

SUBSTITUTE TEACHER PACKET

Whether your absence is planned or unexpected, it is important that students continue to have valuable learning experiences when a substitute teacher fills in. Prepare a folder with standard information for substitutes each time you begin a new set of courses. Add detailed lesson plans for each class as soon as you know you will be out. Check that the packet includes the following.

- Attendance procedures.
- Lunch room procedures (if applicable). List times for all activities and lunch.
- Study hall procedures (if applicable). Number to be excused at one time.
- Issuance of passes—
 - library (how many at a time, for how long, etc.);
 - bathroom (if allowed);
 - special activities (band, speech, remedial reading, etc.; include names).
- Emergency procedures for fire, intruder, and weather emergencies. (Color code should be posted in each classroom.)
- Class schedule with exact time of activities.
- Up-to-date seating chart.
- List of three students from each class who are dependable. Mark on seating chart.
- “Emergency” lesson plan(s) that can be used at any time of the year in your class or subject area. (This is not a substitute for the required daily lesson plans.)
- Name(s) of teachers in the area, with room number, who could assist the substitute with any questions.
- Instructions if there is a student teacher involved.
- Any other general classroom procedures.
- Special locks and keys (where they are, etc.); combinations to lockers.
- Location of all instructional materials/technology and procedure for using.
- Textbooks for each class and location of same.
- Student handbook.
- Work with other teachers and your administrators to determine if there is a standard substitute teacher packet that should be used. If not, collaborate with another teacher to see how they provide this information to substitute teachers.

Remember: You will need to update the packet periodically!