



**WETASKIWIN REGIONAL PUBLIC SCHOOLS**



# **Substitute Teacher Handbook**

## **Pigeon Lake Regional School**

June 2018

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# DIVISION INFORMATION

## A. Acknowledgements

This manual was developed by a committee working under the direction of the Associate Superintendent: Instruction. Mr. Risto acknowledges the following committee members for their significant contributions in the development of this document.

Brigid Bishop, substitute teacher

Rose Briand, substitute teacher

Stacey Fiveland, Teacher Falun School

Wallace Porter, Principal Falun School

Lynn Hestbak, Principal Early Education and Family Wellness Centre

Wendy Crabtree, Information Liaison

## B. Responsibilities: Principal / Teacher / substitute teacher

**Principals** are responsible to provide a booking and orientation system for substitute teachers for their school which will include providing access to all necessary resources required for the substitute to fulfill their role.

**Teachers** shall plan in such a manner that they provide sufficient information for the substitute teacher in respect of plans for instruction, classroom procedures, attendance, student seating plans (the use of pictures for seating plans is encouraged) and room locations for classes. Their plans should be arranged in such a manner that a substitute teacher can carry on with the students learning and assessment whether they are able to prepare in advance for the substitute teacher or not and whether the teacher is away for part of a day or several days in succession. This will include appropriate access to the students' assessment records and the teachers' daily and unit plans for each subject taught. (The longer the teacher is absent the more responsibility the substitute will assume for planning and reporting.)

**Substitute teachers** are responsible to the Principal of the school to teach in accordance with the Program of Studies of the Province of Alberta and to provide such supervision of pupils as required by the principal.

**Substitute teachers** should follow the teacher's plans with little deviation unless the situation leaves no choice. An active role with individual initiative is encouraged, within the parameters of the lesson, to make the class time as valuable as possible for the students. Significant deviations from lesson plans are to be reported to the teacher. (As noted above, the longer the substitute teacher is in the same assignment the more responsibility they will assume responsibility for planning and reporting.)

Upon arrival at the school the substitute teacher will;

1. Report to the principal or the designate to receive:
  - A. the teacher's plans for instruction.
  - B. the teacher's timetable
  - C. the schedule for any special education students in the class who leave the classroom.
  - D. the location of any special materials or equipment needed
  - E. any keys required
  - F. the supervision schedule (NOTE: Substitutes are expected to assume the supervisory activities of the teacher being replaced.);
2. Go to the classroom to prepare for the day and to meet the students before the class commences. (Substitute teachers should be provided with sufficient uninterrupted time to prepare for the day.);
3. Leave a written record of the day for the returning teacher. You may wish to note assignments completed, any problems students experienced with the assignments, and class behavior – "good" behavior as well as discipline problems, etc.;
4. Complete and have the school administrator or designate sign the timesheet before leaving the school. Additionally, before leaving the school, confirm that your employment for the day has been recorded.

### C. Application Process

All teachers wishing to be placed on the Division's substitute teacher list must submit:

1. a Substitute Teacher Questionnaire – available at Division Office or from the website <http://www.wrps.ab.ca/substitute-teachers>
2. a copy of their valid Alberta Teaching Certificate
3. a copy of their most up-to-date TQS evaluation
4. a copy of a Criminal Record Check dated within one year of the time of application
5. verification of any relevant teaching experience with other school boards
6. all relevant payroll forms provided at the time of application available from the website

Substitute teachers must inform the Division's Human Resources Department of any changes to their personal information.

Substitute teachers will remain on the Division's list from year to year unless they request that the Human Resources Department remove them or if the Associate Superintendent: Instruction removes them. In the event that they have been removed from the list by the Associate Superintendent: Instruction they will be notified in writing by the Associate Superintendent: Instruction

## D. Administration Information and Procedures

### 1. Booking:

A current list of substitute teachers, including grade and subject preferences and contact information, is maintained by the Human Resources Department and is made available to each principal through the SRB records management system. Only substitute teachers who have completed the application process and who appear on the list may be hired by a principal or designate. Staff are encouraged check the SRB list.

School staff will call and or use SRB to book substitutes as early as possible once the need for a substitute teacher has been identified.

At the time of the call or through SRB booking, a substitute teacher should be made aware of the teaching and supervision assignment that he/she is being asked to fill.

An attempt should be made to place substitute teachers in their specific teaching field however, this is not always possible. Substitute teachers have the right to decline any position that he/she is asked to fill. If they choose to decline an offer their decision will not affect future bookings.

Where possible, there should not be any last minute changes to the assignment unless mutually agreed to prior to the substitute teacher's arrival.

