

School District Of Milton

2015-2016



School District of Milton

*Opportunity · Achievement
Community*

**Substitute
Teacher Handbook**



To: All Substitute Teachers

Re: Welcome to the School District of Milton School District

Dear Substitute Teacher,

Welcome! You, as a qualified substitute teacher, are a great asset to our school district. The goal of the district's substitute teacher program is to provide a seamless flow of the curriculum to our students in the absence of their regular teacher. Having highly skilled, caring, and enthusiastic substitute teachers is essential for us to meet our goal.

This handbook is designed to help you understand some of the routines, procedures, and expectations of which you will become an important part. It is meant to serve as a guide to help you fill the role to the best of your ability. In addition to providing assistance to the instructional program, another primary responsibility of substitute teachers is to maintain a safe, supportive educational environment for the students entrusted in your care.

Helping you become acclimated to the normal operating school day is largely the responsibility of the building administrator. He or she is prepared to assist you in your contribution to the ongoing program in his/her building. Please do not hesitate to contact the building administrator if you have questions or concerns.

We hope your work with us will be enjoyable.

Sincerely,

Timothy J. Schigur
District Administrator

General Information

This handbook is printed for the benefit of the substitute teachers in the Milton School District. Knowledge of these guidelines and procedures are your responsibility as a member of our substitute staff.

AESOP – Automated Sub Calling System www.frontlinek12.com/aesop

AESOP will call subs starting at 5:30 a.m. for assignments for the same day. Substitutes will also be called approximately two days prior to an assignment, between the hours of 5:50 p.m. – 9:00 p.m. If a staff member must leave work during the day, you may be called to fill a partial-day assignment.

All teaching assignments are to be made through the AESOP system, rather than through teachers making their own arrangements. This keeps the lines of communication clear.

Teacher subs must sign the AESOP sign-in sheet everyday in the school office, at the start of your workday.

Non-Discrimination

Pursuant to Wis. Stat. § 118.13 and Wis. Admin Code PI § 9, it is the policy of the School District of Milton that no person may be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin). Title IX of the Educational Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

Title VI/IX/504 Complaint Procedure

If any person believes that the School District of Milton or any part of the school organization has inadequately applied the principles and/or regulations of Title VI/IX/504 or is in some way discriminatory on the basis of race, color, religion, national origin or sex; he/she may bring forward a complaint to the Administration Office at the following address: 448 E. High St., Milton, Wisconsin 53563.

Building Procedures

Substitute teachers should report immediately to the principal and/or building administrative assistant upon arrival to receive instructions as to the building routine and hours of work, as well as to sign in. Performance of the regular teacher's building duties is required unless the principal makes other arrangements. Please ask the building administrative assistant for a substitute teacher ID badge. This ID badge should be worn at all times. Upon the completion of your assignment, the ID badge should be turned in to the building administrative assistant. You will also receive other information regarding room assignments, location of materials, plans, charts, and records.

Building Routines

- ◆ **Attendance Records and Reports** – DO NOT make any entries in the teacher's record book. Record attendance and tardy information on the forms provided. In addition, on a separate sheet of paper, keep a daily record of names of students who have been absent or tardy and leave it in the grade book for the regular teacher. In serving longer assignments, consult the building principal before recording grades.
- ◆ **General Supervision** - Try to fit into the regular program as nearly as possible by assuming the duties of the regular teacher. Sometimes it may be necessary for you to perform routine tasks such as hall duty, lunchroom supervision, playground duty, and the like, in addition to your regular class work.
- ◆ **Mail** - Do not remove mail or other articles from the regular teacher's mailbox unless directed to do so by the building principal. This policy changes when assuming long-term substitute duties.
- ◆ **Fire Drills** - All classrooms have directions for fire drills placed on a sign near the door of the room. Read these directions immediately! Check other safety drill regulations with the building principal.

Teaching Materials

Routine supplies and materials are found in each classroom. However, after you determine what supplies are needed to carry out the plan of the day, you should locate these materials immediately and notify the school office if a particular supply or teaching aid cannot be found.

