

**THE MOORE SCHOOL LAW REPORT**  
**DR. RICHARD MOORE**  
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Dear Friends of "The Law Report":

1. Substitute teachers (S.T.) are exceptional people if they are hard working and take their responsibilities seriously. It takes a special person to do the job effectively. Cicely A. Rude wrote a book titled "How to Succeed as a Substitute Teacher". From a legal standpoint, I want to share some of her thoughts with you regarding substitute teachers.
  - School systems or the individual school should provide substitute teachers with a list of their responsibilities and legal obligations as a substitute teacher.
  - Substitutes are responsible for supervising their students and ensuring their conduct is orderly and safe. They should use their best judgment to ensure the safety of the students and the development of their studies.
  - Never leave the students without supervision.
  - Follow all school safety policies and procedures while exercising due care and caution for the protection of the students.
  - Students should not leave school property without express permission from the office.
  - Never give prescribed medication or over-the-counter remedies to a student.
  - Do not disclose confidential information about a student. This would include grades, medical conditions, learning disabilities, and etc.
  - Be familiar with and abide by all school policies for student discipline.
  - Keep the learning environment safe. Be on the alert for possible hazards. If the lesson plan prompts you to direct an activity with which you are uncomfortable, choose an alternative activity that would be safer.
  - Immediately report suspected cases of child abuse, sexual abuse, or neglect to the principal.
  - Do not give any snacks or candy to the students. Some of the students could have allergies or be on a restricted diet. (C. Rude, Corwin Press, 2007).
2. **Quote:** "Act like you expect to get into the end zone." Joe Paterno

Good day,  
Richard Moore