

## Personnel -- Certified

### Student Teachers

The Board of Education endorses participation in undergraduate student teaching programs with colleges and universities for the purpose of training competent future teachers. Student teachers will be accepted on a limited basis and placed according to availability of competent cooperating teachers.

The Board of Education authorizes the Superintendent of Schools to approve all prospective student teachers. Decisions to place a student teacher will be determined by the following:

1. Submission of a regular teacher application including copies of transcripts and references.
2. A screening and interview by the building Principal.
3. Recommendation by the building Principal to the Superintendent of Schools on accepting student teachers with the named cooperating teacher. (Normally no more than one student teacher will be assigned to a cooperating teacher in any given school year.)
4. The Superintendent of Schools may interview prospective student teachers and will make the final decision on acceptance of each student teacher.
5. The successful fulfillment of a criminal background check. (Effective July 1, 2010)

It is the responsibility of the Superintendent of Schools to notify the college or university of acceptance of student teacher(s).

Teachers who cooperate in training student teachers must be:

1. Tenured;
2. Successful teachers with good to outstanding evaluations;
3. Recommended by the Principal or Core Coordinator;
4. Participating on a voluntary basis.

(cf. 4112.5 – Security Check/Fingerprinting)

Legal Reference: Connecticut General Statutes  
 10-221d Criminal history records checks of school personnel.  
 Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA  
 04-181 and June 19 Special Session, Public Act No. 09-1)  
 29-17a Criminal history checks. Procedure. Fees.

Policy adopted: December 25, 2010

EAST HAMPTON PUBLIC SCHOOLS  
 East Hampton, Connecticut

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### **Student Teachers/Internships**

#### **Student Teacher Selection**

1. The student teacher will be interviewed by the Principal.
2. Placement will be at the Principal's discretion and continuation of it is dependent on satisfactory student-teaching performance.
3. The student teacher, prior to placement in a District school, will submit to state and national criminal checks. Placement is conditional upon the successful outcome of such criminal record check. (Starting July 1, 2010)

#### **Cooperating Teachers**

1. The cooperating teacher will be selected by the Principal.
2. The cooperating teacher must have attained tenure in East Hampton.
3. The cooperating teacher must meet with the student teacher a minimum of two times per week to check lessons, plans, rank book, etc.
4. Only the cooperating teacher will sign student progress report forms.
5. The cooperating teacher must observe the student teacher a minimum of two times per week for full periods.
6. The student teacher should be left on his/her own for periods of time with the class. The amount of this independence to be decided by the student teacher, cooperating teacher and administration, with ability and maturity to be determinants. This amount of independent work shall be committed to writing and a copy sent to the Principal.

#### **Student Teacher Load**

1. Maximum of four classes per day
2. Maximum of three different preparations
3. Provision for gradual pick-up of classes beginning with a minimum of one week of observation of the cooperating teacher before taking over any responsibility in any class.

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### **Student Teachers/Internships** (continued)

#### **Student Teacher Placement by Department**

1. There will be no more than one student teacher per cooperating teacher per year in academic areas.
2. The department head responsible for the student teacher in his/her department will evaluate and check the student teacher's progress.
3. There will be no more than six student teachers per semester in academic areas of the high school.

#### **Experience Exposure**

Student teacher will be exposed to the following experience where applicable:

- Homeroom
- Study Hall
- Creating Instructional Materials
- A.V. - overhead, etc.
- Library
- Guidance procedures
- Teacher handbook
- Rank book - Plan book
- Clubs, Chaperoning
- Mailbox
- Complete Lesson Planning
- Technology Instruction
- Literacy Instruction

#### **Waiver of Requirements**

In any of the above guidelines, the principal, cooperating teacher and/or department head may at his/her discretion, waive specific requirements provided they do not violate Board of Education policy.

Regulation adopted: December 25, 2010

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