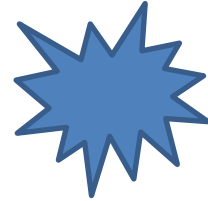




## “I was a Superstar for the Substitute”



**Rationale :** Substitute teachers can make or break a day in the life of students and staff. They come into classrooms not knowing students, climate, or expectations. The materials provided here are a base for schools to work from, in order to support classrooms when substitutes, or other coverage by school personnel, are required.

### **Materials :**

**PBIS Substitute Folder:** Multiple copies with the following included :

- School-wide Matrix with Expectations and procedures clearly defined.
- T-Chart of Classroom and Office Managed Behaviors
- Check In Check Out procedures
- School Roster of all personnel in the building and phone numbers
- Map of the school
- Description of school based acknowledgment system
- Substitute Cool Tool: to be used the day before an anticipated absence by the classroom teacher OR the morning of the absence by either another staff member or if necessary, the substitute themselves. (This should also be added to the school’s Cool Tool Collection)
- ❖ “I was a Superstar for the Substitute” certificate :  
*Purpose:* To recognize those students who demonstrated safe, responsible, and respectful behaviors throughout the day (s) a substitute was in their classroom.
  - Suggest printing many copies at the beginning of the year on brightly colored paper or cardstock if available. (That’s why the star is not in color ☺) CMDC is a good place for card stock, or place an order from Duplicating.
  - Put at least thirty in the folder and replenish as often as needed. Keep lots of extras in the office, or have teachers keep in classroom, though I think office might be better.

### **Ideas for use:**

- Leave for classroom teacher to enter into a classroom drawing when he/she returns.
- Leave for classroom teacher to post in the room.
- Turn in to the office at the end of the day. They can be posted on a special board, announced during the next morning announcements, entered into a special drawing, turned in for 5 or 10 of the schools’ regular acknowledgment token.....add your great ideas here.....