Substitute Teacher Binder Teacher Resource

Grades K-5 | File inventory and page list

Files in the download (product.zip)

Substitute-Teacher-Binder.pdf	18 printable pages
Answer-Key.pdf	3 pages, answers in red
Teacher-Instructions.pdf	2 pages: skills, page list, teaching ideas
README.txt	how to use, file list, license summary

Pages in the main PDF

1. Binder cover
2. Welcome letter (fill in the blanks)
3. Class and school information
4. Daily schedule
5. Class roster and attendance (28 students)
6. Seating chart (30 desks)
7. Classroom procedures (8 routines)
8. Behavior plan and rewards
9. Emergency procedures summary
10. Important student information (allergies, medical, accommodations)
11. Helpful students, jobs and technology notes
12. Emergency sub plan (no-prep day outline)
13. Emergency activity: All About Me writing
14. Emergency activity: mixed math review (grades 2-3) (key)
15. Emergency activity: reading passage and questions (key)
16. Emergency activity: words from TEACHERS (sample answers in key) (key)
17. Sub notes (end-of-day report)
18. Thank-you page for the substitute (students can sign)

The following 3 pages are watermarked samples. The download contains every page above, unwatermarked.

PREVIEW - Substitute Teacher Binder Teacher Resource - full set in the download

Substitute Binder

Everything you need for a smooth day

SAMPLE

Teacher: _____

Room: _____

Grade / subject: _____

School: _____

Office phone / extension: _____

School year: _____

Welcome! Thank you for being here today. Please read the pages in this binder in order. Today's plans are in the folder at the front. The emergency folder is by the door.

PREVIEW - Substitute Teacher Binder Teacher Resource - full set in the download

Classroom Procedures

Arrival and morning routine

Attendance and lunch count

Bathroom and water

Getting quiet (attention signal)

Pencils, supplies and early finishers

Lining up and hallways

Lunch and recess

Dismissal (buses, car riders, walkers)

SAMPLE

PREVIEW - Substitute Teacher Binder Teacher Resource - full set in the download

Emergency Sub Plan (No-Prep Day)

Use this plan if regular plans are not available. Copies of the activity pages are in the binder pocket.

Time block	Activity
Morning work	All About Me writing page (page 13). Students write and draw; share two volunteers.
Read aloud	Read a picture book or chapter from the class library. Ask: Who is the main character? What is the problem?
Reading	Paper Airplane Contest passage and questions (page 15). Read aloud first for younger students.
Math	Mixed Math Review (page 14). Early finishers: draw a picture that shows one problem.
Word work	How many words can you make from TEACHERS? (page 16). Share the longest word.
Afternoon	Drawing and writing: My Perfect Day (back of page 13 or blank paper). Class game: Four Corners or Silent Ball.
End of day	Students tidy desks, stack chairs if required. Fill in the Sub Notes page (page 17).

SAMPLE