

R. Stewart Room 504 Literacy Substitute Teacher Information

Procedures and Routines

Homeroom Procedures: Upon arrival, students are to go to their lockers and prepare for the day. Once they have entered the classroom, I do not allow them to go back and forth. Gently prompt them to make sure that they have all of their materials for the day. The office will give you an attendance sheet. Students stand for the pledge. At 8 o'clock, students are to go to their 1st period class.

Dismissal – If needed, students are to go their lockers to collect any materials needed to go home. Please monitor this. Some students like to go to their lockers just for the sake of going to their lockers. Select a student to place the bus locations on the board.

Teaching periods: 1,2, and, 7,8, (Reading and Writing Workshop)

Intervention Periods 4 and 9

Description of Class Routines

Classroom	See seating chart. There are assigned seats. Students do move for independent reading.
Quiet Signal	Raise 2 fingers
Restroom	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. No more than one boy and one girl at a time.
Pencil Sharpener	Students are allowed to sharpen pencils at the start of class. No sharpening at the desks. (Must be done over a garbage can)
Attendance	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. The clipboards are labeled by teaching period.
Fire drill	Exit towards rear of the 500 hall. Take student list with you for attendance. You must take attendance once you are outside.
Lockers	Students do not ask to go to lockers during my teaching periods.
Behavior plans	Individual students earn "frog prints" for being on task and appropriate behavior. The frog stamp is on the top shelf of the colorful organizer at the rear of the room near the classroom library. The class earns points for appropriate behavior. There are cubes and containers on the top of the metal cabinet. If you pay the class a compliment, please place a cube in the container. I would also like a list of students who were exceptional and students who had some struggles.
Helpful teachers	Mrs. Anderson, Ms. Jones (across the hall), Ms. Grass (co-teaches periods 4, 7 and 8)