

SUBSTITUTE PLANS
Ms. Suarez' Class
Room #123
Thursday, September 19, 201X

Thank you for subbing for my class today. I teach Kindergarten GT and most of my instruction is in Spanish although most of the students are proficient in both languages.

 Morning procedures:

Students come in:

- ☒ Put up their backpacks
- ☒ Put lunchboxes in the basket outside of class.
- ☒ Take out homework folder and place in the white bin (on top of the library), and put their planners on top of the table opened in the correct page.
- ☒ Take attendance with the class list. (19 students) Manila folder (if it is not on top of the computer, please go to my mailbox in the office)

- ☐ Check for transportation change note. If any, send them to the office with attendance.

- ☐ Check for absent students. Mark absence with an **A** on attendance sheet with blue or black ink only.

Other information

- ★ If any student is tardy (come in after 8:00 am), they need to go office for a tardy slip.
- ★ The students already know how to go to the bathroom (main hallway or 5th grade hall, next to Mrs. Suarez's welcome bulletin board). They will go one at a time if needed using a pass.
- ★ At the end of the day, students write how many bands they have in their planners. Each band corresponds to a color on the behavior chart. The chart is located on the storage cabinet next to the classroom library.



Good helpers: Jarely, Joshua, Lucia

All materials for today's lessons (student activity papers, teacher editions) are:

On the table next to the teacher's desk (on the back of the room)

7:50 Students will come in.

7:50-8:00 Students will unpack and follow morning procedures.

8:00-8:10 Video Announcements: Please go to **Ms. King** (room behind ours #15B) and watch the video announcements.

8:10-8:25 Journal writing/ Opening Activities

☐ Teacher will check the planner (Place a check on the yellow square if parents signed) The students will be writing on their primary journals while teacher checks the planner.

- Students sit on the rug at 8:20 for morning meeting.

The following will be done simultaneously:

- **Kimberly** (Teacher assistant) will sing the “Good morning song” in Spanish.
- **Ashley** (Supply manager) will pass out three bands to each student. The monkey container on top of the table.
- **Leo** (Attendance supervisor) will take the attendance folder to the office (**located on the table**).
- Jonathan (Police officer) will review the rules of the class.

8:25-8:50 Morning work Routine (Mi trabajo de la mañana)

In our class, the students are responsible for completing a little book called: “Mi trabajo de la mañana: or “My morning work”, where they review the calendar and practice other skills related to reading, writing and math.

The students may work in pairs, small groups, or independently. Please ask them to take out their clipboard from their seat pockets. Students should have this in their black or purple folder in their seat pockets.

8:50-9:00 Bathroom break with Mrs. Zercher’s class

Students line up in number order, line leader first (Montzerrat). They meet Mrs. Zercher’s class (other kindergarten class) in the bathroom. Boys and girls line up outside the bathroom. You will take care of the boy line, while Mrs. Zercher takes care of the girl line. Students drink

water after going to the restroom and line up according to their nametag sticker color. Just in case they forget here are the groups:

This is your conference time. Please make sure to check the homework folder for any change of transportation notes, money, etc).

9:45-10:30 Kinder SLA

Letter of the week: The teacher will read the story of the week “Una extrana visita” (book label 2 Thurs.). Using a dry erase board, The students will tally how many times they hear/see a word that begins with E. **High Frequency Words:** TSW use the activity sheet (HFW label 3 Thurs.) to find the HFW on the sentence, trace, color and place in the correct order. **Handwriting:** Proper formation of the letter E and practice. (Handwriting label 4 Thurs.)

10:30-10:55 Gifted and Talented curriculum ELA (in Spanish)

Do Hurt Feelings activity with dye-cut heart.

*TSW observe their heart and describe it (smooth, perfect, etc).

*Reread Chrysanthemum (English or Spanish) (book label 5 Thurs.) and instruct students to crumple their heart each time someone says something hurtful to the main character.

*When someone says something kind to her, have the students smooth out their heart as much as possible.

*At the end of the story, use the crumpled hearts as an illustration that words can hurt even when we apologize.



11:00-11:30 Lunch Procedure: Please see the table assignments in the cafeteria. We use the first table close to the door. The students

will have to be in the lunchroom line by 11:00. You do not need to stay with the class, but please make sure to walk them to the cafeteria line.



11:30-12:00 Recess Procedure: Students will be ready to be picked up at 11:30 from the cafeteria. Please take the class to the playground area (downstairs door). Students walk in line until you tell them to “go play”. If you have taken a band from a student, that student will have to walk one lap around the basketball court.

When recess is done (11:52 a.m.) Students will line up close to the portables (not the door that you use to go to recess) and will stop at the first corner, students will line up in a boy/girl line and four students will drink water at the time. Please ask one of the **good helpers:** Jarely, Joshua, or Lucia where to line up.

11:55-12:00 Restroom break

12:00-12:30 Computer lab:Computer lab A room # 1. One of the good helpers can show you where the computer lab is. The students will be working on jiji or iStation.

12:30-12:45: Read aloud: Pick a book from the classroom library and while you read, ask students to clap or raise their hands when they hear a word that starts with the letter of the week (letter E). You can read a book in English or Spanish.

12:45-1:15 Intervention time Ms. Davila will come in and work with a small group, while you work with the remaining class. Students will work on the activity book unit 1 (“Un buen comienzo” label 6 Thursday)

1:15-2:00 Math : The students are learning about comparing and ordering numbers. This is the assessment day. Please pass out the topic exam (Math exam label 7 Thursday)

The students will work on the topic exam page 47. Please instruct the students that it is a test and they will need to:

1. Only take care of their papers (not glancing at someone else's paper)
2. Show the teacher what they know. (No guessing)
3. Raise their hands when they are done, so that teacher can read the next question.

The teacher will read each question and wait until all students raise their hands before reading the next question.

2:00- 2:30 Read aloud time, closing the day

The teacher will read "Tus cinco sentidos" (Your five senses book label 8 Thursday). Students will complete the five senses flip book. (Flip book label 9 Thursday)

Pack up at 2:30:

- ☐ Students will color their behavior card according to the number of bands they finished the day with. They will also take off their bands and place in the monkey container.
- ☐ Please call the Teacher assistant (Asistente de maestro) to pass out the jungle theme folders.
- ☐ Students open the planners on the correct page and using the behavior dots (located on top of the back table). Please refer to the chart on the storage cabinet for colors.



Dismissal Procedure 2:55:

- ☐ Please ask Ms. King for the radio, Channel # 3.
- ☐ Please line up all the bus/day care riders. The students will line up outside of the class with Mrs. King's bus/day care riders. **Information on the substitute binder.**
- ☐ Students that are car riders/park-and-pick-up will sit in the carpet, car riders from Ms. King's class will also sit in the carpet.
- ☐ Once you have all students please line them up and go to the cafeteria **(at 2:55)**. Students will sit at the first table closest to the double doors. (opposite from lunch).
- ☐ As they call students names, please escort them to their cars. There are other teachers that will take care of the students that are sitting at the table. If a male teacher says their name, (line B) the students will have to go through the crosswalk. If a female teacher says their name (line A), please walk straight ahead and wait for their cars to pull up. There is no loading allowed behind the crosswalk.
- ☐ Ms. King will come back from the gym and help you walk the students to their cars.

Thank you so much. I hope your day was great. Please let me know how your day went. Feel free to contact me:

Juliana Suarez

(XXX)XXX-XXXX