Classroom Procedures

- ◆ Plan to arrive at your assigned room well in advance of the students (see Punctuality). This will afford an opportunity to become familiar with the physical setup of the room and to locate materials necessary to carrying out the assignment in a successful manner.
- ◆ Introduce yourself to each new group of students with whom you come in contact throughout the day. Write your name on the board to avoid any confusion during the day. Meet and consult with other grade level teachers. Please do not hesitate to ask questions regarding routine matters.
- ◆ **Follow the lesson plans left by the regular teacher in order to maintain a certain level of continuity of instruction in the classroom!** You are expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans.
- ◆ Most of the time, teachers anticipate their absences due to scheduled appointments or staff development requirements. However, if a staff member is absent due to an emergency, you may not have lesson plans provided by the teacher. Should this occur, help is available from other teachers and support staff in the school. Teachers

from the same grade level, neighboring classrooms, departments, etc., should be accessed to provide assistance when lesson plans are missing or insufficiently developed. Building administrators should also be contacted for additional support under such circumstances.

- ◆ Do not assign written work and leave it to be graded by the regular teacher unless so indicated in the lesson plans. Any written work assigned that is beyond the lesson plans of the regular teacher should be graded and left for the teacher to examine.
- ◆ On completing an assignment, a definite statement of the work done in each subject, specifying pages covered in various textbooks, should be left. New assignments should be noted in the teacher's assignment book or on a card inserted in the desk copy of the text. All papers should be graded, records made, and preparations for the next day completed if time permits.
- ◆ You should assume the same responsibility for the order and discipline of students in the classroom, in the halls, or on the playground as does the regular teacher.
- ◆ The housekeeping arrangements of the regular teacher should be continued with all books, supplies, and equipment in order. Check windows, shades, and general classroom arrangement.

Punctuality

Substitute teachers are expected to be on duty the same length of time as the regular classroom teacher. Many experienced substitute teachers advise arriving to school as early as possible before the start of the school day in order to sign in, find the classroom, locate lesson plans, prepare the room and instructional materials, and otherwise prepare for a successful day of substitute teaching.

The exact beginning and ending times of the teaching day vary from school to school. Information regarding the individual schools, starting and ending times, their locations, and administrators, can be found under the **School Directory** section later in this booklet. Substitute are required to adhere to the substitute hours listed in the School Directory section of this handbook, unless otherwise directed by the building principal.

Discipline

Principals and teachers are responsible for the maintenance of order within the classroom and the school. Authority to use reasonable and prudent force and restraint for the purposes of maintaining order and for safeguarding the persons of students and school employees is delegated by the Board of Education.

Problems of a student-staff nature are discussed personally with the administrator in charge of the building.

As a substitute teacher, you are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classrooms and, except for the first few days of class, all students know what the rules of behavior are and what the

consequences are for not following them. Effective classroom management will lead to effective teaching.

When students cause behavior problems that are disruptive to the learning environment, you should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail and individuals or groups of students may need to modify their behavior in order to resume effective teaching. You must never administer corporal punishment, physically discipline a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is unacceptable. The building principal should be contacted in case of serious behavior problems.

Items Requiring Office Approval

Students are not to be dismissed or allowed to leave the school grounds during the school day under any circumstances without the permission of the building principal or office staff.

Accidents involving a student under your supervision should be reported to the school office immediately!

If a student becomes ill, you should immediately refer that student to the school office.

Notes or any communications should not be sent to parents without permission of the principal. Students should not be detained after school hours without permission from the principal's office. Parents should be informed if students are to be detained at noon or after school and the approval of parents, as well as the principal, must be obtained before such action is taken.

Completing an Assignment

When your assignment has been completed, report to the school office. Be sure to return keys, ID badge, and other materials that you received upon your arrival. Also be sure to sign the substitute sheet upon your departure.

A summary or an outline of the work covered during an assignment or any comments, which might prove helpful to the regular teacher, should be left in the office at the conclusion of your assignment. The school provides forms for this purpose. Be sure to return them to the office before leaving the building.

New assignments should be noted in the teacher's assignment book, or on a card inserted in the desk copy of the text. All papers should be graded, records made, and preparations for the next day completed.

Substitute teachers should follow teaching daytime schedules as designated for each building (see the Punctuality section).

Personal Use of School Property

School facilities, equipment, and supplies are intended to support the education of students and therefore shall not be used in any manner other than for the direct or indirect benefit of the students. School-owned supplies shall not be consumed for personal reasons nor shall any school-owned equipment be taken from the premises for personal use.

