ATTENDANCE, PUNCTUALITY AND SCHEDULES

- Plan to arrive at your assigned location at least 10 minutes before every meeting and/or observation.
- Adhere to deadlines for requested and/or required information or assignments.
- If it is absolutely necessary to be late or miss a scheduled visit, you must contact the host teacher and your university supervisor, as soon as possible.

Sign-in/Sign-out:

- Sign-in and sign-out at the main office upon arrival and departure.
- Maintain a copy of your driver’s license. This enables you to follow school protocols which may include using a digital sign-in system to record attendance.

COMMUNICATION EXPECTATIONS

You are expected to communicate effectively with members of your professional network (host teacher(s), parent(s), administrator(s), peer colleague(s), university supervisor, etc.) throughout your clinical field experiences. As soon as your placement is confirmed, you should contact your host teacher via email, using the template on the next page as a guide.

Effective Communication Tips:

- Always check your spelling and grammar.
- Include a subject line that allows the email recipient to quickly gauge subject matter and content.
- Use email signatures at the end of your emails to communicate your name, position, affiliation, email and phone number.
- If your signature contains a photo, ensure that it is a professional headshot.
- Address members of your network by their title and last name.

PROFESSIONAL CONDUCT

Cell phones must be put away at all times when in classrooms, school buildings, and/or in the presence of students. DO NOT text individual students.

Smoking and vaping is prohibited from all school grounds and school events.

Work with students in an open environment which allows proper monitoring by your host teacher.

- Refrain from touching students in any way, as such behaviors may be viewed as inappropriate (e.g. placing your hand on a student’s shoulder when helping him/her).
- Abstain from any personal involvement, romantic or otherwise, with any student in your assigned school(s).

Confidentiality will be maintained at all times. Discussing work related information with an unauthorized person (an individual who has no academic connection or relevance to
PROFESSIONAL CONDUCT (CONTINUED)

student information or school business) is unacceptable.

- All student records are protected by law. No information is to be released to any unauthorized person under any circumstance.
- Confidential information will be safeguarded and used for professional purposes only.

School District Policies will be reviewed along with the information in this document to ensure compliance with relevant district guidelines for certified staff.

- All Clemson University teacher candidates must follow the rules of conduct required of the faculty in participating schools. Teacher candidates should become familiar with these policies and regulations.
- Violation of school or district policies could result in dismissal from the placement.

SOCIAL MEDIA

Teacher candidates should use social media respectfully and responsibly, at all times. Your social media postings are reflective of your role as a pre-service educator and a role model for the students you will encounter during your clinical experiences. Tips for responsible use of social media include, but are not limited to:

- Avoid accepting friend requests, "friending" or ‘following’ students or parents in P-12 schools on your personal social media accounts.
- Refrain from posting pictures of or comments about students.
- Abstain from complaining or making negative comments about your school(s), your students, parents, administrators or teaching on your posts.

Remember, it is possible to take screenshots of social media postings; therefore, a “snap” can last forever. Inappropriate use of social media could have an adverse effect on your clinical experience and future employment opportunities.

PROFESSIONAL DRESS

Each school district has professional dress standards for educators and students that may vary from the standards outlined below. Standards for professional dress in most districts are also inclusive of professional grooming (groomed hair, trimmed beard). As teacher candidates, you should adhere to the employee dress standards and always dress professionally.

- Clothing must not be tight, low cut, too short, or show cleavage.
- Clothing must cover waist, shoulders, and back with no skin showing between the top garment and the bottom garment.

Standards of Professional Dress for teacher candidates should exclude the list of clothing below:

- Jeans of any kind (verify school rules for wearing jeans on spirit days and/or during special events)
- Cut-up or cut off pants
- Shorts (except for PE teachers)
- Hats/sunglasses/headgear
- Flip flops/shower shoes/Crocs/Birkenstocks/Rainbows/**tennis shoes (**may be acceptable for PE)
- Some schools prohibit backless shoes of any kind
- Sweatpants or yoga pants
- Overalls
- Sheer or revealing clothing
- Visible undergarments
- Spaghetti straps/tank tops
- Leggings
- Skirts shorter than knee length

As a PROFESSIONAL COURTESY, you should respond to correspondences within 24-48 hours. When leaving a voice message, be sure to clearly state your name, identify yourself as a Clemson University teacher candidate and state your phone number. Make sure your message announcement is concise and verifies your phone number.

Email Sample

Dear Mr. Samuel,

My name is Sally Jones and I am the Clemson University teacher candidate assigned to work in your class this semester. I am looking forward to collaborating with you and your students for my ED 1050 course “Introduction to Education.”

I am scheduled to be with your class each Monday, 10 am until 11 am, from September 17 through November 19. My responsibility will be to tutor one student, or a small group of up to 3 students. For completion of the course assignments, I will need to work with the same student(s), over the course of the semester.

I received information about parking and entering the school, but please let me know if there are additional details - specific to the class - that I may need. Again, I look forward to working with you and your students this semester.

Sincerely,

Sally Jones
Teacher Candidate
Clemson University
Sjones5912@clemson.edu
(864) 555-0000