

How to Properly Prepare for a Substitute

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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

Cover Letter/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-Hall pass on their chromebook.

Important Contacts:

Attendance: Ms. McGee (3102)
Secretary: Mrs. Phillips
(3101)
Principal: Mr. Wieseman
Assistant Principal: Ms.
Bowling (3112)

Helpful Students:

1st-
2nd-
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/FFC 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/FFC 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 FFC.
- 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.

Attendance

Rosters and seating charts are located in Sub Folder. (If they are missing call contact attendance or an administrator) Rosters are to NEVER leave the school building.

FMS Attendance

- 1) Take attendance at the start of every period you have class.
- 2) Fill out the attendance sheet completely.
- 3) If no one is absent, send the attendance sheet with 100% or "no absences" written on the attendance sheet.
- 4) If a student comes in after you have sent the attendance to the office please call Ms. McGee at ext. 3102 to make changes.

FHS/FFC Attendance

- 1) Take attendance at the start of every period you have class.
- 2) Fill out the attendance sheet completely.
- 3) If no one is absent, send the attendance sheet with 100% or "no absences" written on the attendance sheet.
- 4) Attendance is to be sent to both FHS and FFC offices.

Class Rosters

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

Class Worksheet

Florence Middle School - 2020-2021

Legend: Dropped (D), Incomplete (I), Late (*)

Course: IntroAgSci - 420005.022

Term: Semester 2

Grading Period: 4th Nine Wks

Period: 2

Teacher: Atwood, Shelby Rebecca

Days Met: Everyday

Student	Monday	Tuesday	Wednesday	Thursday	Friday
5666366					
5667700					
5667646					
5667975					
5666435					
5667138					
5673422					
5666188					
5662595					
5668006					
5672467					
5666444					
5666075					
5666211					
5662593					
5667254					
5667295					
5668582					
5667770					
5667312					
5666006					
5667335					
5666256					
5666267					
5666303					
5666647					
Average:					









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

Class Seating Charts

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

Seating Chart for Section: 420005.022 - Introduction to Agriscience 7

*Seats Across: 8 *Seats Deep: 9 Refresh OK Close

							
				X			
						X	
		X				X	

***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.

Period	Time
1st	8:10-9:00
2nd	9:05-9:55
3rd	10:00-10:50
4th (Planning)	10:55-11:45
5th (Lunch/Travel)	11:50-12:40
6th	12:45-1:35
7th	1:40-2:30
8th	2:35-3:25

Emergency Procedures

- A must have in case of emergency.

Heightened Awareness

(Get your Attention)

This means a potential MAY exist for an unusual situation and all parties should have heightened awareness to react as needed.

- Follow school's communication plan for information.
- Limit movement to and from your classroom.
- Be accountable for all students.
- Be on the lookout for unusual behavior both in and outside of the school.
- Check exterior doors to make sure they are secure.

Secure Your Area of Responsibility

(Classroom, hallway, etc.)

Specific incident within your area of responsibility. (Medical, threat to self or others)

- Execute **Alert** methods.
- Secure all people within your immediate area. (May require you to move to a more secure area.)
- Lock or Secure doors.
- Monitor/use communication devices.
- May release by intercom or other personal contact.

Secure Perimeter

(On Alert)

A potential threat or danger does exist within the community/neighborhood and all parties should be aware to react as needed.

- Execute **Alert** methods.
- Secure all people within the building.
- Lock external doors.
- Cover windows.
- Stay in secure area within the building until further notice from administration or law enforcement.
- Monitor/use communication devices.
- Requires leaving unsecure areas such as fields, gym, playground, or library to a secure area.
- Continue with instruction.
- May release via intercom.

Lockdown

(Immediate threat)

Recognition of Danger. Take immediate action using the safest and best option for survival.

- Execute **Alert** methods.
- Secure yourself and others by assessing and using available information to decide if you should: **HIDE** (Secure and/or Barricade), **RUN** (Intelligent Escape) or **FIGHT** (Defend and Protect).

HIDE: (Secure and/or Barricade)

Lock doors, Lights off, Barricade entry, Quiet, Stay in place.

RUN: (Informed Escape)

Evacuate to safer location, Remain with your group, Call 911 when safe, Follow **HIDE** protocol.

FIGHT: (Defend and Protect)

As a matter of survival engage the intruder with any means necessary.

- Monitor/use communication devices.
- Release only by administration or law enforcement.

Substitute Report

- To provide feedback for each period.

Date:

Period:

Helpful People to Talk To	Absences & Tardies
Reliable Students: Other Teachers: Principal: Vice Principal: Secretary: Attendance:	

Classroom Behavior	Difficult Students
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Comments:	

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 iCEV, 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 back 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
sratwood@florencek12.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
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