

## Code of Professional Conduct

As a teacher candidate entering schools, you are expected to conduct yourself as a practicing professional educator. You are subject to the same ethical and professional responsibilities as a full-time teacher.

### Professional Considerations

- Follow all school rules and expectations for teachers.
- Communicate with cooperating teacher and other teachers as a professional.
- Keep an open mind when working with teachers that might have different philosophies. Take advantage of their expertise and experience.
- DO NOT have your cell phone out in the classroom.
- Speak positively about your school, teachers, and students.
- Maintain confidentiality about students and school issues.
- Never counsel students or meet with parents without the presence of cooperating teacher.
- Remember that you cannot act as a substitute teacher if the cooperating teacher is absent.
- Treat students as individuals with respect and be fair.
- Take advantage of every learning opportunity. Attend extra-curricular events, professional development opportunities, etc.
- Do not try to befriend students, including accepting students as friends on any social networking sites or allow them access to your sites.

### Clinical Experience Dress Code

- Dress should be business casual. While the school may not have an explicit dress code, students are expected to adhere to the university policy.
- Clothing should appropriately cover the body (consider fit and length).
- Hair should be groomed and clothing should be pressed and in good condition.
- Tattoos and piercings, except for ears, should not be visible.
- Casual dress may be worn on special days as designated by the school. The student should discuss these circumstances with the university supervisor.

## Clinical Experience Attendance Policy

- Clinical students are expected to be at their assigned school on time each day, ready to teach or learn.
- Level III students are expected to perform the same assigned duties as their cooperating teacher, including before and afterschool duties.
- If a student is going to be tardy or absent for ANY reason, they should notify the cooperating teacher and the university supervisor immediately.
- All absences must be on file in the Clinical Office. The Clinical Office will convey whether the absence is excused or unexcused.
- All unexcused absences must be made up at the end of the second 8-weeks placement for Level III students. All unexcused absences will be made up at the end of the placement for Level II students.
- Three (3) tardy days equal one absence.

### Violation of Attendance Policy Actions:

- 3 Absences: The student will be placed on a Plan of Improvement for the remainder of the placement.
- 6 Absences: The student will be given a grade of “no credit” and will have to repeat the placement in another semester.