SAMPLE PACK

Sub-Folder Survival Packs

Everything a guest teacher needs for day one — in one ready-to-print pack.

Grades 3–5 · Elementary Classroom Edition

- ✓ Class info & contact sheet
- ✓ Daily schedule
- ✓ Seating chart template
- ✓ Classroom rules & routines
- ✓ Emergency procedures
- ✓ Need-to-know students
- ✓ Dismissal & transportation
- ✓ Guest teacher feedback form

All school, staff, and student names in this sample are fictional and for demonstration only.

A Ryan Wilson Projects sample product

Welcome, Guest Teacher!

You're holding a **Sub-Folder Survival Pack** — everything the classroom teacher wants you to know, organized in the order you'll need it. You won't have to dig through a desk drawer or guess at routines.

How to use this pack

1. **Read the Class Info sheet first** — office extension, nurse, and where the teacher hid the emergency sub tub are all on page 1.
2. **Follow the Daily Schedule** — specials, lunch, and recess are timed. The school bell runs the day.
3. **Post the Seating Chart** at the doc camera (or keep it on your clipboard) for attendance and lunch count.
4. **Skim Emergency Procedures** now — drills don't wait for page 7.
5. **Leave feedback** on the last page before you go. The teacher reads every word.

Tip: classrooms differ, but every pack follows this same order — once you've used one, you'll fly through the next.

Class Information Sheet

Fill in once per teacher — reuse all year.

School	Sunnybrook Elementary (sample)
Teacher	Ms. Rivera (sample)
Grade / Room	4th Grade · Room 214
Phone (classroom)	(555) 014-2214 (sample)
Front office ext.	x2100
School nurse	Nurse Patel · x2145 · Room 102
Principal / Asst.	Principal Okafor (x2001) · Asst. Delgado (x2002)
Tech support	Mr. Brooks · x3050 · library
Emergency sub tub	Closet by the sink, blue bin labeled 'SUB'
Lunch time / line-up	11:40 AM · line up at door, quiet voices

Notes for this class

Daily Schedule

Sample schedule — your classroom teacher's times are filled in before printing.

Time	Activity	Notes
8:00 – 8:15	Morning arrival / attendance	Take attendance on seating chart; send lunch count by 8:20
8:15 – 8:30	Morning meeting	Calendar, pledge, share (2 students)
8:30 – 10:00	Literacy block	Lesson plan in sub folder, Tab A
10:00 – 10:15	Snack / brain break	
10:15 – 11:00	Math	Workbook pp. 47–48; answer key in Tab B
11:00 – 11:40	Specials — Art (Tue/Thu)	Walk class to Art Room 118; pick up at 11:40
11:40 – 12:05	Lunch	Line up at the door, quiet voices
12:05 – 12:30	Recess	Duty: south field zone 2
12:30 – 1:15	Science / Social Studies	Lesson plan in sub folder, Tab C
1:15 – 1:45	Independent reading	Classroom library; reading logs in folders
1:45 – 2:30	Intervention groups	Group lists on the board by the window
2:30 – 2:45	Pack up / dismissal prep	Backpacks, stack chairs, bus/walker lines
2:45 – 3:00	Dismissal	See Dismissal page — walk lines personally

Bell schedule changes (early release, assemblies)

Seating Chart

Write one name per desk. Keep this on your clipboard for attendance.

Maya L. (sample)	**Ethan R.** (sample)	**Sofia T.** (sample)	**Noah B.** (sample)	**Ava K.** (sample)
Liam D. (sample)	**Olivia P.** (sample)	**Mason H.** (sample)	**Aria S.** (sample)	**Eli W.** (sample)
Chloe M. (sample)	**James F.** (sample)	**Nora G.** (sample)	**Henry C.** (sample)	**Zoe N.** (sample)
Lucas V. (sample)	**Ella J.** (sample)	**Owen Q.** (sample)	**Ruby A.** (sample)	**Caleb Z.** (sample)
Grace E. (sample)	**Wyatt I.** (sample)	**Lily O.** (sample)	**Leo U.** (sample)	**Hannah Y.** (sample)

■ FRONT OF ROOM — whiteboard

Helpers this week

Line leader	Maya L. (sample)
Paper passer	Eli W. (sample)
Door holder	Zoe N. (sample)

Classroom Rules & Routines

Our class rules

- **R**espect people, property, and learning time.
- **O**ne voice at a time — raise your hand.
- **C**ome prepared — materials ready before the bell.
- **K**eep hands, feet, and objects to yourself.
- **S**tay safe — walk in the building, always.

Daily routines

Attention signal: Teacher raises hand, counts down 3-2-1. Students echo and freeze.

