

Substitute Instructions

Date: Job #
Subject: Period: 2, 5 (Conference/Prep)
Period 1, 3, 4, 6 (Life Science)

Room: 104
Teacher: Mr. Cheung
Substitute:

Thank you for taking care of my students while I gone. A one-hour video (Hunting and Escaping) is planned for all four periods. The video, transparency with questions, and the seating chart are in the envelope in the second drawer of the grey file cabinet.

Please put the transparency with the questions on the overhead and have it on when the students walk in. **Get the students to start copying the questions right away at the beginning of class.** I have the same video planned every period. The students already know what to expect. The overhead can stay on so the students can see the questions and the video at the same time. The video starts at the beginning of the tape. The lights are to stay on and the video is not to be interrupted or rewound during play back. Start the video after five minutes into the class when students have had a chance to copy the questions. Please write down the names of any students who are not working quietly right away.

Let them know that this is a silent & individual assignment and that it will be graded. **Remind them that all assignments are worth double points while I am gone.** It is due at the end of the period. If there is time, you may discuss the answers as a class. Please collect their papers and separate them by period. Then put them in the corresponding folders.

Students are to bring their own materials. I normally do not lend out pencils and paper. If necessary, loaner pens and pencils are in the top right drawer of the tall desk.

Other things you need to do are:

- Take role – Please use the seating chart. Students not seated when the bell begins to ring are tardy. When done, leave the sheets in the folder and a student will pick them up third and sixth period. You need to take role on the scantron sheet. You can also write on the seating chart to keep track of individual students.
- Any questions about make up/grades/etc. please defer them to me after I return.

Students are not to touch the pets or the cages while I am out. There are automatic feeders on all the fish tanks. They are to stay in their assigned seats at all times. Students are also not allowed behind the white board, the teacher's desks, or the back of the room.

Make sure both doors and all windows are closed and locked if you leave. Students are not to use the back door. Please leave the keys in the key box in the main office at the end of the day.

Please write a short note on how each class behaved and if there are any kids that are acting up. You may write directly on the seating chart. Individuals and classes misbehaving will be seriously dealt with when I return. You can also assign detentions after one warning. I have included my classroom rules (to be used at your discretion) and other important info. Feel free to refer problematic students to the VPs (Mr. Gourdine or Mr. Bullis) or call the office on the phone on the wall next to the desk.

At the end of the day, please return all the student work and documentation in the envelope and put it back to the file cabinet. Please call me if there are any problems. Thanks again for your help and hope your day goes well.

Sincerely,

Caleb Cheung
510-418-0607 (cell)

Mr. Cheung's Discipline Plan

Official Classroom Rules

1. Be Respectful of everyone and everything in our classroom.
2. Be Responsible – do what you are suppose to do

Sequential Consequences:

1. Warning
2. 20 minutes after school detention
3. Call Home and detention
4. Referral to the office

Other Procedural Expectations:

- Raise your hand and wait for permission to speak.
- Stay in your assigned seat.
- Leave ALL Gum, Food, and Drinks outside.
- If you are not in your seat when the bell begins to ring, you are tardy.
- Each tardy lowers your citizenship grade one grade.
- Students are only allowed to use the door is in the back of the classroom.
- No water breaks
- No bathroom breaks
- No electronic Items allowed
- Students are not allowed behind the counter or in the prep area behind the teacher's desk.

Other notes:

- Both doors use the same key and are to be locked

	<u>Mon, Tues, Thurs, Fri</u>	<u>Wednesday</u>
Period 1	8:30 - 9:25	8:30 - 9:05
Period 2	9:30 - 10:25	9:10 - 9:45
Period 3	10:30 - 11:25	9:50 - 10:25
Period 4	11:30 - 12:25	10:30 - 11:10 (40 minutes)
Lunch	12:25 - 1:00	11:10 - 11:40
Period 5	1:05 - 2:00	11:45 - 12:20
Period 6	2:05 - 3:00	12:25 - 1:00