



INDEPENDENT SCHOOL DISTRICT



**Clinical Teachers
Handbook
2025-26**

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DISD Mission Statement

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

Introduction

This handbook is designed to support the successful implementation of an effective clinical teaching program. It serves as a resource for clinical teachers, cooperating teachers, field supervisors, and campus administrators. All stakeholders are encouraged to review its contents and offer suggestions for improvement to ensure it remains a valuable guide during the final phase of teacher preparation.

Selection of DISD Cooperating Teachers & Assignment of Clinical Teachers

Selection

Human Resources will maintain a list of eligible cooperating teachers for each campus. This list will include teachers who have expressed interest in supervising clinical teachers and meet the qualifications established by Denton ISD, the Texas Education Agency, and the Educator Preparation Program (EPP). All cooperating teachers must be recommended and/or approved by their campus principal.

Distribution of Assignments

The designated Human Resources representative, along with the Directors/Coordinators of Clinical Teaching from the Educator Preparation Programs (EPP), and campus principals, share the joint responsibility for placing clinical teachers. To ensure equitable opportunities, clinical teachers will be assigned to schools, and to teachers within those schools, on a rotating basis. Every effort will be made to maintain a balanced distribution of clinical teachers across elementary, middle, and high school campuses.

Assignment Guidelines and Specifications

The designated Human Resources representative will collaborate with Educator Preparation Program (EPP) Directors/Coordinators to develop and apply assignment guidelines and criteria. Any exceptions to these established standards must be approved by both EPP and district representatives.

Assignment in Advanced Programs

Special consideration will be given when assigning clinical teachers to faculty who teach academically advanced classes. Each semester, EPP representatives will identify candidates who possess the necessary qualifications and preparation to succeed in these settings. The criteria for placement in advanced programs will be developed collaboratively by district and EPP representatives.

All parties involved in the placement of clinical teachers in advanced programs must understand the importance of close monitoring and supervision by the cooperating teacher. Clinical teachers in these

settings may assume a more limited instructional role compared to those in general education classrooms and should be prepared for higher expectations in content mastery and lesson planning. Building principals are responsible for communicating these expectations to all stakeholders, and placements must be agreed upon by the cooperating teacher, district representatives, and EPP coordinators.

District Rights Regarding Assignments

The assignment of clinical teachers is a collaborative and professional courtesy extended by the district. However, the primary responsibility remains with the students and staff. Therefore, the district reserves the right to decline, reassign, or terminate a clinical teaching placement if it is determined to be in the best interest of the campus.

Criminal History and Background Checks

A criminal history background check is required before any individual may engage in clinical teaching, classroom observation, volunteering, or employment within Denton ISD, whether in person or virtually. Background checks are conducted per school year annually.

Photo Identification Badges

All individuals in Denton ISD are required to wear identification badges while on campus. Clinical teachers will be issued a district badge by Human Resources at the start of their assignment, which must be always worn while on campus. Badges must be returned to the campus principal's office at the conclusion of the placement.

Qualifications of DISD Cooperating Teachers

DISD Cooperating Teacher

- Hold a valid Texas teaching certificate
- Agree to serve as a cooperating teacher for a clinical teacher
- Participate in any in-service training required by the district
- Have at least three years of teaching experience, and a minimum of one year within Denton ISD
- Have prior experience teaching the same grade level or subject area
- Maintain the right to withdraw from serving as a cooperating teacher if the clinical teacher does not meet the responsibilities and expectations set by the EPP and Denton ISD
- If removal of a clinical teacher is requested by the cooperating teacher or campus principal, proper documentation must be submitted to both the Educator Preparation Program and the Human Resources department

Responsibilities

DISD Cooperating Teacher Responsibilities

Cooperating teachers are instrumental in guiding prospective educators through the final stage of their professional preparation. As mentors, they provide ongoing support, model best practices, and create meaningful opportunities for clinical teachers to grow in both confidence and competence. Denton ISD cooperating teachers are expected to:

