

# **SUBSTITUTE TEACHER FOLDER**

## **CONTENTS**

TEACHER'S LESSON PLAN

TEACHER'S SCHEDULE, BELL SCHEDULE AND TEACHER'S DUTY

TEACHER'S GENERAL GUIDESHEET FOR CLASSROOM PROCEDURES

UP-TO-DATE CLASS LISTS

EMERGENCY PROCEDURES

Emergency building evacuations

Danger in the building

Fire drill procedures

Tornado drill procedures

Building floor plan with fire exits marked

Tornado drill evacuation instructions

SEATING CHARTS (IF APPLICABLE)

DISCIPLINE REFERRAL FORMS

EMERGENCY LESSON PLAN

SUBSTITUTE TEACHER REPORT FORMS TO BE RETURNED TO THE  
PRINCIPAL

TEACHER'S REPORT FOLLOWING AN ABSENCE FORMS TO BE COMPLETED  
BY TEACHER AND RETURNED TO PRINCIPAL

A COPY OF THE STUDENT HANDBOOK SHOULD BE ON THE TEACHER'S  
DESK.

---