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**College of Education and Professional Studies**
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## General Information

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## Office of Field Services Responsibilities

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# Cooperating Teacher Responsibilities

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**Partnering School Administrator Responsibilities**

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Unethical conduct includes, but is not limited to, the following:

- ¥ Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications, criminal record, or employment history when applying for employment or certification.
- ¥ Falsifying, misrepresenting, omitting, or erroneously reporting information submitted to federal, state, and/or other governmental agencies.
- ¥ Falsifying, misrepresenting, omitting, or erroneously reporting information regarding the evaluation of students and/or personnel.
- ¥ Falsifying, misrepresenting, omitting, or erroneously reporting reasons for absences or leaves.
- ¥ Falsifying, misrepresenting, omitting, or erroneously reporting information submitted in the course of an official inquiry or investigation.

Standard 3: Unlawful Acts

An educator should abide by federal, state, and local laws and statutes.

Unethical conduct includes, but is not limited to, the commission or conviction of a felony or of any crime involving moral turpitude. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought or a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4: Teacher/Student Relationship
An educator should always maintain a professional relationship with all students, both in and outside the classroom.

Ethical conduct includes, but is not limited to, the following:

- ¥ Fulfilling the roles of trusted confidante, mentor, and advocate for studentsÕ growth.
- ¥ Nurturing the intellectual, physical, emotional, social, and civic potential of all students.
- ¥ Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
- ¥ Creating, supporting, and maintaining a challenging learning environment for all students.

Unethical conduct includes, but is not limited to, the following:

- ¥ Comm Fitt)iTn3g ra aoy ae/td/MdCiDI2a&b:>xBeD,Cin.o/Tufdimnog] [ph2yis.i5c8a8l orimver/bMaCl aDbu2s4e>>BDC  -3 -2.32 Td [(U)2 (
- ¥ Committing any act of cruelty to children or any act of child endangerment.
- ¥ Committing or soliciting any unlawful sexual act.
- ¥ Engaging in harassing behavior on the basis of race, gender, national origin, religion, or disability.
- ¥ S 1 Tf4 (ha)4 (vi)-2 -2 (or )-174 (d )-10 (t)-2 (o)20 EMC  j EMC  /4 (nt)uig (. )]TJ EMC 93.92 (or )

Standard 5: Alcohol, Drug and Tobacco Use or Possession
An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

Ethical conduct includes, but is not limited to, the following:

- ¥ Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.

Unethical conduct includes, but is not limited to, the following:

- ¥ Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs.
- ¥ Being on school premises or at a school-related activity involving students while documents*white f )-109 (e3-1 )86 doc]TJ T* [()4 (l)-pt (hi)-2 (l)-2 (DC  -3 -2b (e)4 (i)-2 (ng )-10 (unde)4 (r )-17 (t)-2 (he1e)4 (i)-2 2 1

with the State Department of Education Teacher Certification Section, must be filed in writing and must include the original signature of the complainant.

Alabama Administrative Code 290-3-2-.05
(1)-5-c Each Superintendent shall submit to the State Superintendent of Education

within ten calendar days of the decision, the name and social security number of each employee holding an Alabama certificate or license who is terminated, or nonrenewed, resigns, or is placed on administrative leave for cause, and shall indicate the reason for such action.

Disciplinary Action

Disciplinary action shall be defined as the issuance of a reprimand or warning, or the suspension, revocation, or denial of certificates. ÒCertificateÓ refers to any teaching, service, or leadership certificate issued by the authority of the Alabama State Department of Education.

Alabama Administrative Code 290-3-2-.05

# Teacher Education Dispositions

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# Disposition Descriptors for Teacher Candidates

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APPENDIX D

I agree to protect the confidentiality and privacy of each student at _____
(name of school)

I understand the importance of the documents to which I may have access and the sensitivity of the information I may review, and agree to:

- ¥ Refrain from discussion of any information regarding students or school personnel outside the school and/or the spectrum of daily instruction.
- ¥ Refrain from posts of any school-related content to any social media outlet.
- ¥ Access only the documents containing information for students whose instruction I may impact.
- ¥ Review student documents on school premises, only, in a location designated by supervising personnel.
- ¥ Participate as a member of an education review/placement team as an observer, only, unless specifically requested to give input.

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Student Signature                                        Date


_____     _____
Special Education Personnel Signature          Date


_____     _____
Principal Signature                              Date