

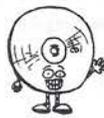


In Case You're Out: Preparing for a Substitute Teacher

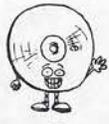
There are times when every teacher needs to be out of the classroom. Illness, family emergencies, personal necessity, trainings, and meetings can keep you from your daily teaching routine. Absences may be a single day, or they may extend to several days. In any case, you need to be prepared so that a substitute teacher can continue with your daily routine in the classroom.

CONSIDERATIONS

- District and/or school policy on absences
 - Know your allotted number of sick days per year.
 - Know how to arrange for a substitute.
- Arranging for a substitute early
 - Use the district's substitute teacher finder (by telephone or online).
 - Notify the office as early as possible that you have arranged for a substitute.
- Emergency substitute plans
 - Include typical review activities so that your students aren't thrown off in your absence.
 - Cover all curricular areas.
 - Include one to two days of plans, just in case.
- Discussing your absence with your students
 - Talk with your students prior to your absence, if possible.
 - Review your expectations for their behavior.
 - Discuss how your students can and should support the substitute teacher.



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Teacher
Checklist



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Information

- Notifications
 - Notify the office.
 - Notify other grade-level team members.
 - Update your class website so that parents know that you'll be absent.
- Support for the substitute
 - Provide your personal cell phone number and e-mail address for the substitute so that you can be contacted if necessary.
 - If you will not be available, provide contact information (phone number, e-mail address) for a grade-level teacher or teachers you trust.
 - Provide the substitute with the room number of a friendly, helpful grade-level teacher.
 - Provide the names of responsible and reliable students.
 - Let selected staff members know you'll be absent (for example, an aide or a resource teacher).
- Preparation for the substitute
 - Develop detailed and organized lesson plans.
 - Supply necessary copies, materials, teacher manuals, teacher's editions, and other resource books.
 - Leave your classroom clean, orderly, and ready.
 - Include a current seating chart so that students' names are available, and set up student name plates on the desks.
 - Provide the duty schedule and class schedule for the day.
 - Note any special schedules or activities for the day.
 - Make sure the emergency exit procedure and the emergency backpack are clearly visible.
 - Provide a copy of your classroom rules and consequences.
 - Have referral forms and hall passes available for the substitute.
 - Make sure that there are enough sharpened pencils in the classroom.
 - Confirm that all necessary supplies are available.
 - Provide a list of classroom helpers.
- Policies
 - Explain restroom breaks.
 - Explain water breaks.
 - Explain pencil sharpening rules.
 - Explain food and drink acceptability.
 - Discuss use of cell phones and electronics.
- Equipping the substitute
 - Develop lists of "must do" and "may do" requirements for student work.
 - Have a designated place for extra activity sheets: When you make copies of a worksheet, copy a few extras to keep in an "extra work" basket.

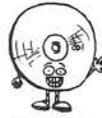


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Teacher
Feedback

- Strategies
 - Emergency substitute planning—lesson plans with activities that save and necessary information.
 - Week-ahead planning—complete by taking a little time every day. A plan could include the following:
 - *Monday*: Complete language arts worth of activities.
 - *Tuesday*: Complete math plans activities.
 - *Wednesday*: Complete other curriculum studies, health, art, PE, etc.) activities.
 - *Thursday*: Clean and organize.
 - *Friday*: Leave all plans and copies for the following week, with the classroom.

• **Strategies**

- **Emergency substitute planning**—being ready with a complete set of lesson plans with activities that span the curriculum, including all relevant and necessary information
- **Week-ahead planning**—completing lesson plans for the following week by taking a little time every day after school to develop them. A weekly plan could include the following:
 - **Monday:** Complete language arts plans and make copies for a week's worth of activities.
 - **Tuesday:** Complete math plans and make copies for a week's worth of activities.
 - **Wednesday:** Complete other curricular area planning (science, social studies, health, art, PE, etc.) and make copies for a week's worth of activities.
 - **Thursday:** Clean and organize the classroom.
 - **Friday:** Leave all plans and copies at your desk so that they are available for the following week, whether it is you or a substitute who is in the classroom.



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