

# CHITTENDEN CENTRAL SUPERVISORY UNION

## Substitute Teacher Folder

As a means of assisting substitute teachers, each teacher is asked to have a Substitute Teacher Folder. Folders are to be kept in a convenient location, for example, at the elementary level – on the teacher’s desk; at the middle and high school levels – in teacher’s mailboxes or in an agreed upon place within departments. Substitute Teacher Folders are to contain a minimum of the following information:

Teacher’s Schedule

- \* Elementary teachers should include specials (Art, Music, PE, etc)
- \* Middle and High School teachers should include supervisory duties, homerooms, etc.

Class List(s)

Seating Chart(s) (where applicable)

School Procedures (applicable for each school/classroom)

- \* Attendance
- \* Study halls
- \* Hall passes
- \* Discipline procedures
- \* Use of Library
- \* etc.

A Current School Map

For those teachers who are in more than one room, please indicate these rooms on the map.

School Evacuation Procedure

Bloodborne Pathogens Safe Practices

List of Contacts (applicable for each school)

- \* Name of a teacher that your substitute can go to with a question
- \* Department Chairperson
- \* School Nurse
- \* Principal and/or Assistant Principal
- \* Etc.

Lesson Plans

\* Please leave *detailed* lesson plans (with all supportive materials) in the folder.

Substitute Teacher Report

Substitute Teacher Feedback and Suggestions

Substitute Teacher Change Request Form

Specific Student Accommodations/Behavior Plans the substitute is expected to implement