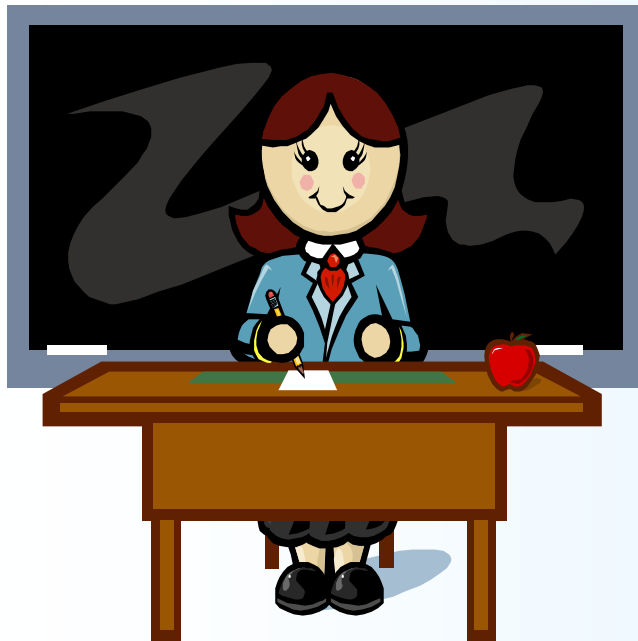


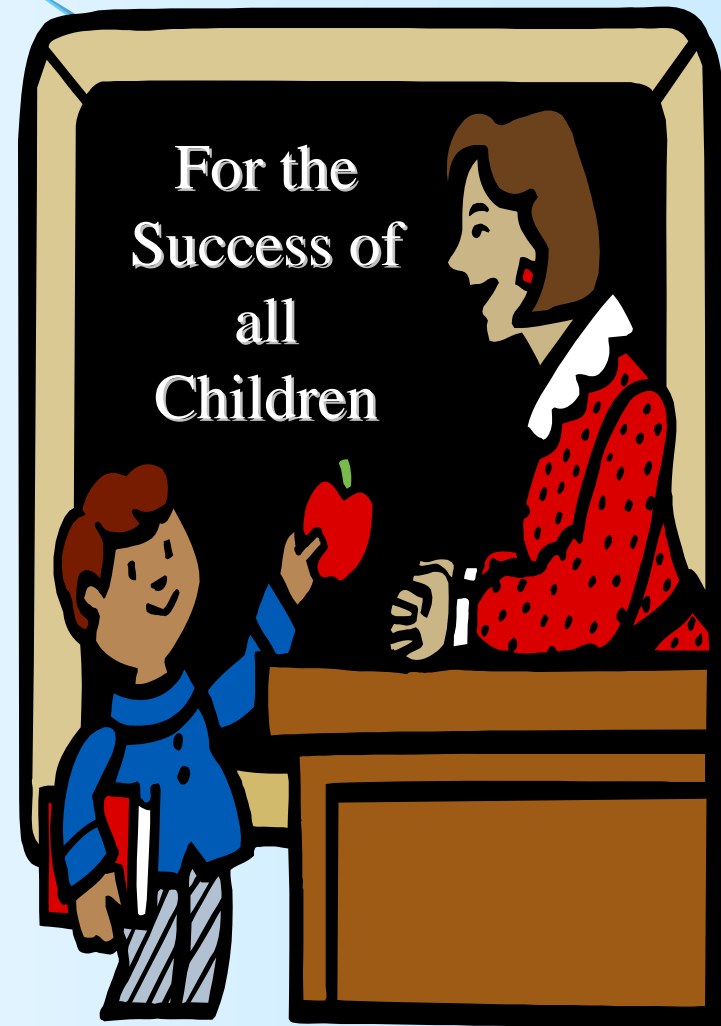
Sumter County School Board



The purpose of this presentation is to help you become a successful substitute teacher.

Information in this presentation includes.....

- What to ask when you receive the call to sub.
- Items to include in your sub pack.
- Useful websites for substitute teachers.
- Principles of behavior management.
- Basic guidelines for correcting behavior.
- Emergency procedures.
- The legal facts.



You receive the call to sub.....

- ◉ Ask what time you need to be at school and if there are any special morning duties that you will be responsible for.
- ◉ Dress appropriately.
- ◉ Grab your Sub Pack.
- ◉ When you arrive, go to the office and sign in, ask about a room key or if a custodian unlocks the door, check teacher's mailbox.

The Classroom



- Get to the classroom at least 20-25 minutes before students.
- Locate roll book, seating chart, lesson plans and materials, intercom call button, fire drill map, and end of day dismissal roster.
- Write your name, date, and first lesson on the board.
- Greet students at the door introducing yourself, and show them their first assignment on the board.
- Have students start working on the assignment as soon as they arrive.
- Take roll while students are working. Have a filler activity ready for those who finish early.



