

**Public Schools Branch
OPERATIONAL POLICY**

| STUDENT TEACHING | |
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| <i>Policy Section</i> Human Resources | <i>Policy Number</i> 503 |
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| <i>Replaces:</i> | |

1.0 PURPOSE

- 1.1 To identify the expectations regarding Student Teacher placements within the Public Schools Branch.

2.0 POLICY STATEMENT

- 2.1 The Public Schools Branch views Student Teacher school placements as a critical part of initial teacher education. A school placement gives the Student Teacher an opportunity to experience teaching and learning in a real environment, to apply educational theory in a variety of teaching and learning situations and school contexts, and to participate in school life in a way that is structured and supported.

3.0 DEFINITION

- 3.1 Student Teacher – A person engaged in the practice of teaching while enrolled in a teacher education program.
- 3.2 Co-operating Teacher – A licensed and trained teacher selected by the School Principal to supervise a Student Teacher who is practice teaching in a classroom setting.

4.0 PARAMETERS

- 4.1 A training institution may contact a school administrator or the Public Schools Branch Human Resource Department to request an appropriate Student Teacher placement given that the student;
 - 4.1.1 Is in good standing with the training institution; and

- 4.1.2 Has had a Criminal Record Check and Vulnerable Sector Inquiry (CRC/VSI) since starting the program of study. The training institution will notify the school principal and Director of Human Resources if a student's CRC/VSI discloses a criminal record to determine the student's suitability.

5.0 SCHEDULING OF STUDENT TEACHER PLACEMENTS

- 5.1 The School Principal/designate shall allocate a Student Teacher to an agreeing Co-operating Teacher, having regard for:
 - 5.1.1 The abilities and experience of the Co-operating Teacher, in accordance with the PEITF Memorandum of Agreement;
 - 5.1.2 The stage the Student Teacher is at in his/her initial teacher education program;
 - 5.1.3 The particular needs of the learners in a particular class;
 - 5.1.4 The requirement for the Student Teacher to experience an appropriate placement context; and

6.0 EXPECTATIONS OF THE STUDENT TEACHER

- 6.1 The PSB expects Student Teachers to take a proactive approach to their own learning. They are expected to engage fully in school life and seek and avail of opportunities to observe and work alongside other teachers.
- 6.2 In accordance with the *Education Act*, a Student Teacher who is a practice teacher in a school has the same responsibilities as a teacher.
- 6.3 A Student Teacher must adhere to the policies and procedures of the Public Schools Branch.
- 6.4 A Student Teacher must read, sign, and abide by the Acceptable Use Agreement for Government-Provided Computer Technology.
- 6.5 A Student Teacher is expected to follow the teacher code of conduct/code of ethics.
- 6.6 A Student Teacher must sign a declaration of confidentiality.

7.0 ROLE OF THE CO-OPERATING TEACHER

- 7.1 A Co-operating Teacher retains primary responsibility for the progress of the pupils.
- 7.2 A Student Teacher should be accompanied by the Co-operating Teacher or appropriate staff person if meeting with a parent.
- 7.3 The Co-operating Teacher maintain a consistent classroom presence.
- 7.4 The Co-operating Teacher should afford the Student Teacher opportunities to observe his/her teaching and should observe the Student Teacher's teaching and give feedback to him/her.
- 7.5 The Co-operating Teacher should ensure that the lesson plans of the student teacher follow the prescribed curriculum.

- 7.6 The Co-operating Teacher should ensure that the Student Teacher is familiar with class rules, procedures, etc.
- 7.7 The Co-operating Teacher should work collaboratively with the Student Teacher and the training institution on learning goals and evaluation matters and bring any concerns regarding the Student Teacher's practice or professional conduct to the attention of the School Principal, Human Resource Director and the training institution.

8.0 TERMINATION OF STUDENT TEACHER PLACEMENT

- 8.1 A Student Teacher's placement with the Public Schools Branch may be terminated for failure to comply with this policy or for just cause.

9.0 CROSS REFERENCE

- 9.1 *Education Act*
- 9.2 PEITF Memorandum of Agreement

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