

**ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES
(Lesson Plans)**

Teachers are to keep a set of daily plans. These plans are to be made five days in advance and kept in the teacher's desk where, if an emergency arises, a substitute will have easy access to them.

An emergency folder will be filed in the office and contain the following:

1. Daily schedule
2. Books used (especially reading books and plans for each reading group).
3. Seating chart (or names on desks in the lower grades).
4. Location of special materials (tests, work sheets, pictures, Weekly Reader, etc.)
5. Emergency procedures and materials if work cannot be covered by a substitute.
6. List of routine procedures and how to handle them.
7. Special duty list of students who take care of routines (if used).
8. Schedule of students and times for instrumental music instruction.
9. Cafeteria, assembly, assembly seating, club, detention, recess schedules (wherever applicable).
10. Bus list, if needed.
11. Pertinent personal data (students with medical and/or handicapping conditions).
12. List of games, activities, or projects that students might be involved in which would not detract from the overall goals for that class.