SUB PACK

- ⦿ **A SubPack is like an emergency kit for the classroom.**
- ⦿ **A clipboard is one of the most important items in your SubPack. Put the class roster, lesson plans, and seating chart on your clipboard and take it with you everywhere you go. They will be your constant source of information.**
- ⦿ **Suggestions for a SubPack are filler activities (in case scheduled activity gets cancelled), kleenex, post-it notes, prize stickers, hand sanitizer, etc.**

Useful Websites for Substitute Teachers

- Effective group management:
www.honorlevel.com/techniques
- Substitute teacher advice and tips in elementary classrooms: www.proteacher.com
- Generate customized puzzles online:
www.puzzlemaker.school.discovery.com
- Mr. T's web page for Substitute Teachers:
www.phs.org/teacherresource
- Sub station: www.education-world.com
- Substitute teaching tricks of the trade:
<http://users.quet.com>
- You can handle them all – 117 misbehaviors at school and home: www.disciplinehelp.com
- A resource for Florida teachers:
www.startwithsuccess.com



Behavior Management



Getting Their Attention

Whisper – Your first instinct in a situation where the entire class is noisy and off task is to raise your voice above the noise level of the room and demand attention. Instead, move to the front of the room and begin giving instructions very quietly. As students hear you, they will need to become quiet in order to understand what you are saying. When you have the attention of the entire class, you can then give instructions or directions as needed.

• **Write and Erase** – Another way to get students attention is to write and erase the directions one word at a time. Students soon get involved trying to figure out what you are writing and you will have the undivided attention of the entire class.

• **Raise Your Hand** – The sub teacher coaches the students at the beginning of the day or class that when the sub teacher raises his/her hand it means students should do likewise and become silent.



Principles of Behavior Management

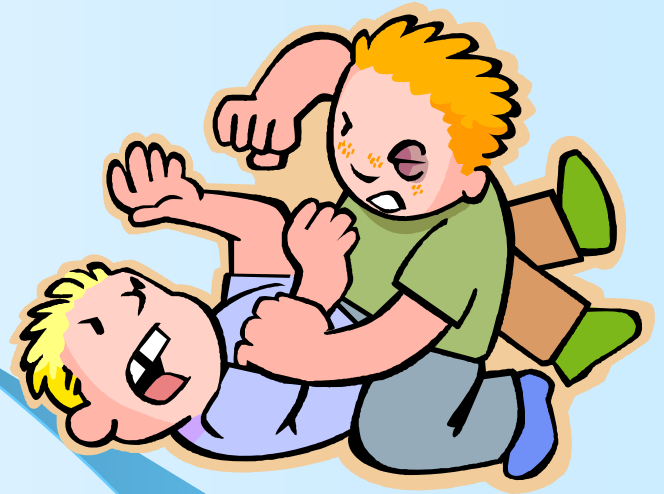
- ⦿ **Communicate what you expect of students.**
- ⦿ **Lead the students from one activity to the other.**
- ⦿ **Circulate around the classroom.**
- ⦿ **Motivate students to follow rules and use their time productively.**
- ⦿ **Correct student misbehavior when it occurs. Make eye contact and move closer to the student and ask the student to stop the inappropriate behavior.**

Basic Guidelines for Correcting Misbehavior



- **Correct calmly using a soft voice and direct eye contact.**
- **Don't demoralize or challenge as it escalates the situation. Be anger free when giving consequences.**
- **Don't take it personally. Avoid power struggles.**
- **Correct consistently and fairly.**
- **Correct immediately.**
- **Correct as privately as possible. Don't embarrass the student in front of peers.**

Diffusing a Situation



- ◉ **Rule of thumb – the younger the child the closer you may intervene - stepping in between and giving verbal commands.**
- ◉ **Do not step in between two teens fighting, give verbal commands and call for assistance.**
- ◉ **Do not order a disruptive student to leave class unsupervised. Instead, use the intercom to ask for assistance from the office.**





Be prepared for Emergencies



Fire Drills

- Maps should be in classrooms indicating evacuation routes, holding points/assembly points.
- Bring the teacher's roll book with you and ensure all students are accounted for.
- Remain with the class until the all clear signal is given. Return to the classroom or follow other instructions as given by an administrator.

Tornados

- Locate the tornado wall in your classroom and have all students group in that area.
- Do not leave the classroom or allow students to leave.
- Be sure students stay away from windows.



