

ROOM **Room 8**
TEACHER **Mr. Alvarez**
GRADE **Grades 1-3 self-
contained**
DATES **Thursday, October
15**

*the whole room in one
minute*

*who leads each block
and who supports it*

*they know the routines;
follow their lead*

Sub Plans for Room 8

Prepared for Thursday, October 15

Read This First

Read this before the students arrive. This room runs on predictability, and your job today is to keep the schedule moving rather than to teach anything new. The paras know every routine, so let them carry the parts they already carry and take their cues without hesitation. The students will test the new face for about twenty minutes and then settle if the pictures keep matching the day.

ROUTINES THAT MUST NOT BREAK

- Move the schedule card at every single transition.
- Answer AAC and PECS communication like speech, every time.
- Give a warning before anything changes, even good changes.
- Count students out the door and back in, every trip.

The Daily Schedule

TIME	ACTIVITY	WHERE	LED BY	SUPPORT & NOTES
7:55	Arrival, backpacks, breakfast bin	Cubbies	Ms. Whitfield (para)	Stand at the door and greet each student by name. LM eats breakfast in the room; the bin is on the counter.
8:25	Morning circle	Carpet	You	Run the visual schedule left to right. Ms. Whitfield sits with DP; he joins for the songs and that counts.
8:55	ELA rotations	Kidney table	You	Green folder per student, in order. Work is meant to be easy today; praise the start of every task.
9:45	Snack and bathroom	Desks	Ms. Whitfield (para)	Check the allergy card taped inside the snack cabinet before anything is handed out.
10:05	Math bins	Tables	You	Numbered bins match the name cards. If a bin is finished early, the puzzle rack is the go-to.
10:50	Recess	Fenced playground	Both paras	Count students out and count them back in. The gate stays latched; see the elopement note.
11:20	Lunch	Cafeteria, table 1	Ms. Whitfield (para)	You get a duty-free lunch. LM has a lunch from home only; nothing from the line.
12:05	Rest and file folder work	Classroom	You	Lights half off, quiet music on. Folder tasks from the purple crate, one at a time.
1:15	Specials: library	Library	Librarian	Mr. Coyne walks the group down and stays with them. This is your plan period.
2:00	Pack up and dismissal	Cubbies, then front loop	You	Start at 2:00 even if it feels early. Match every student to the dismissal list in the red folder.

Adults in the Room

NAME	ROLE	WHEN & WHAT THEY CARRY
Ms. Whitfield	Paraprofessional	All day. She has run this room for six years; when unsure, do what she does.
Mr. Coyne	Paraprofessional	10:00 to 2:30. Covers recess, lunch, and the specials walk.
Mrs. Iqbal	Speech therapist	Pulls two students mid-morning; see the services table.

initials only; this binder may leave the room

Students at a Glance

INITIALS	COMMUNICATION	WORKS WHEN	AVOID	HEALTH FLAGS
DP	Limited verbal, gestures	He can see the visual schedule and knows what comes next	Touching his shoulders from behind	Elopement history; door position matters
LM	Verbal	Given jobs; she is your best helper	Letting her correct classmates; redirect her to her own list	Severe dairy allergy, EpiPen with the nurse; home lunch only
KT	AAC tablet	Adults model on his device while speaking	Taking the tablet away for any reason	Wears ear defenders for assemblies and fire drills
RB	Verbal, echolalia	You answer the repeated question once, then point to the schedule	Sarcasm; he takes every word literally	Medication at 11:45 with the nurse, Mr. Coyne walks him
SJ	PECS book	The book is in reach and every exchange gets a real response	Rushing her; she needs ten extra seconds	None

the same response from every adult

Behavior Quick Reference

IF YOU SEE	DO THIS
DP standing up and scanning the door	Move between him and the door, show the schedule, and say 'first work, then trampoline.' Ms. Whitfield takes it from there.
RB asking the same question again and again	Answer once, warmly, then point to the schedule and start the next activity. The loop ends when the room moves on.
KT pushing the tablet away and dropping his head	That is a break request. Honor it with the three minute sand timer, then invite him back with one gesture.
Anyone refusing to start work	Cut the task to its first step, do that step together, and praise it. Momentum matters more than completion today.

- NEVER DO
- Never remove the PECS book, the AAC tablet, or schedule cards as a consequence.
 - Never hold the class in from recess; movement is regulation here, not a reward.
 - Never open the hallway door during transitions until every student is seated.

IF A STUDENT LEAVES THE ROOM

If DP or anyone else leaves the room, send Ms. Whitfield after them and call the office at extension 200. Stay with the class. Walk, never chase; running turns it into a game.

IF EVERYTHING IS ESCALATING

If the room tips, drop your volume instead of raising it and turn the lights half off. Give every student something to hold or a job to do, let the paras take the students they know best, and restart at the next schedule card instead of finishing the one that fell apart.

NOTES

dismissal is the
highest-stakes moment
of the day

who leaves when, and
where things live

five minutes before you
leave; the teacher reads
this first

Contacts, Emergencies & Dismissal

WHO TO CALL

Office	Ext. 200
School Nurse	Ext. 214, Nurse Owens
Crisis / Behavior Support	Ext. 230, Ms. Franks
Teacher Next Door	Room 6, Mr. Patton

EMERGENCY PROCEDURES

Fire: out the classroom's outside door, left along the blacktop, line up at the basketball hoop. Lockdown: lights off, students seated behind the cubby wall, red folder and roster go with you.

DISMISSAL & TRANSPORTATION

At 2:20 walk the bus riders to the front loop: DP rides bus 4 and is handed to the driver by name, RB and SJ ride bus 9 together. KT is picked up at the gym door; check the ID against the list in the red folder every time, even if the adult greets him warmly. LM stays for the after-school program; Ms. Whitfield walks her there. Nobody leaves with an unlisted adult.

Services & Room Logistics

TIME	STUDENT	SERVICE	PROVIDER	WHERE
9:00	SJ	Speech	Mrs. Iqbal	Speech room
9:30	KT	Speech	Mrs. Iqbal	Speech room
12:30	DP	OT	Mr. Han	OT room

AAC & DEVICE RULES

KT's tablet is his voice and it goes everywhere he goes, including recess. It charges on the counter during rest time only. Model on it while you speak; never hand it to another student.

WHERE TO FIND IT

YOU NEED	IT LIVES
Visual schedule cards	Rail under the whiteboard
Red emergency folder	Wall pocket by the door
File folder tasks	Purple crate under the kidney table
Allergy card	Inside the snack cabinet door
Sand timers and ear defenders	Basket on the teacher desk

End-of-Day Report Back

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