**Substitute Teacher Information**

Seating charts, medical concerns, evacuation procedures, and lock down procedures are contained in the folder marked “Sub Folder.” Other pertinent information can be found in the Staff Handbook or the Guest Teacher Binder the office provides you with when you check into the building.

**General Rules and Procedures**

\*All students should stay in their ASSIGNED seats.

\*No student should leave the classroom unless instructed to do so by the office.

\*If an assignment is completed during class time, it must be turned into you, the sub, and placed in the corresponding tray in the black mesh shelf.

\*No students should “work together” or “socialize” for any reason unless directed to do so in my lesson plans.

\*If a student does not have his or her work for my class, write down his/her name and select a book from my shelf for that student to read for the hour.

\*\*\*\*\*\*If a student is insubordinate in ANY way that makes learning difficult for other students, or makes teaching difficult for you, that student will receive five hours of Saturday School from the office. Write down the student’s name and I will take care of the issue upon my return.

\*\*\*\*\*\*Use your discretion to remove a student from the classroom by calling the office and informing either the secretaries or principals of the situation. They will instruct you.

**Important Information about iPads**

\*\*\*\*\*\* Students are assigned iPad numbers. They know their number, but if you (or they) have any questions, the information is in the basket near my phone. Please call each row one at a time to take iPads. Circulate the room often to make sure students are using the devices appropriately. If a student is abusing technology privileges, have the student put the iPad back in the case. That student will not be able to complete his/her assignment and will lose points. Leave approximately seven minutes at the end of the hour for students to put the iPads back. The devices do not slide easily into the case and take some effort to put back properly. Please make sure all iPads are plugged in correctly for the next class.

**Please call or text me at (906) 282-2179 if necessary.**

**Lesson Plans for March 19, 2014**

**1st Hour and 2nd Hour: English 12**

Students will work on their research papers. They know what they need to do. Remind them that 20 notes and 5 more sources are due on Monday and Parts I and II are due on Tuesday. They may use their iPads at will, but students should remain quiet and work diligently throughout the hour.

**3nd Hour: Advanced Placement English Literature**

Please ask a student to pass back the AP LIT essays I have on my desk. Each student should score his or own essays and have one other student score the essays as well. (Please make valid comments) Once students are finished, they may use the iPads to work on their research essays. Please collect all scored student essays according to title of story. A student can help you with this. Ask students to CLEARLY label which essay they would like me to grade.

**4th Hour: English 10**

Students will work on writing a “list poem,” a “tongue twister,” and “a photograph poem.” These rough draft poems are due on Friday. Students know where and how to access the information they need for this assignment. They may use iPads at will.

**5rd Hour and 7th Hour: Flivver Foundations**

Students will be using the iPads to write their letters of request for recommendation. Rough draft is due by the end of the week.

**Lesson Plans for March 20, 2014**

**1st Hour and 2nd Hour: English 12**

Students will have SSR today.

**3nd Hour: Advanced Placement English Literature**

Students may read from their Independent Novel Study or work on their research essays.

**4th Hour: English 10**

Students will continue the activity from yesterday. Once they are finished with their poems, the may begin to write their artist statements for each poem they have written for the poetry unit.

**5rd Hour and 7th Hour: Flivver Foundations**

**Please list the names of any absent students here:**

**Please leave any notes here:**