

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. Pass out the ***Matching Equivalent Fractions and Decimals*** enrichment lesson, one page per each pair or group of three.
2. There are scissors on the front table, groups who do not have their own can take a pair.
3. There are also rolls of tape on the front table. Please pass out one roll per table to be shared by the groups.
4. If students finish the activity before the end of class they can begin work on the ***Cooking Class*** home practice assignment.

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