

Substitute Teacher Binder

Inside: our schedule, procedures, seating chart, contacts, emergency plans and a page for your notes.

TEACHER	GRADE OR SUBJECT	ROOM	SCHOOL
WELCOME			
QUICK FACTS	DETAILS		
School Hours			
Parking			
Sign In and Keys			
Today's Lesson Plans			
Attendance Is Due			
Lunch and Recess			
My Duties			
Staff Restroom and Lounge			
Copies and Supplies			
Projector and Computer			
Dismissal			
If There Is Extra Time			

[illegible]

Class Procedures

How we do things every day. The class knows these well, so ask a helper to show you.

PROCEDURE	HOW WE DO IT
Morning Arrival	
Attendance and Lunch Count	
Getting Attention	
Restroom and Water	
Pencils and Supplies	
Turning In Work	
Early Finishers	
Lining Up and Hallways	
Technology	
Behavior and Rewards	
Dismissal	

Seating Chart and Students to Know

FRONT OF ROOM

1 _____	2 _____	3 _____	4 _____	5 _____	6 _____
7 _____	8 _____	9 _____	10 _____	11 _____	12 _____
13 _____	14 _____	15 _____	16 _____	17 _____	18 _____
19 _____	20 _____	21 _____	22 _____	23 _____	24 _____
25 _____	26 _____	27 _____	28 _____	29 _____	30 _____

STUDENT	WHAT TO KNOW	WHAT HELPS

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Notes for the Teacher

Please fill this in during the day and leave it on my desk. Thank you.

SUBSTITUTE		DATE	PHONE OR EMAIL
CLASS OR TIME	WHAT WE DID		HOW IT WENT
ABSENT STUDENTS		STUDENTS WHO WERE A GREAT HELP	
STUDENTS WHO HAD A HARD TIME		MESSAGES, VISITORS AND ANYTHING ELSE	