

**WINSLOW PUBLIC SCHOOLS
25 MESSALONSKEE AVENUE
WATERVILLE, ME 04901**

STUDENT TEACHERS

The education of children is the prime concern of each school and each teacher in the Winslow public schools.

The purpose of these guidelines is to promote a balance between the primary and immediate responsibilities for teaching our children and the secondary, but important, responsibility of providing student teaching opportunities for prospective teachers.

All teacher training institutions should become familiar with the following guidelines when considering a student teacher placement in the Winslow public schools.

- A. Each elementary school (K-5) may accept a maximum of two student teachers at any one time. The Junior and Senior High Schools may accept a number not to exceed five at any one time. Exceptions may be made by the principals when such exceptions are in the best interests of the school or a special program in the school.
- B. No teacher will accept more than one student teacher during any one school year.
- C. The school will accept student teachers subject to the following conditions:
 - 1. That the principal recommend, approve and make all initial contacts with teachers with whom student teachers may be placed;
 - 2. That student teachers clearly understand that their presence in the school is conditioned by and subject to continued adherence to all rules and regulations governing regular teachers;
 - 3. That student teachers clearly understand that their presence in school is conditional on maintaining a professional demeanor. Conduct, dress or grooming which disrupts the school program or affects the health or safety of others will result in removal from the classroom;
 - 4. That the college, student teacher and supervisor clearly understand the duration of the student teaching experience, and that subsequent changes be made only in critical cases and with the supervising teacher directly involved in the discussions of such exceptions;

5. That the college clearly designate the name of the person with authority to make decisions relative to problems which might arise relating to the fulfillment of student teaching obligations;
 6. That the principal and the supervising teacher determine the schedule and workload and delegate responsibilities to the student teacher as evidenced by the student teacher's ability to perform satisfactorily;
 7. That the supervising teacher be given any and all college policies having a bearing on the student teaching experience before the student teaching begins. Any conflicts between local guidelines and college policies should be resolved at that time; and
 8. That the supervising teacher be understanding of the process of grading the student teaching experience and his/her involvement in it.
- D. The student teacher should meet with the principal before the start of student teaching to go over arrangements and mutual expectations.
- E. Student teachers, under the guidance of the supervising teacher, should be made aware of technology, media resources and materials available for use.

ADOPTED: Prior to 1984; **REVISED:** 1/7/1991; **REVISED:** 5/21/2003

SOURCE: Board Policy