How to Properly Prepare for a Substitute

Shelby Atwood
What should I provide for my Substitute?

- Cover Letter/Lesson Plan
- Important Information
- Attendance
- Class Rosters
- Class Seating Charts
- Bell Schedule
- Emergency Procedures
- Substitute Report
- Emergency Lesson Plan
Here you provide basic information needed to conduct your class.

FMS Lesson Plan/Student Expectations

To whom this may concern,

First I would like to thank you for taking the time to observe my students for the day while I am out for _______ (FFA, Sick, etc.)

Assignment:
- The students are to use their chromebooks to complete their assignment on _____ (canvas, AET, iCEV).
- Instructions are listed below. Please write the instructions on the board.
- The students are to...

Classroom Procedures:
- There is to be no use of headphones during class.
- I prefer that students are to not leave the classroom unless requested for, but if they do you must confirm they have created an E-Wall pass on their chromebook.

Important Contacts:
- Attendance: Ms. Mcgee (3102)
- Secretary: Mrs. Phillips (3101)
- Principal: Mr. Wiese
- Assistant Principal: Ms. Rowlings (3112)

Helpful Students:
- 1st- 1st-
- 2nd- 2nd-
- 3rd- 3rd-

Accommodations:
- 1st Period
- ELL students allowed
- chromebook for translations.
- 2nd Period
- ___ is allowed headphones.
- 3rd Period
- No Accommodations

Thank you,

Ms. Atwood
sratwood@florencek12.org
Important Information

- Here is where you provide procedures specifically for the substitute. This can include classroom and substitute procedures.

Important Information for Substitutes

FHS/FCC Arrival:
- Arrive at school at least 15 minutes prior to school start time. FHS 6th period starts at 12:40.
- Sign in at the office and check out classroom keys.
- Ensure you are wearing your FHS Substitute Badge at all times.
- You will be on this campus for 6th through 8th period until the buses leave.

FHS/FCC Class Procedures:
- There is not a phone in this classroom. If you have an emergency please use the walkie or Mr. Ball’s phone.
- Locate lesson plans for the day within this folder. Please become familiar with the lesson and expectations for the day.
- Take attendance and fill out absent sheets with the absent students’ FULL NAME and send it to the attendance clerk at the beginning of each period. Attendance is to be taken for both FHS and FCC.
- The setup of the classroom is strange. The door does not lock, therefore you are to lock the shop door behind you at the start of each period. Students are to only access the shop at the beginning and ending of class. If the high school agriscience teacher, Mr. Ball is present and he will let tardy students through.
- Be aware of emergency plans and procedures (Fire Drill, lock down, etc.) See the procedures within this folder.
- The closet restroom is locked. If the high school agriscience teacher is present, Mr. Ball or the career tech director, Mr. Rinks, they cannot unlock it. If not, there are restrooms by the media center. Do not leave the class unattended. Go between classes or during the planning period.

Hallway Duty
- Between each class transition you are to follow behind the students as they leave the shop and monitor the hallway.

Departure
- Please leave feedback on the desk and return the key to the front office.
Attendance

• Here is where you provide attendance procedures for the substitute.
Class Rosters

- Class rosters are a must have in regards to attendance.

***Students names are hidden for privacy purposes of this project.
Class Seating Charts

- Class seating charts are extremely important for classroom management purposes.

***Students names are hidden for privacy purposes of this project.
Bell Schedule

- Allows the substitute to conduct each period in a timely manner.

### FMS/FFC/FHS Bell Schedule

Please check with an administrator or another instructor to confirm that there is not an alternate schedule for the day.

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:10-9:00</td>
</tr>
<tr>
<td>2nd</td>
<td>9:05-9:55</td>
</tr>
<tr>
<td>3rd</td>
<td>10:00-10:50</td>
</tr>
<tr>
<td>4th (Planning)</td>
<td>10:55-11:45</td>
</tr>
<tr>
<td>5th (Lunch/Travel)</td>
<td>11:50-12:40</td>
</tr>
<tr>
<td>6th</td>
<td>12:45-1:35</td>
</tr>
<tr>
<td>7th</td>
<td>1:40-2:30</td>
</tr>
<tr>
<td>8th</td>
<td>2:35-3:25</td>
</tr>
</tbody>
</table>
Emergency Procedures

- A must have in case of emergency.
Substitute Report

- To provide feedback for each period.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helpul People to Talk To</td>
<td>Absences &amp; Tardies</td>
</tr>
<tr>
<td>Reliable Students:</td>
<td></td>
</tr>
<tr>
<td>Other Teachers:</td>
<td></td>
</tr>
<tr>
<td>Principal:</td>
<td></td>
</tr>
<tr>
<td>Vice Principal:</td>
<td></td>
</tr>
<tr>
<td>Secretary:</td>
<td></td>
</tr>
<tr>
<td>Attendance:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classroom Behavior</th>
<th>Difficult Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Excellent</td>
<td></td>
</tr>
<tr>
<td>☐ Good</td>
<td></td>
</tr>
<tr>
<td>☐ Fair</td>
<td></td>
</tr>
<tr>
<td>☐ Poor</td>
<td></td>
</tr>
<tr>
<td>☐ Comments:</td>
<td></td>
</tr>
</tbody>
</table>

Additional Notes:
Emergency Lesson Plan

- Extremely important component to have in your sub-folder.

Emergency Lesson Plan

To whom it may concern,

In the case of an emergency or an unexpected absence here are three options that can be used for the lesson today.

1. If I am able to, I will leave an assignment for the students on canvas. This assignment will either be directly completed on canvas or lead them to an alternate site such as IC3V, AET, etc. (In case of a wifi outage or technology issue, see alternative assignments below.)

2. There are puzzles and other worksheets located in the book of this binder. Please locate a teacher or administrator that may make copies for you.

3. There is a copy of the "Babe the Movie" worksheet in the back of the binder. Please make copies of this worksheet and play the movie for the students. It is located on the bookshelf in the back of the classroom near the DVD player.

Please reach out to an administrator if there are any further questions.

Thank you,

Ms. Atwood
saratwood@florence.k12.org
Sub-Folder Template

- Develop a template that will help you prepare for a substitute in your future classroom.

For the purposes of this assignment you are to complete a template for your future sub-folder:

- Cover Letter/Lesson Plan
- Class Seating Chart
- Substitute Report
- Emergency Lesson Plan