

PROCEDURES TO FOLLOW FOR ASSISTING A STUDENT TEACHER HAVING SERIOUS PERFORMANCE PROBLEMS

The university supervisor should be contacted at the earliest indication when a recommended grade of “D” or “F” may be warranted.” Pursuant to this, the following procedure is set forth:

1. With appropriate documentation, the facilitating teacher, university supervisor, subject area supervisor, or building principal indicates that in their judgment the student teacher is having serious performance problems.
2. Within five school instructional days after the indication in step 1 is communicated, the university supervisor arranges for at least two supplemental observation visits to be conducted by another classroom teacher, the building principal, or university faculty as a supplemental supervisor.
3. Upon completion of these two additional visits, a conference will be held between the student teacher, the facilitating teacher, university supervisor, and the supplemental supervisor, if applicable, to establish whether or not a specific improvement action plan should be written and implemented.
4. If a decision to enact an improvement action plan is made, a conference between the student teacher, the facilitating teacher, and the university supervisor will be arranged to discuss the specifics of such a plan.
5. The university supervisor will finalize the plan within two school instructional days and present it to the facilitating teacher and student teacher. A reasonable time period will be set in which the student teacher must demonstrate adequate improvement.
6. A conference will be held between the student teacher, the facilitating teacher, and the university supervisor at the conclusion of this period to determine whether the student teacher should be retained or withdrawn from the experience. Form ST 90 will be used to document this procedure.

The above procedures do not apply if the school has requested a withdrawal from the placement.