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|  | Human Resource Services |
| Standardized School Site Substitute Teacher Packet |
| (Via School Office Manager and Regular Classroom Teacher) |

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| **Welcome to** |  | **School** |

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| [ ]  Important Phone Numbers (School Site and Central Office) |
| School Office Manager | Phone Number: |       |
| Principal | Phone Number: |       |
| Assistant Principal(s) | Phone Number: |       |
| Attendance | Phone Number: |       |
| School Plant Operations Manager | Phone Number: |       |
| Campus Monitor | Phone Number: |       |
| School Resource Officer (SRO) – Campus Safety | Phone Number: |       |
| Safe Schools Office | Phone Number: |       |
| Health Services – First Aid | Phone Number: |       |
| Professional Library – Central Office Resources | Phone Number: |       |
| Technology Department – Help Desk | Phone Number: |       |
| Curriculum Department | Phone Number: |       |
| [ ]  Visitor/Guest Badge (Returned at End of Day) |
| [ ]  Substitute Parking |
| [ ]  Keys: Classroom/Bathroom (Returned at End of Day) |
| [ ]  School Map |
| [ ]  Substituting for Whom With Grade(s), Subject(s), Room Number(s) |
| [ ]  Bell Schedules: Daily: Recess, Lunch, Modified/Shortened Day |
| [ ]  Supervision Schedule: Yard Duty, Bus Duty, Detention |
| [ ]  Lesson Plans/Learning Objectives (Emergency Lesson Plan) |
| [ ]  Class List (2 Sets): 1 for Attendance; 1 for Emergencies |
| [ ]  Seating Chart With Information on Special Needs Students |
| [ ]  Emergency Preparedness Guidelines (Posted in Each Classroom) |
| [ ]  Alarm Drill System: Description of Emergency Bells and What to Do |
| [ ]  Substitute Teacher End-of-Day Report/Comment Sheet (PSL-F250) (Returned at End of Day for Principal/Assistant Principal Review and Assessment)[ ]  Return: School Keys and Visitor/Guest Badge so That the School Office Manager May Verify and Approve Your On-Line Substitute Jobs in Sub Pay. |
| **Classroom Management/Organization, Use of Technology, Comprehensive Safe School Plan, First Aid** |
| *(Located on Employee Intranet, Inside Sac-City, Departments, Human Resource Services, Documents.)* |
| Tips for Successful Substituting ◼ Hints for Success (Tips for Successful Subbing) and Suggestions for Maintaining Standards ◼ Helpful Hints on Discipline ◼ Substitute Teacher Unacceptable Behavior: Classroom and Lesson Plans ◼ Expectations From Principal/Regular Classroom Teacher/Students/ Substitute Teacher Perspectives ◼ Employee Use of Technology Use/Rules for Use of Computers and Computer Networks ◼ Comprehensive Safe School Plan ◼ First Aid |

Provided:

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|       |  |       |  |       |
| School Office Manager Name/Date |  | Substitute Teacher Name/Date |  | Regular Teacher Name/Date |