



INDEPENDENT SCHOOL DISTRICT



2020-21

**Clinical
Teaching
Handbook**

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Superintendent Letter



Dr. James K. Wilson, Superintendent

1307 N. Locust St.

Denton, Texas 76201

Dear Student Teacher,

No experience in teacher education is more significant than that of clinical teaching. Clinical teaching is a cooperative venture which involves the clinical teacher, the supervising teacher, college faculty, and students. Although all participants play a vital role in the future and success of teacher education, always, the welfare and growth of students must remain our first priority.

This handbook was developed by practitioners in the public schools and colleges of education. The content establishes our expectations of you as you embark upon a profession that is challenging yet rewarding. The basis for the handbook comes from university regulation, Denton ISD policies and regulations, and from the practical experiences of many educators.

We are proud of our schools and of our understanding professional staff, and we are pleased to provide a setting for the clinical teaching experience. Best wishes as you face the challenge of your first formal teaching assignment.

Sincerely,

A handwritten signature in black ink that reads 'J.K. Wilson'.

Dr. James K. Wilson, III

Superintendent

DISD Mission Statement

Empowering lifelong learners to be engaged citizens who positively impact their local and global community.

Introduction

The purpose of this handbook is to provide information that will be helpful in the proper implementation of an effective clinical teaching program. The clinical teacher, the cooperating teacher, the university supervisor, and school administrators are encouraged to familiarize themselves with the information in the handbook and to recommend appropriate revisions so that it will remain a viable tool in the final phase of the academic preparation of those who will teach in the public schools.

Selection of DISD Cooperating Teachers & Assignment of Clinical Teachers

Selection

Human Resources shall maintain a list of available cooperating teachers for each of their respective campuses. This list shall include the names of all teachers who have indicated a willingness to supervise clinical teachers and who meet qualifications as determined by the Denton Independent School District. Cooperating teachers must be recommended by their principals and approved by the HR Executive Director of Professional Personnel.

Distribution of Assignments

The HR Executive Director of Professional Personnel, the Directors/Coordinators of Clinical Teaching from the universities, and the principals of the participating schools shall have the joint responsibility for assigning student teachers. To assure equity in assignment opportunities, clinical teachers shall be assigned to schools, and to teachers within schools, on a rotating basis. Efforts shall be made to provide an equitable distribution of clinical teachers in each elementary, middle, and senior high school.

Assignment Guidelines and Specifications

The HR Executive Director of Professional Personnel shall work cooperatively with University Directors/Coordinators in the development and application of assignment guidelines and specifications. Any exception to established standards shall require approval of both university and district representatives.

Assignment in Advanced Programs

Special attention shall be given in the assignment of clinical teachers to faculty members with responsibility for classes designed for academically advanced students. Each semester, university representatives shall identify clinical teacher candidates with the qualifications and preparation required to work successfully with advanced classes. Requisite criteria for assignment in an advanced program shall be developed jointly by district and university representatives.

It is essential that all parties involved with the assignment of clinical teachers to advanced programs recognize the necessity for close monitoring and supervision by the cooperating teacher. The level of instructional responsibility for clinical teachers working in advanced classes may be more limited than that experienced with a regular or basic class, and clinical teachers should anticipate a higher expectation regarding mastery of content and lesson preparation.

Building principals shall communicate these standards to all parties involved, and assignment shall be subject to agreement by the cooperating teacher and by district and university representatives.

District Rights Regarding Assignments

Assignment of clinical teachers is a cooperative and professional courtesy extended by the district. Since the students and staff must be considered as the primary obligation, the district reserves the right to refuse assignment or to reassign or terminate an assignment when it is deemed to be in the best interest of the school involved.

Criminal History and Background Checks

Criminal history background checks are required before any person may clinical teach, observe, volunteer, or work in Denton ISD. Background checks will be performed each semester, independently if there is a change of assignment.

Photo Identification Badges

All persons are required to wear identification badges in Denton ISD. The District will provide badges to be worn by clinical teachers at all times while on duty. The badges will be given to the clinical teacher by the Human Resources Personnel at the beginning of his/her assignment and must be returned to the principal's office at the completion of that assignment.

