

Substitute Teacher Information

Student Procedures

Student arrival time and location:

Student dismissal time and procedures:

Morning routine:

Specialty area classes and times:

Lunch time and procedures:

Recess time and procedures:

Teacher Procedures and Resources

Helpful teachers:

Helpful students:

How to contact the office:

Office extension numbers:

Carpool days and procedure:

Lunchroom days and procedure:

Fire drill procedure:

Behavior

Rewards and consequence procedure:

Students to keep an eye on:

Please list any students with good/poor behavior here:

Comments:

TIPS, Inc.