

# What is included in the library substitute binder

## Editable substitute pages and forms

- These pages are the ones you will leave for a substitute. They include schedules, procedures for the operation of the library, passwords etc. These pages are in PowerPoint. The fonts that I used are embedded into the document. You do not need to download the fonts to your computer. To edit, just click in the text box and type. You can add, delete or change any of the text. I included a few different options for some of the pages to give you more flexibility. At the end of the document, I added a few blank pages with the same border as the other pages.

## Cover pages

- Use these to divide your binder into sections. The editable PowerPoint can be edited so you can put whatever text on the page that you want. I included a PDF version that can not be edited.

## Worksheets and lessons for K-5

- These are no-prep worksheets that are ready to go whenever you need them. Just print and copy. Most of the pages have a pet theme.
- The first two pages are suggested websites that a substitute might want to use with the class. The second page is a list of pet themed books that a substitute can use to go along with some of the worksheets.
- The worksheets include a pet mini-book, cut and paste activities and writing pages and reading comprehension. There are a few graphic organizers that can be used with any book. There are also two activity grids with 9 different activities students can choose from during a class period.

## Time filler and brain break cards

- These cards have quick ideas and discussion prompts that a substitute can pull out when there is a few extra minutes of class. There are cards for all grade levels. There is a set of Would You Rather cards. A set of Answer This questions. A set of rhyming picture cards. 2 sets of following directions/movement activities.

## Think Sheets

- 3 sheets for K/1, 2/3 and 4/5.
- A substitute can hand these out when a student is not following directions.

# Editable Library Substitute Binder and Lesson Plans

Dear Substitute,

Thank you so much for coming in to substitute for me. This binder should provide you everything that you need including schedules, lesson plans, duties, phone numbers and emergency information. There is also a list of books, videos and web sites that you may use as well. Thank you again and I hope you have a wonderful day!

Kathy Cool  
Librarian


Special Notes:

Library assistant

Library volunteers

Phone numbers

Before or after school duties



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Where to find...

NURSE PASSES

CRAWNS

PENCILS

WHITE BOARDS AND DRY ERASE MARKERS

SCISSORS AND GLUE

OFFICE RELATED FORMS

SEATING CHARTS

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Emergency Information

Phone numbers

Fire drill

Tornado drill

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Library Checkout Procedures:

Add your own text about how you want a substitute to handle checkout procedures.