- Be familiar with the clinical teaching program and expectations established by the Educator Preparation Program (EPP)
- Clearly communicate the clinical teacher's roles, responsibilities, and performance expectations
- Model exemplary teaching practices, including effective instructional strategies and classroom management techniques
- Demonstrate professionalism in behavior, communication, appearance, and conduct
- Foster a positive, inclusive, and respectful classroom environment
- Uphold high ethical standards and maintain confidentiality regarding student and teacher performance
- Serve as a mentor, offering consistent guidance, constructive feedback, and support through reflective practice
- Plan and facilitate a thorough classroom and campus orientation, including access to materials, supplies, routines, and tools
- Introduce the clinical teacher to students, faculty, staff, and campus leadership
- Guide the clinical teacher through daily procedures, instructional planning, school-wide expectations, and discipline protocols
- Provide access to and explain district support services (e.g., library, special education, counseling, health services)
- Review grading policies and student assessment standards
- Offer meaningful opportunities for observation and active participation in the classroom and extracurricular activities
- Collaborate in setting goals and gradually releasing instructional responsibilities in a structured and supportive manner
- Invite the clinical teacher to attend faculty meetings, perform appropriate duties, and participate in campus events
- Remain present and engaged during instruction led by the clinical teacher
- Set aside regular time for feedback and conferencing with the clinical teacher and university supervisor
- Monitor, document, and evaluate the clinical teacher's progress using EPP-provided tools and criteria
- Promptly communicate any concerns or challenges to the EPP supervisor and/or principal
- Provide a thorough, honest, and constructive final evaluation of the clinical teacher's performance
- Follow all campus staff protocols, including securing a substitute when absent

Clinical Teacher Responsibilities

The clinical teaching experience provides an opportunity for prospective educators to apply the theory, knowledge, skills, and attitudes developed in their coursework within a real-world classroom setting. As participants in the final phase of preparation, clinical teachers are expected to:

- Demonstrate a strong commitment to the clinical teaching experience
- Establish positive, professional relationships with students, teachers, administrators, staff, and families
- Exhibit behavior consistent with the Code of Ethics and Standard Practices for Texas Educators
- Be familiar with and follow all school, campus, and district policies
- Reflect professionalism in communication, appearance, punctuality, and reliability
- Show initiative, adaptability, and a willingness to grow through feedback and reflection
- Demonstrate an understanding of the school community, including its values and demographics
- Use initial observation time to learn student names, classroom routines, and instructional practices
- Follow the daily schedule of the cooperating teacher and the campus
- Notify the cooperating teacher, principal, and supervisor promptly in the event of an absence
- Participate in school-related events such as faculty meetings, professional development, and extracurricular activities
- Demonstrate strong oral and written communication skills
- Understand and apply the district and state curriculum for the assigned content area and grade level
- Plan and deliver engaging lessons using both unit and daily planning methods
- Utilize a variety of appropriate instructional strategies to meet the needs of all learners
- Manage classroom routines and demonstrate leadership in tasks such as giving instructions, facilitating discussions, and responding to unexpected situations
- Complete responsibilities fully, such as grading, distributing materials, and organizing supplies
- Respond effectively to a range of student behaviors and learning needs
- Evaluate and assess student learning using fair and accurate grading practices
- Integrate technology and multimedia tools effectively in instruction (e.g., interactive displays, computers, document cameras)
- Support the upkeep and appropriate use of classroom facilities, equipment, and resources
- Respect limitations on access to district electronic systems—use is permitted only with authorization from the cooperating teacher and must comply with Board Policy CQ (LOCAL)

Human Resources Designee Responsibilities

The designated Human Resources representative serves as a central coordinator for the clinical teaching program, acting as a liaison, facilitator, and problem solver. Their responsibilities include:

- Serving as the liaison between Denton ISD and the Educator Preparation Programs (EPPs)

- Collaborating with EPP coordinators and campus administrators to place clinical teachers appropriately
- Supporting a shared understanding of teacher preparation goals and coordinating efforts among all stakeholders
- Assisting with the resolution of conflicts that cannot be addressed by the cooperating teacher, campus principal, or university supervisor
- Partnering with EPPs and campus personnel to facilitate in-service training for clinical teachers
- Leading and implementing Clinical Teaching Orientation, which includes the following required components:
 - Overview of the Clinical Teaching Handbook (available online under the Human Resources Department)
 - Completion of the Statement of Commitment form (included in this handbook)
 - Distribution of the Campus/Employee Emergency Health Card (provided by the campus nurse)
 - District Badge Requests (available online under the Human Resources Department)

