

# 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 <a href="https://www.well-beingsafetyassessments.com">www.well-beingsafetyassessments.com</a>

#### WSA provides

#### The Proactive Collection:

A toolbox filled with school safety solutions

<u>School Wellness Assessments</u>

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

### 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.

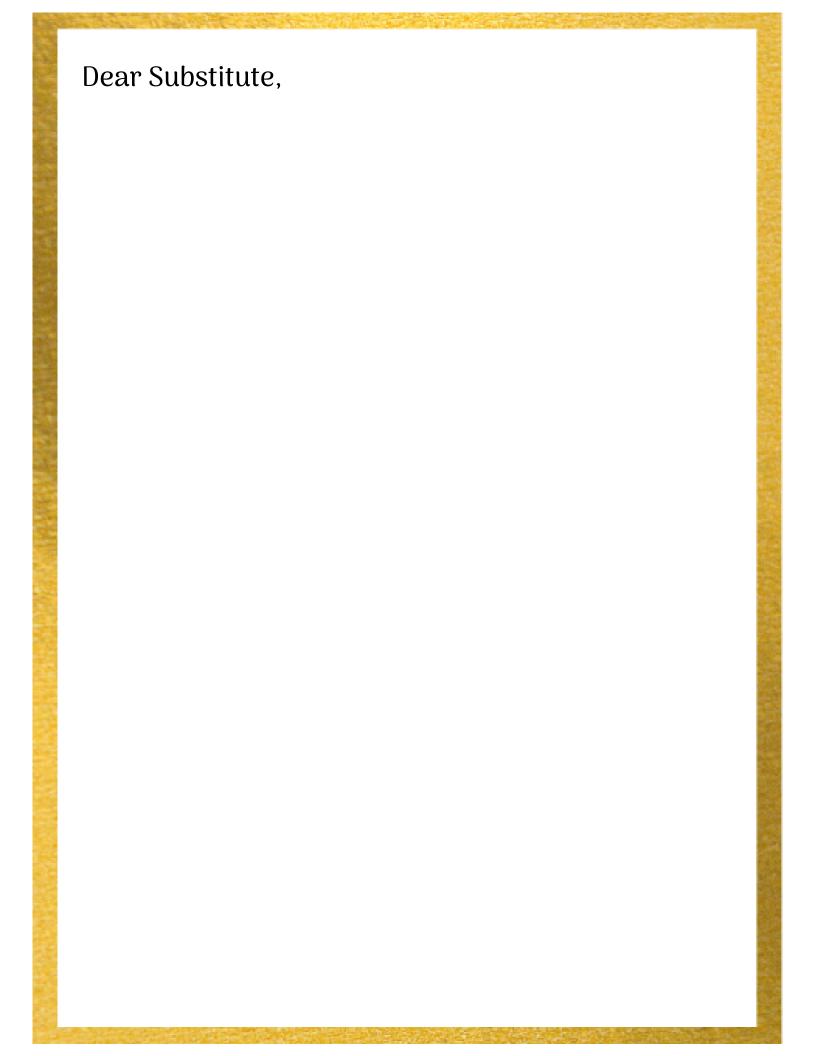
Please take a moment to review the binder and follow the procedures I have lined out for a successful day.

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.