Qualifications of DISD Cooperating Teachers

DISD Cooperating Teacher (*)

- Have a valid Texas teaching certificate
- Agree to serve as a cooperating teacher for a clinical teacher
- Participate in in-service programs provided by the local cooperative teacher education center as offered
- Have a minimum of three years of teaching experience including one year in the Denton Independent School District
- Have taught the same grade level or subject in the previous school year
- Reserve the right to serve as a cooperating teacher if clinical teachers do not meet responsibilities as required by the university and Denton ISD, in which, documentation must be presented

* Exceptions must be approved by the HR Executive Director of Professional Personnel

DISD Cooperating Teacher Expectations

- Be exemplary teachers
- Demonstrate a high level of interpersonal skill
- Exhibit professional behavior

DISD Cooperating Teacher Responsibilities

The cooperating teacher is charged with the responsibility of directing prospective teachers in the final phase of development from student to professional teacher. The DISD cooperating teacher is asked to perform the following tasks:

- Be familiar with the universities' clinical teaching programs
- Clarify the clinical teacher's responsibilities
- Plan an orientation to the school, including available materials, supplies, and equipment
- Prepare pupils to accept another teacher in their classroom
- Introduce the clinical teacher to other faculty and staff within the school
- Familiarize the clinical teacher with district support services (i.e., library, special education program, counseling, health services, etc.)
- Acquaint the clinical teacher with classroom routines, instructional procedures, and standards for discipline within the school and district
- Explain the student grading standards
- Provide opportunities for observation and participation in various classes and extra-class activities
- Acquaint the clinical teacher with planning procedures
- Encourage and accept flexibility and creativity in curriculum planning, classroom management, and teaching methodology
- Demonstrate effective teaching techniques and methods
- Encourage spontaneous teaching
- Work cooperatively with the clinical teacher to improve the quality of teaching for each pupil in the classroom
- Act as a resource person in the areas of curriculum planning, classroom management, and grading gradually increase the opportunities and responsibilities for the student teacher in guiding classroom learning activities
- Accompany the clinical teacher to appropriate staff meetings, extra-class duties, and other school functions
- Provide time to conference with the clinical teacher and his/her university supervisor
- Monitor continuously the student's teaching performance
- Inform the university supervisor of the student's progress on the basis of criteria provided by the university
- Work with the university supervisor to resolve any problems that may be encountered
- Provide a thorough and candid assessment of the clinical teacher's capabilities at the end of the assignment, using standards established by the sponsoring university

Clinical Teacher Responsibilities

The clinical teaching experience enables the prospective teacher to integrate and implement in a realistic setting, the theory, knowledge, skills, and attitudes that have been developed in the academic environment. As participants in the final phase of preparation, clinical teachers are expected to:

- Evidence commitment to the clinical teaching experience
- Demonstrate an understanding of the community, its morals, economic standards, etc.

- Establish appropriate relationships with students, teachers, administrators, faculty, staff, and parents
- Demonstrate behavior consistent with that outlined in the Code of Ethics and Standard Practices for Texas Educators
- Be familiar with and abide by school policies
- Demonstrate the ability to work cooperatively with others
- Seek and respond positively to constructive criticism
- Exhibit professionalism in dress and grooming
- Be punctual and dependable
- Demonstrate initiative
- Exhibit flexibility and adaptability in a variety of situations
- Use early observational experiences to learn student names, become familiar with the school environment, collect and prepare instructional materials, and assist both teachers and students in whatever ways are appropriate
- Follow the schedule of the assigned teacher(s) and school
- Inform the cooperating teacher, building principal, and the university supervisor as soon as possible in the event of a necessary absence
- Participate in the extracurricular and co-curricular activities of the school (i.e., PTA, faculty meetings, club activities, etc.)
- Participate in appropriate in-service activities
- Be familiar with the school district and statewide curriculum
- Demonstrate proficiency in oral and written communication
- Exhibit an in-depth understanding of the subject matter in the area of assignment
- Demonstrate the ability to prepare and use unit and daily lesson plans
- Be able to use a variety of teaching techniques which are appropriate to the teaching-learning situation
- Demonstrate competence in carrying out routine but important leadership tasks (i.e., giving clear instructions, leading discussions, opening class, closing class, meeting unexpected emergencies, etc.)
- Demonstrate the ability to carry a task until it is completed (i.e., storing equipment and supplies after use; correcting, grading and distributing papers; preparing class materials; etc.)
- Demonstrate the ability to cope positively with a variety of student behaviors
- Demonstrate the ability to evaluate and grade students
- Learn to use a wide variety of media in classroom presentations (i.e., overhead projectors, movie projectors, filmstrip projectors, charts, etc.)
- Assist with the appropriate maintenance and use of physical facilities, equipment, and supplies
- **A clinical teacher's access to and use of the district electronic communication and data management system is limited to use that has been authorized by the cooperating teacher. The clinical teacher is subject to district policy and guidelines as explained in Board Policy CQ (LOCAL)**

