

Substitute Teacher Guidelines For My Classroom

1) Homeroom

- a) Start of Homeroom @7:46am**
 - i) Students need to be in their assigned seat**
 - ii) When the bells rings at 7:46am PLEASE announce to the class to “STAND!”**
 - iii) The students need to stand for the Pledge.**
 - iv) I will try to have helpers for you, if you want them to help. If not that is fine**
 - (1) Helpers will take attendance, if you want them to.**
 - (2) THEY will hand you a slip of paper of who is absent. PLEASE confirm they are absent then SIGN the slip.**
 - (3) The helpers will take the attendance to the office. I have a student (or 2) take it to the office in the brown envelope.**
- b) End of homeroom is @ 7:50**
- c) Announcements usually come on during homeroom.**
 - i) When they say stand for pledge, you do not have to because you already did it.**

2) ANNOUNCEMENTS

- a) During any announcements for class, the students are to REMAIN silent.**
 - i) If anyone talks, remind them to be silent**
 - ii) If they continue, please record their name for a possible write up.**

3) Taking ATTENDANCE

- a) Student's name is listed on the attendance roster. If they are missing, mark on the daily attendance sheet "ABS" for the correct column.**
 - i) The date should be at the top**
- b) Please fill out the "daily report of absence" slip of paper. THIS IS FOR HOMEROOM ONLY.**
 - i) This needs to be sent to the middle school office.**
 - ii) Have a student (or 2) take it down**
- c) Once again I have helpers for each class to do this.**
 - i) They will also collect any papers for missing students**
 - ii) Use them as you see fit.**

4) REST ROOM PASS

- a) Make sure each students signs out.**
 - i) The sign out slip is on the wall neat the door in front of the room it is (usually) green.**
 - ii) NO more than one student out at one time**
 - iii) NO MORE than 5 minutes.**
 - iv) NO STUDENT is permitted to go to the restroom after lunch. Then are to use the restroom during their lunch time.***

5) REFERRAL SLIPS

- a) ANY student causing a problem, write the name down and what happened.**

- b) If the problem continues or another rises, send them to another teacher on our wing.**
- c) IF YOU need to write the student up please let me know so I DO NOT write them up again, when I return.**

6) CLASS TIMES

- a) SEE CLASS SCHEDULE in packet**
- b) After Homeroom is Advisory**
- c) Prep is 3rd period... this is a split class (09:46-10:29)**
 - i) Meaning the 2nd period class will arrive and leave at 9:43am. They will return at 10:30am**
- d) Period between 5th and 6th is lunch (12:04-12:34pm)**
- e) Period 6 is enrichment**
 - i) Except for Thursday, you will have one of the classes come back at the beginning of the year we are covering rocket science, with the end of the year PSSA prep review**
- f) Period 7th is reinforcement**
 - i) See Section 9**

7) ADVISORY

- a) Students are to work on homework. Some may play games which is ok.**
- b) Some may ask to go to another teacher.**
 - i) This is OK but they MUST sign out on the WHITE BOARD in the back of the room.**

8) Period 6 is enrichment

- a) This is an actual class for a grade**
 - i) We have been covering rocket science and STEAM**

9) Period 7th is reinforcement

- a) This is an opportunity for students to seek help with learning, completing assignments, reading Accelerated Reader, working with ALEKs, exploring new learning objectives, or other learning opportunities that will help students achieve higher learning outcomes.**
 - i) This is valuable time.**
 - ii) It is for instructional purposes! Not a talk time**
 - iii) Some students play games which is okay.**
 - iv) If a student ask to use the computer**
 - (1) We have Chrome books which they are encouraged to use**
 - (2) BUT if they want to use a desk top there are ONLY two they are allowed to use**
 - (a) One is by the window near the flag**
 - (b) Other is in the back of room near the red container on the wall.**
 - (c) Computer screen must be off when they are done.**

10) END OF THE DAY

a) Shut down

i) *PLEASE make sure the computer in the front of the room is off and the monitor is off.*

ii) *Also make sure the project is turned off*

iii) If you are not sure ask a student to do so

iv) Lastly, make sure the white “ELMO” on the desk is off.

(1) It’s off if you see a red light and not blue

b) At 2:31 the students are permitted to go to their locker and get stuff to go home. NOT BEFORE.

c) BUT before they leave my room ALL student CHAIRS must be put up, except the table in the back by my desk.

i) After that they go to their locker and return to the room before the bell

d) Please make sure ONLY BUS STUDENTS leave at the 2:37 bell.

i) No other students should leave your room.

ii) ALL Athletes, Tutoring Students, After School Program Students, Chorus Students, and Car Riders must remain in your room until the 2:45 Bell.