



FAXGRAM #30

March 30, 2009

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FRIENDLY TERM III TIPS

- #1. When you are on planning time, you are not responsible to plan the lesson for the teacher who is teaching your class for planning time. It is the responsibility of the teacher who is “teaching” your class, while you are on planning time, to prepare the lessons, evaluate the work, and record the results. A teacher does not plan for their own planning time!

- #2. When a teacher is sick, late or absent, it is not the responsibility of another teacher in the school to ‘plan’ for the Occasional teacher. As professionals and colleagues, teachers by their very nature, tend to pitch-in and help one another and at times, in an emergency, may be called upon to cover a colleague’s class. This is far different then being called upon to plan or frame lessons for the Occasional teacher. If illnesses are lengthy or frequent and lesson plans are lacking, Administrators can contact the Curriculum or Special Education departments to assist the Occasional teacher. Each teacher is only responsible to plan for the classes they are assigned!

If you have any questions, please do not hesitate to contact me.

..... Richard

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PLEASE SHARE WITH ALL TEACHERS!