



Instructional Day Substitute Teacher Checklist

This tool is to help substitutes understand school-specific procedures and be prepared for the school day. *(The first page of this checklist is to be completed with the help of the school)*

Upon Arrival to the School

- Utilize time keeping system
- Check in with the front office and wear ID badge (must be visible all day)
- Obtain room # _____ and key (if applicable).

Understand school-specific procedures and expectations:

- What communication devices are available in the classroom in the event of an emergency (walkie talkie, buzzer, phone, AP system). What # would I dial for the office?
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- What are the school's expectations for student bathroom breaks?
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- What is the school's Library access protocol? Are students permitted to go to the library, if so, what are the rules (in groups of two, with a pass, etc.).
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- What are the school's procedures for taking attendance?
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- What are the school's dismissal procedures?
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- Where should the lesson plans and daily schedule be located (e.g. Purple Binder)?
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- Are there any Exit/Sign-Out procedures for Subs?
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Before reporting to the classroom, confirm the following:

- Are there are any drills or assemblies today?
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- Are there additional duties (hallway, bus, lunch, and locker duty, etc.) that are expected? Who should I contact if work was not left during planning periods?
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- Are there any students in this classroom with medical or special needs that I need to know?
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- Is there a neighboring teacher that the school would recommend I contact if assistance is needed?
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- Is there anything in the teacher's mailbox that needs to be addressed?
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This tool is to help prepare substitutes for the instructional day.

Prior to Students Arriving

- Introduce yourself to your neighboring teacher. Let them know that you will be working today.
- Review lesson plans to make sure all supplies are on hand. If supplies are missing, check with the department head or other teachers in the area for help. You may need help getting into storage closets to get equipment.
- Know assigned duties for planning periods (i.e. hallway, lunch duty, locker duty), before and after school, etc.
- Identify emergency procedures: Have the procedures for fire drills or emergency needs handy with a class list.
- Locate the Classroom Call Button or Phone: Each classroom has a phone or call button. When you press the call button, it connects you to the office. Use in emergencies (e.g. a student throws up in the classroom; a fight breaks out, etc.).
- Each classroom has a map that shows exits in case of fire or emergency. Familiarize yourself with the exits and where the Crisis Management Plan is located.
- Have the first assignment listed on the board for the class.
- Have filler activities ready.

Beginning of the Day

- Greet students at the door when they arrive and have an activity for them to start when they are seated.
- Introduce yourself.
- Take attendance promptly.
 - If any students give you a note regarding their attendance (i.e. leaving early, etc.) please forward the note to the office.

During the Day

- **Hallways:**
 - If you are supposed to be at lunch or specials at a certain time, make sure you arrive/dismiss on time, not 7 minutes early or 3 minutes late.
 - ES (Only):
 - Students may not walk unescorted, 2 to the bathroom, 2 to the library, 3 to the nurse, 3 for early dismissals (that way there are 2 students walking back after walking a sick classmate to the nurse).
 - Substitutes should set hallway expectations ahead of time. (e.g. remind students they are expected to be quiet, stay to the right, look forward, keep your hands to yourself, etc.).
 - Count the students often when lined up to make sure you are not missing any students when going and coming from specials, bathroom breaks, cafeteria, and recess.
 - MS/HS (Only)
 - Students in the hallway must have a pass.
- **Bathroom Breaks:**
 - ES (Only):
 - The teachers take the students on several group bathroom breaks during the day (see lesson plans as to the times) and make sure the students are quiet and not playing in the bathroom.
 - MS/HS (Only):
 - Students must have a restroom pass. The class may have a sign-in and out log. Only one student can be gone at a time (regardless of gender). Some schools have a 10 & 10 rule (where students are not permitted to go to the restroom during the first or last 10 minutes of each class.)
 - Let the student know that you expect them back in less than 5 minutes.
 - Many Middle Schools utilize the “Student Agendas” for hall passes (they are located in the back).
- **Student is Sick or has a Minor Injury:**
 - ES (Only):
 - If a student says they are sick or are hurt, it is always better to err on the side of caution and send them to the nurse (do not send them unescorted, send two students with them).
 - MS/HS (Only):
 - If a student says they are sick or are hurt, it is always better to err on the side of caution and send them to the nurse. Unless the student is physically unable, the student may be given a pass to go to the nurse on their own. If they are really sick, another student may be asked to accompany them.
- **Behavior:**
 - Cell phone policies vary. Elementary should not access their phones during the day. Middle and High School may have a different policy.
 - Have filler activities ready and keep all students engaged.
 - Walk around students (including outside at recess) so that the students see your presence and can locate you easily.
 - If there is a behavior issue that gets out of hand, ask for help via another teacher, guidance counselor, or principal. It is always better to err on the side of caution and get appropriate professionals involved.
 - If there are any behavior issues (positive or negative), please leave detailed notes. Keep in mind, notes may end up as part of an educational record, please be specific and do not overstate, just list the facts.

- **Leaving the Classroom:**
 - When you are not in the classroom, you may be asked to carry a walkie talkie with you (if your classroom has one) and have it on in case you are called. The walkie talkie may need to be brought outside to recess and for fire drills. It's good practice to put the office number in your cell phone. Always let the office know where you are and how to contact you if you are not in your classroom.
 - If there is a fire drill, the students need to exit quickly and silently. The lights are turned off with you exiting last (with your walkie talkie, class roster, and emergency procedures) and the door is closed, but not locked.
 - If you have a key for the classroom, except for fire drills, whenever you exit the classroom, the door must be closed and locked.
- **Reminders:**
 - Your primary goal is to make sure students are kept safe.
 - You cannot leave students unsupervised at any time.
 - Do not talk on your cell phone while in the presence of students (including recess).
 - Keep a close eye on the clock and strictly stick to the schedule.
 - It is typically better to ignore petty/trivial behavior concerns, and instead provide positive reinforcement for students exhibiting favorable behavior.
 - Strangers: All employees should have an ID badge. If someone does not, please notify a staff member.
 - You should check the Teacher's mailbox at lunch time to see if there is anything that needs to be addressed during the day.
 - Refer serious behavior problems beyond your control to the school administrator.
 - PWCS policy prohibits any type of corporal punishment. The best policy is to avoid physical force.
 - Immediately report to a school administrator any threat or actual property damage, or suspected child abuse/neglect.

End of the Day

- At the end of the day dismissals:
 - ES (Only):
 - Reference the Dismissal list (this should be in the Sub plans) outlining how each student is going home.
 - Follow dismissal procedures exactly, do not allow students to go home with anyone other than who was designated.
 - Do not dismiss until announced over the intercom.
- Stand in the doorway at dismissal so you can monitor students leaving.
- Before dismissal, make sure technology is powered off (SmartBoard, teacher computer).
- If student devices remain in school, make sure they are collected, accounted for, and charging before dismissal.
- Make sure all chairs are stacked (if applicable) and the classroom is left orderly.
- Leave notes for the regular teacher on what was covered, any concerns, or exceptional students.
- Before leaving, sign out at the office and return the key (if applicable).

Processes often vary from school to school. Don't assume. If you are unsure, please check with school personnel.

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