

## Substitute Teacher Guidelines at Greeneville Middle School

Thank you for coming to GMS today. Substitutes are important in our building. We need you here so that we can carry on with as little interruption as possible. In order to make your experience more consistent we ask that you follow the following guidelines and procedures. Unless specifically stated otherwise in the teacher's plans these are the procedures we expect you to follow.

- Be a positive role model for our students!
- Hopefully the classroom teacher has left you plans. We expect/need you to follow these plans so that the students will stay on track for completing their curriculum requirements. The only reason to stray from the plans is if your materials are incomplete or not working properly. If you do have problems or questions, see your neighbor for who can best help you.
- Your hours are 7:40-2:45
- DO NOT take students outside at any time, no matter what they tell you! (fire drills are the exception)
- If you are in an academic class you will have lunch duty on Tuesday and Thursday. This means you will eat in the cafeteria with the students. IF you are in a related arts class you will be serving lunch duty on Monday, Wednesday, and Friday, you will need to supervise students while they eat (your lunch time is not while you are on duty).
- Students are NOT to have cell phones or any other electronic devices (including iPods and mp3 players). In fact, if you see a cell phone or an iPod out, we ask that you confiscate it and turn the phone into the office.
- If in doubt about a rule or procedure, ask your neighbor.
- Students should not be allowed to go to the guidance office randomly. Please call 227 and ask Paula to schedule an appointment for the student.
- All academic teachers sign planners when students ask for time out of class to go to locker or restroom, please don't allow students to leave class without signing the back of their planners.
- Subs do **NOT** have the authority to write Lunch detentions...You should send the student to the office if there is a constant problem. You should also leave a note for the teacher as to what happened.
- If a student is being defiant they need to be sent to the office immediately and note left for teacher to know what took place.