

# COMMAND

## THE CLASSROOM

*pocket  
guide*

Everything you need to create a rock-solid substitute folder

### Folder #1 'Read Now'

- Introduction page
  - I've introduced myself
  - I've asked for feedback
- Schedule and duties
  - Block scheduling is noted
- Classroom roster
  - Pictures are included
- Routines and procedures
  - Morning and dismissal routine is noted
- Today's lesson
  - I've avoided educational jargon

### Folder #2 "Help"

- Emergency plans
  - All emergency plans are included
  - I've included a map of the school
- Neighbor teacher
  - I've included the room number of a teacher who can help
- Contact information
  - I've described how to use the phone/intercom
  - The office, nurse, and custodial numbers are written
- Classroom procedures
- Behavior issues
  - I've included common remedies for behavior issues

### Folder #3 "Emergency lesson plan"

- A letter from you
- The lesson
  - I've included a lesson I haven't used this year
- Video resources
  - The substitute and students have access
- 5 minute activities
- Physical copies of online resources