



# Information for Substitute Teachers in Your School

Name of School \_\_\_\_\_

Confidential information

Not to be copied or removed from premises

Property of school

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## NOTES

- Contact the office if you have questions or difficulties:

Phone \_\_\_\_\_

- Return this binder to the office by

\_\_\_\_\_



## Outline of required information to be completed by **administrators**

### A. Bell Schedule

### B. Contact Information

Key Contacts	Name	Contact Number
Administration		
Office Staff		
Head Custodian		
Technology		

### C. Dialing Outside Telephone Numbers

- Provide code
- Provide other necessary information, if any

### D. Map(s) of School

### E. Substitute Teacher Logins and Passwords for School Technology (if applicable to school)

### F. Attendance Logins (if applicable to school)

### G. Printers/Photocopiers (if applicable to the entire school)

- Provide locations
- Provide applicable codes

### H. Emergency—Lockdown

- Provide codes
- Provide procedures
- Muster point(s)

### I. Medical Alerts—Schoolwide

- Provide location of information

### J. School Discipline Policy and Procedures

- Provide key points of policy and procedures
- Dress code

### K. Supervision

- Provide schedule (optional)
- Provide key points of policy and procedures

### L. Key Procedures

- Pick up and drop off (if applicable)
- Washroom key

### M. Instructions for End of Day

#### REMEMBER

When you prepare notes for someone else, clarity and precision are important.



## Outline of required information to be completed by **teachers**

**A. TIMETABLES** (include bell times, period changes, dismissal time, aide time)

- Teacher/students

**B. ROOM LOCATION(S)**

- Provide room numbers/name
- Provide times

**C. PRINTERS/PHOTOCOPIERS** (if applicable)

- Provide locations
- Provide applicable school codes

**D. SUPERVISION**

- Provide your schedule

**E. LESSON PLANS**

**F. CLASS LISTS**

- Provide extra copies

**G. SEATING PLANS**

**H. NAME OF** (if applicable)

- Teaching assistant
- Volunteers expected
- Team member(s)
- Job share partner
- Practicum student
- Classroom helpers

**I. STUDENTS REQUIRING SPECIAL CONSIDERATIONS**

- **Medical Alerts**

Student	
Fragility	
Contact name and number	
Backup contact name and number	

• **Special Discipline**

Student	
Fragility	
Contact name and number	
Backup contact name and number	

• **Coded Students, IPPs and EPPs**

Student	
Fragility	
Contact name and number	
Backup contact name and number	

• **Other**

Student	
Fragility	
Contact name and number	
Backup contact name and number	

**J. ROUTINES**

1. Opening the day
2. Attendance (codes/logins, if applicable)
3. Announcements
4. Agendas/journals/link books
5. Classroom incentive program
6. Privileges (things to consider)
  - Technology use
  - Bathroom breaks
  - Lockers
  - Pencil sharpening
  - Gum chewing
  - Hat policy
  - Beverages/snacks
  - Study hall/lunchroom
  - Dress code
  - Other

**K. FEEDBACK TO CLASSROOM TEACHER**

**L. SUBSTITUTE TEACHER CONTACT INFORMATION**





**T**he Alberta Teachers' Association's Substitute Teachers Committee developed this folder to assist administrators and teachers in ensuring that substitute teachers receive the critical information they need to successfully complete their assignments. It is recognized that additional information may be required.

