



Contact Information

The information listed below will help you get in touch with the right people.

Security Location:

contact person:

phone:

Main Office Location:

contact person:

phone:

Attendance Office Location:

contact person:

phone:

Other:

contact person:

phone:

Other:

contact person:

phone:

Other:

contact person:

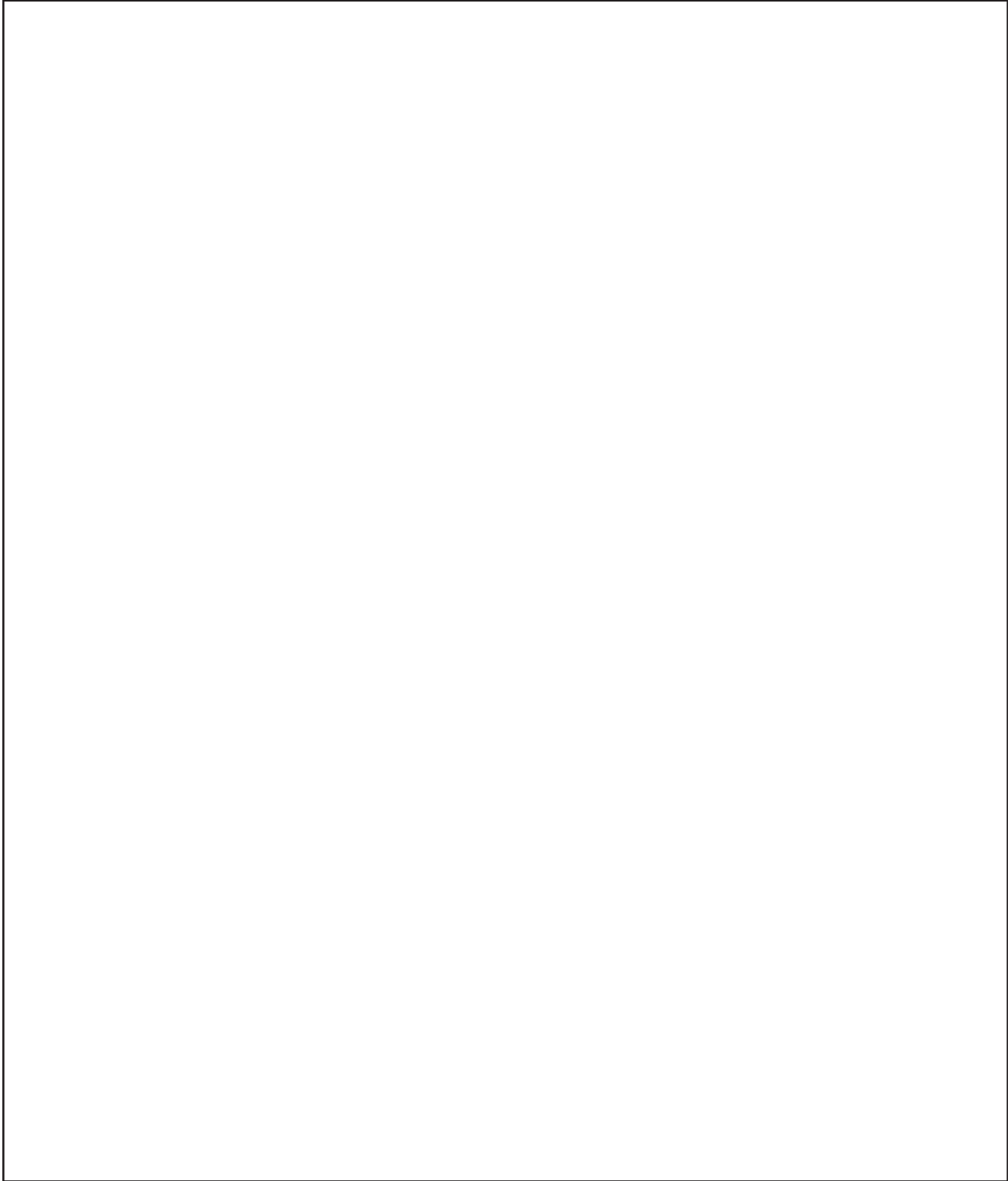
phone:





Map of the School

Highlighted are adult restrooms, faculty room, and lunch room.





Emergency Procedures

Natural Disaster/Lock Down/Code Words/Other

Natural Disaster

Lock Down

Code Words

Other





Legal Aspects of the Job

Learn about a few legal aspects of the job.

Supervision of Students

Due Care and Caution

Release of Children

Administering Medication





Legal Aspects of the Job

Learn about a few legal aspects of the job. *(continued)*

Confidentiality

Anecdotal Records

Discipline Policies

Dangerous Situations





Sexual Harassment

Learn the “yardstick” for determining what constitutes sexual harassment.

Sexual harassment is behavior that:

1. Is unwanted or unwelcome
2. Is sexual in nature or gender-based
3. Is severe, pervasive and/or repeated
4. Has an adverse impact on the workplace or academic environment
5. Often occurs in the context of a relationship where one person has more formal power than the other (supervisor/employee, faculty/student, etc.)

School/District Details

Location of Complete Policy



Out-of-Classroom Activities

Field Trips

A field trip is a method of providing students with first-hand learning opportunities. Field trips are often used to introduce or conclude a specific topic of study. Keep the following pointers in mind when the class you are substituting for is scheduled for a field trip:

- Parental permission to participate in the field trip must be secured prior to the trip.
- Review specific do's and don'ts of expected behavior before leaving the classroom.
- Students should be assigned a travel partner and chaperones should be given a specific group of students with a list of their names.
- Safety precautions must be considered at all times.

School/District Details

Location of Complete Policy



Special Procedures

Playground and Lunch Duty/Inclement Weather Days/Escorting Students to the Bus/Other

Playground and
Lunch Duty

Inclement
Weather Days

Escorting Students
to the Bus

Other



