**Sub-Ready Teacher – At-a-Glance Information**

Miss Smith

5th Grade Science

Cherry Hill Intermediate School

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| Daily Schedule |
| 7:45 – Arrival – Pick up students in cafeteria |
| 8:00 – Morning Work –  |
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|  |
|  |
|  |
|  |
|  |
| 2:15 – Dismissal |

Where to Find It

Lesson Plans – On my desk

Seating Charts

Classroom Management Plan

Hall Passes

Emergency Bag

Extra Supplies

Students

Pull Outs

Require a bit extra

Go-to helpers

Important Info

Passwords

Nurse / Secretaries / Principals Phone Extension

People to Know

Partner Teachers w. Room #

Intervention Specialists

Parapros / Aides

Volunteers

My Procedures

My quiet signal –

How we transition –