Principal Responsibilities

Campus principals play a critical role in the success of clinical teachers by fostering a welcoming environment, supporting mentor teachers, and ensuring alignment with district policies and expectations. Principal responsibilities include:

- Campus Orientation & Logistics
 - Review key campus policies and procedures with clinical teachers, including:
 - Duty times and expectations
 - Lunch procedures
 - Dress code (as outlined in the employee handbook)
 - DISD Acceptable Use Policy (referenced in this handbook)
 - Other relevant campus-specific protocols
 - Coordinate or delegate a tour of key campus areas, such as:
 - Assigned classroom
 - Library, cafeteria, gym, and teacher lounge
 - Ensure clinical teachers are introduced to their cooperating teacher and relevant staff
- Program Oversight & Support
 - Create a campus culture that supports effective clinical teaching
 - Approve and recommend qualified teachers to serve as cooperating teachers
 - Personally welcome clinical teachers or delegate a staff member to do so
 - Ensure clinical teachers are oriented to the school's facilities and resources
 - Provide online access to the Clinical Teaching Handbook for mentor teachers as needed
 - Hold or delegate an initial meeting with clinical teachers to review general school policies and expectations
 - Serve as an ongoing advisor and resource throughout the clinical teaching placement

- Grant access and permissions for clinical supervisors and EPP representatives to observe in classrooms
- Observe clinical teachers as time allows, or delegate these observations to appropriate personnel

ALERT: A dynamic and evolving education landscape requires strong collaboration between EPPs and public schools. To ensure consistency, all clinical teaching applications must be processed through Denton ISD's Human Resources Department. Principals and teachers ***may not independently accept*** clinical teachers without official placement verification from Human Resources.

Education Preparation Program Coordinator/Director Responsibilities

The EPP Coordinator/Director serves as the primary liaison between the EPP and Denton ISD, working collaboratively to ensure the successful placement, preparation, and support of clinical teachers.

Responsibilities include:

- Collaborating with the Denton ISD Human Resources designee on the assignment and reassignment of clinical teachers
- Providing the HR designee with descriptive materials for each clinical teacher, including personal and professional background information (to be routed through campus principals to cooperating teachers)
- Conducting orientation sessions for clinical teachers to prepare them for their campus placement
- Offering orientation and support for cooperating teachers, as needed, to ensure clarity around the goals, expectations, and responsibilities of the clinical teaching program
- Coordinating the involvement and activities of EPP faculty participating in the clinical teaching experience

Education Preparation Program Supervisor Responsibilities

The EPP supervisor is a faculty member responsible for observing, evaluating, and supporting the clinical teacher throughout their placement. As a key instructional coach and liaison between the EPP and Denton ISD, the supervisor's responsibilities include:

- Observing the clinical teacher frequently and providing timely, actionable feedback to support instructional growth
 - NOTE: A minimum of five (5) formative evaluations is required throughout the placement, with additional visits scheduled as needed
- Assisting clinical teachers in planning and preparing for instructional responsibilities
- Meeting with the clinical teacher immediately following each observation to reflect and plan for improvement
- Facilitating collaborative conferences with the clinical teacher and cooperating teacher at both the midpoint and conclusion of the placement to review progress and experience
- Providing orientation or clarification to cooperating teachers regarding program expectations, as needed

- Demonstrating familiarity with Denton ISD's organization, philosophy, and instructional objectives
- Establishing and maintaining positive, professional relationships between the EPP and Denton ISD staff
- Serving as a resource and support system for clinical teachers throughout their experience
- Collaborating with cooperating teachers and school staff to analyze clinical teacher performance and recommend growth opportunities
- Leading the evaluation process for clinical teachers, in both formative and summative phases, while incorporating input from the cooperating teacher

Conferencing

Conferencing is a vital component of the clinical teaching experience. These conversations provide a structured opportunity to clarify expectations, offer constructive feedback, and develop action plans that foster growth. The goal is to help the clinical teacher become a reflective, self-evaluating professional.

