

Canton ISD Substitute Teacher Training



Angela McLeod
Principal
Canton Intermediate School

CISD

MISSION STATEMENT

In partnership with community and parents, Canton ISD will empower students to become lifelong learners committed to academic excellence, integrity, responsible citizenship and service to others.

CAMPUS	ADMINISTRATORS	PHONE / FAX NUMBERS
<p>CANTON ELEMENTARY SCHOOL 1163 SOUTH BUFFALO CANTON, TEXAS 75103 PREK – 2ND GRADE</p>	<p>KELLY LAMAR, PRINCIPAL MEREDITH WILEY, ASST. PRINCIPAL</p>	<p>PH: 903-567-6521 FAX: 903-567-5373</p>
<p>CANTON INTERMEDIATE SCHOOL 1190 WEST HWY 243 CANTON, TEXAS 75103 3RD - 5TH GRADE</p>	<p>ANGELA MCLEOD, PRINCIPAL ALLISON FRENCH, ASST. PRINCIPAL</p>	<p>PH: 903-567-6418 FAX: 903-567-2956</p>
<p>CANTON JR. HIGH SCHOOL 1115 SOUTH BUFFALO CANTON, TEXAS 75103 6TH - 8TH GRADE</p>	<p>WES RHOTEN, PRINCIPAL DAWN BOYD, ASST. PRINCIPAL</p>	<p>PH: 903-567-4329 FAX: 903-567-1298</p>
<p>CANTON HIGH SCHOOL 1110 WEST HIGHWAY 243 CANTON, TEXAS 75103 9TH - 12TH GRADE</p>	<p>DUSTY SPENCER, PRINCIPAL ASHLEE LAWSON, ASST. PRINCIPAL</p>	<p>PH: 903-567-6561 FAX: 903-567-6562</p>

CAMPUS	ADMINISTRATORS	PHONE / FAX NUMBERS
<p>CANTON ISD ADMINISTRATION 1045 SOUTH BUFFALO CANTON , TEXAS 75103</p>	<p>JIM DUNLAP, INTERIM SUPERINTENDENT</p>	<p>PH: 903-567-4179 FAX: 903-567-2370</p>
<p>DAEP 1071 SOUTH BUFFALO CANTON, TEXAS 75103</p>	<p>DAPHNE THOMPSON, SPECIAL SERVICES DIRECTOR</p>	<p>PH: 903-567-4980</p>
<p>CANTON ISD LEARNING CENTER 1073 SOUTH BUFFALO CANTON, TEXAS 75103</p>	<p>DAPHNE THOMPSON, SPECIAL SERVICES DIRECTOR</p>	<p>PH: 903-567-4981 FAX: 903-567-2429</p>

EAGLE VISION

Empower others.

Inspire others to dream more, learn more, do more and become more.

Accept responsibility.

Set goals and take responsibility for your future.

Give respect to gain respect.

Treat others as you would like to be treated.

Lead by example.

Do great work, remain positive, and lend a hand along the way.

Exhibit honesty.

Remain honest even when it means admitting to a mistake.

Strive for excellence.

Go above and beyond in all that you do.

EAGLE ETIQUETTE

1. Respond to an adult using “Yes Ma’am,” “No Ma’am,” “Yes Sir,” and “No Sir.”
2. Make eye contact, shake hands, and use the person’s name when greeting.
3. Use “Please,” “Thank you,” and “You’re Welcome” when appropriate.
4. Listen to others; talk don’t text.
5. If asked a friendly question, respond with a question.
6. Always encourage others. Never put anyone down.

QUOTES OF THE MONTH

August

You miss 100% of the shots you don't take.

September

Do unto others as you would have them do unto you.

Matthew 7:12

October

Make the very best of everyday, regardless of your circumstances.

November

Today is the day you make your choices for tomorrow.

December

God has given us two hands, one to receive with and the other to give with.

QUOTES OF THE MONTH

January

Do what's right even when nobody is looking.

