

# Substitute Teacher Info



## INTRODUCTION

Be prepared for unforeseen circumstances! Creating a Substitute Teacher Information folder is a great way to plan ahead.

### *Karen's Tips:*

- Post in a prominent and easy-to-access place;
- Compile all pages of this document in a duo-tang, folder or on a poster board for presentation;
- Post on your teacher bulletin board, include your day book, hang on a filing cabinet OR anywhere else you can think of where it will be visible.

## INCLUDED IN THIS DOCUMENT ~

### *Cover of Folder: Page 1*

- Teacher's daily schedule
- Start and Finish Times

### **Enclosure: Page 2**

- School Schedule
- Getting Help
- Attendance Procedures
- Opening Exercises

### **Enclosure: Page 3**

- Children with Allergies
- Need To Know (Fieldtrips & Medication)

### **Enclosure: Page 4**

- Children With Special Needs

### **Enclosure: Page 5**

- Where To Find . . .
- Other People In Our Class

### **Enclosure: Page 6**

- Classroom Management (Duties & Classroom Routines)

### **Enclosure: Page 7**

- Discipline
- Emergency Procedures

*Consider including the following as inserts . . .*

- |  |
|--|
| - Map of School/Yard Duty designations                     |
| - Class List   |
| - Seating Chart  |
| - Bus List   |
| - Familiar Student Games List & Instructions If You Choose |

**Ready-To-Print**

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## MY DAILY SCHEDULE

\*SAMPLE: 5-Day Cycle/4 Blocks per day

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BLOCK 1</b> 8:30-9:45 a.m.					
9:45-10:00 a.m.	RECESS	RECESS	RECESS	RECESS	RECESS
<b>BLOCK 2</b> 10:00-11:15 a.m.					
<b>LUNCH</b> 11:15-12:15 includes recess					
<b>BLOCK 3</b> 12:15-1:30 p.m.					
1:30-1:45 p.m.	RECESS	RECESS	RECESS	RECESS	RECESS
<b>BLOCK 4</b> 1:45-3:00 p.m.					
<b>DISMISSAL</b> 3:00 p.m.					



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## MY DAILY SCHEDULE

\*SAMPLE: 6-Day Cycle

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
<b>BLOCK 1</b> 8:30-9:45 a.m.						
9:45-10:00	RECESS	RECESS	RECESS	RECESS	RECESS	RECESS
<b>BLOCK 2</b> 10:00-11:15 a.m.						
<b>LUNCH</b> 11:15-12:15 includes recess						
<b>BLOCK 3</b> 12:15-1:30 p.m.						
1:30-1:45 p.m.	RECESS	RECESS	RECESS	RECESS	RECESS	
<b>BLOCK 4</b> 1:45-3:00 p.m.						
<b>DISMISSAL</b> 3:00 p.m.						





### SCHOOL SCHEDULE

School Begins At:  
A.M. Recess:  
Lunch:  
Lunch Recess:  
School Resumes At:  
P.M. Recess:  
Dismissal:



### GETTING HELP

Feel free to ask these people for help if you need assistance!

Teacher	Room#/Location

### ATTENDANCE PROCEDURES

**Teacher Routines:**

**Student Routines:**

### OPENING EXERCISES

What do the opening procedures entail?  
(e.g. National Anthem, Announcements, Attendance, Prayer, etc.)

What is the order?

- 1.
- 2.
- 3.

### CHILDREN WITH ALLERGIES

Student Name	Allergy	Location of Epipen

### IN CASE OF EMERGENCY

- 1.
- 2.
- 3.

**NEED  
TO  
KNOW**

### FIELDTRIPS & MEDICATION

*Take the following medication on the trip: (e.g. epipen)*

Name of Student	Medication	Keep In This Place ✓

Emergency Phone Number/s:



### CHILDREN WITH SPECIAL NEEDS

Student's Name	Details



### FOR YOUR INFORMATION

#### OTHER PEOPLE IN OUR CLASS

Teachers?

French, ESL, Resource  
teacher names?

Parent Volunteers?

Student Teachers, Co-op  
Students?

### WHERE TO FIND

Item	Location
Attendance	
Daily Lesson Plans	
Teacher Manuals	
Art Supplies	
Schedules (inclement weather, duties)	
[Other]	

**CLASSROOM  
MANAGEMENT**

**DAILY TEACHER DUTIES**

Be sure to check these enclosed schedules:

- ◆ Yard Duty
- ◆ Remedial/Support Schedule
- ◆ Inclement Weather
- ◆ Intramural/Coaching



**CLASSROOM ROUTINES**

<b>Entrance</b>	What do students do when they enter the room? HOW should they enter the room?
<b>Morning Announcements</b>	Are there any? National anthem?
<b>Attendance</b>	How is it done? How does it get to the office?
<b>Recesses</b>	Do students have responsibilities during recess? Do any attend clubs or sports?
<b>Lunch Time</b>	What do students do after eating and prior to the bell? How does clean-up take place?
<b>Washroom Use</b>	How do students indicate to the teacher that they need to use the washroom? Are there any students with special washroom needs? Are there special needs students who require other assistance?
<b>Quiet Signal</b>	Does the teacher use a signal to get attention?
<b>In The Halls</b>	What is the policy when students linger?
<b>Dismissal</b>	Is homework reviewed prior to dismissal? How do you determine how the class exits?
<b>Other</b>	

## DISCIPLINE

### Tips:

- How would you recommend a supply teacher deal with discipline problems? (What do YOU do?)
  - Is there a school policy they should be aware of?  
*Consider* . . . when do they deal with an issue themselves and when should they speak with the Principal or Vice-Principal?
- Suggest the supply teacher leave a note for your info.



## EMERGENCY PROCEDURES

### *Consider:*

- ◆ How to signal the office . . .
- ◆ Is a cell phone/walkie talkie used while on yard duty? What do you do when there is an emergency outside?
- ◆ First Aid procedure - where are the band-aids?

Emergency	Procedure
Fire Drill	Who does what, where is the exit and where does the class go? What happens in the gym? Where is the class list or register?
Behavior	What do you do when you when you have a situation that requires other assistance?
Other	
Other	