Regular one-on-one conferences between the cooperating teacher and the clinical teacher are especially valuable for identifying strengths and addressing areas for improvement. These conferences may focus on:

- Enhancing instructional strategies and teaching techniques
- Improving professional demeanor, attitude, or habits
- Discussing lesson planning and instructional methodology
- Addressing classroom management, student needs, and learner differences
- Emphasizing the importance of content mastery and subject-area expertise
- Reinforcing the need for clear, specific, and purposeful student assignments

Conferences should occur consistently throughout the clinical teaching experience to ensure continuous feedback and professional dialogue. In addition to regular check-ins, it is strongly recommended that formal three-way conferences, including the clinical teacher, cooperating teacher, and EPP supervisor, be held at least twice: once at the midpoint and again at the conclusion of the placement.

DISD Cooperating Teacher Absences

In accordance with Denton ISD policy, any full-time teacher assigned to supervise a clinical teacher may take personal or sick leave with the proper approval of the campus principal. It is the campus's responsibility to ensure the classroom is covered by a certified teacher or a qualified substitute during any absence. Clinical teachers may not serve as substitutes, nor may they be reassigned to cover other classroom vacancies or staff absences. They must remain in their assigned placement to continue fulfilling the requirements of their clinical teaching experience.

If a cooperating teacher is expected to be absent for more than five (5) consecutive workdays, the campus principal must notify the designated Human Resources representative to explore alternate placement arrangements for the clinical teacher.

Technology and Copyright - Staff Acceptable Use Policy (AUP) – Policy CQ, CY, DH

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, email and the Internet, all employees must review the Acceptable Use Policy (AUP), 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 and 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 Digital Learning at ext. 0579 if you have questions or need help in understanding this material.

Acceptable Use Guidelines - Technology

- Keep all login information private
- Even though some limited personal use is permitted, district accounts are 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 email, 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 accounts. The district may suspend or revoke access if guidelines are not followed

- Whenever possible, avoid reusing your district-provided credentials (including username, email address) as a login ID for any third-party service. Your district login password should NEVER be reused for any third-party service.
- Refer to Board Policy CQ (LOCAL), Electronic Communication and Data Management for further information

District Email Communication

A standard district email signature should be included on all initial email communication and is optional on subsequent responses in a communication thread. The following format is required when an email signature is utilized (internally or externally) and personalized information may not be added.

District's Standardized Email Signature Should Contain the Following Content in This Order:

Name & Post-Nominal letters (e.g., Ed.D., Ph.D., M.S., LPC)

Title

Denton ISD or School

School or Office Address

School or Office Phone Number

Official District or campus motto with or without the District or campus symbol or image

GALLUP Strengths

Denton ISD or Campus or Classroom webpage

Confidentiality Notice: This e-mail and attachments may contain privileged or confidential information. If this email is not addressed to you, promptly notify the sender and delete the message.

District Standardized Email Branding Font/Sizing (Size Example Below):

Line 1: **Name & post-nominal letters: Size 11 (BOLD)**

All other lines: Size 10

District Standardized Email Restrictions and General Guidelines:

Please **remove all other information** (images, quotes, or phrases) that do not comply with the district standard email signature. Additionally, no links to websites outside of a Denton ISD domain may be added to the signature.

Additional communication etiquette expectations include:

1. Be polite. Messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal information (addresses or phone numbers) of the user or others is prohibited.
6. Be considerate when sending attachments via e-mail and consider whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
7. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
8. Please refrain from using backgrounds, themes, or color in your email settings, as this uses a considerable amount of storage within our system.

Public Information on Private Devices or Cloud Storage Accounts – Policy DH, GH

Employees should not maintain district information on privately owned devices or personal cloud storage platforms (e.g. Google or Microsoft cloud accounts that are not linked to your Denton ISD credentials).

Any district information must be forwarded or transferred to the district to be preserved. The district will

make reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

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.