Principal Responsibilities

The principal fulfills a special function in the clinical teaching program by acting as host, leader, and coordinator. Specific responsibilities of the principal in the clinical teaching program include:

- Campus Clinical Teacher Orientation Training/Meeting (Required Topics Include):
 - District Clinical Teacher Handbook
 - Available Online on Human Resources Website
 - Paperwork
 - Statement of Commitment (Form CT1, located in back of Clinical Teaching Handbook)
 - Complete Campus Health/Emergency Card
 - Review Campus Policies
 - Duty Time
 - Lunch Procedures
 - Acceptable Dress Code
 - DISD Acceptable Use Policy (Located in Clinical Teaching Handbook)
 - Other Campus Topics as Needed
 - Tour Campus
 - Student/Teacher Classroom
 - Library, Cafeteria, Gym, Teacher Lounge, etc.
 - Introduce to Cooperating Teacher
 - Direct to Human Resources at Central Services for Photo ID badge
- Creating a climate conducive to effective student teaching
- Approving and recommending teachers who have indicated a willingness to supervise clinical teachers
- Welcoming clinical teachers and acquainting them with their cooperating teachers and other members of the staff (or delegating appropriate personnel to handle these responsibilities)
- Orienting clinical teachers to the school and its facilities *
- Distributing clinical teacher handbooks to mentor teachers as needed
- Holding an initial conference with clinical teachers to acquaint them with the general policies and procedures of the school *
- Serving as an advisor and an additional resource person during the clinical teaching experience
- Reviewing and granting permission for the university supervisors and others associated with the clinical teaching program to visit the classrooms
- Observing the clinical teachers, as time permits, during the semester (or delegating appropriate personnel to handle these responsibilities)

A dynamic society makes constant and changing demands on education and the teaching profession. This affects the inherent philosophy of the clinical teaching program and increases guidance responsibilities of the universities and the public schools. To ensure proper guidance and coordination of the clinical teaching program, all applications for clinical teaching in the Denton Independent School District shall be processed by the Division of Human Resources. **Principals and teachers may not accept any clinical teacher without verification of assignment from the Division of Human Resources.**

Human Resources Specialist –Responsibilities

The HR Specialist has responsibility for:

- Serving as liaison between the public schools and the universities
- Working jointly with university coordinators and public school administrators in placement of all clinical teachers
- Cultivating a better understanding of the teacher education program as well as coordinating the efforts of all participants in the program
- Working with all parties to resolve conflicts which cannot be alleviated by the cooperating teachers, the principal, and/or the university supervisor
- Accepting responsibility in cooperation with the universities and school personnel for in-service training programs for clinical teachers

University Director/Coordinator Responsibilities

The director/coordinator of clinical teaching is a university liaison who coordinates the clinical teaching program between the Colleges of Education at Texas Woman’s University, University of North Texas, other colleges and universities and the Denton Independent School District. The responsibilities of the directors/coordinators are to:

- Furnish to the HR Specialist descriptive materials including personal and professional background data on each clinical teacher (these materials are routed through the principals to the cooperating teachers)
- Work with the Denton Independent School District Human Resource department in the assignment or reassignment of clinical teachers
- Provide orientation for clinical teachers
- Provide orientation as needed for cooperating teachers concerning the clinical teaching program and the expectations for clinical teachers
- Coordinate related activities of university faculty involved in the clinical teaching program

University Supervisor Responsibilities

The university supervisor is the university faculty member who observes and evaluates the classroom performance of the clinical teacher and provides guidance throughout the clinical teaching experience. The responsibilities of these supervisors are to:

- Observe frequently and confer with clinical teachers in order to help them improve their instructional practices
 - **NOTE: University supervisors from UNT are required to schedule at least four (4) formative evaluations during the assignment plus other visits as needed. TWU supervisors are required to schedule at least six (6) visits during the semester.**
- Assist the clinical teachers in planning for teaching responsibilities
- Confer with the clinical teacher as soon as possible following each classroom observation
- Confer with the clinical teacher and the cooperating teacher near the midpoint of the clinical teaching experience and again near the conclusion as a means of analyzing clinical teaching experiences
- Provide orientation as needed for cooperating teachers concerning the clinical teaching program and the initial expectations for clinical teachers
- Be familiar with organization, philosophy, and objectives of the Denton Independent School District
- Establish and maintain good relationships between the DISD and the universities

- Serve as a resource person to the clinical teachers
- Consult with cooperating teachers and other professionals in order to analyze clinical teacher performance and to plan experiences that will lead to teaching improvement
- Assume the primary role in the evaluation of clinical teachers, consulting with cooperating teachers in the processes of both formative and summative evaluation

Conferencing

The conference is an essential component of the clinical teaching experience. It is during the conference that elements of good teaching are clarified, constructive criticism is offered, and plans, including a commitment to change are made. The ultimate goal of the conference is to help the clinical teacher become a self-evaluating professional.

Individual conferences between the cooperating teacher and the clinical teacher are the best means of helping the student recognize and remediate specific problems. Specifically, the conference could focus upon:

- Suggestions for improvement of teaching skills
- Suggestions for improvement of teaching personality, attitude, and/or personal habits
- Discussion of methodology and planning
- Discussion of students with reference to school management, special needs, and individual differences
- Importance of knowing the subject matter before attempting to teach it
- The need for making clear and definite assignments to the pupils in the classroom

Conferences should be held on a regular basis to provide continuous feedback to clinical teachers. In addition to the suggestions made previously, it is recommended that conferences involving the clinical teacher, cooperating teacher, and university supervisor be held at least once at the midpoint and again at the conclusion of the clinical teaching experience.

Personal Leave Day for DISD Cooperating Teacher

Any full-time teacher who is assigned the responsibility of supervising a clinical teacher may be granted the equivalent of one personal leave day per assignment per semester. In absence of the cooperating teacher, the clinical teacher may serve as the substitute teacher for not more than one day if:

- The clinical teacher has been in that clinical teaching assignment for a **minimum** of fifteen school days or thirty half days, and it is recommended that the personal leave day be taken during the last ten days of the assignment
- The cooperating teacher, the principal of the school or building supervisor, and the university supervisor agree that the student teacher is capable of handling successfully the teaching responsibilities
- A certified classroom teacher in an adjacent room or a member of the same teaching team as the clinical teacher is aware of the absence of the cooperating teacher and agrees to assist the clinical teacher if needed
- The principal of the school or the principal's representative is readily available in the building

An **assignment** is defined as any 6, 8, 12, or 16-week period defined by the university and approved by the HR Specialist, or any other time period as mutually agreed upon by both entities. However, the minimum number of

days must be met as stated above. An assignment less than the minimum number of days will not qualify the cooperating teacher to be granted the personal leave day. In cases where the clinical teacher is placed in a dual assignment, each cooperating teacher may be granted one personal leave day as long as all guidelines are satisfied. If the assignment is made on a half-day basis, the cooperating teacher may be granted two half-days of personal leave, however, the minimum number of days must be satisfied.

The day of personal leave is not a part of the Personal Leave Policy DEC (LOCAL). Therefore, these days do not accumulate, and they must be requested and used during the time period that the clinical teacher is assigned. Absences for this request shall not be charged against the teacher's current annual local sick leave allocation. Although the cooperating teacher may use the day for any reason, it may not be used or considered in the context of sick leave as defined in Personal Leave Policy DEC (LOCAL).

The building principal or the supervisor shall be notified in writing at least three working days in advance for all requests. Final approval is dependent upon the principal's or supervisor's agreement that the clinical teacher is capable of successfully handling the teaching responsibilities. If the clinical teacher is deemed to be incapable or unwilling to assume this responsibility, there will be no consideration given to other alternatives to allow the mentor teacher to request the personal leave day.

Staff Acceptable Use Policy (AUP)

Technology & Copyright Laws

Overview - The Use of Computers, the Internet, and Electronic Mail

Denton Independent School District is pleased to offer access to a computer network for file sharing, printing, electronic mail and the Internet. To gain access to the district network, e-mail and the Internet, all employees must view the Acceptable Use Policy (AUP) video, agree to the conditions as stated in this document, and verified by your signature.

Access to these services will enable the school community to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world to enhance district curriculum. The district will filter the Internet for inappropriate material; however, employees should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive.

It is important that users read and understand the Denton Independent School District policy, administrative regulations, and seek guidance if items are unclear. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources. Please contact The Department of Instructional Technology at (940) 369-0579 if you have questions or need help in understanding this material.

Acceptable Use Guidelines - Technology

- Keep all logins private.
- Even though some limited personal use is permitted, the District account is to be used primarily for instructional and administrative purposes and in accordance with administrative guidelines.
- Employees must comply with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and District records.

- Individuals may perceive that electronic communication from you through a District-provided electronic medium, such as e-mail, is also endorsed by the District or that the District shares the same point of view.
- As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their personal use of social media as they are for any other public conduct.
- At all times, employees are responsible for the proper use of their account. The District may suspend or revoke access if guidelines are not followed.
- Refer to Board Policy CQ (LOCAL), Electronic Communication and Data Management for further information.

Bring Your Own Device - Technology

Staff members may bring their personal electronic devices to be used on the DISD network.

Devices from home will have access to wireless Internet but will not have access to district printers or district drives such as network folders. Network drives can only be accessed via district machines.

Students are also allowed to bring their own device for instructional purposes with teacher and campus administration approval. Like staff members, students will use the DISD network and will not have any access to network folders.

Denton ISD is not liable for any loss or damage incurred. Denton ISD will not provide maintenance, nor can it load any software onto any personal, non-district device.

Identity theft is a growing problem. We recommend that any personally sensitive files such as tax documents, social security information, and bank records are removed from any device before it is used on campus.

All technological devices brought onto a Denton ISD campus are subject to search and seizure. Improper or non-educational use could result in loss of privileges for the on-campus use of such devices.

Denton ISD is not responsible for lost, damaged, or stolen devices.

Any dispute involving Acceptable Use of District or personal resources will be settled at the discretion of District personnel.

Email Prohibited Uses - Technology

- I understand that Users of the email system will not use email in any way that would be considered: (a) damaging to another's reputation; (b) abusive; (c) obscene; (d) sexually oriented; (e) offensive; (f) threatening; (g) harassing; (h) illegal, or (i) contrary to district policy.
- I understand that email is a vehicle for your DISD/TEA legal documents. The email system is not the end repository for documents. You as the professional are responsible and will maintain all necessary long term legal documents in paper, electronic or both.
- I understand the email system will not be used for any illegal activity, including but not limited to violation of copyright laws.
- I understand that personal information about students including but not limited to student names, addresses and phone numbers shall not be transmitted outside the district network, without written permission from the student or his/her parents.

- I understand that public email distribution lists should only be used by administrators and/or their designee. Email lists should only be used for school business.
- I understand that email may not be used for private or commercial offerings of products or services for sale, or to solicit products or services.
- I understand that Users will not use the email system to disseminate material or information on the behalf of or with regard to professional unions, collective bargaining, private businesses or associations, or political campaigns or organizations without the express written consent of the Superintendent or his/her designee.
- I understand that district equipment, resources or time should not be spent supporting any political candidates or issues.

Monitored Use (Not Confidential) - Technology

Electronic mail transmissions and other use of the electronic communications system by students and employees is not confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes. All district email and electronic communication is subject to open records.

Posting Practices – District & Campus Websites - Technology

- Assisted by the district web content specialist, designated campus personnel will maintain the campus web pages. The district provides web space through our content management system (Schoolwires) for departments and professional personnel (refer to district guidelines). The campus principal and the Technology Information Officer, or designee must approve all requests for new web pages before the web pages can be posted on the system or any third party's electronic communications system. Routine updates do not require the approval of the campus principal or the Technology Information Officer.
- In order for campus web pages to contain student names, audio, video, pictures, and/or student-generated work on Denton ISD approved web pages; parental consent must be obtained in writing
- Written parental consent is obtained as part of the Student Code of conduct.
- Parents have the option to restrict the use of their child's names, audio, video, pictures, and/or student-generated work.
- All departments and professional staff must use Schoolwires for their district web page.

Posting Policies – Student Work, Pictures, Videos, Student Name - Technology

Denton ISD teachers or administrators may post the following with written parental/guardian and student approval to the principal:

- Student authored work.
- Pictures, audio or video of student (alone or in a group).
- Student first and last names.

Social Media Use with Students - Technology

- Read and follow all District policies.
- Read and follow the Terms of Use for all sites. For example, if the site says "you must be 13 to use this site," then it should not be used by students under 13.
- Ensure that privacy settings protect students, faculty and the district.
- Do not share personally identifying information on education sites. (personal address, personal telephone number, personal pictures).

- Instruct students on how to use the site for educational purposes.
- Abiding by AUP and Terms of Use for the site.
- Reporting illegal, abusive, bullying, and other negative dangerous behaviors.
- When setting up student accounts, do not use last names. Example: Use student's first name with the teacher's name. Example: Student Jenny in Ms. Taylor's class would use Jenny Taylor for name.
- Do not allow non-district users to participate on any classroom instructional site without administrative approval.
- Invite administrator's access to the site being used.
- Monitor student use of the site.
- If you decide to discontinue use of the site, delete it.

Staff Expectations - Technology

Employees are responsible for appropriate behavior on the school or district's computer network.

Communications on the network are often public in nature. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for their actions in accessing and utilizing the school or district's computer resources. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Computer related privileges may be suspended or terminated based on district policy. Violations may result in suspensions, termination of computer related privileges or criminal prosecution as well as disciplinary action by the District.

Notify the building administrator if you are aware of violations to the Acceptable Use Policy.

Denton ISD may revoke any District user's access until the violation is reviewed by appropriate district administrators.

Electronic Communications Between Educators and Students

Allowed: The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).

Prohibited: The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students.

Hours Allowed: An employee may make public posts to an employee's social network site, blog, or similar application at any time.

Hours Prohibited: The employee shall not communicate directly with any student between the hours of midnight and 5:00 a.m.

Privacy / Retention / State & Federal Laws

- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
- Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records

Electronic Communications Between Educators and Students - Exemption

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

Electronic Communications Between Educators and Students - Definitions

The following definitions apply for the use of electronic media with students:

- **Electronic media** includes all forms of social media, such as text messaging, instant messaging, e-mail), Web logs/blogs, wikis, electronic forums/chat rooms, video-sharing Web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- **Communicate means** to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication: however, the employee may be subject to district regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.

Electronic Communications Between Educators and Students - Parent's Request to Discontinue

Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

Electronic Communications Between Educators and Students – Misconduct/Dismissal/Arrest

All employees are prohibited from soliciting or engaging in sexual conduct or a romantic relationship with a student.

Copyright - Classroom

United States Copyright Law, 17 U.S.C. 101-1332 governs the use of copyrighted materials. However, technology has outpaced the law and limits what we can do with copyrighted material.

Disclaimer of Liability

The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, inappropriate use of third-party sites or costs incurred by user. The District shall not be responsible for ensuring the accuracy or usability of any information found on the

Internet. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users' requirements, or the system will be uninterrupted or error-free. The district shall not be liable for lost, stolen or damaged devices brought from home.

Any dispute involving the Acceptable Use Policy will be settled at the discretion of the campus or district administrator.

Examples of Inappropriate Use

- Using District technology resources for any commercial, political, or illegal purpose.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Using someone's account with or without permission.
- Impersonating an individual or individual's identity when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using inappropriate language, profanity, vulgarity, ethnic or racial slurs, and any other discriminating or inflammatory language.
- Violating copyrighted information or others' intellectual property rights as well as downloading or using copyrighted information without permission from the copyright holder.
- Using the District's logo or other copyrighted material of the District without express written consent.
- Wasting school resources through improper use of the District's technology resources, including propagation of spam, chain letters, jokes, and the like.

Copyright - What Can Educators Do?

- Even Disney may be used in the classroom if it relates directly to the curriculum as stated in your Lesson plans. It must be something you are currently teaching, not have taught in the past or will teach in the future.
- A portion (clip) to illustrate your point is always a better choice than the entire work.
- A documentary made for educational use is a better choice than something produced primarily for entertainment (thereafter called a "Hollywood" movie).
- The content covered should be accurate and not misleading and adequately reflect the content covered in the class (i.e. A documentary on the Titanic is a better choice than the film starring Leonardo DiCaprio and Kate Winslet which is primarily a love story).
- District subscriptions such as databases and streaming media are licensed and available for your use. Please check with your librarian for links and passwords or contact the Library Services office at extension 0087 or library@dentonisd.org.
- Follow district guidelines on Movie or television ratings. Educational versions are acceptable if they are legally obtained. "Clean copies" are a violation of copyright law.
- To create something "transformative." Copyrighted materials may be used to encourage practice in redefining problems from different perspectives, helping learners become more critical in assessing

assumptions, better at recognizing frames of references and alternate perspectives, as well as effective at collaborating with others to assess and arrive at judgments in regards to beliefs.

Copyright - What Can't Educators Do

- Digitize or copy something just to save money. If it is available in the format you need, you must purchase it.
- Convert something to digital for an online class. If it is available in digital format you must purchase it in digital format. If it is not, you must write for permission to digitize any material including your textbook.
- Change the format from one form to another (i.e. VHS to DVD, DVD to streaming, print to digital, etc.) Same thing: if it is available in the format you need, you must purchase it.
- Create a compilation or anthology in order to save money. Write for permission for every picture, clip, graphic, printed article or type of material used.
- Show anything for entertainment or to keep students busy. Copyright laws were written to protect the profits of the copyright holder. Educators were given limited exemption for instruction only. All other uses are prohibited.
- Create "Clean" or "educational" copies of materials. The courts deemed these a violation of copyright law because they changed the format by adapting the work both of which are rights granted only to the copyright holder. However, if the producer provides an educational version it is legal to purchase it.

Examples of Inappropriate Use

- Using District technology resources for any commercial, political, or illegal purpose.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Using someone's account with or without permission.
- Impersonating an individual or individual's identity when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using inappropriate language, profanity, vulgarity, ethnic or racial slurs, and any other discriminating or inflammatory language.
- Violating copyrighted information or others' intellectual property rights as well as downloading or using copyrighted information without permission from the copyright holder.
- Using the District's logo or other copyrighted material of the District without express written consent.
- Wasting school resources through improper use of the District's technology resources, including propagation of spam, chain letters, jokes, and the like.

Disclaimer of Liability

The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, inappropriate use of third-party sites or costs incurred by user. The District shall not be responsible for ensuring the accuracy or usability of any information found on the

Internet. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users' requirements, or the system will be uninterrupted or error-free. The district shall not be liable for lost, stolen or damaged devices brought from home.

Any dispute involving the Acceptable Use Policy will be settled at the discretion of the campus or district administrator.

Code of Ethics and Standard Practices for Texas Educators

Clinical teachers are expected to observe the **Code of Ethics and Standard Practices for Teacher Educators** as adopted.

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. *19 TAC 247.1*

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7. The educator shall comply with state regulations, written local Board policies, and other state and federal laws.

Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9. The educator shall not make threats of violence against District employees, Board members, students, or parents of students.

Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct Toward Professional Colleagues

Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3. The educator shall adhere to written local Board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct Toward Students

Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- a. The nature, purpose, timing, and amount of the communication;
- b. The subject matter of the communication;
- c. Whether the communication was made openly or the educator attempted to conceal the communication;

- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- e. Whether the communication was sexually explicit; and
- f. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

19 TAC 247.2

DATE ISSUED: 03/12/2012
UPDATE 93

Form CT1 – Clinical Teacher Statement of Commitment



TO: HR Specialist

FROM: Clinical Teacher

The clinical teaching program provides one of the most useful and practical avenues for prospective teachers to gain experience under the direct guidance of a practicing professional. During your assignment as a clinical teacher, you will be given many opportunities to put into practice the ideas and methodologies presented in your prerequisite coursework. Most beginning teachers point to their clinical teaching experience as the single most beneficial component in the teacher educational program.

