

Substitute Binder:

You should have the following:

1. Bell schedule
2. Evacuation map and procedure for your room
3. General classroom rules/idiosyncrasies of your room
4. Overview of how the day will go:
 - a. Outline of the day, broken down by class period and expectations including where the lesson they are doing fits in with the overall structure of the course for each class.
 - b. Any concerns about general class management
 - c. Any expectations of TA's
 - d. End of day routine (chairs up, etc)
5. Specific lesson plans for each class (use the substitute template supplied by administration) and highlight the substitute evaluation portion at the end that you want them to fill out. Also make sure that you have identified any accommodations needed for students with IEPs/504s.
6. Lists and locations of any materials they will need
7. For each class period:
 - a. Class roster for attendance (you want to know who was absent or tardy)
 - b. Seating chart with a couple of students identified who can be relied upon for help as needed