

## **SUBSTITUTE FOLDER GUIDANCE**

**OFFICE FOLDER** - In the office folder for substitutes, please include these items:

- Help or Assistance Support Process & Number
- Phone Extension List
- Building Map
- Evacuation Map
- Announcement information
- Attendance form or process
- Technology guidance (laptop/iPad checkout)
- Arrival time and guidance
- Lunch count process (as needed)
- Dismissal time and guidance

**DISTRICT PROVIDED:**

- Behavior Matrix
- Teacher/Office Learner Management Guidance (may be specified for the building)
- CHAMPS and/or other behavior guidance for common spaces
- Computer login instructions
- My School Bucks QR for ordering themselves lunch
- TEAMS guidance as needed
- Feedback survey may be specified for the building

**CLASSROOM FOLDER:** In the classroom folder for substitutes, include these items:

- A class list and/or seating chart as appropriate
- Team leader or support person designation
- Morning meeting/Responsive classroom guidance (as needed)
- A copy of Clever badges for elementary
- Red bucket location
- Lesson Plans
- Snack guidance/milk break list
- Medical needs for learners – including allergies
- IEP or Behavior Plan snapshots for specific learners
- Transportation Checklist – bus, pick-up, walkers, etc.

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.