

11/05/08



Substitute Teacher Instructions

Date _____

Dear Guest Teacher:

Thank you for taking my class in my absence. Please take attendance and let me know who was absent. If you would, please complete the last page of this packet (Feedback Form) telling me how things went, who was most helpful, and what the class accomplished. The following information will help you navigate the day, which I hope goes well! Remember, if there is a serious issue (e.g., any type of injury, serious behavior infraction, etc.), please let the principal know as soon as possible.

Sincerely, _____

Schedule
Start Time
Dismissal
Recess
Duty Responsibilities
Specials and Times

Resource Locations		
In guest teacher folder <i>Class roster</i>	In guest teacher folder <i>Lesson plans</i>	In guest teacher folder <i>Lunch envelopes, milk sheets</i>
On tables/in chair pockets <i>School supplies</i>	Overhead on cart <i>Audio/visual equipment</i>	<i>Teachers' Lounge</i>
<i>Other</i>	<i>Other</i>	<i>Other</i>

Administrative Contacts		
_____ <i>Principal</i>	_____ <i>Room number</i>	_____ <i>Phone</i>
_____ <i>Other – Title/Role</i>	_____ <i>Room number</i>	_____ <i>Phone</i>
_____ <i>Other – Title/Role</i>	_____ <i>Room number</i>	_____ <i>Phone</i>
_____ <i>Aide/Helper in Room</i>	_____ <i>Teacher to contact/Rm. #</i>	_____ <i>Phone</i>

11/05/08

 **Student Information** 

Students needing special attention:

Students with medical concerns:

Students who will be helpful:

Students who will leave room for extra support/time:

 **Classroom Policies** 

Water fountain _____

Hand washing _____

Restroom _____

Pencil sharpener _____

Illness _____

 **Managing the Classroom** 

Quiet signal "1, 2, 3, eyes on me" or raise hand and say "give me 5."

Classroom rules 4 simple rules—Be safe, Be responsible, Be respectful, Always try.

Rewards

<i>Good report to me!</i>	_____
_____	_____
_____	_____

Behaviors

<i>Behavior</i>	<i>Consequence</i>
_____	_____
<i>Behavior</i>	<i>Consequence</i>
_____	_____
<i>Behavior</i>	<i>Consequence</i>
_____	_____

 **Emergency Drills** 

Fire Drill

Instructions _____

Earthquake Drill

Instructions

Lock Up

Instructions

Lock Down

Instructions

Directed Response

Instructions

Clear the Room

Instructions