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 my DISD/TEA legal documents. The email system is not the end repository for documents. I, as the professional am 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 after parents' review of the Student Handbook
- 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/or 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 notes that “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, email address, personal telephone number, personal pictures.)
- Instruct students in how to use the site for educational purposes
- Abide by AUP and Terms of Use for all Internet sites
- Report illegal, abusive, bullying, and other negative dangerous behaviors
- 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
- Delete all sites that are no longer in use

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 suspension, 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.

Reminder on Protecting Student and Staff Privacy with AI Tools

Staff should not input any personally identifiable information (PII) — including student information — into external artificial intelligence engines (e.g., ChatGPT, Google Gemini, etc.). Doing so could compromise privacy and may constitute a FERPA violation.

The Denton ISD Technology Department is currently developing an internal AI tool that will be safe for staff use and will allow protected handling of PII. Until that tool is available, please refrain from placing student or staff PII into any outside AI system.

Electronic Communications Between Educators and Students

Employees must maintain professional boundaries with students at all times. Inappropriate communication or failure to maintain appropriate boundaries with a student or minor—as defined by State Board for Educator Certification (SBEC) rules—will be reported to SBEC in accordance with Texas Senate Bill 571 (2025) and may result in disciplinary action, up to and including termination.

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, email), 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 email, 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 communications
- 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, etc.

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.

Alert: 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

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 and good moral character. 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*

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 school 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 intentionally, knowingly, or recklessly 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 that are used 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 school 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 school district employees, school 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, knowingly, or recklessly 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, abuse, or distribution of controlled substances, prescription drugs, and toxic inhalants.
- Standard 1.13. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

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 school 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.
- Standard 2.8. The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

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, email, 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:
 - i. The nature, purpose, timing, and amount of the communication;
 - ii. The subject matter of the communication;

- iii. Whether the communication was made openly or the educator attempted to conceal the communication;
- iv. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- v. Whether the communication was sexually explicit; and
- vi. 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.

As in Effect: 06/24/2025

Form CT1 – Clinical Teacher Statement of Commitment



TO: Designated HR Representative

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 placement within the Denton Independent School District is a voluntary professional courtesy extended by a cooperating teacher, and we are grateful for their commitment to mentoring future educators. As part of this assignment, you are expected to follow the same rules and professional standards that apply to all Denton ISD employees. These expectations are outlined in the Clinical Teaching Handbook, the Denton ISD Personnel Handbook, and may include additional campus-specific procedures.

We are excited to welcome you into our schools and look forward to supporting you throughout your clinical teaching experience. This is a time for growth, learning, and collaboration. Our teachers and administrators are here to guide and assist you, please don't hesitate to reach out for support 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 or
Campuses:**

**Clinical Teacher's
Signature:**

Date:

Form CT2 – Clinical Teacher Evaluation Form

TO: Designated HR Representative
 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 Outstan ding	4 Exceeds Expect.	3 Meets Expect.	2 Below Expect.	1 Unsatis- factory
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 –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					
	Maintains atmosphere conducive to learning					
OTHER	Parent Interactions					
	Student Interactions					
	Peers Interactions					

Supplemental Statements by Cooperating Teacher:
 (Use Back if Needed)

DISD Cooperating Teacher's Signature:		Date:	
DISD Cooperating Teacher's Assignment		Campus Name:	

Resolution Regarding Senate Bill 12 and Parent Rights

Resolution Regarding Senate Bill 12 and Parent Rights

WHEREAS, Senate Bill 12 from the 89th legislative session relates to parental rights in public education, including requirements and prohibitions regarding instruction; diversity, equity and inclusion duties; assistance with District student social transitioning; and student clubs;

WHEREAS, Senate Bill 12 becomes effective on September 1, 2025; and

WHEREAS, local policies relating to matters in Senate Bill 12 will be adopted as soon as practicable, but after the effective date.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Denton School District directs all staff and contractors to comply with the following requirements and directives:

1. All policies shall be implemented and followed;
2. Parental rights, including the right to direct the moral and religious training of the parent's child, make decisions concerning the child's education, and consent to medical, psychiatric, and psychological treatment of the parent's child will not be infringed unless required by law or to provide life-saving care to the child;
3. Except as required by state or federal law, employees and contractors may not assign diversity, equity, and inclusion duties to any person, and the District hereby prohibits a District employee, contractor, or volunteer from engaging in diversity, equity, and inclusion duties at, for, or on behalf of the District;
4. An employee or contractor who intentionally or knowingly engages in or assigns to another person diversity, equity, and inclusion duties or engages in prohibited instruction will be appropriately disciplined;
5. Employees of the District are prohibited from assisting a student enrolled in the District with social transitioning, including providing any information about social transitioning or providing guidelines intended to assist a person with social transitioning;
6. No information about a parent's child may be withheld from the parent unless required by law, and parents are entitled to access all written records of the District concerning the parent's child. Information may be withheld if disclosure is likely to result in the student suffering abuse or neglect;
7. Information regarding a parent's right to access records relating to the parent's child shall be posted on the District's home page of the internet website;
8. Instructional plans or course syllabi for each class offered in the District for a semester must be posted on the District's internet website at the beginning of each semester;
9. An internet portal will be provided through which parents of students enrolled in the District may submit comments to campus or District administrators and the Board;
10. The Board shall prioritize public comments by hearing comments at the beginning of each Board meeting;
11. The Board will only hold Board meetings outside of typical work hours;

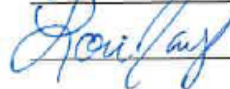
12. Parents are entitled to notice no later than one school business day after the date an employee first suspects that a criminal offense has been committed against the parent's child;
13. Employees are not prohibited from providing parents with information regarding a student's mental, emotional, or physical health or well-being or a change in services provided to or monitoring of the student related to the student's mental, emotional, or physical health or well-being;
14. No employee will encourage or have the effect of encouraging a student to withhold from the student's parent information about the student's mental, emotional, or physical health or well-being;
15. Employees may not discourage or prohibit parental knowledge of or involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being;
16. Unless authorized by law, no employee may disclose a child's health or medical information to any person other than the child's parent;
17. Unless authorized by law, no employee may collect, use, store, or disclose to any person other than the child's parent a child's biometric identifiers;
18. Unless authorized by law, no employee will provide health care services or medication or conduct a medical procedure to a student;
19. All grievances received by the District on or after September 1, 2025, will comply with the legal requirements in Texas Education Code Chapter 26A;
20. Before a student may be provided with human sexuality instruction, the District must obtain the written consent of the student's parent in the manner prescribed by law;
21. No employee may provide or allow a third party to provide instruction, guidance, activities, or programming regarding sexual orientation or gender identity to students enrolled in prekindergarten through grade 12;
22. Each parent will be provided at least two opportunities for in-person conferences with the child's teacher during each school year;
23. No student club authorized or sponsored by the District may be based on sexual orientation or gender identity;
24. Written parental consent is required before a student may participate in a student club authorized or sponsored by the District or campus;
25. A copy of this resolution shall be provided to all District employees and contractors electronically and/or physically.

Adopted this 26th (date) day of August (month), 2025 (year), by the Board.

Board President's signature:



Board Secretary's signature:





Meeting Date:	August 26, 2025
Agenda Topic:	Resolution Regarding Senate Bill 12 and Parental Rights
Type of Item:	Consent <input type="checkbox"/>
Guiding Outcome:	Excellence in Student Outcomes
Summary:	Senate Bill 12 from the 89th legislative session relates to parental rights in public education, including requirements and prohibitions regarding instruction; diversity, equity and inclusion duties; assistance with District student social transitioning; and student clubs
Background Information/ Previous Board Action:	Senate Bill 12 becomes effective on September 1, 2025
Potential Operational Impact:	
Potential Financial Impact	None
Recommendation (Consent or New Business Only):	Recommend the approval of Resolution Regarding Senate Bill 12 and Parental Rights
Division:	Legal Services <input type="checkbox"/>
Department:	General Counsel
Staff Member(s) Responsible:	Dr. Deron Robinson
Attachments:	Resolution Regarding Senate Bill 12 and Parental Rights

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