

Professional Program Expectations

A copy of this contract was signed and submitted at the New Student Orientation. If you have any questions, please discuss those with WCE personnel.

Faculty and staff of the Woodring College of Education have the responsibility to assure children, families, and the public that WWU graduates are fully competent teachers who have successfully completed a rigorous academic program of study and met all program and state requirements. WWU teacher education candidates must demonstrate academic competence in content, pedagogy, and professionalism throughout their program of study. This document serves as a summary of the expected academic professional behaviors.

Candidates in our teacher education programs must adhere to the InTASC Standards, Washington State Code of Professional Conduct for Education Practitioners and specific program and Woodring College of Education standards.

Candidates entering our programs must review all information in this document and sign below. Signing reflects that the candidate agrees to:

COMMUNICATION/CONFIDENTIALITY

1. Communicate in an appropriate and professional manner, including all verbal, written, and electronic communication (*including any future forms not currently in use*). This includes, but is not limited to: communicating in a professional manner, being sensitive to all audiences, maintaining confidentiality, following district policy with respect to email, phone numbers, texting, social media, blogs, etc. Understand that in most circumstances districts require teachers to use district email and phone numbers when corresponding with students and parents/guardians and that not adhering to district policy is a breach of professionalism.
2. Understand that the use of electronic passwords or controls does not meet or sustain confidentiality and that ultimately all forms of communication may be considered public and not confidential. As such, posting confidential information pertaining to your program, WWU faculty and staff, school-based field experiences, P-12 students and parents/guardians, school teachers, administrators, and staff is in violation of FERPA and possibly HIPAA.
3. Maintain confidentiality at all times and learn requirements under FERPA and HIPAA.
4. Not blog or use other forms of electronic communication in any manner that violates FERPA or HIPAA.
5. Not discuss confidential information through any form of communication unless there is a legitimate educational purpose required to meet teaching expectations such as collaboration with mentoring teachers.
6. Use extreme caution and sensitivity when discussing non-confidential information about my program, WWU faculty and staff, school-based field experiences, P-12 students and parents/guardians, school teachers, administrators, and staff. I am a steward of my P-12 students and community.
7. Not remove in any format (hard copy, electronic, etc.) any official or confidential documents (such as report cards, IEPs, 504 plans, etc.) from the classroom/school.
8. Not leave any official or confidential documents in public view, including attendance rosters. I agree to store student work carefully and confidentially.

VIDEOTAPING

1. Follow required videotaping procedures for the district in which I am placed.
2. Use only authorized permission forms as provided by the Office of Field Experiences or my program and will not, under any circumstance create my own permission form.
3. Refrain from video-taping students who do not provide permission forms but keep them engaged in the instruction.

PROFESSIONAL PRACTICE

1. Not break confidentiality (FERPA and/orHIPAA)
2. Follow all legal requirements for mandated reporting for child abuse/neglect and understand this requirement extends to me as a candidate in a teacher education program.
3. Engage in practice that is reflective, collaborative, and professionally growth-centered.
4. Adhere to standards of professional dress and deportment.
5. Conduct self ethically and professionally at all times.
6. Be on time and in attendance when required and submit all assignments/plans on time.
7. Assume personal responsibility for performance.
8. Display initiative by using a variety of resources appropriately.
9. Invite and seek professional self-improvement through feedback and adjust my behavior and actions based on such information.
10. Use problem-solving approaches to sensitive situations.
11. Use knowledge of families and community resources appropriately to enhance support for students.
12. Demonstrate respect and support for all students, treating all equally and equitably, using appropriate language that emphasizes people first language and never denigrating students.
13. Follow procedures for reporting absences, extended illnesses or other situations that may impact your attendance or performance in your field experiences.
14. Follow all program field experience and student teaching requirements, including:
 - Following all program requirements for field placements.
 - Understand that all student teaching internship placement communication goes through the Office of Field Experience. I will not discuss with teachers or school administrators in any form regarding the possibility of student teaching in their school/district.
 - Adhere to program and Office of Field Experiences policies and guidelines for student teaching start dates, end dates, and other timelines. This includes:
 - Fall starts – when teachers report back to work in the fall (usually late August).
 - Spring starts – Monday of WWU Spring Break (I understand that if my full-time start term is spring that I will NOT take the WWU Spring Break and start my student teaching that week).

PROFESSIONAL POLICY AND LEGAL REQUIREMENTS

1. Keep informed of professional, ethical and legal responsibilities and policies. Learn, understand, and follow all laws, regulations, and policies required for teachers.
2. Understand all photograph and videotaping limitations and expectations. Meet school and university expectations, policies, and requirements.
3. Thoroughly review and adhere to the [Washington Code of Professional Conduct](#) and understand that any actions counter to the code will result in appropriate university, program and/or state level actions.
4. Adhere to all [FERPA](#) requirements regarding maintaining confidentiality of student and family information and confidentiality of peers, staff, faculty, and administrator information. That will also include confidentiality pertaining to HIPAA.
5. Understand and adhere to all laws and policies regarding Child Abuse/Neglect Reporting and understand that I am a 2 mandated reporter. I understand this will require that I learn such requirements for each school district in which I am placed for a program-related field experience.
6. Adhere to the [WWU Academic Honesty Policy](#) and understand that Western Washington University students are responsible for reading, understanding, and following the policy and procedures regarding academic honesty as set forth in the *WWU*
7. Maintain fingerprint and character clearance at all times while in the program and complete a new character clearance immediately if an incident occurs that requires disclosure. I understand that continuation in the program, coursework, and all field experiences is contingent upon maintaining such clearance.

8. Understand that at least one content exam for endorsements I am earning must be attempted prior to the start of my full-time student teaching internship quarter.
9. Adhere to other requirements, including but not limited to additional school, district, or university expectations.
10. Highly consider purchasing professional liability insurance and understand that neither WWU nor the school districts where I participate in field experiences provide such coverage. Some school districts require liability insurance for placement.
11. Adhere to WWU's [policy regarding substitute teaching](#), including assuring that I never serve as a sub if I do not hold the proper certification.

My below signature reflects my understanding and review of, and agreement to, this contract and I acknowledge my responsibility to fully understand all requirements, expectations and corresponding WWU, Woodring, P-12 school, and state and federal policies, rules, laws, and regulations pertaining to my course of study, being a professional teacher and teacher candidate.

Consequences for failing to comply with these expectations may include, but are not limited to, removal from the program, inability to meet requirements for certification, removal from the university, probation, performance contract, removal from a field-experience, removal from the full-time internship, postponement of the internship, low internship performance ratings, or an unsatisfactory internship grade that would result in not being recommended for certification.

<i>Name Print</i>	<i>Signature</i>	<i>WWU ID#</i>	<i>Date</i>

Western Washington University (WWU), in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs. Inquiries may be directed to the Vice Provost for Equal Opportunity & Employment Diversity, Equal Opportunity Office, Western Washington University, Old Main 345, MS 9021, 516 High Street, Bellingham, WA 98225; 360.650.3307 (voice) or 711 (Washington Relay); ooo@wwu.edu. WWU is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request an accommodation, please contact [disAbility Resources for Students](#), Old Main 120, 360.650.3083 (voice) or 360.650.7175 (VP), drs@wwu.edu. One week advance notice appreciated. To request this document in an alternate format, please contact Woodring Admissions, 360.650.3310, TeacherEd.Admission@wwu.edu. (6/2012 version)