

College of Education and Human Services
Educator Certification and Academic
Services



AMTRAC

A&M-Commerce Teacher's Route to
Alternative Certification

Mentor Handbook

2015-2016



August 20, 2014

Dear Mentor,

Thank you for serving as a mentor for a Texas A&M University-Commerce Alternative Certification Intern. A mentor is a “trusted advisor who guides the professional development of another teacher.” Your primary task is to serve as a facilitator of learning for the intern. Although the tendency of the intern will be to focus all of his/her attention on surviving the day-to-day demands of the classroom; however, the internship is designed to serve as a learning experience and a means of furthering the professional development of the intern. Also, a year of supervised internship with a trained mentor is a State Board of Educator Certification requirement of the intern’s certification.

This handbook is designed to help you better understand your roles and responsibilities during this internship. It is very important that you register with the online mentor program (Performance-Based Academic Coaching Team - PACT) website so that you can access the required training and necessary forms.

Please feel free to call or email anytime you have questions or concerns. Thanks again for your help and cooperation in working with these first year teachers.

Sincerely,

Robert Nottingham

Robert Nottingham
Certification Coordinator
Robert.Nottingham@tamuc.edu
(903) 886-5671

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CONTACT INFORMATION

You may contact the A&M-Commerce Alternative Certification office by mail, phone, fax, or email:

MAIL: Alternative Certification Program
A&M-Commerce
P O Box 3011
Commerce, TX 75429

PHONE: (903) 886-5182

FAX: (903) 886-5156

Jill Woodruff, Educator Preparation & Accountability
Jill.Woodruff@tamuc.edu
PHONE: (903) 886-5886

Robert Nottingham, Certification Coordinator
Robert.Nottingham@tamuc.edu
PHONE: (903) 886-5671

Dr. Linda Mott, Director - Educational Preparation
Linda.Mott@tamuc.edu
PHONE: (903) 886-8186

OTHER CAMPUS NUMBERS

Graduate School	(903) 886-5163
Financial Aid	(903) 886-5096
TEExES	(903) 468-3082
Registrar	(903) 886-5102

Texas A&M University-Commerce Alternative Certification Program Mentor Responsibilities

The Campus Mentor Teacher Agrees to:

1. Complete online mentor training on Performance-Based Academic Coaching Team (PACT) website by assigned deadlines. Instructions are included in this handbook.
2. Provide professional support and guidance to the Alternative Certification Program teacher in the areas of classroom management, best teaching practices, instructional strategies, curriculum development, lesson planning, procedures for the first days of school, district and building policies, learning resources, special needs students, professional development , and other areas of concern to a teacher.
3. Provide ongoing professional assistance in meeting district expectations in teaching. This support may include informal classroom visits, modeling of effective teaching practices, peer coaching sessions, etc.
4. Observe the ACP teacher and offer descriptive feedback on performance in the classroom. Turn in required documents to the university supervisor. Two observations are required per semester.
5. Meet at least once every week with the intern to listen to concerns/problems and plan strategies to deal with concerns/problems. Document meetings on Log Sheet. Turn in Log Sheet to university supervisor at the end of each semester.
6. Contact the ACP Coordinato or university supervisor if there are immediate concerns.
7. Complete a Special Activities Services Agreement (also known as the Mentor Contract) and W-9 to receive stipend.
8. NOTE: All forms required will be accessible on the PACT website once the PACT introductory activities are completed online. Samples of all forms are included in this handbook for reference.

Required Paperwork (to be turned in *each* semester to university supervisor) – Download forms from PACT website:

- Log sheet
- 2 mentor observations

FALL paperwork submission deadline— due last week in November

SPRING paperwork submission deadline— due last week in Apri

DEADLINE for Mentor Contract and W-9:

- For Mentors with Interns beginning in fall – first week in November
- For Mentors with Interns beginning in spring – first week in March

NOTE: The processing of the mentor stipend requires multiple steps so please mail to the A&M-Commerce certification office by these deadlines to ensure a timely payment. Instructions for completing the contract and W-9 are included in this handbook.

