



# Substitute Training 2018-2019



**DEKALB COUNTY**  
SCHOOLS



# Welcome & Goals

Welcome to the DeKalb County Schools Substitute Training Program. Our goals for this program are to provide you with the knowledge and skills necessary to be successful in supporting the vision and mission of DeKalb County Schools. This program is meant to be a valuable learning opportunity and a means to help you have an enjoyable and productive experience as you support our schools and students.



# Facts about Substitute Teaching

- Students end up spending one full year of their K-12 education with a substitute teacher.
- The #1 request by substitute teachers is training in how to successfully manage inappropriate behavior situations.
- The #1 request by permanent teachers and school administrators request that substitute teachers conduct themselves as professionals.
- 82% of subs plan to stay in education.
- 70% of subs work at least two years.



# Workshop Agenda

## I. Professionalism

- A. Dress
- B. Where to report
- C. Signing-In
- D. Emergency Procedures
- E. Review the Day
- F. Social Media

## II. Classroom Management

- A. Introduction and Setting Expectations
- B. Stay on Task
- C. Responding Appropriately to Student Misbehavior
- D. Seek Assistance

## III. Legal Issues

- A. Child Abuse
- B. Confidentiality
- C. Corporal Punishment
- D. Harassment



# Workshop Agenda, cont.

## IV. Policies and Procedures

- A. Student Code of Conduct
- B. Cell Phones
- C. Searches



# Dress Code for Adults

- 5.2.3 Dress Code for Adult Personnel – In keeping with the professional expectations of the DeKalb County Board of Education, DEA, and ESPO, employees will:
- a. Act and dress as professionals.
  - b. Set a good example for the youths they teach and serve.
  - c. Remember that children and teenagers are impressionable.
  - d. Be good role models.
  - e. Always be clean, neat, and dressed appropriately for the profession.
  - f. The Board recognizes that at times it is necessary for shop personnel, P.E. personnel, and lower elementary personnel, to wear clothing appropriate for their activities. However, every effort should be made to change to more conventional clothing at the earliest opportunity.
  - g. Under no circumstances should personnel violate any dress code required for high school students



# Dress Code for Students

- A. An article of clothing that is more than four inches above the knee would be considered inappropriate for school.
- B. Clothing that exposes the midriff and/or undergarments is inappropriate, to include but not limited to halter tops, tank tops, mini-skirts, and baggy or low riding pants. There should be no bare midriff evident when reaching up or bending over. All pants must be worn above the hips.
- C. Clothing or jewelry with sexually suggestive, profane, or vulgar themes or that promote gang-related activity is prohibited. Symbols of racial, ethnic, or religious hatred are prohibited.
- D. Hats, caps, bandannas, or other head coverings, and sunglasses (for both male and female) are considered inappropriate attire to be worn on campus. Principals may grant an exception based on certain medical conditions or other compelling reasons.



# Dress Code for Students

- E. Skintight clothing, inappropriately worn, or revealing as to provoke or distract other students is disruptive and unacceptable.
- F. Shoes that mark or damage floors will not be permitted.
- G. Clothing advertising alcohol, tobacco products or any illegal drug may not be worn to school.
- H. All clothing should be in good taste for the age, maturity, and size of the child. Any apparel which renders one's appearance as sexually suggestive or indecent is prohibited.
  - I. Students are not permitted to wear pins, rings, or studs in their nose, eyebrows, tongue, or other parts of the face, hand or stomach. Body piercing of this manner is not consistent with the learning environment appropriate for our schools. No metal or plastic "spacers" for pierced body parts are allowed.
  - J. Billfold chains, dog-chain necklaces, animal collar necklaces, spike wristbands or necklaces and other provocative jewelry are prohibited.





# Dress Code for Students

- K. The hair of students should be neat, clean, and well groomed. Length and style of hair must not impair or obstruct vision.
- L. Pajamas are not appropriate apparel for school wear.
- M. If the Principal determines that the student's dress or grooming is unacceptable, adequate time shall be allowed the student to make proper adjustments. However, if a student continues to ignore the directive of the Principal concerning the dress code, he/she shall be subject to disciplinary action.
- N. Students are to come to school dressed for the business of learning. Students are expected to adhere to certain standards of cleanliness and dress that are compatible with the requirements of a productive and safe school environment. A student's appearance, mode of dress or condition of personal hygiene will not be permitted to disrupt the educational process or constitute a threat to the health or safety of others. When, in the judgment of the school Principal, a student's dress or appearance is such a disruption or threat, the student may be required to make necessary modifications.
- O. Spandex, Tights or similar attire are only permitted when worn underneath garments that meet the dress code measurements.



