

## GUIDELINES FOR PROFESSIONAL CONDUCT DURING CLINICAL EXPERIENCES

### I. AT THE CLINICAL SITE

- A. Report to your school/center on the day(s) scheduled. Be prompt to **begin** work on time (teacher hours). Fulfill the commitment made to the class/group/pupil.
- B. **Notify your Field Instructor and your Clinical Educator** *before* the beginning of the school day if you are going to be late or absent. An absence or lateness should occur only in cases of illness or an emergency. Studying for an exam is not considered as an illness or emergency. Personal commitments or academic deadlines are not acceptable reasons for your lateness or absence. Please see Section IV for details about the attendance policy.
- C. Friends and family should not be visible during remote instructional time or present at the school site.
- D. Learn and carry out the school/center policies and procedures that have been established for pupils.
- E. Abide by the regulations and rules established for school/center personnel.
- F. Hold all information in confidence concerning pupils or others as directed.
- G. Take responsibility for acquiring pertinent information about pupils for whom you are responsible, and for becoming thoroughly acquainted with these pupils.
- H. Be discreet about your personal life. Your school is not the place to discuss your social life or your personal experiences with drugs or alcohol (no matter how educational they may seem to you).
- I. Be sensitive when taking notes during a placement. Never record anything that you would be uncomfortable sharing with your Clinical Educator.
- J. Keep your Field Instructor informed of progress made, problems encountered, and any crisis events (weather, fire, active shooters, etc.) related to your school.
- K. Personal cell phone use is never appropriate while involved with school instruction and/or meetings.
- L. It is expected that teacher candidates **will first contact their field instructor** with any questions, problems or concerns related to student teaching requirements. If candidates still have concerns, they should contact the appropriate ETE administrator.
- M. No recording or screenshots of students without approval of Clinical Educator.

### II. JUDICIAL AND LEGAL IMPLICATIONS

- A. Read and familiarize yourself with the Code of Conduct from the University of Delaware Official Student Handbook. This Code of Conduct extends to your off-campus clinical experiences. Any acts of misconduct during your Field placement(s) shall be subject to action within the Undergraduate or Graduate Student Judicial System. The Code of Conduct can be found at <http://www.pcs.udel.edu/student-code-conduct/>
- B. Persons applying for a teaching position in Delaware and a number of other states must undergo a criminal background check. Please be certain that you make good decisions and use good judgment at all times. Failure to do so could jeopardize your teaching career by making you ineligible for employment in many districts.

A person seeking employment with a public school in Delaware may be disqualified from employment for any of the following reasons:

- 1) Conviction or manufacture, delivery or possession, or possession with intent to deliver a controlled substance, or a counterfeit controlled substance;
  - 2) Conviction of any felony in this state or any other jurisdiction in the last five years; or
  - 3) Conviction of any crime against a child in this State or in any other jurisdiction.
- C. Individual school districts make the determination regarding what makes a person ineligible for employment. Generally, a felony arrest, a serious offense, or any crime against a child would make one ineligible for employment; however, a pattern of misconduct (e.g., DUI, underage drinking, petty theft, reckless driving, etc.) could also make one ineligible for employment. Since different districts view various offenses differently, something one district might perceive as not very serious might be seen as quite serious by another district. Be aware that even petty problems, viewed collectively, could render you ineligible for employment. It is in your best interest to keep your record clean.

### **III. GROUND FOR DISMISSAL FROM STUDENT TEACHING**

- A. Candidates in a teacher education program are expected to conduct themselves in a professional manner at all times. Candidates may not engage in acts of behavior which are professionally inappropriate for teachers or which are unlawful for any citizen. If a candidate engages in any of the following acts, it may result in dismissal from student teaching:
1. Candidates may not date pupils, parents of pupils enrolled in the school, or school or University personnel during the clinical experience. If you feel you are under any pressure to engage in inappropriate social activity, contact your field instructor or the Associate Director of Clinical Studies.
  2. Candidates may not socialize (in person or virtually) with school pupils except in an official capacity at officially sponsored school events.
  3. Candidates may not drink, smoke, be under the influence or be in the possession of alcoholic beverages or illegal drugs during virtual school functions, nor with or in the presence of any school pupil(s).
  4. Candidates may not use sexually explicit, obscene, profane, abusive, or derogatory language during virtual school functions; nor may they suggest access to inappropriate material (e.g., on the Internet).
  5. Candidates may not take pupils off school property unless accompanied by the Clinical Educator or another full-time employee assigned by the principal.
  6. Candidates may not leave school early, be late to school or seminars, or have absences on a consistent basis.
  7. Candidates must not exhibit any behaviors that interfere with the school's learning environment.
  8. Candidates must adhere to the professional dispositions including the consistent effort to create, use, and implement inclusive and non-discriminatory classroom materials and instructional methods (including, but not limited to, teaching strategies, communication with pupils, and management techniques).
- B. If at any time your conduct causes the Clinical Educator, school/district administrator, or the Field Instructor to determine that your involvement in the classroom has become detrimental to the well-being, safety, and/or educational program of the pupils in the class, you will be removed from your school and your placement could be terminated by the University.
- C. As a result of any serious violation of the student code of conduct and/or the professional dispositions policy, you could be removed from your school and the University could terminate your placement.
- D. You will be withdrawn from your student teaching placement if 1) the Clinical Educator decides that you cannot return to the classroom due to your behavior, 2) your performance is consistently unsatisfactory/not apparent or 3) there is not satisfactory progress on assignments.
- The Field Instructor will determine if you have passed the course.

- Please note that a single score of a 1 in the dispositions section of the summative evaluation may result in a disposition hearing (see the official professional dispositions policy on the OCS website at [www.ocs.udel.edu](http://www.ocs.udel.edu))

Failure to abide by these regulations may result in judicial action by the University of Delaware, legal action, and/or failure of student teaching.

### **APPEAL PROCESS**

If a teacher candidate does not pass a student teaching placement, then he/she can request a new placement. If the Program Coordinator, Field Instructor and the Associate Director of Clinical Studies deny the student's request for another placement, then the teacher candidate can appeal the decision, in writing, to the University Council on Teacher Education (UCTE). The committee will review the appeal and approve or deny the request for a second and final placement.