

# HELP YOUR SUBSTITUTE OUT WITH THIS EDITABLE SUB-BINDER.

25 Pages!

## Helpful Students

Name	Class Period

www.well-beingsafetyassessments.com

Hall Pass
Student:
Locker
Restroom
Office
Nurse
Other
Signature

Hall Pass
Student:
Locker
Restroom
Office
Nurse
Other
Signature

Hall Pass
Student:
Locker
Restroom
Office
Nurse
Other
Signature

Hall Pass
Student:
Locker
Restroom
Office
Nurse
Other
Signature

## Classroom Procedures

Restroom

Technology

Tardies

Dismissal

## Substitute Binder

## Lesson Plan

Class

Agenda

Directions

Early Finishers

Thank you so much for taking care of my students today. I have attached detailed day as well as my expectations

Please take a moment to review follow the procedures I have in successful day.

If you have any questions, I have Who At School page where you resourceful individuals to react during your day.

At the end of every class, please ratings page to inform me how behavior was during my absence

Thank you for being here while hope you have a great day.

Sincerely,

## Class Rating

Classroom Period	1	2	3	4	5	6	7	8	9
Following Directions	Students stayed at their desks during class unless they asked permission to be so.	All students followed this instruction	Some students followed this instruction	Many students did not follow this instruction.	Very few students followed this instruction.				
Noise Level	Students maintained a noise level that requested throughout class.	All students followed this instruction	Some students followed this instruction	Many students did not follow this instruction.	Very few students followed this instruction.				
On Task	Students were on task during the period and had quality work.	All students followed this instruction	Some students followed this instruction	Many students did not follow this instruction.	Very few students followed this instruction.				
Respect	Students maintained a respectful tone during all interactions with teacher.	All students followed this instruction	Some students followed this instruction	Many students did not follow this instruction.	Very few students followed this instruction.				
Point Total	3 Pts	2 Pts	1 Pt	0 Pt					

Give each class a score in each of the 4 subject areas:  
Following Directions, Noise Level, On Task, Respect

/12 assess

## Seating Charts

Classroom Period

1

2

3

4

5

6

7

8

9

Circle One


# Thank you for making school safety a priority.

Well-being Safety Assessments is an organization that is dedicated to preventing violence in schools across the United States.

We invite you to become a Proactive School and get access to free school resources at [www.well-beingsafetyassessments.com](http://www.well-beingsafetyassessments.com)

WSA provides

## **The Proactive Collection:**

A toolbox filled with school safety solutions

[School Wellness Assessments](#)

[The School Helpline](#)

[School Safety Environmental Assessments](#)

[School Violence Prevention Training](#)

[Elementary SEL Activities and Videos](#)

[Online SEL Classes for Middle School/High School Students](#)

[Motivational Speakers](#)

**Use the following link to edit this  
Substitute Binder!**

[https://www.canva.com/design/DAFKK7zFqW0/pDpsg3O3Cu9AjzG8LzkUuQ/view?  
utm\\_content=DAFKK7zFqW0&utm\\_campaign=designshare&utm\\_medium=link&utm  
source=publishsharelink&mode=preview](https://www.canva.com/design/DAFKK7zFqW0/pDpsg3O3Cu9AjzG8LzkUuQ/view?utm_content=DAFKK7zFqW0&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview)

# Substitute Binder

Dear Substitute,

Thank you so much for taking care of my students today. I have attached detailed instructions for the day as well as my expectations for the students.

Please take a moment to review the binder and follow the procedures I have lined out for a successful day.

If you have any questions, I have included a "Who's Who At School" page where you can locate resourceful individuals to reach out to for help during your day.

At the end of every class, please complete a "class ratings" page to inform me how my student's behavior was during my absence.

Thank you for being here while I am away and I hope you have a great day.