Computer Access

Occasionally, a teacher may include a computer program or an online resource in his or her daily lesson plan. As a result, it will be important for you to follow proper procedures in preparing for such situations. To anticipate this, all substitute teachers are required to read and sign the ACCEPTABLE USE POLICY. If you are unsure that you have completed this, please talk with the substitute coordinator or the technology office. The signed copy should be turned in to the substitute coordinator with the rest of your paperwork to be kept on file.

Each time you need access to the computers or online resources to perform your substitute teaching assignment, you will need to contact the building administrative assistant or library media specialist to obtain a username and a password. Please keep in mind that this access will only be valid for the length of that particular teaching assignment. You will need to request access each time you need it.

When using the computers it will be important to practice good security procedures to maintain the overall integrity of the network. Usernames and passwords should not be shared with students or other staff members.

Professional Ethics

The School District of Milton expects all of its employees to maintain a high moral standard. Please read over the following ethical expectations:

- ◆ Maintain a positive, professional attitude toward your work. A friendly, cheerful, and cooperative attitude toward both the building personnel and students will help to start the day right and tend to keep it running smoothly. Your attitude will have a great deal to do with your acceptance by the faculty and the students.
- ◆ Plan to spend the entire time working with and for the students and keep all children in your room under supervision at all times. You are expected to carry out the program as outlined by the regular teacher and are not employed simply to maintain order.
- ◆ You are expected to observe the same ethical codes as regular teachers. You are as legally responsible for students, equipment, and materials assigned to your care as is the regular teacher for whom you are substituting.
- ◆ Do not have anyone visit you while you are on duty as a substitute teacher. A principal has the right to refuse to let anyone see you while on the job. Do not expect to leave the

classroom for personal telephone calls; messages will be taken and delivered to you. Personal cell phone usage during class time is prohibited.

- ◆ Do not call the regular teacher concerning the class work or anything else you are doing for the teacher unless requested to do so.
- ◆ A substitute teacher refrains from discussing incidents that occur in one building with teachers of another or in the community at large. Conferences with parents and/or students are not conducted except by special permission of the building principal.
- ◆ As a substitute teacher, you have a responsibility to treat most matters pertaining to students with confidentiality. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside the school setting. **When working with students with special needs, you must exercise an even greater degree of caution with regard to confidentiality.**
- ◆ You should exercise extreme caution and good judgment in verbal and physical relationships with students. You should establish a position of authority with the students; you may "be friendly" without "befriending" the students. Under no circumstances may a substitute teacher engage in an inappropriate relationship with a student, regardless of who initiates the relationship.
- ◆ Yelling at students, calling them derogatory names, and using insults or other threatening verbal attacks will not be tolerated.

Failure to meet any directives listed above may result in your immediate removal from the substitute teacher list without warning.

Safety and Health

The School District of Milton provides certain procedures and information regarding our students' health and safety while in attendance. Each school building has an emergency team of trained members to respond to injuries and/or accidents. Each school also has a procedure in place to access this team. Please check with your school principal to acquaint yourself with the procedure and team members.

Since many children have medical problems that can interfere with their school day, each school is supplied with a Confidential Health List. Students who may have a medical problem are placed on this list with parental permission. This information remains strictly confidential and is not to be shared with other sources. Please check with your principal to review this list.

All School District of Milton buildings are supplied with copies of Staff Response – Emergency Guidelines, as well as Quick Response Charts. The Emergency Guidelines provide a brief overview of the guidelines defining what determines an evacuation, a non-emergency hold/lock down, and an emergency hold/lock down. Quick Response Charts are crisis manuals designed to

provide quick steps to respond to a variety of crisis situations. Please check with your building principal to locate a copy of the Quick Response Chart so that you may access it should the need arise.

All Quick Response Charts include steps to respond to the following situations:

- Medical Emergencies
- Accidents
- Bus/Auto Accidents
- Death/Suicide
- Weapons
- Bomb Threats
- Intruders
- Demonstrations/Unrest
- Missing Child
- Abduction
- Sexual Assault
- Utility Failure
- Chemical Spill
- Flooding
- Gas Leak
- Explosion
- Fire
- Tornado
- Exposure to Bloodborne Pathogens
- Lockdown Procedures

In addition, each office area maintains a copy of the district's Emergency Nursing Manual, which contains instructions to assist in dealing with emergency medical responses to injuries and accidents. Once again, it is important for all substitute teachers to acquaint themselves with the procedures in each of the buildings to respond to various crisis situations.

