

**Regulation**

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STUDENT TEACHERS

The Egg Harbor City School District is committed to providing training and preparation of future elementary teachers. Good teachers are an asset to the educational system and the district feels that student teaching and practicum placement are important for the preparation of good teachers.

Therefore, the board, within reasonable limits and with the welfare of its students as its prime concern will approve student teachers and practicum placements. The following procedures shall apply to the screening, selection and supervision of student teachers.

Requests

- A. All applicants who request student teacher and practicum placements shall submit a written application form to the chief school administrator;
- B. The chief school administrator shall forward applications to the principals of the schools in which the individuals will be placed;
- C. Requests will be processed by the principals only when accompanied by a transcript showing the courses taken to date and the grades;
- D. Upon receipt of requests (accompanied by transcripts), the principal will canvas his or her staff for a cooperating teacher;
- E. When a teaching staff member agrees to supervise the applicant, an interview shall be scheduled by the principal between the supervising teacher (if available) and the applicant;
- F. Following the interview, a decision to accept or not accept the candidate will be made and the college so notified.

Accepted candidates will, at all times, be under the direct supervision of the supervising teaching staff member.

The chief school administrator in consultation with the school principals shall endeavor to place student teachers equitably from school to school and grade to grade.

Recall

- A. The supervising teacher shall evaluate the student teacher's effectiveness;
- B. In the event the supervising teacher determines the student teacher's presence in the classroom is ineffective and/or detrimental to the educational process of the students, the supervising teacher shall report this to the principal;
- C. The principal shall verify the evaluation and determine if the student teacher shall receive corrective action, be reassigned, or dismissed;
- D. Student teachers who are dismissed shall be given the reasons for the dismissal and the college advisor notified.

STUDENT TEACHERS (regulation continued)Roll of Cooperating Teacher

The role of the supervising teacher is vital for the development of the student teacher. Supervising teachers shall provide guidance and ensure that the student teacher has the opportunity to participate in developing lesson plans, evaluating student assignments, teaching lessons and other "hands on" time to prepare for a teaching career. Supervising teachers shall endeavor to provide encouragement, helpfulness and empathy to help the student teacher begin to make the difficult transition from student to teacher to a certified teaching position.

The supervising teacher shall be:

- A. Fully responsible for his or her class at all times during the student teacher's training period;
- B. Responsible for the supervision of the student teacher's preparation according to the student teacher's college requirements and the presentation of lesson plans to ensure appropriate content and the inclusion of course requirements.

Assignment of Student Teachers

- A. Student teachers will be assigned to school buildings by the chief school administrator;
- B. The principal shall be responsible for the individual assignment of a student teacher to a particular teaching staff member and class within the school;
- C. Student teachers will be assigned to different teaching staff members in consecutive years.

General

Student teachers and practicum students are not employees of the district and, as such are not subject to the same disciplinary, contractual, and professional obligations as are the regular teaching staff members. For this reason they shall not interact with students without the guidance and supervision of the supervising teacher.

Student teachers and practicum students must be approved for placement in the district by the board upon the recommendation of the chief school administrator.

Adopted:	January 20, 2005
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