



Tobin K-8 School

Substitute Folder and Preparation for Absence, SY'2018-2019

Substitute Teacher _____

All Tobin educators will create a subfolder on or before Friday, September 14, 2018 that will include hard copies of ALL documents outlined in the Table of Contents below. More specifically, all Tobin Educators must provision class lists, duty responsibilities and provision a minimum of 3 days of grade level classwork aligned with Standards across subjects taught.

Table of Contents for Subfolder:

- 1) **Welcome/Introduction**
- 2) **Morning "Arrival" Duty indicating the time, place and responsibility**
- 3) Homeroom Expectations e.g. Open Circle morning meeting
- 4) **Class Lists/Seating Chart**
- 5) *Attendance *(See ATTENDANCE Policy outlined below)
- 6) **Schedule** indicating begin and end time of each period and subject area(s)
- 7) **Emergency Procedure**
 - a. **Fire drill protocol for HR classroom posted by Thursday, September 6, 2018**
 - b. **Lockdown Procedure**
- 8) **Class Expectations (very important)**
 - a. Behavior
 - b. Hallway
 - c. Bathroom
 - d. Water
 - e. Nurse
 - f. Buddy Classroom
- 9) **3 Days of Grade level classwork aligned with Standards across subjects taught** (replenished as needed)
- 10) Extra work (in case student's complete before fellow students)
- 11) **Dismissal Duty indicating the time, place and responsibility**
- 12) Substitute Teacher Exit Form

- **Attendance Protocol for Teacher Absence:**
 1. Substitute teachers will not use ASPEN to take attendance.
 2. All teachers will place a HOMEROOM ATTENDANCE ROSTER in the substitute folder as soon as possible. The roster will be labeled "HOMEROOM ATTENDANCE ROSTER"
 3. Directions for SUB in subfolder: "TAKE ATTENDANCE at 10:15am on the HR ATTENDANCE ROSTER and submit to main office by 10:30am for processing.
- Please note, students entering after 9:30 A.M. are marked tardy and should be accompanied by a signed pass. Please send students to the lobby for a tardy pass if they do not arrive with a pass

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Substitute Teacher Exit Slip, SY'2018-2019



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|-----------------------------|--|
| School: | Date: |
| Name of Educator: | Subject Area(s) <input type="checkbox"/> <input type="checkbox"/> |
| Substitute Signature | This form must be returned to the Director of Instruction at 4:10pm |

1. Were you provided with written material which outlines, school policies and procedures, including attendance, lunch/recess, transitions to ARTS/Specialty, Fire Drill and specific routines for disciplinary referral if/as necessary in accordance with School Climate Plan?

Yes No

2. Did either an office or Academy staff member provide you with a general orientation of the school, academy and answer your questions if/as needed?

Yes No

3. Were you provided with a Bell Schedule (homeroom, classes, lunch/recess, classes, dismissal) and a class list or lists inclusive of parent phone numbers?

Yes No

4. Were you provided with a lesson plan, adequate instructional materials, handouts if applicable, guidelines for using classroom level books and/or library?

Yes No Comment:

5. Were you provided pick up and drop off instructions for all transitions referenced in the bell schedule?

Yes No Comments:

6. Were you provided with a seating plan for the classroom, names of student helpers if applicable?

Yes No

7. General Comments (plusses and deltas):