

GUIDE FOR THE SUBSTITUTE TEACHER

TEACHER FOR REFERENCE:

STUDENTS FOR REFERENCE:

EMERGENCY REGULATIONS

FIRE:

ACCIDENTS:

OTHER:

TEACHER ASSISTANTS

DUTIES/SCHEDULES:

PROCEDURES FOR THE SUBSTITUTE TEACHER

1. OPENING:
2. RECESS/LUNCH:
3. DISMISSAL:
4. ATTENDANCE:
5. CORRESPONDENCE FROM HOME:
6. SECURITY/EQUIPMENT/DOORS/CUPBOARDS:
7. DAYBOOK/DOCUMENTATION:
8. IN-CLASS EXPECTATIONS:
A) LEAVING CLASS – WASHROOM
B) LEAVING CLASS – OTHER
C) TALKING AMONG STUDENTS
D) WHERE TO TURN IN MATERIALS
9. SPECIFIC CONCERNS
A) HEALTH CONCERNS:
B) SPECIAL NEEDS PUPILS/MODIFICATIONS REQUIRED:
C) HOMEWORK/ASSIGNMENTS NOT COMPLETED:
D) POSSIBLE DISCIPLINARY CONCERNS:
E) SUGGESTED DISCIPLINARY PROCEDURES:
10. OTHER: