



EVERYTHING YOU NEED FOR THE DAY

Substitute Teacher Binder

Teacher _____

Room _____ Grade _____

School _____

Rules & Procedures

The routines that keep our day running smoothly.

CLASS RULES

BATHROOM & WATER

LINING UP & TRANSITIONS

LUNCH & RECESS

TECHNOLOGY

BEHAVIOR SYSTEM & REWARDS



Seating Chart

Fill in names so you can learn the room quickly.

FRONT OF CLASSROOM · BOARD

Teacher desk



Emergency Procedures & Contacts

What to do, and who to reach, if something comes up.

FIRE / EVACUATION

LOCKDOWN

MEDICAL / NURSE

SEVERE WEATHER

CONTACT	EXT. / PHONE	LOCATION
Main office		
School nurse		
Principal		
Front desk security		
Neighbor teacher		



Notes to Leave Me

A quick note about how the day went — thank you!

HOW DID THE DAY GO?

WHAT WE COMPLETED

WHAT WE DID NOT FINISH

STUDENTS WHO WERE ESPECIALLY HELPFUL

ANYTHING YOU SHOULD KNOW / MESSAGES



Trusted Students & Neighbors

Who to lean on if you need a hand.

TRUSTED STUDENTS WHO CAN HELP

GO-TO NEIGHBOR TEACHER

Name _____

Room _____

OFFICE / WHO TO CALL

Name _____

Ext. _____

STUDENTS WHO MAY NEED EXTRA SUPPORT OR REMINDERS



Fallback Activities

Low-prep ways to fill a few extra minutes.

No-prep ideas for early finishers or extra time — circle a favourite or add your own below.

Silent reading

Read-aloud from the class library

Math fact games

Around-the-world flash cards

Draw & label a picture

Free-write journal prompt

Heads up, 7-up

Story chain (one sentence each)

Sketch the day in 6 boxes

Vocabulary Pictionary

MY OWN GO-TO FILLERS

