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)