Sincerely,

Dear Substitute,

# Who's Who At School

Name

Location

Contact

# Helpful Students

Name	Class Period

# Daily Schedule

Time	Class Period	Room #



# Procedures

# Classroom Procedures

Bathroom

Technology

Tardies

Dismissal

# Classroom Procedures

Turning in Work

# Technology

# Technology Log-ins

Classroom Period    1   2   3   4   5   6   7   8   9

Student	Username	Password

# Technology Log-ins

Classroom Period    1   2   3   4   5   6   7   8   9

Student	Username	Password

# Technology Log-ins

Classroom Period    1   2   3   4   5   6   7   8   9

Student	Username	Password

# Technology Log-ins

Classroom Period    1   2   3   4   5   6   7   8   9

Student	Username	Password



# Emergency Information

# Emergency Procedures

Fire Drill

Weather Drill

Lockdown Drill

Other

# Lesson Plans

# Lesson Plans

Class	
Agenda	
Directions	
Early Finishers	

# Class One-Pager

## Class Lesson Plan

Class	
Agenda	
Directions	
Early Finishers	

Class Rating		Other
Absent Students	Tardy Students	

# Seating Charts

# Seating Charts

Classroom Period    1   2   3   4   5   6   7   8   9

Circle One


# Seating Charts

Classroom Period    1   2   3   4   5   6   7   8   9

Circle One



## Hall Pass

Student: \_\_\_\_\_

☐

Locker

☐

Restroom

☐

Office

☐

Nurse

☐

Other

Signature \_\_\_\_\_

## Hall Pass

Student: \_\_\_\_\_

☐

Locker

☐

Restroom

☐

Office

☐

Nurse

☐

Other

Signature \_\_\_\_\_

## Hall Pass

Student: \_\_\_\_\_

☐

Locker

☐

Restroom

☐

Office

☐

Nurse

☐

Other

Signature \_\_\_\_\_

## Hall Pass

Student: \_\_\_\_\_

☐

Locker

☐

Restroom

☐

Office

☐

Nurse

☐

Other

Signature \_\_\_\_\_

# Substitute's Notes

## Class Rating

Please complete the following information for each class period

[illegible]

<div> <div>Following Directions</div> <div>Noise Level</div> <div>On Task</div> <div>Respect</div> </div>	<p>Students stayed at their desks during class unless they asked permission to be up.</p>	<p>All students followed this instruction</p> <p><b>3 Pts</b></p>	<p>Some students followed this instruction</p> <p><b>2 Pts</b></p>	<p>Many students did not follow this instruction.</p> <p><b>1 Pt</b></p>	<p>Very few students followed this instruction.</p> <p><b>0 Pt</b></p>
	<p>Students maintained a noise level that teacher requested throughout class.</p>	<p>All students followed this instruction</p> <p><b>3 Pts</b></p>	<p>Some students followed this instruction</p> <p><b>2 Pts</b></p>	<p>Many students did not follow this instruction.</p> <p><b>1 Pt</b></p>	<p>Very few students followed this instruction.</p> <p><b>0 Pt</b></p>
	<p>Students were on task during the period and had quality work.</p>	<p>All students followed this instruction</p> <p><b>3 Pts</b></p>	<p>Some students followed this instruction</p> <p><b>2 Pts</b></p>	<p>Many students did not follow this instruction.</p> <p><b>1 Pt</b></p>	<p>Very few students followed this instruction.</p> <p><b>0 Pt</b></p>
	<p>Students maintained a respectful tone during all interactions with teacher.</p>	<p>All students followed this instruction</p> <p><b>3 Pts</b></p>	<p>Some students followed this instruction</p> <p><b>2 Pts</b></p>	<p>Many students did not follow this instruction.</p> <p><b>1 Pt</b></p>	<p>Very few students followed this instruction.</p> <p><b>0 Pt</b></p>

Give each class a score in each of the 4 subject areas:  
**Following Directions, Noise Level, On Task, Respect**

## Point Total

**/12**