

Buffalo Lake-Hector-Stewart School Policy # 428
Student Teaching

I. PURPOSE

This policy defines student teaching practices, expectations and stipends in relation to district employees, post-secondary institutions & student teachers.

II. DEFINITION

A student teacher is defined as a teacher trainee, an observer. The administration and teachers involved will determine the number of trainees to be placed in the school at any one time. For the school district to participate in a cooperative agreement, the postsecondary institution's teacher preparation program must meet the standards established by the State of Minnesota.

III. GENERAL STATEMENT OF POLICY

The school district is committed to advancing the future of educators by participating in student teaching with cooperating colleges, universities and technical schools. The district's teachers are encouraged to serve in a supervisory role for future educators. The administration and teachers involved will determine the number of trainees to be placed in the school at any one time.

IV. ROLES AND RESPONSIBILITIES

A. TEACHER SUPERVISION

Administration approval is required for all placements. District teachers are responsible at all times for supervision of the classroom, and have responsibility to advise and guide student teachers and teacher interns in their work. District teachers will remain accountable for the learning, assessment and grading that occurs in the classroom when a student teacher is present.

B. STIPEND

The school district may accept a stipend directly from a postsecondary institution for the extra effort in supervising student teachers, as set forth in a cooperative agreement. This stipend and any requirements to receive a stipend are set by each institution and agreed upon by all parties. All stipends will be deposited in to the department's fund in which the student teacher participated. No individual will be permitted to accept a stipend.

C. PLACEMENT

Student teacher placement will be done by the postsecondary institution and the administration/designee, following agreement by the supervising teacher. Placement requests are not to be completed by the supervising teacher.

D. LENGTH OF PLACEMENT

Student teachers will be placed with a supervising teacher for a period of time to be determined by the cooperating agreement.

E. STUDENT TEACHER PREPARATION

Criminal background checks must be completed on all student teachers at the expense of the student teacher or the postsecondary institution. The criminal background check must be completed no more than one year prior to the student teaching assignment.

F. POST-SECONDARY INSTITUTION

The sponsoring postsecondary institution must have a supervisor who will remain in regular contact with the student teacher and school district teacher throughout the student teaching experience.

V. OTHER TEACHER PREPARATION EXPERIENCES IN THE SCHOOL

A. APPROVAL OF OTHER EXPERIENCES

The building administrator may approve other classroom experiences with postsecondary institutions' teacher education programs for other teacher preparation opportunities in the classroom. These experiences may include, but are not limited to:

- Classroom observation
- Instructional support
- Field experiences
- Supervision support

B. TEACHER SUPERVISION

The district supervising teacher who is participating in the other classroom experiences is responsible at all times for the supervision of the classroom and has the responsibility to advise and guide the student from the postsecondary institution. The student from the postsecondary institution should not be left alone to supervise students.

Legal Reference: Minn. Stat. § 122A.69 (Practice or Student Teachers)

Adopted: 6/21/2021

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