

# TRAINING SUBSTITUTES

Substitutes will be trained in the key policies and procedures of Hawthorn Academy.

1. Training will occur multiple times throughout the year. Once a person is trained, they will not have to attend another training, unless there is a change in laws that would impact their work at Hawthorn Academy.
2. Each substitute will attend one training when they begin.
3. Training will be held:
  - a. Before school begins
  - b. Once a quarter
4. Substitutes will be trained on the following:
  - a. FERPA
  - b. Classroom Management
    - i. No cell phones or Ipads while substituting
    - ii. Hall passes
  - c. Completing necessary paperwork
  - d. IEP/504 accommodations
  - e. How to complete lunch count and attendance
  - f. If problems, the process to send to the office
  - g. Lesson plans
5. If a person is a long term sub, the “Long Term Substitute” procedures will be reviewed with that substitute by the principal and a copy given to the long term substitute.