

SUBSTITUTE TEACHER ESSENTIALS

Idea Booklet and Pocket Folder Organizer

**"FOR BOTH REGULAR
AND SUBSTITUTE TEACHERS!"**

WAYS TO USE THE POCKET FOLDER ORGANIZER!

Put everything you need in one folder for a successful day of Substitute Teaching!

- Weekly Lesson Plans
- Class List
- Class Schedule
- Substitute Teacher Daily Reports
- Procedure and Management Lists
- Seating Chart
- Suggested Activities
- Copy of School and Class Rules

WAYS TO USE THE SUBSTITUTE TEACHER IDEA BOOKLET!

REPRODUCIBLE PAGES - Most of the pages can be reproduced and used again and again. Make sure you keep the original pages in the pocket folder for future use.

SUBSTITUTE TEACHER DAILY REPORT - Use these reports to notify the regular teacher about the happenings in the classroom while he or she was out.

REPRODUCIBLE FORMS - Use these forms to notify the substitute of your "Class Schedule," "Lesson Plans," "Things You Need To Know!," "Seating Chart," etc.

CHECK LISTS - Use these quick check lists for both Regular and Substitute Teachers.

AWARDS - Four cute awards to use anytime!

LEARNING ACTIVITIES THAT DON'T NEED MUCH PREPARATION - These fun ideas can be adapted to a variety of grade levels and help to fill in those moments when students finish their work early or just for the fun of it!

WELCOME BACK APPLE - Invite children to write their regular teacher a cheery "Welcome Back" letter using this reproducible pattern.

ANY-STORY MINI-BOOK - With these pages, students will love making their own mini-books after hearing or reading a story on their own!

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HOW TO BE A GREAT SUBSTITUTE TEACHER!

Here are a few ideas to help you have a happy, productive day.

BEFORE SCHOOL BEGINS:

- Arrive at school thirty minutes early.
- Acquaint yourself with the day's lesson plans and prepare for any special happenings or specific instructions.
- Write your name on the class board.
- Familiarize yourself with the teacher's schedule including recess, lunch and dismissal times. (You may want to post this on the class board.)
- Greet the students at the door with a smile.

FIRST FEW MINUTES:

- Introduce yourself to the students.
- Take attendance and lunch count.
- Tell them a little about yourself, such as; hobbies, interests, family, etc.
- Read to the class any pertinent information or instructions from the teacher.
- Remind the students that they are expected to follow all class rules and procedures.

THROUGHOUT THE DAY:

- Keep the students busy. Follow the lesson plans but also have available filler activities for students that finish early.
- Tell students when they are well behaved or are working well.
- Have a sense of humor! Tell the students an appropriate riddle or joke. (This could be a lead-in to a fun creative writing assignment.)
- Make sure each student receives some positive remark or comment from you. It is important that the students know that you like them and enjoy being part of their class for the day.

DISCIPLINE:

- If you need to discipline a student, follow the procedures left by the teacher.
- Take control of the class by being firm and confident. Give a warning before disciplining a student, however don't give too many "second chances." The first warning should be sufficient.
- Don't lose your temper! Keep your cool.
- Maintain eye contact when speaking to students.
- Try to remember and use the students' names. They will be more cooperative if they think you know them personally.
- When dismissing students either for recess or at the end of the day, do it in an orderly manner. A suggestion might be to say, "Those wearing the color green may be excused," or "Those who have a "g" in their name may be dismissed."

END OF THE DAY:

- Fill out a "Substitute's Class Report" form and go over it with the students to prevent misunderstandings.
- Pass out special "Substitute Teacher Helper Awards" to deserving students.
- Make sure students clearly understand what homework has been assigned.
- Check in with the school's office before leaving the campus.
- Now, go home and relax. You deserve it!



SUBSTITUTE TEACHER DAILY REPORT

SCHOOL _____ CLASSROOM TEACHER _____
 DATE _____ GRADE _____ SUBSTITUTE TEACHER _____

THESE STUDENTS WERE ABSENT:

THE FOLLOWING STUDENTS:

WERE HELPFUL	DISRUPTIVE
_____	_____
_____	_____
_____	_____
_____	_____

COMMENTS: _____

THE CLASS....

was helpful and courteous. followed classroom rules.

worked well on assignments _____

ASSIGNMENTS NOT COMPLETED:

1. _____

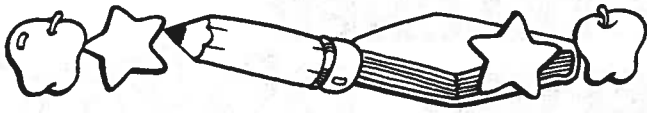
2. _____

3. _____

ADDITIONAL COMMENTS: _____

NEXT TIME, I WOULD APPRECIATE THE FOLLOWING: _____

SIGNED _____



Classroom Schedule

Teacher _____

Room _____

Date _____

Morning

7:00 _____

7:30 _____

8:00 _____

8:30 _____

9:00 _____

9:30 _____

10:00 _____

10:30 _____

11:00 _____

11:30 _____

Afternoon

12:00 _____

12:30 _____

1:00 _____

1:30 _____

2:00 _____

2:30 _____

3:00 _____

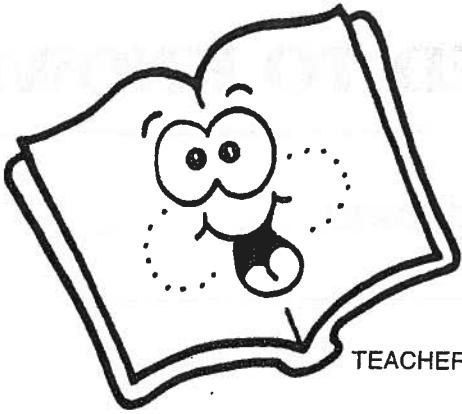
3:30 _____

4:00 _____

4:30 _____

Duty Schedule: _____

This Week's Lesson Plans!



WEEK OF: _____

TEACHER: _____ ROOM: _____

M O N D A Y	
T U E S D A Y	
W E D N E S D A Y	
T H U R S D A Y	
F R I D A Y	



THINGS YOU NEED TO KNOW!

CLASSROOM PROCEDURES:

ATTENDANCE _____

EMERGENCY DRILL _____

LUNCH COUNT/MONEY _____

LIBRARY/MEDIA CENTER _____

RECESS _____

RAINY DAY _____

RESTROOM/HALL PASS _____

DISMISSAL _____

CLASSROOM MANAGEMENT: (See copies of the school and classroom rules.)

DISCIPLINE _____

REWARDS _____

CONSEQUENCES _____

SERIOUS BEHAVIOR _____

THINGS YOU NEED TO KNOW!



STUDENT SCHEDULES

(Students attending special classes, in need of medication, special circumstances, etc.)

NAME	PURPOSE	LOCATION	DAY	TIME

IF YOU NEED HELP....

TEACHER

ROOM #

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

RELIABLE STUDENTS....

NOTES:

TEACHER CHECK LIST!

(Things you need to do or supply to guarantee a successful day of teaching for a Substitute Teacher.)

- In the Case of Your Absence, Notify Your Supervisor As Soon As Possible.
- Cancel/Reschedule Any Parent Meetings or After-School Activities.
- Leave Your Keys In the Office, If Possible.

Provide this Substitute Teacher Essentials Folder including the following:

- Roster of Student Names
- Copy of the School and Classroom Rules
- Up-To-Date Seating Chart
- Daily Schedule
- Lesson Plans
- Daily Procedures.
- Your Management Suggestions
- List of Reading Groups
- School Map
- Have Available an Ample Supply of :
 - Lunch Count Forms
 - Absence Slips
 - Passes
 - Pens, Pencils, Chalk, Etc.
- List of Special Problems or Needs
- List of Other Teachers That Can Help If Needed
- Instructions of What To Do In Case of an Emergency/Fire Drill
- Names and How to Contact Staff Members; Principal, Secretary, Nurse, Custodian, etc.



SUBSTITUTE TEACHER CHECK LIST!

(Prepare for your Substitute Teaching Assignments by Using Some of the Following Suggestions.)

