

R. Stewart Room 504 Literacy Substitute Teacher Information **9/2014-6/2015**

Procedures and Routines

**Homeroom**

**Morning**

Upon arrival, students are to go to their lockers and prepare for the day. They have the option to get breakfast from the breakfast cart in the hallway. Gently remind them (**after December prompting is not needed**) to make sure that they have all of their materials for the day. The office will give you an attendance sheet. Once the attendance is completed, please have a student bring it to the main office. Students stand for the pledge. **At the announcement to move to 1<sup>st</sup> period, students are dismissed from Homeroom.**

**Dismissal**

Students go to their lockers at the beginning of 8<sup>th</sup> period. Locker Monitors can assist anyone who needs assistance with their locker combinations. Bus monitor will place the bus locations on the board. Students know that there is ***no talking*** while the bus locations are being announced over the intercom system. They are allowed to change their seats during dismissal to quietly chat with their classmates.

**Teaching Periods 1/2 and 8/9 (Reading and Writing Workshop)**

**Intervention Period 3 and 5**

### Description of Class Routines

<b>Classroom</b>	See seating chart. There are assigned seats. Students do move for independent reading.(Upon your discretion) Each section has a seating chart,
<b>Quiet Signal</b>	Students respond to either "turn off one light switch" or raise 2 fingers
<b>Restroom</b>	For literacy periods, students monitor themselves. No Bathroom is allowed for the first and last ten minutes of class. Students must sign the sign-out sheet on the side table near the front of the room. <b>No more than one boy and one girl at a time.</b>
<b>Pencil Sharpener</b>	Students are allowed to sharpen pencils at the beginning of the period. No sharpening at the desks. ( Must be done over a garbage can)
<b>Attendance</b>	Please place a small check by the student's name and by the date. Student list can be found on the clipboard located in the baskets at the front of the room. Each clipboard is labeled by teaching periods.
<b>Fire drill Evacuation Lockdown procedures</b>	Exit towards rear of the 500 hall. Take student list with you for attendance. You must take attendance once you are outside. If there is an evacuation/lockdown drill, <b>the procedures are located in a labeled folder in a bin on the wall in the front of the room.</b>
<b>Lockers</b>	Students do not ask to go to lockers during my teaching periods.
<b>Behavior plans</b>	Individual students earn "money" for being on task and appropriate behavior. Please keep a list of students who were on task. In addition, please keep a list of students who were exceptional and who had some struggles. (Complete the Substitute Teacher's Report to Regular Teacher form) I will settle their accounts when I return. Please inform students that I will be using your comments to adjust bonuses or fines.
<b>Helpful teachers</b>	Mrs. Anderson, Mrs. Jones (across the hall) Ms. Grass for periods 4,7,8 - She will take the lead during these periods,
<b>Miscellaneous</b>	Students to keep a "watchful" eye on...