### 2. Pay Procedures:

A. Time sheets are available at each school and on the website. The substitute teacher is responsible for completing and submitting the time sheet. This sheet must be signed by the appropriate school administrator. Time sheets must be forwarded to the Division Office by the 17<sup>th</sup> day of each month. Time sheets submitted after this date will be paid the following month. In December time sheets received by December 10<sup>th</sup> will be paid as per the Collective Agreement (10.3). Time sheets received after December 10<sup>th</sup> will be paid on the 27<sup>th</sup> of December.

B. Claims are processed and payment is issued on the 27<sup>th</sup> of each month by direct deposit. The salary is calculated, as per the Collective Agreement, on a daily or one-half day basis as verified by the principal. Should a substitute teacher feel there is an error in substitute payment, please contact the principal of the school. Substitute teachers may also contact the payroll department with questions.

C. Substitute teachers who have not received notice of cancellation at least twelve hours prior to reporting for duty, will provide alternate duties as directed by the principal and will receive payment for that period of time.

D. Payment of substitute teachers is covered in the Collective Agreement as follows:

Teachers engaged as substitutes shall hold a valid Alberta teaching certificate. Substitute teachers shall be paid .0036 times the grid figure for four years of education and zero years of experience for each full day of work and 60% of the full day rate for each half day of work. This rate is inclusive of vacation pay. **Note:** The half-day rate does not apply to a substitute teacher

replacing one teacher in the morning and another teacher in the afternoon in the same school.

When a substitute teacher has taught for more than three days consecutively in one position, the teacher shall be placed on the salary grid in accordance with their years of training and experience, such placement to be effective from the fourth day of service in that position.

Substitute teachers shall be paid on the same date as all other teachers provided they fulfill their responsibilities in completing their required payroll information by the established cut-off date.

Any teacher other than a substitute, hired on a day-to-day basis, who teaches in a school which has a longer day and a shorter school year is to be paid an appropriate rate. Deductions from annual salary shall be made on the same basis.

Teachers shall accumulate experience increments for substitute teaching with the Wetaskiwin Regional Division No 11 at the following rate: one year of experience for every 125 FTE days of substitute teaching earned within a three year period. These increments shall not apply retroactively but shall come into effect following ratification of this collective agreement. For the implementation of this clause, teachers who wish to claim experience for previous years shall be required to provide proof of service to the Board.

When a substitute teacher has accepted employment, such employment shall not be cancelled without 12 hours notice. Where the anticipated employment is greater than one day, the second and subsequent days may be cancelled with 12 hours notice.

Note: A copy of the entire Collective Agreement between Wetaskiwin Regional Public Schools and the ATA is available on the Division's website.

- E. Substitute teachers are eligible for health benefit coverage through ASEBP. Substitute teachers must contact ASEBP directly if they wish to purchase benefits. Information is on the ASEBP web site at [www.asebp.ab.ca](http://www.asebp.ab.ca)
- F. Substitute teachers holding an interim certificate which is about to expire must contact the Human Resources department which will assist in applying for an extension.

Substitute teachers wishing to apply for a permanent teaching certificate must complete two years (400 days) of substitute teaching and must be recommended by a principal. A principal may make a recommendation on the basis of a successful evaluation. Upon a successful evaluation, the evaluating principal will submit a letter of recommendation to the Human Resources department.

Please note that it the substitute teacher's responsibility to provide a record of all relevant teaching experience.

## **E. Occupational Health and Safety**

The principal or designate will provide information to substitute teachers regarding hazards or controls that they need to be aware of to ensure their safety while working at the school.

Substitute teachers can contact the school Health and Safety Leader or the Division's Health and Safety Coordinator should there be any questions or concerns.

## F. Contacts

**Mrs. Shelley DeBruyne – 780.312.3223 (Main substitute teacher contact)**

Mrs. Pat Paradis – 780.312.5745 (if Mrs. DeBruyne cannot be contacted)

Mrs. Jennifer Cleland -780 352 4995                      780 312 5117 (cell)

