



# ELEMENTARY OCCASIONAL TEACHER PACKAGE for

School: \_\_\_\_\_

(Balanced Day Schedule)

Classroom Teacher(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_

Room Number: \_\_\_\_\_

## DAILY SCHEDULE (Balanced Day)

A.M Notes:

\_\_\_\_\_  
\_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday

First Nutrition Break

Mid-Day Notes:

\_\_\_\_\_  
\_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday

Second Nutrition Break

P.M. Notes:

\_\_\_\_\_  
\_\_\_\_\_

**Food Allergies/Students  
with Special Needs**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUPERVISION  
DUTIES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**School Schedule Balanced Day**

School Begins:

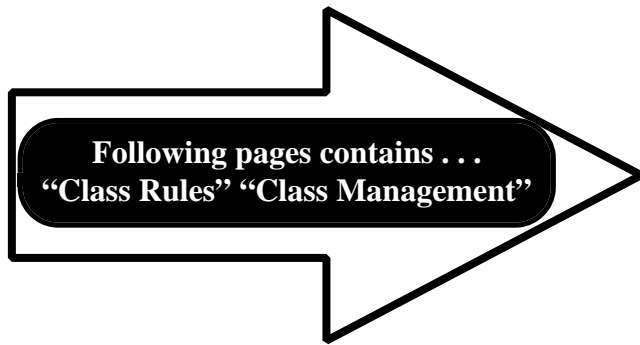
First Nutritional Break:

Lunch:

School Resumes:

Second Nutritional Break:

Dismissal:



**Special Activities - e.g., Gym, Art**

Monday

Tuesday

Wednesday

Thursday

Friday

**Get "Help" From**

Teacher Room #

Teacher Room #

Reliable Students

**Bathroom Break Procedures**

**Adult Bathroom**

Men

Women

**Attendance Procedures**

**Dismissal Procedures**

**Milk and Lunch Count/Money**

**Children Who Attend Special Classes**

Name	Day	Time	Teacher	Room #

**Class Rules/Routines (Balanced Day)**

Classroom

Nutritional Break #1

Free-time Activities

Nutritional Break #2

Hall

**Class Management**

"Quiet" Signal

Acceptable Activities

Other signals

Discipline Strategies

See Attached  
for . . .

- Class List
- Seating Chart
- Bus List
- Operating Procedures
- Map of School
- Adult Lunch Procedures
- Reading and Math Groups
- Games Students Know
- Occasional Teacher Feedback on the day
- Other \_\_\_\_\_

**Where to Find**

Lesson Plans \_\_\_\_\_ Art Supplies \_\_\_\_\_

Paper/Pencils \_\_\_\_\_ Other \_\_\_\_\_

Teacher's Manuals \_\_\_\_\_ ETFO's Occasional President: \_\_\_\_\_

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