

Emergency Substitute Plans

Time is so limited when you are a teacher, but if you take the time to organize your emergency substitute plans it will benefit you all year long!

Since I have been a teacher (a couple of decades or so), there has been a stigma about teachers taking a sick day or personal day; I even bought into this and went to school sick many times! I put off a surgery until the school break, and when I left a school district, had to be paid out thousands of dollars due to unused days. We need to change this mindset! Maybe if I would have taken those days, I might still be at that district, or would have been in better health, but in the end it was my choice—and I regret it!

If you are sick, stay home. If an appointment or emergency comes up, take the day. They are your days, and are given to you for a reason. Teacher burnout is so prevalent, the number of teachers in the classroom is depleting every year. Teachers work hard, and are oftentimes not paid what they are worth, you are worth it. Take care of yourself!

Creating emergency sub plans is a form of self care. Create plans that are always there and ready. No more coming into school at 5:30 in the morning to make copies; no more coming to school sick. Create a comprehensive plan for substitutes, log your absence and go to bed!

For more detail on how to make your emergency substitute plans effective, check out my [blog post](#).

Please Note: I have included a sample of each slide, and a blank version of each slide.



Emergency Substitute Plans

Lesson Plans

When planning your lessons for a substitute, be sure to list things out clearly, and in the order that you would like them completed. For more ideas about what types of activities to plan for a substitute, please read my [blog post](#).

“Fun” activities are always great filler while you are away. For ideas and free PDF printables visit my website, under the heading [Lesson Plans](#).

Happy Teaching!



Dear Guest Teacher,

Thank you so much for taking such great care of my students today! Hopefully your day will go smoothly and the students will be on task and productive.

Please see the attached blank template that I have provided. It would be greatly appreciated if you could complete each box as the day progresses. The completion of this sheet will provide me with much needed information to help me and the students to stay on track once I return.

- If you need any assistance or need a place to send a student that needs a break, please touch base with my buddy teacher, _____ in room _____.
- Please note what activities and assignments were completed throughout the day. I have planned more than enough activities, so if they are not all completed that is okay! I will guide students in the completion of their work once I return.
- Have students keep all assignments until I return; please DO NOT collect the assignments.

Thank you again, and I look forward to reading your correspondence when I return to the classroom.

Sincerely,



Substitute Teacher Report

Progress Report

Please note the progress made in each class, which tasks and activities were started, need more time, or not started at all. Thank you!

Math

Reading

Writing

Science

Social Studies

Absent Students

Student Behaviors or Issues to Address Upon My Return



Substitute Teacher Report

Progress Report

Please note the progress made in each class, which tasks and activities were started, need more time, or not started at all. Thank you!

Absent Students

Student Behaviors or Issues to Address Upon My Return



Class Schedule

Substitute Teacher Duties

7:50-8:00 Bus Duty (bus lanes behind school)

11:20-11:40 Cafeteria Duty (patrol cafeteria while students eat)

8:00	Greet students at door, let students into classroom
8:00-8:15	Attendance and morning announcements (turn on TV).
8:15-9:45	Period 1 5th Grade Math
9:45-11:15	Period 2 5th Grade Math
11:20-11:50	Lunch
11:50-12:10	Recess
12:10	Pick Up Students at Playground
12:15-12:45	Intervention/Study Hall
12:45-1:45	Specials (Art, Music or P.E.)
1:45	Pick Up Students from Specials
1:45-3:15	Period 3 Math
3:15	Pack Up, Chairs on Desk
3:20	Dismiss Students



Class Schedule

Substitute Teacher Duties

