

# LSE Guest Teacher Training

Melissa Fiamoncini

Associate Principal (715) 682-7827 ext. 4501



# WELCOME!

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# LSE Staff

- 
- **Leadership**
  - **Administrative Assistants**
  - **Grade Level Teams**
  - **Instructional Coaches**
  - **Behavior Intervention Specialists . . .**

# LSE Parking

- Use either parking lot, both in front of the school building.
- Enter through the main entrance of the school building.



# LSE Safety Procedures

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- Masks are recommended for the school and the bus.
- Routine practices for mitigation of germs include:
  - Hand washing routines
  - Table dividers
  - Social distancing (lunch seating)
  - Cleaning procedures
  - Ventilation system
- Building Design

# Teaching In-Person

**STAFF ABSENCE** - - - Guest teacher accepts absence in Frontline.  
Some adjustments may occur if other need arises.

**Teacher**

- Prepares and communicates location of sub binder
- Verifies access to lesson binder/folder
  - Principals
- Updates Google Classroom with current information for the day

**Guest Teacher**

- Receives full sub plans and expectations
- Guest teacher will lead lesson by using the teacher provided plans, links, materials and frameworks

**Team**  
**Instructional Coach(es)**  
**Principals**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>● Supports/Monitors expectations</li><li>● Invites communication around issues/concerns contact list</li><li>● Visits classroom for support</li></ul> | <ul style="list-style-type: none"><li>● Supports/Monitors expectations</li><li>● Invites communication around issues/concerns</li><li>● Encourages SLT or instructional coach check in at least 1x</li><li>● Visits classroom for support</li></ul> |
|---|---|

# LSE Arrival - 8:00

## LSE Guest Teacher

### ARRIVAL

#### Guest Teacher

- Park in the main lot and enter through center door vestibule
- Receive a keycard from the office
- Verify understanding for taking attendance and lunch count
- Confirm lessons plans and respective materials noted by teacher

#### Admin. Assistants

- Verify placement and schedule expectations with guest teacher
- Provide login credentials and chromebook if needed
- Access and print lesson plans for Guest Teacher
- Provide a keycard
- Assess comfort level for room location, phone use, and office contacts

# LSE Guest Teacher Supports

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|                                |   |   |
|--------------------------------|---|---|
| <b>Team</b>                    | <ul style="list-style-type: none"><li>● Supports/Monitors expectations</li><li>● Invites communication around issues/concerns contact list</li><li>● Visits classroom for support</li></ul> | <ul style="list-style-type: none"><li>● Supports/Monitors expectations</li><li>● Invites communication around issues/concerns</li><li>● Encourages SLT or instructional coach check in at least 1x</li><li>● Visits classroom for support</li></ul> |
| <b>Instructional Coach(es)</b> |   |   |
| <b>Principals</b>              |   |   |



# LSE Typical Schedule

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- 8:00-8:17 Students arrive and are outside playing (unless inclement weather)
- 8:17 Teachers go out pod door to greet students and walk class indoors
- Students have Encore class which include physician education, music, library, guidance, and art for 30-60 minutes in a day. (Guest teacher prep time)
- Students have a 20 minute lunch and 30 minute recess. (Guest teacher walks students to cafeteria, sees class through line and then has lunch for self).
- 3:08 Student dismissal with teacher walking students outside to pick up area as designated by teacher.

# LSE Teacher Supports ~ Lesson Plans

Computer login:

Google login:

| TIME    | ACTIVITY                     | NOTES   |
|---------|------------------------------|---|
| 8:22 AM | Get Students from playground | <ul style="list-style-type: none"><li>• Get kids from door by playground, tell them to unpack backpacks and sanitize hands, as they walk in the room</li><li>• Have students find their seat and wait quietly, I allow them to chat with friends while waiting</li></ul>  |
| 8:22 AM | Attendance /Lunch count      | <ul style="list-style-type: none"><li>• Ask students who would like breakfast - Tell Mrs. Lulich the number</li><li>• Ask students what they would like for lunch (you may have to ask the other teachers lunch choices as when I left Wednesday, I didn't know)</li><li>• Go into skyward and under survey submit how many choice 1 and choice 2</li></ul> |
| 8:30 AM | Art                          | <ul style="list-style-type: none"><li>• The Art teacher will come to the room for Art</li><li>• You can work in the flex space. Please be back by 9 am</li></ul>  |
| 9:00 AM | Computers                    | <ul style="list-style-type: none"><li>• You can tell students to go on typing.com and work on their typing. If they do a good job and work quietly they can have free choice for the last 10 minutes. They must stay in their seats</li></ul>   |

# Inclement Weather ~ Indoor Recess

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- Inclement weather may include 0 or below temperatures
- Inclement weather may include rain or lightening

When weather limits our outside play, students arrive to the classrooms and lunch recess is indoors.

Teachers leave plans for activities, materials or technology that encourage socialization, creativity or movement.

# LSE Teacher Supports ~ Frameworks

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Sub Plan from the Teacher/Team

Materials from the Teacher/Team

Behavior support from Behavior Intervention Specialist, Dean of Student or Principals

Health Service support from Nurse or Health Assistant

Student Learning support may be provided by an Assistant

# LSE Departure

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| DEPARTURE            |  |
|----------------------|--|
| <b>Guest Teacher</b> | <ul style="list-style-type: none"><li>● Students clean room to the form it was when entered</li><li>● Dismissal: students line up and walk with guest teacher for outdoor dismissal</li><li>● Complete <a href="#">feedback form</a> and return it to the office for principal review</li><li>● Return keycard to the office</li></ul> |

# LSE Guest Teacher Feedback Form

## Substitute Notes

Please fill this out and leave it on the teacher's desk at the end of the day! This will help us with our day tomorrow. Thank!

| Student Notes |         |                          |
|---------------|---------|--------------------------|
| Absent        | Helpful | Needed Several Reminders |
|               |         |                          |

| Instructional Notes |
|---------------------|
| We Accomplished...  |
|                     |
| We Didn't Get To... |
|                     |

| Additional Notes or Questions About Plans                |
|--|
| Was there anything missing in the sub plan or resources? |
|  |

**THANK YOU!**

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*Be our Guest!*