February

Whatever you are, be a good one.

March

Be the one that brightens the room when you enter it...not when you leave it.

April

Wrong is wrong, even if everyone is doing it. Right is right, even if no one is doing it.

May

You haven't failed until you quit trying.

On any given day, 10% of American classrooms have substitute teachers.

5-10% of a student's educational career will be spent with a substitute.

By the time a student graduates from High School, they will have spent the equivalent of a full school year being taught by a substitute.

Substitutes must take on the role of the classroom teacher.

As a substitute teacher, you are an integral part of the team of administrators, teachers, staff, volunteers, and parents providing the best possible education for the students of Canton ISD. You are IMPORTANT!



TODAY THE LEARNER WILL

**Get familiar with important
Canton ISD policies and
procedures**

**Walk away with instructional
strategies, behavior
management techniques, and
understand the importance
and overall role of a substitute**



**BUT FIRST...
HOW CAN
WE AVOID
THIS?**

How To Be A GREAT Substitute Teacher

- ⦿ Prior to Entering the Classroom
- ⦿ First Few Minutes
- ⦿ Throughout the Class Period or Day
- ⦿ Discipline
- ⦿ At the End of the Class Period or Day
- ⦿ At the End of the Day
- ⦿ Professionalism
- ⦿ Manner
- ⦿ Developing Collegial Relationships
- ⦿ Unanticipated Events

PRIOR TO ENTERING THE CLASSROOM

- ❖ Arrival time
- ❖ Check in at front office - get to know the front office secretary
- ❖ Ask questions:
 - Emergency Procedures
 - Hallway Passes
 - Specific Student Procedures
 - Extra Duties
 - How to Refer a Student to the Office
 - Can a Sub Issue a Detention
 - Student Health Issues
 - Procedures for Taking Attendance
- ❖ Introduce yourself to neighboring teachers
- ❖ Review lesson plans & daily schedule
- ❖ Locate needed teacher and student supplies
- ❖ Locate the list of campus phone extensions
- ❖ Look over and review campus emergency procedures
- ❖ Stand in the hallway and greet students as they enter the classroom

FIRST FEW MINUTES

- ❖ BEGIN CLASS PROMPTLY
- ❖ WRITE YOUR NAME ON THE BOARD
- ❖ INTRODUCE YOURSELF
- ❖ BE POSITIVE AND HAVE A GOOD ATTITUDE
- ❖ ESTABLISH RULES AND EXPECTATIONS
- ❖ READ INSTRUCTIONS LEFT FROM THE TEACHER
- ❖ DON'T FORGET TO TAKE ATTENDANCE

**THROUGHOUT
THE
CLASS
PERIOD
OR
DAY**

- ❖ GREET STUDENTS AT THE DOOR
- ❖ KEEP STUDENTS BUSY
- ❖ BE FRIENDLY, FAIR, & FIRM
- ❖ BE CONSISTENT AND RESPECTFUL
- ❖ ONLY ALLOW ONE STUDENT AT A TIME TO GO THE RESTROOM, LIBRARY, COUNSELOR, NURSE, OR RUN AN “ERRAND” - USE DISCRETION
- ❖ CONTINUOUSLY MONITOR STUDENTS
- ❖ NEVER LEAVE A CLASS UNATTENDED

IMPORTANT...

- ❖ Substitute teachers will not be allowed to take a book or newspaper to read or a craft to work on while on duty/supervising students.
- ❖ Accessing a computer or electronic device (iPad, iPhone, etc.) for personal use is also strictly prohibited during instructional time.
- ❖ Do not make telephone calls or write notes home to parents without permission from the campus principal.
- ❖ There are times that leaving a simple note for the classroom teacher explaining the circumstances will suffice, and the teacher will handle the situation upon return to the classroom.
- ❖ If you feel there are issues that could arise from a situation, make detailed notes so you will have the information at hand if needed.

