

Dear sub:

September 9, 2016

Here are the dos and don'ts of teaching my class.

General

no electronics allowed

no gum, candy, food or drink (water ok with a secure lid)

AVOID hall passes unless a student is currently in danger. If they choose to use one of the two passes for the year, please collect it back from the student and leave it for me.

no one at or behind my desk with computer or at my podium

no one is to leave or get out of seat until the bell sounds

for fire, exit the room to the hallway, turn left and left down stairs and then out the door and across the lot-take role

for lock down, lock door, turn out the lights and sit quietly—Place the green map under the door if everything is ok, the red if someone is hurt and no map if someone is in the room threatening the class.- Red/Green are hanging on the bulletin board near teacher's desk.

for tornado, students are to proceed downstairs to an inside room, 1415 or 1414– FOLLOW CARRENO.

If problems occur with any of my students, document the incident and leave it for me to handle. Send only to office if situation escalates or if the student fails to correct action.

Role information

Use the seating charts I have left. Turn in absences to the office please.

Miscellaneous Information

I do not have any teacher's editions you will need. Lunch room is the last room on the left as you leave this wing of the building. No one eats there. Lunch is at 11:36-12:06 M-Th or 11:44-12:14 on Friday.

Friday's Lesson Plan

I prepped the students Thursday for what would happen today, so today's lesson is nothing totally brand new to them. Some students may be back today who were absent Thursday, so they will need the "Analysis Guide" for annotating and a copy of *A Most Ambitious experiment* short story. **Please pass out this handout to each student.**

Take role – will you email or text absences to me, and I will enter them on my end instead of having you send them to the office. Occasionally they do not get to them, and I cannot enter them tomorrow.

First, give the quiz, "Elements of Fiction 1-10". Students should clear desks but for a blank cover sheet and a PEN. Feet front and center – eyes down – answers covered – upside down when finished. Five minutes should be a satisfactory amount of time to place the appropriate letter in the blank. Collect and save for me, please.

Second, students **will work independently** to annotate *A Most Ambitious Experiment* and to complete any remaining definitions for the twenty-seven literary elements. See reverse side of this document for literary elements and sample annotations for *The Night George Wolfe Died*.

Homework – Finish annotating, finish literary element vocab, and study for column five of the prepositions and the next ten literary elements, 11-20.