



## SCHOOL SITE WORK GUIDELINES

The following work guidelines are intended to help clarify work expectations of Cal Teach interns and are driven by school and classroom rules, parents' expectations and Cal Teach program objectives. We are guests at the school sites and representatives of UCSC. We need to honor rules and procedures established by our Host Teachers and cooperating schools. Remember- students and student needs always come first!

**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 and exchange contact information.
- Plan regular check-ins with the HT. Example topics include setting goals for your time in the class, asking for feedback, asking questions about classroom management, discussing instructional strategies.
- Follow your assigned schedule and be on time to participate. Know the school's calendar, which days are minimum days, late-start days, non-instructional days and holidays. You are responsible for arranging make-up days with your host teacher.

**Punctuality:** Arrive early to your placement in order to make the most of your internship and create a good impression with your host teacher. Walking in five minutes late will distract students and may be seen as irresponsible and rude by your host teacher.

**School and Classroom Rules:** At the first meeting with your HT, ask for a briefing of the school and/or classroom rules. If you have questions, ask your HT to explain. Our goal is to be good role models of appropriate school behavior.

Common rules expected of secondary school students:

- Keep food, drink, gum, and candy out of the classroom
- No alcohol, tobacco, or drugs including any paraphernalia
- Keep all electronics (cell phones, iPods, etc.) stowed in your bag and kept on silent
- Use appropriate, respectful language
- Walk skateboards or bicycles while on school campus
- Be on time

**Appearance:** The easiest way to establish yourself as a teacher is through your attire. Make sure you and your clothes are clean, presentable, and professional. Go to placement well dressed to set you apart from the students. Be aware of your personal hygiene.

Most schools have some kind of dress code, check with your HT about specifics at your school site. Common dress expectations are:

- Clothing that reveals underwear or bare midriff is prohibited. Straps should be one inch (no strapless tops or bra straps showing). Pants should be worn above the buttocks.
- Skirts and shorts should be about an inch past your fingertips when your arms are to your side.
- 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.
- Sunglasses may not be worn in the classroom unless required for medical reasons.
- Caps and other headwear are discouraged or forbidden in the classroom, for both sexes.

**Legal Issues:** Your host teacher or school employee should always be present. Never be in a situation where you have physical contact with a student or are left alone with a student. If you are working in a tutorial type setting, the same ideas apply.

**Confidentiality:** What you observe in the classroom stays in the classroom. Keep student names, personal information, and academic challenges confidential.

**Cal Teach Contact Information:**

Gretchen Cal Teach Director	<ul style="list-style-type: none"> <li>• Credential Application Information</li> </ul>	<b>Email:</b> <a href="mailto:gha@ucsc.edu">gha@ucsc.edu</a> <b>Phone:</b> (831) 459-2484 <b>Office:</b> JBEB 157A
Melissa Internship Coordinator	<ul style="list-style-type: none"> <li>• Classroom Placement</li> </ul>	<b>Email:</b> <a href="mailto:mgeorge2@ucsc.edu">mgeorge2@ucsc.edu</a> <b>Phone:</b> (831) 459-1929 <b>Office:</b> JBEB 157C
Marla Program Assistant/ Student Advisor	<ul style="list-style-type: none"> <li>• Student advising</li> <li>• Administrative support including reimbursements, fingerprinting, and TB testing</li> <li>• General questions.</li> </ul>	<b>Email:</b> <a href="mailto:mahessel@ucsc.edu">mahessel@ucsc.edu</a> <b>Phone:</b> (831) 459-2226 <b>Office:</b> JBEB 157B