CHECKING IN LIBRARY BOOKS

CHECKING OUT LIBRARY BOOKS

RESHELVING LIBRARY BOOKS

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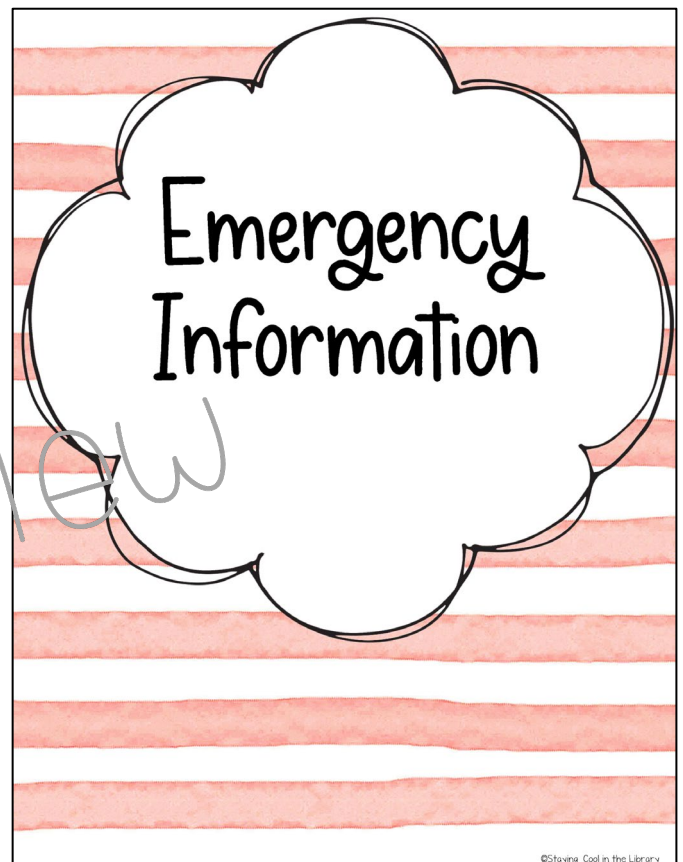
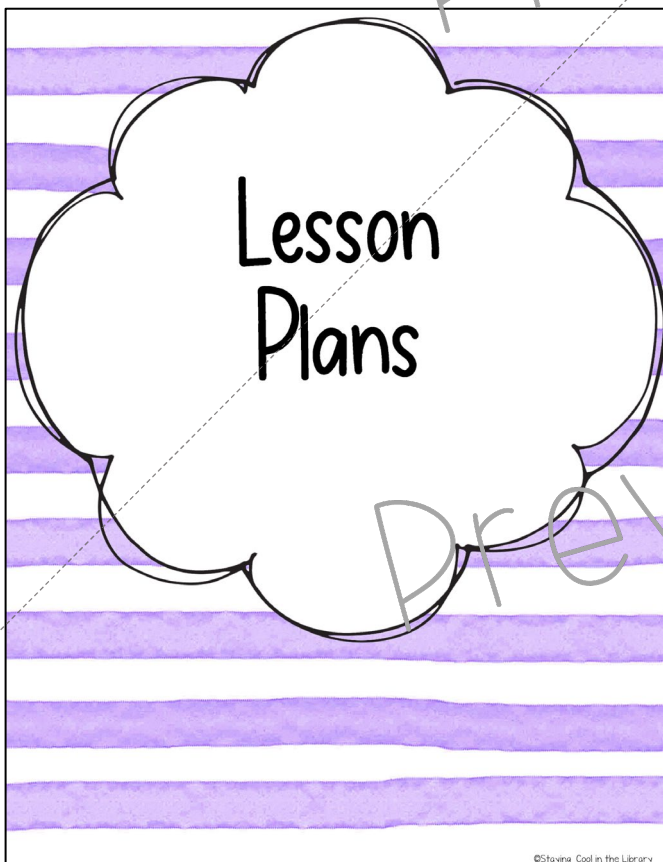
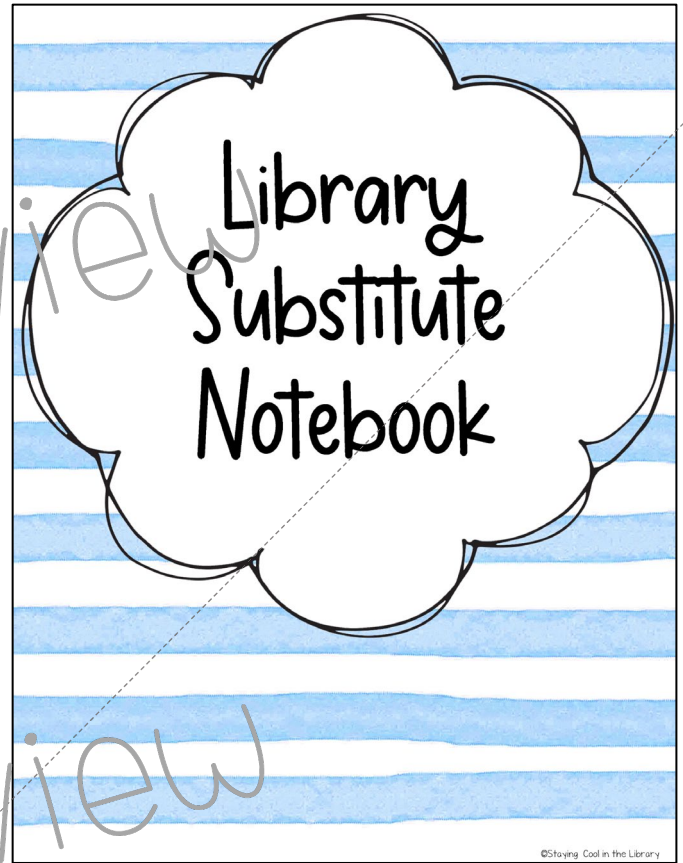


# Editable Library Substitute Binder and Lesson Plans

What do I do when... Student or class issues

THE TEACHER IS LATE DROPPING THEIR CLASS OFF TO THE LIBRARY
THE TEACHER IS EARLY DROPPING THEIR CLASS OFF TO THE LIBRARY
THE TEACHER IS LATE PICKING THEIR CLASS UP FROM THE LIBRARY
THE TEACHER IS EARLY PICKING THEIR CLASS UP FROM THE LIBRARY


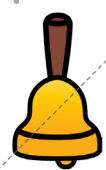

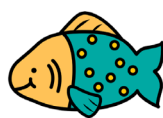


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# Lesson Plans and Activities

