

Intradistrict Communication

DATE: August 1, 2019

TO: All Principals

FROM: Human Resource Administrators
Administrator of Schools

SUBJECT: Guidelines for Classroom Observations or Student Teacher Requests

Principals are directed to follow the guidelines below when receiving requests for classroom observations or student teaching assignments at their school locations. College/University students will have received and cleared a background check during their post-graduate institution program prior to beginning their classroom observation or student teaching experience. All concerns regarding college/university student assignments should be directed immediately to an HR administrator.

Classroom Observation Requests

Requests for short-term observations from college/university students or advisors must include a written request to the school principal from the college/university advisor. Such requests are approved at the discretion of the principal and the written requests are to remain at the school location. *Students approved to observe in the classroom are to be supervised at all times.*

Student Teacher Requests

During the student teacher assignment, an HR administrator will serve as a liaison between the principal and the college/university advisor; however, the advisor will work directly with the principal and the cooperating teacher.

Requests to student teach are approximately two to three months in duration and are made through the HR Department by the college/university advisor. An HR administrator will contact interested principal(s) who will then identify a cooperating teacher meeting the following criteria and expectations. The cooperating teacher must:

- 1- be a career teacher (not provisional);
- 2- is willing to complete student teacher evaluations;
- 3- is willing to work with the college/university advisor and allow the advisor to conduct classroom observations; and
- 4- will instruct, model, and mentor the student teacher in professionalism, best teaching practices and classroom management.

Please feel free to call an HR administrator with any questions regarding this process.