



# SUBSTITUTE TEACHER CONTACT & EXPECTATIONS AGREEMENT FORM

Updated Fall, 2018

Name: \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Cell Home (circle one)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_@\_\_\_\_\_. \_\_\_\_\_

**Lowell Learns** requires that all teachers follow our expectations and policies to ensure the safety and wellbeing of our teachers, learners and community. Please fill out and return this form so that we have your contact information and your agreement to the following expectations:

## **Lowell Learns Substitute Teachers will be expected to:**

- Complete and return a *Substitute Teacher Contact & Agreement Form*
- Complete and return a *CORI application* (Available at [www.LowellLearns.com/Forms](http://www.LowellLearns.com/Forms))
- Present themselves in a professional manner at all times while they are representing Lowell Learns.
- Relay to the regularly scheduled Lowell Learns teacher what was accomplished during the lesson/class.
- Arrange payment with the regularly scheduled teacher.

I have filled out and returned my CORI form

I agree to follow Lowell Learns Expectations

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

### Lowell Learns Contact Information:

**General E-mail:** [LowellLearns@Gmail.com](mailto:LowellLearns@Gmail.com) **Website:** [www.LowellLearns.com](http://www.LowellLearns.com)

**Janet Barry:** Phone: (603) 703-1029, Email: [ChristChurchSong@Gmail.com](mailto:ChristChurchSong@Gmail.com)

**Mel Steiger:** Phone: (716) 982-1215, Email: [Melisma22@hotmail.com](mailto:Melisma22@hotmail.com)

**All Forms are Available at:** [www.LowellLearns.com/Forms](http://www.LowellLearns.com/Forms)