

Sub folder

A folder for a substitute teacher is good to have in case you are absent. This sub folder can be used by a sub whether your absence is planned or unexpected. If your absence is planned, then you may have more precisely detailed plans; nonetheless, a good sub folder is always an excellent resource. You should keep your sub folder in a place that's easy to find with simple directions for conducting class. Having a great sub folder will make life easier for your substitute, and your class can proceed as though you were present.

Sub Folder Cover

Your sub folder cover can benefit from a bright color that's easy to see. Bright yellow or gold is a great color!

First Page

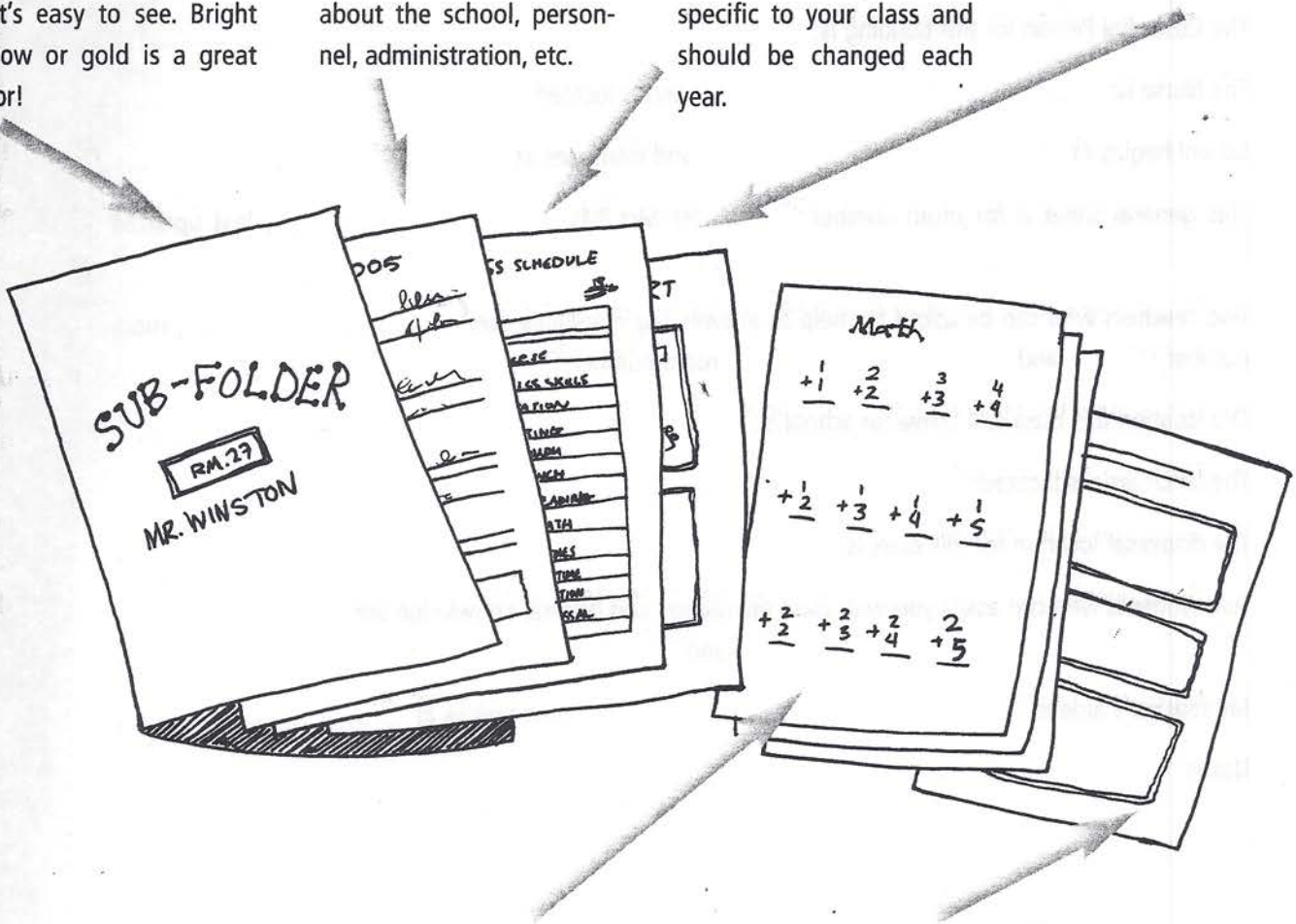
This page is dedicated to the general information about the school, personnel, administration, etc.

