

Procedures List

Complete and Copy for Substitute Folder

Morning Routine

When a pencil breaks

Restroom breaks

When an emergency alarm sounds

Tornado: _____

Fire: _____

Hurricane: _____

Other: _____

Where to find the assignment

How to get students' attention



Procedures List

Complete and Copy for Substitute Folder

How to get teacher's attention

How to quiet the students

Headings on papers

Where completed papers belong

Where to locate make-up work (if a child was absent)

End-of-day procedures

Dismissal procedures

What students are to do when they are done with a task



Procedures List

Complete and Copy for Substitute Folder

When a student is tardy

How to ask a question

How to participate in class discussions

Keeping an organized work space

Checking out classroom materials

How students show they understand

How to work cooperatively

How students are to organize their materials



Procedures List

Complete and Copy for Substitute Folder

Going to the library

Switching centers

Moving within the classroom

Turning in papers

Returning papers

Handling playground materials

Leaving the classroom

How to go through the lunch line

