

CAL TEACH SCHOOL SITE WORK GUIDELINES

The following work guidelines are intended to help clarify work expectations of Cal Teach undergraduate students. Current school and classroom rules, parents' expectations and Cal Teach program objectives drive these guidelines. These guidelines are not intended to be an evaluation of individual students' beliefs or habits; rather, they center on what is thought to be **best** for secondary school students. Students come first. We at Cal Teach are guests at the school sites and honor the rules of these school sites.

Communication with the Host Teacher: It is crucial that you maintain an open, timely and respectful communication with your host teacher(s).

- Meet with your Host Teacher (HT) before your placement begins to establish a working relationship. When you contact your HT via email, please use a more formal writing than you would normally; in general, address the teacher as Mr., Mrs. or Ms., use whole sentences, use respectful voice, and check for errors.
- You will plan regular check-ins with the HT (plan your role in the class with the HT's help, find out what the next week's lesson will be, ask for feedback, ask questions regarding classroom management, discuss instructional strategy).
- You are responsible for arranging make-up days with your host teacher. You are also responsible for knowing which days are minimum days, late-start days, non-instructional days and holidays and communicating accordingly with your host teacher.

School and Classroom Rules: At the first meeting with your HT, please ask for a briefing of the school and/or classroom rules. If you ever have questions about rules, it is your responsibility to ask the HT. Our role is to help model school rules.

Below are many common rules expected of secondary school students:

- No distracters like food, drink, or candy (including gum), and of course no alcohol or other drugs
- No tobacco products
- No electronics (cell phones, iPods, toys, other audio equipment etc...)
- Use only appropriate language (no cussing or insults)
- No physical contact with students
- No skateboard or bicycle riding on school site
- No items to be bought from or sold to students
- Be on time
- Dress Code
 - Clothing that reveals underwear or bare midriff is prohibited. Straps should be one inch. Pants should be worn above the buttocks. Please, no strapless tops.
 - Clothing and jewelry with writing or designs that depict prejudice, unlawful acts, tobacco, drugs or alcohol are prohibited.
 - Clothing or other property that display gang-related symbols, emblems, or other gang identifiers are prohibited.

- Chains, large rings, jewelry or shoes that may be used as weapons are not allowed on campus.
- Sunglasses may not be worn in the classroom unless required for medical reasons.

How You Look: Many K-12 schools have some kind of dress code, as you can see just above. Caps and other headwear in particular are often discouraged or forbidden in the classroom, for both sexes. Pick a look that will convey your respect for the teacher and the school. If in doubt, err on the dressy side. The idea isn't to have everybody in a button-down shirt, but to avoid the symbols of a casual environment such as informal shorts, tank tops, tube tops, halter tops, torn or cut-off clothes, etc. Be aware of your personal hygiene. Make sure that you and your clothes are clean and presentable. You will be working in close quarters with students and host teachers. It is important that you do not offend anyone with poor personal hygiene.

Legal Issues: You are NOT a student teacher in a formal credential program and you should NEVER be left in the classroom unsupervised. Your host teacher should always be present. If you are working in a tutorial type setting, the same ideas apply. In addition it is prudent to never be in a situation where you are alone with a student.

Punctuality: K-12 makes a big deal about being on time! So don't be tardy. Arrive early and create a good impression. In the secondary classroom, walking in five minutes late may be seen as irresponsible, even rude. The expectation is that you arrive at least a couple of minutes early.

Confidentiality: What you observe in the classroom stays in the classroom. Although you may observe something in the classroom that stimulates your urge to gossip, you must resist this urge—and keep what you observe confidential.