**Day-to Day School Building Management**

**Thursday, April 28, 2016**

Although I have spent a day each month out of my classroom shadowing both Amy and Sterling, I chose to write about today as I was an acting Assistant Principal for the day because Amy was out and Sterling was acting Principal. Today was very interesting to say the least.

8:00-8:30: Sterling and I checked in with the office staff. We started the day with a shortage of subs and had to move staff around to cover classes. We have to do this often because we have such a shortage of substitutes in our district. We also took a walk-through each hallway and cluster to check in with all grade levels. Sterling received an e-mail that our acting Superintendent and our Business administrator were out for the day. This left the senior administrator, Andy Ludwig in charge and we were to contact him if there were any major issues.

8:45-Sterling and I went down to morning announcements to complete the Principal’s report. As we were finishing up that report we had a first grade teacher and an aide stop by as there were already some issues in the building. Sterling and I dealt with a child that was under a counter in a third grade classroom and took care of the issue within 5 minutes. We coaxed him out and the school counselor took him to calm him down. He had a much better day.

The first grade issue was a bit more complicated. The first grade teacher reported that her classroom and the cluster smelled of marijuana. The first grade teacher reported that it was coming from her room but she wasn’t sure from where she knew it wasn’t her student teacher as she has been in the classroom all semester. She had three other volunteers in her classroom and she was sure it was one of them. Sterling and I walked down by the cluster and we immediately smelled the odor. Not having to deal with this situation before in terms of college students, Sterling called Andy Ludwig to ask about the protocol. Andy immediately came down and we interviewed each college student one-by-one as top not single out any of them although we had a hunch. The first two students agreed that they smelled it as well and after interviewing each of them we knew it was not them. The third student we interviewed we knew immediately it was him as we could smell it as soon as we pulled him into the office. We asked him some questions and he said it was his clothes and shoes due to the fact that his roommate smokes in their apartment. We did not search the student or call the police but spoke with the student and made it a learning experience for him. We have a hunch that he had been smoking as well but could not prove it. We escorted back to the room to get his things and escorted him out of the building. Sterling and I called his direct supervisor at the college and filled her in on the situation and they are going through disciplinary action there as he has had trouble before.

After this issue was completed Sterling and I typed up the report to have on file and we began pulling students to speak with them about poor bus behavior that was reported. We then dealt with two behavior issues that occurred the day prior. We spoke with all three of the students, showed them the report and spoke with the parents on the phone.

At 11:00 I attended a 504 meeting on one of my students. This was the second attempt to get the parents to come in and again they did not show up. We decided to complete the meeting over the phone. We had a great conversation with the parents and came up with modifications on the 504 report that will hopefully help him.

At noon Sterling and I received a call about a first grade student being disrespectful to both the students and the teacher. This is a student that we have been keeping our eye on as he has a lot of emotional needs. We quickly ran down and removed him from the classroom and brought him back to the office. We had a really great conversation with him and talked about the difference between being respectful and disrespectful. We went through many different scenarios with him and he understood what the difference was. We checked in on him throughout the remainder of the day and he was working well.

At 1:30 we received another phone call from the school nurse stating a girl received a chemical burn in her eye. After investigating we found out an aide in the cafeteria was allowing kids to help her clean tables. The girl sprayed the spray up in the air and it went into her eye causing a chemical burn. We called the parents and informed him and we also called the aide in and explained to her that she needs to do her own job.

At 2:00 Sterling and I had a counselors meeting, I have a separate document with meeting notes.

After the meeting it was time for dismissal Sterling and I made sure that all of the children getting picked up made it to the intermediate library and Mrs. Brisky handled it from there. Sterling and I then rushed back to finish bus dismissal and it is a good thing we did. As students were walking out to busses two students were involved in an argument an one child punched another child. Four adults saw what happened. We took the child that punched the other child and brought him into school. We spoke with him and were able to get statement from him as well as statements from all of the adults. We called the parents and they had to come and pick him up. Due to the fact that this was not his first offense we suspended him for the day on Friday.

After we dealt with our final situation of the day we reflected on the day, went home and came back later in the evening for the Kids Escaping Drugs presentation.