DISCIPLINE

- ❖ FOLLOW PROCEDURES LEFT BY TEACHER
- ❖ SAY WHAT YOU MEAN AND MEAN WHAT YOU SAY - BE CAREFUL NOT TO GIVE TOO MANY WARNINGS
- ❖ MODEL APPROPRIATE BEHAVIOR - STAY CALM, BE RESPECTFUL AND MAINTAIN CONTROL
- ❖ ALWAYS TRANSITION OR DISMISS YOUR CLASS IN AN ORDERLY MANNER
- ❖ PERSONAL SPACE - BE MINDFUL
- ❖ DO NOT PUT YOUR HANDS ON A STUDENT AT ANY TIME
- ❖ DISCIPLINE ISSUES ARE TO BE REFERRED TO CAMPUS ADMINISTRATORS
- ❖ NOTIFY OFFICE IF YOU ARE SENDING A STUDENT - THEY WILL INTERCEPT
- ❖ NEVER LEAVE STUDENTS UNATTENDED

**AT
THE
END
OF
THE
CLASS
PERIOD
OR
DAY**

- ❖ ACCOUNT FOR ALL CLASSROOM SETS (BOOKS, SUPPLIES)
- ❖ REVIEW HOMEWORK ASSIGNMENT, IF ANY
- ❖ DO NOT LET THE STUDENT LEAVE THE CLASSROOM OR BUILDING TO GO HOME WITH ANOTHER PERSON AT ANY POINT THROUGHOUT THE DAY
- ❖ FOR SAFETY REASONS, STUDENTS MUST ALWAYS BE CHECKED OUT AT THE FRONT OFFICE

**AT
THE
END
OF
THE
DAY**

- ❖ LEAVE THE TEACHER A NOTE
- ❖ ORGANIZE PAPERS TURNED IN BY STUDENTS
- ❖ TURN OFF LIGHTS AND CLASSROOM EQUIPMENT
- ❖ CHECK IN WITH THE FRONT OFFICE SECRETARY ON YOUR WAY OUT

PROFESSIONALISM

- ❖ YOU ARE PROFESSIONALLY OBLIGATED TO ACT IN A PROFESSIONAL MANNER AND DRESS PROFESSIONALLY
- ❖ A GOOD FIRST IMPRESSION WILL EARN RESPECT FROM STUDENTS
- ❖ PERSONNEL DRESS CODE:
 - Found in the CISD personnel handbook on page 84
 - Go to the Canton ISD website > Departments > Staff Resources > Personnel Handbook

MANNER

- ❖ SAME PROFESSIONAL LEVEL AS THE CLASSROOM TEACHER
- ❖ AVOID CHEWING GUM IN CLASS
- ❖ LANGUAGE SHOULD ALWAYS BE ABOVE REPROACH
- ❖ USE HUMOR CAREFULLY
- ❖ KEEP YOUR POLITICAL, RELIGIOUS, AND SOCIAL BELIEFS TO YOURSELF - *BY STICKING TO THE TEACHERS LESSON PLAN, THIS SHOULD BE AVOIDABLE*
- ❖ CONVERSATIONS WITH STUDENTS SHOULD ALWAYS REMAIN PROFESSIONAL

Remember that substituting is a position of public trust. Confidential information concerning individual students must not be disclosed. The substitute teacher should observe the same rules of confidentiality that professional school district personnel must observe. DO NOT discuss students' conduct, grades, or abilities with anyone outside the school district or with unauthorized personnel in the school community.



