

## **TEACHER INSTRUCTIONS FOR A SUBSTITUTE**

The Bethel Board of Education realizes that teachers will periodically be absent from their duties due to illness or other reasons. Any teacher who is to be absent for any reason should notify the building principal and/or the administrative secretary as soon as possible.

Each classroom teacher should plan ahead for a substitute teacher should the need arise. Each teacher is expected to have plans prepared for a substitute teacher. No videos will be shown while a substitute teacher is in charge of a class. Plans for substitute teachers should contain the following:

1. Specific instructions as to the location of the following items:

- class roll book
- seating chart, if used
- textbook(s), worksheets, and other necessary instructional materials
- hall passes
- attendance and discipline referral slips
- a list of student helpers for each class

2. The following information should also be very specific:

- an outline of suggested teaching procedures
- a list of special student problems, handicaps, etc.
- testing procedures to be used if a test is scheduled
- additional information that may be helpful

3. There should be at least three days of emergency work prepared for students. The work in the substitute teacher file should be updated by the teacher immediately upon return to the school.

4. Plans, instructions, and guides for a substitute teacher should be placed in a notebook or folder, labeled with the teacher's name, the grade, and the subject matter. The notebook or folder should be given to the administrative secretary.