**Welcoming Your Teacher Candidate**

€ Arrange to meet with your teacher candidate before the official start of the experience.

Spend time learning about one other as people, not just as educators.

€ Introduce the teacher candidate to other faculty members, support personnel and administrators.

€ Tour the school...staff work areas, the lounge, adult restrooms, etc.

€ Post the teacher candidate's name *(Mr.IMs. Smith)* along with your name near the classroom door.

€ Send a note to families to let them know you will have a teacher candidate co-teaching with you

€ Provide a desk *(preferably not a student-size desk)* or designate a work area for the teacher candidate with supplies and copies of necessary manuals, textbooks, the current read-aloud book, etc.

€ Provide a picture of the class or individual students to help the teacher candidate learn names more quickly.

€ Review items in the faculty handbook that directly affect the teacher candidate: the contractual day, issues related to school security, etc.

€ Share that "bit of information" that matters: *"There is a 'Peanut Free' table in the cafeteria"* or *"Staff members never park in Lot A."*

€ Explain any staff activities or special events the teacher candidate could choose to participate in or attend.

€ Discuss classroom rules and expectations for student behavior as well as acceptable rewards and consequences. Review the student handbook.

€ Assemble a binder with useful information including class lists, daily schedules, classroom rules, discipline referral forms, etc.

€ On a desk-top calendar or planner, mark important dates for faculty meetings, your week for hall duty, school-wide music programs, etc.

€ Start a file with your favorite tried-and-true activities and good teaching ideas. Encourage your candidate to add to it throughout the experience.

€ Leave an inspirational quote or article related to teaching on the candidate's desk that might

spark an interesting discussion.

€ Gestures of kindness, no matter how small, have a positive impact.

€ If your teacher candidate will start later in the school year, send an email or letter from the class a few weeks before to share information about current units, upcoming special events, etc.