

How My Sub Plans Evolved

Overview



An Earlier and Later Example from the 2018–2019 School Year

The plans in this document are based on substitute plans I used in my classroom during the 2018–2019 school year. The earlier plan began as a January document and was later cloned and updated for an absence in March. Rather than starting over each time I needed a substitute, I used the existing plan as a foundation and changed the information that was specific to the date, schedule, assignments, students, and staff.

The May plan shows how that foundation continued to evolve. By then, some procedures had become more established, students were more independent, essential materials had been organized into a substitute folder, and a more detailed behavior documentation system had been added. The schedule also reflected changes in staff coverage, special events, classroom responsibilities, and dismissal duty.

These plans are not presented as the only way to prepare for a substitute. They are real examples of how one teacher documented the routines, expectations, transitions, and responsibilities that helped the classroom function throughout the day.

As you review them, pay attention to what remained consistent, what changed, and why those changes may have made the later plan more useful. Then consider what a substitute would need to know to guide students safely and confidently through a day in your classroom.

Student and staff names have been removed or replaced, and certain identifying details have been modified to protect privacy.



7:30-7:50 Hall Duty at classroom door

Students will go to their lockers upon release from cafeteria at 7:30 a.m. After going to their lockers, they will line up at the classroom door with their books. They will go to the restroom before entering the classroom. Do not allow anyone to enter the classroom until 7:45 a.m. by this time most students will have arrived and will have used the restroom.

7:45 Students should make their lunch choice on the board at the front of the classroom upon entering the class.

Ask Azelia to help you with the lunch choice. Send the lunch choice form to the cafeteria with the number of students who selected each lunch choice. You can find this form in the yellow folder in the blue tub on my desk. There is also a roster in the yellow folder that you can use to take attendance. Send the roster back to the front office with the absent students marked.

Pencils are only sharpened during this time of the day. After 8:00 a.m. the pencil sharpener is not to be used again. **This is a rule that all students in both classes know!** Get Agatha to sharpen pencils that need to be sharpened. She most likely will automatically start to do this because this is a daily routine. Oscar is the other pencil sharpener. No one else sharpens pencils besides these two students.

8:00-9:30 ELA

Ask Agatha and Joshua to hand out devices (laptops) so that student can complete their work for the day. Please make sure that all devices are taken up at the end of class. There should be 22 devices in all. Students need to complete the following assignments:

Please let students know these assignments are for a grade. They need to take their time and do their best. I have posted this assignment to do list in their ELA Google Classroom. Please read the assignments to them and let them know that I have put them in Google Classroom as well so they will know what they need to be working on.

Josephine will provide you with the To Do List, so you will know what students are supposed to be working on. I've emailed it to her to give to you.

9:30-10:10 Social Studies

Students need to refer to the 3/4/19 To Do List to see what they need to do for Social Studies...

Ask Azelia and Tara to take up devices and put them back in the computer cart to be charged.

10:15-10:55 Students will go to Gym.

10:55-11:00 Restroom

11:00 Switch classes with Mrs. Curtis

11:00-11:45 Social Studies

Ask Barry and Noah to give out devices.

Mrs. Curtis's students need to do the same Social Studies assignments indicated above for my homeroom.

11:45-12:00 Inside recess—students may use their devices to go to educational websites. If Mrs. Curtis takes my homeroom out, you may go out as well. It depends on if you want to go out in the weather. Send her a note to ask her what she is going to do. (Optional)

12:05-12:35 Lunch Drop students off in the cafeteria.

12:35 Pick Students Up From Cafeteria

12:35-12:40 Restroom Break

12:45-1:55 ELA

Students need to complete the same ELA assignments indicated above for my homeroom. Please let students know these assignments are for a grade. They need to take their time and do their best.

At 1:50 ask Kamerond and Charlie to take up devices and put them on the back table by the cart. They don't have to charge them up because my homeroom will need them for IFT.

1:55 Switch classes with Mrs. Curtis (Homeroom returns)

1:55-2:35 IFT

All students need to get on Edgenuity for IFT. A few students will get on Read 180. They know who they are and what they need to do. They most likely will show up to my class before 2:00 p.m.

2:35-2:40

Allow homeroom students to go to their lockers. Please monitor all students. Do not leave them unattended. Do not allow anyone to enter the classroom without an adult present, this will prevent stolen items and misbehavior.

Walk students to their lockers and make sure that they are quiet in the hallway. They will need to get their books and return to class quickly before dismissal starts.

2:40-2:50 Prepare for Bus Parade

Ask Azelia to give out car rider tags, they are on a clip on the white board at the front of the class.

At 2:50, the bus parade will start. All students will need to remain in their seats at this time and should be quiet. The parade will have students walking in a line in the hall with signs for bus numbers, call the bus numbers as you see them approach, when students hear their numbers, they will exit the class and join the bus parade to the bus ramp. Daycare van riders will exit the class at the end of the bus parade. I have car rider duty this week. Car rider duty is at the front door of the school by the office and the library. Walk Darla, Jovan, and Rory to go to car riders at this time. Their parents are normally at the front of the line.

