

R 9541 STUDENT TEACHERS

- A. Procedure for the selection of student teachers in the Randolph School District:
1. A request to place student teachers in the district will be submitted to the **Assistant Superintendent or designee** by a college or university. Requests may not be made to a school, Principal or supervisor.
 2. The **Assistant Superintendent or designee** will review the request for compliance with district policy.
 3. Resumes of the student teachers along with the attached "Recommendation for Student Teaching/Practicum Request" form will be forwarded to the appropriate Principals/supervisors prior to an interview. A sealed official transcript and Mantoux test results must be presented at the interview.
 4. A student teacher must have a minimum 3.0 GPA to be considered for placement.
 5. If the Principal/supervisor accepts the student, completed the "Recommendation for Student Teaching/Practicum Request" form and attached college form(s) will be submitted to the **Assistant Superintendent or designee**.
 6. The **Assistant Superintendent or designee** will advise the college of the outcome of the interview; and, if the pupil is accepted, a letter will be included for the pupil regarding instructions for the initiation of student teaching, including full background check.
 7. The **Assistant Superintendent or designee** will complete a Board motion for acceptance of student teacher including the student teacher's name, college/university, assigned school, Cooperating Teacher and date of assignment.
 8. A Cooperating Teacher may receive an honorarium when offered by the college/university. If so, the honorarium will be included in the Board motion and processed through the district payroll department.



B. Guidelines for Principals/Supervisors

1. For each semester:
 - a. Elementary school Principals will accept no more than two (2) student teachers per school per term.
 - b. Middle and High School Principals will accept no more than five (5) teachers per school per term.
 - c. All student teachers shall be placed at the discretion of the school Principal.
2. Classroom expectations:
 - a. Student teachers may not be left alone in classrooms with a Cooperation Teacher.
 - b. Student teachers may not change Cooperating Teachers assigned by the district without approval from the **Assistant Superintendent or designee**.
3. Reporting:
 - a. The Building Principal will submit a report to the **Assistant Superintendent or designee** at the end of each semester showing the number of student teachers at each school by the subject area.

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