

# Student Educator Handbook



*Creating a Professional Environment for Learning*



Red Clay Consolidated School District  
Office of Human Resources  
Novice Educator Development  
302-552-3793



## Red Clay Consolidated School District

Dear Pre-Service Educator,

Welcome to the Red Clay Consolidated School District! We look forward to working with you this school year. We know this is an exciting phase of your career preparation and we are happy to be sharing this journey with you.

As a student teacher in the Red Clay Consolidated School District, you will have the opportunity to grow both personally and professionally in a structured, supportive environment that will allow you to transition from the pedagogical study of a college classroom to the practical application of real world experiences. Each day will bring new challenges and rewards. You will engage in coaching and guiding students of diverse populations and educational experiences. In addition, you will be collaborating with teachers who exhibit best teaching practices. Your cooperating teacher will serve an important role in the preparation of your teaching career.

We hope you will find this experience rewarding and valuable. We believe our students will reap the benefits of your effort, time, and commitment to their academic and personal achievement. Our goal is to ensure that you experience exceptional opportunities to learn, grow, and develop as an educator. We encourage you to observe, ask questions, and get involved.

Thank you for your commitment to the Red Clay Consolidated School District. Please let me know how I can be of further assistance.

Best Regards,

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## **Red Clay Consolidated School District**

# **RCCSD Mission and Vision**

### **Motto**

*Preparing Today for Tomorrow*

### **Mission**

*To provide the environment, resources and commitment necessary to ensure that every student succeeds.*

### **Vision**

*Red Clay will be recognized as a leader in increasing achievement and improving outcomes for all students.*

## **RCCSD Strategic Goals**

1. Academic Excellence: Increase achievement through a foundation of high-quality elementary instruction that enables students to meet or exceed national performance standards.
2. Future Ready: Increase achievement through a high-quality secondary instructional program that enables students to thrive in school and beyond.
3. Success for All: Prepare students to reach the highest level of academic achievement by strengthening supports and interventions for academic and social-emotional growth.

## **Focus Areas**

1. High-Quality Educators
2. Operational Effectiveness
3. Community Engagement

## **Core Values**

1. High Expectations for All
2. Continuous Improvement
3. Meaningful Collaboration
4. Rich Diversity



## **Objectives of the Student Teaching Experience**

- To be engaged in teaching experiences that prepare the student to assume the role of a classroom teacher of record.
- To demonstrate competence in all job responsibilities in the student teaching placement.
- To communicate, collaborate and consult with students, teachers, administrators, and parents clearly and effectively regarding the educational process.
- To observe the behaviors and learning styles of students from a variety of cultures and socioeconomic backgrounds.
- To strengthen skills required to create, select, and implement formative and summative assessments, both formally and informally.
- To learn how to create and implement effective lessons for instruction based on best practices.
- To establish and maintain a purposeful learning environment that supports equity as well as the social and emotional well-being of students.
- To establish and maintain a purposeful learning environment that promotes social interaction, active engagement in learning activities, and self-motivation for all students.



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# Student Teacher Expectations

### Teaching Responsibilities

The first obligation of the student teacher candidate is to fulfill every role of the teacher as effectively as possible. Student teachers are encouraged to participate fully in the activities of the school including after-school activities. The student teacher will engage in collaboration with the cooperating teacher. Co-teaching is highly encouraged. Student teaching is a full-time responsibility. The student teacher's actions have an impact on the student, the pupils, the cooperating teacher, and the school community.

### Attendance

The student teacher candidate is responsible for the full teaching day. Each student reports to the school when the cooperating teacher is required to report and is to remain until the end of the scheduled day (the same schedule as the cooperating teacher). The cooperating teacher, the school, and the university supervisor must agree upon any variation in the schedule. *In the case of an absence, student teachers must notify their cooperating teacher.*

Student teacher candidates are encouraged to attend parent-teacher conferences, workshops, faculty meetings, and other professional activities as permitted by the building administration.

### Punctuality

Student teachers must observe the same rules regarding punctuality that apply to cooperating teachers. It is important that you arrive on time.

