

Substitute Teacher Handbook

Revised June 2014

As a substitute teacher you are to follow the STF code of ethics and maintain confidentiality. Also remember you are under supervision of in school administration. Days will be assigned in the best interests of the child.

Daily Routine

1. Arrive at school at 8:40a.m. and 12:50 p.m.
2. Substitutes are to follow the dress code for all teachers and tutors (no jeans or sweats unless teaching gym).
3. Check in at the office to be let into room.
4. Check teacher plan/ day plan book for supervision. **This supervision takes precedence over all other duties**
5. Read over day plan and ensure work has been left for the students. If you are not clear about what is to be done please ask a teacher or the office for assistance. If there is Xeroxing to be done, do it the workroom. **DO NOT CHANGE THE DAY PLAN**
6. If you are not on supervision you should be in your home room at 8:45 a.m. and 12:55 p.m.
7. Take attendance for your class at 9:00 a.m. and 1:05 p.m. send to the office.
8. Classes should be dismissed at the bell at lunch (12:00) and home time(3:45 p.m.). The only students who should be out of their classrooms before this time are K students at no earlier than 5 minutes before the bell. Students should be lined up at their classroom doors and **escorted** down to the bus loading doors.
9. Any prep time should be used for marking or other work left by teacher. If there is nothing see office for reassignment.
10. At the end of each day leave a note for the teacher letting them know what occurred during their absence. (Student behavior, work completed, general information). An honest recap will be appreciated by any teacher.
11. Departure of substitutes should be after all students have left the building, clean up is finished and work is complete. No sooner than 12:00 or 4:00.

Fire Drills

Follow the maps and arrows in room. Students should line up and move in an orderly fashion outside to an area away from the school. Last student out should ensure windows and doors are shut and that the lights are off. Take attendance from register when you are outside. Wait for the all clear bell and announcement before returning to the school.

Communication Protocol

**– Concerns are to be addressed in a proactive manner
Individual → Principal → Director/Assistant Director**

Teaching

1. **Follow the plan as closely as possible.** Teachers prepare this material for students to do and this must be followed.
2. Instructions should be given orally and examples presented if indicated. At the elementary level instructions should be gone over as a class.
3. Students should work independently at their desks unless the teacher has indicated otherwise.
4. Make sure the students are doing the quality of work that is expected of them. Usually this means neat work with sentences, capitals and periods. If unsure for your grade level look in one of the students notebooks.
5. Students that complete assignments need to be given another task. Finishing up other work or reading silently is **standard procedure** if the teacher has not left other instructions.
6. Work that is incomplete at end of the day should be sent home as homework.
7. **If you are teaching for more than 2 consecutive days in a class you are responsible for planning, marking and preparation.**

Discipline

1. Set your standards early in the day. Have them sit down in their own desks as soon as they have put their jacket and shoes away. **Let them know your high expectations.**
2. Announcements occur at 11:55 a.m. and 3:40 p.m. Students should be seated and listening.
3. Students are not to leave the classroom unless they have your permission and a hallway pass.
4. Computers in class should not be used unless you are directly supervising.
5. Detentions may be given on Tuesday, Wednesday and Thursday or you may leave recommendations for the teacher to follow up on behavior problems. If you assign a detention at the elementary level you must keep the students until 4:30 p.m..
6. Be careful when you are disciplining students. Make sure you are respecting their rights and that physical contact or abusive language is not used.
7. If you are having discipline problems in the classroom contact the office by phone and someone will assist you. (Intercom #221)
8. Do not leave the class unattended. If you need to leave the class for any reason please let the neighboring teacher know so they can supervise your class.

Discipline Policy

Rossignol Elementary Community School's discipline policy stems from its mission, vision and values statements. The expected behaviour of all members of Rossignol Elementary Community School is outlined in these three statements.

Mission

Rossignol Elementary Community School strives to develop the whole child, in a respectful, positive environment that promotes academic excellence.

Vision

Rossignol Elementary Community School will be a safe school where students are challenged to grow to their fullest potential. We will be a school where parents and community are involved in everyday school life. We will be a school where the Métis culture is celebrated and a strong school spirit is created by everyone.

Student Code of Conduct

As students of Rossignol Elementary Community School we are committed to making our school better place.

1. We will treat ourselves, others, property and the environment with respect
 - Use appropriate entrances, remove footwear and wear socks.
 - Use good judgment when dressing for school. Dress for the weather, avoid negative messages on clothes and don't wear headgear in the school.
 - Use the lockers/cubbies to store personal belongings.
 - Lock bikes on bike racks when arriving at school.
 - Fighting/wrestling is not allowed on school grounds.
 - Keep our school clean. Sunflower seeds snuff and cigarettes are not allowed on school property.
 - Rossignol School is a scent free environment. Strong scents negatively impact people with migraines, allergies and asthma. Please be considerate.
 - Please use good judgment when bringing items to school. Students are asked to leave electronics, skateboards, GTs and rollerblades at home.
 - Junk food is not allowed in class.
2. We will update our parents about what is happening in school and encourage them to participate.
 - Take home notes, newsletters and agendas.
3. We will give 100% at everything we do.
 - Ask for help when we have problems. Don't give up.
 - Get involved in extracurricular and spirit weeks.
4. We will be responsible for our learning. This includes listening in class, asking for help and doing our homework.
 - Use school hours wisely.
 - Use a hallway pass if out of classroom.
 - Attend school each day and be on time.
 - Students must stay on school grounds during school hours.

*** Students should be sent to the office with a complete incident report with teacher or substitute action clearly indicated.**

High 5 –used to reinforce listening skills

Eyes are looking at speaker
Ears are listening
Hands are on lap
Feet are still
Mouth is closed



STUDENTS' RIGHTS & RESPONSIBILITIES

1. I have the right to an education.
It is my responsibility to listen, to learn, and to complete my assignments. I will not disturb, disrupt, or interfere with the instruction of staff members and/or the learning of my classmates.
2. I have a right to happiness and to be treated with dignity and respect.
It is my responsibility to treat others with honour and polite consideration. I will use kind words when speaking to others.
3. I have a right to be safe and secure in this school.
It is my responsibility to help ensure the safety and security of others. I will not bully, physically or verbally abuse others.
4. I have a right to privacy and to my own personal space.
It is my responsibility to respect the personal property of others and to accept their right to privacy.
5. I have a right to hear and be heard.
It is my responsibility to listen (without interrupting) when others are speaking. I am free to express my feelings and opinions, when appropriate, as long as I am respectful and not violating the rights of others.
6. I have a right to be myself.
It is my responsibility to respect the differences in others and treat them fairly even though they may think, look, or act differently than I do.
7. I have a right to assistance and support in learning positive social skills.
It is my responsibility to practice these skills, take responsibility for my actions, and accept assistance as needed.
8. I have a right to a clean and attractive school.
It is my responsibility to keep the school free of graffiti, damage, and to keep the school clean.
* I can expect that all of these rights will be mine as long as I am fulfilling all of my responsibilities. *
*With every right comes a responsibility; by taking responsibility, we make our school a better place.