DEVELOPING COLLEGIAL RELATIONSHIPS

- ❖ MAINTAIN A POSITIVE ATTITUDE
- ❖ BE COOPERATIVE
- ❖ RESPECT THE AUTHORITY OF THOSE IN ADMINISTRATIVE POSITIONS
- ❖ MAINTAIN HIGH STANDARDS OF LOYALTY AND SERVICE
- ❖ NEVER CRITICIZE A TEACHER, ADMINISTRATOR, OR STUDENT IN THE PRESENCE OF OTHER TEACHERS, STUDENTS, OR MEMBERS OF THE COMMUNITY
- ❖ USE EXTREME CAUTION IN EXPRESSING PERSONAL OPINIONS ABOUT WHAT YOU SEE AND HEAR IN THE CLASSROOMS OF VARIOUS SCHOOLS IN WHICH YOU TEACH
 - THIS INCLUDES POSTING THOUGHTS AND OPINIONS ON SOCIAL MEDIA
- ❖ BE ON TIME TO YOUR DUTY - YOU ARE LIABLE FOR A STUDENT INJURY IF ABSENT (STUDENTS SHOULD **NEVER** BE LEFT UNSUPERVISED)
- ❖ SEEK OUT AND CONSIDER SUGGESTIONS FROM OTHER SUBS AND/OR TEACHERS
- ❖ BE A GOOD LISTENER AND OBSERVER
- ❖ DO NOT TRY TO BE A “BUDDY” TO STUDENTS...

UNANTICIPATED EVENTS

- ❖ DOCUMENT IN FACTUAL LANGUAGE - W/OUT EMBELLISHMENT
- ❖ TALK TO CAMPUS ADMINISTRATOR
- ❖ EXAMPLE SITUATIONS:
 - THREATENING SUICIDE
 - MENTIONS ABUSE
 - ALCOHOL ON PARENT/GUARDIAN'S BREATH
 - SIGNS / MARKS ON A STUDENT - POSSIBLE PHYSICAL ABUSE
 - STUDENT, PARENT, OR GUARDIAN IS IN POSSESSION OF OR UNDER THE INFLUENCE OF DRUGS AND/OR TOBACCO RELATED PRODUCTS
- ❖ OTHER SITUATIONS:
 - URINATES ON CLOTHING
 - VOMITS
 - GOES TO SLEEP IN CLASS
 - TRIPS AND FALLS

In each case, treat all situations with professionalism and dignity. Stay calm, do not show disgust, or laugh. Your demeanor will show students how to react appropriately.

Student Diversity: Special Education, English as a Second Language and Section 504

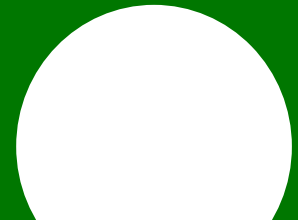
- ⦿ **Working with Paraprofessionals**
- ⦿ **Public Law 94-142 (IDEA)**
- ⦿ **Special Education Terms and Laws**
- ⦿ **Instructional Consistency**
- ⦿ **Knowing Students and Meeting All Their Needs**
- ⦿ **Section 504**
- ⦿ **English as a Second Language**

STUDENT DIVERSITY

- ❖ STUDENTS WILL DIFFER RACIALLY, CULTURALLY, SPIRITUALLY, PHYSICALLY, EMOTIONALLY, BEHAVIORALLY, AND INTELLECTUALLY.
- ❖ PLANS AND PROGRAMS ARE PUT INTO PLACE IN ORDER HELP STUDENTS WHO NEED EXTRA ASSISTANCE AND TO PROVIDE STIMULATION TO THOSE WHO ARE ADVANCED IN CERTAIN OR VARIOUS AREAS
- ❖ STUDENTS WHO STRUGGLE MAY QUALIFY FOR SUPPORT SERVICES FOR A VARIETY OF REASONS:
 - Learning Disabilities
 - Behavioral Disorders
 - Autism
 - Sensory Impairment
 - Speech or Language Impairment
 - Physical Impairment
 - Developmental Delay
- ❖ CONFIDENTIALITY IS EXTREMELY IMPORTANT

WORKING WITH PARAPROFESSIONALS

- ❖ CLARIFY YOUR ROLE AND DEFINE YOUR WORKING RELATIONSHIP IN THE BEGINNING
- ❖ DON'T HESITATE TO ASK QUESTIONS
- ❖ SEEK THEIR INPUT AND GUIDANCE, WHEN NEEDED
- ❖ BE WILLING TO DELEGATE, WHEN APPROPRIATE
- ❖ RESPECT THEIR KNOWLEDGE, EXPERIENCE, AND EXPERTISE
- ❖ BE TEACHABLE
- ❖ VALUE THEIR EXPERIENCE WITHOUT DIMINISHING YOUR OWN



