

Substitute Lesson Plans: Ideas for putting together a notebook

Use a three-ring binder with 6 dividers. One divider for each of the following:

1.) **Evacuation plans:** include copies of school maps with your room and evacuation procedure highlighted. You may also include maps that illustrate movement to special areas.

2.) **Lesson Plans:** include instructions for each class period's daily lesson and any special procedures for daily classroom management. You may want to assign one responsible student from each class who can help the sub and include their names with your plans. I keep a three-hole folder here for copies of any assignments if necessary. Be sure to include extra work in case students have extra time.

3.) **Schedule:** include a schedule of times for each class period and what classes are held each period.

4.) **Class Rolls:** include an updated copy of a blank class roster (print from your "Making the Grade" program) for each class period. It may be helpful to include comments on specific students, especially for behavior concerns and for special needs.

5.) **Behavior Forms:** include copies of isolation notices, office referrals, behavior infraction sheets, etc.

6.) **Survival Info:** include a list of helpful hints to make sure you have covered all of the bases for your substitute teacher.

* If your binder has pockets, you can include reward sheets, personal notes, extra handouts, etc.