

Hello AGGIES – I’m at a meeting today and you have a guest teacher. Please make sure you sit in your assigned seats. Make sure you personally do everything you can to make today feel respectful and enjoyable for the guest teacher.

Below are the instructions I left for the guest teacher:

1. Students should work in pairs to use the answers on the class website to correct last night’s practice. (One chromebook for each pair of students.) Students need to stay in their current groups unless you need to reseal for tutoring (#4 below)
2. If there are students who express the need for additional explanation, poll the class for students who feel like they understand the concept well enough to teach others. Reseat students as needed to facilitate **teacher/learner** pairs.
3. If students finish the practice problems before the end of the period, they can read or work on assignments for another class.

I’m sure class will go well, however I’ve left the following for the guest teacher in case there are any problems:

Student _____ **Date** _____ **Period** _____

Unfortunately, this student’s disruptive behavior has reached a level where it is difficult for the guest teacher to carry out Mr. Willmarth’s lesson plan with the rest of the class. Please keep the student in the office for the remainder of the period. Mr. Willmarth will have a conversation with the student and Ms. Montgomery tomorrow and together they will decide on any additional consequences.

Thank you – M. Willmarth