



"TOGETHER WE ARE STRONG"

Eastbrook Elementary School

Principal
Clive Joseph
B.P.E., B.ED., D.P.E., M.E.D.

417 - 7 Street East
Brooks, Alberta
T1R 0H9
PHONE 362-5464
FAX. 793-2109

Vice Principal
Scott Brandt
B.A., B.ED.

EASTBROOK ELEMENTARY

Practicum - Student Teacher Protocol

1. **Dress Code** - "Smart Casual" which means absolutely no BLUE JEANS at any time.
2. **Parking** - Please park on the north side. Do not park in FRONT of the school.
3. **Photocopying** - Use the copier in the Staff Work Room. Do not use the Office Copier.
4. **Computers/Fax** - Use the Fax at the office. Use whatever Computer your co-operating teacher assigns to you.
5. **Coaching/Extra Activities** - You are encouraged to get involved as much as possible.
6. **Other Grades** - It would be of benefit to you to try and observe as many other grade levels as time permits.
7. **School Philosophy** - "Family Concept" - The children are our number one priority at all times.
8. **Criminal Records Check** - Consent to Search and Disclosure of Personal Information form. This form must be turned in to the Principal by the FIRST DAY of the Practicum. It must be an **OFFICIAL POLICE REPORT**.
9. **Use of Equipment/Material** - Please ask your co-operating teacher beforehand. Do not just assume, always ask first.
10. **Illness** - If you are ill, you must inform your co-operating teacher A.S.A.P. because of lesson planning for the classes that will be affected.
11. **Communication** - You must stay in constant communication with your co-operating teacher. Speak up if something is bothering you.
12. **Assistance** - Eastbrook School will assist you as much as possible to have a positive teaching experience. **DO NOT HESITATE TO ASK FOR HELP. REQUESTING HELP, GUIDANCE, ADVICE, COULD SAVE YOU A LOT OF NEGATIVE STRESS AND ANXIETY.**

"ALWAYS BE THE BEST THAT YOU CAN BE
AND
PROUD TO BE A TEACHER"