

THANK YOU SO MUCH FOR BEING HERE!

If you need anything at all , please call the office: **Linda 4305, Vickie 4307, or for an administrator: Kim 4300.** I like to leave detailed sub notes, but please feel free to do what works for you and if you run out of time for an activity, no biggie! Go with the flow!

My teaching partner **Pepper Abbott 4318** can help you if you need anything as well!

GENERAL CLASSROOM PROCEDURES:

Getting the class' attention: kids will respond to *clapping* or "one, two, three, FREEZE!" There are also chimes and bells around the room that they will respond to.

Early finishers: students who finish their work early should always work on unfinished work from their folder first. If they have none, they can go on Canvas and get ahead on their online lessons, practice flashcards, read quietly, write in their journals, etc. (something educational and productive-not drawing)

Bathroom use: students may use the restroom as they need to, however, we have talked about using it at "appropriate" times. I always try to remind them to go at recess or breaks. To use the bathroom, students will use a silent signal (hand up with first finger in the air) If you see this, you may keep teaching and nod at them to go.

Drinks: students may fill up their water bottles in the hall but should ask first. As a general rule, we don't do this during teaching but can go as soon as they have begun their work. They will use a silent signal for this as well (hand up with two fingers in the air)

Lining up and Hallways: students line up on the velcro dots. Remind them to keep up their distancing the best they can. Before leaving the room, students should be standing in a straight line, facing forward, with their mouths quiet and should walk quietly in the halls.

Behavior: Please let me know if anyone had an exceptional day or if they were a great helper. Also, let me know if any of the students did not do well or needed lots of reminders. *See attached Behavior paper (or in substitute folder) about Tickets and Duck ponds*

Masks and Distancing: Please make sure students keep masks on and social distance from each other. They may safely take masks off to get drinks or take a break if they are distanced from others.

11/19 HERE IS WHAT YOUR DAY WILL LOOK LIKE:

If you get signed out of the computer:

username: swangerk

password: Narski321

****We didn't know we were going to be gone, so we are so sorry nothing is laid out for you. We will try our best to explain where to find everything. I will put where to find things in blue**

TIME	LESSON/ACTIVITY
7:45am	● Change the date on the board above the schedule ● Write this to do list on the board for the kids to do as they come in: ○ Wash hands ○ Lunch count ○ Water bottles/restrooms ○ Turn in folders ○ Canvas work/Unfinished work ● Look over and familiarize the medical and IEP plans, lessons and materials ○ The green substitute folder with all of these things in it is on the rainbow cart behind my desk. ○ In the pink file crate under the window, pull out the "Thursday" folder. This will have *most* of the papers for today. There are also some extra things that you won't use. You can set them aside or use them if you have extra time. ○ Students in this class use the BLUE tickets that are in the top right-hand drawer of my desk. Yellow Duck Pond certificates can be found in that same drawer.
8:00am	● Crack the outside door open with the wedge ● Collin gets 10 tickets on his desk for completing his Zearn lessons ● Students will start coming into the classroom. They should come in and start their morning work right away. Give 1 ticket to students who come in and get started right away
8:20am	Have the students put away their morning work and clean up their area Attendance and Lunch Count: ● By the hallway door, in the pink wall organizer, the attendance and lunch count forms are in the second compartment down. ○ Call out each person's name to ask what they are having for lunch ■ Hot lunch today is chicken patty sandwich >>>over>>>

	○ Only write down names of those who are absent ● Clip those sheets to the clips outside the hallway door Pledges: ● Stand for the pledges (first the flag, then the class pledge - bottom one) ● Nic can tell everyone "ready begin" when they are ready
8:27am	PE: ● Students will line up at the outside door for PE ● Students should change their shoes and grab their water bottles ● Walk them through the outside door of the gym by the dumpster
8:32am	Prep: ● Look over your materials for the day, test out the projector, make sure videos are working, etc. ● Look ahead in your plans to the materials in blue. Try to find what you need and set it out. Please call, facetime, or text me if you can't find things! (509) 768-8016 (SO SORRY!)
9:15am	Morning Meeting: You will need: <i>Extra Yarn</i> book - Thursday Folder ● We have been reading books about honesty and integrity ● Ask the kids to remind you what those words mean ● Read the story: <i>Extra Yarn</i> ● Ask questions about honesty and integrity as you go Give 1 ticket to students who raise their hand to answer questions
9:40am	Math: You will need: video - go to mrsswanger.com, click on links, student links, and sub plans Lesson 4 problem set - Thursday Folder ● Watch the Math lesson 4 video on the big screen together. If there are places to pause the video, please pause to give the students time to work ● Pass out the HUGE lesson 4 problem set. Walk around and help students as needed. While they are working, please walk around and give them stars on the problems that are correct. Help them with problems that are not correct. Give 1 ticket to students who get started right away and work quietly
10:50am	Handwashing and Restrooms Students will clean up their areas and line up at their designated spot to wash their hands for lunch. Monitor the hallway/restrooms for noise.
10:55am	Lunch: ● Walk students to lunch through the hallway and to the cafeteria. Make sure they have what they need at their assigned spots. ● ENJOY YOUR LUNCH! You may eat in the room, down in the lounge, or wherever you wish to! :)

