

Substitute Handbook

This handbook is designed just for you – to help take the hassle out of those days you can't be at school, whether due to an emergency or a planned absence.

The book is divided into two sections:

Part One – Forms to share schedules and organizational information vital to the smooth operation of your classroom.

Part Two – Forms for your lesson plans and already-done-for-you special day lessons to fall back on when there's no time to plan.

There are lots of ways you can put this book to use. Here's just one suggestion:

- Choose the pages that are appropriate to your needs.
- Make photocopies of these pages.
- Fill in the information as soon as you know it; some can even be done before the new year begins. Consider using pencil so that changes can be made more easily.
- Hole-punch the pages and place in a binder with tabbed sections such as:
 - Schedules & Lists
 - Procedures
 - Lesson Plans
 - "Filler-Activities"
- Copy all the worksheets and awards that will be needed to carry out your plans and place them in large, labeled envelopes. Leave the binder and envelopes in an accessible spot.
- Gather all materials – literature books, art supplies, etc., and place them in a container labeled "For the Substitute."

Planning ahead will insure that both your sub and your students experience a successful day. And your return will be a calm and happy one.

What is in this Book?

How can this book help you?

Part 1 *Helpful Forms and Information Sheets*page 3

Use the forms in this section to share information a substitute might find helpful when working with your class.

Part 2 *Teaching Ideas and Units to Help Your Substitute....*page 17

The ideas in this section will help you plan a day for a substitute. These plans can offer your students activities that will insure a positive experience.

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Important People to Know at School



Principal: _____



School Secretary: _____



School Nurse: _____



Librarian: _____

Classroom Assistant: _____



Other Teachers at this Grade Level: _____







Ask these people if you are stuck: _____







Custodian: _____



Other: _____



School's Daily Schedule

Class begins: _____

Morning Recesses: _____

Lunch: _____

Afternoon Recesses: _____

Dismissal: _____

Lunch Count Procedures and Regulations: _____

School Bus Schedule and Pick-up Areas: _____