- Record Your Assignments On a Calendar. (Keep Track of Schools, Teachers, Grade Levels, Etc.)
- Take a Tote Bag Filled With the Following:
 - This Substitute Teacher Essentials Folder
 - Pencils, Pens
 - Paper/Notebook
 - Rubber Bands
 - Scissors
 - Tape
 - Ruler
 - Stapler
 - Markers, Crayons
 - Tissues
 - Coffee Cup
 - Several Small Books at a Variety of Grade Levels
 - Stickers, Awards
 - Worksheets for a Variety of Grade Levels
 - List of Instructional Games, Complete with Instructions



- _____
- _____
- _____
- Pack a Lunch or Arrange to Buy Your Lunch.
- Get A Good Night Sleep.
- Get Up Early and Don't Forget To Eat Breakfast.
- Dress Appropriately. (You May Need to Sit On the Floor or Participate in a P.E. Activity.)

HAVE A GREAT DAY!!!



Name _____

was a great help in class today!

Teacher _____

Date _____



Date _____

**FOR A
JOB
WELL DONE!**

Student _____

Teacher _____

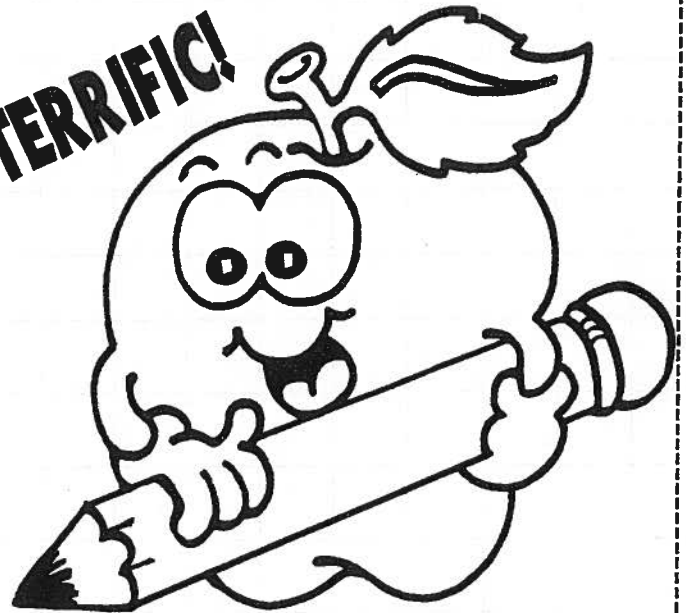


**HARD
WORKER
AWARD!**

**AWARDED
TO**

Name _____

TERRIFIC!



Name _____

**COMPLETED ALL
ASSIGNMENTS, TODAY!**

Teacher _____

Date _____

SEATING CHART

ROOM _____

DATE _____

A large grid for drawing a seating chart. The grid consists of 20 columns and 25 rows of squares. The grid is intended for drawing desks and placing student names.

Draw in your own seating chart. You may want to use small "stick-on" notes to denote desks complete with students' names. The notes can easily be moved or changed throughout the year.

FUN LEARNING ACTIVITIES THAT DON'T NEED MUCH PREPARATION!



CREATIVE WRITING CLICHES

Write a list of familiar cliches on the class board, omitting the second half of each statement. Ask students to complete each statement using their own words. Here are a few funny examples you may receive:

"Where there is a will.... you'll find a dead person."

"Birds of a feather... messed up my dad's car!"

"A fool and his money... went to the mall."

"Never put off till tomorrow... what you can do next Tuesday!"

"You can't have your cake... if it's not your birthday!"