Your assignment in the Denton Independent School District has been accepted on a voluntary basis and constitutes a professional courtesy on the part of the cooperating classroom teacher. As a condition of assignment, you will be expected to conform to the same rules and regulations as those that govern the conduct of our professional employees. Those guidelines are documented in the Clinical Teaching Handbook, the Denton ISD Personnel Handbook, and may include rules unique to individual campuses.

We are pleased to have you in our schools and look forward to working with you. Clinical teaching is intended to be a learning experience, and our teachers and administrators are eager to help. Please feel free to ask for assistance at any time.

By the signature below, I verify that I have attended an orientation meeting in which I have been apprised of my responsibilities as a clinical teacher. I agree to abide by the rules and guidelines set forth in the above referenced documents and pledge to carry out my assigned obligations to the best of my ability.

Clinical Teacher Printed Name		Campus	
Clinical Teacher's Signature		Date	

Form CT2 – Cooperating DISD Teacher Request for Personal Leave Day

TO: Payroll Department
FROM: Clinical Teacher



INSTRUCTIONS

Complete this form and submit your absence in Aesop using the absence reason "Free Day (Intern)"

DISD TEACHER SECTION	Date:		Campus	
	DISD Cooperating Teacher's Name		Teacher Emp ID#	
	Grade/Assignment		Date of Absence(s)	
	Clinical Teacher's Name		University Name:	
	Period of Assignment:			
<p>I am requesting one day of personal leave, or two half days of personal leave if applicable, on the date(s) indicated above. I understand that this day will not be applied against any accumulated sick leave under the district's sick leave policy. I have read and understand the district guidelines for granting personal leave days for DISD Cooperating teachers. Furthermore, I understand that my building principal or supervisor has the final authority in approving this request.</p>				
CLINICAL TEACHER SECTION	DISD Cooperating Teacher's Signature		Date	
	<p>I agree to take full responsibility of the classroom as indicated above and have been informed of my duties and responsibilities.</p>			
	Clinical Teacher's Signature		Date	
PRINCIPAL/SUPERV. SECTION	<p>In my best professional judgment, I affirm that the clinical teacher named above is capable and willing to assume total responsibility of this classroom on the date(s) indicated. This should not, however, have any bearing on the final evaluation.</p>			
	Principal or Supervisor's Signature		Date	

Form CT3 – Clinical Teacher Evaluation Form



TO: HR Specialist
FROM: DISD Cooperating Teacher
CC: Principal for Future Hiring Consideration

INSTRUCTIONS: Please rate the clinical teacher below for the traits indicated, keeping in mind the applicant's prospective employment in the field of professional education. ****Evaluations Kept Confidential****

Clinical Teacher's Name		Campus					
Date of Assignment		Grade/Area of Assignment					
How Long Known Clinical Teacher?		Would you recommend for DISD Employment?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe			
Ratings for Clinical Teachers Must Check One		5 Outstand- ing	4 Exceeds Expect.	3 Meets Expect.	2 Below Expect.	1 Unsatis- factory	N/A
PERSONAL	Appearance – posture, neatness, dress code						
	Personality – poise, resourceful, sense of humor, mental alertness, enthusiasm, self-control						
	Dependability – punctual, reliable, follows instructions						
	Cooperation – works well with supervisors						
	Oral – ability to express thoughts orally						
	Leadership – Ability to inspire and direct others						
POTENTIAL	Potential –capacity for future development						
TEACHING	Possess basic knowledge of subject matter						
	Demonstrates skills in selecting appropriate objectives/strategies						
	Organizes lesson(s) effectively						
	Presents lesson(s) effectively						
	Provides variety in materials and methodology						
OTHER	Maintains atmosphere conducive to learning						
	Parent Interactions						
	Student Interactions						
Supplemental Statements by Cooperating Teacher (Use Back if Needed)							
Cooperating Teacher's Signature		Position		Date			