Performance-Based Academic Coaching Team (PACT) *Mentor Training Instructions*

Welcome to the Texas A&M University System Online Academic Campus Mentor Training. Thank you for playing an important role in the career of our interns. Your guidance and support will have a great impact on his/her teaching career.

This training was designed to maximize your mentoring experience. Each module was carefully designed to increase your skills as a campus mentor and to help you make this first year of teaching for the intern a rewarding experience. Your effectiveness as a campus mentor can make the difference between an intern who leaves the profession after one year and an intern whose first year is the first phase of a satisfying career.

Online Academic Campus Mentor Training Orientation

Please go to the following web address to login to your online “Campus Mentor Training”:

<http://pact.tarleton.edu/pact>

1. Register as a new user:

- **Your intern must go to the PACT website and register as a Candidate in the Texas A&M University-Commerce program before you can complete the following steps.**
- Go to the PACT website (disregard the ATTENTION message in red) and select “[Click Here to Register](#)” which will link you to a “**Terms of Use Agreement**” page.
- Place the last 4 digits of your Social Security Number in the box and click on “**I Agree.**”
- You will then be on the “**Registration**” page. Complete the information and click on “**Submit.**”
- Your registration will be processed, and you will receive an email with your username and password.
- Once you receive your username and password, you may log into the PACT website, <http://pact.tarleton.edu/pact>.
- Click on Campus Mentor Training under Quick Links to access Mentor Training.
- The first time accessing the website, you will be required to complete educational background, work experience and school profile.
- After completing, return to PACT Home then Campus Mentor Training.
- Complete the “**Introduction to the PACT Web site**” and then “**PACT Content Framework.**” This must be complete before you can add your intern and complete training requirements.

MENTOR TRAINING

Welcome to the Texas A&M University System Online Academic and support we... Your guidance...
This training was designed to maximize your mentoring experience... year of teaching for the intern a rewarding experience. Your effective... and an intern wh...

The PACT Introduction and Framework must be completed prior to accessing the Modules.

To begin the mentor training, go to the [Introduction to the PACT Web site](#) module and the [PACT Content Framework](#).

Module I	Module II	Module III	Module IV
Mentoring the New Teacher This module will familiarize you with the ACP program your intern is attending. This is also the time for you and your intern to determine your goals for the school year.	Roles & Responsibility Phases of the Novice Teacher This module gives you the initial knowledge and skills you will need to nurture your novice teacher. You will learn the stages first year teachers experience and a framework from which to target support.	Quality Teaching Skills This module will incorporate the TXBESS performance standards. These standards will illustrate how beginning teachers develop the knowledge and skills that comprise the complex art of teaching.	Reflection This module will focus on the importance of reflection and the part it plays in the teaching process. Find the goals that the intern established at the beginning of the year and gauge his/her progress.

2. **To Add your intern for the current school year (NOTE – Your intern must have already registered in order for you to add his/her name):**
- Click on “**Add/Delete Intern.**”
 - Choose the **correct school year.**
 - Then choose the **Alternative Certification Program** in which your intern is enrolled (**Texas A&M University-Commerce**).
 - Click on “**Next.**”
 - The next screen you will see is the “**Add an Intern**” page. Highlight your intern’s name and click FINISH, this will automatically take you back to the MENTOR TRAINING PAGE. If your intern’s name doesn’t appear, please contact and request that they register with PACT.

3. **Completing PAPERWORK**

Once you have been successful adding your intern, you will be able to proceed with Module 1, “Mentoring the New Teacher.” Each module will include Activities that you will complete with your intern. Be sure to submit the Activities online to receive credit. A print version of Module Activities is available only for note-taking purposes.

To access the Activities, University Forms (forms include Mentor Contract, W-9, Observation sheets, and Log Sheet) and Tools for use during the school year, click on your intern’s Detail Page.

