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| Teacher: |
| General Information |
| Thank you for agreeing to substitute for me today. My students understand what is expected of them and how to behave. When they become unruly, raise your hand in the air and say “Need your help”. They should snap to. |
| Guidance or Help |
| See in . Contact on the beige phone.  To dial the office for a campus security associate, or a school resource officer at \* on the beige phone. Ask for . If neither of them are available, then call ask for . |
| Disruptive Students |
| If there are disruptive students, please dial \* on the phone and ask for a school resource officer or the campus security associate. |
| Student Movement |
| You must sign a student’s agenda for him/her to go ANYWHERE. Please have the student record the date, time, and destination. If they do not have the agenda, have them sign the tablet at the door. |
| Attendance |
| Note on the sheets enclosed in the package and I will enter it when I return. |

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| 8:00-9:00 6th Grade AE | |
| Students have notebooks and they can work on the work inside. Individually paced.  **Focus students:**  **Remedy:** | |
| 9:00-9:40 Planning time | |
|  | |
| 9:40-10:40  10:40-11:05 LUNCH  11:05-11:30 class change | |
| **Materials:**  **Lesson Plans:**  **General Directions:**  **Focus students:**  **Remedy:**.  **Reliable Students:** | **Absent Students:** (Please note) |
| 11:40-12:30  12:30-12:55  12:55-1:20 class change | |
| **Materials:**  **Lesson Plans:**  **General Directions:**  **Focus Students**  **Remedy:**  **Reliable Students:** | **Absent Students:** (Please note) |
| **1:20-1:45 PLANNING** |  |
| **You are free to do as you see fit** | |
| **1:50-3:30 6th grade ESL/8th grade AE** | |
| **Materials:**  **Lesson Plans:**  **By special arrangement:**  **General Directions:**  **Focus Students:**  **Remedy:**  **Reliable Students:** | **Absent Students:** (Please note) |
| Afternoon Dismissal | |
| **Car riders and walkers:**  **First Wave:**  **Second Wave:**  **After School:** | |

Thank you again for coming to substitute in my in my classroom for today.

It means more than you know!

Substitute Notes: