

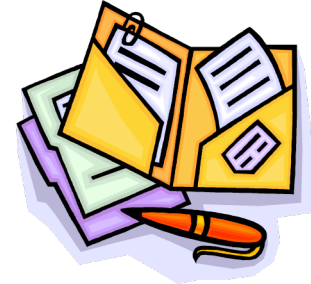


Library Services
15751 E. 1st. Ave. (ESC2)
Aurora, CO 80011
303-326-1864



Library Services

Things to include in your Sub folder to be left with the office:



- Sub directions from Library Services (for login, etc.)
- Your schedule with teachers' names, room numbers, and whether they come with the class to the library.
- Bell schedule/Lunch schedule, including yours.
- Library policies: number of items per student; date due cards; stamping or none; bathroom passes; only one of a series or only one drawing book; etc.
- Classroom management procedures: Is there a bell, hand signal, etc.? Is there a Positive Behavior plan with "Growl" tickets (varies school to school)? Is there a star or point system for specials?
- Emergency procedures for fire, tornado, lockdown drills: Do you need classroom lists to take attendance? Are you responsible to check bathrooms?
- Lesson plans for grade levels (include emergency plans in case you can't leave specific plans for that day).
- Policy for buying school lunch: Who to notify and when. Cost.
- Pad of Post -It notes.
- Other duties: If doing playground duty, do you need passes? Whistle? A partner? Parking lot or crosswalk duty, do you need sign or two-way radio?