



Kannapolis City Schools Substitute Checklist

Prior to Students Arriving:

- Introduce yourself to your neighboring teacher.
- Review lesson plans and schedule to make sure you understand the outline for the day. If materials/resources are missing, check ahead with the neighboring teacher.
- Know assigned duties for planning periods (i.e. hallway, lunch duty, locker duty), before and after school.
- Identify emergency procedures. Find the **RED** folder that will address any medical concerns in your classroom.
- Locate class phone and how to contact office if needed.
- Each classroom has a map that shows exits in case of fire and emergency. Familiarize yourself with the exits and plans.
- Put a “focus” or beginning activity on board for students to work on as they enter the classroom.

Beginning of Day:

- Greet students at the door when they arrive. Have an activity for them to begin when they are seated.
- Introduce yourself. Tell your story.
- Take attendance.

During the Day:

- Work with what the teacher left for the students; our goal is to continue with a day of learning.
- Stay focused on time and schedule for the day.
- Circulate the classroom; be aware of students and surroundings.
- Keep students engaged; use strategies to encourage all students to participate.
- I have finished early... now what? Have activities ready or books to read in case the students have extra time.
- If there is a behavior issue – ask for help. We are here to support.

End of Day:

- Follow classroom and school's dismissal procedures.
- Follow dismissal procedures exactly. Do not allow students to go home with anyone other than who is designated.
- Leave classroom as you found it.
- Leave notes for the classroom teacher on what was covered, any concerns, and always any highlights☺
- Before leaving, sign out at the office and return the key (if applicable).

Reminders:

- Your primary goal is to continue the learning day and make sure students are kept safe.
- Please do not leave students unsupervised at any time
- Unless an emergency, please do not talk or text on your cell phone.
- Do not release ANY student to another adult unless they are a staff member.
- Be a **Champion** for Kannapolis City Schools. We need your support and partnership.

***Procedures can vary from school to school. Don't Assume...
If you are unsure, always ask.***

Thank you for supporting our schools!