11:40am	Book Clubs: Kian, Peyton Jo, and Masao will go to their reading group at this time Other students can pull out their own book, or log into Epic! to choose a book to read to self Give 1 ticket to students who get started right away and work quietly
12:10pm	Reading: You will need: Orange Wonders Teacher's Manual - on the table or between the pink/orange crates? Folktale poster - Thursday Folder Theme poster - hanging on the front board (it might be hiding behind other posters) • As the reading group kids come back in, have everyone clean up and pull out their Wonders Books from their desks. Open to page 104: <i>Anansi Learns a Lesson</i> • Hold up the "Folktale" poster and talk about what a folktale is • Read through the "Theme" poster ○ Remind kids to watch for the Theme while they read • Read the story aloud the kids. Remind them to follow along as you read ○ Stop and talk about the highlighted vocabulary words as you read ○ Discuss ideas about what the Theme may be (treat others how you want to be treated) Give 1 ticket to students who raise hands to answer questions and participate in class
12:45pm	Spelling: You will need: spelling word sheet (grid of words) - Thursday folder • Pass out spelling words • Students will recycle their old words, cut out their new words, and sort them into columns based on their patterns. • When everyone is done, sort them together under the document camera and talk about the pattern (long i spellings) Give 1 ticket to students who get started right away and work quietly
1:00pm	(If you run out of time, you can do this when they come in from recess) Grammar: You will need: Grammar powerpoint - go to mrsswanger.com, click on links, student links, and sub plans Purple grammar glue-in - Thursday folder • Go through the powerpoint together, reviewing the unit we've been learning • Have students get out their grammar journals • Pass out the purple grammar glue in (Unit 1 Review) • Students should cut along the lines and glue it in their journal then write answers under the flaps Give 1 ticket to students who get started right away and work quietly

1:15pm	Recess: Remind students to use the restroom, and fill their water bottles during this time before going to recess.
1:30pm	Writing: You will need: video - go to mrsswanger.com, click on links, student links, and sub plans • Watch the video together on the big screen • Students can then grab their Chromebooks and navigate to their essay (log into Canvas, click on “at school”, click on “opinion writing assignment”) • Walk around and help students revise their writing • When they’re done, they can log off and work on unfinished work, then read Give 1 ticket to students who get started right away and work quietly
2:15pm	Science: You will need: poster boards - on top of the cabinet behind my desk • We have been talking about recycling and the materials that are accepted at Moscow’s Recycling Center. Ask the students to remind you what those items are: ○ Plastic bottles and jugs #1-2 ○ Copy paper, newspaper, magazines, mixed paper, cardboard ○ Tin cans ○ Aluminum cans ○ ALL items must be clean and dry • Today the students will make posters to hang around the school that show items that are ok/not ok to recycle. ○ They should draw and color pictures of materials that can be (or cannot be) recycled ○ They should write the rules clearly for everyone to see ○ Remind them to draw and write large to use their space • Collect their posters and put them in a pile on the teacher table (Kidney table) They will have more time tomorrow. Give 1 ticket to students who get started right away and work quietly
2:45pm	End of Day Clean up: You will need: cleaning wipes - in the cabinet by the hallway door, or there might be some out on the desk already(?) • Write this to do list on the board for the kids to use when cleaning up ○ Clean your area ○ Wipe your desks ○ Straighten your rows ○ Do your job ○ Walk the room ○ Pack your things ○ Stand on a dot

2:55pm	Dismissal: Students who are walking, riding a bike, scooter, skateboard, etc are excused Students who are being picked up off campus or at a designated area are excused (this is usually all of them except Riley)
3:00pm	Dismissal: Students who go to Adventure Club are excused Students who are being picked up by a parent out front of the school are excused (This is Riley)
3:05pm	Students who ride all buses are excused (none)
3:06pm	• Please sanitize any items in the Pink “please clean” bucket up front • Please sanitize any computer mice that were used today back on the computer table • Please wipe down the teacher desks and side tables and any other areas that you used today • Use this time to write me a note about how the day went, correct/organize papers from today, etc.

THANK YOU, THANK YOU, THANK YOU!

MRS. SWANGER'S

SUBSTITUTE BEHAVIOR POLICIES

Tickets:

We earn tickets throughout the week. You can earn a ticket for things like getting started quickly, using good manners, following directions, working hard, participating, and walking quietly in line.

Make a big deal about handing out tickets, "I'm giving Johnny a ticket for getting started right away." and continue as the others join in the positive behavior.

Duck Pond:

McDonald School also has a reward called a Duck Pond To earn a Duck Pond, you have to do something *above and beyond*. Be a good citizen, clean up someone else's mess, be a good friend, etc.

Please let me know if anyone had an exceptional day or if they were a great helper. Also, let me know if any of the students did not do well or needed lots of reminders.