

INFORMATION FOR SUBSTITUTE ACTIVITY LEADERS

Students are to keep their hands, feet and other objects to themselves at all times. Students walk to and from, into and out of, classrooms in quiet lines escorted by teacher/activity leader. Check lines frequently for orderliness.

Students may not have food at any time, except during snack break in the cafeteria. If teachers bring treats for their classes students must finish eating before leaving those classes. All paper is to be thrown away before leaving the class or the playground.

No gum is allowed at any time. Anytime you see a student chewing gum ask him/her to throw it away. Activity leaders and teachers never chew gum while on duty.

Students should call all activity leaders and teachers by “Mr.,” “Mrs.,” “Miss,” or “Ms.” and their last name.

Establishing and enforcing classroom rules will make everyone’s job easier.

- a. Refer to the first four paragraphs.
- b. Students are not to get out of their seats without permission.
- c. When working with one student or a small group, you must keep an eye on the rest of the class and ears open for “trouble sounds”. Be alert and attentive at all times.
- d. Never leave students alone in the classroom and never be in a room alone with a student.
- e. If a student must use the restroom, allow it but never let more than one student go at a time. Send a magnet pass with the student. Note when the student left and allow a few minutes for him/her to return.

When on yard duty enforce these rules at all times. Do not stand and talk to one or two students or to other people doing yard duty. Keep your eyes and ears open and on all children. Circulate, looking for “hot spots”. Students are to get drinks or go to the restroom before the bell rings, not after. Remember that restrooms are where a lot of problems develop - always keep an eye on the restrooms.

Do not ignore students’ problems. Small incidents can develop into big problems if not resolved quickly.

Never have accessible objects like thumbtacks, straight pins, rubber bands, etc. They can only cause trouble for someone.

If a student must go to the office send him/her alone, not with escorts and with a note explaining why the child was sent to the office.

No toys are allowed at school. If a student has a toy or other object brought from home, take it away and tell him that he may have it back at the end of the day.

Remind students everyday before leaving class to take all personal possessions with them. When dismissing students to the buses, escort them in lines. Be sure they arrive at the bus lines on time. Community students are dismissed at that time also. Do not allow any students to return to their class or visit with you after that time as they could miss their bus.

When you discipline a child, it is more effective if you take the child aside and speak to him/her quietly and authoritatively. In other words, do not yell or shout reprimands or orders within the classroom.

Profanity and slang are inappropriate language to use at school - you are a role model. As a role model you are expected to dress professionally. Oversized, loose clothing, baseball hats worn backwards and distracting jewelry are inappropriate for school.

When you see any student breaking the rules, remind him of the rules and enforce discipline. A referral is the last resort. You should have a form of discipline in the classroom: writing their names on the board, withholding privileges, restricting activities or calling parents. When all else fails, write a referral.

Reinforce good behavior with commendations and praise.

Confidentiality regarding our parents and students must be maintained. That is required both by the law and by our own professional ethics. It is possible to create a real problem for yourself and for the school if you forget or ignore confidentiality. We need to keep the following in mind as we deal with students and their parents:

- Do not discuss a student in your class with anyone except appropriate personnel (principal, vice principal, counselor, magnet specialist, etc.).
- Do not talk about a student's family or home life. Keep what you know to yourself, unless it is of the nature that it should be reported to authorities.
- Do not talk about a student to the class at large if it concerns his/her physical characteristics, problems, family, character, etc. It is demeaning and unnecessary.

Above all, negative talk about students does not belong in the lounge or the office. It may relieve your frustrations but it lowers morale and shatters confidentiality. On the reverse side, do not discuss your personal life with students. They "tell all," too.

CONTINGENCY PLANS

IN CASE OF EMERGENCY DO NOT PANIC. Remember you are responsible for the safety and welfare of your students and they are depending on you. If you overreact, your students will become harder to control. **REMAIN CALM.** This is the only way to proceed with positive results and to keep your students reassured.

RAINY DAY SCHEDULE

Check with the office upon arrival for schedule.

FIRE DRILL

When the alarm sounds make sure all your students clear the room, close the door and line up in the designated area. Select a student to report to the supervisor that all your students are cleared from the room.

FIRST AID

Do not attempt to diagnose or treat a student. If a child is injured send to the office for help. Never move an injured child.