

The following requirements have always been in effect. However, to clarify acceptable behavior and attire for education students, everyone is receiving a copy of this policy. There are no exceptions to any part of the policy. We are very grateful to area schools that welcome Keystone students and it is important to display professionalism at all times. Adherence is required in order for students to pass their section of Field Observation each semester.

1. When you arrive at the school, please sign in at the office. If your observation begins at 9 am, you should arrive a few minutes early to sign in so that you arrive at the classroom on time.
2. If you are unable to attend observation email both your supervisor and your cooperating teacher.
3. Remember to sign out when leaving the school.
4. Students should come to their observation site clean, with hair combed and clean clothes that have been pressed.
5. Students should visit the restroom prior to observing to eliminate disruptions and leaving the classroom unnecessarily.
6. Bring only what is necessary to the classroom. Leave extra belongings and anything not needed in the car.
7. Cell phones should be turned off and not displayed.
8. At no time during the observation should students use a cell phone or other electronic device.
9. Gum chewing is not allowed.
10. When you are in the classroom, you are encouraged to interact with the students and provide assistance, as needed to the teacher. It is your responsibility to offer assistance to your cooperating teacher every time you observe.
11. You should not be doing any homework or studying during your observation time.

Attire for Men:

1. Solid colored slacks, socks and shoes. If you are in a preschool, sneakers can be worn.
2. Collared polo or dress shirt tucked into slacks with a belt.
3. Tie is optional for secondary students.
4. No jeans or sweats of any kind.
5. No tee shirts and no writing of any kind on clothing.
6. No visible tattoos.
7. No piercings.

Attire for Women:

1. Solid colored slacks can be worn.
2. Dresses or skirts can be worn if the length is just above the knee.
3. No open toed shoes. If you are in a preschool, sneakers can be worn.
4. No leggings or tights.
5. Tops, sweaters or blouses should show no cleavage and no midriff.
6. No tank tops, no jeans and no sweats of any kind.
7. No clothing with writing.
8. No visible tattoos, no piercings other than pierced ears.