Guest Teacher Folder Ideas

Updated on September 27, 2013

During contract negotiations with Eugene Association of Substitute Teachers (EAST), it was agreed that guest teachers need access to pertinent classroom and student information to successfully provide instruction in the absence of the regular classroom teacher. Below are suggested components and/or ideas for teachers to include in their guest teacher information. When preparing the information, classroom teachers should indicate which components are confidential (e.g. students with special needs information, etc.). **Asterisked (*) indicate required elements**.

Classroom Management Information and Procedures

- Including positive reinforcement information
- Behavior referrals forms and procedures
- The classroom discipline plan is located….
- The school wide discipline plan/information is located…
- Forms are located…
- ***Special discipline notes for guest teacher**
- Quiet signal:
- Other signals:
- Acceptable rewards:
- Discipline techniques:
- Suggestions for independent work
- Extra time ideas

Daily Routines

- Daily schedule
- Class schedule for week (if applicable) or teacher schedule
- Attendance information
- Seating chart
- Classroom materials (student and teacher)
- Technology (student and teacher)
- Free time/extra activities/anytime class activities
- Transition information (including students and staff in and out of the room)
- Lunch procedures
- Hall passes
- Supervision responsibilities outside classroom
- Restrooms
- Food/water fountain
- Before students leave…
- Special Notes
- ***Students with special needs-behavioral and/or medically (e.g. class period, need/schedule, special notes for guest teacher)**

Helpers/Assistance

- Students (by period)
- Staff (by period) with room or extension number

Emergency Procedures

- The emergency drill and evacuation procedures are located:
- Fire alarm is located:
- Room lock down key is located…..

Office Personnel

Principal, Secretary, Counselor (if applicable), Nurse (if applicable) or health needs, Custodian
Colleagues can contact

Guest Teacher Notes to Teacher

Technology Access

All guest teachers should have a 4J username and password to access the network. However, it might be helpful to have your school's guest log in code available if necessary.
A laptop or computer available to meet the expectations in the lesson plans/directions.

***= Required Elements**