Second Page

This page contains your daily class schedule. It is specific to your class and should be changed each year.

Third Page

This page contains your class seating chart.



Keep It Simple

Remember that, with a sub folder, less is more. A substitute is usually there for only a day or two. Make your plans clear and concise.

Activity Sheets

These pages should be activities that a sub can reproduce and use in case he or she has nothing to conduct class with. Use three different subject areas, i.e., Math, Language Arts, and Science. You may also include emergency plans and extra student referral forms.

Sub Feedback Form

This sheet is designed for a substitute to leave feedback to you as to how the day went. This sheet holds students accountable for their behavior, because they know that you will be getting feedback on how the day went.

General Information for Substitute

Welcome!

School: _____

Address: _____ Phone Number: _____

The Principal is: _____ The Vice Principal is: _____

The Counselor is: _____ and is located _____

The Office Manager is: _____

The Custodial Person for this building is: _____

The Nurse is: _____ and is located _____

School begins at _____ and dismisses at _____

This general sheet is for room number _____ Mr./Mrs./Ms. _____ last updated _____

Two teachers who can be asked for help or answer any questions are: _____ room number _____ and _____ room number _____

The location this class will arrive for school is: _____

The lunch area is located: _____

The dismissal location for this class is: _____

Two students who can assist you with class operations and general knowledge are: _____ and _____

My teacher's aide is _____ and arrives at _____

Notes _____

Phone Extensions

Office: _____ Library: _____ Nurse: _____

Counselor: _____ Teacher #1: _____ Teacher #2: _____

Emergency: _____ Fire: _____ Police: _____

Other: _____ Other: _____ Other: _____

Planning for a Substitute

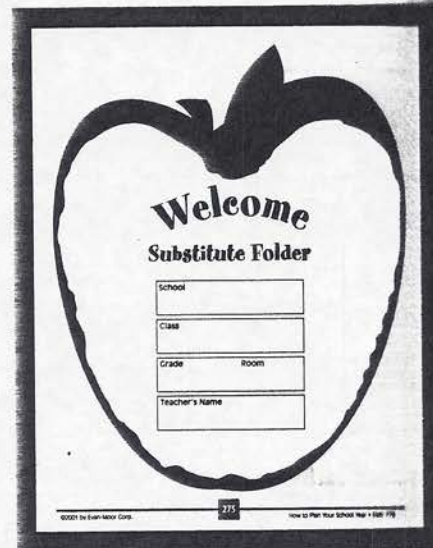
Prepare a Substitute Folder

With your class develop expectations for their behavior with a substitute. Let them know that you will be in communication with the sub. You expect the substitute to do a good job and you expect your class to do a good job.

Facilitate planning by preparing a substitute folder.

1. Cut out and laminate the sub folder cover on page 273.
2. Staple it to a pocket folder.
3. Reproduce and fill in the substitute forms on pages 275–285.
4. Place the forms in the folder. Be sure to include:
 - a class list with transportation information
 - a basic schedule or an alternative sub schedule
 - opening, attendance, lunch, and dismissal routines. Write out step-by-step directions for each.
 - a set of name tags for your students
 - a list of students who attend special classes and the schedule for these classes
 - a copy of the fire drill and other emergency procedures

When an emergency occurs and you don't have time to plan, you can be ready if you have run off the alternative sub plans found in this section. There is one plan for a primary day and one for an intermediate day. Each is a theme-based day with practice in reading, writing, and math.



Helpful Hint

Have a substitute folder ready when school begins. You never know when you might need it. There is nothing worse than getting sick and THEN having to write substitute plans.

Special Procedures

What to do if a parent wants to pick up a child directly from class:

How to reach the school nurse or office for assistance:

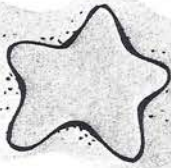
In case of student illness:

Fire drill procedure:

(See school map for route.)

Other emergency drills:

Students with special health conditions:



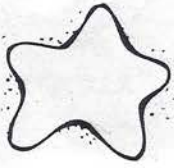
Discipline Plan



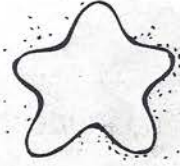
General Philosophy

Classroom Rules

Other School Rules



Discipline Plan



Discipline Techniques

Consequences

Reinforcements and Rewards
