

SUBSTITUTE ORIENTATION GENERAL INFORMATION

Mission: St. Mary's School provides quality academic programs in an environment fostering respect for faith, family, others and self.

Accreditation: St. Mary's School is accredited through the Southwestern Association of Episcopal Schools which is nationally recognized by the National Association of Independent Schools and the Oklahoma State Department of Education.

Procedures & Policies: Staff members and administration will always be available to assist you on any matters while substituting at St. Mary's School. Each teacher will have a sub folder prepared for you with classroom procedures, classroom information, student information and lesson plans.

- ❑ As a Substitute you are not to administer medicine to any students.
 - ❑ Supervision of Children--Policy states that children are never left alone or unsupervised. Because of the way our classrooms are structured and grouped, you will always be in a situation where a staff member will be with you or close by. This applies to playground as well.
 - ❑ Classroom Management--Students are expected to be respectful and obedient to those in authority and to be considerate and kind to other students. Use positive reinforcement to obtain appropriate behavior; give choices or warnings; give consequences, which means removal from activity or classroom, (or a specific classroom consequence.)
 - ❑ All students have snacks during the day. The school provides for preschool through K grade and you will be instructed on this procedure. The elementary students are encouraged to bring a snack each day and a time is allotted for this.
 - ❑ Because of strict rulings on caring for a sick or injured student, you will not treat any first aid situations. You will seek the assistance of the closest staff member.
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Substituting procedure:

In general, staff members contact their own substitutes. This way they can instruct and explain "the day" directly to you.

Please report to the school office on the day you are to sub. You will need to sign the "substitute book" to report information for St. Mary's.

Substitutes are paid \$65.00 per day (for certified teachers), \$55.00 for non-certified and \$35/\$30 for 1/2 day. Payments are made on the 15th of each month and mailed to you.