### Disciplinary Action

Cooperating teachers and principals who believe a student teacher candidate has behaved in an inappropriate manner may contact the university supervisor immediately and district personnel. The supervisor will assist the cooperating teacher and principal in addressing the matter and will coordinate any necessary disciplinary action.

### Extra-Curricular Activities

The extra-curricular program at each school site offers an excellent opportunity for a student teacher candidate to gain professional experience in planning and directing an educational program. Student teacher candidates are encouraged to assist with coaching, club, and other extra-curricular programs if the activities do not interfere with student's teaching responsibilities. The student teacher candidate should discuss any question of remuneration with the university supervisor. Student teacher candidates may assist with lunch, hall or bus duty, study halls or supervision of field trips as long as a veteran staff member is also present.



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### *Student Teacher Guidelines*

#### **1. Parking**

Student teachers are to park in designated campus personnel parking areas. Please seek clarification of campus parking procedures from your cooperating teacher.

#### **2. Identification Badges**

All student teachers must obtain an ID badge from district office. As a security measure, the ID must be worn at all times when on district property. Badges must be returned to the cooperating teacher at the end of the clinical practicum experience.

#### **3. Dress Code**

The Red Clay Consolidated School District is a professional environment. Student teachers must dress in accordance with the RCCSD dress code policy. Please refer to the RCCSD website for detailed information.

#### **DRESS CODE as stated on RCCSD website:**

The manner in which District employees dress contributes to the perceptions that others form of the District. An individual's personal appearance can create a favorable or unfavorable impression on co-workers and the public. It is especially important for staff, as representatives of the District, to present a positive image. All employees are expected to come to work well groomed and appropriately dressed.

All staff members (with the exception of transportation, maintenance, and custodial employees) are expected to comply with the following guidelines:

1. Appropriate attire includes dresses, skirts, skorts, blouses, polo shirts, sweaters, jackets, pant suits, suits, blazers, dress slacks and khakis, denim (other than blue jeans) where appropriate, shirt and tie, leather or suede shoes, and dress sandals.
2. Inappropriate attire includes leggings, stretch pants, stirrup pants, spandex pants, denim jeans, athletic wear such as sweat pants or sweat shirts, shorts, tank tops, t-shirts, bare midriffs, head wear of any type, leisure sandals (e.g., flip-flops), and sneakers.
3. Exceptions are as follows:
  - a. Principals may have special event days such as Spirit Day, Casual Dress Day, and "pajama day" holidays when staff may dress for the occasion. (On a Field Day or a field trip to a farm, for instance, jeans may be more appropriate.) Every Friday is not a jeans day, however.
  - b. Staff may request permission to wear clothing that coincides with a particular unit they are teaching. (For example, a unit on dinosaurs may include wearing a t-shirt that has a picture of a dinosaur on it.) This must receive prior approval from the building administrator.



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- c. Smocks or lab coats are acceptable when working on science, art, or other projects.
- d. Physical Education teachers may wear shorts and a shirt with a collar (e.g., polo shirt), sweat suits, and sneakers.
- e. Teachers may wear sneakers for playground duty.
- f. Staff may wear casual attire on inservice days.

**District-issued employee identification badges are to be worn in schools at all times.**

### **4. Absences**

Student teachers will adhere to their scheduled assignments. The expectation is the student teacher will be on the campus at the scheduled time. If an emergency occurs, the student teacher must contact the cooperating teacher prior to the scheduled time.

### **5. Cell Phone/Internet Usage**

The use of cell phones and internet for personal use is prohibited during instructional and duty periods. If there is an instructional need for use of the cell phones or the internet, the cooperating teacher will verify and approve the need. Acceptable use policy:  
<https://www.redclayschools.com/cms/lib/DE01903704/Centricity/Domain/66/AcceptableUsePolicy.pdf>

### **6. Language**

The school environment is no place for foul and offensive language. The words and tone of the student teacher should be free of negativity and sarcasm at all times.

