

Hello AGGIES – I’m at a meeting today and you have a guest teacher. Please make sure you sit in your assigned seats and 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. Ask students to use the link on the class website to correct last night’s home practice problems.
2. Pass out the practice pages and ask students to take out a piece of binder paper in case they need extra room for their work. If they do have binder paper, please pass some out. Ask them to NOT tear a page out of their spiral.
 - a. If students use binder paper they should put their first and last name on the paper along with today’s date and the period number.
3. They may use calculators as long as they show all the steps on the practice page or on their binder paper.
4. Students may talk with their table partners as long as the conversation is about the math. Please do not let students move to different groups.
5. Remind them that they will be turning both the practice pages and, if needed the binder paper, in on Monday.
6. Students have the rest of the period to work, whatever they don’t finish is homework.
7. If students finish before the end of the period, they may read or work quietly on an assignment 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*