
When you leave lesson plans for a substitute teacher, keep the following thoughts in mind:

- ❑ It is your responsibility to leave adequate plans.
- ❑ Leave the kind of lesson plan and resources you would want if you were the substitute teacher. Don't assume anything. Tell them, in writing, everything you want them to know.
- ❑ Over plan for the sub. Always leave something extra, in case some of the students finish work early.

Create a **Substitute Survival Kit**, which you plan in a folder or a notebook that is located in a special place in your classroom (this place may be on your desk or bookshelves). The "Survival Kit" should remain in its place throughout the year so substitutes will be able to find it each time they come to your classroom. Contents of your "Survival Kit" may include the following information:

- ❑ Complete and detailed lesson plans
- ❑ Bell schedule (if your school operates under a bell system)
- ❑ Your daily schedule (including times for lunch, specials, or encore classes)
- ❑ Lunch procedures
- ❑ Seating charts for every class and/or period (some teachers use student photos in their seating charts)
- ❑ Class roster
- ❑ School policy and procedures
- ❑ Classroom rules and procedures
- ❑ Teacher's duty or supervision schedule (for cafeteria, halls, etc.)
- ❑ Map of the school
- ❑ Written procedures to follow in emergencies and disaster drills (with maps to indicate evacuation routes)
- ❑ A list of teachers who will provide assistance
- ❑ A list of students who will provide assistance (each period if in a secondary school)
- ❑ A list of students with special medical needs and information
- ❑ A list of students with special academic needs and a list of strategies that are effective with these students.