Bathroom: One boy, one girl at a time. Sign out on the clipboard by the door; hall pass required.

Water / drinks: Water bottles only, at desks — not during direct instruction.

Pencil / supplies: Community supply bins on the back shelf. Pencil sharpener use at arrival only.

Early finishers: Choice board on the back wall: reading, puzzle bin, or free-draw journal.

Technology: Chromebooks stay closed unless the lesson plan says otherwise. Cart 3, logins posted inside.

End of day: Pack at 2:30, stack chairs, check floor for trash. Line up by dismissal group.

Behavior plan

Clip chart on the board: Outstanding → Great Day → Ready to Learn → Think About It → Parent Contact. Positive first — catch them being good. If a student reaches "Parent Contact," call the office (x2100) rather than the parent directly. Buddy room: Ms. Alvarez, Room 216.

Emergency Procedures

Read now. Drills do not wait for page 7.

SAMPLE ONLY — always confirm procedures with the front office on arrival.

Fire drill

- Grab the emergency folder (red binder by the door) and this pack.
- Lead class out the Room 214 door, turn LEFT, exit through Door C.
- Line up on the far playground fence, take attendance, hold up the GREEN card (all accounted for) or RED card (missing student).
- Wait for the all-clear announcement — do not re-enter early.

Severe weather / tornado

- Move class quickly and quietly to the interior hallway by the gym (no windows).
- Students sit facing the wall, hands over heads.
- Take attendance from the emergency folder once sheltered.

Lockdown

- Lock the classroom door (key on the lanyard by the desk).
- Turn off lights, close blinds, move students to the reading corner away from windows and the door.
- Silence — no talking, no phones. Wait for an administrator with a key. Do NOT open the door for announcements.

Medical emergency

- Send two responsible students (buddy system) to the office for Nurse Patel (x2145), or call x2100.
- Keep the class calm and give the student space; do not move a student who has fallen unless in danger.
- Students with medical plans are listed on the next page.

Emergency contacts

Front office	x2100
Nurse Patel	x2145 · Room 102
All-call / PA	Dial 9 from classroom phone

Need-to-Know Students

CONFIDENTIAL — SAMPLE DATA — keep this page with you, not on a desk. All names below are fictional.

Student (sample)	Need to know	Action
Maya L.	Severe peanut allergy	EpiPen in nurse's office + backup in desk drawer. No food sharing. Call nurse immediately if symptoms appear.
Eli W.	Type 1 diabetes	Glucose tabs in his backpack front pocket. If he seems shaky or pale, send to nurse with a buddy — do not wait.
Nora G.	504 plan — extended time	Time-and-a-half on all quizzes/tests. Preferential seating (already at front row).
Caleb Z.	IEP — speech pull-out	Leaves for speech Tue/Thu 9:15 with Ms. Donnelly. Send with hall pass.
Aria S.	Asthma	Inhaler in backpack. If coughing won't stop after rest, send to nurse with a buddy.
Leo U.	Court-ordered pickup restriction	May ONLY be released to people on the approved pickup list. Check with office (x2100) if unsure — never guess.

Blank rows for your class

Dismissal & Transportation

Dismissal groups

Bus riders: Line up at the door at 2:45. Walk to Bus Lane B. Bus numbers posted by the door: check each student boards the RIGHT bus.

Car riders: Walk to the front canopy. Students stay behind the yellow line until their name is called over the radio.

Walkers: Exit through Door A with the crossing guard. Do not release walkers before 2:50.

After-school program: Escort to the cafeteria and hand off to program staff — sign the handoff sheet.

Golden rules

- Walk every line to its destination **personally** — never send students alone.
- If a pickup person is unfamiliar, walk the student to the office (x2100) for ID check.
- If a bus is missing or late, return the group to the classroom and call the office.
- End-of-day changes come from the OFFICE only — never from a student's verbal report.

Special dismissal notes for today

Guest Teacher Feedback Form

Please leave this on the teacher's desk before you go — she reads every word!

Guest teacher name _____

Date _____

How did the day go overall?

- ■ Great day — lessons went as planned
- ■ Good day — minor adjustments needed
- ■ Challenging — see notes below

Lessons completed

Check what you finished; circle anything partially done.

- ■ Literacy block
- ■ Math (pp. 47–48)
- ■ Science / Social Studies
- ■ Specials — Art
- ■ Intervention groups

Students who were especially helpful

_____

_____

Behavior notes / concerns

_____

_____

_____

Anything the teacher should know for tomorrow?

_____

_____

_____

Thank you for keeping our class running smoothly today! ■