

The Minidoka County Joint School District No. 331 requires classroom teachers to prepare and have available materials and supplies for substitute teachers hired by the District who come into the District's classroom due to teacher absence.

**Provisions:**

The following provisions shall be in effect:

1. Classroom teachers will prepare and provide appropriate lesson plans for substitute teachers coming to their classrooms for planned absences. A substitute lesson plans for up to two days of lessons will always be available on the teacher's desk. The district substitute in-service program will provide substitute teachers with a set of enrichment activities that can be utilized within any classroom at any time.
2. Class rosters will be available for substitute teachers.
3. The teachers will have textbooks and all other supplies and equipment necessary for the day's planned activities readily available on the teacher's desk for the substitute teacher.
4. The teacher will provide an accurate, current seating chart or desk identification. Seating charts enable substitute teachers to identify and acknowledge students by name, help them maintain a positive learning environment, and assist them in preventing potential classroom disruptions.
5. A school map showing primary and secondary emergency exit routes will be prominently displayed by teachers in each classroom.
6. The teacher will provide a daily bell schedule that will indicate the times for dismissal, recess, passing periods, etc.
7. The teacher will provide a list of neighboring teachers that can be called on for assistance.
8. The teacher will assure that first aid supplies, including latex gloves, are available in the classroom and the location noted.
9. The teacher will assure that phone instructions for dialing out and a school directory are available in the classroom.
10. The teacher will provide classroom and school-wide rules for all substitutes.



**LEGAL REFERENCE:**

**ADOPTED: May 20, 2002**

**AMENDED/REVISED: June 20, 2022**