Access the Detail Page immediately to find the Mentor Contract and W-9. Please read the Mentor Contract Instructions and print and complete the Mentor Contract and W-9 forms.

Campus Mentor Training consists of four training modules *please note the completion due date listed in your Mentor Handbook:*

- Module One: **Mentoring the New Teacher** (Goal Setting)
- Module Two: **Roles & Responsibilities/Phases**
- Module Three: **Quality Teaching Skills** (Scenarios 1, 2, 3 &4)
- Module Four: **Reflection** (Goal Review)

These modules are designed to aid in the successful mentoring process you will have with your intern. These modules are built with the intent of maximizing your and your intern’s mentoring experience. Each module has a knowledge-based component which you will be introduced to specific mentoring knowledge and skills. This is followed by a collaborative component with your intern. This is a time where you can spend valuable mentoring time with your novice teacher.

Within each module, you will be asked to take a quiz. The purpose of this quiz is to test your knowledge gained in the module. Once you have completed the content and taken the quiz, it unlocks the activities to be done and the next module. When you click on any of the modules you will see a link at the bottom that says "Go to Detail Page." You will be taken to a page that has activities for each module on the left under "Activities." ***Each module activity must be completed before the coordinator will receive the report that you have completed mentor training.*** When the modules and activities are complete, the information will be sent to your intern’s ACP program for accountability purposes.

If you have any questions regarding your “Online Campus Mentor Training,” please contact:

Robert Nottingham by email Robert.Nottingham@tamuc.edu or phone 903-886-5671
Thank you!

Mentor Contract Instructions

A signed contract (Special Activities Services Agreement) and W-9 are required in order to be paid for mentoring your intern. These forms are found on the PACT website once introductory PACT activities are completed. You must complete all of the following items on the mentor contract.

- Contractor's Name – Type or print your name.
- Contractor's Complete Home Address – Type or print your complete home address (address, city, state, zip). Your payment will go to this address.
- Name of Intern – This is the name of the intern you will be mentoring.
- Contractor – At the bottom of the contract on the right-hand side you must complete **all** contractor information including your signature. An incomplete application will delay processing.

The AC Program Staff will complete the activity start date and the agreement amount. The guidelines used will be the following:

Type of Internship	Activity Dates	Agreement Amount
One year	9/1/20xx - 5/15/20xx	\$500
One semester	FALL: 9/1/20xx-12/15/20xx SPRING: 1/2/20xx-5/15/20xx	\$250

Mail Mentor Contract and W-9 to the following address:

Faxed copies will not be accepted. We must have original signature.

Texas A&M University-Commerce
Center for Educator Certification & Academic Services
P.O. Box 3011
Commerce, TX 75429

DEADLINE for Contract and W-9

- **Interns beginning in fall – first week in November**
- **Interns beginning in spring – first week in March**

*You will receive payment once **all** services have been completed.*

Please contact Robert Nottingham at 903-886-5671 or Robert.Nottingham@tamuc.edu or Wendy.Nutt@tamuc.edu, 903-886-5630 if you have any questions regarding this process.

CHECKLIST & DEADLINES

First semester begins in *FALL*

Fall Semester: NOTE: dates are approximate but deadlines should be completed as close a possible to the deadline dates.

September 30

- _____ Completion of Registration with PACT
- _____ Completion of *Introduction to PACT website, quiz and PACT content framework*
- _____ Completion of *Module 1 and Module 2* and related activities
- _____ Completion of first Mentor Observation of AC Intern

October 28

- _____ Completion of *Module 3* and related activities
- _____ Completion of second Mentor Observation of AC Intern

November 1

Submit the following items to the Texas A&M University-Commerce AC office; found on **DETAIL PAGE** of intern on the PACT website

- _____ **ORIGINAL** copy of completed and signed Mentor Contract (*Special Activities Service Agreement*)
- _____ **ORIGINAL** copy of completed and signed *W-9 form*

November 18

- _____ Completion of third Mentor Observation of AC Intern (**OPTIONAL**)