INDIVIDUALS WITH DISABILITIES EDUCATION ACT

- ❖ IDEA IS A LAW THAT MAKES AVAILABLE A FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE) TO ELIGIBLE CHILDREN WITH DISABILITIES THROUGHOUT THE NATION AND ENSURES SPECIAL EDUCATION AND RELATED SERVICES TO THOSE CHILDREN.
- ❖ CONGRESS REAUTHORIZED THE IDEA IN 2004 AND MOST RECENTLY AMENDED THE IDEA THROUGH PUBLIC LAW 114-95 - THE EVERY STUDENT SUCCEEDS ACT (ESSA) IN 2015.

Disability is a natural part of the human experience and in no way diminishes the right of individuals to participate in or contribute to society. Improving educational results for children with disabilities is an essential element of our national policy of ensuring equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities.

**SPECIAL
EDUCATION
TERMS
AND
LAWS**

- ❖ **Assistive Technology**
- ❖ **Admissions, Review & Dismissal (ARD) Meeting**
- ❖ **Behavior Intervention Plan (BIP)**
- ❖ **Individualized Education Plan (IEP)**
- ❖ **Inclusion**
- ❖ **Least Restrictive Environment**

INSTRUCTIONAL CONSISTENCY

- ❖ IN A SPECIAL EDUCATION CLASSROOM OR WHEN WORKING WITH SPECIAL EDUCATION STUDENTS, STRUCTURE AND CONSISTENCY ARE A KEY COMPONENT
- ❖ FOLLOW THE SCHEDULE OUTLINED BY THE TEACHER AS CLOSELY AS POSSIBLE

KNOWING STUDENTS AND MEETING THEIR NEEDS

- ❖ **TEACHER'S LESSON PLAN WILL ACCOUNT FOR**
 - **INDIVIDUALIZED EDUCATION PLAN (IEP)**
 - **BEHAVIOR INTERVENTION PLAN (BIP)**
 - **ACCOMMODATIONS**
 - **MODIFICATIONS**

- ❖ **TEACHING STRATEGIES**
 - **ACTIVELY MONITOR STUDENTS AT ALL TIMES**
 - **CONTINUOUSLY CHECK FOR UNDERSTANDING**
 - **CLOSE PROXIMITY**
 - **USE STUDENT'S FIRST NAME**
 - **RECOGNIZE AND PRAISE SMALL SUCCESSES**
 - **DO NOT SINGLE THE STUDENT OUT**
 - **BE PATIENT IF THE STUDENT BECOMES FRUSTRATED**
 - **KEEP INSTRUCTIONS SIMPLE AND SHORT**
 - **ENCOURAGE AND PRAISE APPROPRIATE SOCIAL BEHAVIOURS**
 - **BREAK ASSIGNMENTS OR TASKS INTO SMALL PARTS**
 - **TREAT THE STUDENTS HOW YOU WOULD WANT TO BE TREATED**
 - **PRESENT INFORMATION IN A VARIETY OF WAYS (LEARNING STYLES - VISUAL, AUDITORY, KINESTHETIC, ETC.)**

FIRST AID AND SAFETY

- ❖ ANY STUDENT THAT IS INJURED SHOULD BE SENT TO THE SCHOOL NURSE IN ORDER TO BE PROPERLY EVALUATED
- ❖ FOR A SEVERE INJURY:
 - DO NOT MOVE THE STUDENT
 - STAY WITH THE STUDENT
 - SEND ANOTHER STUDENT OR TEACHER FOR HELP
 - REMAIN CALM
- ❖ DO NOT FALL INTO A TRAP WHERE STUDENTS ARE CONTINUOUSLY GOING TO THE NURSE FOR A BAND-AID OR A HEADACHE - USE DISCRETION
- ❖ NEVER ADMINISTER MEDICATION TO A STUDENT - NOT EVEN OVER THE COUNTER MEDICATION SUCH AS TYLENOL
- ❖ ALL MEDICATIONS MUST BE ADMINISTERED THROUGH THE SCHOOL NURSE OR OTHER DESIGNATED PERSONNEL

