

430 STUDENT TEACHER AND TEACHER INTERN SUPERVISION

I. PURPOSE

This policy defines and supports the student teacher and teacher intern programs in the Sartell – St. Stephen Public Schools.

II. GENERAL STATEMENT OF POLICY

The school district is committed to advancing the future of educators by participating in student teacher and teacher internship programs 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 or teacher intern is present.

A student teacher is defined as a teacher trainee, an observer, or an intern. The Superintendent, principal, Teachers on Special Assignment and building teachers involved will determine the number of trainees to be placed in the schools at any one time.

III. COOPERATIVE AGREEMENTS

Colleges, universities, and technical schools are required to regularly renew their cooperative agreements for student teacher and teacher internship supervision with Sartell-St. Stephen Public Schools. The Superintendent will bring such agreements to the School Board for action. 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 can be considered based on the recommendation of the Minnesota Department of Education.

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

IV. ROLES AND RESPONSIBILITIES

A. Teacher Supervision

Building administrator approval is required for all placements. Teachers may supervise student teacher or teacher interns only once each year. 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. The teachers are also responsible for learning, assessment, and grading that occurs in the classroom.

B. Teacher Stipend

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

C. Placement

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

D. Length of Placement

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

E. Student Teacher/Teacher Intern Preparation

Criminal background checks must be completed on all student teachers at the expense of the student teacher/intern or the postsecondary institution. The criminal background check must be completed no more than six months prior to the student teacher or internship assignment. All student teaching and intern candidates must submit their background information at least two weeks prior to their teaching experience in the school setting. Also, a pre-experience visit with the supervising teacher is strongly encouraged. These expectations must appear in each cooperative agreement.

F. Postsecondary Institution Supervision

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

V. PLACEMENT PROCEDURE

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

1. No class should have more than one student teacher during the course of a semester.
2. No teacher should be asked to accommodate more than one student teacher during the year.
3. Probationary teachers will not be assigned student teachers unless they have at least 5 years' experience in another district and receive the building principal's approval.
4. Former Sartell – St. Stephen students and/or relatives of Sartell – St. Stephen Public

Schools staff are generally discouraged from requesting student teacher placement within the district and unless unusual circumstances exist, shall not be accepted as a student teacher within the district. It is the District's position that such individuals are better served by obtaining a student teaching placement in an unfamiliar district where there are no family connections.

VI. OTHER TEACHER PREPARATION EXPERIENCES IN THE 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:

- 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 except in extenuating circumstances. The district teacher is responsible for all learning, assessment, and grading that occurs in the classroom.

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