November 29

- _____ Completed log sheet for fall semester to UNIVERSITY supervisor
- _____ 2 completed observations of intern to UNIVERSITY supervisor

Spring Semester:

February 17

- _____ Completion of first Mentor Observation of AC Intern

March 24

- _____ Completion of second Mentor Observation of AC Intern

April 14

- _____ Completion of third Mentor Observation of AC Intern (**OPTIONAL**)

April 25

- _____ Completed log sheet for spring semester to UNIVERSITY supervisor
- _____ 2 completed observations of intern to UNIVERSITY supervisor

April 30

- _____ Completion of *Module 4* and related activities

The mentor payment will be processed through the university's business office at the end of the spring semester ONLY after all forms have been submitted and all training completed. Failure to submit forms and complete training by May 15 may result in forfeiture of mentor pay.

CHECKLIST & DEADLINES

First semester begins in *SPRING*

Spring Semester: NOTE: dates are approximate but deadlines should be completed as close a possible to the deadline dates.

February 7

- _____ Completion of Registration with PACT
- _____ Completion of *Introduction to PACT website, quiz and PACT content framework*
- _____ Completion of *Module 1 and Module 2* and related activities

February 17

- _____ Completion of first Mentor Observation of AC Intern

March 3

Submit the following items to the Texas A&M University-Commerce AC office; found on **DETAIL PAGE** of intern on the PACT website

- _____ **ORIGINAL** copy of completed and signed Mentor Contract (*Special Activities Service Agreement*)
- _____ **ORIGINAL** copy of completed and signed *W-9 form*

March 8

- _____ Completion of *Module 3* and related activities

March 24

- _____ Completion of second Mentor Observation of AC Intern

April 14

- _____ Completion of third Mentor Observation of AC Intern (**OPTIONAL**)

April 25

Submit the following items found on **DETAIL PAGE** of intern on the PACT website

- _____ Completed log sheet for spring semester to UNIVERSITY supervisor
- _____ 2 completed observations of intern to UNIVERSITY supervisor

Fall Semester:

September 29

- _____ Completion of first Mentor Observation of AC Intern

October 27

- _____ Completion of second Mentor Observation of AC Intern

November 17

- _____ Completion of third Mentor Observation of AC Intern (**OPTIONAL**)

November 28

- _____ Completed log sheet for fall semester to UNIVERSITY supervisor
- _____ 2 completed observations of intern to UNIVERSITY supervisor

December 5

- _____ Completion of *Module 4* and related activities

Mentors beginning in spring will be paid for the spring semester in May. A new contract and W-9 will be required for the fall semester and payment for the second semester will be made in December after all forms have been submitted and all training completed. Failure to submit forms and complete training by December 15 may result in forfeiture of pay.

College of Education and Human Services
Educator Certification and Academic Services



AMTRAC

**A&M-Commerce Teacher's Route to
Alternative Certification**

Mentor Sample Forms

2015-2016

Mentor Forms

1. **Special Activities Services Agreement (Mentor Contract)** - A form completed by the mentor teacher in order to be paid for mentoring the intern. Original must be submitted to the A&M-Commerce certification office. Form is accessible on the PACT website.
2. **W-9** - A form completed by the mentor teacher in order to be paid for mentoring the intern. Original must be submitted to the A&M-Commerce certification office. Form is accessible on the PACT website.
3. **Mentor Observation of AC Intern** - Completed by the Mentor during a formal observation of the intern. **TWO** formal observations must be completed per semester (3 pages). Completed observations are submitted to the university supervisor. Form is accessible on the PACT website.
4. **Mentor Log Sheet** – Completed by the Mentor of paid interns to track weekly activities and progress. Required during fall and spring semesters. Completed Log Sheets are submitted to the university supervisor. Form is accessible on the PACT website.