### **7. Suspected Abuse Notification**

According to state law, it is a requirement to report suspected child abuse. Report any suspected abuse to the cooperating teacher immediately. Do not question the child. Only designated school officials should question the child further.

### **8. Social Networking**

\*Student teachers may not fraternize with students through Facebook, Twitter, etc. and/or any form of electronic communication. Student teachers must maintain professional rapport with the students at all times.

**\*See district Social Media Policy**



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# Roles and Responsibilities

### **COOPERATING TEACHER:**

- Provides opportunities for the student to observe effective teaching practices, processes, and procedures utilizing research-based materials and strategies.
- Observes the student teacher's instructional performance. Such observations are critical components of the student teacher's professional development. It is important that the student teacher receive specific, objective feedback.  
Observations include:
  - Review and assessment of lesson plans as well as observations and documentation of the actual lesson. The cooperating teacher will identify areas of instructional strengths and identify specific areas for refinement. The cooperating teacher and student teacher will work together to identify strategies to improve area(s) for refinement.
  - Professional dispositions. The cooperating teacher will document the student teacher's interaction with students, colleagues and administrators.
- Works to develop the student teacher candidate's classroom management skills, pedagogical knowledge, instructional practices, and other professional responsibilities.

### **UNIVERSITY SUPERVISOR:**

- Observes each student teacher candidate.
- Evaluates each observation and confers with the student teacher candidate and the cooperating teacher in an effort to improve the candidate's practice.
- Completes a recommendation for each student teacher candidate.
- Schedules, plans and conducts seminars for student teacher candidates.

### **STUDENT TEACHER CANDIDATE:**

#### *RESPONSIBILITY TO THE STUDENTS*

- Create and maintain a positive learning environment by demonstrating respect for each student.
- Maintain a professional relationship with each student.
- Be aware of students' social and emotional needs.
- Be discreet with any confidential information.
- Observe the behavior and learning styles of students of diverse cultures in order to create a classroom atmosphere that fosters multicultural understanding.



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### *RESPONSIBILITY TO RCCSD and COOPERATING TEACHER*

- Be familiar with school policies and procedures.
- Keep the same daily schedule of the cooperating teacher.
- Report to school on time and remain until the end of the designated day.
- Notify the school and the cooperating teacher as soon as possible if absence due to illness is necessary.
- Wear appropriate professional attire in compliance with school policy dress code.
- Provide the cooperating teacher with written lesson plans well in advance of teaching.
- Prepare in advance all teaching materials/technology to avoid misuse of time and misbehavior of students.
- Plan for the most efficient methods of carrying out classroom procedures and lesson transitions.
- Know and understand the major principles and concepts of the materials to ensure high levels of teaching competence.
- Incorporate a variety of teaching strategies to provide for individual learning styles and to better develop inquiry and problem-solving skills.
- Develop critical thinking through thought-provoking questions.
- Choose a variety of assessment tools and teach students to use self-evaluation.
- Provide lesson activities that require cooperation and teamwork.
- Participate in school-wide events such as teacher meetings, open houses, and other school-based activities.
- Actively seek feedback from the cooperating teacher, communicate proactively, and honestly.
- Actively participate in the midterm and final evaluation process.
- Establish professional relationships by interacting with school administrators, faculty, staff, students and parents.

\*This list contains basic roles and responsibilities. These roles and responsibilities are not limited to the items included in the list above.



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# Checklist for Student Teachers

### Daily Procedure

Time teachers enter \_\_\_\_ AM  
and leave \_\_\_\_ PM the school.

