



Mercer County Schools

Substitute On-Line Training Course

Answer the following questions:

1. Explain how substitutes should dress.
2. What are three things to do when you first arrive to the classroom?
3. What should a substitute teacher keep in mind when dealing with discipline?
4. What should you do in case of a student injured while under your supervision?
5. What happens to an employee suspected of being at work under the influence of alcohol or illegal drugs?
6. When should you arrive to the school?
7. If you complete the lesson left by the teacher before the end of class, what should you do for the rest of the class time?
8. Who should you contact if an employee believes that he or she, or any other employee, student, or visitor to the school or District, is being or has been subjected to harassment or discrimination?

Please complete the following and bring in your certificates and test to the Central Office.