

GAETZ BROOK JUNIOR HIGH SCHOOL

OVERVIEW FOR SUBSTITUTE TEACHERS

Allison Penwell - BAND
Room 109

When you arrive

- ∅ Staff room is located directly across from room 306 at the top of the stairs. Here you will find:
 - o Staff washrooms (there is another in the office on the main floor)
 - o Fridge, microwave, kettle etc...
- ∅ Photocopier is located in the work room on this floor. My code is: 1245
- ∅ Keys to the classroom should be in my mailbox - the keys to ESDH are also on my key ring. Please keep the classroom is locked when you are not in it and return them at the end of the day.
- ∅ Computer login: your gnspes account
- ∅ Powerschool password for attendance: summer

CHANGING SCHOOLS (IF YOU ARE AT GBJH FIRST)

Monday - Thursday I change from Gaetz Brook Junior High to Eastern Shore District High School. It is a 5 minute drive up the street (head towards Hwy 107 and continue down the road until you see the sign on your right. ESDH is just past the hospital.

- I usually allow at least 15 minutes for the change around. I know, it's not a lot of time but it will give you enough to get there and get acquainted with the school.

- My classroom is Room 119 at ESDH. Please, check in with Kim Gaetz in the main office and she will set you up. Same rules apply in both schools as far as locking the room and being diligent about use of gear.

DAILY SCHEDULE AND PROCEDURES

9:00am 1st bell

- **HOMEROOM**
- Students do not come to band until after homeroom.

9:15 bell – 1st PERIOD

- Take attendance and enter in Powerschool
- Follow lesson plan in folder on my desk.

10:15 – 2nd PERIOD

- Take attendance and enter in Powerschool
- Follow lesson plan in book on my desk.

Recess (11:15-11:25)

- Students stay in the classroom for recess.
- Students must stay in their seats when eating recess.
- A food cart will come to the door for students who want to purchase recess.
- Students may go to the washroom with teacher permission and with the hall pass that is in the red tray on my desk. Only one student should be out of the classroom at a time.
- Students may use their technology during recess.
- Please remind students to dispose of their garbage appropriately and tidy up their space before leaving.

11:15 - 12:25pm– 3rd PERIOD

- Take attendance and enter in Powerschool
- Follow lesson plan in book on my desk.

LUNCH (12:25 – 1:00pm)

- Students go to the cafeteria to eat. There is no eating on this floor..
- Feel free to lock the classroom and go to the staffroom to have your lunch. Please be back at the end of class so students can get their things.

1:05pm -2:05pm – 4th PERIOD

- Take attendance and enter in Powerschool
- Follow lesson plan in book on my desk.

2:05pm - 3:05pm – 5th PERIOD

- Take attendance and enter in Powerschool
- Follow lesson plan in book on my desk.

WASHROOM/HALL PASS

- During class students are permitted to go to the washroom/get a drink with permission. One student at a time with the hall pass.