

Period Sub Procedures

The following are the procedures used by Richmond High in order to maintain an equitable system in regards to period subbing at the school. Administration and Front Office will work to keep track of teachers on period subbing, but it will be the responsibility of the teacher to place their time into ESS. Admin and front office's role will be in the administration of period subbing, to arrange class times, and provide lesson plans. By following this plan, we can ensure that students with guest teachers may still receive instruction.

What do I enter for my absence on eSchool?

Professional Development - I am attending an admin approved Professional Development (PD)

Organizational - I am using this for an Academy related event, and the Academy will be billed

Personal Necessity - I have received Admin approval ahead of time (contractual for Monday and Fridays)

Personal Illness - I am sick and cannot work

COVID Quarantine - I have provided proof of a positive test, this absence will not affect my personal illness bank

Paternity/Maternity Leave - Congratulations! Also, your time out may be based on time in district

Illness in Family - A family member needs my support

Absences should not to be used for vacations

| Pro-tips from veteran teachers! | |
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| I put my sub in ahead of time! Even if I feel a little sick, I place my sub and email admin/Ross the day before. I can always cancel. | I have my neighbor teacher, and admin, Ms. Ross, and my department chair on notice that I am out, and gave them all copies of my lesson plans. |
| My students know expectations for when I am out, and I have a system to check in with my students and hold their behavior accountable when I return. | My lesson plan is simple enough subs can assist, but long enough it fills the entire class period. |
| I make sure my lesson plan and copies are easy to find on my desk. | Attendance is super important, I take attendance at the start of the period and at the end to make sure I have everyone. |
| I know we period sub frequently, so when I know I have time, I check in with the front office in the morning so I can pick my favorite classes, or at least in my subject area. | |
| Some ideas when period subbing a class: -Greet students as they enter the classroom | |

- Introduce yourself to the class: write your name on the board
- Remind them of the classwork (where to find it, or what to do)
- Offer your help to students (even if you are not an expert in the subject)
- Ask students about the norms and procedures of the class
- Reinforce them with care
- Students want teachers that care, even if it is for a period.
- Fist bump as they exit the classroom

1 hour before school starts an email will be sent out to staff with options for period subbing. Teachers who reply accepting a time slot will be given preference.

Within 10 minutes of school beginning, admin/front office will assign period subs to teachers based on whose turn was next. We will try to accommodate teacher meetings, IEP's, and anything else but if there is a lack of time, resources, or availability of teachers, as best as we can.

Teachers will be accountable for submitting lesson plans ahead.

Note: *Saying it's on Google Classroom is not enough information, please provide a completed lesson template.*

[RHS Sub Plan Template](#) - Please include a schedule with accurate dismissal times so that subs know when to release students.

Please check to see when you may be assigned to sub next. Use this link and click the bottom tabs to locate the most recent date you have period subbed. If it is required for a teacher to be assigned, we will pull the teacher who is the last to period sub.

[Period Sub Assignments 2022-23](#)

[How to enter period sub time into ESS](#) - A video