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Sub folder

Compiled by: Renee

I always put work in my sub folder that I know the kids can do and is a review. You don't want the sub to try to teach new material unless you know they are really good. A simple math that you know they can do, a writing activity, a reading activity, and I usually include some art type things that will take a long time to do. The main thing is to keep them busy and quiet. I hate to say "busy work" but that's what you end up doing. You need to include all of the pertinent information about your class that you can think of. Spell out the routines and times for everything you do throughout the day. Make sure you note any kids that go to special classes and what time they go. Also make note of the medicine takers and what time they go to the clinic. Be sure to leave the name of a teacher they can ask if they are unsure of anything. I also leave the names of 2 or 3 "with it" reliable students who know how things are done. Thoroughly explain your discipline plan and what results misbehavior should have. The most important thing is not what kind of work you do during the day, but to make sure everything is well organized and it will go smoothly. When you have a sub it is always a kind of lost day, but it doesn't have to be chaotic.

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