<p><b>WOULD YOU RATHER</b></p> <p>Which superpower would you rather have?</p> <p>invisibility ability to fly</p> <p><small>2nd - 5th grades</small></p>	<p><b>WOULD YOU RATHER</b></p> <p>Which superpower would you rather have?</p> <p>superhuman strength ability to walk through walls</p> <p><small>2nd - 5th grades</small></p>
<p><b>WOULD YOU RATHER</b></p> <p>Would you rather:</p> <p>be a fish in the ocean or a fish in a fish tank?</p> <p><small>2nd - 5th grades</small></p>	<p><b>WOULD YOU RATHER</b></p> <p>Who would you rather meet in person?</p> <p>Santa Claus Superman</p> <p><small>2nd - 5th grades</small></p>
<p><b>WOULD YOU RATHER</b></p> <p>Would you rather:</p> <p>be able to fly like a bird run like a cheetah?</p> <p><small>2nd - 5th grades</small></p>	<p><b>WOULD YOU RATHER</b></p> <p>Would you rather visit:</p> <p>Narnia Hogwarts castle?</p> <p><small>2nd - 5th grades</small></p>

<p><b>ANSWER THIS</b></p> <p>What are three animals you can find in a zoo?</p> <p><small>1st - 5th grades</small></p>	<p><b>ANSWER THIS</b></p> <p>Which animal would make a better pet: octopus or penguin?</p> <p><small>1st - 5th grades</small></p>
<p><b>ANSWER THIS</b></p> <p>What are three animals you can find on a farm?</p> <p><small>1st - 5th grades</small></p>	<p><b>ANSWER THIS</b></p> <p>What is your favorite topping to put on ice cream?</p> <p><small>1st - 5th grades</small></p>
<p><b>ANSWER THIS</b></p> <p>Name an animal that is prickly.</p> <p><small>1st - 5th grades</small></p>	<p><b>ANSWER THIS</b></p> <p>Name an animal that is quick.</p> <p><small>1st - 5th grades</small></p>

<p><b>WHAT RHYMES WITH</b></p>  <p><small>K &amp; 1st Grade</small></p>	<p><b>WHAT RHYMES WITH</b></p>  <p><small>K &amp; 1st Grade</small></p>
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<p><b>BRAIN BREAK</b></p> <p>Blink your <u>left</u> eye while snapping the fingers on your <u>right</u> hand.</p> <p><small>2nd - 5th grades</small></p>	<p><b>BRAIN BREAK</b></p> <p>Pretend to peel a banana and eat it.</p> <p><small>2nd - 5th grades</small></p>
<p><b>BRAIN BREAK</b></p> <p>Snap the fingers on your <u>right</u> hand while hopping on your <u>left</u> foot.</p> <p><small>2nd - 5th grades</small></p>	<p><b>BRAIN BREAK</b></p> <p>Choose one:</p> <p>Walk like an elephant Swim like a shark</p> <p><small>2nd - 5th grades</small></p>
<p><b>BRAIN BREAK</b></p> <p>Touch your left hand to your right foot 3 times.</p> <p>Now touch your right hand to your left foot 3 times.</p> <p><small>2nd - 5th grades</small></p>	<p><b>BRAIN BREAK</b></p> <p>Choose one:</p> <p>Climb like a monkey Slither like a snake</p> <p><small>2nd - 5th grades</small></p>



# Lesson Plans and Activities

Name: \_\_\_\_\_ K, 1<sup>st</sup>

## Give the dog a bone.

Cut Glue to match

**fl**

**pl**

**sl**

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Name: \_\_\_\_\_ K, 1<sup>st</sup>, 2<sup>nd</sup>

## Real or Fantasy

Directions: Cut out the pictures. Glue them in the correct column.

Real	Fantasy

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Name: \_\_\_\_\_ K, 1<sup>st</sup>, 2<sup>nd</sup>

Directions: Cut out the sentences about pets. Glue them in the correct box.

**REMEMBER:**  
A **fact** is something you can prove.  
An **opinion** is what someone believes.

### Facts

### Opinions

Dogs make better pets than cats.

Labradors make the best dogs.

Hamsters are so cute!

Some people have skunks as pets.

Kittens are very playful.

Snakes and lizards need a light to keep them warm.

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Name: \_\_\_\_\_ K, 2<sup>nd</sup>, 3<sup>rd</sup>

## Bark All About It!

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Circle one: Fiction   Nonfiction

Characters: \_\_\_\_\_

Setting: \_\_\_\_\_

**My favorite part**

How much I liked this book:

ok

good


great

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# Lesson Plans and Activities

Name: \_\_\_\_\_ K.P.

