

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

307-AR-0. STUDENT TEACHERS

The district will cooperate with designated, accredited area colleges and universities to provide opportunities for student teachers to complete their student teaching experience in district schools. It is expected that the cooperating teacher and student teacher will perform as a team, providing developmentally appropriate instruction for district students.

The Superintendent or designee will be responsible for coordinating the student teacher programs and for assigning student teachers to district schools. After considering the best interests of district students and staff, s/he will determine the number of student teachers the district will accept for each marking period of the school year.

Building administrators and relevant program coordinators/department heads will be responsible for selecting interested and qualified cooperating teachers to supervise the student teachers, with the agreement of the college or university supervisor.

Building Administrators

Building administrators should meet with each student teacher assigned to their building and will orient the student teachers regarding the applicable Board policies, the district's expectations and standards, school facilities, educational programs and activities.

Building administrators are responsible for monitoring the conduct of student teachers assigned to their buildings.

Building administrators may observe the instruction given by a student teacher. The results of any evaluation made during the visit will be provided to the student teacher through the cooperating teacher.

Building administrators may meet with each cooperating teacher and student teacher at the end of the assignment as a debriefing session.

Cooperating Teachers

In order to provide the highest quality experience for student teachers, only professional employees who have attained Instructional II certifications will be approved as cooperating teachers.

Any professional employee who has been recorded with significant deficiencies, needs improvement and/or unsatisfactory ratings on district evaluation forms in the most recent two (2) years will not be selected as a cooperating teacher.

At no time will the presence of a student teacher release the cooperating teacher from the responsibility of instruction, evaluation, discipline and safety of assigned students.

No cooperating teacher will be assigned a student teacher for longer than one (1) semester or two (2) marking periods within a school year. Cooperating teachers will be limited to one (1) student teacher every two (2) years with special exceptions being granted by the Assistant Superintendent or Supervisor of Elementary Education.

No cooperating teacher will be assigned more than one (1) student teacher at a time.

Cooperating teachers are responsible for monitoring the conduct of assigned student teachers.

Each cooperating teacher will be responsible for assessing the student teacher's performance and for assigning responsibilities commensurate with his/her ability and training. Conferences between the cooperating teacher and the student teacher to evaluate his/her strengths and weaknesses will be held on a regular basis and as needed.

A cooperating teacher must maintain a presence in the classroom, especially during the first eighty percent (80%) of the student teacher's placement. The teacher will provide opportunities near the end of the assignment for the student teacher to function with limited mentorship.

The cooperating teacher will recommend grades and/or provide written evaluations for a student teacher in accordance with the sponsoring institution's philosophy.

Student Teachers

Each student teacher will accept and share all assignments, duties and hours of the cooperating teacher, and attend assigned meetings.

Student teachers will be required to develop lesson plans for all student instruction in accordance with the lesson plans required for the cooperating teacher. Such plans will be submitted to the cooperating teacher for approval.

All student instruction must be developmentally appropriate, and required work must be submitted in a timely manner by the student teacher.

Student teachers will abide by the Board policies, administrative regulations and school rules at all times.

Student teachers will not be requested to act as a substitute teacher, except in cases of emergency relative to the cooperating teacher, with prior approval of the building administrator.

Colleges/Universities

Only colleges and universities with which the district has a cooperative agreement approved by the Board will have student teachers assigned to district schools.

A request by an approved college or university for placement of student teachers in district schools for the first semester must be submitted to the Superintendent during May of the preceding school year. A request for placement of student teachers for the second semester must be submitted during November of the current school year.

After approval of the request, college/university supervisors of student teachers will contact the designated building administrator and provide the following information:

1. Names of student teachers with desired grades and subjects.
2. Assurance that student teachers have met requirements for background checks and health examinations.
3. Transcript of credits or lists of course work.
4. Résumé of previous experiences with children.
5. Other information requested by building administrator.

The college/university supervisor is responsible for providing clinical supervision and evaluation of the student teacher.