

Lee's Sub Information
Room 105
Semester I 2011

Thanks for taking my classes. The following information should help your day run a bit more smoothly.

Textbooks for classes are on my computer desk. The blue portfolio holds my class rosters and seating charts. My lesson plans are in the Teacher's Daily Record book. Please record tardiness and absences where indicated on that day's lesson plan. I generally have photocopied papers done in advance. If you can't find needed papers on my desk, they may be in my lower, right desk drawer behind the files. You will also find colored, spelling test sheets in that spot, if you're here on the last day of the week. If you're reading this, and I've been sick a few days, the papers may be in the files in the same drawer. Feel free to look through these. English has additional files for weekly spelling.

Pens, note pads, pass pads, etc. are in the top, middle desk drawer. Color-coded passes are in the basket on my desk.

I do allow students a few minutes to study prior to a test/quiz. If you are administering a grammar test; after they've had the test for 10 minutes, students may use their books for 10 minutes. They may not use any helps for other tests and quizzes.

If there is a fire drill, take my roster portfolio and indicate students present/absent with the green/red card. If there is a Code Yellow or Code Red, place the appropriate sign from my top right desk drawer on the South entry door. Use the Allen Key from my top middle desk drawer to lock that door if necessary.

General classroom rules:

- +Respect for all members of the class and classroom property is to be shown at all times.
- +Students must be in the room when the bell rings.
- +Students must come to class with needed materials and may not return to their lockers for forgotten items.
- + Electronic Devices must be off and on desks in full view of the teacher during the entire class period.
- + During tests, ALL Electronic Devices must be on my desk.
- +Passes are to be used at a minimum.
- + Students must leave their electronic devices on my desk in order to leave the room.
- +Students may not use my computer or play or draw on the white board.
- +Students may use the pens and pencils from the cup on my desk, but they must be returned.
- +Students may have water and gum with them. They may not have any other beverage or food.

The following students will also help you with any questions you may have.

Advisor/Advisee - Shalen Greiner or Derek Hanson

Period 1 - Katie Cornish or Nic Shircliff

Period 2 - Abigail Koep or Riley Springer

Period 3 - Samantha Koegel or Brandt Smith

Period 5 - Spencer Pomeranz or Myranda Steidl

Period 6 - Kaitlyn Kastner or Grant Yohnke

Wyatt Samuelson is my aide and will record grades, make copies, etc. as needed.

Period 7 - Melany Arceneau or Aaron Horton

Please call if you need my help. Home: 218.338.5351 Mobile: 218.640.3369

Thanks again and have a good day!