Child Abuse Reporting and Crimes against Children

Child Abuse Reporting and Investigating in our Schools

The School District of Milton is dedicated to the goal of protecting our students from and responding effectively to incidents of child abuse and neglect. The district recognizes the many efforts to confront problems associated with child abuse and neglect and will work cooperatively with all agencies with responsibilities for addressing such concerns.

Wis. Stat. § 48.981(2) requires that school personnel, who in the performance of their duties encounter a child they suspect has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury, are mandated to report suspicions to the appropriate authorities. Anyone in good faith, participating in the making of a report or participating in an investigation pursuant to this section, shall be immune from any liability. Whoever willfully ignores and violates this section by failure to report as required, may be fined not more than \$1,000 or imprisoned not more than six months or both.

Wisconsin law assigns the responsibility and authority to investigate certain reports of child maltreatment to law enforcement and county departments of social or human services. *Schools do not have the statutory authority to investigate reports of child maltreatment.* Mandated reporters, including all staff, are, however, required by law to make a report to Child Protective Services (CPS) or law enforcement when they have reasonable cause to suspect a child has been sexually, physically, or emotionally abused or neglected. The mandated reporter with the most direct knowledge or observation of the abuse should be the person to make this report to CPS or law enforcement. Any doubt about reporting suspecting situations should be resolved in the child's favor. The purpose is to protect the child and help the family.

Following appropriate protocol when there is reasonable suspicion that a child has been abused or neglected, or has been threatened with abuse or neglect, is essential. To help ensure that the proper procedures are followed and the overall process is not compromised, the following reporting procedures are designed to assist in referring a child for suspected physical abuse, sexual abuse or emotional damage, neglect or threat of injury as specified in the Wisconsin Statutes:

Step #1. In an effort to better understand the definition and dynamics of child abuse/neglect, prior to making a referral, contact available building resources (school counselors and school psychologists).

Step #2. A staff member, under a duty to report and who suspects a child has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury, shall immediately inform the building principal or designee if the principal is not available.

Step #3. The staff member shall also immediately contact the Rock County Department of Social Services Abuse Intake Unit. When calling Rock County Human Services, the reporting individual should identify the purpose as a child abuse/neglect referral. This referral shall be made as early in the day as possible so that a social worker from the Rock County Department of Human Services has time to begin his/her investigation by interviewing the child at school. (State Statute protects individuals and institutions filing reports and participating in such investigations from criminal or civil liability.)

Step #4. The principal or designee will document that the telephone referral was made and keep on file.

Crimes against Children

The following is an excerpt from Chapter 948, Crimes Against Children. Reproductions of the full Chapter are available through the Wis. Stats. Database.

948.095 : Sexual Assault of a Child by a School Staff Person or a Person Who Works or Volunteers With Children.

(1) In this section:

(a) "School" means a public or private elementary or secondary school.

(b) "School staff" means any person who provides services to a school or a school board, including an employee of a school or a school board and a person who provides services to a school or a school board under a contract.

(2) Whoever has sexual contact or sexual intercourse with a child who has attained the age of 16 years and who is not the defendant's spouse is guilty of a Class H felony if all of the following apply:

(a) The child is enrolled as a student in a school or a school district.

(b) The defendant is a member of the school staff of the school or school district in which the child is enrolled as a student.

(3) (a) A person who has attained the age of 21 years and who engages in an occupation or participates in a volunteer position that requires him or her to work or interact directly with children may not have sexual contact or sexual intercourse with a child who has attained the age of 16 years, who is not the person's spouse, and with whom the person works or interacts through that occupation or volunteer position.

- (b) Whoever violates par. (a) is guilty of a Class H felony.
- (c) Paragraph (a) does not apply to an offense to which sub. (2) applies.
- (d) Evidence that a person engages in an occupation or participates in a volunteer position relating to any of the following is prima facie evidence that the occupation or position requires him or her to work or interact directly with children:

- Teaching children
- Child care
- Youth counseling
- Youth organization
- Coaching children
- Parks or playground recreation
- School bus driving

On December 9, 2011, WI Act 81 went into effect. This new law requires that **every employee** of the school district receive training in identifying children who have been abused or neglected. Up until December 9, 2011 only certified teachers, pupil services staff, and administrators were considered mandated reporters of abuse and neglect; now, **ALL employees are mandated reporters.**

90-day Work Policy

All substitutes are required to work at least once in a 90-day period to remain active on the School District of Milton's substitute list. Substitutes that are working in long term assignments in another District, and will not be able to work within a 90-day period, should notify Chris Watson at 608-868-9200 ext. 1825 to remain active.

Compensation

Please read the following very carefully. If any updates are to be added they will be mailed to the address that we have on file for each substitute teacher.

- ◆ The rate of pay for substitute teachers for 2015-2016 is \$100.00 per day.
- ◆ For periods of twenty (20) **FULL** consecutive days of substitute teaching in the same staff position, substitute teachers shall be paid \$175.00 per day.
- ◆ For long-term positions, you must accumulate twenty (20) **FULL** consecutive days in the same position to begin receiving the long-term rate. You will be paid the long term rate, retroactively, once you cross the 20-day threshold. Long-term position pay rate is \$175.00 per day.
- ◆ Substitute paychecks are issued on the 15th and 30th of each month, or the day before, if the 15th or 30th falls on a weekend or holiday.

Please Note: Work performed on the 1st through the 15th will be paid on the 30th of the month. Work performed on the 16th through the last day of the month will be paid on the 15th of the following month.

- ◆ Per district policy, all new employees to the School District of Milton will have their paychecks directly deposited and the employee will receive an advice of deposit, which will be mailed to their home.
- ◆ All substitute teachers are reminded to make sure the school district is notified of any name change, address change, phone number change, or bank change as soon as possible.
- ◆ Substitute teachers requesting removal from the substitute list should call Chris Watson at (608) 868-9200 ext. 1825.

Substitute Pay Schedule

2015-2016 School Year

Work Performed	Paid On
August 16 – August 31	September 15, 2015
September 1 – September 15	September 30, 2015
September 16 - September 30	October 15, 2015
October 1 - October 15	October 30, 2015
October 16 - October 31	November 13, 2015
November 1 - November 15	November 30, 2015
November 16 - November 30	December 15, 2015
December 1 - December 15	December 30, 2015
December 16 - December 31	January 15, 2016
January 1 - January 15	January 29, 2016
January 16 - January 31	February 12, 2016
February 1 - February 15	February 29, 2016
February 16 - February 28	March 15, 2016
March 1 - March 15	March 30, 2016
March 16 - March 31	April 15, 2016
April 1 - April 15	April 29, 2016
April 16 - April 30	May 13, 2016
May 1 - May 15	May 27, 2016
May 16 – May 31	June 15, 2016
June 1 – June 15	June 30, 2016

School Directory

School Information

Milton High School
114 W. High St.
Milton, WI 53563
(608) 868-9300
Substitute Hours: 7:15am – 3:00pm

Milton Middle School
20 E. Madison Ave.
Milton, WI 53563
(608) 868-9350
Substitute Hours: 7:15am – 3:15pm

Northside Intermediate School
159 Northside Drive
Milton, WI 53563
(608) 868-9280
Substitute Hours: 8:10am – 4:00pm

Harmony Elementary
4243 E. Rotamer Rd.
Janesville, WI 53546
(608) 868-9360
Substitute Hours: 8:00am – 3:50pm

Milton East Elementary
725 Greenman St.
Milton, WI 53563
(608) 868-9380
Substitute Hours: 8:00am – 3:50pm

Milton West Elementary
825 W. Madison Ave.
Milton, WI 53563
(608) 868-9230
Substitute Hours: 8:00am – 3:50pm

Building Principal/Secretary

Mr. Jeremy Bilhorn, Principal
Joanne Jenner, Administrative Assistant

Ms. Laura Jennaro, Principal
Kristi Martin, Administrative Assistant

Mrs. Sarah Stuckey, Principal
Randi Vicenzi, Administrative Assistant

Mr. Jon Lyon, Principal
Terry Schober, Administrative Assistant

Mrs. Jennifer Cramer, Principal
Cindy Harris, Administrative Assistant

Mr. Daniel Grady, Principal
Julie Servantez, Administrative Assistant

Consolidated Elementary
4838 N County Road F
Janesville, WI 53545
(608) 868-9595
Substitute Hours: 8:00am – 3:50pm

Mr. Jon Lyon, Principal
Ms. Kelli Barsness-Ochs, Lead Teacher
Carol Madsen, Administrative Assistant

