

# First Presbyterian Christian School Substitute Handbook



FIRST PRESBYTERIAN  
*Christian School*

First Presbyterian Christian School  
318 South Cedar  
Spokane, WA 99201  
(509)747-9192  
[www.fpchristianschool.org](http://www.fpchristianschool.org)

Thank you for your interest in substituting at First Presbyterian Christian School. This handbook serves as a guide for our substitutes on school policies and expectations.

## **First Presbyterian Christian School office hours: 8:30 am – 4:00 pm**

### **CONTACTS:**

|            |           |                |
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| Tracy Blue | Principal | 747-9192 x 120 |
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[tracyb@spokaneipc.org](mailto:tracyb@spokaneipc.org)

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| Susie Herberger | Office Manager | 747-9192 x 130 |
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[susieh@spokaneipc.org](mailto:susieh@spokaneipc.org)

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| Kim Richards | Bookkeeper and Volunteer Coordinator | 747-9192 x 131 |
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[kimr@spokaneipc.org](mailto:kimr@spokaneipc.org)

### **PROCEDURES FOR MORNING ARRIVAL:**

- **SIGN IN** - Substitutes must sign in on the clipboard. This helps us keep track of our substitute hours. If you are subbing for a specialist, make sure you check with the office manager about how we will contact you in the classroom (walkie-talkie/cell phone/wall phone intercom).
- **ID** – Substitutes must wear ID badge while they are in the building.
- **PURSES** - -May be stored in the cabinet in the office during the day to keep them secure.
- **FOOD AND LUNCHES IN THE SCHOOL.** You may store your lunch in our staff refrigerator. However, since we are a nut free school, we ask that you do not bring anything with nuts in it or made in a nut factory into any of the classrooms. Students are not allowed to share snacks or lunches and we ask that you please do not share with them either. **Please do not hand out any food or candy at any time in the classroom** (unless it is the classroom snack that has been prepared and approved). If you have nuts in your lunch that you are eating in our staff room, make sure to wash your hands before going back to the classroom.

### **POLICIES:**

- **CELL PHONES** - Please silence or turn off cell phones while substituting unless you are using it for office contact.
- **WALKIE-TALKIES** (from the office) and **EMERGENCY CLIPBOARDS** must be taken out to recess. If you share a recess with another teacher, they may already have the Walkie-Talkie, but please check in the office before you go out. If we have a lock-down or fire drill that is how we will reach you. If you have an emergency or injury on the playground, that is how you will reach us! 😊
- **NUT FREE SCHOOL** – We are a nut free school. We have several children who have life-threatening allergies who will be listed in the sub folder and on the emergency clip board. Please read through the procedures to follow in case of an allergic reaction. We have all of the Epi-pens in the office.

- **EMERGENCIES** - Please follow the same procedures as staff during an emergency drill – fire drill, lockdown, etc. Please check the emergency clipboard found in the classroom where you are subbing and read through all emergency procedures. Make sure you review your emergency exit for a fire drill (also on a map on the clipboard). If you are subbing as a teaching assistant, help the teacher with the students in the case of an emergency.
- **ACCIDENT REPORTS** – If you or a student in your care is injured during your substitute duties at our school, please come to the office to fill out an accident report. **If any student hits their head on the playground or in the classroom, send them to the office immediately** and make sure we know the student hit his/her head. We will always call parents in the case of a head injury.
- **CONFIDENTIALITY** - Information about students and any school-related incident must be kept confidential. “If there is a safety concern or an emergency issue, it must be told to someone in authority immediately.”
- **ROLE MODELS** – Substitutes along with all of our staff members are positive role models for students. Please use appropriate language, discuss age-appropriate topics, only touch students in appropriate ways (do not pick them up or have them on your laps if possible), and refrain from harshly disciplining students.
- **DRESS CODE** – We ask that all of our staff dress casually, but professionally. No low cut shirts or short skirts. Jeans are often worn only on Fridays.
- **PERFUME FREE/FRAGRANCE FREE ENVIRONMENT** – Since we also have many students (and staff) with Asthma or other allergies to fragrances, we also ask that you refrain from wearing perfume or scented lotions to school. Thank you!

### **WHEN WORKING WITH STUDENTS:**

**Be warm and friendly.** Learn the children’s names and show interest in what they are doing. You are very important as a listener.

**Encourage children to do their own thinking.** Give them plenty of time to answer. Silence often means they are thinking and organizing what they want to say or write.

**Use tact and positive comments.** Encourage children and seek something worthy to compliment, especially when children are having difficulties. (Catch them being good)

**Talk out problems.** If a child is upset, encourage him or her to talk the problem over with you away from the rest of the students. You need not solve the problem, but by listening and talking you can help the child feel you care.

**Respect a child’s privacy!** If a child or teacher reveals personal information about a child regard it as a confidence. Tell only those at the school that you think need to be informed of the situation (the principal or the classroom teacher).

### **When speaking to children**

- Praise their good efforts
- Use a tone of voice that will encourage them and make them feel confident
- Avoid comparing children and their work
- Avoid disciplining in front of other students
- Give children a choice only when you intend to abide by the choice
- State directions in a positive form (“We use blocks for building” rather than “Don’t throw the blocks”)

## **First Presbyterian Christian School Substitute Agreement Form**

*(Please tear off this page, sign, and return to the school office. Thank you!)*

I have read, understand, and accept the policies written in the First Presbyterian Christian School Substitute Handbook.

Printed Name: \_\_\_\_\_

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

*Thank you for substituting at our school! We are grateful to you!*