



## TEACHER'S GUIDE FOR THE SUBSTITUTE

Teacher \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_ Date: \_\_\_\_\_

1. The principal's name is: \_\_\_\_\_ Asst. Principal's name: \_\_\_\_\_

*Discipline referrals are sent ONLY for serious offenses, such as fighting disrespectful behavior, and the use of foul language.*

Secretary's Name: \_\_\_\_\_ Nurse's Name: \_\_\_\_\_

2. The Department Chair for \_\_\_\_\_ department is \_\_\_\_\_ Rm. # \_\_\_\_\_

3. You will find the following items in the places indicated below:

Lesson Plans	
Contingency Plan	
Class Schedule	
Attendance Slips ( <b>due no later than 10:00 a.m.</b> )	
Teacher's Editions	
Class List	
Seating Chart	
Gradebook	
Hall Pass	

4. Substitute should be in the classroom to start the day no later than (time) \_\_\_\_\_

5. I have duty on the following dates throughout the year:

\_\_\_\_\_  
\_\_\_\_\_

6. Students are not allowed inside the classroom without the substitute present.

7. Students eat breakfast in the classroom at \_\_\_\_\_ a.m. Announcements are at \_\_\_\_\_ a.m.

9. Do not let students out of the room by themselves unless necessary and only with a hall pass.

10. My schedule is as follows:


11. Students that attend special programs or that are scheduled to participate in a school sponsored activity during class time are:

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12. Lunch time is from \_\_\_\_\_ to \_\_\_\_\_. Pick up students promptly at \_\_\_\_\_ (location) \_\_\_\_\_ (time). During inclement weather, students will be picked up at \_\_\_\_\_. Also pick up students promptly after lunch and PE.

Dependable students who can help you are:

\_\_\_\_\_

13. My discipline procedures as per the student code of conduct are:

First Warning:

Second Warning:

Third Warning:

Severe Violation

**IMPORTANT:** Please fill out the **Teacher Substitute Self Report** located in substitute folder left by the teacher and leave for the teacher to read.