THREE-MINUTE WORD GAME

Choose an interesting word, the longer the better and write it in large letters on the class board. Pronounce the word for the students and tell them the meaning. Instruct them to get out a piece of paper and pencil. Using a timer, give them three minutes to write as many words as possible using only the letters in the word on the board. When time is up, have students exchange papers and check the accuracy of each word. The winner is the student who has come up with the most correct words and can tell you the meaning of the original word. Here are some words you might use:

SPAGHETTI
EVAPORATE
MASQUERADE
HORIZONTAL
SILHOUETTE
ORCHESTRA
PROSPERITY
SCHOLARSHIP
RECTANGLE
INVENTION

THERMOMETER
AUTOMATIC
MARIONETTE
VERTICAL
JOURNALISM
SUBSCRIPTION
RESPONSIBILITY
SENTIMENTAL
TRANSPORT
ASTRONAUT

SECRET CODE

Tell the students that you are going to write a secret message on the class board and give them 5 minutes to decipher it. Write these numbers on the board:

20,15,13,15,18,18,15,23 - 9,19 -
20,8,5 - 6,9,18,19,20 - 4,1,25 -
15,6 - 20,8,5 - 18,5,19,20 - 15,6 -
25,15,21,18 - 12,9,6,5!

Tell the students that each letter represents a letter of the alphabet, (1=a, 2=b, 3=c, etc.) The winner is the student that can decipher the message first. Encourage students to then write their own messages for the class to figure out. (The message is: "Tomorrow is the first day of the rest of your life!")

SPELLING BINGO

Write the week's spelling words, plus a few extra words, on the class board. Instruct the students to fold a sheet of paper so that when it is open there will be 12 squares. Tell students to randomly write the words, one in each square. Children can use small scraps of paper as markers. Play Spelling Bingo by calling out the words until one student yells, "BINGO!"

REAL OR IMAGINARY

Select a leader and have them call out real or imaginary facts. Each time a real fact is called, the students clap three times. If the fact is imaginary, students should be quiet. The game could proceed in this manner: "Dogs bark." (clap, clap, clap)
"Pickles are green." (clap, clap, clap)
"Cows have kittens." (no claps!)
Whoever claps at the wrong time is out. The last person in becomes the next leader.

MORE... FUN LEARNING ACTIVITIES THAT DON'T NEED MUCH PREPARATION!

FOUR LETTER WORDS

On the board, write the beginning and final letters of several four letter words and see how many words the students can come up with in a specific amount of time. Examples might be:

L _ _ E (love, like, late, lake. etc.)

W _ _ D (weed, word, wild, etc.)

R _ _ E (ripe, rope, rise, rose, etc.)

The winner is the one with the most correct words.

DEAR MISS GABBY

Instruct students to write a letter to an imaginary "Miss Gabby" about a problem they have or have heard about. The situations can be serious or just for fun. Tell them not to include names and to not sign their name to the letter. Collect all the letters, then draw several from the stack to read. Discuss with the students the possible ways the problems can be solved.

SUBSTITUTE STUDENT

Spark the students' imagination and challenge their critical thinking skills with this simple activity.

Tell the students that they are to imagine the following: *Instead of coming to school and finding a substitute teacher in place of their regular teacher, their teacher has come to school and found substitute students!*

Have students write want ads for substitute students that could take their place. Make sure they list duties, skills and qualifications that would be necessary to do the job.



QUICKIE ACTIVITIES

Here are a few "quickie" learning activities you can use to fill in those few minutes before the next recess or when students finish an activity faster than you expected.

READING/LANGUAGE ARTS

- List 10 compound words
- Write a new ending to the story of "The Three Pigs."
- List as many "color" words as possible. Put them in alphabetical order.
- Write a poem about popcorn.

MATH/PROBLEM SOLVING

- Draw a diagram to show how to divide 27 jelly beans equally among three friends.
- If a man died at age 63 in 1986, in what year was he born? If he were still alive today, how old would he be?
- How many "legs" are in this class room? (Make sure they include table and chair legs and legs of any pets, etc.)

SCIENCE

- Name six animals that swim.
- Name five things that can be recycled or reused.
- List eight healthy snack foods.
- List as many words as possible to best describe the observations made with each of our five senses.

SOCIAL STUDIES

- Name a country in Europe, a country in South America, a country in Africa, etc.
- Name three past presidents.
- Name a person that invented something and tell what it was.
- Tell one way you are like every one else and one way you are different.

The Teacher Is Missing!

The appearance of a substitute in the classroom is a perfect opportunity to introduce Harry Allard's delightful book, published by Houghton-Mifflin, ©1987, *Miss Nelson Is Missing!* (Substitutes may want to buy their own copy or it should be available in most libraries.)

