

**Boundary County School District No. 101**

**PERSONNEL**

**5702F**

**General Instructions for Substitute Teachers**

1. Report to the building principal or his/her secretary immediately upon arriving at school. Please arrive at school at least a half hour prior to the start of the school day.
2. You will be responsible for all of the regular teacher's duties, such as lunchroom, recess, etc. Please ask the principal to explain the duties.
3. You are expected to keep the atmosphere of the room pleasant and conducive to good work habits.
4. Should you have any particular trouble in regard to material, schedule or discipline, contact the principal immediately.
5. You are responsible for every pupil in the class during a fire or emergency drill.
6. You must report every accident or student injury to the office as soon as possible. If no one is available at the office, contact the nearest regular classroom teacher. Even minor injuries must be reported. Minor injuries may become major if not given immediate care.
7. If you do not hold a teaching certificate, or if you have not substituted for Boundary County School District No. 101 in previous years, it is required, prior to substituting, that you spend at least half a day in a room observing a teacher and learning the daily routine. Please make arrangements with the principal of a building in which you have marked as willing to substitute. When you have completed this requirement and have been approved by the trustees at a trustee meeting, your name will be added to our substitute list.
8. Do not discuss individual students outside of school since that is a violation of school confidentiality.

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PLEASE TEAR OFF AND RETURN TO THE DISTRICT OFFICE

Yes, I have read and understand the general instructions for substitute teachers.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR OFFICE USE ONLY:  Requirement #7 Satisfied  
 W-4 & I-9 Completed & Returned