Texas A&M University-Commerce Special Activities Services Agreement/Payment Request/BW1a

Contract #: _____ **Account #:** _____ **S/L** _____ **S/A** _____ **User Ref. #** _____

Texas A&M University-Commerce ("University"), a member of the Texas A&M University System, an agency of the State of Texas, and _____ with the principal place of residence

("Contractor's Name")

located at _____ desires to enter into an Agreement this date whereby the Contractor agrees to perform the services as defined below.

("Contractor's Complete Residence Address")

Type of Activity to be performed for the University- Services Rendered & Description of Event:

Guidance to the Alternative Certification Program and Mentoring of Alternative Certification Intern.

Intern Name: _____

Term of Agreement: Activity Start Date: _____ Activity End Date: _____

Agreement Amount: \$ _____ = (Number of hours worked: _____ X Rate of Pay: \$ _____ per hr.)

The total amount to be paid the Contractor under this Agreement shall not exceed the above amount. Upon completion of the above services, pursuant to University payment guidelines and Texas Government Code 2251, the total amount shall be paid to the Contractor thirty (30) days after receipt of Contractor's invoice. This agreement is void without an amount placed in the above space provided.

Authorization:

This agreement is executed and construed under the laws of the State of Texas. It is agreed that in the execution of this agreement, no party waives any right, privilege, responsibility, immunity or defense that would otherwise be available to it. Venue in any action brought hereunder shall be Hunt County, Texas.

Dispute Resolution and Claims Reviewed:

The dispute resolution process provided for in Chapter 2260 of the Government Code shall be used by Texas A&M University-Commerce and the Contractor to attempt to resolve any claim for breach of contract. Neither the occurrence of an event nor the pendency of a claim constitutes grounds for the suspension of performance by the Contractor, in whole or in part. The designated individual responsible on behalf of Texas A&M University-Commerce for examining any claim or counterclaim and conducting any negotiations related thereto as required under §2260.052 of H.B. 826 of the 76th Texas Legislature shall be: Mr. Bert A. White, Director Purchasing and Contract Administration, Texas A&M University-Commerce.

Termination:

The University or Contractor may terminate this contract in accordance with this clause in whole or in part, whenever such termination is in the best interest of the University. Termination will be in the form of a written statement at least five (5) days prior to the termination of service. In the event of early termination, the University shall only be liable for payment of services performed prior to the termination date.

Mail to: TAMU-Commerce, Alternative Certification Program
P.O. Box 3011, Commerce, TX 75429-3011

Office Use Only	
Obj Code	Title Code

Approved: Texas A&M University-Commerce

I confirm that the work performed by the contractor listed above has been accomplished during the time frame for which funds are requested. Shared Delegation of Authority.

Bert A. White

Director, Purchasing & Contract Administration

Center for Educator Certification
Department Name

Donna Tavener, Director
Department Head Name (please print/type)

903-468-8186
Phone Number Fax Number

Original Signature & Date Required

Signature of Department Head **Date**
cyc: 031108

Contractor

A&M Employee Yes No

I certify that all above information is accurate and was deemed necessary for the event specified.

Name (please print/type)

Title (please print/type)

Payee SSN/EIN

Phone Number Fax Number

Original Signature & Date Required

Signature of Contractor **Date**

Special Services (Mentor Contract) Instructions

You must complete all of the following items on the Special Services mentor contract.

- Mentor's Name – Type or print your name.
- Mentor's Complete Home Address – Type or print your complete home address (address, city, state, zip). Your payment will go to this address.
- Name of Intern – This is the name of the intern you will be mentoring.
- Contractor – At the bottom of the contract on the right-hand side you must complete **all** contractor information, including your signature. An incomplete application will delay processing.

The AC Program Staff will complete the Contract # and Account #, activity start date and the agreement amount. The guidelines used will be the following:

Type of Internship	Activity Dates	Agreement Amount
One year	9/1/20xx-5/15/20xx	\$500
One semester	9/1/20xx-12/15/20xx or 1/5/20xx-5/1/20xx	\$250
Student Teaching semester with 2 mentors	9/1/20xx-12/15/20xx or 1/5/20xx-5/1/20xx	\$125/mentor

Mail Mentor Contract and W-9 to the following address by October 10 for Fall or February 13 for Spring.

