**Emergency Lesson Plans -** This plan is a one day plan and is just what it says, “in case of emergency”. **Turn in to your administrator on or before 8/10/17.**

**Substitute Lesson Plans -** Should have at least 3-5 days of assignments for students and should include any copies that they may need (a class set is most practical). **Turn in to your administrator on or before 8/18/17.**

**The Substitute Folder should also include the following:**

**Class List** - Provide a class list and place a star next to the students that can be trusted to help the substitute with any questions they may have.

**Teacher Schedule** - Provide a schedule of any duties that the teacher may have (bus duty, hall duty). Attach a map of the school and mark the spots where they're assigned to go.

**Class Schedule/Routine** - Include a copy of the [daily routine](https://www.thoughtco.com/classroom-procedures-and-routines-2081571). Provide information such as how attendance is taken and where it should go, how student work is collected, when students are able to use the restroom, how students are dismissed, etc.

**Classroom Discipline Plan** - Provide your classroom behavior plan. Inform substitutes to follow your plan and leave you a detailed note if any student has misbehaved.

**School Policies**- Include a copy of the school behavior plan, what to do in case of an early dismissal, tardy procedure, computer usage, and rules, etc.

**Seating Chart** - Provide a copy of the class seating chart clearly labeled with each student's name and any important information about each child.

**Emergency Procedures/Fire Drills** - Include a copy of the school's emergency procedures. Escape routes and exit doors in case of an emergency, are posted in each classroom.

**Important Student Information** - Provide a list of students’ food allergies and any other special needs.

**Time Fillers** - Select a few [five-minute activities](https://www.thoughtco.com/teacher-time-savers-2081843) in case the substitute has a few extra minutes to spare.

**Colleagues Contact Information**- Include a list of names and numbers of the surrounding classroom teachers and faculty that you’ve reached an agreement to accept students in your absence.

**A Note from the Sub** - Provide a worksheet for the substitute to fill out at the end of the day. Title it "A Note From\_\_\_\_\_\_\_" and have the substitute fill in the blanks for the following items:

* Date:\_\_\_\_
* My day was\_\_\_\_
* The following students were helpful\_\_\_\_\_\_
* Some problems I had throughout the day were\_\_\_\_\_
* Additional Comments\_\_\_\_\_