

P4611 STUDENT TEACHERS

BOARD POLICY:

The Board of Education may enter into contracts with colleges and universities for the placement of student teachers in the Wichita Public Schools. Student teachers shall possess a student teacher certificate issued by the state board of education, which authorizes student teachers to assume responsibilities of teachers in schools within limitations prescribed by the state board.

Administrative Implemental Procedures:

1. The Superintendent or designee will be responsible for negotiating and signing contractual agreements with colleges and universities for student teachers.
2. Assignment of student teachers from colleges and universities within the city is the responsibility of the building principal and the college or university involved. The assignment of student teachers from outside the city is the responsibility of the Superintendent or designee in collaboration with the building principal and the college or university involved. The assignment of student teachers should be equitable, based on the needs of the district. The cooperating teacher's consent must be obtained before being assigned a student teacher.
3. Each college and university shall provide a report to the Superintendent or designee at least two weeks prior to the close of the student teaching experience which will include: a listing of the student teachers, the name of the cooperating teacher(s), and the school(s) to which the student teacher(s) is assigned.
4. A person may not act as a student teacher without a valid student teacher certificate. Building principals are responsible for verifying student teacher certificates. After the principal validates the student teacher certificate, the certificate is kept in the possession of student teacher.
5. College supervisors of student teaching, the Superintendent, or designee, building principals, and cooperating teachers will work cooperatively to supply facilities and supervision promoting a sound teacher-education program.
6. A student teacher shall teach only subject areas and/or levels for which he/she will be eligible for certification.
7. Student teachers cannot be used as substitute teachers. No compensation will be paid student teachers performing assignments under contract.
8. Student teachers, while in the performance of their duties and responsibilities as student teachers, are legally liable for their own acts and conduct, and will be afforded protection under law to the same extent as their cooperating teachers and other officers and employees of the school district. In the temporary absence of the cooperating teachers from their classrooms and while the assigned student teachers are required to remain in

the classroom, the pupils thereof will be under the direct supervision and disciplinary control of the student teacher.

9. Approved student teachers should be advised they qualify for an injury benefit provided by the district. If an approved student teacher sustains injury while performing his/her assigned duties, the district shall provide payment for reasonable, customary, and necessary medical treatment obtained from the district authorized health care providers in an amount not to exceed \$10,000. Such payments shall be in excess of any other valid and collectible automobile, accident, or health insurance. All incidents should be reported to Employee Benefits & Insurance Management as soon as possible, but in any case within 24 hours of the injury. The benefit shall not be provided for injury sustained on the way to the assigned site or after the student teacher's duties are completed.
10. Student teachers are considered persons who have legitimate educational interests in the personally identifiable information contained in educational records of the school district's pupils.
11. Cooperating teachers will be responsible for securing materials and supplies for student teachers.

Administrative Responsibility: Human Resources

Latest Revision Date: March 2011

Previous Revision Date: March 1999 P4611