Thank you for subbing for me today. Please see Mrs. Curtis, my teammate, if you have any questions, problems, or concerns. The other teachers on my grade level can assist you as well (Mrs. Livingston and Mrs. Frank). **Please do not leave students alone in the classroom at any time.**

Please leave me a note to let me know how your day went.

7:30-7:50 Hall Duty at classroom door

Students will go to their lockers upon release from cafeteria at 7:35 a.m. After going to their lockers, they will line up at the classroom door with their books. They will go to the restroom before entering the classroom. Do not allow anyone to enter the classroom until 7:45 a.m. by this time most students will have arrived and will have used the restroom.

7:45 Students should make their lunch choice on the board at the front of the classroom upon entering the class.

I have left a substitute folder on my desk with a lunch choice form and roster for attendance. Ask Azelia to help you with the lunch choice. Send the lunch choice form to the cafeteria with the number of students who selected each lunch choice. Use the roster to take attendance. Send the roster to the front office with the absent students marked.

Pencils are only sharpened during this time of the day. After 8:00 a.m. the pencil sharpener is not to be used again. **This is a rule that all students in both classes know!** Get Agatha to sharpen pencils that need to be sharpened. She most likely will automatically start to do this because this is a daily routine. Oscar is the other pencil sharpener. No one else sharpens pencils besides these two students.

8:00-9:30 ELA

Ask Agatha and Joshua (or the students that I indicated on the letter in the substitute folder) to hand out devices (laptops) so that student can complete their work for the day. Please make sure that all devices are taken up at the end of class. There should be at least 22 devices in all. Students need to complete the assignments indicated on the to do list that I asked Josephine to give to you. All of their assignments will be completed online using their devices.

Please let students know these assignments are for a grade. They need to take their time and do their best. I have posted the assignment to do list in their ELA Google Classroom. Please read the assignments to them and let them know that I have put them in Google Classroom as well so they will know what they need to be working on.

9:30-10:10 Social Studies

Students need to continue to work on the To Do List located in Google Classroom.

Ask Azelia and Tara to take up devices and put them back in the computer cart to be charged before going to Specials.

10:15-10:55 Students will go Music.

10:55-11:00 Restroom

11:00 Switch classes with Mrs. Curtis (Mr. Kennedy will be taking Mrs. Curtis's place today.)

11:00-11:45 Social Studies

Ask Denise and Kamerond to give out devices.

Mrs. Curtis's students need to do the same assignments indicated above for my homeroom.

11:45-12:00 Recess

12:05-12:35 Lunch Drop students off in the cafeteria.

12:35 Pick Students Up From Cafeteria

12:35-12:40 Restroom Break

12:45-1:30 ELA

Students need to continue to work on the assignments indicated on the To Do List. Please let students know these assignments are for a grade. They need to take their time and do their best.

At 1:30 ask Kamerond and Denise to take up devices and put them on the back table by the cart. They don't have to charge them up because my homeroom will need them for IFT.

1:30 Switch classes with Mrs. Curtis/Mr. Kennedy (Homeroom returns)

1:30-2:30 Movie Day---Please take my students to Ms. Frank's class to watch the movie. Mrs. Curtis may have you come in with her. Some students paid for a Movie Snack Pack. They should be delivered before the movie and handed out.

2:30-2:35

Allow homeroom students to go to their lockers. Please monitor all students. Do not leave them unattended. Do not allow anyone to enter the classroom without an adult present, this will prevent stolen items and misbehavior.

Walk students to their lockers and make sure that they are quiet in the hallway. They will need to get their books and return to class quickly before dismissal starts.

2:40-2:50 Prepare for Bus Parade

Ask Azelia to give out car rider tags, they are on a clip on the white board at the front of the class.

At 2:50, the bus parade will start. All students will need to remain in their seats at this time and should be quiet. The parade will have students walking in a line in the hall with signs for bus numbers, call the bus numbers as you see them approach, when students hear their numbers, they will exit the class and join the bus parade to the bus ramp. Daycare van riders will exit the class at the end of the bus parade. I do not have car rider duty this week. Walk Darla and Jovan to car riders at this time (between the library and front office). Their parents are normally at the front of the line.

Thank you for subbing for me today. Please see Mrs. Livingston or Ms. Frank, the other teachers on my grade level if you have any questions or concerns. **Please do not leave students alone in the classroom at any time.**

There is a clipboard on my desk that is used to document student behavior. The green sheet has each student's name and codes that you can use to show what they have done. Please feel free to use this clipboard. Under the green sheet is a pink sheet. It has each student's name on it and the words FUNDAY and EOY PARTY. Please take a letter each time a student

misbehaves after you have warned them about behavior. Let students know they are about to lose a letter and make sure to take one if need be.

Please leave me a note to let me know how your day went.	
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