

Substitute Teacher Form

TEACHER: _____

ROOM #: _____

All Substitutes should have a copy of the District Substitute teacher policy. It is located:

Block	Time	Room	Subject/Grade
1 st	to		
2 nd	to		
3 rd	to		
4 th	to		

Extra Duties for Substitute to perform in place of the Teacher:

Hall/Other Duty:

Lunch Duty: "A" ___ "B" ___ "C" ___ Time: _____ Place: _____

Homeroom Schedule:

Homeroom
Grade:

Special Instructions:

*** Emergency Procedures ***

See School Emergency Mgt. Plan located at:

See School Emergency Map located at:

For a Behavior Problem: **Send to** _____ (call # _____) **with** _____

Location of.....

Sub Folder: _____

Telephone: _____ Phone Extension List: _____

Staff Restroom: _____ Staff Lounge/Break Area: _____

Parking: Please park _____

- Contacts -

Substitute Coordinator	Front Office	Nurse	Discipline Issues
Ext.	Ext.	Ext.	Ext.

BATHROOM PASS/MATH 7TH

Name: _____

Block: _____

Teacher: _____

BATHROOM PASS/MATH 7TH

Name: _____

Block: _____

Teacher: _____

BATHROOM PASS/MATH 7TH

Name: _____

Block: _____

Teacher: _____

BATHROOM PASS/MATH 7TH

Name: _____

Block: _____

Teacher: _____

BATHROOM PASS/MATH 7TH

Name: _____

Block: _____

Teacher: _____

BATHROOM PASS/MATH 7TH

Name: _____

Block: _____

Teacher: _____

STUDENT PASS

Student: _____

Date: _____

Report to: _____

Time: _____

Signed: _____

STUDENT PASS

Student: _____

Date: _____

Report to: _____

Time: _____

Signed: _____

STUDENT PASS

Student: _____

Date: _____

Report to: _____

Time: _____

Signed: _____

STUDENT PASS

Student: _____

Date: _____

Report to: _____

Time: _____

Signed: _____

STUDENT PASS

Student: _____

Date: _____

Report to: _____

Time: _____

Signed: _____

STUDENT PASS

Student: _____

Date: _____

Report to: _____

Time: _____

Signed: _____

Morehead S.T.E.M. Academy
7810 Neal Road, Charlotte, NC 28262
Office 980-343- 5775

Parent Volunteer Opportunities

Everyone can be great, because everyone can serve.

-Martin Luther King Jr.

Our school needs support from parent volunteers to assist in day-to-day operations, as well as scheduled events. If you can help out occasionally *or regularly*, it truly helps out in the overall education of our children. We have opportunities for everyone to serve, by volunteering once a week or for a specific event. Please read over the many volunteer descriptions and check the opportunities which are right for you.

Child's Name: _____

Teacher's Name: _____

Volunteer Name: _____

Phone number(s): _____ Best time to call: _____

Email: _____

Preferred method of contact: Phone Email

Days of the week & times available:

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Just call me _____

Volunteer Frequency:

In general, how often would you like to volunteer your time supporting the class?

Weekly Monthly Quarterly One Time Field trips only

Thank you for your time and effort in filling out this form, if you have questions please contact:

Anstarie McKinnon anstarie.mckinnon@cms.k12.nc.us

Michael Schnee michael.schnee@cms.k12.nc.us

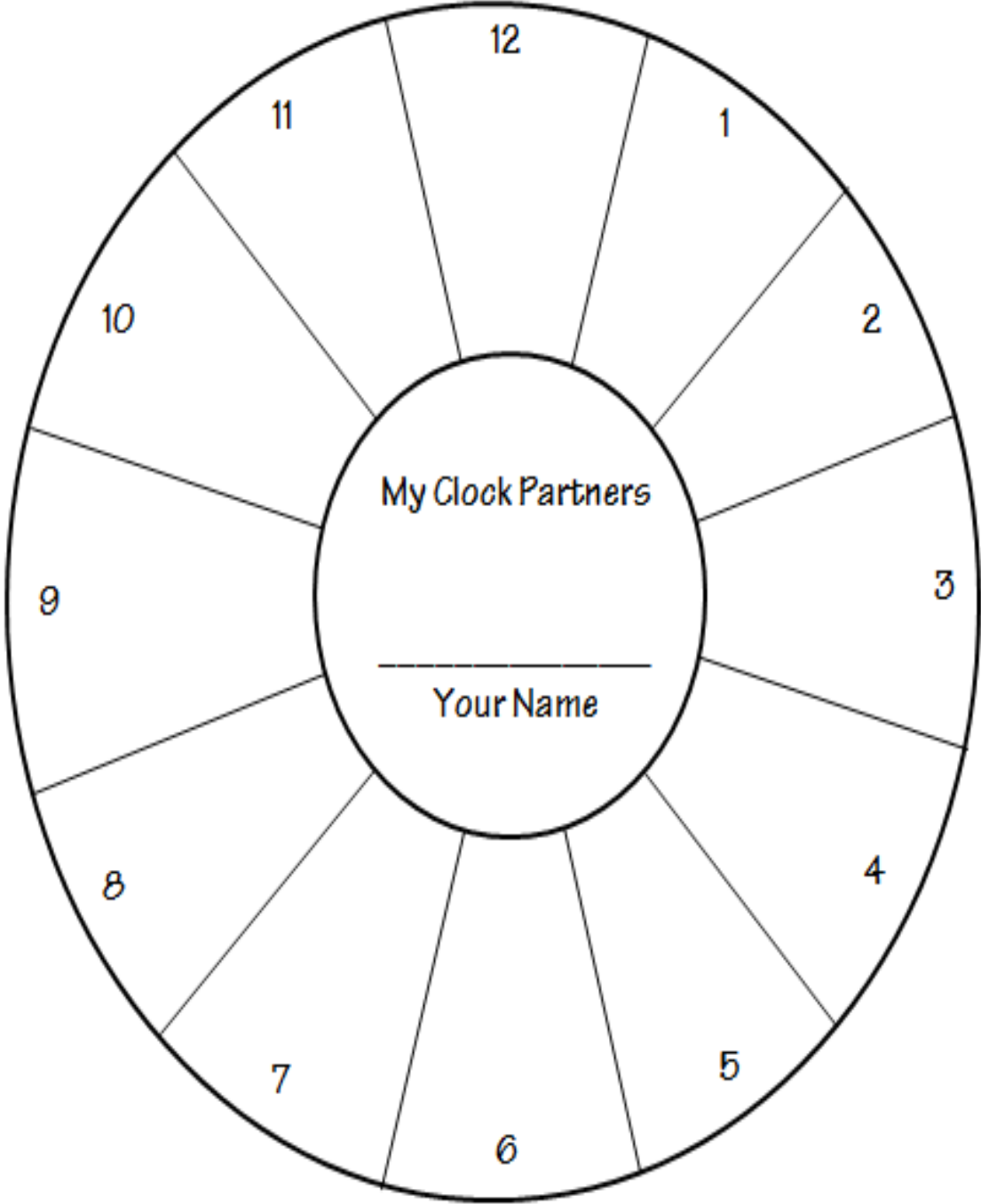
ORGANIZE YOUR CLASSROOM
Calculator Assignments, Sample