## A Purrfect Story

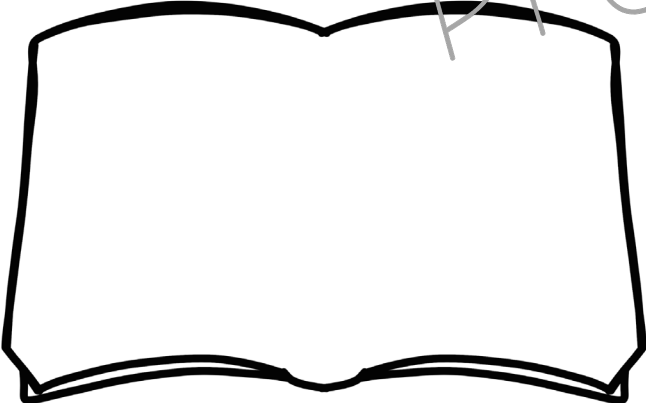


Title



Author

I liked when...



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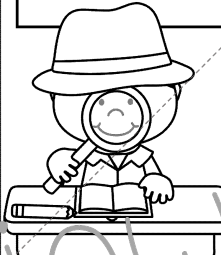
Name: \_\_\_\_\_ 2<sup>nd</sup> - 4<sup>th</sup> grades Graphic organizer

## What is the Main Idea?

Title: \_\_\_\_\_

Main idea: \_\_\_\_\_


Detail:	Detail	Detail



My opinion of this book:

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Name: \_\_\_\_\_ Date: \_\_\_\_\_





## STOP and think.


What happened today?


What I should have done...


This made me feel...

  
 confused

  
 scared

  
 sad


  
 angry

  
 embarrassed





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Name: \_\_\_\_\_

## ACTIVITY GRID #2



Choose a task below and complete it on another sheet of paper. Color the box when you finish. Then complete another task.

<p>① What is the meaning of the idiom below?  <b>Amny was a ball of nerves before the big test.</b></p> <p>Complete the following idioms:</p> <ul style="list-style-type: none"> <li>• This is the last _____</li> <li>• Every cloud has a silver _____</li> <li>• Don't make a mountain out of a _____</li> </ul>	<p>② Draw a picture to show what each simile actually means.</p> <ul style="list-style-type: none"> <li>• Her hands are as cold as ice.</li> <li>• The kitten's fur was as soft as a spider web.</li> <li>• The classroom was buzzing like a beehive.</li> <li>• She has a voice like an angel.</li> </ul>	<p>③ Choose five objects from the list. Write a metaphor to describe each one.</p> <div style="border: 1px solid black; padding: 2px; font-size: x-small; margin-bottom: 5px;">                 Example: My grandma is a teddy bear.             </div> <ul style="list-style-type: none"> <li>• socks</li> <li>• snake</li> <li>• pillow</li> <li>• raindrop</li> <li>• tiger</li> <li>• homework</li> <li>• apple pie</li> </ul> <div style="text-align: right; margin-top: 5px;">  </div>
<p>④ Fold your paper in half. On one side draw a picture of your best friend. On the other side write a list of at least 5 similes or metaphors that describe your friend.</p> <div style="text-align: center; margin-top: 10px;">  </div>	<p>⑤ Complete each sentence with a simile or metaphor.</p> <ul style="list-style-type: none"> <li>• The line for the roller coaster was...</li> <li>• The cookies were...</li> <li>• When I dropped my new phone I was...</li> <li>• The sun was...</li> </ul> <div style="text-align: right; margin-top: 5px;">  </div>	<p>⑥ List three things each simile or metaphor could describe.</p> <ul style="list-style-type: none"> <li>• The _____ is as white as snow.</li> <li>• The _____ can be a zoo.</li> <li>• The _____ is as lumpy as mashed potatoes.</li> <li>• Your _____ looks like a tornado hit it!</li> </ul>
<p>⑦ Write an idiom for each phrase below.</p> <ul style="list-style-type: none"> <li>• in serious trouble</li> <li>• tell a secret</li> <li>• to feel sick</li> <li>• good luck</li> <li>• have a good time</li> <li>• go to bed</li> </ul>	<p>⑧ Draw a picture to show what each idiom actually means.</p> <ul style="list-style-type: none"> <li>• Don't cry over spilled milk.</li> <li>• It's raining cats and dogs.</li> <li>• Once in a blue moon.</li> <li>• A taste of your own medicine.</li> <li>• Got up on the wrong side of the bed.</li> </ul>	<p>⑨ Describe a new candy using at least 2 similes and 2 metaphors. Then design an advertisement for your candy using your similes and metaphors.</p> <div style="text-align: right; margin-top: 10px;">  </div>

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