

INFORMATION FOR GUEST TEACHERS

YOU ARE SUBSTITUTING FOR: _____

SUPERVISION ASSIGNMENT: TIME (IF APPLICABLE): _____

Refer to the bell schedule in your folder to be sure you dismiss your class on the correct bell.

1. Roll book, seating chart, and lesson plans are in _____.
2. **Keys:** Room keys are given to you when you arrive. Please return them to the secretary when you leave, along with this folder.
3. **End of Assignment:** Check with the secretary at the close of school when you pick up your card to learn whether you are to return tomorrow.
4. **Lesson Plans:** Please follow the regular teacher's lesson plan as closely as possible. If there are no lesson plans, notify the office. Leave a period-by period report for the absent teacher so the teacher will know what was accomplished.
5. **Excusing students from the room:** Students are not to leave the room while classes are in progress. If an emergency arises, you may issue a written hall pass or use the hall pass provided. Any student who has a school service duty which requires him to leave before the passing bell will present an I.D. card stating time to leave.
6. When a student abuses the right of other student to learn, or the teacher to teach, (a) remind the student of his/her responsibility to meet expected behavior, (b) make seating or other adjustments to correct the problem, or (c) send student to the Team Leader with a referral which clearly spells out specific behavior of the student. If the behavior is serious, send the student to the Dean with a referral.
7. Speical instructions to Guest Teachers:

8. Your classes are part of a team. The other members will be valuable assistance throughout the day. They are:

Name: _____ Room # _____
Name: _____ Room # _____
Name: _____ Room # _____

9. Your neighbor teachers will also be glad to assist you as will the following administrators and counselors:

Mrs. Sandra Cruz, Principal
Ms. Sue Harris, Assistant Principal
Mrs. Kandy Lundbergh, Assistant Principal
Mr. Rick Rosales, Assistant Principal
Mr. Curt Von Wooster, Dean of Students
Mr. Martin Crowe, Adviser
Mr. Jim Clemmensen, Magnet Coordinator
Mrs. Tiffany Mack, Bilingual Coordinator
Mr. Kevin Chong, Title I Coordinator