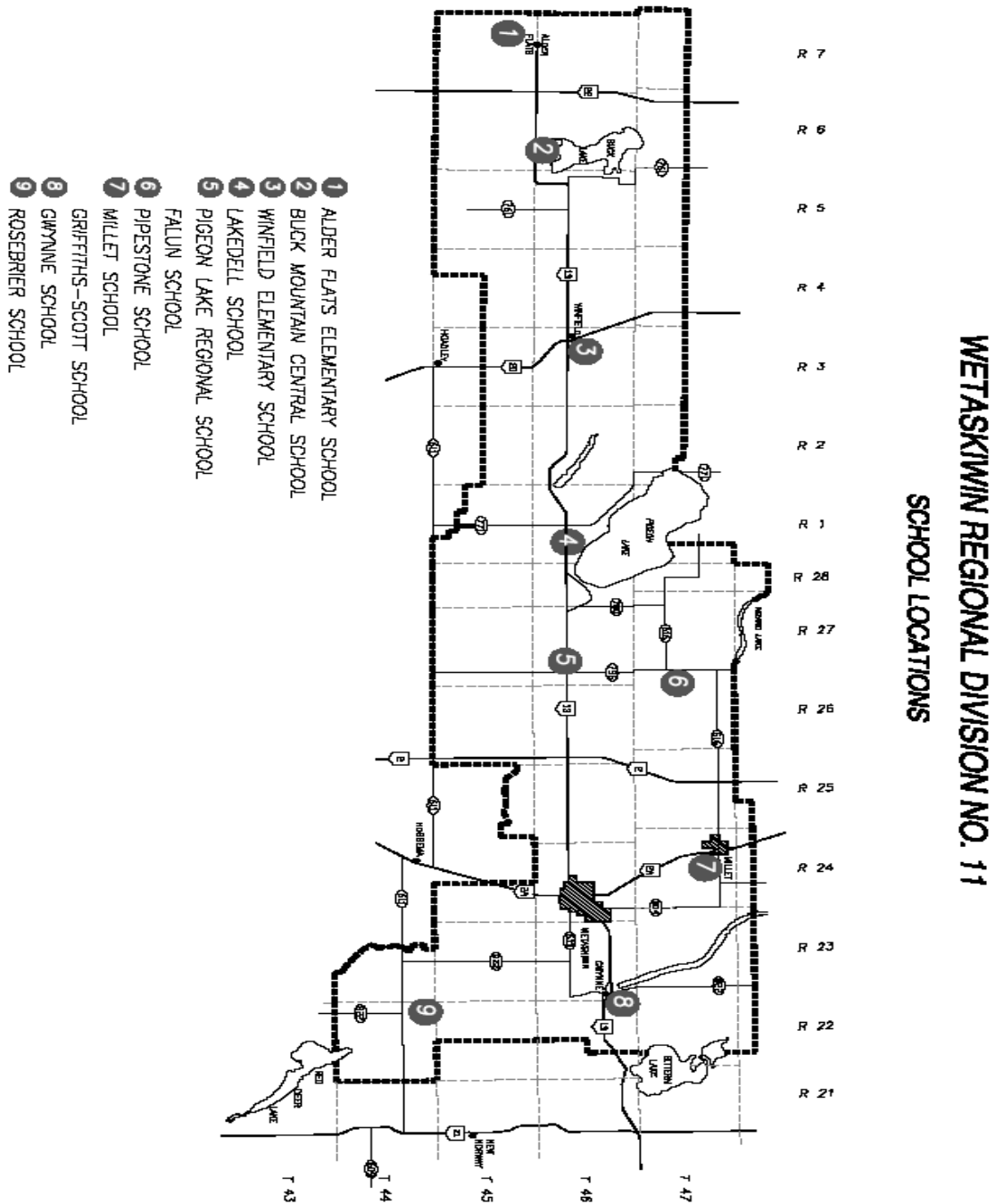
Mr. Aaron Weimer (Vice-principal) – 780 352 9118      780 915 0398 (cell)

