

Dear Substitute,

Welcome to **Our Middle or High School!** We are honored to have you on our campus, and we want you to have a pleasant experience.

The information in this packet should prove to be helpful. The first part of this packet is about Academics.

The second part concerns classroom management. We want our students to continue to learn despite the absence of their teacher. We expect for our students to be well-behaved and to represent our school well.

In this packet are several "Substitute Choice Awards". Please feel free to give these out during the day to individual students who are exhibiting outstanding behavior, or who are being particularly helpful to you. Students may leave your class and bring these to the office to receive an award.

Let us know how we can be of assistance!

Sincerely,
Joe Goodguy

Principal

Substitute Teacher Academic Information

We are committed to academic excellence at **Our Middle or High School!** This expectation continues even when we have a teacher out, and a capable substitute takes over.

Please help us to maintain this excellence in the absence of the teacher by adhering to the following:

- Stick with the lesson plans that the teacher has provided. Deviating from these plans not only puts our students behind, but also runs the risk of having students misbehave. Our teachers take great care in leaving plans for substitutes that guarantee (as much as possible) a successful day, both for our students and for the substitute.
- Sometimes these lesson plans will call for the substitute to interact with the students as this is when the most learning occurs. Please carry out these plans, as our students need opportunities to practice critical thinking. You will enjoy your day more as well!
- Our expectation **at our** school is that all students can and will be successful! We even take it one step farther. We expect our staff to act in a way at all times that conveys this belief. We ask the same of substitute teachers.

Please let us know ways in which we can help you to be more successful with our students while substituting. If our plans are inadequate, let us know.

Substitute Discipline Plan

Dear Substitute Teacher,

We expect our students at *our school* to behave and be respectful! We expect the learning environment to be conducive for learning even when the teacher is away.

To help facilitate a better learning environment, we ask that you follow this system:

If a student is keeping you from teaching, please stop and kindly address the student. Simply state to the student what you need the student to do.

If the student continues to misbehave, quietly instruct the student as to what the expectation is and place one of our yellow cards in front of the student (or k inform the student that he/she is receiving a yellow card).

Write on the “How Did it Go?” sheet the student’s name and check the yellow card box.

Once the student corrects the behavior, remove the yellow card. Say “Thank you.”

Next Time: If the same student continues to keep you from teaching, please stop and kindly address the student.

If the student continues to misbehave, quietly instruct the student as to what the expectation is and place a pink card in front of the student (or quietly inform the student that he/she is receiving a pink card).

Check on the “How Did it Go?” sheet that the student received a pink card.

Once the student corrects the behavior, remove the pink card.

Next Time: If the same student continues to keep you from teaching, please stop and kindly address the student.

If the student continues to misbehave, this will be a referral. Push the black button to call the office. Instruct the office that you have a student who is in need of an administrator. A person will come to your class to remove the student.

Make a check on the “How Did it Go?” sheet that the student received a red.

At our school our students know that there are certain “automatic” behaviors that result in immediate removal. These are:

- Profanity of any kind
- Disrespect toward the teacher
- Fighting or threatening actions or words

Here are some helpful reminders that will ensure that we keep our learning environment the way that we expect:

The goal is for you to be able to manage your classroom by being exactly who you are and by being continually nice and kind to your students. Believe it or not, this is entirely possible, whether you are teaching 1st graders or 12th graders! The problem is that too often we are not taught the skills needed to accomplish this. If we do not learn effective skills and techniques, we are in danger of resorting to harsh and reactionary techniques that not only will not work, but will also cause us to lose our joy in the classroom.

Successful classroom management is about how you view yourself. Are you confident in yourself? Are you comfortable with yourself? Are you able to acknowledge your weaknesses and faults? Are you comfortable when you realize that others know all too well your imperfections? How do you view other people, adults as well as children? Do you hold grudges? Do think that the world “should” be a certain way? Do you look at tough students and see the good that they could be, or do you view them as potential losers? Believe it or not, these questions often affect the management of your classroom.

Great teachers manage their classrooms, no matter how difficult the situation, by avoiding the following practices:

- The teacher avoids the use of rhetorical questions: “Why are you talking?” “Why aren’t you working?” “Why are you acting like this?” “How many times have I told you to stop?”
- The teacher avoids the use of emotion at all times when correcting students.
- The teacher avoids the use of sarcasm or threats at all times when correcting students.
- The teacher avoids correcting the whole class or large portions of the class for the actions of one or two. Instead, the teacher corrects the student(s) who are responsible.
- The teacher avoids “church-lady” lectures and avoids talking about the misbehavior. Instead, the teacher acts.
- The teacher avoids correcting the entire group.
- The teacher does not yell or become hateful at any time.

Thank you for substituting at Our Middle or High School!
Please let us know how we can be of assistance!

James Fineman
Betty Goodgirl

Associate Principal
Assistant Principal

How Did They Do?

Leave this sheet on the teacher's desk at the end of the day.

[illegible]

The following students received Sub-Choice Awards:

Substitute's Choice Award

Student

has had an excellent day for the substitute teacher.

Substitute

Date

The student takes this certificate to the office.

