

# HALTOM HIGH SCHOOL

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Substitute Training Presentation

The information found in this presentation is taken from the district substitute policy, and is in addition to the district policy.

Substitutes are responsible for the policies and procedures outlined in both.

Please read the substitute manual.

**Policy and Procedure Disclaimer**

- **WELCOME**
- Equal Opportunity
- Value of Substitutes to HHS
- Classroom management
- Dress and Appearance
- Attendance Policy
- Keys
- Emergency Procedures
- Core Values
- Lunch

**Overview**

Birdville ISD does not discriminate against any employee or applicant for Employment because of race, color, religion, sex, national origin, age, Disability, military status, genetic information, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's Job qualifications, experience, and abilities.

Equal Opportunity

Substitutes are *essential partners* to the permanent staff at NHS for insuring students safety and academic success. We are truly happy to have you on our campus and hope that you enjoy a positive experience. While you are on this campus, you are a *Valued* member of the NHS family.

*Your Value to our school community*

Teachers at HHS have been asked to participate in the  
Good Neighbor Program.

This program was designed to help you make a smooth transition through the day. The permanent teacher located next to your assigned classroom is your guide for the day.

This person can help you with information about things like the restroom locations, Emergency procedures, or answer questions about the day's lesson.

*Good Neighbor Program*

Please Remember, the safety and academic success of  
Students If the primary goal. For this reason,  
substitute assignments  
may be *changed* to accommodate student needs  
Regardless of your assignment for the day.

*Important Note*

The most basic key to avoiding classroom disruptions and the need for intervention by an assistant principal is to act **proactively**. The following are expectations, that when used, can help you avoid classroom management issues.

Set Expectations

Monitor

Build relationships

Do the work

Be the teacher

Classroom Management



The first moments in front of a new class can set the tone for the entire class period.

First, introduce yourself. A practiced greeting can help you set the tone for what students can expect from you and what you expect from them.

Set clear expectations for how the class will proceed, the work that will be completed, and how students are expected to behave. *This should be a positive and supportive conversation.*

Expectations should include things like restroom procedure, how to ask a question, student voice level during work, and the level of work that must be completed during class.

## Set Expectations

*WELCOME*

to HHS

Home of the Mighty Buffalos.

My name is David Smith,

I am the Assistant Principal over substitutes serving at HHS.

Melanie Patrey is the Substitute Coordinator,  
responsible for scheduling and substitute assignments.

If you have any questions, please contact one of us for assistance.

*Welcome*

Many classroom problems can be avoided by actively *monitoring* and interacting with students.

Do not sit at the teacher's desk. Instead, walk around and interact. The benefits of doing this are plentiful. While interacting, you should:

- Look for cell phones in use

- Assess student progress and understanding

- Give assistance when needed

- Assess compliance to set expectations

# Monitor

Setting a positive tone early can result in fewer classroom issues,  
Like disrespect and insubordination.

Remember, you never know why a student is in a bad mood, so before ‘  
Responding with discipline, take a moment to ask.

Redirect in a positive manner as possible.

Try to avoid scolding a student in front of others or otherwise using  
embarrassment as a redirect.

Build relationships

*The very best practice for classroom management is to make sure the students are on task and getting the work done.*

*Although you are not the permanent teacher, when assigned to a class, you are in fact the teacher during that assignment. Take charge and hold the Students responsible for the work.*

*Do the work - Be the teacher*

Substitute Teachers should always dress in a professional manner.

Your appearance will be the first thing students use to gauge your Professionalism.

When Haltom hosts theme days, such as jean day or college shirt day, Our substitutes are encouraged to participate.

*Dress and Appearance*

It is essential to student safety that you arrive at Haltom High School  
On time by 7:05 am.  
Report to the front office.

Once you receive your assignment, go directly to the classroom.

At 7:20 am, please be at the door greeting students.

At 7:30 am, lock and shut your door. Students entering after the tardy  
bell must present a pass.

If you do not have lesson plans, or lesson notes,  
please call Melanie Patrey at ext. 6037

*Attendance*

*Parking is located across the street from the school in the south part of the parking lot.*

*Please do not park in the main drive located in front of the building, otherwise known as The shoe or horseshoe.*

*Do not park in the staff parking spaces. Most of these spots were assigned to a teacher During a fundraiser.*

*Parking*



You will be issued a key for your assigned classroom if available.

Substitutes who are assigned to more than one class may not get a key to each classroom.

You will be asked to give us your car keys to hold as collateral for return of the school keys.

The key will get you in the staff restrooms located on your floor.

*Keys*

Your lunch time is the same time as the permanent teacher's assigned lunch time.

*Lunch*

It is essential to the health and morale of the campus community that each and every staff members speak positively about our school.

Grievances about HHS policy, procedure, staff, or students should be addressed to David Smith (assistant principal).

Grievances should never be aired in public.

This includes conversations with other substitutes, parents, students, or other staff members.

*Core Values*

***THANK YOU!!!***

*For all that you do to make our students  
**SUCCESSFUL!***

*Welcome to Haltom High School*

*Thank you!*