Emergency Substitute Teacher Plan

St. Mary's Catholic School — Moscow, Idaho

EMERGENCY PLAN — This plan was prepared in advance. The teacher had no prior notice of this absence. Everything you need is in this packet and in the locations noted below.

The Basics

Teacher:	
Grade / Class:	
Room number:	
Prep period:	
Plan last updated:	*Update each semester — write the date here when you refresh this plan*

Where Things Are

Fill this out carefully — your sub needs to find everything without asking you.

Lesson plans & worksheets:	*Red EMERGENCY SUB folder on my desk (top right corner)*
Textbooks / student books:	
Teacher's edition / answer keys:	
Class roster:	*Inside the RED emergency binder on my desk*
Seating chart:	
Hall passes:	
Extra supplies (paper, pencils):	
Technology / login info:	

If You Need Help

- **Main office — Arika or Brad (call or walk down)**
- Dr. Bordeleau (Principal) — principal's office or call the main line
- Neighboring classroom — _____ (Room _____)

Do not hesitate to send a student to the office if you need immediate support. That is what they are there for.

Emergency / Fire Drill

- Grab the RED emergency binder from my desk. It has the class roster and exit procedures.

- Exit through _____ and assemble at _____.
- Take attendance at the assembly point and report to the office immediately.

Behavior

- Expectations are the same as any other school day. Students know this.
- Class jobs / helpers: _____
- Students who can help orient you: _____
- Please note any concerns in the feedback section at the end — I follow up on everything.

Good to Know

Bathroom: Students may go one at a time with a hall pass. In an emergency, two may go together.

Allergies / medical: See the index card taped inside my desk drawer. If in doubt, call the office immediately.

Students who need extra support:

_____

Students who are pulled for services (Title I, speech, etc.):

_____

Lunch / dismissal notes:

_____

Day 1 Schedule

Write in your typical daily schedule. Keep activities self-contained — no prep required from the sub.

Time	Subject / Activity	What to do — materials & instructions
8:30	Morning Prayer / Opening	Lead students in the Sign of the Cross and the prayer written on the board.
3:05	Dismissal	Students are dismissed from _____.

Day 2 Schedule

A second full day of plans in case the absence extends. Use different materials from Day 1.

Time	Subject / Activity	What to do — materials & instructions
8:30	Morning Prayer / Opening	Lead students in the Sign of the Cross and the prayer written on the board.

Time	Subject / Activity	What to do — materials & instructions
3:05	Dismissal	Students are dismissed from _____.

Go-To Backup Activities

If a lesson finishes early or something doesn't work, use any of these. All materials are at the location noted.

Activity 1:	
Activity 2:	
Activity 3:	
Independent reading:	*Students may read their independent reading books silently for up to 20 minutes.*

End of Day — Please Leave This for Me

Students who went above & beyond:	Students who need a follow-up:

Anything else I should know?

Sub signature: _____ **Time left:** _____

TEACHER REMINDER — Update this plan every semester (August & January). Keep a printed copy in the RED folder on your desk at all times. Notify the office of its location.

Thank you for being here today. — St. Mary's Catholic School, Moscow, Idaho