

LAKE STATION COMMUNITY SCHOOLS

GUIDE FOR GUEST TEACHERS

2016-2017

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WELCOME GUEST TEACHERS

It is a pleasure to welcome you to the Lake Station Community School teaching staff. Although you will not be actively involved in the work of our schools on a daily basis, you will play a vital role in continuing with the education process when regular staff members are absent. While in this role, you are a welcome guest and will be considered as such.

As a guest teacher, you will be filling a very important vacancy. We acknowledge that, at times, the task of "filling in" is difficult. However, we will make every effort to assist you so that the experience can be productive and rewarding for you and our students.

We appreciate your willingness to serve and provide this material to help make your time in the Lake Station Schools worthwhile.

Tom Cripliver
Superintendent

CHARACTERISTICS OF GOOD GUEST TEACHERS

Your primary role is to maintain continuity in lesson plans of the regular classroom teacher. This may be difficult if you are unfamiliar with the subject area. However, **maintaining a suitable learning climate is essential to the instructional process.**

GOOD GUEST TEACHERS ...

1. Are conscientious and sincere in their interest in education of children and young people
2. Make every effort to follow the regular teacher's plans and building routines.
3. Are willing to work when needed, and are willing to stay on the assignment until the regular teacher returns.
4. Leave notations for the regular teacher, indicating what has been accomplished during his/her absence. Complete the appropriate Follow-Up Report (Use the appropriate form at the back of the Handbook.)

CONFIDENTIALITY

1. Guest teachers ***must keep*** student, teacher and parent ***confidentiality***.
2. Don't do anything that embarrasses the student, the teacher, or any other school employee whether at school or in the community.
3. If you have a complaint or concern, see the principal before you leave. If the principal is unavailable, leave a message for her/him to contact you.

"Children are the living messages we send to
a time we will not see."

NOTIFYING GUEST TEACHERS

The Superintendent's office is equipped with call and answering service (962-1159) which enables the office to make contact with a guest teacher whenever a regular teacher is absent. In most instances a teacher absence occurs on short notice because of illness or emergency. Therefore, the Superintendent's office will attempt to notify the substitute at the earliest possible time. Generally speaking, guest teachers can expect a call between 6:30 and 7:00 a.m.

Guest teachers will be called to service at the following building locations:

Edison Jr/Sr High (Grades 7-12)

Christine Pepa/Principal

Robin Dickerson/Secretary

Virgil I. Bailey Elementary (Grades K-5)

Terry Kolopanis/Principal

Debbie Cruz/Secretary

Carl J. Polk Elementary (Grades K-5)

Ed Zamarron/Principal

Laura Soria/Secretary

Alexander Hamilton (Grades K-5)

Tara Gordon/Principal

/Secretary

SCHOOL HOURS

(Students)

(Teachers)

Elementary (K-6)

8:40-3:20

8:10-3:25

Secondary (7-12)

7:30-2:47

7:10-2:50

APPEARANCE

1. Guest teachers are expected to be neat and clean and to dress in a manner that is appropriate for their teaching assignment.
2. **Jeans and tennis shoes should not be worn to school.**
3. Clothing tops are to cover the mid-section even when bending or reaching.
4. If you are assigned a P .E. class, sweats and tennis shoes would be appropriate.

You indicate to others the importance you place on yourself and the role you are filling by your appearance. Those around you then treat you accordingly.

CONDUCTING THE CLASS

The guest teacher must report to the building to which he/she is assigned by 7:15 at the Jr/Sr High and 8:00 at the Elementary buildings, unless other arrangements have been made with the principal. Upon arrival, the guest teacher is to report to the principal's office to receive instructions, room assignment, and a guest teacher's folder.

The guest teacher's folder contains specific information for the building assigned that day. It includes:

1. Schedule for the day and week (including additional assigned duties).
2. Class roster and seating chart (at the elementary, names may also be on desks).
3. Pertinent information concerning children with special needs.
4. Attendance card information.
5. Lunch procedures.
6. Floor map of school, location of library, rest rooms, etc., or the principal will provide this information orally.
7. Guest teacher report form for the principal (turn in at the end of the day).
8. Emergency lesson plans (to be used only if no other plans are available).

Being early enhances your preparation and displays interest in doing a good job

CONDUCTING THE CLASS

The guest teacher will:

1. Meet students at the classroom door welcoming them to the class.
2. Make every effort to establish a professional rapport with the students
3. Write your name on the chalkboard and introduce yourself to the class as Mr., Mrs., Ms. or Miss _____ Please do not allow the students to refer to you by your first name.
4. Take attendance by hand. Leave a list of students absent for the regular teacher. (At Edison, special attendance sheets will be supplied by the office. The attendance sheet is then placed in an attendance folder outside the classroom door.)
5. Direct the lesson standing and moving about the classroom. Refrain from sitting behind the desk as much as possible.

