Substitute Teacher Plan

St. Mary's Catholic School — Moscow, Idaho

The Basics

Teacher: _____

Date: _____

Grade / Class: _____

My prep period: _____

If you need help, find:

- Arika or Marie - main office

Emergency / Fire Drill:

- Grab the RED emergency binder from my desk. It has the class roster and exit procedures.
- Exit through _____ and assemble at _____.

Behavior:

- Expectations are the same as any other school day. Students know this.
- Please note any behavior concerns in the feedback section below — I follow up on everything.

Today's Schedule

Time	Subject / Activity	Notes / Instructions
8:30	**Morning Prayer / Opening**	Lead students in the Sign of the Cross and the prayer on the board.
3:05	**Dismissal**	Students are dismissed from _____.

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.
Students who need extra support:
_____

Other notes:
_____

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:** _____