

welcome!

substitute

INFORMATION

teacher name:

+ ALL THE  
things

welcome!

guest teacher

INFORMATION

teacher name:

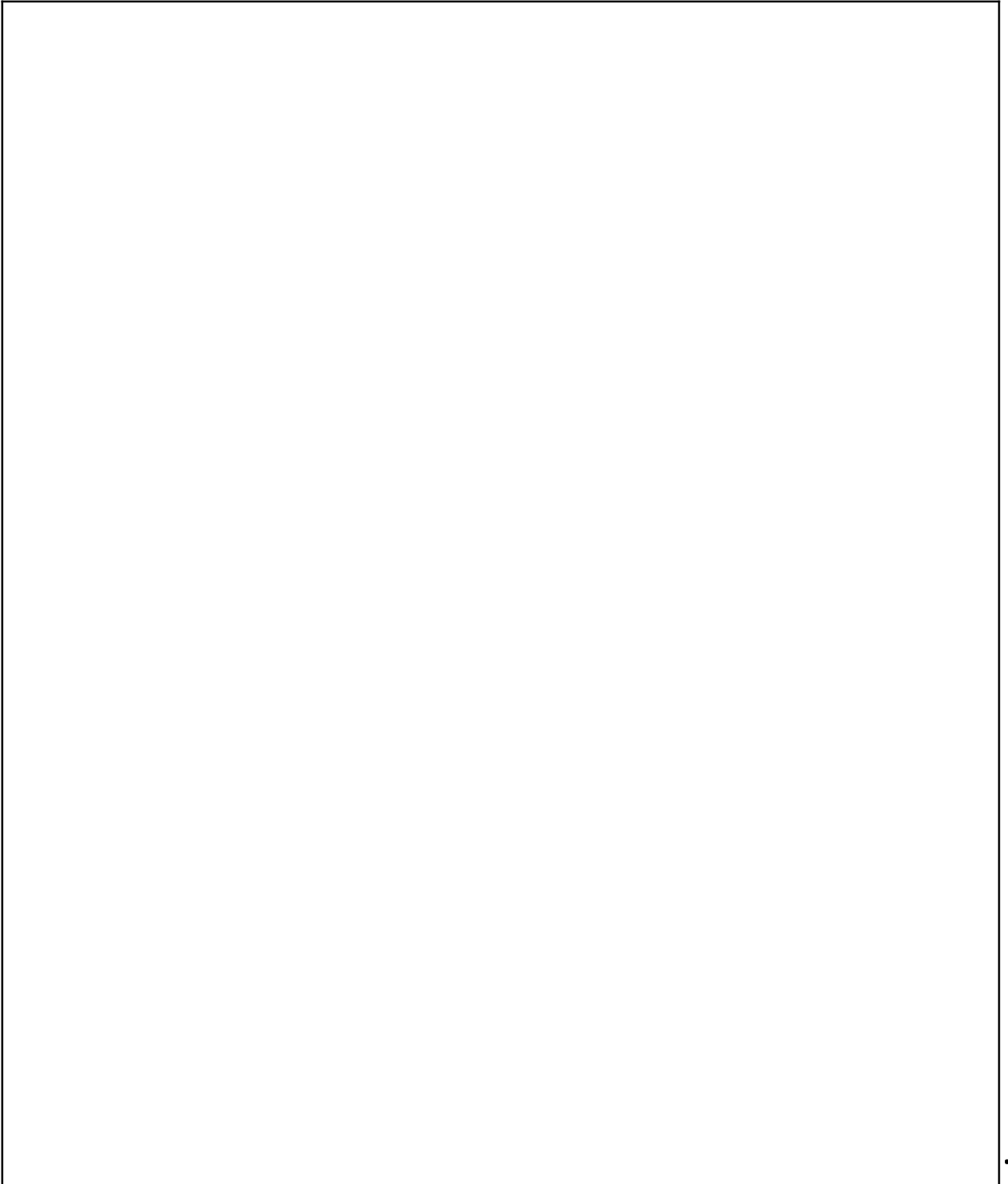
+ ALL THE  
things

# TABLE OF CONTENTS

RESOURCE	PAGE #

# CLASS ROSTER


# our class schedule



# IF YOU NEED A HAND...

student helpers


teacher and office helpers

NAME	EXTENSION

# IN CASE OF AN emergency...

DRILL	DETAILS
Fire Drill	
Tornado Drill	
Lockdown Drill	
Other	

# COMMON procedures

PROCEDURE	DETAILS
Attendance	
Lunch Count	
Homework	
Morning Work	



# COMMON procedures

PROCEDURE	DETAILS
Entering the Room	
Leaving the Room	
Getting the Students' attention	
Bathroom	

# COMMON procedures

PROCEDURE	DETAILS
Hallway	
Recess	
Lunchroom	
Dismissal	

# COMMON procedures

PROCEDURE	DETAILS

# DISMISSAL *information*

Car Riders

Bus Riders

Walkers

After School Car

Other

Other

# DISMISSAL *information*


# class RULES

**1**

**2**

**3**

**4**

**5**

# REINFORCEMENTS *and* CONSEQUENCES

## **Positive Reinforcements for Good Choices**

## **Negative Consequences for Poor Choices**

# ALLERGIES *and* MEDICINE

Student:	Allergy or Medical Information:
Student:	Allergy or Medical Information:
Student:	Allergy or Medical Information:
Student:	Allergy or Medical Information:
Student:	Allergy or Medical Information:
Student:	Allergy or Medical Information:
Student:	Allergy or Medical Information:



# students WHO LEAVE THE ROOM...

STUDENT NAME	TEACHER'S NAME	TIME AND DURATION OF PULL-OUT

# IMPORTANT information

PERSON	CONTACT INFORMATION
Teacher	
Principal	
Assistant Principal	
Office	
Nurse	
Counselor	
Helper Teacher	

# IMPORTANT information

PERSON	CONTACT INFORMATION

# OTHER IMPORTANT REMINDERS

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to write their own reminders.

This resource was created by Jennifer Findley. It may be printed and photocopied for single classroom use. It may not be put on the Internet, sold, or distributed in any form. Check out my store for more resources that are common core aligned.



Follow my blog for updates and freebies.



Thanks!  
Jennifer Findley

### Graphics and Fonts Credit:

