Student Teacher and Substitute Policy

Student Teachers Using CASE

A CASE-certified teacher serving as a cooperating teacher in a pre-service program is responsible for educating the secondary students taught by a pre-service (student) teacher. Therefore, Pre-service teachers may access and teach CASE curricula under the mentorship and supervision of the CASE-certified teacher during their student teaching placement. The cooperating CASE-certified teacher is responsible for arranging access to the curriculum via print or electronically while under their supervision. The pre-service teacher is responsible for removing all electronic copies of the curriculum from their personal devices and turning in all printed documents to their cooperating teacher.

Pre-service teachers cannot teach or utilize any CASE curricula after completing student teaching unless they complete a CASE certification. If a non-certified pre-service teacher is found to be using CASE curricula after student teaching, they will be violating copyright and subject to legal copyright implications.

Non-Certified Substitute Teachers Using CASE

When a substitute is needed, and the CASE-certified teacher is responsible for the education of the secondary students taught by the substitute teacher, the CASE-certified teacher can arrange for the substitute teacher to access the curriculum via print or electronically while under their supervision.

Suppose the substitute teacher is found to be using CASE curricula in classrooms where the responsible teacher is not certified. In that case, the substitute teacher will be violating copyright and subject to legal copyright implications.

When a substitute is needed for a CASE-certified teacher leaving the school and not returning, the school must request curriculum access and pay a fee. The fee will be the full CASE Institute registration fee for accessing the curriculum. Once CASE receives payment, CASE will provide temporary curriculum access. The payment for access can go towards the CASE professional development costs for a teacher of the school's choosing before CASE Institute registration deadline. The substitute teacher is responsible for removing all electronic copies of the curriculum from their devices and destroying all print documents by the end of the school year.

Suppose the substitute teacher is found to be using CASE curricula in classrooms where the replaced teacher was not certified. In that case, the substitute teacher will be violating copyright and subject to legal copyright implications.

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