

SubPack

A *SubPack* is like an emergency preparedness kit for the classroom. It should contain a variety of useful and necessary classroom supplies and materials. Check the pack at the end of every day, refill it with what is necessary, and have it by the door or in the car ready for the next day.

The contents of a *SubPack* can be organized into three categories:

- Personal and Professional Items
- Activity Materials
- Everyday Stuff

Personal and Professional Items

Clipboard
Pen, pencil, and colored (non-red) marking pen
Substitute teacher report (to leave for the permanent teacher)
District information (maps, addresses, phone numbers, policies, starting times, etc.)
A coffee mug or water bottle
A whistle (useful for P.E. and playground duty)
A small package of tissues
Snacks (granola bar, pretzels, bottled water, etc.)
An individualized Hall Pass
A small bag or coin purse for keys, driver's license, money (enough for lunch), and other essential items.
Band-Aids®
Headache medicine (for you only)
Small sewing kit with safety pins

Activity Materials

Tangrams
Bookmarks
Picture books and brainteasers
A number cube or dice for games
Estimation jar
Timer
Copies of a 5 minute filler (or early finisher) activity
One class set of a short activity

Everyday Stuff

Crayons
Rubber bands
Colored markers, pencils, and/or crayons
Labeled ball-point pens (red, blue, black)
Pencils and small pencil sharpener
Transparent and masking tape
White board markers and dry eraser
Chalk
Scissors
Glue sticks
Paper clips, staples, and a small stapler
Post-it® note pads (various sizes and colors)
Ruler
File folders
Calculator
Lined and blank paper
Name tag materials (address labels or masking tape will work)