# Where to Report and Daily Routines

The following are basic guidelines to reporting to a school.

1. Arrive at least 15-20 minutes before the beginning of school.
2. Meet with the secretary and find out if there is any special information you need to know about the day.
3. Find out which administrator is in charge of discipline.
4. Sign-in
5. Locate your assigned room and find the sub notes and the red emergency folder.
6. Become familiar with evacuation drills and emergency procedures.
7. At the end of the day, write the teacher a note letting them know how the day went and any specific messages.



# Social Media

- It is important to be mindful of your social media presence. What you post on social media is a reflection on the schools in which you work.
- Individuals who work with children are held to a high ethical standard.
- You should not post pictures of students on your personal social media.
- You should not share or show your social media photos, videos, or other content to students.
- You should not “friend” students on your social media accounts.



# Classroom Management

One of the best ways to have a successful day as a substitute teacher is to start the day with an introduction and then set your expectations. Here is an example from a veteran substitute.

After students have come in and settled down:

“Good morning. My name is \_\_\_\_\_ (write name on board before students arrive).

Your day will be directly affected by how you choose to act. Notice the operative phrase is – you choose!”

There are Four Rules I give students, which help them make “good” choices.

“Please listen carefully.”

Rule number one: “When anyone in the class is talking, I should hear no other voices.”

Rule number two: “Raise your hand to get my attention. The hand should be a quiet one, meaning wait until I acknowledge you before speaking.”

Rule number three: “If you need to tell me what someone is doing, make sure you are telling me about YOURSELF only. The exception to this rule is: If there is a student that is posing a danger to himself, herself or anyone else, please tell me immediately.” (It is important students realize the difference between making the substitute aware of danger and simply tattling.)


Rule number four: “You must follow all the rules that your teacher requires every day.”

“Choosing to follow these rules means you are choosing to have a good day while we are together. Choosing not to follow these rules means you are choosing to have your name listed in the note I will leave for your teacher at the end of the day or you are choosing to visit the principal.”



# Stay on Task

- Students are experts are trying to get out of work.
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- Some consider it a challenge to get a substitute off track. Do not take the bait.
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- Your job is to keep them on task for the work that has been left by the classroom teacher.
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- If it appears that not enough work has been left and students are finishing quickly, you should give the students an additional assignment. This additional assignment should come from the sub folder or a nearby teacher can supply you with help.



# Responding Appropriately to Student Misbehavior / Seek Assistance

Setting expectations and keeping students on task will prevent most inappropriate behaviors, but when students misbehave the substitute must have a plan for how they will respond.

1. If a student is behaving badly, speak to the student privately. Do not berate a student in front of the class.
2. If the behavior continues, you can relocate where the student is sitting or give them something else to do.
3. If still the behavior continues or worsens, refer the student to the office. Make sure to write down what happened for both the teacher and the administrators.
4. If possible you can ask another teacher to watch your class or ask the teacher to escort the student to the office.
5. Do not use humiliation or physical force on a student.
6. Always ask for help when you do not know what to do.



# Legal Issues

## Erin's Law

Code of Alabama § 26-14-3 (1975) provides for the mandatory and permissive reporting of child abuse/neglect to a "duly constituted authority," primarily the Department of Human Resources (DHR) and law enforcement, when any person suspects children are being abused or neglected.

If you see something, say something! Notify the principal or designee directly about your concerns.



# Legal Issues

## Confidentiality

Confidential or personally identifiable information should be protected and kept private except for those with a need to know .

For example,

- You should not talk to others about a student's grades or academic performance at the lunch table.
- You might share medical information with the school nurse but not the custodian.





# Legal Issues

Corporal Punishment - A substitute should never administer corporal punishment.

Harassment - The Board strictly prohibits harassment of any person or group of persons on the basis of a legally-protected characteristic or status. These include, but may not be limited to, race, color, religion, sex, pregnancy, national origin, citizenship, age, disability, genetic composition or background, FMLA activity, military service or veteran status, and participation in legally-protected activities. Every employee is expected to uphold this policy and is responsible for maintaining a respectful and professional educational and work environment. When proper notice is provided, the Board will investigate allegations of Prohibited Harassment, as defined herein, and will take appropriate disciplinary action where warranted.

This includes verbal, physical, sexual, or any other kind of harassment.



# Policies and Procedures

- Student Code of Conduct
- Cell Phones
  - Students should not have cell phones out during class. You have the authority to tell students to put them away even if they say the teacher lets them use their phones.
- Searches
  - Only the school administrators should conduct searches of students or their belongings.