First Aid & Safety



- Only the school nurse or other designated personnel should administer first aid.
- Do not allow students who are bleeding to participate in class.
- Encourage students to wash their hands before meals and after using the restroom.
- **NEVER** give medicine to students or allow students to self-administer medications of any kind (including aspirin). Refer students who are taking medication to the office for supervision.
- If illness is apparent, refer the student to the office. If the student does not return to class, check with the office to verify that the child was excused to go home.
- Always remain with the class and send another student to get help.
- Report accidents or injuries to the office immediately. As soon as possible, a form of what happened for school authorities, and keep a copy of the report for yourself.
- Handle accidents with common sense.



Let's
Review
the legal
facts.....

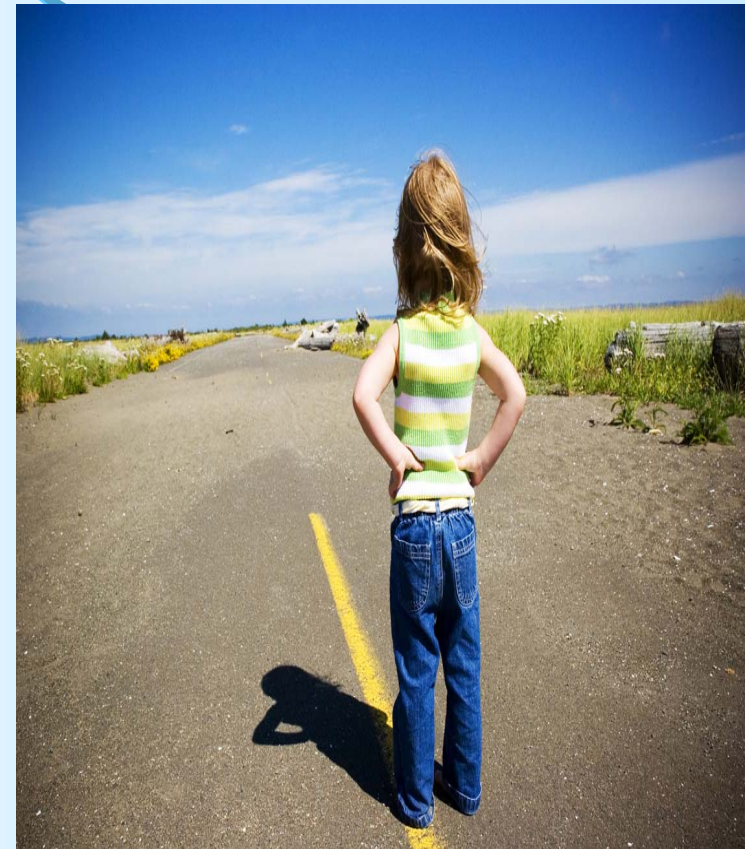
- ✔ **Due Care and Caution** - Maintain a neat, orderly, and safe environment for the students. Caution students against hazards or unusual conditions such as slippery floors which require extraordinary care.
- ✔ **Supervision of Students** - never leave a classroom unattended. Use the classroom intercom if you need to contact the office or another teacher.
- ✔ **Ask for Volunteers** - Do not call on students to read out loud or to go to the board.
- ✔ **Detaining Students** - Do not keep students after class or after school.
- ✔ **Pairs** – Very young children should be sent in pairs if released from the classroom not accompanied by the teacher.
- ✔ **Intercom** – Use discretion when communicating over the intercom as an unknown audience at large may be seated in the school office and able to hear all details.



- ⦿ **Never** use corporal punishment with students.
- ⦿ **Never** hit, push, pinch, force a child to stand up for long periods of time, make a student do push-ups, or use any physical force.
- ⦿ **Avoid** being alone with a student or touching students.
- ⦿ **Never** talk on your cell phone during student contact time.
- ⦿ While student possession of a cell phone is permitted, students are not allowed to talk on cell phones during the school day or on school transportation. Try not to confiscate a cell phone but if you do, turn it over immediately to the office to handle the situation.
- ⦿ Religious and political views should not be discussed with students.
- ⦿ **Never** discuss your personal life with students.



- ◉ Children should not be released to anyone other than their custodial parent(s) or legal guardians. Always check with the office.
- ◉ Avoid introducing controversial subjects or materials to students.
- ◉ Do not advertise products or services or announce public meetings during class.
- ◉ Do not date students or socialize with them after school.
- ◉ Do not allow students to leave your class or school campus without prior permission from the office and checking out through the office.





- ◉ Guard teacher editions and grade books.
- ◉ Do not use teacher's future lesson plans.
- ◉ Do not correct student work unless told to do so, and do not write in the grade book.
- ◉ Remain on campus throughout the school day, including planning periods and lunch.

- ⦿ Do not publicly criticize students, teachers, staffs or schools.
- ⦿ Keep information about students confidential.
- ⦿ Neither vulgar language nor tobacco should be used in the presence of students.
- ⦿ Refrain from racist or sexist comments.



Thank you for becoming a vital part of the Sumter County School System through your valued role as a substitute teacher.