OSHA'S UNIVERSAL PRECAUTIONS

- ❖ ALL BLOOD/BODILY FLUIDS SHOULD BE CONSIDERED INFECTIOUS REGARDLESS OF THE PERCEIVED STATUS OF THE INDIVIDUAL
- ❖ ALWAYS AVOID CONTACT WITH THE BLOOD/BODILY FLUIDS
- ❖ IMMEDIATELY CONTACT THE SCHOOL NURSE, FRONT OFFICE SECRETARY, OR AN ADMINISTRATOR IN ORDER FOR THE CONTAMINATED AREA TO BE DISINFECTED AND PROPERLY CLEANED

Legal Aspects of The Job

- ⦿ Supervision of Students
- ⦿ Due Care and Caution
- ⦿ Release of Students
- ⦿ Administering Medication
- ⦿ Confidentiality (FERPA)
- ⦿ Anecdotal Records
- ⦿ Discipline Policies
- ⦿ Dangerous Situations
- ⦿ Child Abuse Reporting
- ⦿ Duty to Notify

**SUPERVISION
OF
STUDENTS
&
DUE
CARE
AND
CAUTION**

- ❖ **SUB HAS A DUTY TO KEEP STUDENTS SAFE AND THE CLASSROOM ORDERLY**
- ❖ ***LOCO PARENTIS* - IN PLACE OF THE PARENT**
- ❖ **ALWAYS USE BEST JUDGEMENT WHEN ACTING IN PLACE OF THE PARENT**
- ❖ **REQUIRED TO EXERCISE DUE CAUTION FOR THE SAFETY OF THE STUDENTS**
- ❖ **ACT / REACT REASONABLY & ALWAYS KEEP STUDENT SAFETY IN MIND**

OTHER LEGAL ASPECTS

- ❖ **Release of Students**
 - Always through front office
- ❖ **Administering Medication**
 - Always send to the nurse
- ❖ **Confidentiality (FERPA)**
 - Avoid conversations about students that convey private information
- ❖ **Anecdotal Records**
 - Keep notes objective and factual
- ❖ **Discipline Policies**
 - Be familiar with each campus
- ❖ **Dangerous Situations**
 - Be aware of your surroundings
 - NEVER leave students unsupervised
- ❖ **Child Abuse Reporting**
 - Always notify counselor and/or administrator
- ❖ **Duty to Notify**
 - You have 48 hours to notify the Texas Department of Family and Protective Services

Canton ISD

Personnel Policies

- ⦿ Use of Electronics and Technology
During Instructional Time: Pg. 64
- ⦿ Social Media
- ⦿ Personnel Dress Code: Pg. 84
- ⦿ Equal Employment Opportunity P. 10
- ⦿ Sexual Harassment P. 43
- ⦿ Credentials for Employment P. 12
- ⦿ Workers' Compensation Insurance P. 23
- ⦿ Complaints and Grievances P. 35
- ⦿ Alcohol and Drugs P. 54
- ⦿ Tobacco P. 54
- ⦿ Safety Rules and Regulations P. 53