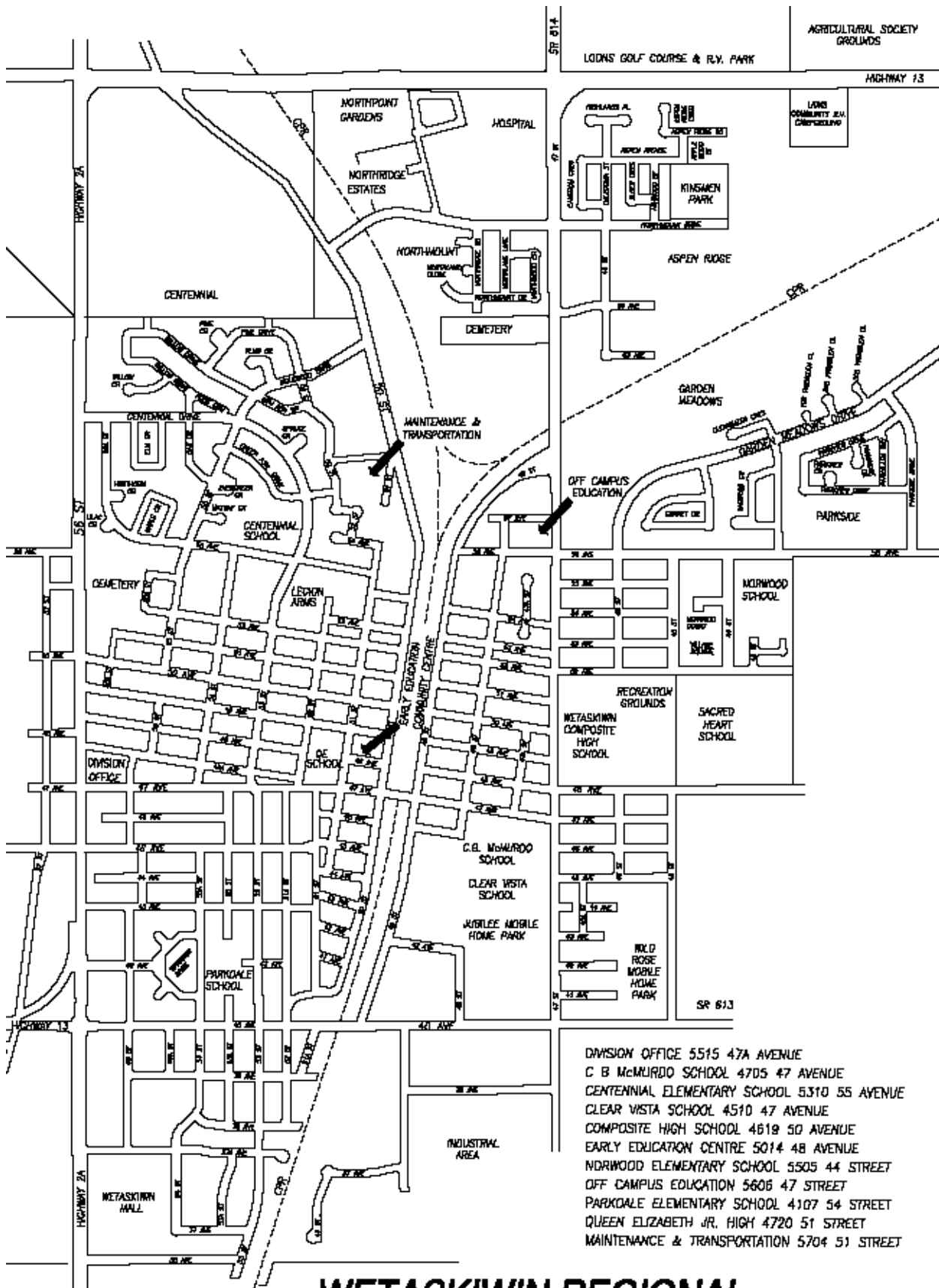
Mr. Adam Stewart (Vice-principal) – 780 991 7843 (cell)

Mrs. Melissa Humby (Principal) – 780 3996401 (cell)

School Main Office – 780.352.4916

## G. Division Map





DIVISION OFFICE 5515 47A AVENUE  
 C B McMURDO SCHOOL 4705 47 AVENUE  
 CENTENNIAL ELEMENTARY SCHOOL 5310 55 AVENUE  
 CLEAR VISTA SCHOOL 4510 47 AVENUE  
 COMPOSITE HIGH SCHOOL 4619 50 AVENUE  
 EARLY EDUCATION CENTRE 5014 48 AVENUE  
 NDRWOOD ELEMENTARY SCHOOL 5505 44 STREET  
 OFF CAMPUS EDUCATION 5606 47 STREET  
 PARKDALE ELEMENTARY SCHOOL 4107 54 STREET  
 QUEEN ELIZABETH JR. HIGH 4720 51 STREET  
 MAINTENANCE & TRANSPORTATION 5704 51 STREET

# WETASKIWIN REGIONAL PUBLIC SCHOOLS



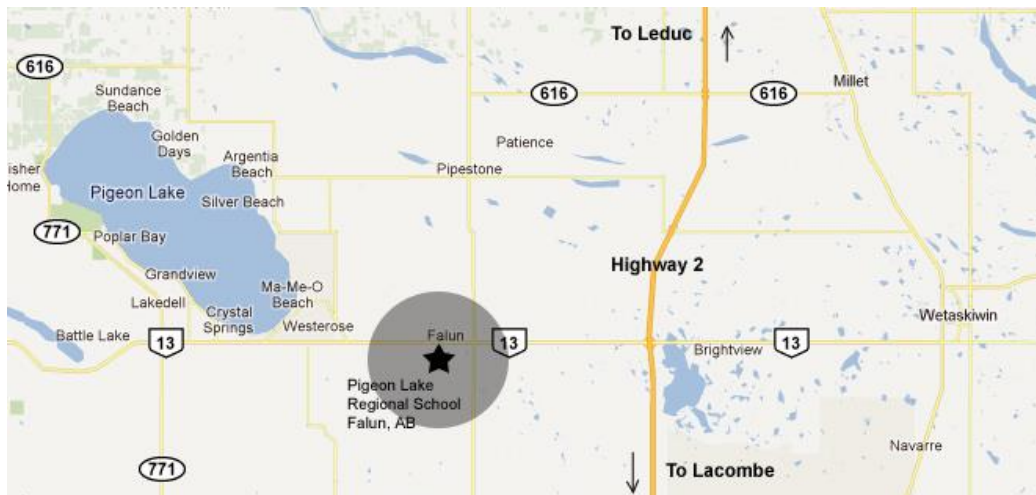
# SCHOOL INFORMATION

## A. School Programs

1. Pigeon Lake Regional School currently serves 300 students in Grades 7 – 12. The school offers all of the core academic programs, along with a huge variety of options and extracurricular programs. Among some of the more popular options are a high school sports performance class, a junior high tundra sports class, cosmetology, design studies, wildlife and drama. These are in addition to technology classes, foods, fashions, and industrial arts classes. Extracurricular programs include a full range of team and individual sports as well as an active drama club. In addition, the school offers a number of special needs programs and a storefront site for students who do not perform well in the traditional classroom setting.

