

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:

Today students will be taking the Chapter 4 Practice test.

- ✓ Start by passing out the Practice test and **reminding students about the need to work on the pretest individually for the first 20 minutes of the period.** (I put that information in the note on the website.)
- ✓ Remind students they can use their multiplication chart. I’ve left extras for students who want one.
- ✓ Students can choose to use the manila folder as a privacy/concentration screens.
- ✓ Students have the full period to work on the Practice test.
- ✓ When students have finished the Practice test please have them read until the end of class. (Remind them to be summarizing or reflecting on their reading in their Reading Logs.)

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 Monday and together they will decide on any additional consequences.

Thank you – *M. Willmarth*