

SUBSTITUTE FOLDER

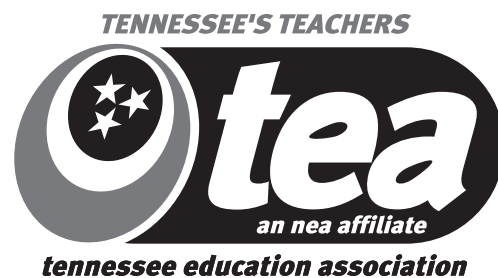
Teacher

Subject

Grade

Room

School



***Educating Our Children,
Engaging Our Parents, Empowering Our Schools***

WHERE TO FIND

Teacher editions of texts
Lesson plans
Extra pencils and crayons
School supply room
A.V. equipment
Class list(s)

PROCEDURES

- OPENINGS (lunch count, attendance, chores, etc.)

- LUNCH (time(s))

- DISMISSAL (Exact time. Are buses involved?)

- FIRE DRILL (Where does class report? How do they get there?)

- DISCIPLINE (What are your discipline, intervention or behavior modification procedures?)

Who (teacher, administrator) will be supportive in time of need?

■ PRIVILEGES

Restroom:

Drinking fountain:

Library:

Other:

■ OTHER PROCEDURES

Student illness during day:

Rainy days:

Class signals (voice, lights, other techniques)

Free time activities are:

S.O.S.

SURVIVAL OF SUBSTITUTES

You aren't planning on it right now, but sometime in your future you're going to miss a day of school.

This is the ideal time to begin preparation for that event because the questions you have now are the same questions a sub will have. Later, with the routine established, you may forget to think about such details.

Like the elves in the fairy tale, subs do your work when you're not there. And they'll do it best if, like the fortunate shoemaker, you make sure all the tools and materials are handy.

Use this "Substitute Folder" and keep it in a place anyone would logically look. If you move around a lot, jot a note in your plan or grade book as to the location of the sub file.

Here are some suggestions for what to include:

- Schedule of classes—regular classes; special classes day and time; alternate plan in case of cancellation of special classes.
- Names and schedules of students who leave the classroom for special reasons, e.g., medication, remedial or gifted programs, speech, etc.
- Class roll, including seating chart.
- Opening activities absentee report; procedures for reporting lunch count.
- Lesson plans or where to find the plan book.
- Alternate plans in case the lesson depends on resources you did not leave at school.
- Classroom rules and discipline procedures (include any district policies and notes about special cases).
- Location of all manuals and other materials to be used.
- Procedures for use of AV materials.
- Names and schedules of assistants and/or volunteers.
- Names of pupils who can be depended upon to help.
- Name and location of a teacher to call upon for assistance.
- Procedures for sick or injured children—location of nurse's office; district policy on dispensing medication; notes on allergies or special needs.
- Procedures for regular and early dismissal.
- Floor plan of building.
- Procedures for emergency drills.
- Names of faculty and staff who also work with your students.

Another issue to take care of once the year begins is that of preparing your students. Let them know exactly what you expect of them in the event of your absence. The younger students need to be reassured that you will return, the older ones that you will be in possession of information about their behavior and progress.

**For information on substitute membership,
see your Association Representative or contact**



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