## B. School Location / Directions

1. Address: Pigeon Lake Regional School  
Box 60, Falun, AB, T0C-1H0
2. Directions to the school:



## C. Contact Information and Booking Procedures

1. School phone: 780.352.4916
2. School Fax: 780.352.7604
3. Principal: Mrs. Melissa Humby  
Vice-principals: Mr. Adam Stewart & Aaron Weimer  
School Secretaries: Mrs. Shelley DeBruyne, Mrs. Pat Paradis and Mrs. Jennifer Cleland
4. If a substitute teacher has to cancel a booking the morning of the scheduled work, please contact Mrs. Shelley DeBruyne at home by telephoning 780.312.3223. (Contact Mrs. Pat Paradis - 780.312.5745 - if Mrs. DeBruyne cannot be contacted).

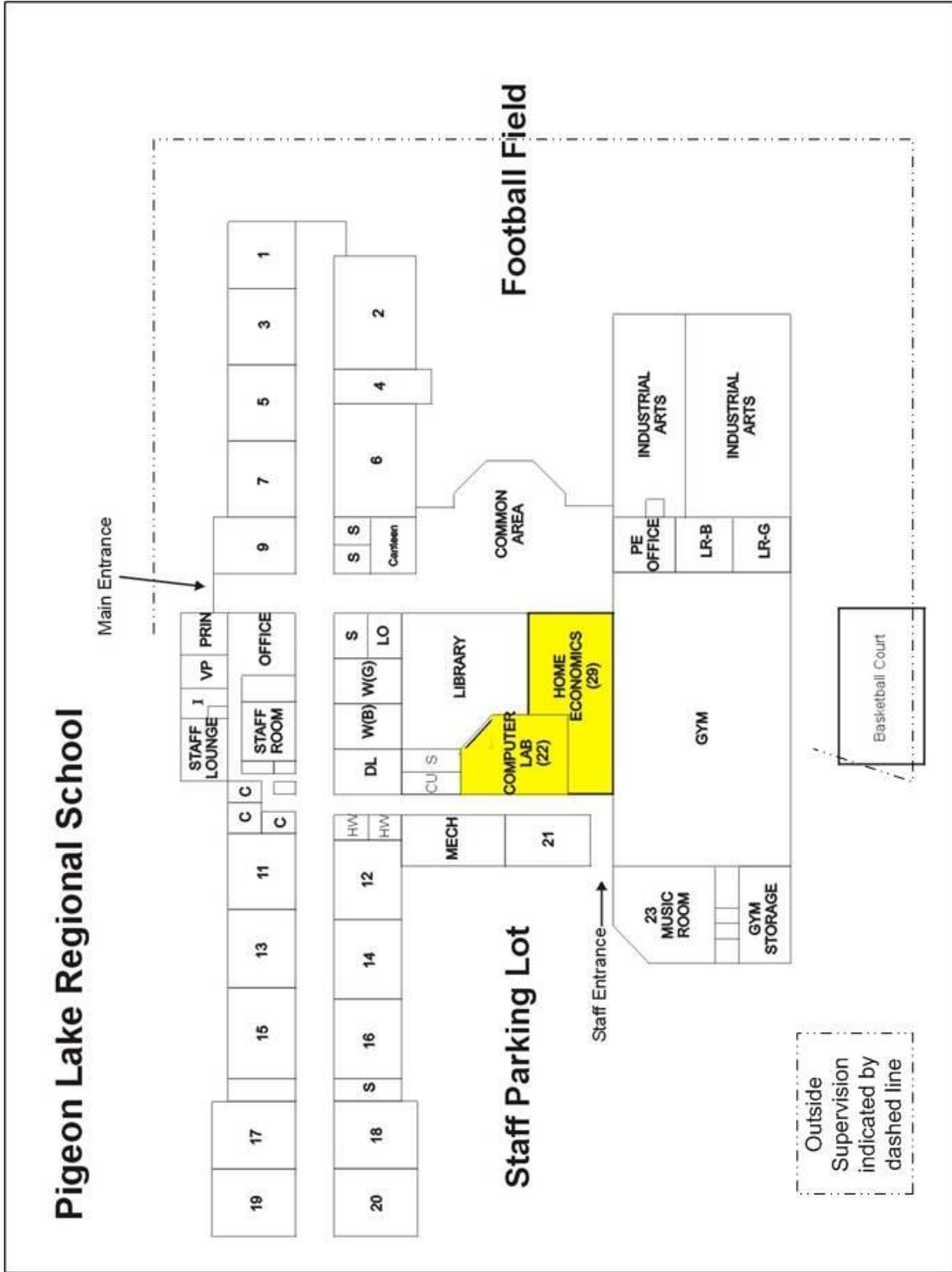
## **D. Parking and Checking In**

1. Substitute teachers can park in the staff parking lot situated at the back of the school. Please park where you wish. There is no assigned parking.
2. Plug-ins are available in winter.
3. Arrival Time: Substitute teachers should arrive at the school at 8:30 am (12:10 pm if subbing for the afternoon only).
4. School Entrance: A staff entrance is found by the staff parking lot.
5. Reporting Procedure: Substitute teachers should report to the main office. Generally, one of the secretaries will have sub plans and keys ready for distribution. Mrs. Shelley DeBruyne is the main contact person.
6. Where can substitutes keep their personal belongings? A staff coat rack can be found in the staff hallway. If you have valuables that need to be locked away, please see one of the secretaries in the office.
7. Are there lunch facilities available? Vending machines are available in the school common area. The school's canteen opens during lunchtime.

## **E. Keys**

1. Substitute teachers will be issued appropriate keys for the rooms in which they teach.
2. Mrs. DeBruyne or Mrs. Paradis will issue keys.

F. School Floor Plan



## G. Bell Schedules

1. Include a copy of the school's Bell Schedule

REGULAR/SHORTENED Bell Schedule Pigeon Lake Regional						
Regular Bell Schedule				SHORTENED Bell Schedule		
<i>Warning</i>	8:45			<i>Warning</i>	8:45	
