**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:

* Please work individually on the Practice test so you have a realistic idea of which concepts you understand and which concepts you need help with.
* You can use the manila folder as a privacy/concentration screens.
* You have the full period to work on the Practice test.
* When you finish the Practice test please read until the end of class. (Remember to be summarizing or reflecting about your reading in your Reading Log.)

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   
Mr. Ward tomorrow and together they will decide on any additional consequences.

Thank you – **M. Willmarth**