

Substitute Guidelines:

1. When arriving in the morning, please make sure to report to the front office, sign in, and pick up attendance sheet for the class.
 - Morning arrival time is 7:45 a.m.
 - Afternoon arrival time is 11:30 a.m.
2. Please park in the teachers' parking lot.
3. Attire should always be professional
 - Fridays are Jean Days!!! 😊
4. No cell phones at any time during class.
5. While in class, please walk around the classroom and observe academic progress and any discipline issues instead of remaining seated.
6. Be sure to read all information left for you by the classroom teacher that may address special needs students, accommodations, behaviors, etc.
7. If a class is "out of control", press the red emergency button for assistance. If no one responds to the call, send a student to the office for assistance.
8. During your conference time, please report to the front office, unless your teacher has assigned you work to do in his/her class.