

Writing Assignment**Part I**

Review your school's faculty and student handbooks and then respond to the following:

What are the professional expectations of teachers and how does this relate to you as a student teacher?

1. The following excerpts from the Watauga High School Staff Handbook touch on and detail several expectations for teachers. Each of these expectations relate to me as a student teacher because I am a teacher in training and the same expectations apply to me now as they would if I were to be hired for this school/district in the future.
 - a. The expectations for dress codes are not to wear jeans except on Fridays for spirit week, and that no undergarments are to be visible.
 - b. For an emergency leave day, like if you are sick, teachers are to immediately email department administrator, Ginger Powell, and Donna Mosley to find a substitute for your class.
 - i. Keep an emergency lesson plan in this folder and/or directions to an online emergency lesson plan.
 - c. During Professional Learning Team (PLT) meetings teachers will have collaborative planning, discuss common assessments, analyze student data, and discuss accountability and facilitation.
 - d. Safety and common-sense policies are presented in high regard as the lives of students, teachers, and administration are important.
 - e. Teachers and TAs are expected to arrive at school no later than 8:15 am and leave no earlier than 3:45 pm. **I have morning bus duty at 7:50 AM.*
 - i. In general, employees are expected to work until 3:45 pm on early release days unless otherwise instructed by administration.
 - f. Regarding Teacher Gradebooks and Lesson Plans:
 - i. Update your gradebook at least once a week and grade every assignment within one week of the due date.
 - ii. Keep in close contact with parents regarding student grades. Update them on any concerns as well as successes.
 - iii. Contact counselors and other support staff immediately when concerns arise or grades begin to reflect possible failure.
 - iv. Teacher lesson plans will not be audited on a daily basis but be sure to have some type of lesson plan ready to show an administrator upon request.

- g. Regarding Discipline:
 - i. Classroom behavioral issues should be managed by the classroom teacher as much as possible. When issues arise please:
 - ii. 1st Step: Provide clear expectations for your students with consistent enforcement and reminders. Redirect unwanted behaviors and use supervisory tactics to ward off potential discipline issues. Keep a log of issues and any student conferences.
 - iii. 2nd Step: Make parent contact when the situation does not require immediate administrator action or does not pose a threat to yourself or the other students.
 - 1. Also make parent contact in the event that you do have to use administration or write up a student.
 - 2. If a discipline referral is necessary, teachers will now enter the referral in Educators' Handbook. Refer to the WHS website for instruction or see an administrator.
 - iv. Request administration for immediate action.
 - 1. When the student is a threat to yourself or students, call or use the call button to get an administrator to your room for immediate action.

Discuss your school and/or district's policy on technology and electronic devices. Be sure to address the role of technology as an acceptable instructional tool AND instances in which technology and electronic devices are inappropriate in an educational setting.

- 1. Watauga High School's policy on Technology and Devices:
 - a. **See the following below from the WHS/WIA Student Handbook*
- 2. Technology as an acceptable instructional tool:
 - a. Computers and other technology equipment have been made available to students and teachers throughout the building to use as tools and to enhance instructional programming.
- 3. Instances in which technology and electronic devices are inappropriate in an educational setting:
 - a. Regarding Software: No changes or additions to the menus, installed software, operating files, configuration/setup files, or any other files are allowed without permission from the technology department. No files, other than appropriate data files, may be copied from the hard drives or network drives to a user's removable storage.
 - b. Regarding Hardware: No changes to the setup of hardware and peripheral devices are allowed without the permission of the technology department.

Any violation of this procedure or physical damage to the hardware or peripheral devices will be considered “damage or theft of property” as listed in the discipline policy.

Part II

Read the *North Carolina Code of Ethics*. Based on this document, identify three things that you consider important as you work in NC public schools.

1. **Building Appropriate Relationships:** (Under “Commitment to the Students”) B. Maintains an appropriate relationship with students in all settings; does not encourage, solicit, or engage in a sexual or romantic relationship with students, nor touch a student in an inappropriate way for personal gratification, with intent to harm, or out of anger.
2. **Have Integrity for Private Information:** (Under “Commitment to the Students”) E. Holds in confidence information learned in professional practice except for professional reasons or in compliance with pertinent regulations or statutes.
3. **Respect and Support Diversity:** (Under “Commitment to the School and School System”) B. Acknowledges the diverse views of students, parents and legal guardians, and colleagues as they work collaboratively to shape educational goals, policies, and decisions; does not proselytize for personal viewpoints that are outside the scope of professional practice.

Part III

Read the CI/SPE 4900 Syllabus and then answer the following questions:

How many formal observations will you have during the course of the semester? Who will conduct these observations?

1. I will have a minimum of three formal observations during the course of the semester.
 - a. My Academic Content Consultant for Art Education, Brooke Hofsess, will conduct 1-2 formal observations as well.
2. My field supervisor, Ken Townsend, will conduct these observations.

How many absences can you have during the semester? What are the acceptable reasons for being absent?

1. Five absences are allowed.
2. The acceptable reasons for being absent are illness, death in the family or other extreme emergencies

When are you allowed to substitute? Who can you substitute for?

1. I may substitute teach during the last 5 weeks of the semester for a maximum of 5 days in your clinical educator’s classroom.
 - a. According to the Student Teaching Essentials meeting we are able to sub as early as the first week if we are given full permission by the principal and our Clinical Educator, restricted to our CE’s classroom until after week 10, and then we are able to sub for any classroom within our field (Art, in my case).
2. I may substitute for my Clinical Educator and then for any other art teacher in my school.