#### Learn teacher's supervisory duties:

- Recess
- Restrooms
- Halls
- Assemblies
- Study halls
- Cafeteria duties
- Buses
- Before school supervision
- Other duties

#### Homeroom procedures:

- Attendance
- Daily announcements
- Opening exercises
- Schedule for special classes
- Speech
- Music lessons
- Resource room
- Tutors
- Itinerants

#### Classroom forms and records:

- Attendance
- Absence/Tardy notes
- Hall pass forms/lavatory passes
- Health pass forms
- Grading forms and system
- Report forms and report cards
- Discipline forms
- Health records
- Permanent record forms
- IEPs and other student records
- Other special forms

#### Learn about pupils:

- Names
- Ability levels
- Methods for grouping and flexibility of the groups
- Special seating arrangements
- Special health and physical needs of students (Consult District Confidentiality Policy)
- Appropriate home and family information (Consult District Confidentiality Policy)
- Procedures for involving counselors and/or parents in helping pupils

#### Classroom Procedures:

- How pupils are expected to enter and exit the classroom or laboratory
- Method used to take and record attendance
- Method used to take and record lunch count
- Procedure to send and receive messages
- System used to dismiss pupils to other classes, recess, lunch, and fire drills
- Method used to distribute, collect, and store materials
- Procedures for pupils who finish in class work early
- Procedure to close the school day
- Field Trip Procedures

#### General supplies:

- Procedure to requisition supplies
- Location of supplies
- Supplies with free access and those which require special permission



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### **Curriculum, Instruction,**

#### **Materials:**

- Review the course of study and units for the semester
- Obtain textbooks, reference materials, supplies, tools, and equipment
- Learn the location of these materials
- Learn which materials the pupils supply
- Learn the materials the student teacher will need to supply

#### **Library/Media Center:**

- Checkout and return procedures
- Location of card catalogue, special reference materials, videos, computer software, and curriculum materials
- Become familiar with additional policies and procedures
- Allow time to preview materials which you plan to use
- Learn about location of resources to develop instructional materials

#### **Audio-visual equipment:**

- Copy machine
- Whiteboards
- Smartboards
- Overhead projector
- LCD projector
- Computer
- TV-DVR
- Listening stations with headsets
- Tape recorder
- Laminating machine
- Procedure to obtain equipment and supplies for audio-visual equipment
- Procedure to order and return materials



## Red Clay Consolidated School District

# Beyond Student Teaching

## *Résumé*

- Make sure all information is accurate.
- List all certifications.
- List your student teaching experience.
- List any jobs especially relating to the field of education.
- List any special skills that you have. What makes you stand out or unique? (Ex. You are bi-lingual, coach sports, etc.)
- List any special affiliations to which you belong (Honor Society, Geography Alliance, etc.)

## *Seeking Employment*

- University and District Job Fairs - Be prepared. Bring copies of your résumé, any letters of recommendation, and any other important information.
- [www.joindelawareschools.org](http://www.joindelawareschools.org)
- District Websites - Fill out online application. All parts must be complete prior to submission.

## *The Interview Process*

- Be on time.
- Dress appropriately.
- Bring copy of résumé, recommendations, etc.
- Know something about the school and position prior to the interview.
- Be prepared to ask one or two questions at the end. It makes you look interested in the school and position.
- After the interview, shake hands and say, “It was nice meeting with you.”
- Follow up with a thank you email and/or note.

## *Sample Interview Questions*

- What is your philosophy on discipline?
- How would you handle a situation if you and a co-worker disagreed on how to handle a student?
- Describe how you would handle a difficult parent.
- Do you believe in teaching to the state test?
- Describe your teaching style.



# Red Clay Consolidated School District



## Office of Human Resources

### STUDENT TEACHERS AND TECHNOLOGY ACCESS EFFECTIVE JANUARY 1, 2018

ACCESS	YES	NO
RED CLAY EMAIL	X	
EMAILS TO PARENTS		X
E-SCHOOL		X
DATA SERVICE CENTER	Year-long resident interns only	X
GOOGLE	X <sup>1</sup>	
ACTIVE DIRECTORY	X	
SCHOOL MESSENGER		X <sup>2</sup>
PERSONAL DEVICES ON NETWORK		X
SIGNED ACCEPTABLE USE POLICY (AUP)	X	
COPY OF SOCIAL MEDIA POLICY	X	

<sup>1</sup> Student teachers will be responsible for personally downloading any of their materials at the end of the [assignment](#). [Materials will be deleted.](#)

<sup>2</sup> [Student teachers](#) can follow the District Facebook page and website for information for weather-related closings or delays.