

COVINGTON COMMUNITY SCHOOL CORPORATION
Substitute Teacher Guidelines

- Be at least 18 years of age and have earned a high school diploma
- Completed and submitted to the corporate office: substitute teacher application, extended criminal history check, and substitute teaching permit from the Indiana Department of Education
- Appropriate, professional dress/grooming (business casual)
- No cell phone use during instructional time
- Accurately follow lesson plans, classroom management plans, and school wide discipline procedures
- Maintain confidentiality in regards to student records (attendance, discipline, grades, health concerns, accommodation plans, etc.)
- Maintain appropriate teacher/student relationships in all situations (school, community, cell phone, social media).
- Any other administrative guideline applicable from the staff handbook