



SUBSTITUTE TEACHER FOLDER

Teacher _____
 Grade _____
 Room No. _____

EMERGENCY PROCEDURES & CONTACTS

Fire Drill _____
 Severe Weather _____
 First Aid _____
 Behavior Emergency _____



Are butterflies really made of butter?

Why do birds fly?

Why do cats meow?

Why do you twitch when I ask you questions?

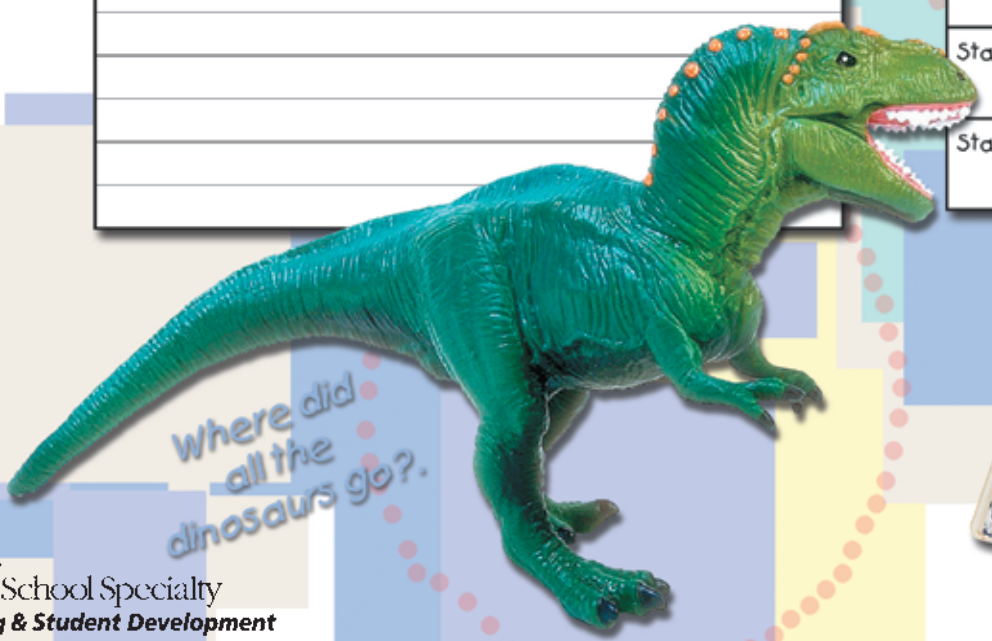
Why?



ADDITIONAL INFORMATION

EMERGENCY NUMBERS

Police _____
 Police (Non Emergency Number) _____
 Mental Health / Substance Abuse Help Line _____
 The Poison Center _____
 State Patrol _____
 State Patrol (Road Conditions) _____



Where did all the dinosaurs go?!



Something smells weird over here!

School Specialty
 Planning & Student Development
 HAMMOND & STEPHENS
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SUBSTITUTE TEACHER FOLDER



DAILY SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
	Lunch	Lunch	Lunch	Lunch	Lunch
PM					



The dog ate my homework!



I didn't do it!

SCHOOL SCHEDULE

School Begins	AM Break	Lunch	School Resumes	PM Break	Dismissal

Does an "F" mean Fantastic?

I think there is something wrong with the glue, it tastes funny.

"WHERE TO FIND" LIST

Joey's eating my crayons!

Free Time Activities _____



AUDIO-VISUAL EQUIPMENT

Discipline Techniques _____
 Rewards _____
 Signs _____

CLASSROOM MANAGEMENT

- Opening Procedures
- Seating Charts
- Lesson Plans
- Class List
- Bus List
- School Rules
- Map of the School
- Lunch Procedures
- Study Groups
- Free Time Activities
- Children Who Have Special Needs
- Medication & Allergies
- Evaluation of the Day
- Other _____

REVIEW OTHER INFORMATION INCLUDED

CLASSROOM RULES / ROUTINES

SPECIAL CLASSES / LOCATIONS

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

GET HELP FROM

Teachers _____ Room No. _____

Reliable Students _____

Principal _____

Assistant Principal _____

Secretary _____

Counselor _____

Nurse _____

Nurse's Schedule _____

First Aid Contact _____

Transportation _____

Custodian _____

EXTRA CLASS DUTIES

STUDENTS WITH SPECIAL NEEDS

1. Medication 2. Allergies 3. Disabilities

STUDENTS WHO ATTEND SPECIAL CLASSES

Name	Day	Time	Teacher	Room #

BREAKFAST - LUNCH - MILK COUNT AND MONEY

BATHROOM BREAK PROCEDURES

DISCIPLINE PROCEDURES

ATTENDANCE PROCEDURES

I left my lunch at home.



Why is the earth round and the sky blue?

Do you have any idea how nervous all these kids make me?



NOT FOR REPLICATION