The story revolves around the disappearance of the kindly teacher Miss Nelson and her replacement with the tough-as-nails substitute, Miss Viola Swamp. Through humorous twists and turns, the readers, but not the students in the story, discover that Miss Swamp is really Miss Nelson in disguise.

Before reading the story, prepare the class by asking them what feelings they have when they come to class and discover that the regular teacher is absent and they have a substitute teacher. Ask them to suggest reasons why a regular teacher may miss school. Then tell them that the story you are about to read is about a rather unusual substitute.

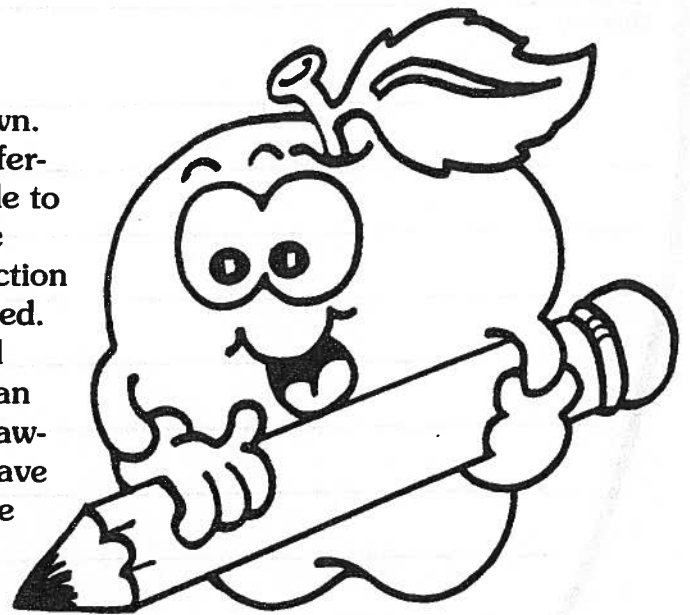
After reading the story aloud, ask the children the following questions:

- Do you think your teacher is missing?
- Do you think I am really your regular teacher in disguise?
- How are you like the students in the story? How are you different?

Any-Story Mini-Book

Students will love making their own "mini-books" after hearing or reading a story on their own. Since every finished mini-book will be new and different depending upon the story used, you will be able to use the pattern pages over and over, even with the same students. Students may like to begin a collection of mini-books about all the stories they have enjoyed.

Note: Children who are not yet reading and writing can still make Any-Story books. Rather than use the reproducible pattern, have students use drawing paper and make a four or six page booklet. Have them draw pictures and dictate sentences about the story on each page.



Welcome Back!

Young children often feel a loss when their regular teacher is gone for the day. This activity gives them an opportunity to welcome their teacher back from an absence and at the same time make the teacher feel appreciated!

Invite children to write their regular teacher a cheery "welcome back" letter using the pattern on the next page. Point out the parts of a letter, such as; date, greeting, body, closing and signature. Have them personalize their greeting by writing the teacher's name on the apple's leaf.

Independent writers may compose their own letters, or you may compose a class letter for students to copy from the chalkboard. You may want to make an apple "Welcome Back!" greeting card by cutting two copies of the apple from red construction paper and placing the letter inside.

Use this pattern to write a
"Welcome Back"
letter to your
teacher.

Teacher _____

Welcome Back!

Date _____

Greeting _____

Closing _____

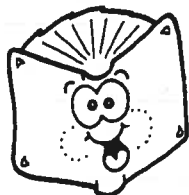
Signature _____

Any-Story Mini-Book!

My name is...

This is my Mini-Book about the story...

By



This is my favorite character in the story. The character's name is...

The first thing that happened in the story was...

The next thing that happened in the story was...

Make your own Mini-Book about a story you have heard or read on your own.
Draw pictures in the empty spaces. Color, cut apart and staple the pages together.

**The most exciting part of the story
was...**

**This was my favorite part of the story.
I liked it because...**

**The last thing that happened in the
story was...**

**I would recommend this
story to a friend.**

**I would not recommend
this story to a friend.**

because...
