

ROOM	Room 21
TEACHER	Ms. Brooks
GRADE	Grades 6-8 self-contained
DATES	

SPECTRUM UNLOCKED · SUB PLANS

SUB PLANS FOR ROOM 21

READ THIS FIRST

the whole room in one minute

Read this before the students arrive. This folder exists so that any adult can run this room on a day nobody planned for, so trust it and do not improvise. Every activity is review, every routine is posted, and the paras have done this before with subs who were as new as you are. Your only real job is to keep the day's shape intact.

ROUTINES THAT MUST NOT BREAK

- Run the schedule in order; the order is the intervention.
- Protect the movement break like it is a class period.
- Wait through every AAC sentence before you respond.

THE DAILY SCHEDULE

who leads each block and who supports it

TIME	ACTIVITY	WHERE	LED BY	SUPPORT & NOTES
8:10	Arrival and morning jobs	Lockers, then desks	Mrs. Vance (para)	Each student has a posted job card. Jobs happen before anything else; they anchor the morning.
8:40	Morning meeting and calendar	Front table	You	Read the agenda aloud, then each student marks their own schedule strip.
9:10	ELA folder work	Desks	You	Emergency folders live in the crate labeled SUB. One folder per student, name on the front, all work is review.
10:00	Movement break	Hallway loop or gym	Mrs. Vance (para)	Ten minutes, same route every time. This break is not optional and not earned.
10:15	Math folder work	Desks	You	Second section of the same SUB folder. Calculators are allowed for everything.
11:05	Life skills block	Kitchen corner	Mrs. Vance (para)	Wipe tables, sort the recycling, restock supplies. The checklist is laminated on the fridge.
11:45	Lunch	Cafeteria, corner table	Both paras	You get a duty-free lunch. Students sit at the same seats they always sit in.
12:30	Quiet choice time	Classroom	You	Choice board on the shelf: puzzles, drawing, headphones. One choice at a time, trades allowed.
1:15	Group game or video	Carpet corner	You	The SUB crate has two board games and a rated-G DVD that always lands.
2:05	Pack up and dismissal	Lockers, then bus lane	You	Follow the dismissal list in the orange folder. Buses first, walkers second, pickups last.

ADULTS IN THE ROOM

they know the routines; follow their lead

NAME	ROLE	WHEN & WHAT THEY CARRY
Mrs. Vance	Paraprofessional	All day, every day. She keeps this folder current and knows where everything lives.
Mr. Osei	Paraprofessional	11:00 to 2:30. Lunch coverage and the afternoon blocks.

STUDENTS AT A GLANCE

initials only; this binder may leave the room

INITIALS	COMMUNICATION	WORKS WHEN	AVOID	HEALTH FLAGS
CW	Verbal	He knows exactly how many problems are left	Open-ended time with no visible end point	Asthma inhaler in the nurse's office
MN	Limited verbal	Working beside Mrs. Vance	Being singled out for praise in front of the group	Seizure protocol in the orange folder; start timing, send a runner
TG	AAC device	Adults wait through his full sentence before answering	Finishing his sentences for him	Device never leaves him; charger in the SUB crate
HA	Verbal	She has warned you she will need breaks, and you agreed	Debating whether a break is needed	Migraine-prone; dims the lights at her desk when one starts

BEHAVIOR QUICK REFERENCE

the same response from every adult

IF YOU SEE	DO THIS
CW asking how much is left, more than once	Write the number of remaining items on a sticky note and cross them off together. The countdown is the calm.
MN put his head down and go silent	Do not press. Slide the work aside, let Mrs. Vance sit close, and try again after the movement break.
HA pressing her palms to her eyes	That is a migraine starting, not avoidance. Dim her corner, offer water, and send a note to the nurse if it holds past ten minutes.
The group getting loud during choice time	Flip the classroom light switch once and start the five finger countdown. They finish it with you; it works every time.

NEVER DO

- Never skip the movement break to catch up on work.
- Never take the AAC device, the choice board, or the job cards away.
- Never change the seating; the seats are the plan.

IF A STUDENT LEAVES THE ROOM

Nobody in this group currently elopes, but if a student leaves anyway, send Mrs. Vance and call the office at extension 300. Stay with the class and keep the tone flat; an audience feeds it.

IF EVERYTHING IS ESCALATING

When the energy rises, lower the lights, lower your voice, and shrink the demand to one step. Let the paras pair off with the students they know, put the visual countdown on the board, and rejoin the schedule at the next block rather than forcing the current one to finish.

NOTES

CONTACTS, EMERGENCIES & DISMISSAL

dismissal is the highest-stakes moment of the day

WHO TO CALL

Office	Ext. 300
School Nurse	Ext. 318
Crisis / Behavior Support	Ext. 325, Dr. Whitaker
Teacher Next Door	Room 23, Ms. Ferro

EMERGENCY PROCEDURES

Fire: right out the door, down the B hallway, out the side exit, line up at the flag. Lockdown: door locked, lights off, students along the interior wall by the sink. The orange folder goes with you everywhere.

DISMISSAL & TRANSPORTATION

Dismissal starts at 2:05, not 2:15; this group needs the runway. Bus riders walk down together with Mr. Osei: CW and MN ride bus 3, TG rides the van and is handed to the aide by name. HA is a walker and leaves through the front doors when the walker bell rings. The full list with photos of authorized adults is the first page of the orange folder; check it for any pickup, no matter what the adult says.

SERVICES & ROOM LOGISTICS

who leaves when, and where things live

TIME	STUDENT	SERVICE	PROVIDER	WHERE
9:30	TG	Speech	Push-in	Classroom
1:00	MN	Counseling	Dr. Whitaker	Office suite

AAC & DEVICE RULES

TG's communication device stays with him at all times and charges only during lunch, on the counter, where he can see it. If it dies anyway, the backup picture board is in the SUB crate.

WHERE TO FIND IT

YOU NEED	IT LIVES
The SUB crate: folders, games, backup board	Under the front table, labeled SUB
Orange emergency folder	Wall pocket by the light switch
Job cards and schedule strips	Pocket chart by the lockers
Life skills checklist	Laminated on the kitchen corner fridge
Choice board	Low shelf by the carpet corner

END-OF-DAY REPORT BACK

five minutes before you leave; the teacher reads this first

WHAT WE COVERED

The blocks that ran as planned, and the ones that did not.

BEHAVIOR NOTES

What you saw and what you did, matched to the quick reference.

QUESTIONS FOR THE TEACHER

What you need answered before you sub here again.

WINS

What went well. Initials only, please.

DATA COLLECTED

Sheets filled in or attached; anything you could not get to.

SUB'S NAME & DATE