



Chief Albert Wright School

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Honour

Discover

Achieve

SUBSTITUTE TEACHER GUIDELINES AND EXPECTATIONS

Preamble: We thank you for subbing at CAWS. You are an important member of our team.

Working with children requires that we all work together and pull in the same direction, therefore it is necessary that we all follow the same guidelines.

I understand some of you have been subbing for a while and already know and understand our expectations, but we are signing new substitute teachers so we might as well remind everybody of what is expected.

You will be expected to sign this document to acknowledge that you understand.

Mahsi

Sincerely

A handwritten signature in blue ink that reads "P. Brulot".

P. Brulot
Principal

BASIC GUIDELINES

- Be at work at least 15 minutes before the beginning of class.
- Follow the guidelines of the classroom teacher
- Enforce the school rules and make sure that **students do not:**
 - Use their cell phones during class time;
 - Enter class without indoor shoes;
 - Be disrespectful
 - Leave class without the teacher's permission.
- As we all know, students can sometimes be difficult to handle. We must keep in mind that they could be going through some difficult time at home and their behavior, although not acceptable, can nonetheless be understood. Substitute teachers are expected to handle these situations with professionalism. If necessary, they should not hesitate to contact the office for support.

**Substitute teachers must act as role models at all times.
As such, it is expected they will:**

- **Walk around and engage with students.** Being a substitute teachers does not mean handing out the worksheets and sit behind a desk. **It means that you are the teacher.**
- **Keep your cell phone in your bag.** It will be hard for us to enforce the cell phone rule with the students if we do not set the example.

Lock Down Procedures

Lock down protects staff and students from a threat inside the building. The threat(s) might include an intruder inside the building. As such, it may be more dangerous to leave the building than to stay in a secured room. A lock down may be used when there is no possibility of uncontrolled fire or explosion.

Procedure:

- The principal or designate will initiate a lock down by verbalizing “Lock Down” over the P.A. After thirty seconds, the same message will be repeated over the P.A.
- Visitors and parents will not be allowed into the school during lockdown procedure.
- Staff will do a hallway scan and direct students to nearest classroom
- Teachers will ensure that all students are in the classroom.
- Staff and students in the gym are directed to go into the boys washroom and lock the door
- Teachers will immediately lock classroom doors and windows and pull shades
- Teachers will direct students to an agreed upon place within the classroom out of direct sight line from the hallway.
- Teachers take attendance for all students present
- Teachers will work to remain calm and instruct students to remain calm and quiet
- If a gunshot or an explosion is heard, have students lay on the floor.
- If a fire alarm sounds teaching staff determine the risk. If decision is made to evacuate, they must follow evacuation/fire drill procedure
- Remain in the secured classroom until the principal or designate instructs you of an “All Clear” over the P.A.
- Principal or designate will:
 - Inform SDEC Superintendent/Assistant Superintendent and DEA Chair or Vice- Chairperson of incident factual information
 - SDEC and DEA consultation with school personnel will determine the nature and extent of resources and follow up necessary
 - Complete incident Report form for future reference

Lock Out Drill

During a lockout drill, the perceived danger is outside of the school. School personnel move all students inside and ensure the school's perimeter is secured. Once students are inside, school activities can proceed quite normally during the outside disruption.

- The principal (or Teacher in Charge) will come over the P.A. and announce 'Lock Out'.
- Staff on supervision will direct students through the nearest entrance and instruct students to go directly to their home classroom.
- Members on the School Emergency Response team will ensure that all doors are secured and that all students are accounted for.

Earthquake Drill: Drop, Cover, and Hold On

Procedure:

- The principal or designate will announce "Earthquake Drill" over the P.A.
 - Teachers direct students to 'Drop'. Students should drop onto their hands and knees. This position protects students from being knocked down and allows them to stay low and crawl to shelter if nearby
 - Teacher directs students to 'Cover'. Students should their heads and necks with one arm and one hand
 - If a sturdy table or desk is nearby, teachers direct students to crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Students stay on their knees and bend over to protect vital organs
 - Teachers direct students to 'Hold On'. If there is a desk, students hold on with their other hand. Teachers ask students to count to sixty.
 - Once the shaking stops instruct students to count to sixty again.
 - Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. Also, you will never know if the initial jolt will turn out to be start of the big one...and that's why you should always Drop, Cover, and Hold On immediately!
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Evacuation

Procedure:

- Be aware of all locations of fire alarms, extinguishers, and exits prior to any event
- Upon discovery of a fire, sound the alarm
- Students in washroom or outside of class leave immediately through the nearest exit and continue to muster station to they check in with their classroom teacher
- The PST or designate will proceed down the hallway toward the far elementary entrance to ensure all have exited, that doors are secure, and to muster station
- The Principal or designate will remain at the front of the building to ensure safe exits from the Library, Gym, Front Bathrooms, Kitchens, Staff room and Main Office area
- Teachers close all windows and doors
- Teachers bring attendance sheet
- Teachers place 'X' as an all-clear sign outside on the doorknob. Teachers are the last to leave the room
- Students and staff are to exit quickly and safely using pre-determined routes.
- Walk to muster station:
 - A: Inside the arena community room (doors open)
 - B: Outside parking lot of arena (doors locked)
- Teacher takes attendance and notes missing student(s) to Principal or Fire Official. If all are accounted for, the signal is a raised hand
- Staff and students wait for instruction and "all clear" from Principal/Fire Official
- The Principal or designate will inform SDEC and DEA Chair-Vice Chairperson of factual information as soon as possible.

SUBSTITUTE TEACHER ACKNOWLEDGMENT

I read this document and understand it.

Name _____

Signature: _____

Date: _____

**Feel free to see the principal, or acting principal
if you have any question.**

Mahsi