Faxed copies will not be accepted. We must have the original signature.

Texas A&M University-Commerce
Center for Educator Certification & Academic Services
P.O. Box 3011
Commerce, TX 75429

Once we receive your completed Mentor Contract we will begin the payment process. You will receive payment once all services have been completed.

Please contact Robert Nottingham at 903-886-5671 or Robert.Nottingham@tamuc.edu if you have any questions regarding this process.

Thank you!

Observed Practices

Rate the intern on specific practice(s) you observed by circling the appropriate response.

O=Clearly Outstanding; E=Exceeds Expectations; S=Satisfactory; N=Needs Improvement; NA=Not Applicable/Observed

1. The teacher established discipline in the classroom. O E S N NA
2. The teacher motivated his/her students. O E S N NA
3. The teacher included all students in class participation. O E S N NA
4. The teacher showed personal interest in all students. O E S N NA
5. The teacher showed respect when interacting with students. O E S N NA
6. The teacher allowed time for student responses. O E S N NA
7. The teacher reacted positively during student responses. O E S N NA
8. The teacher gave specific feedback to student answers/responses. O E S N NA
9. The teacher followed up on student responses. O E S N NA
10. The teacher exhibited positive reactions to student learning performance. O E S N NA
11. The teacher allowed students to express their feelings. O E S N NA
12. The teacher promoted basic skills in the classroom. O E S N NA
13. The teacher promoted higher-level thinking in the classroom. O E S N NA
14. The teacher promoted teamwork in the classroom. O E S N NA
15. The teacher made ongoing effort to deal with the individual differences in the learner population. O E S N NA
16. The teacher demonstrated good command of the content. O E S N NA
17. The teacher appeared to do a good job of organizing class work. O E S N NA
18. How would you rate this teacher's command of instructional delivery skills? O E S N NA
19. How would you rate this teacher's command of instructional design skills (lesson plans, etc.)? O E S N NA
20. How would you rate this teacher's command of time management? O E S N NA

Post-Observation Conference (Please complete within 2 days of lesson)

Mentor and Intern/Student Teacher cooperatively complete the following regarding the teaching/learning process during the post-observation conference.

1. Please list the areas of strength.
 - A.
 - B.
 - C.
2. Please list the areas of concern.
 - A.
 - B.
 - C.
3. In order to assist the intern/student teacher with the areas of concern, the mentor and intern are going to take the following actions:
 - A.
 - B.

Comments:

Intern's Signature _____ Date _____

Mentor's Signature _____ Date _____

Please make copies and give to intern and university supervisor upon completion.

**Texas A&M-Commerce Alternative Certification Program
Mentor Log Sheet- Fall Semester**

Intern Name _____ Mentor Name _____

Dates	Activities	Mentor's Initials	Intern's Initials
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			

Please turn into university supervisor by November 29th.

**Texas A&M-Commerce Alternative Certification Program
Mentor Log Sheet- Spring Semester**

Intern Name _____ Mentor Name _____

Dates	Activities	Mentor's Initials	Intern's Initials
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			

Please turn into university supervisor by April 25th.

Code of Ethics for Texas Educators

Texas Administrative Code

Rule §247.2 Code of Ethics and Standard Practices for Texas Educators

In compliance with the Texas Education Code, §21.041(b)(8), the State Board for Educator Certification (SBEC) adopts an Educators' Code of Ethics as set forth in §247.2 of this title (relating to Code of Ethics and Standard Practices for Texas Educators). The SBEC may amend the ethics code in the same manner as any other formal rule.

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

The SBEC is solely responsible for enforcing the Educators' Code of Ethics for purposes related to certification disciplinary proceedings. The Educators' Code of Ethics is enforced through the disciplinary procedure set forth in Chapter 249 of this title (relating to Disciplinary Proceedings, Sanctions, and Contested Cases) pursuant to the purposes stated therein.

