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 Other Attendance Info: If you have any questions about the sub plans, you can: * text me at: _ **Extra Incentives for Good Student Behavior** * call me at: _ 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. * email me at: _ * | will not be available to answer ques If you have any questions, and you need so you at school, you can call Cooperation with the Teacher – 5 pts. Cooperation with Each Other – 5 pts. To use the telephone in class, Amount of Work Accomplished – 5 pts. Teacher Cooperation: ____Each Other: The number for the school nurse is: Work Accomplished: _____ Total Points: ___ The number for the main office is: How far we got: ___ Teacher Cooperation: _____Fach Other: Work Accomplished: Total Points: ___ How far we got. Teacher Cooperation: ____Each Other: Total Points: _ Work Accomplished: How far we got: ___ Teacher Cooperation: ____Each Other: Total Points: _ Work Accomplished: How far we got: _ Teacher Cooperation: ____Each Other: Total Points: _ Work Accomplished: How far we got: _ Teacher Cooperation: _____Fach Other: Total Points: Work Accomplished:

Emergency Sub Plan Forms

How far we got: _



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
Ask the students if they can help you figure out the problem.
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.
Play Hangman all period and let the students come up

1.

2.

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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 the student's desk	students are working on something, go to and whisper:
O .	to (whatever activity he/she is supposed ally don't want to have to send you to the
	work, then send the student to the office. or 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:			
Oth			
Other:			

Extra Duties

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

1			
3			
	-		

Class Reports for (Date) 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) 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

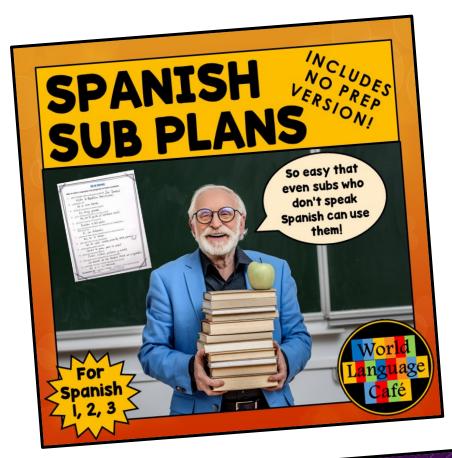
Announce at the beginning of the period that you will be grading the class based on the following criteria, 5 being the highest amount of points (best grade) and 1 being the lowest (worst grade). Let them know that if they receive a score of 14 or 15, they will each get 2 extra points on the next quiz.

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

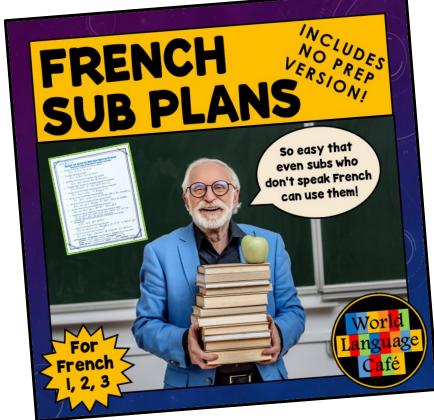
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How far we got:	
Class:	
Teacher Cooperation:Each C	ther:
Work Accomplished: Tota	
How far we got:	

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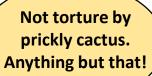
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