

2007-2008 GENERAL SUBSTITUTE INFORMATION

Teacher: Jessica Bylo Chacón (*aka Mrs. Bylo*)

Room: 902, Student Responsibility Center in the Eagle's Nest (upstairs rotunda)

Phone: (xxx) xxx-xxxx ext. xxxxx

Schedule:

1st period – 10th grade World History

4th period – SRC

2nd period – 10th grade World History

3rd period – 10th grade World History

1. If you have any problems, ask _____ in room 901, _____ in room 903, or _____ who uses room 902 for 4th, 5th & 6th period.
2. Seating charts are on clipboards hung up behind my desk. Attendance needs to be taken in the roll book (T for tardy, A for absent, nothing for here & on time), as well as on the sheet for _____ to be given to her in office K (located in the rotunda) at the end of your day.
3. Students are not allowed to pack up until one minute before the end of class.
4. Students need to be working on history and only history during the entire period. They can fix up their notebook if they are ahead of the class. The only exception is when they are waiting for other students to finish a test or quiz, and then they can work on anything *except* for history.
5. There is no gum, candy, eating or drinking allowed in class. If they have a drink, they need to pour it into the tree outside and put the recyclable bottle into the can outside.
6. Students are allowed to go to the bathroom, if it is absolutely necessary, one at a time. They need to be back in no more than four minutes. Please write down the names of the students that leave and how long they are gone. They need to use the decorated wooden stick at the front of the room that has the red plastic pass attached to it. The T.A.s have their own red plastic pass hung up by my file cabinet (only a TA can go when a student is already out).
7. All supplies need to be put away neatly in the appropriate place at the end of the period.
8. Students are not allowed in the teacher corner of the room. T.A.s are the only exception.
9. Third period should have cleaning wipes passed out to them to wipe down all the desks and clean any writing or gunk off of them. If you are here for more than one day, choose a different period to do it each day. The wipes are in the bottom drawer of my filing cabinet. All trash needs to be picked up from around the desks at least once a day.
10. Students need to stay in their own seats, and not move around.
11. Please collect any handouts or assignments that are completed in class and are not part of the notebook.
12. If they test while you are here, all desks need to be spread out and face the green wall, and they should sit in some sort of random, alphabetical order you create (different than the seating chart). Also, any question of cheating is considered cheating. Remind them of this, and simply write any concerns you have directly on their test when you collect it. Don't bother confronting them; I'll take care of it when I get back.
13. A list of school phone numbers and a bell schedule is on the striped bulletin board next to the phone (by the filing cabinet).
14. Please leave me your name & substitute ID# and a quick note on how the day went.

Thank you for coming!