

STUDENT TEACHERS

The Board of Education recognizes the responsibility of the Patchogue-Medford Schools, its administrative and teaching staff to utilize its expertise, experience and facilities for the preparation and training of future teachers.

Toward this end, the Board of Education encourages teacher-training institutions to utilize this school district for this purpose.

All student teachers will be assigned through the human resources office, with the prior approval of the superintendent of schools. Such assignments should be made only when this acceptance is clearly indicated by the director of the department and the building principal. A student teacher cannot be placed without the cooperation and approval of a supervising teacher. Assignments should reflect suitable conditions for student teaching. Student teachers should be accepted in accordance with administrative regulations developed for this purpose.

Student teachers will remain under the direct supervision of the cooperating teacher at all times and will adhere to a professional standard that includes, but not limited to the following:

- Arrive on time and fully prepared to fulfill your obligations
- Dress and act professionally at all times
- Refrain from communicating with students on social media
- Refrain from sharing personal contact information with students
- Wear a District ID badge at all times
- Embrace cultural competency and culturally responsive practices to ensure success for all students

Failure to adhere to the above guidelines and below administrative guidelines may result in the discontinuation of the student teacher placement.

Policy Adopted:
August 28, 1973

Policy Revised:
December 16, 1991

Policy Revised:
June 4, 2001

Policy Revised:
November 22, 2021

Administrative Regulations**STUDENT TEACHERS**

1. A formal agreement between the teacher-training institution and the Patchogue-Medford School District must precede any student teaching assignment as developed by the human resources office. These agreements must clearly demonstrate that the teacher-training institution intends to provide supervision for its students. It is understood that the Patchogue-Medford School District is willing to act cooperatively in teacher training, but will not assume the principal responsibility for this task.
2. The assistant superintendent for human resources will consult with building principals as to interest and adequacies of facilities for assignment of student teachers. The principal, in turn, will nominate master teachers with whom student teachers may work. No student teacher will be assigned unless the supervising teacher indicates interest and agreement with this assignment.
3. In general, non-tenured teachers will not be assigned a student teacher.
4. In general, a Kindergarten-Grade 5 elementary school will not have more than five (5) student teachers per semester and no department in Grade 6-12 secondary schools will have more than two (2) student teachers per semester.
5. Every effort will be made to provide student teachers with classroom experiences which will cross grade levels and a variety of experiences in all areas of the subject matter within the academic discipline and will be in the spirit of State Education Department requirements. Student teaching experience should include work with children from a wide ability range.
6. Teaching assignments for student teachers will follow a pattern of gradually increasing responsibility. Student teachers are to be given opportunities for involvement with the learning process from the beginning of their assignment. Initial responsibilities for the student teachers might include providing extra help for individual students and other simple tasks. The degree of responsibility should be gradually increased to include more complex professional tasks until they are capable of leading the instructional program for the entire class.
7. Since sudden or unexpected assignment as a substitute teacher would detract from the pattern of gradual increase of responsibility and would detract from the planned college and school program, the use of student teachers as substitute teachers is educationally unsound for the children, the student teacher and the Patchogue-Medford School District. Exceptions to this rule should be made only in an emergency situation. In general, compensation for such services would be given to student teachers acting as a full-time substitute.

Student Teachers (Continued)
Administrative Regulations (Continued)

8. Student teachers are expected to meet professional standards of behavior. They are to report in and out of the building according to the procedure established for regular faculty members; they are to notify the principal when they are ill; they are to attend faculty and grade-level meetings; follow building procedures for lunch; etc.
9. The master teacher and the building principal will fully meet their responsibilities in evaluating and supervising the student teacher's work. Meeting this responsibility will satisfy the terms of the agreement with the college, but, most importantly, will satisfy the responsibilities as professional educators. Such supervision would include, but not be limited to, the following:
 - a. Lesson planning
 - b. Review of student work
 - c. Grading pupils
 - d. Observations
10. Observers of student teachers from the teacher-training institution shall be allowed to visit district instructional programs to perform their evaluation duties. They should report to the respective building principal before beginning their observation.
11. Exceptions to these regulations for good cause should be cleared with the human resources office.

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 Regulation Revised:
 November 22, 2021