

## Substitute Teacher Instructions

Teacher \_\_\_\_\_ Date \_\_\_\_\_  
Subject \_\_\_\_\_ Period \_\_\_\_\_

Thank you for working with my students today. We have adopted a school-wide behavior management plan. We have high expectations in our school and in this classroom. If you set the expectations our students will meet them.

For positive behavior when the class is on task, please mark points on the board. The goal is for the class to earn a reward if they earn 20 points. Please look for every opportunity to add points. I would like to reward my class upon my return.

For disruptive behavior, please use the classroom behavior log provided.

1. If a student misbehaves, write the student's name in the log, circle the warning, and advise the student that they are in the book.
2. If the student misbehaves again, circle the number 2 and place the student in time-out for five minutes or advise them that they will be staying after class for one minute.
3. If the student misbehaves again, circle the number 3 and place the student in time-out for ten minutes or advise them that they will be staying after class for two minutes.
4. If the student misbehaves again, circle the number 4 and advise the student that their parents will receive a phone call from me upon my return.
5. If the student misbehaves again, circle the number 5 and send the student to the office with a referral form (on the referral, please write "level 5 mischievous").

If any student exhibits severe or extreme behavior (fighting, vandalism, extreme defiance or stopping the class from functioning), please send the student to the office with a referral form (on the referral, please write "severe").

If you have a crisis situation, please call the office and say "I have a red in room \_\_\_\_." The crisis intervention team will respond immediately.

Thank you for being here. If you have any questions regarding school policies or the behavior management plan, please see one of our teachers or an administrator who will be glad to help.