

Dear sub:

January 25, 2017

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, 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 12:36-1:06 M-Th or 12:44-1:14 on Friday.

Wednesday's Lesson Plan

I prepped the students Tuesday for what would happen today, so today's lesson is nothing totally brand new to them; plus, it was started last night, so today should only be a continuation and finishing of the "Letter Address" poem.

Please take role and turn it into the office. Pass this paper out to each student.

Students,

1. Today and Today Only – Earbuds may be used quietly at a level no one else can hear.
2. Work to finish the "Letter Address" poem. Gone yesterday? The sub has extras only for someone absent Tuesday.
3. DO NOT TALK or in any way ENGAGE with another student! As I stated Tuesday, the substitute teacher is to pass out the first extra assignment when someone, anyone, or everyone (I don't care if it is one or all.) engages someone else in any way, shape, fashion, or form without permission. The first assignment will be due five minutes later. The second assignment will be due tomorrow. If there is a third assignment needed, it will be due tomorrow also. After assignment #3 hits your desk, the sub will simply take names for PM detention, regardless of whether you ever so much as uttered a word earlier or not.
4. Due Thursday – a semi-neat draft with PDs and FLs labeled – no need to be a final copy.
5. Possibly Due Thursday – Extra Assignment #2 and/or #3.