<b>In Class</b>	8:47			<b>In Class</b>	8:47	
<b>Block 1</b>	8:47	10:02		<b>Block 1</b>	8:47	9:55
<i>Break</i>	10:02	10:07		<i>Break</i>	9:55	10:00
<b>Block 2 (Directed Learning)</b>	10:07	10:47		<b>Block 2 (Directed Learning)</b>	10:00	11:08
<i>Break</i>	10:47	10:52		<i>Break</i>	11:08	11:13
<b>Block 3</b>	10:52	12:07		<b>Block 3</b>	11:13	12:21
<b>LUNCH</b>	12:07	12:40		<b>LUNCH</b>	12:21	12:54
<i>Warning</i>	12:40	12:43		<i>Warning</i>	12:54	12:57
<b>Block 4</b>	12:43	1:58		<b>Block 4</b>	12:57	2:05
<i>Break</i>	1:58	2:03		<i>Break</i>	2:05	2:10
<b>Block 5</b>	2:03	3:18		<b>Block 5</b>	2:10	3:18
<b>Dismissal</b>	3:18			Dismissal	3:18	

## H. In-School Communication

1. In-school Communication: Telephones are located in each classroom. Dial "0" to reach the main office. Individual rooms can be contacted by using the directory below:

TELEPHONE ROOM #'s	
ROOM	DIAL
MAIN OFFICE	0
1 Stoney/Scott	101
2 Kristjanson	102
3 Campbell	103
4 Greenhouse	104
5 Doyle	105
6 Bend	106
7 Art & Cosmetology	107
11 McLaughlin	111
12 Deklerk	112
13 York	113
14 Sellin	114
15 Jr. Computer Lab	115
16 C. Stewart	116
17 Brooks	117
18 Bengert	118
19 Krause	119
20 Heggerud	120
21 (REAL, Rauser)	121
22 Sr. Computer Lab	122
23 Drama Room	123
25 Gym office	125
26 Weight Room	126
28 IA Lab Speaker	##128
28 IA lab Phone	128
29 Home Ec.	129
Library	130
LST office	202
Industrial Arts Office	204

## I. Attendance Policy and Procedures

1. **Recording Attendance:** Teachers will provide class lists for attendance purposes. These lists can be found in the black clipboard that the office provides each substitute teacher.
2. **Late Attendance:** If a student is late for your class, please send them to the office for a late slip. Office personnel will record the student as "late". When the student returns, he/she should provide you with a late slip.
3. **Submitting Attendance:** Each attendance sheet should be submitted to the office after each block (senior high) or period (junior high).
4. **Class Lists for Emergency Purposes:** Will be provided at muster site.

