

General Policies to Adhere to During Practicum Fieldwork Hours and Student Teaching Experiences

WKU student teachers and fieldwork teacher candidates are guests in the schools and must follow all school and district policies and procedures. The following list of policies and regulations are not all inclusive, so it is important for student teachers and fieldwork teacher candidates to ask questions, when unsure of something. It may be helpful for student teachers to request a copy of the district and/or school handbook prior to starting their placement. This will ensure the student teacher understands all district and school policies.

- WKU student teachers and fieldwork teacher candidates shall follow the school district policy regarding photographing and digitally recording students. Therefore, before photographing/recording any student or staff member of that school, the WKU student teacher and teacher candidate should gain permission from the mentor teacher/administrator of that school.
- If allowed by a school district to post any of their students on social media, it should be of instructional activities and only on a WKU student teacher or fieldwork teacher candidates' professional social media account. WKU recommends that any sharing on professional social media accounts be done without revealing the identity/face of the students, even if allowed by the school district.
- All WKU student teachers and fieldwork teacher candidates are advised to set their personal social media accounts to a private setting and create a professional social media account to use for postings related to their student teaching experience. WKU students should not "follow" or "become friends" with students on social media.
- Other than very general information, WKU student teachers and fieldwork teacher candidates should not share personal information with students. Students are always curious, but it is important to remember to redirect students back to the instructional activity and not disclose personal information.
- WKU student teachers are expected to serve the same required school hours as the mentor teacher, including all before and after school duties. If there are extenuating circumstances, then it is the responsibility of the student teacher to alert the Office of Professional Educator Services in advance, so that a plan may be created to support the student teacher successfully fulfilling the instructional day regulation. If a plan cannot be created then the student teacher may need to make up the time missed or postpone student teaching to another semester.
- P-12 students shall not be transported in automobiles belonging to or driven by WKU student teachers and fieldwork teacher candidates.
- While most of the expectations and policies of student teaching will be shared at the Student Teaching Meeting, it is the responsibility of the student teacher to review and read all sections of the Student Teaching Handbook Site before the first day of the placement. If there is any part of the Student Teacher Handbook Site that the student teacher does not understand, it is the responsibility of the student teacher to reach out to the Office of Professional Educator Services for clarification.

<https://sites.google.com/g.wku.edu/studentteachingsite/home>