6. Try to complete the activities outlined in the lesson plans in the time order given.
7. Dismiss classes in an orderly manner and meet the incoming class at the door. Students are to remain seated until the bell rings and are dismissed.
8. Grade student papers if requested by teacher.
9. Not to use the classroom computers or allow students to access them.
10. Students may leave the classroom only with written permission. At Edison, the student must have handbook in hand signed in the appropriate places.
11. Also, at Edison, contact the office when leaving the classroom unattended.
12. Classroom telephones are not to be used by students.

LESSON PLANS

When the guest teacher reports to the classroom, he/she will find:

1. The plan book is located in the center drawer of the teacher's desk or on the desk.
2. Teacher's manuals, workbooks, textbooks, grade books, teacher's handbook and curriculum guides are in the classroom. Locate these with your principal's assistance.
3. The plan book indicates where special supplies and materials are located (records, tapes, etc.) and when they are to be used.
4. Contact the office or a nearby teacher if such items appear to be missing.

Prepare a supply of materials to be used in the event that time remains in class after teacher instructions are accomplished.

DISCIPLINE

1. Explanations of why and how the lessons are to be accomplished will assist in the prevention of classroom problems. Discipline problems are generally prevented if the students understand what to do.
2. Keeping students busy is important to class management.
3. Organization of class time indicates to the students that the guest teacher is in control.
4. Publicly confronting a student (yelling, name-calling) will probably enlarge the problem and is not to be done.

5. In cases where the guest teacher has problems with classroom management, notifying the office personnel is expected and encouraged.

Appearance and preparation will go a long way in avoiding classroom discipline problems. That which is accomplished prior to class time determines a successful experience for both students and guest teacher.

FIRE AND SECURITY DRILL

1. Procedures vary from building to building. Please consult your teacher's folder prior to the beginning of classes. Drill procedures are posted in the classrooms as well.
2. Instructions are also posted on the bulletin board in each classroom
3. In most cases, you will be notified prior to a fire drill so you can be sure of proper procedure.

ILLNESS OR INJURY

1. Send students who are sick to the office. Complete the necessary passes and/or forms.
2. Notify the principal or school nurse immediately in case of an accident
3. Do not leave an injured student.
4. At no time should a student be administered internal treatment (e.g. aspirin, cough drop).

CONTACT WITH PARENTS

1. Inquiries from parents should be referred to the principal.
2. Students are not permitted to leave school with a parent at a time other than dismissal time, unless the principal gives consent.

MONEY COLLECTIONS

1. Instructions for collecting money are provided when checking in or may be found in the guest teacher's folder.
2. All money collected should be turned in to the office as directed, or as soon as possible.

3. A record of all money collected should be left for the regular teacher, with the name of the student and amount received.

ERRANDS

At no time should the guest teacher permit a student to leave the building on an errand.

FACULTY MEETINGS

If the guest teacher teaches on the day of a scheduled faculty meeting, and is expected to teach on the following day, it will prove helpful to attend. The principal must be consulted concerning the meeting. His/her recommendations must be followed.

The following five items must be completed each time you substitute teach.

1. Leave the classroom in neat order (desks as they were, paper picked up).
2. A written report of the day's activities is to be left for the regular teacher. The following information should be included:
 - a. attendance
 - b. material covered on the lesson plans
 - c. student management concerns
 - d. other significant items
3. All collected student assignments should be placed on the teacher's desk.
4. Report to the office prior to leaving building:
 - a. turn in guest teacher report form and name tag
 - b. report any significant information
 - c. inquire about need for next day assignment
5. Guest teachers may leave the building at 3:25 p.m. in elementary schools and 2:50 at Edison. Any other arrangement may be approved by the principal.

Adherences to the expectations of this handbook and the regular teacher's lesson plans as well as your report on the day written for the teacher will determine your reputation as a guest teacher.

LAKE STATION COMMUNITY SCHOOLS

2500 PIKE STREET

LAKE STATION, IN 46405

(219) 962-1159

RECEIPT ACKNOWLEDGING THAT I HAVE BEEN INFORMED OF LAKE STATION COMMUNITY SCHOOLS DRUG-FREE WORKPLACE POLICY 3122.01 and STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY 7540.04

Signature

Printed Name

School

Date