Canton ISD

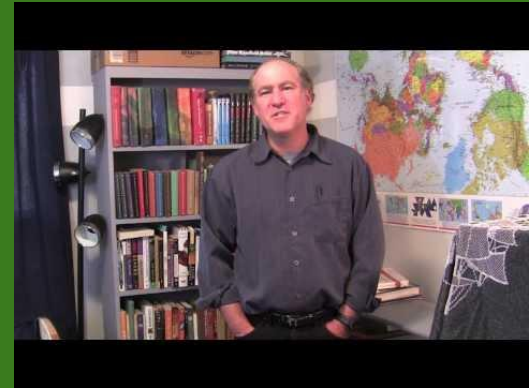
Payroll Information

- ⦿ **General Information**
- ⦿ **Time Periods**
- ⦿ **Daily Pay Rate**
- ⦿ **Long-Term Rate**
- ⦿ **Income Tax**
- ⦿ **Pay Day**
- ⦿ **Pre-Tax Information**
- ⦿ **Work Day Start and End Times**

RESOURCES:

WEBSITES:

- http://www.educationworld.com/a_curr/curr260.shtml
- <http://stedi.org/category/subs/>
- <https://www.region10.org/programs/substitute-teacher-training/option-2-online-courses/>
- <http://www.supersubstituteteachers.com/>



MORE RESOURCES

CANTON ISD WEBSITE:

TEXT QUEST - Go to CantonISD.net and click on any of the four campuses. From the campus page click on the academics link, and then the library link. From each library page, the links are listed along with our district username and password.

YOU ARE READY TO BEGIN!

COMPUTER ACCESS:

USERNAME: cisdsb

PASSWORD: eagles

TEACHING STRATEGIES

- [Call It Out Ideas](#)
- [Kahoot - Interactive Review Game](#)
- [Interactive Whiteboard / Smartboard Resources](#)
- [Scoot - Review Game](#)
- [Google Earth in the Classroom](#)
- [Scavenger Hunt Ideas](#)
- [Around the World - Basic Math Facts or for a Review](#)
- [Songs for Teaching - Fifty Nifty United States](#)
- [Lead4ward App - Quick Checks, Think it Up & Resources Content Builder](#)
- [British Accent Challenge / Day](#)
- [Flexible Seating Options](#)
- [QR Codes Ideas for Teachers](#)
- [Jenga Vocabulary Review Game](#)
- [Exit / Entry Tickets](#)
- [Buzzer Game \(Google Forms\)](#)
- [Heads Up! - App Store](#)
- [Flashlight Friday](#)
- [Stinky Feet - Funny Name. Serious Review!](#)
- [Move Your Lesson - outside, in the hallway, cafeteria, etc.](#)

JIGSAW ACTIVITY

1 or 6

Key Takeaways:

Teaching
Strategies

2 or 7

Key Takeaways:

Confidentiality
(FERPA), Social
Media & Student
Diversity

3 or 8

What can our
teachers and
administrators
do to help ensure
your success?

4 or 9

What was an
“A-HA” moment
for you today?
What surprised
you?

5 or 10

Questions:

What is
something you
were wondering,
but we have not
addressed?

JIGSAW ACTIVITY

#1 & #6

Key

Takeaways:

Teaching
Strategies

JIGSAW ACTIVITY

#2 & #7

**Key Takeaways:
Confidentiality
(FERPA), Social
Media & Student
Diversity**

JIGSAW ACTIVITY

#3 & #8

**What can our
teachers and
administrators
do to help
ensure your
success?**

JIGSAW ACTIVITY

#4 & #9

**What was an
“A-HA”
moment for
you today?
What surprised
you?**

JIGSAW ACTIVITY

#5 & #10

Questions:

What is
something you
were wondering,
but we have not
addressed?

TODAY THE LEARNER WILL

**Get familiar with important
Canton ISD policies and
procedures**

**Walk away with instructional
strategies, behavior
management techniques, and
understand the importance
and overall role of a substitute**

SUBSTITUTE LIST

Only those on the active substitute list are eligible to substitute.

You are responsible for notifying the Administration Office at 903-567-4179 with any change in email, address or phone number.

If you wish to be removed from the active substitute list, you must notify the Administration Office at 903-567-4179.

**ONE PERSON
CAN MAKE A
DIFFERENCE.**

**THAT
PERSON
CAN BE
YOU.**

BE THE ONE!

“There is no substitute for a great substitute teacher.”

