

**Helpful Information to leave for the Teacher On Call that will enable
him/her to teach your class on short notice.**

****If the information is left in a coloured folder on the teacher's desk or kept in the office and handed out by the secretary; it will be easy to locate and always ready.**

Parking information, if needed

Keys, if needed

Class lists and current seating plan(s)

Photocopy number, if needed

Attendance forms and procedures

Fire Drill and other emergency procedures

Alert to medical conditions

Alert to anyone who might be disruptive

Information about any students with learning problems

School rules, philosophy, mission statement, and discipline procedures

Supervision schedule, area(s) to supervise

Classroom expectations, rules, and procedures (washrooms, etc.)

Usual positive reinforcers & usual consequences for misbehavior

Timetables-Music, P.E., Computer Lab, etc.

Schedules for students leaving class (learning assistance, gifted, First Nations, ESL, etc)

Groupings (reading, math, spelling)

Teacher's Guides, workbooks, texts, marking keys

Names of dependable, helpful students

List of bus schedules and bus students

Library/Labs – opening, operating, closing procedures, rules