4K Program – 6 Locations
(608) 868-9360

Mrs. Jennifer Cramer, Principal
Terry Schober, Administrative Assistant

Small Wonders
East Elementary
Milton Preschool Learning Center
West Elementary
Creative Beginnings
YMCA of Rock County
(Milton Location)

8:00am – 3:50pm
8:00am – 3:50pm
8:00am – 3:50pm
8:00am – 3:50pm
12:00pm – 3:50pm
8:00am – 3:50pm

880 McEwan Ln Milton
725 Greenman St. Milton
241 Northside Dr. Milton
825 W. Madison Ave. Milton
247 S. John Paul Rd. Milton
1360 Parkview Dr. Milton

M.E.C.A.S.
448 E. High St.
Milton, WI 53563
(608) 868-9746
(608) 868-9590
Substitute Hours: 9:00 – 2:30pm

Mrs. Tara Huber, Principal
Jane Dooley, Teacher

Substitute Assignment Cancellations

Cancelling a substitute assignment should be on an emergency basis only. Substitute cancellations are carefully monitored throughout the year by the Substitute Coordinator. The District understands that last minute situations and emergencies are unavoidable. However, if it appears a substitute is often cancelling assignments in which they have previously committed to, the District will remove the substitute teacher from the substitute teacher list.

It is important to give as much advance notice as possible when cancelling an assignment. This is particularly important when the assignment start time is within a 24 hour period. In addition to cancelling the assignment, within AESOP, please call the building and speak with the Building Administrator or Building Administrative Assistant to personally make them aware of the cancellation. If no one is available at the time you call, be sure to leave a voice message.

Substitutes can cancel an assignment through Aesop up to **one hour** before the scheduled start time. If you are unable to cancel before the “one hour” cut off time, please take the following steps:

1. Call the school where you are scheduled to work (school phone numbers listed below) and notify them that you will not be coming in. If you get voicemail, **please leave a message.**
2. If you have left a message, please call back and talk to the principal or administrative assistant. This ensures that they have received your message and gives them adequate time to secure another substitute.

East	868-9380
West	868-9230
Harmony/4K	868-9360
Consolidated	868-9595
Northside	868-9280
Middle School	868-9350
High School	868-9300

2015-2016

Important Dates

August 24-26,31	Teacher In-Service/Workshop
September 1	FIRST DAY OF SCHOOL
September 7	Labor Day/No School
October 22	Early Release All Grades
October 23	NO SCHOOL
November 25-27	Thanksgiving Break
December 23-Jan 1	Winter Break
January 22	Teacher In-Service/NO SCHOOL
February 25	Early Release All Grades
February 26	NO SCHOOL
March 21 – 25	Spring Break
May 30	Memorial Day/NO SCHOOL
June 3	Last Day of School for Students

Helpful Hints for Successful Substitute Teaching

1. Arrive **early**, not just at the required time.
2. At each school, **familiarize yourself** with locations of fire extinguishers, quick response chart, emergency exit routes, “call buttons” to the office, or other communication devices, etc.
3. Keep a **sense of humor**; it helps both the digestive system and the climate in the classroom.
4. Expect to **be challenged**; it comes with the territory at all grade levels.
5. Have some “**emergency plans**” in case lesson plans are either missing or inadequate or the lesson is completed in less time than the teacher anticipated. Having a "bag of tricks" on hand is helpful (i.e. a book to read aloud, word puzzles, games, brainteasers, etc.) and will always come in handy as a back-up.
6. **Let the teacher know** specifically what lessons weren't completed in your detailed note that you leave for the teacher at the end of the day. (Explain reasons why, if needed.)
7. Don't feel threatened or uncomfortable when **administrators visit** your classroom. They can be a great help in maintaining discipline.
8. Make sure the students **know your name**, but don't let them call you by your first name; it diminishes the respect you want to establish and maintain.
9. Immediately **familiarize yourself** with the “helpful students” identified by the teacher or others familiar with the class. Mention their assistance in your note to the teacher.
10. **Expect interruptions**. Fire drills, electrical outages, playground injuries, visits from other teachers, and students being “pulled out” for other programs or services are all par for the course.
11. When in doubt, confused, or otherwise unable to carry out your duties, **seek help** from another teacher at the same grade level (elementary) or subject area (secondary).
12. **Attach all referral slips** (to the office, nurse, etc.) to your note to the teacher.
13. **Do more** than required. Your extra efforts will be noted and appreciated!