## 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 quest___

If you have any questions, and you need s___
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: _____

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

Class: _____
Teacher Cooperation: _____ Each Other: _____
Work Accomplished: _____ Total Points: _____
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Class: _____
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# Emergency Sub Plan Forms

World Language Café

# 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 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.

## <u>Notes about Students Who May Be Difficult or Have Special Learning Needs or Allergies</u>:

Name:                    Class:

_____

_____

Name:                    Class:

_____

_____

Name:                    Class:

_____

_____

## <u>What to Do If You Have Problems with a Student</u>

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:

_____

_____

# <u>Emergency Procedures</u>

**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:**

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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.

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

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

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

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

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

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

# 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

World Language Café



FRENCH SUB PLANS

INCLUDES NO PREP VERSION!

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

For French 1, 2, 3

World Language Café

# Want to Meet
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# from All Over the Globe?

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if you have any questions or suggestions.
~Sherry

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