

Substitute Procedures

1. Setting Up

- a. At the desk, turn on the projector with the remote. Log into the teacher computer, #40. This will project onto the screen. You can log into it using **Name: 203s, Password: asdf1234**. My website is:
<https://sites.google.com/alpinedistrict.org/brookhaven/home>
- b. The sub plans are linked at this site.
- c. Students will do all their work from my site and google classroom. It should come up automatically or be bookmarked on their computers.
- d. Microphone: It is on the desk and goes around your neck, if you want to use it.

2. Students Arriving: Students line up in the hall outside the classroom door. Seating charts are on my desk.

- a. Students put their name tags up K-4.
- b. Students log in.
 - i. Kindergarten: use Lanschool to log them in and out-[instructions](#).
 - ii. First Grade: Login with 203s (Name) asdf1234 (Password)
 - iii. 2-6: Personal logins, they should know these (second grade have them written down)

3. Bathroom--they can raise their hand and ask to go, no more than 2 at a time.

4. 6C Student--at the end of class choose a student who is demonstrating good qualities, and they can choose being first in line, the wiggle seat or glow mouse (for tomorrow's class period), a starburst or eraser (these are in bags on the side of my desk).

- a. Make a small 'C' next to the students you chose for the 6C on the seating chart.

5. Students Finishing: At 5 minutes left in the half hour, tell them they have 2 minutes left. At 3 minutes left students 'Give Me Five':

- a. Students log out using 'shift' + 'window' + 'q'
- b. Students hang up headphones
- c. Students straighten mouse and keyboard
- d. Students put name tags back in their blue basket.
- e. Students stand by their chairs
- f. Call them by numbered rows to line up. They make one line along the back with the first student on the blue dot, facing the door, not talking or touching. You can give them a BADGER BUCK if they do a good job of this--they are in the green tin on the windowsill by the door. I give the Badger Buck to the 6C student to carry. Classroom teachers pick them up and take them back to class.

6. End of Day: Use remote to turn off the projector (power button 2x). Log out of the desktop. Turn lights out. Plug in the microphone to be charged.