**\_\_\_\_\_\_\_\_\_’s Sub Plans**

**April 29, 2016**

Dear Sub,

Thank you for taking care of my class today. I have great kids and hope you enjoy spending the day with them! Effective class helpers are \_\_\_\_\_\_\_\_\_\_\_\_\_. **Students to keep on your radar are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (when possible, these students shouldn’t sit near each other during work time and you also need to monitor them during body breaks and lunch…just to make sure that arguments aren’t happening). Thanks!

You may also have the help of an academic coach named \_\_\_\_\_\_\_\_ from \_\_\_\_-\_\_\_\_ (time).

Some things to know:

* My clock is 2 minutes slow!
* I don’t have assigned seats in my classroom, but students do have to work effectively together and can be politely asked to change seats if problems arise.
* If students need to use the restroom, they—
* Please refer to the “Sub Cheat Sheet” available from Kaitlin for some additional information about our school!
* If you need support, please reach out to my teaching partner next door: \_\_\_\_\_\_\_\_\_\_\_\_. You can also call Michelle (principal): 310 542 1796.

9:00-9:15 Students arrive. Have them complete one page in HWT (Handwriting Without Tears) book.

9:15-9:30 Kira Marks signed up to be “Student Teacher,” sharing what she knows about her dog. Have all the students sit on the number carpet. Her mom may bring in her dog to share.

9:30- Third graders switch to Megan’s class for Math.

9:30-10:25 Fourth graders with you in Writing: Have everyone work on their Fractured Fairytale story. Tell students:

* If you just need to edit, print it out and make your layout book (15 sheets of drawing paper, stapled portrait or landscape style. More printer paper is in the first and second cabinets)…we’ll edit next time. They can **print to “DVIA Front Office”** only…only printer we have for students! If their computer doesn’t have this printer, they have to find one that does. The 3 smaller, new computers have this printer. Also, have them make sure it says **“Print One-sided”** and make me a copy also. Students may go to the front office to pick up their printed work.
* If you need to finish typing your story, do that first.
* If you are finished with your layout book, review it yourself first. Then, have 2 other students review it before starting on your published book. The hardcover books are in the brown boxes by my table. You have to reprint your story one-sided. Make your cuts even and not too close to the words
* Check in with the following students:

10:25-10:40 Transition (Snack, restroom only-no playtime)

10:40-11:35 Third graders with you in Writing: Same as above.

* Check in with the following students:

**Please make sure all the computers are facing the correct way and plugged in the cart.**

11:35-11:50 Lunch outside (students may use the microwave) (teachers—please do not tell the sub to do lunch duty—ask them to monitor kids during eating time and then take a break during playtime—orienting themselves to a day at a new school is hectic for a sub and we want them to be “on it” in the afternoon, not frazzled).

11:50-12:20 Lunchtime play: This is a time when kids can…Areas of campus that are off limits to them are…

12:20-1:00 Reading: Have students get their Rump packets and sit at the tables closest to the front board. Bobby may stay in his assigned seat, but not with Charles. Charles needs to sit at the table closest to the speakers.

1. Review Chapter 27 answers “After you Read”- Look on with students
2. Chapter 28: Before you read…Have students take time to answer the prompting question and have some students share out their thinking

#### Listen to Audiobook: Rump: The True Story of **Rumpelstiltskin**

Use a computer and go to Audiobook.com

Login: [dwonggaew@davincischools.org](mailto:dwonggaew@davincischools.org)

Password: DVIACore3

There is a Rump book by the speakers. Inside is a sticky note with the number to start Chapter 28. This is the first time I’m using this with this class.

You can use the book to display on the document camera since many of the students don’t have a book.

1. After you listen to Chapter 28, have students work together to answer the questions “After you Read.”

1:00-1:55 Makerspace with Mr. Jim (Please stay with the class to monitor for safety and help support Jim with student engagement/behavior)

Students need to get in their “Lamp Groups” and choose one of the lamps by my table to take to Makerspace.

Mr. Jim will guide them in taking apart the lamp carefully and drawing out design ideas to refurbish their lamp.

(Please keep a close watch on \_\_\_\_\_\_\_\_\_. Group work can be difficult for him)

1:55-2:10 Body Break (They may play, eat a snack, use restroom)

2:10-3:00 Science: Using the Snap Circuit Rovers under the loft

Project # 11 Sound and Light

Project # 12 Electricity Bank

Remind students to add the jumper wires last and read the instructions first.

Have them work with the same partner they had on Tuesday, not their Lamp Group. Those who were absent become automatic partners.

Clean up at 2:55—should take 5 minutes only. Have students put the rovers back under the loft on the cream-colored chair, stacked. The students don’t have to put the chairs up.

3:00-3:15 Community time: Community Leader will be in charge of checking out. There are questions on the back door, if help is needed.

3:15 Dismiss students. Please remind the office to lock my door on your way out.

Please make sure students who were absent are put under “Absent” on my class wall with the ocean animals.

\_\_\_\_\_\_\_\_’s mom will want to check in and see how his day was.

3:15-4:30 Enrichment class will be in our class but you don’t need to do anything other than leave the door open.

Thank you for all your help!

Sincerely,