September 3, 2021
Guest Teachers SOPs

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

We have some PRETTY AWESOME things coming up! The week of September 13th is STEAM week. We will be opening up the MAKERSPACE! Also, 2nd,3rd, 4th and 5th will start their PBLs soon. Our Lego League will begin! We will all have classes on coding and even some will be working with robotics! THERE ARE SOME AWESOME THINGS HAPPENING HERE AND WE ARE SO GLAD THAT YOU ARE PART OF IT.

HEY-Sometimes, this means that we are going to have to allow our teachers to be out of the building—you are going to have substitutes OR AS WE LIKE TO CALL THEM-- GUEST TEACHERS in your classroom. We are very FORTUNATE to have some of our retired teachers and friends come into the building. Sometimes, we might even have different teachers covering different classrooms! 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 ESPECIALLY WHEN THERE IS A GUEST TEACHER in the building. They are our guests and we are welcoming them in!

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

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/SlvvB5.Rsn1Ik#   Respecting our Substitute Teachers (1:30)

ACTIVITY/IES-

1) Create SOP for guest teachers- What are the expectations for when you have a guest teacher in the room?
2) Have students create a list of possible rewards for a good 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)