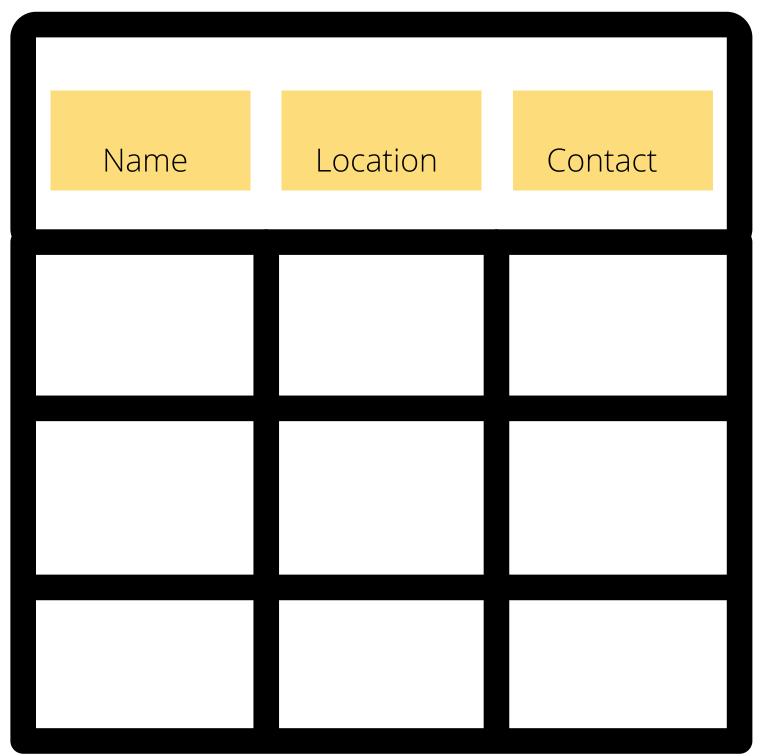
At the end of every class, please complete a "class ratings" page to inform me how my student's behavior was during my absence.

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

Sincerely,



### Who's Who At School



www.well-beingsafetyassessments.com

## Helpful Students

Name	Class Period

# Daily Schedule

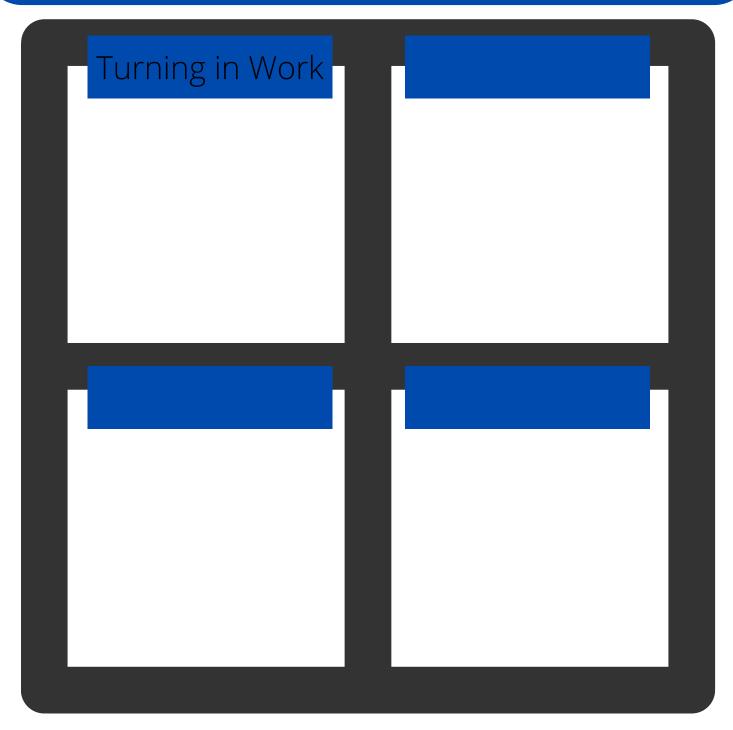
Time	Class Period	Room #

### Procedures

# Classroom Procedures

Technology Bathroom **Tardies** Dismissal

# Classroom Procedures



# Technology

Student	Username	Password

Student	Username	Password

Student	Username	Password

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

## Seating Charts

Classroom Period 1 2 3 4 5 6 7 8 9
Circle One

	Hall Pass		Hall Pass
Student:		Student:	
	Locker		Locker
	Restroom		Restroom
	Office		Office
	Nurse		Nurse
	Other		Other
Signature		Signature _	
0.00.10.100.10			
	Hall Pass		Hall Pass
Student:	Hall Pass		Hall Pass
	Hall Pass  Locker		Hall Pass  Locker
	Locker		Locker
	Locker Restroom		Locker Restroom
	Locker Restroom Office		Locker Restroom Office

### Substitute's Notes

#### Class Rating

Please complete the following information for each class period

#### Classroom Period 1 2 3 4 5 6 7 8 9

Following

**Noise Level** 

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

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

**Point Total** 

