



## Baker Middle School Substitute Guidelines

### Arrival at School:

- ✓ Report to the Main Office and ask to see Ms. Haines.
- ✓ Be sure to fill out a time sheet in the yellow folder and get a name badge.
- ✓ There are notebooks titled (SUBSTITUTE INFO) with schedules, times, maps, disciplinary procedures, duties, teams, P.A.W.S, classrooms, etc.
- ✓ Review your teaching assignment, classroom locations and bell schedule. If you have any questions ask Ms. Haines. She will also inform you of any unique changes to the school day.

### Before the First Class Arrives:

- ✓ The classroom door will be open when you arrive. The door knob will be locked so that in the event of a Code Red, when you will shut the door, it will be locked from the outside. Please take note of where the Red Emergency Evacuation Plans Folder is in your classroom.
- ✓ Review the lesson plans. The teacher should have left them for you in the mailbox in the main office, or on the desk in the classroom. The name and location of the Team Leader is in the notebook. This is your point of contact for any discipline issue or clarification of lesson plans. The Team Leader or designee will check in on you before the school day begins to see if you have any questions.
- ✓ Review the school student discipline policy in your notebook. In the event of severe student misconduct, press the emergency call button in the classroom and ask for security to come to your classroom.

### Ending the Day:

- ✓ Be sure to write the teacher a note about any irregularities in student behavior, or in completing the assigned lesson.
- ✓ Report to the Main Office and return your notebook, and make sure you have completed your timesheet and put it in the purple folder.
- ✓ If there are any questions or concerns that you have about events that occurred while you were substituting that would best be addressed by an administrator, ask Ms. Haines to call for an administrator to speak with you.

Thank you for substituting at Baker and supporting our students!