

TEACHER's Schedule

★ EA/PE ★ Date: _____ ★

Share with Carol, Mel & subs74@sd74.org

Please rename this document with your name and date

Print your rosters & seating charts

Time	Directions
8:05-8:13	8th grade teachers will deliver students to you
<ul style="list-style-type: none"><input type="checkbox"/> Today is a (RED/GRAY) day schedule<input type="checkbox"/> Prepare for attendance for all learners on PowerSchool PowerSchool https://powerschool.sd74.org/subs/pw.html<ul style="list-style-type: none">→ Select Lincoln Hall→ Select the name of the teacher→ Type in the password: lincolnsub074→ Select homeroom chair icon ◆ Leave the box blank if the student is present in-person◆ A (Absent - Full Day)◆ T (Tardy)◆ F (Field Trip)→ Submit at the bottom and be sure to SIGN OUT.<input type="checkbox"/> See _____ for confidential medical information	
8:13 - 8:50	Block 1A - 8th Grade - (class)
<ul style="list-style-type: none"><input type="checkbox"/> Students will be delivered to you by _____<input type="checkbox"/> Take attendance in PowerSchool, and let me know who is absent. <p>LESSON INSTRUCTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> <p>TRANSITION:</p> <ul style="list-style-type: none"><input type="checkbox"/> At 8:50 lead the class to (enter location) for PE with (teacher name) to drop off class and pick-up next class.<input type="checkbox"/> Let the PE teacher know who was absent, and the PE teacher will let you know who is absent from your next class. Let me know who is absent.	
8:53 - 9:33	Block 1B - 8th Grade - (class)
<ul style="list-style-type: none"><input type="checkbox"/> You <u>do not</u> need to take attendance in PowerSchool for this group. <p>LESSON INSTRUCTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> <p>TRANSITION:</p> <ul style="list-style-type: none"><input type="checkbox"/> At 9:33 the class will be picked-up by (teacher name).	
9:39 - 10:20	Block 2A - 7th Grade - (class)

- Students will be delivered to you by _____
- Take attendance in [PowerSchool](#), and let me know who is absent.

LESSON INSTRUCTIONS:

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TRANSITION:

- At 10:20 lead the class to (enter location) for PE with (teacher name) to drop off class and pick-up next class.
- Let the PE teacher know who was absent, and the PE teacher will let you know who is absent from your next class. Let me know who is absent.

10:23 - 10:59

Block 2B - 7th Grade- (class)

- You do not need to take attendance in PowerSchool for this group.

LESSON INSTRUCTIONS:

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TRANSITION:

- At 10:59 the class will be picked-up by (teacher name).

Enter Time

Block 3 Lunch Supervision

INSTRUCTIONS FOR LUNCH:

- Put on the orange/yellow safety vest found _____.
- Pick-up class from _____
- Bring students to their lockers located - _____ to get their lunches and coats.
- Bring class to the cafeteria/bring class to room # and have them sit in their assigned seats.**
- Cafeteria instructions
 - Students will have about 15 minutes to eat.
 - One supervisor will go outside when they see that a good number of students are finished eating. Other supervisors will stay in the cafeteria to supervise the remaining students until they finish.
 - At _____ someone will blow a whistle to clean-up and line-up. Your students will meet you _____ to be escorted back to their lockers located _____.
 - Students should gather belongings for their next class. Escort the class to _____.
- Classroom instructions
 - Students will have about 15 minutes to eat.
 - When students are finished, spray each desk with the hydrogen peroxide cleaner and have the students wipe their own desks.
 - Escort the class outside for recess.
 - At _____ someone will blow a whistle to clean-up and line-up. Your students will meet you _____ to be escorted back to their lockers located _____.
 - Students should gather belongings for their next class. Escort the class to _____.
- Indoor recess for ALL CLASSES**
 - Pick-up class from _____
 - Bring class to the room # and have them sit in their assigned seats. (The seat they sit in when in that classroom.)
 - When students are finished, spray each desk with the hydrogen peroxide cleaner and have the students wipe their own desks.
 - Students must stay seated and masked, but they may play on iPads, play games if available, or stream an appropriate cartoon or movie if you have access.

Enter Time	Lunch
This is your lunch. Enjoy!	
1:08-1:52	Block 4 - Prep
1:58-2:40	Block 5A - 6th Grade - (Class)
<ul style="list-style-type: none"> <input type="checkbox"/> Students will be delivered to you by _____ <input type="checkbox"/> Take attendance in PowerSchool, and let me know who is absent. <p>LESSON INSTRUCTIONS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <p>TRANSITION:</p> <ul style="list-style-type: none"> <input type="checkbox"/> At 2:40 lead the class to (enter location) for PE with (teacher name) to drop off class and pick-up next class. <input type="checkbox"/> Let the PE teacher know who was absent, and the PE teacher will let you know who is absent from your next class. Let me know who is absent. 	
2:43-3:20	Block 5B - 6th Grade - (Class)
<ul style="list-style-type: none"> <input type="checkbox"/> You <u>do not</u> need to take attendance in PowerSchool for this group. <p>LESSON INSTRUCTIONS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <p>FINAL TRANSITION:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wait for an announcement from the office to dismiss 6th grade. Students may leave without teacher escort. <input type="checkbox"/> Stand in the hallway and make sure students are not congregating. 	

Copy and paste your class roster below from Cohort Central: