

## **GENERAL SUB NOTES FOR MR. MINGER'S CLASSES**

This Folder should contain:

- A roster for each class
- Attendance sheets for each class
  - Mark "A" for Absent in a box if student is absent or "T" for Tardy
  - You may leave box blank or place a checkmark in it for students who are present
  - First Hour only will need a number written in for lunch choice (there is a lunch menu in the girls locker room for them to see)
  - **HAVE A STUDENT TURN IN THE ATTENDANCE SHEET EACH HOUR**
- Daily schedule with times
- Emergency Plan
- Emergency Lesson Plans (these are plans to be used if no other plans are made)

Thank you for covering my classes today. You will start your day in the gym since I have PE classes the first two hours of the day. You can always talk with the other PE teacher for that hour (Mr. Brewer- 1<sup>st</sup> Hour; Mrs. Pugh- 2<sup>nd</sup> Hour) if you have any questions or are not sure what to do.

I have a 5<sup>th</sup> Grade section of computer Tech for 3<sup>rd</sup> Hour. I generally have one section of 5<sup>th</sup> Grade a week and then we rotate. The 5<sup>th</sup> Grade classroom teacher will also be in the lab and can help. Next is a 7<sup>th</sup> Grade section that comes into the lab for 4<sup>th</sup> Hour. The schedule is different on Mondays, Wednesdays, & Fridays compared to Tuesdays and Thursdays where we have an activity period. Lunch/Recess will follow so make a note of the times when we switch lunch and recess with the 8<sup>th</sup> Grade. The last three hours of the day will be back in the Computer Lab.

Please make sure to write down any names for disruptive or rude students that you have at any time during the day. You can write names/notes on the lesson plan sheet provided or any scratch sheet of paper. Do not hesitate to send any student to the office who is being very disrespectful or disruptive. You do not have to put up with any student that interferes with the learning of others. I know my schedule is a little different from most classroom teachers, but it makes for a full day and I hope you enjoy it! Thanks again!

Sincerely,

Ted Minger  
*Tuscola East Prairie*  
*Computer Technology Teacher*