

Article By **Charles Silberman**. Email Charles at charles.silberman@pgcps.org to ask additional questions. Published on PE Central: 3/13/13.

Dear Charles,

I am struggling with coming up with suitable substitute plans, including what information I need to tell the substitute that is important in my absence. Any suggestions?

Ms. A

Dear Ms. A,

As far as content of the lesson left, I would suggest leaving activities the students already know and have done. I would leave them in lesson plan format and make the as easy to follow as possible. Below is an example of information you can leave for your substitute. As you will notice, I make reference to a binder. That is because I find it easier to organize all the information I need in a tabbed binder for easy access for anyone at any time.

Dear Sir or Madam,

Thank you for choosing to work with my classes today. I greatly appreciate your assistance. I substituted prior to becoming a full-time educator, and I understand the importance of leaving you detailed information to help your day go well. Below you will find detailed information on my day and what it entails. Please leave me an account of how your day went, including, but not limited to, how the classes behaved, students who deserve praise, students who made bad choices, and any other feedback that may help the next substitute who takes my classes.

In addition to the information below and your feedback, I would like to point out some things that may help orient you to my space.

Included in this folder you will find all the forms, maps, schedules, and other materials you need for the day. If you have any questions and are not able to get answers or clarifications within the school, please feel free to call me at 443-xxx-xxxx.

My classroom is room twelve. I suggest you keep the students in the room for P.E; however, the activities I have left are suitable for the outside environment.

◆ **Specific Instructions on picking up and escorting students to and from class:**

Teachers will drop off to you and pick up from you. The exception is Tuesdays. On Tuesday's you take the class to lunch after the last special. Please see the Tuesday schedule in the white binder for that schedule.

◆ Attendance Procedures:

In the clear PE notebook in the blue crate you will find a roster section. In there you will see class list organized by teacher. After the warm-up is complete and before you start instruction, please do a roll call. Mark students who are absent A for absent. Mark students who are present P for present.

◆ Cafeteria - lunch room seating arrangements, schedule and procedures:

This is not relevant to you.

◆ Children who need special attention:

- medical care
 - In the binder, there is a list of students and their medical
- special education
 - If you have any concerns, ask the classroom teacher
- specific seating arrangement
 - Students sit in alphabetical order in a semi circle. Use the tape on the floor as a guideline. Seating starts with last name of A starting by the door and curving around toward the desk. Use the outside half circle first followed by the inside half circle. We always start class in the classroom and transition outside if applicable.

◆ Current class roster for attendance and up-to date seating chart:

- You will find this information in the notebook under the roster tab. I keep no seating chart. Follow what I specified above.

◆ Definite instructions that no child is to leave the premises unless permission has been granted through the office:

No child is to leave the premises without permission from the office. They may leave class with a pass to use the restroom or go to the office if needed. There should be no other reason they should leave class. Students are instructed to use the restroom before or after P.E. unless it is an emergency.

◆ Daily schedule (includes lunch & planning time):

You will find this schedule in the binder under schedule.

◆ Daily lesson plans:

Please find these in the folder under lesson plans.

◆ Detailed explanation of assignments:

Please refer to daily lesson plans in the folder. Because these emergency plans are for three days, you can repeat the same lesson with all grades because you will only see each grade once in my absence. I have left some additional activities you can safely do inside or just incase.

◆ Discipline Procedures:

My rules and consequences are below. There are class complement cars in the PBIS section of the notebook you can use to provide a class if they are doing a nice job. Please note any discipline issues so I can address them upon my return.

Rules:*Totally Respectful*

- Follow directions
- Keep hands and feet to self

Responsible

- Stay on task
- Come to class prepared
- Treat equipment with care

Accountable

- Take ownership of your actions
- Make positive decisions

Character

- Be honest
- Give your best effort

Kindness

- Use kind words
- Use "I" statements

Positive Recognition/Consequences

For meeting said responsibilities on a daily basis, I will provide a variety of rewards and incentives. Some examples include P.E. all star awards, positive notes home, positive phone calls home, stickers, positive praise, and other surprises.

Incentive Chart: I use an incentive chart located on the back bulletin board by the water fountain. Each class period, if the children follow the rules listed, they get a sticker for that day on the incentive chart for their class. The class with the most stickers at the end of the month get a reward prize.

You can use the bobcat bucks in the Ziploc baggy. Students get one for following rules.

Consequences

Each time a student neglects to follow one of his/her responsibilities, that student will receive a negative consequence in the order listed below according to the student code of conduct.

Assertive Discipline Plan

This is used in the case of a "Minor" infraction in the classroom on a daily basis.

Good day (No Behavioral Concerns – Student May Receive Positive Reward)

Warning

"Time Out"

Loss of Privilege (10 – 15 minutes of no P.E., Lunch Detention, Loss of Recess with Teacher approval, etc.)

Parent Called

If a student is being disrespectful, please place them with the music Teacher and make a note for me.

If a major offense such as a fight, cursing, complete and continued disruption occurs, please involve the administration.

◆ Emergency Preparedness Plan – Code Sheet and procedures

Please find this in the folder or posted in the room.

◆ Fire Drill Procedure:

On the classroom cabinet by the door you will find a fire drill map that details where you take the class in the case of a fire drill or fire alarm situation. This will depend on your teaching location: classroom, or outside.

In any situation, please have the student's line up in a straight and quiet line to exit your teaching location. Escort them to the designated spot, which is closest to the tree line outside beyond the blacktop, and take attendance

Once the administration says all clear, you may return to the building and classroom.

◆ Health Room Procedures:

Children are allowed to go to the health room with your permission. There is a pass for the health room. However, we have no nurse, so please send them to the office if blood is present. Otherwise, use your discretion.

◆ Housekeeping Procedures:

I have no housekeeping procedures.

◆ Lavatories Use and Procedures:

I strongly encourage students to go to the bathroom before or after class. However, in the case a student needs to go send them with another student and make sure they use a pass. Passes are on the cabinet by the classroom door.

◆ List of Reliable Students Helpful to the Substitute:

See the class rosters for this information. I have class helpers. There is a job chart, and you can use this to also pick helpers.

◆ Passes:

Passes are hanging on the closet closest to the door.

◆ Recess with the section of playground your class will use and rules. Also inclement weather procedures:

N/A

◆ Textbook and Materials use and Distribution:

N/A

◆ Morning and Afternoon Duty Details:

You have bus duty in the morning and afternoon. Bus duty starts at 8:45am in the morning until 9:15am. Your main responsibility is to make sure the cars come into the cove on the side of the building next to the cafeteria and that students go into the side door of the cafeteria to enter the building. See Ms. Johnson or Mr. Shannon for help. Afternoon duty is at 3:00pm until 3:45pm. You have the same responsibilities.

My Cues:

To start an activity say "go!"

To get the students quiet, you say "All Aboard." They respond, "Choo, Choo."

To have students freeze, say "Freeze" or "Stop."

Students put one finger up to use the rest room, two fingers to use get water, and three fingers to ask a question or speak to the Teacher privately.

See Ms. Johnson in Technology, Ms. Williams in Media, Ms. Eckenroad in Music, or Ms. Ravenell in Guidance for further assistance.

Thank you and have a great day!

Comments: