

We are so excited to have you with us in Santee today! We know that this assignment will be different from the assignments you have had in the past, and below you will find information to help you navigate your day.

Logistics

Please check in with the School Attendance Clerk to get a class list with phone numbers and emails. You will also be provided with a loaner laptop or iPad to utilize for video instruction, please check in the front office for this information. You will also be assigned a substitute email that you will be able to utilize throughout the day.

Schedule

All teachers have created a weekly schedule that involves both synchronous, live instruction through video or phone, and asynchronous instruction, which involves students working independently. All students have this schedule, and your school site administrator or secretary will be able to provide you with a copy as well if it was not available in the classroom.

Organizing your Day

In order to set your students up for success you will start your day with a phone conference with each of the students on your class roster.

Creating a connection between home and school is extremely important in Santee, and the phone conferences you have with each student will help set them up for a successful school day. Please call each parent in your class and explain that you are the substitute teacher for the day, let them know you are checking in with each child to offer support for their learning.

Make sure you provide families with the substitute email address you were provided so they are able to access you throughout the school day.

Student Conference

- Introduce yourself, let the student know that you are excited to be their teacher for the day.
- Ask how their morning has been so far, and what they are looking forward to/
- Ask students to share what they learned yesterday, and if they have any questions related to yesterday's work, if so you will schedule a video conference (more information below)
- Ask students to pull up their schedule, review their daily schedule with them, and ask if they understand what their assignments are for the day. Let them know that the live interaction times written on the schedule will not be happening that day, but that you are available to schedule a video meeting to assist them with any of their questions or assignments throughout the day. If the student has questions or needs clarification on a

skill or concept please find out what they need assistance with and set up a time for a video conference later in the day.

- Provide the student with your sub email address, and let them know that they can email you during the school day if they have any questions.

You will need to document that you have spoken with each student, if you are unable to reach them during your initial call, please check back in with them later.

Video Conference

You will be able to hold individual, small group, and/or whole group video lesson utilizing the Microsoft Teams email you have been provided. Please see the cheat sheet that explains how to send a link to students. If you meet with students via video conference, please make sure to document which students, and the topic of the conference.

- Met with Dan, Dawn, Suzie, Stephanie and Tim to review ordering fractions using a number line.
- Read Jabari Jumps as a whole class read aloud, students drew pictures and wrote about a time they were scared and how they overcame that fear.

Make sure to document the names of students who attended the whole class Microsoft Teams meeting, you can do this, by taking a screenshot of the participants to record after your meeting.

Checking Out

Please make sure to turn in all technology and documentation to the office prior to leaving for the day.