

Taking Attendance and What to Do with It

1. Use the seating charts or class lists to take attendance.

Attendance needs to be handed in to _____
by _____.

Other Attendance Info: _____

If you have any questions about the sub plans, you can:

- * text me at: _____
- * call me at: _____
- * email me at: _____
- * I will not be available to answer questions

If you have any questions, and you need someone
you at school, you can call _____.

To use the telephone in class, _____

The number for the school nurse is: _____

The number for the main office is: _____

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Extra Incentives for Good Student Behavior

Announce at the beginning of the period that you will be grading the class based on the following criteria, 5 being the highest amount of points (best grade) and 1 being the lowest (worst grade). Let them know that if they receive a score of 14 or 15, they will each get 2 extra points on the next quiz.

- Cooperation with the Teacher – 5 pts.
- Cooperation with Each Other – 5 pts.
- Amount of Work Accomplished – 5 pts.

Class: _____ Each Other: _____
Teacher Cooperation: _____ Total Points: _____
Work Accomplished: _____
How far we got: _____

Class: _____ Each Other: _____
Teacher Cooperation: _____ Total Points: _____
Work Accomplished: _____
How far we got: _____

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Emergency Sub Plan Forms



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Other Attendance Info:

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* text me at: _____.

* call me at: _____.

* email me at: _____.

* I will not be available to answer questions. _____

If you have any questions, and you need someone to help you at school, you can call _____ at _____.

To use the telephone in class, _____.

The number for the school nurse is: _____.

The number for the main office is: _____.

Internet/Tech Access

To get onto the Internet:

To show a video/video clip:

To play a song:

The remote control/s are located:

What to Do If You Have Tech Problems

1. Ask the students if they can help you figure out the problem.
2. Ask another teacher to help.
 - * The number for the tech teacher is: _____.
 - * We do not have a tech person, but _____
in Rm. _____ may be able to help.
3. Play Hangman all period and let the students come up with phrases in the target language.

Notes about Students Who May Be Difficult or Have Special Learning Needs or Allergies:

Name:

Class:

Name:

Class:

Name:

Class:

What to Do If You Have Problems with a Student

1. While the other students are working on something, go to the student's desk and whisper:

"Please get back to (whatever activity he/she is supposed to be doing). I really don't want to have to send you to the office."

2. If this doesn't work, then send the student to the office.
The number for the office is _____.

List of Helpful Students in Each Class

Name:

Class:

Name:

Class:

Name:

Class:

Name:

Class:

Name:

Class:

Emergency Procedures

Fire Drill:

Lockdown Drill:

Other:

Extra Duties

These are my extra duties and instructions for what you need to do for each one.

1. _____

2. _____

3. _____

Class Reports for (Date) _____

Class: _____

We completed: _____

Class Behavior: _____

Class: _____

We completed: _____

Class Behavior: _____

Class: _____

We completed: _____

Class Behavior: _____

If you have any questions about what I did with your students in class, you can contact me by text/phone/email/not at all (circle all that apply) at:

Class Reports for (Date) _____

Class: _____

We completed: _____

Class Behavior: _____

Class: _____

We completed: _____

Class Behavior: _____

Class: _____

We completed: _____

Class Behavior: _____

If you have any questions about what I did with your students in class, you can contact me by text/phone/email/not at all (circle all that apply) at:

Extra Incentives for Good Student Behavior

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Teacher Cooperation: _____ Each Other: _____

Work Accomplished: _____ Total Points: _____

How far we got: _____

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How far we got: _____

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Want complete French or Spanish EMERGENCY SUB PLANS?



**SPANISH
SUB PLANS**


INCLUDES
NO PREP
VERSION!

So easy that
even subs who
don't speak
Spanish can use
them!

For
Spanish
1, 2, 3

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SUB PLANS**

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So easy that
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don't speak French
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For
French
1, 2, 3

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