Adopted: November 26, 2007

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6/27/22; 6/26/23; 1/27/25

437 STUDENT TEACHING

I. PURPOSE

This policy defines and supports the student teacher program in South St. Paul Public Schools.

II. 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. District teachers will remain accountable for the learning, assessment and grading that occurs in the classroom when a student teacher is present.

III. DEFINITIONS

A. Observation is defined as a student conducting observations in a school setting.

B. Field Experience is defined as student tutors individuals or small groups and provides assistance as requested in a school setting

C. Student Teaching/Advanced Practicum is defined as a student who provides tutoring, completes classroom duties, and develops or delivers lesson plans. Counselors or school psychologists perform specific duties based on course requirements. Student teachers are those who have completed at least two years of an approved teacher preparation program. The building principal and/or department leader will determine the number of student teachers to be placed in the schools at any one time.

IV. COOPERATIVE AGREEMENTS

A. Colleges, universities and technical schools are required to regularly renew their district cooperative agreement (Appendix II) for student teaching supervision with South St. Paul Public Schools. The director of human resources will bring such agreements to the school board for action.
B. The director of human resources will ensure the agreement requirements are met and give district approval for the mutual agreements with the college, university or technical school.

C. 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. Exceptions to this requirement may be considered based on the recommendation of the Minnesota Department of Education.

D. Requests from postsecondary institutions are processed through the Human Resources Department. The district will follow all terms of the cooperative's agreement that do not conflict with district policies.

V. OTHER TEACHER PREPARATION EXPERIENCES IN SCHOOLS

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:

1. Classroom observation

2. Field experience

B. Teacher Supervision

The district supervising teacher 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. During those times the student teacher is to have lead teaching responsibilities in class, the district supervising teacher is required to remain in the classroom. The district teacher is responsible for all learning, assessment and grading that occurs in the classroom.

Legal References: Minn. Stat. § 122A.09 (Duties)
Minn. Stat. § 122A.40 (Employment, Contracts, Termination) Minn. Stat. § 122A.69 (Practice or Student Teachers)

Cross Reference: MSBA/MASA Model Policy 403 (Employee-Student Relationship)
MSBA/MASA Model Policy 404 (Employee Background Checks)

Appendix I to Policy 437 - Student Teaching

I. ROLES & RESPONSIBILITIES

A. Building administrator approval is required for all placements and will notify families when a classroom has been assigned a student teacher. Building administrators will conduct a formal observation with student teachers.

B. Teachers are responsible at all times for supervision of the classroom and have responsibility to guide student teachers in their work. The teachers are also responsible for learning, assessment and grading that occurs in the classroom. Teachers may supervise student teachers only once each year.

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

D. Criminal background checks must be completed through the Human Resources Department 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 six months prior to the student teaching assignment. All student teaching candidates must submit their background information at least two weeks prior to their teaching experience in the school setting.

II. TEACHER STIPEND

A. Teachers may accept a stipend directly from a postsecondary institution for the extra effort in supervising student teachers, as set forth in the cooperative agreement.

B. This stipend and any requirements to receive the stipend are set by each institution and teachers must be able to document the additional time beyond the regular workday for receiving this stipend.

III. PLACEMENT

A. Student teacher placement will be coordinated through the postsecondary institution and the Human Resources Department. Placement requests are not to be completed by the supervising teacher. The Human Resources Department will coordinate placements with the building administrator/designee.

B. A student teacher must be placed with a cooperating licensed teacher who has at least three years of teaching experience and is not in the improvement process under section 122A.40, subdivision 8.

C. The building principal, the designee of the principal, the district teacher who has accepted a student teacher, or the teacher preparation program has the right and responsibility to terminate placement if the well-being of South St. Paul Schools is not served.

D. <u>Procedure</u>

Except in a team teaching situation, the following conditions control the placement of student teachers during the course of the year:

1. No class should have more than one student teacher during the course of a school year.

2. Teachers who have completed the "Preparing for a Student Teacher" staff development course will be eligible to be considered to supervise student teachers. Completion of the course does not guarantee the assignment of a student teacher. Teachers must update themselves every five years with the refresher version of this course to be considered to supervise student teachers.

3. All student teachers will receive an orientation conducted by the Human Resources Department and the Department of Educational Services, unless school district administration, at its discretion, determines that such an orientation is not necessary due to the length of the placement.

E. Length of Placement

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

Appendix II to Policy 437 – Student Teaching

MUTUAL AGREEMENT FOR STUDENT TEACHING
BETWEEN
COLLEGE/UNIVERSITY
EDUCATION DEPARTMENT
CITY, STATE
AND
SOUTH ST. PAUL PUBLIC SCHOOLS 20XX-20XX

This agreement is entered into between South St. Paul Public Schools, South St. Paul, Minnesota (the "District") and COLLEGE/UNIVERSITY, CITY, STATE (the "College/University"). The purpose of this Agreement is to outline the terms of the training/student teaching experience for the student of the College/University and to identify the responsibilities of the College/University and the District.

The following conditions are made a part of the agreement:

(College/University) agrees to:

1. Place at the District only student teachers who are eligible for such placement under state and College/University rules, and School Board regulations. All student teacher placements will be initiated through and approved by the District through its department of human resources.

2. Inform its faculty and students of the District's policies and regulations that relate to the placement at the District.

3. Provide District with College/University student teaching expectations/requirements.

4. Pay stipend to the cooperating teacher of the District based on College/University policy for each student teacher placed.

5. Provide regular student teaching supervision by a qualified designee(s) of the College/University.

6. Cooperate with the District in the development and implementation of the District's Student Teaching Program.

7. Notify the District in the event a student teacher placed at the District is no longer enrolled in the College/University's program.

The District agrees to:

1. **Su**pply to the student teacher so placed by College/University an opportunity to work in a teaching-learning situation under the supervision of a practicing teacher who holds a continuing license and has at least three years total teaching experience.

2. CCooperate with College/University in the development and implementation of the District's Student Teaching Program.

3. Ensure that all student teachers placed at the District complete a criminal background check, at the expense of the student teacher or College/University, prior to the student teacher beginning at the District.

4. Provide appropriate supervision of the student teacher while at the District pursuant to rules promulgated by its Board. Such rules may not conflict with any minimum requirements established by the State or College/University with regard to the Student Teaching Program.

5. Immediately notify College/University if there is a change in the licensure status of any cooperating teacher providing supervision to any student teacher assigned hereunder.

6. Not replace any of its employees nor fill any vacancies normally filled by an employee with a student teacher assigned under this agreement. Therefore, a student teacher will not act as a substitute teacher.

7. Provide the College/University with copies of all policies and regulations applicable to student teachers.

8. Provide emergency medical care to the student teacher or College/University faculty member, at the District (if available) in case of injury or illness, or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness will be the sole responsibility of the College/University faculty member or student teacher who received the treatment and not the District.

9. Reserve the right to deny a student teaching opportunity to an applicant and to terminate a student teaching assignment at any time, due to a lack of funding or for any other reason.

10. Recognize that it is the policy of both the District and the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The District agrees to adhere to this policy in implementing this agreement.

Liability:
Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and will not be responsible for the acts of the other party and the results thereof. The College/University's liability will be governed by the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, as amended, and by this Agreement or any other laws applicable to the College/University. The District's liability will be governed by Minnesota Statutes Section 466.04, as amended.

Term of Agreement:
This agreement will commence on July 1, 20XX and end on June 30, 20XX. This Agreement may be terminated by either party at any time upon 60 days' written notice to the other party.

Termination by the District will not automatically become effective with respect to student teachers then participating in the learning experience program, and said student teachers may be allowed to continue at the sole option of the District.

General Provisions:

1. Neither the District nor the College/University will assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.

2. Any amendments to this agreement will be in writing and signed by authorized representatives from each party.

3. The parties agree that in fulfilling the duties of this agreement, they are responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated by the Act.

4. Student teachers are participants in an educational program, and for purposes of this agreement, shall not be considered employees of either the College/University or the District, except as provided for in Minnesota Statutes Section 122A.69. Student teachers shall not be entitled or eligible to participate in any benefits or privileges given or extended to employees of the College/University or the District, except as provided by Minnesota Statutes Section 122A.69.

5. The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "MGDPA")) that classify the College/University's written and electronic information as public, private, or confidential. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the District receives a request from a third party for any data provided to the District by the College/University, the District agrees to immediately notify the College/University. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and 34 C.F.R. § 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

6. Student teachers assigned to the learning experience program at the District under this agreement will be required to sign a Student Teaching Program Agreement before the student teacher begins the Student Teaching Program at the District.

Approved: Signed for (Insert College/University)

Date: _____

Name: _____

Title: _____

Signed for South St. Paul Public Schools

Date: _____

Name: _____

Title: _____