

Substitute Plan Procedures

All sub plans must include the following items. Please type up these items and submit them to Head Secretary before the first week of school. This page will then be given to your sub any time you are absent

- A. Time information:
 - a. Breakdown by each time and period
 - b. If on assembly schedule what that schedule is.
 - c. When your class is to come to the assembly and the protocol.
 - d. Recess and/or Lunch time identified and any supervision responsibilities
 - e. Information about start and end times.
- B. Rosters for each class/period
- C. Identified any students with behavior problems and strategies to use with these students. A co-teacher where a student can go if they are struggling with behavior to complete work.
 - a. Include a short summary of any students who have accommodations
 - b. Do not identify if this student has an IEP or 504, just the accommodations.
- D. Reward system used within the classroom and how it is applied.
- E. Carpool assignments – if any.
- F. Where to find materials
 - a. Books
 - b. Worksheets
 - c. Teacher key – if applicable
 - d. Computers – cart # if checked out for use in your class and protocol for students to check out computers in the classroom.

There are two different sub plans that must be done:

1. **Sub Plans:** To be used when you call in sick
2. **Emergency Sub Plans:** To be used when you are unexpectedly absent (e.g., in car accident on the way to school, unexpected death in the family, unexpected birth, etc.)

EMERGENCY SUB PLANS (due to Head Secretary before the 1st day of school):

- A. Only to be used in cases of emergencies.
- B. When used, must be replaced within two weeks.
- C. A new copy is given to head secretary.

REGULAR SUB PLANS:

- A. Call Head secretary and set up sub
- B. Have plans on center of desk. Only in an emergencies email them to Head secretary to print. You should have items for all sub plan submitted to Head secretary within the first week of school (see above). These will be in the office to give to a sub each time. You will need to run roles with your sub plans each time.
- C. Indicate if we are on assembly schedule or regular schedule.
- D. Clearly indicate where to find materials in your room.
- E. Include in plans for the beginning of the day or first period to say the Pledge of Allegiance and the procedure to do this.
- F. Work must be educational and not just a filler of time. It must connect to your core areas.
- G. Read Feedback from the sub when you return.