

SUBSTITUTE FOLDER

UTAH
E D U C A T I O N
A S S O C I A T I O N

TEACHER _____

SUBJECT _____

GRADE _____

ROOM # _____

DO NOT DUPLICATE THIS FOLDER WITHOUT WRITTEN PERMISSION
FROM THE UTAH EDUCATION ASSOCIATION

Principal _____ Secretary _____
Assistant Principal _____ Office Phone Number _____

For information on classroom procedure ask:

_____ OR _____
Teacher Room Student
_____ OR _____
Teacher Room Student

Daily Schedule

TIME	Monday	Tuesday	Wednesday	Thursday	Friday

Recess: Morning _____ to _____ Noon _____ to _____ Afternoon _____ to _____

Children with special needs: (physical, emotional, medical, etc.)

Children who go to special classes and their times:

Additional information or instruction:

Where to find:

Teacher Editions of Texts: _____

Lesson Plans _____

Extra Pencils and Crayons _____

School Supply Room _____

A.V. Equipment _____

Class List(s) / Seating Chart _____

Procedures:

Openings (Lunch count, attendance, chores, etc.) _____

Lunch (Time(s), duty. Do you eat with students?) _____

Dismissal (Exact time. Are busses involved?) _____

Fire Drill (Where does class report? How do they get there?) _____

Discipline (What are discipline, intervention, behavior management, or behavior modification procedures?) _____

Who (Which teacher, administrator, will be supportive in time of need?) _____

Hall Passes (Circumstances in which they are allowed and to where- restroom, library, drinking fountain, media center, classroom computer use, etc.) _____

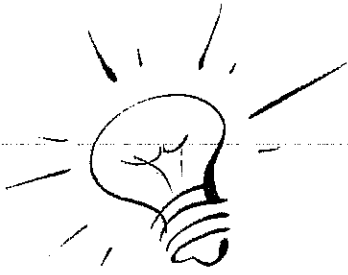
Student Illness _____

Rainy Days _____

Class Signals (voice, lights, or other techniques) _____

Free Time Activities _____

Names of parents, or other helpers, and their duties _____



IT'S A GOOD IDEA TO...

- ⊙ Follow the teachers' lesson plans. Incorporate your own ideas only if there is extra time.
- ⊙ Be neat in your appearance.
- ⊙ Introduce yourself to the teacher next door. This gives you a contact when you have questions about schedules, materials, or discipline.
- ⊙ Establish your rules and expectations very clearly at the beginning of each class.
- ⊙ Create your own seating chart if the teacher did not leave one.
- ⊙ Have a couple of extra pens or pencils with you for students who have "forgotten" their own. Be sure to collect a student I.D., etc., as collateral.
- ⊙ Send only one student at a time when students need to use the restroom, library, etc.
- ⊙ Remind students it is best that you have their correct names so the wrong student does not get in trouble.
- ⊙ Never let a class go early for lunch, to the next class, or home at the end of the day. If there is a real question as to whether or not you should, talk to the teacher next door.
- ⊙ Be assertive to show your authority. Use statements such as:
 - I need you to start reading now
 - I want everyone to pass their papers forward
 - I don't need...
 - I don't want...
- ⊙ Do not let students manipulate you by protesting, "We never do it that way."
Calmly tell them, "I understand, but today we will read aloud instead of silently."
- ⊙ Do not sit at the desk or stand at the front of the classroom the entire class period. Moving around allows you better control of the class.
- ⊙ Make sure all sets of books and other materials are collected before students leave.
- ⊙ Always leave the classroom as neat or neater than you found it.