

# **Make Your Day**

**SELF-DISCIPLINE FOR LIFE**

## **Administrative Presentation to Classes With Guest Teachers**

### **Items Guest Teachers Should Have (samples are included in folder):**

- Guest Teacher Survival Guide
- A Guest Teacher Steps Cue Card
- Copies of the School Home Communication sheet
- Copies of the Step 4 Referral form
- An overhead with all student names to be used during points
- A clipboard to take the overhead to specialists

\* If these items were not left by the classroom teacher we need to:

- Make sure the guest teacher gets them
- Follow-up with the classroom teacher so that they are left the next time

### **Talking Points For Class Discussion:**

- Points
  - Students earn points, don't lose them
  - Model how to do points
  - Difference from usual routine: Only teacher has concerns
- Steps
  - Role play what it looks like, sounds like (the word "step" should never be heard by another student)
  - Emphasize "no emotion"
  - No eye contact during first two steps
  - Make sure teacher knows where students are to go for Step 1 and where the Step 3 School Rule Cards are located
  - Remind students that a Step 1 is low-level- don't let it grow into a Step 4
  - Difference from usual routine: Step 4 conference with Mrs. Sandbo or Mr. Perdue, not with teacher
  - Encourage them to make the right choices- Being disrespectful to a guest teacher is taken very seriously by the school.
- Other
  - Remind students that the Guest Teacher has the same training and certification that their teacher does and should be treated the same way... as a Guest Teacher and not as a substitute.
  - Remind students that the guest teacher might do things slightly different from their regular classroom teacher and that is ok.