Calculator	Block 1	Block 2	Block 3	Block 4
1	Tresean Blake	Malik Baker	Stephon Coleman	Michael Floyd
2	Anthony Brown	Dequeius Borden	Jonathan Estrada-Correa	Cameron Ford
3	Craig Butterfield	David Carr	Jakai Funderburk	Jared Funderburk
4	Lamaric Calloway	Anthony Couser	Petru Hadarau	Novian Gainey
5	Chy Chang	Asa Dixon	Stefan Hardman	Jacquez Grant
6	Malik Davis	Hopeton Downer	Wanyae Hatfield	Jonathan Guzman
7	Anthony Funderburk	Derek Dudley	Kevin Her	Demitrius Hamilton
8	Cecil Garris	Treyvon Eubanks	Darren Isom	Venut Inthavong
9	Jaequon Hall	Ramido Garrison	Armani Jackson	Bryan Lennon
10	Marcus Harris	Raquon Houston	Taon James	Tajai Liles
11	Ramone Johnson	Cohen Hudson	Essa Johnson	Quadarius Mickerson
12	Deandre Koch	Brandon Jones	Shakeem Kirksey	Jeffrey Mitchell
13	Jonathan Lazo	Willie Moore	Tyshym Miller	Demarcus Moore
14	Jecorey Lindsay	Kyre Pearson	Dantae Moore	Samuel Naves
15	Jimmy Lor	Timothy Smith	Devin Neal	Corey Patton
16	Michael Lucas	Tyler Stinson	Jonathan Rea	Juan Ramos-Rodas
17	Daquabian Reid-Anderson	Israel Vasquez	Braxton Stowe	Jeremiah Sibby
18	Kenneth Samuel	Devin Visor	Patrick Tetty	Brent Thompson
19	Jonathan Story	Darryl Wamack	Maliek Torrence	Dyrick Williams
20	Isaiah Walker	Suero Waither	Nicholas Wilmer	
21	Monzaee Watts	Aaron Streeter	Jeff Brown	
22	Daniel Zelaya	Timothy Johnson	Brian Serrano	
23		Denzal Roinson	Larry Thomas	
24		Khalil Potlow		
25		Trevonne Presston		

Flexible Grouping

TEACHER-LED GROUPS		
Grouping Options	Teacher's Role	Activities
Whole Class/ Small Groups	<ul style="list-style-type: none"> • Explains procedures • Provides instructional scaffold • Facilitates discussion • Provides explicit instruction • Affirms student diversity 	<ul style="list-style-type: none"> • Outlining day's agenda/schedule • Giving an overview of concepts • Sharing student work • Presenting strategies • Developing background knowledge
Individual	<ul style="list-style-type: none"> • Guides individual development • Encourages individual student interests 	<ul style="list-style-type: none"> • Applying key concepts, strategies and skills • Composing written responses • Completing understanding • Creating own investigations
STUDENT-LED GROUPS		
Collaborative	<ul style="list-style-type: none"> • Describes students' roles • Describes students' interpersonal skills • Encourages student interaction • Monitors group effectiveness • Guides understanding • Affirms student diversity 	<ul style="list-style-type: none"> • Organizing collaborative project • Collaborating on projects • Sharing group projects • Discussing students' evaluation of group's success • Applying key strategies and concepts • Discussing different perspectives
Performance-Based	<ul style="list-style-type: none"> • Identifies students' needs • Provides instructional scaffold • Provides explicit instruction 	<ul style="list-style-type: none"> • Organizing short-term groups • Introducing new concepts • Teaching specific concepts, strategies and skills
Dyad (Pairs)	<ul style="list-style-type: none"> • Identifies students' interests or needs • Models instructional strategies • Guides understanding 	<ul style="list-style-type: none"> • Assisting partners • Tutoring peers • Responding to peer writing • Collaborating

Clock Partners



INSERT ORGANIZE YOUR CLASSROOM, STUDENT ROLES PDF, 2015