

Tuesday, September 18, 2018  
Beginning of the Year!

Bollinger reads

GOOD MORNING, TEAM TOPE! Take a moment to breathe in, breathe out and settle in for a few minutes.

We have some PRETTY AWESOME things happening in this building. Many of you will begin your first Problem Based Learning unit soon. We will all have classes on coding and even some work with robotics! We are fortunate to have Miss Lee from the Eureka! Math and Science center here to work with our 3<sup>rd</sup>-5<sup>th</sup> graders on Tuesdays. We have new science curriculum for 1<sup>st</sup> through 4<sup>th</sup> grade. THERE ARE SOME AWESOME THINGS HAPPENING. This means that we are going to have to allow our teachers to be out of the building for some additional trainings and that means—you are going to have substitutes in your classroom. We are very FORTUNATE to have some of our retired teachers and friends come into the building. WE WANT THEM AND NEED THEM TO KEEP COMING BACK! This means that ALL of our school's STANDARD OPERATING PROCEDURES—ESPECIALLY in the classroom are to be followed EVEN WHEN THERE IS A SUB in the building. They are a guest and we are welcoming them in!

As you walk down your path of awesome, remember—STEAM @ Tope Elementary STUDENTS are safe, respectful and responsible at all times, in all locations and with all adults—especially with our AMAZING SUBSTITUTES!

#### **VOCABULARY--**

SAFE, RESPECTFUL AND RESPONSIBLE

EXPECTATIONS and SOP

TRUSTWORTHY- the first video talks about what does it mean to be trustworthy with a sub

#### **VIDEO-**

<https://safeshare.tv/x/SlvvBRsn1lk#> Respecting our Substitute Teachers (1:30)

<https://safeshare.tv/x/ss5ba0f40aded07#> Behavior Expectations with Substitute Teachers (Parody of "Rude", by Magic) (2:28)

#### **ACTIVITY/IES-**

- 1) Create SOP for substitutes- What are the expectations for when you have a sub in the room?
- 2) Have students create a list of possible rewards for a good sub report.
- 3) Use these to review the day before you have a sub. Please let subs know that I am available for support!
- 4) Continue to review and reinforce EXPLICIT SOP routines for your classroom, hallway, bathroom etc.. (students should know standard operating procedure for just about everything)

Teacher Responsibility