



EDGEWOOD COLLEGE

Division of Education

Getting Ready

A classroom will change when a student teacher arrives. You will be working together with a student teacher that is looking to you for guidance and support in developing their own style of teaching.

Your first task will be to acclimate your student teacher to the classroom, building, and district. If possible, this can be done during a pre-service visit.

Design an outline of what you would put in a binder to orient new teachers to your school and a brief explanation of the item. The binder should include the categories in the list below as well as other information you believe will be helpful.

- Faculty Handbook
- Student Handbook
- School Website
- General School Information
- School Positive Behavior Policy
- Work Hours
- Classroom Procedures
- School Policies Relating to Faculty and Students
- Procedures for Illness
- Forms and Reports Used
- General Information About the Community
- Emergency Procedures
- Specific Information About Student/IEPs
- Parental Contact
- Schedule of Classes
- School Directory
- School Calendar
- Location of Key Areas and Resources
- Service Facilities
- Extra-Curricular Programs
- Responsibilities and Expectations for the Student Teacher

Ask your student teacher to provide your classes with a letter to families about themselves, interests, accomplishments, goals, and education.

Submit a copy of this outline as your documentation to
DivisionofEducationClinicalOffice@edgewood.edu.