

## PERSONNEL

### Observation Students: Placement Procedures

- ~~1. A placement qualifies as an observation when the college student's classroom visitation(s) results in a total of no more than four hours of participation.~~
- ~~2. Colleges and universities requesting observation placements will have students complete in duplicate the school system's Observation Placement Request Form and forward the forms to the Department of Human Resources at least four weeks in advance of the anticipated assignments.~~
- ~~3. The Department of Human Resources will distribute the observation request forms in an equitable manner to school principals with a cover letter that includes the date requests must be returned if not accepted. One of the observation request forms is to be retained in the Department of Human Resources for record keeping and for further processing if additional locations need to be contacted to place students.~~
- ~~4. Principals shall determine which teachers will be given the opportunity to mentor student observers. If the principal is unable to make a placement, the form is to be returned. Due to state requirements, teachers are not eligible for license renewal points for student placements that are fewer than five hours in duration. Therefore, observation placements, placements which are four hours or less, are not awarded license renewal points.~~
- ~~5. Colleges and universities are to be notified in writing of the confirmed observation placements.~~
- ~~6. A cooperating teacher meeting will be held each semester. This meeting provides colleges and universities that have student teacher placements in the school system with the opportunity to meet with the cooperating teachers who will be mentoring their students.~~

Approved by Superintendent: January 18, 1994

Revised by Superintendent: August 30, 2005

Rescinded by Superintendent: January 26, 2022