

THINGS TO LEAVE FOR A SUBSTITUTE

- Evacuation Plan
- Discipline Plan
- Nurse Passes
- Buddy Rooms
- Map of school
- List of students to watch
- Extra time stuff
- Daily Schedules
- Student's health problems
- Flag books
- Good clear lesson plans
- Student's Groups-Special classes
- Name tags on desks
- Good helpers
- Answer key to worksheets
- Duties
- Bus/Parent pick-up
- Important telephone numbers/extensions
- Number for principal
- Post-It notes on teacher manuals
- Clean room
- Rewards
- Seating chart
- Bathroom procedures
- Specials
- How to Hand in papers
- Contact teachers
- Line up procedures
- Routine day
- What to do when done with work
- Phone numbers of students
- Emergency info (students with allergies)
- Helper list with job description
- Reliable students
- Schedule for Special Education or Speech students
- Duty schedule-Lunch/Recess procedures and before/after school duties
- "Buddy" teacher
- How to do morning procedures
- Where to the papers go after the students have finished them?
- What comes next?
- What happens to students who misbehave?
- Classroom jobs
- Can the students run the classroom?
- Attendance specials

- Homework tests
- Contact numbers
- Detailed plans
- Helpers
- Behavior problems
- Special Education students
- Behavior plans
- Teachers to ask for help
- Where substitutes eat
- Attention getters
- People to contact for help
- Where to find everything
- First Aid Kit
- Special medical/religious situations
- Our phone number
- What they're absolutely not allowed to do
- Sponge activities
- Agenda/Times
- Jobs
- Time out room/help
- What is the classroom management system?
- Classroom dynamics
- Classroom fillers
- Class work materials
- "How the day went" sheet/report
- Special events of the day
- Chocolate
- Staff RR
- Leave money for soda
- Key to bathroom
- How to take attendance
- Signals
- Emergency procedures