## J. School Rules and Discipline Procedures

1. List your school's priority rules:
  - a) Students are to arrive to class on time and be prepared for learning;
  - b) Students are to remove headwear to show respect for our school and the people in it;
  - c) Cell phones are not permitted in class.
  - d) Devices can be used with the teacher's discretion.
  - e) Vending Machines: Students are permitted to use vending machines during breaks, but not during class time;
  - f) Washrooms: Students may be permitted to use the washroom. Hall passes are **not** required.
  - g) Office Phone: Students should use the office phone during break times only.
2. **Behavioral Expectations:** Ultimately, students are required to be respectful towards each other and towards staff. Substitute teachers are encouraged to speak with the vice-principal or principal if they have questions or concerns regarding student behavior.
3. **Consequences:** Substitute teachers should use their professional judgment when dealing with misbehaving students. Depending on the student behavior or situation, teachers may want to inform the regular classroom teacher of any minor infractions by recording these in the regular classroom teacher's daily plans. However, if major infractions are committed, the teacher should send the student to the office and call the office immediately to inform administration that the student is being sent. (Dial "0" using your classroom telephone to contact the office).

## K. Supervision Schedule and Guidelines

1. Our supervision schedule is as follows:

Team 1	Team 2	Team 3	Team 4
Cade	Glenda	Tory & Rhonda	Scott
Blair	Morgan	Diane	Chantelle
Michael	Randy	Kristie	Nadine
Shelby	Lori	Gord	Admin & Carla

Milk Store – Pat / Darlene

Gym/ Weight Room – Murray / Nathan / Craig

Library - Shelley

Café – Darlene /Lorraine

Breakfast Program / Lunch – Connie, Lisa S

Computers (Room 22) – Shelley / Todd

2. Supervision Areas: (Please refer to the map on page 12). Staff at PLRS have opted to complete a full week of supervision, and then have three weeks off supervision. As a result, lunchtime supervision occurs for the entire lunch period. There are four supervisors during lunch: junior high hallway supervisor, outside supervisor, common area and front entry.

Common Area: supervising the students while they eat and making sure tables are clean. Supervise the milk or café line and maintain order.

Outside: Football fields, courts and outside common area (cod weather – may help out in the common area).

Junior Hallway – supervising the hallway, washroom area and computer lab hallway  
Front – parking lot, entrance, and senior hallway.

### **Outdoor Supervision:**

1. General Rules:
  - a) Senior high students are permitted to leave the property. Junior high students are not permitted to leave the school grounds.
  - b) Students are not permitted on the bleachers or in the baseball dugouts on the East field.
  - c) No roughhousing is permitted.
2. Staff are not required to wear vests while on supervision.
3. 2-way radios are not used during supervision.
4. **Student Injury:** In case of a student injury, please bring the student to the office for first aid. Depending on the injury, the administration may require you to fill out an accident form. If the student cannot walk to the office, send another student to alert office staff, while you stay with the injured student.

### **Lunch / Indoor Supervision**

1. General Rules:
  - a) Junior high students are to eat their lunches in the common area. They are not permitted to eat in the hallways.
  - b) Junior high students are not permitted to loiter in the junior high hallway areas. They may go to their lockers to obtain certain items, but they are to return to the common area, library, gymnasium, or go outside during the remainder of lunchtime.
  - c) Senior high students may eat their lunches in the senior high hallway area.
2. Indicate what areas of the school each supervisor is responsible for:
3. Inclement weather procedures: Please contact administration.

## **L. School Lunch Routines**

1. Substitute teachers should check their sub plans. Teachers will indicate if you are on supervision or not. You are not required to stay with your classes during lunchtime as students do not eat in classrooms.
2. Emergency Lunches: If students do not have a lunch, please contact the office.
3. Where are students expected to eat their lunch? Junior high students should eat in the common area. Senior high students can eat in the common area or in the senior high hallway.
4. Are students allowed to leave school grounds? Senior high students can leave the school grounds, but junior high students are not permitted to leave under any circumstances.

## **M. Noon Hour Activities**

1. Where are students expected to be during the 2nd half of lunch? Library, gymnasium, common area or outside (designated area only – see map on page 12)
2. Are students allowed in the library? Yes (passes are not required).
3. Are students allowed in the gym? Yes.
4. Is there a computer lab schedule? Students may use computers in the library.

## N. Computer Access, AV Equipment, and other Technology

1. Is a guest login available for substitute teachers? Substitute teachers can use the following login: **plemptmp**. The password is: **pL\$3104**
2. Where is AV equipment stored? All classes are equipped with smartboard or interactive projectors. If you require other equipment that is not available, please contact the office.
3. Booking Computer Labs: A sign out sheet on google drive. This sign-out sheet is used for computer labs in Room 15 and Room 22. Please see an admin assistant if you require a computer lab.
3. Smart Boards: Can be accessed by using the login information in No. 1 above.
4. Technology Support: Please contact Mr. Heggerud, Teacher, for tech. support.
5. Photocopying: No password is required for photocopying.