As provided in §249.5 of this title (relating to Purpose), the primary goals the SBEC seeks to achieve in educator disciplinary matters are as follows:

Professional Ethical Conduct, Practices and Performance.

- A. Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
- B. Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- C. Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- D. Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.
- E. Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
- F. Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.
- G. Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
- H. Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

- I. Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
- J. Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- K. Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
- L. Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
- M. Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

Ethical Conduct toward Professional Colleagues

- A. Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- B. Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- C. Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- D. Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- E. Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- F. Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- G. Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Ethical Conduct toward Students

- A. Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- B. Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
- C. Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- D. Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- E. Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- F. Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- G. Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- H. Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

- I. Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
- i. the nature, purpose, timing, and amount of the communication;
 - ii. the subject matter of the communication;
 - iii. whether the communication was made openly or the educator attempted to conceal the communication;
 - iv. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
 - v. whether the communication was sexually explicit; and
 - vi. whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

I understand that under the Family Educational Rights and Privacy Act of 1974 (“FERPA” 20 USC 123g; 34 CFR §99; commonly known as the “Buckley Amendment”) no disclosure of my records can be made without my written consent unless otherwise provided for in legal statutes and judicial decisions. I also understand that I may revoke this consent at any time (via written request to the educator preparation program) except to the extent that action has already been taken upon this release. Further, without such a release, I am unable to participate in any field-based experiences including 30 clock hours of observation, clinical teaching, student teaching, or internship.

NOTE: Texas A&M University-Commerce expressly discloses the following:

1. As a provider of teacher education programs, Texas A&M-Commerce must ensure its students demonstrate adherence to the Code of Ethics and Standard Practices of Texas Educators, which requires the observance of federal and state law. An arrest, indictment, conviction and/or deferred adjudication may result in a student being dismissed from the program.
2. While Texas A&M-Commerce does not perform criminal history background checks, Texas public schools are permitted by state law to conduct criminal history background checks on a person intended for hire or a person who has requested a volunteer position. As a participant in an internship in a Texas public school, you may be subject to a criminal history background check.
3. While Texas A&M-Commerce does not perform criminal history background checks, The Texas State Board for Educator Certification requests information regarding any previous arrest, indictment, conviction, and/or deferred adjudication. When applying for state certification, you will be subject to a criminal history background check by the State Board for Educator Certification. An applicant with a criminal history may be denied certification.



Signature Page

(Return this page to the teacher certification office)

Printed Name

CODE OF ETHICS

I affirm that I will comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom, as set forth by the Texas Administrative Code §247.2. As a Texas educator, in maintaining the dignity of the profession, I shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. In exemplifying ethical relations with colleagues, I shall extend just and equitable treatments to all members of the profession. In accepting a position of public trust, I shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. In fulfilling responsibilities in the community, I shall cooperate with parents and others to improve the public schools of the community.

I hereby affirm that I have read and thoroughly understand the Texas Educators' Code of Ethics TAC 247.2, and shall abide by all enforceable standards of this rule.

Mentor's Signature

Date

FERPA

I understand that under the Family Educational Rights and Privacy Act of 1974 ("FERPA" 20 USC 123g; 34 CFR §99; commonly known as the "Buckley Amendment") no disclosure of my records can be made without my written consent unless otherwise provided for in legal statutes and judicial decisions. I also understand that I may revoke this consent at any time (via written request to the educator preparation program) except to the extent that action has already been taken upon this release. Further, without such a release, I am unable to participate in any field-based experiences including 30 clock hours of observation, clinical teaching, student teaching, or internship.

I hereby affirm that I have read and thoroughly understand the FERPA and shall abide by all enforceable standards of this rule.

Mentor's Signature

Date

HANDBOOK

(Handbook available on certification web site)

I hereby affirm that I have read and thoroughly understand the Supervisor Handbook and shall abide by all enforceable standards outlined in the handbook.

Mentor's Signature

Date