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**4. Description of class routines**

|                               | <b>Routines</b> |
|-------------------------------|-----------------|
| <b>Classroom</b>              |                 |
| <b>Restroom</b>               |                 |
| <b>Pencil Sharpener</b>       |                 |
| <b>Water Fountain</b>         |                 |
| <b>Recess/Break</b>           |                 |
| <b>Lunch</b>                  |                 |
| <b>Hall &amp; Hall Passes</b> |                 |
| <b>Free Time/Break</b>        |                 |
| <b>Activities</b>             |                 |
| <b>Computer</b>               |                 |
| <b>Before leaving</b>         |                 |
| <b>Bus Duty</b>               |                 |
| <b>Notes:</b>                 |                 |

### 5. Teacher's Schedule

| Time                   | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------|--------|---------|-----------|----------|--------|
|                        |        |         |           |          |        |
|                        |        |         |           |          |        |
|                        |        |         |           |          |        |
|                        |        |         |           |          |        |
|                        |        |         |           |          |        |
|                        |        |         |           |          |        |
|                        |        |         |           |          |        |
|                        |        |         |           |          |        |
| <b>Special Duties:</b> |        |         |           |          |        |

### ***EMERGENCY PROCEDURES***

**The emergency drill and evacuation procedures are located:**

**Fire alarm is located:**

**Tornado procedures are located:**

## SCHOOL PERSONNEL

| Title              | Name | Extension |
|--------------------|------|-----------|
| Principal          |      |           |
| Vice Principal     |      |           |
| Secretary          |      |           |
| Attendance Officer |      |           |
| Nurse              |      |           |

### 6. Classroom Management Ideas:

Quiet Signal:

Other Signals:

Acceptable Rewards:

Discipline Techniques:

- Write **Recess** or **Break** on the board and erase one letter each time the class is disorderly.
- **Behavior Form**. Inform substitute to complete the form and put on any disruptive student's desk stating that the form will be disposed of at the end of the class (or day) *if* the student's behavior improves.

### 7. School Policies

The Classroom Rules, Discipline Plan and/or School Discipline Plan are located:

| Misbehaved Student | Explanation |
|--------------------|-------------|
|                    |             |
|                    |             |
|                    |             |

Special notes about discipline for substitute teachers:

**8. Emergency Lesson Plans** Choose and print a grade level/subject area appropriate lesson plan for the substitute's folder. Suggested Sites: See Substitute Packet (<http://jc-schools.net/tutorials/substitute.htm>).

**9. Extra Time Fillers** See Substitute Packet (<http://jc-schools.net/tutorials/substitute.htm>).

**10. Need Help? (names & locations of teachers who will assist)**

| Teachers available to offer assistance | Location/ Extension |
|--|---------------------|
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|  |                     |
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