## O. School Emergency Plan / First Aid

1. What is the protocol for handling an injury or accident? In case of a student injury, please bring the student to the office for first aid. If the student cannot walk to the office, send another student to alert office staff, while you stay with the injured student.
2. What is the protocol for reporting an injury or accident? Depending on the injury, the administration may require you to fill out an accident form. Please see Mr. Stewart the vice-principal regarding this.
3. What is the protocol for dealing with student illness? In all cases, please call the office on your classroom telephone by dialing "0" to inform office staff of the situation.
4. What is the protocol for dealing with students who have lice? Please inform office staff as soon as possible.

## P. Substitute Mailbox and/or Bulletin Board

1. Where is the school's substitute mailbox located? A substitute teacher mailbox is located in the staff workroom. It is marked "Substitute Teachers".
2. Where is the school's bulletin board space with information posted for substitute teachers? (substitute teachers' conference, etc.) A bulletin board can be found in the staff hallway. It is labeled "Substitute Teachers".

## Q. Routines for Collecting Forms and Money

1. Which forms and money are to be kept by the classroom teacher? None. All money and forms will be collected by office staff. In cases such as this, please direct students to our main office.

## R. Monthly School Newsletter with Calendar

Monthly newsletters will be posted on the schools website: <https://plrs.ca>



# TEACHERS' CLASSROOM INFORMATION

(Generally located in each classroom and is not included in the school handbook)

## A. Class Lists/Routines and Seating Plans

1. Please provide class lists for each class that you have, that are NOT for attendance purposes.  
***\*If class lists are used to manually record attendance and are physically submitted to the office, please provide a permanent set of class lists that the substitute may refer to once other class lists are submitted for attendance.***
2. For emergency situations, please provide updated class lists in Emergency Folder.
3. Please include updated seating plans for each class for which you have assigned seating.
4. Please provide enough information to help a substitute teacher provide positive support for students with special needs. Include a list of priority goals from IPPs and activities and materials to utilize.
5. If the teaching assistant involved in delivering the program for a student is absent, please have alternate plans available
6. The list of names of students with medical issues and description of symptoms to monitor (e.g., seizure, asthma, food allergies, severe anxiety, etc.) is located.
7. The procedures for handling students with medical concerns are? (e.g., if a student has a minor allergic reaction; if a student has a major allergic reaction)

## B. Emergency Lesson Plan Location

1. In case you are unexpectedly unable to teach and are not able to prepare or submit daily plans, please prepare pre-made lesson plans with objectives and materials that correlate with the curriculum being covered for that grade level.
2. Please provide location of emergency lesson plans (e.g., at the office, in substitute binder, etc.).
3. Please provide name and contact information of staff members who could be of assistance.

## C. Classroom Routines

1. Please outline the regular routines you have established:
  - A. What students do upon arrival (e.g. agenda routines, O' Canada, prayer, announcements, USSR, etc.)
  - B. Job rotations if you have student helpers (changed daily? weekly?)
  - C. Elementary: explain snack routines (e.g. before, during, or after recess?)
  - D. Washroom usage (hall pass used? sign out sheet privileges?)
  - E. Do you have a signal for getting the classes' attention?
  - F. Home time or end of class routines (agendas, chairs up on desks/tables? etc.)

## D. Classroom Rules and Discipline Procedures

1. List priority rules established in your classroom. Are they posted?
  - A. Elementary (e.g. any place off limits? pencil sharpener usage; washroom breaks, etc.)
  - B. Junior and Senior High (e.g. Do you allow chips, pop, gum chewing during class? only water? etc.)

2. What reinforcement techniques do you routinely use? Do you have established procedures you wish the substitute teacher to utilize? (e.g. check marks on board for positive behaviors observed individually or by group/row? hand out "caught being good" coupons to reinforce specific behaviors? incentives for whole class? (e.g. if whole class works on task they may choose a game to play at end of the class?))
3. What are the consequences for breaking classroom rules? Include for both minor and major offences. Is a formal program in place? (e.g. check marks for negative behaviors; after 3 checkmarks they lose recess etc.)
4. At what stage would you involve administration?
5. Do any students have individual behavioral goals? Please provide information regarding procedures for handling students with special needs. Provide suggestions that would be helpful in dealing positively with individual students (e.g. student who does not like loud noises be allowed to go out into the hall so as to avoid agitation, etc.)
6. How would you like the substitute teacher to record and communicate any student behavioral issues?

### **E. Supervision Information**

Ensure it is included in the lesson plan.

### **F. Information on Classroom Technology**

1. Please provide information such as:
  - A. where remote controls are located for projector or TV
  - B. Are microphones or FM systems available in the classroom for substitutes to use? Are instructions available?
  - C. Are students allowed to use classroom computers?
  - D. If your lesson plan incorporates use of the Smart Board, please provide instructions on how to set up and use it. (Are students allowed to use the Smart Board?)