



OCCASIONAL TEACHER PACKAGE for

School: _____
(Regular Day Schedule)

Classroom Teacher: _____

Grade: _____

Room Number: _____

DAILY SCHEDULE


A.M.


Monday	Tuesday	Wednesday	Thursday	Friday

LUNCH

P.M.

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 **Food Allergies/Students with Special Needs**

SUPERVISION DUTIES 

School Schedule Regular Day

School Begins;

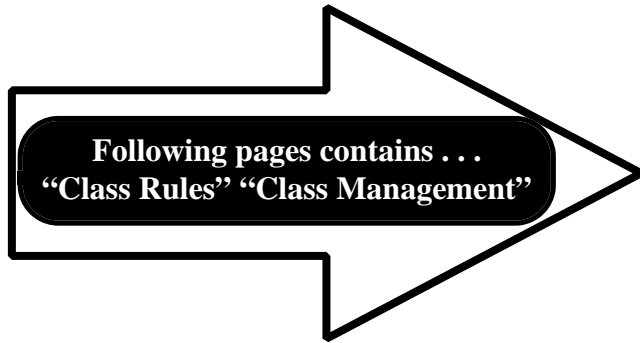
A.M. Recess/Break:

Lunch:

School Resumes:

P.M. Recess/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 (Regular Day)

Classroom

Recess

Lunchroom

Additional Activities

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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