

## **North Kingstown School District Student Teacher Guidelines**

The North Kingstown School Department is committed to providing quality teaching, observation and practicum experiences for student teachers who come into our schools. To ensure that commitment is met, we have established the following guidelines.

**BCI CHECK** The North Kingstown school district requires the student teacher to obtain a BCI check for all field experiences. The BCI is valid for *one year* from date of issue. Students have been advised to bring a copy with them to the school they are visiting and keep a copy of their BCI with them when they are in school settings. If there is a question on how to receive a BCI please see the R.I. Attorney General's website. The Attorney General's Office that processes all background checks is located at the Attorney General Julius Michaelson Customer Service Center, 4 Howard Avenue, Cranston. They are open from 8:30 to 4:30. Students must bring a valid state issued license or identification card or passport. The cost is \$5, payable by check, money order or credit card. Cash is not accepted. Most colleges and universities will also fax the BCI to the Assistant Superintendent's Office if the placement is for the entire semester.

**STUDENT TEACHER PLACEMENT** (daily classroom practice for requested period of time, usually the fall or spring semester)

All requests for placements from college or universities must be made by the appropriate placement office or supervisor directly to the Assistant Superintendent's office. **Student teachers may not contact classroom teachers directly to request placement in their classrooms, nor may classroom teachers in the district directly contact individual students or the placement office to request students for their classrooms.**

### **PLACEMENT STEPS**

1. The college or university will contact the Assistant Superintendent's office in writing requesting placement for their student teacher. Most universities have a designated form that contains the student's name, dates of placement requested, subject area or desired grade, cooperating teacher and North Kingstown school, and the name and contact information of the supervising instructor.
2. The office of the Assistant Superintendent will contact the principal to determine if placements are available in their school building.
3. Once the principal approves the placement, the form is signed and scanned back to the university placement office for North Kingstown approval notification.
4. The student teacher will email the cooperating teacher and organize the placement details.
5. The university will scan the student's BCI and certification requirement certificates and submit to the Assistant Superintendent's office.

6. If the placement is canceled by the university, or if circumstances change, the Assistant Superintendent's office will email the principal and cooperating teacher immediately after being notified of the cancellation.

Principals may use their discretion in accepting a student teacher for placement. In the selection of cooperating teachers the school principal will verify that the requested cooperating teacher has 3 years of teaching experience. After contact has been made by the Assistant Superintendent's office to the principal, he may request an interview with the potential student teacher before the placement is accepted. If circumstances warrant a change or termination of the placement for any reason (illness of the cooperating teacher, change in district configuration, a mismatch) the principal will first contact the Assistant Superintendent's office. The placement office or university supervisor will then be contacted to discuss the appropriate way to proceed.

Student Teachers will be expected to conduct themselves professionally at all times and maintain the level of confidentiality expected of all school department employees.

## **SUPERVISION**

1. The university instructor must check in with the school principal whenever he/she visits to observe the student teacher.
2. The principal may request a final briefing with the student teacher and supervising instructor at the end of the teacher placement. The supervising instructor may request a final meeting with the principal.
3. Any materials or supplies signed out to the student teacher should be returned.
4. The student teacher may request a letter of reference from the school principal at the conclusion of the student teaching placement.

## **THE COOPERATING TEACHER**

Responsibilities include but are not limited to:

1. Orienting the student teacher to school and classroom policies and procedures.
2. Providing the student teacher with a work area with instructional materials.
3. Guiding the student teacher to teach and analyze lessons and improve teaching based on this analysis.
4. Increasing teaching responsibilities as the student teacher shows evidence of ability and confidence.
5. Mentoring the student teacher in best practices of planning and self-evaluation.
6. Utilizing the student teacher's skills, abilities and experience to provide personalized guidance and support.

7. Communicating with the university supervisor, facilitating the assessment of the student teacher's progress and performance in the requested method.

**EXTENDED OBSERVATIONS** (once a week or more for an extended period)

**SINGLE OBSERVATIONS** (single day, no extended interaction with students)

These requests may go through the Principal, with the permission of the Assistant Superintendent's office.

The student making the request may contact the school principal directly for permission to complete an observation. They may not contact a classroom teacher directly. When the student arrives at the school building, he or she must present to the principal a letter or form that includes:

- The student's name and contact information
- The college or university
- The course being taken
- The instructor of record
- The purpose and duration of the observation

All observations require a student to sign in and out at the school's main office along with providing proper identification, including a BCI and wearing a visitors tag.

Final Notes: Most student teachers value highly their experience at North Kingstown School District. Many of them return and apply for permanent and substitute positions. Please refer the potential teacher to Human Resources as they will be required to fill out applications on School Spring and obtain a Federal BCI including fingerprints if hired to substitute in our school system.