

SCHOOL SITE RESPONSIBILITIES TO THE GUEST TEACHER

All School Staff are responsible to assist the Guest Teacher by:

- Guest Teacher identification lanyard with the **classroom key** (to be returned to the office).
- Providing details on where the lesson plans, books and supplies are located; and a personal introduction to the principal or teacher-in charge (if possible).
- Explaining the procedures for recording attendance.
- Notifying the Guest Teacher of any supervision duty, money collections, or programs for the day. **Reminder ~ substitutes are not responsible for before school duty. This is their time to look over their lesson plans for the day.**
- Pointing out the lunchroom and services available, the restroom and staff room facilities, the yard areas where the substitute may have duty, and where the class is to play.
- Letting the Guest Teacher know the rules for student conduct (Discipline Plan) and the manner for handling any special discipline cases that may need to be referred to the office.
- Maintaining and submitting completed Guest Teacher Comment forms for each substitute employed. They can also respond to the day via their assignment in AESOP which will go directly to the Teacher and the Administrator.
- Making sure the Guest Teacher feels he/she is part of the school and is welcome in the lunchroom, staff room, faculty meetings, etc.
- Dropping by during the day to see if any help can be offered.

NOTE: Copies of the School Handbook, Student Conduct Code and the District Board Policy Book are available at each school site and may be helpful to the Guest Teacher.