

FALL CREEK VALLEY MIDDLE SCHOOL

SUB PLAN

TEACHER NAME:

TEACHER ROOM:

TEACHING ASSIGNMENT:

Date:

DAILY SCHEDULE:

		GREEN DAYS	
BLOCK	TIME	COURSE	ROOM
ADV	8:50-9:20		
1	9:25-10:55		
2	11:00-***		
2	***-1:09		
3	1:14-2:44		
7	2:50-3:45		
		RED DAYS	
BLOCK	TIME	COURSE	ROOM
ADV	8:50-9:20		
4	9:25-10:55		
5	11:00-***		
5	***-1:09		
6	1:14-2:44		
7	2:50-3:45		

LUNCH SCHEDULE:

Green Days:

Red Days:

DUTY SCHEDULE:

The students will arrive at 8:35am for breakfast, so just be present in the hallway at that time. Students will grab their breakfast on their way to class. During passing periods, please stand by the door keeping an active eye on materials inside the classroom.

THANK YOU SO MUCH FOR SUBSTITUTING FOR MY CLASS!

Contact me if you need anything.

Cell ***

EMAIL: ***@msdlt.k12.in.us

LESSON PLAN INFORMATION

Blocks *:**

*****Lesson Plans should go here*** Please explain to the sub what the students are working on, and what they should do if they have completed the lesson you have left for them.**

*****Do NOT leave "See Canvas" here*****

Room * General Classroom Procedures:**

Please make sure they disinfect and sanitize tables and hands.

1. **PHONES MUST BE OUT OF SIGHT!** Ask them politely to put it away, take note of the student if it is a problem. **NO VIDEO GAMES** or watching videos.
2. **Students must remain in their seat unless they are grabbing supplies or tissue or transitioning to help one another.**
3. **Students may talk and work at same time, and it will be loud at times, just make sure they are on task and remain mostly in seats.**
4. **No food allowed.** Water bottles are permitted as long as they keep them off the computer tables.

PASSES: Students should not use passes with a substitute teacher. If it is an emergency, clinic visit, or errand on your behalf, please write a pass on the white passes in the sub folder followed by a (SUB) after your signature. Do not write passes to the restroom or locker.

No-Go Students: (These students may not have passes for any reason. If it is an emergency, please dial 0 for administrative assistance/escort).

Advisory:

1st:
2nd:
3rd:
4th:
5th:
6th:
7th:

DISMISSAL/HALL DUTY: During passing periods, please threshold by door.

Attendance Information

Please take attendance by roster and not seating chart. Please feel free to use a seating chart to get to know students.

- **ATTENDANCE NEEDS TO BE TAKEN EACH PERIOD!**

Please send an Attendance Sheet to the attendance office within the first 15 minutes of every period with a trustworthy student.

SEATING CHARTS

Please make sure all students are sitting in their assigned seats. There is a copy of a seating chart on the desk with the binder.

HELPFUL TRUSTWORTHY STUDENT ASSISTANTS

1:
2:
3:
4:
5:
6:
7:

EXCEPTIONAL LEARNERS:

List any students and any general knowledge that a sub would need (BIP, general IEP information).

CLASS ROUTINE INFORMATION & PROCEDURE

AREA	PROCEDURE
Classroom	<ul style="list-style-type: none">• Enter the classroom and go straight to the assigned seat.• When the teacher is talking, no one else does so without permission.• They may talk quietly as long as they are working.• Students are NOT allowed to roam around the room
Restroom	If it is an emergency, clinic visit, or errand on your behalf, please write a pass on the white passes in the sub folder. Otherwise, no passes out of class.
Hallway & Hall Passes	<ul style="list-style-type: none">• NO running/screaming or horseplay of any kind.• Please stand in the hallway during the passing period.• NO PASSES OUT OF CLASS.
Computer Usage	<ul style="list-style-type: none">• May only be used for assignment. Not to be used for personal use at any time.
Notes	<ul style="list-style-type: none">• Discipline problems may be sent directly to ARR with a phone call to Student Services.• Enjoy the time my students, and please let me know of anything that goes on throughout the day... GOOD or Bad 😊• THANK YOU!

STUDENT REMOVAL FROM THE CLASSROOM FOR DISRUPTION

Students who are disruptive to the level necessitating removal from the classroom should be handled using the following protocol:

TAB OUT PARTNER/PROCEDURE: to ***TAB OUT PARTNER***

Document student Name and fill out the TAB out sheet to the TAB out room. TAB OUTs are primarily used as minor behavioral issues that a student needs a 10 minutes Take-a-Break pass to recollect and then reenter the classroom.

If the disruption/behavior is too grave to consider reentry or immediate administrative assistance is needed:

- Call the main office (**dial 0**) and ask Admin assistance to remove the student from the class. If possible, please provide the student name.
- Document student and explanation for teacher in student notes at the end of this packet.

SCHOOL PERSONNEL INFORMATION

TITLE	NAME	EXTENSION
Principal	Mr. Corey McGarrell	46685
Asst. Principal A-L	Ms. Roosevelt Washington	46668
Asst. Principal H-O	Ms. Cherisse Anderson	46667
Asst. Principal P-Z	Mr. Elliot Boarden	46753
Nurse	Nurse Nina	46684

EMERGENCY PREPAREDNESS PROCEDURES

FIRE – Grab black mesh bag ***PLEASE NOTIFY BAG LOCATION***... **PLEASE FILL IN EMERGENCY BUILDING EXIT PROCEDURES HERE**

TORNADO – **PLEASE FILL IN EMERGENCY TORNADO PROCEDURES HERE**

EMERGENCY LOCKDOWN

- Immediately clear the hallway and gather students in room
- Turn off lights and lock door (Blue key located In black mesh bag).
- Move students away from windows and doors. Enter the Dark room.
- Do not allow any student to enter or exit the room.
- Students are to remain silent.
- Wait for further instruction from the principal.

Date: _____ Substitute's Name: _____
Contact Info: _____

(Please leave me notes for the day)

CLASS DISCIPLINE & BEHAVIOR DOCUMENTATION

STUDENT NAME	EXPLANATION
2nd PERIOD	
3rd PERIOD	
4th PERIOD	
5th PERIOD	
6th PERIOD	
7th PERIOD	