

## **Student Teachers**

The procedures for schools hosting student teachers are as follows:

- A. All student teachers must be enrolled in a teacher preparation program that has an agreement with the District. Human Resources maintains a current list of institutions with valid agreements with the District.
- B. The District will not secure student teacher placements on behalf of institutions or individual students. Requests for placement will be made to principals directly.
- C. A student teacher will generally be assigned to a teacher with no less than five years of teaching experience.
- D. Mentor teachers must be exemplary models for the profession and demonstrate the ability and willingness to share their talent and experience.
- E. Mentor teachers must demonstrate the ability to make evaluative judgement and provide meaningful feedback on instruction and assessment practices.
- F. A mentor teacher will not be assigned more than one student teacher per school year.
- G. The mentor teacher will be responsible for the class and will not delegate instructional responsibilities until the student teacher has displayed the proficiency to accept them.
- H. Principals must approve all student teacher placements.
- I. Student teachers must not be placed in settings in which personal relationships or previous experience could interfere with objective evaluation of the student teacher.
- J. No student teacher may begin their placement experience until the approving principal has completed the Bellevue School District Placement of Student Teachers form (Procedure 5641P – Exhibit A) and submitted copies to the Office of School Support and Human Resources.
- K. Upon the principal's determination of a successful student teaching experience, the principal may recommend to Human Resources a request for emergency certification.
- L. Student teachers wanting to do research projects in the Bellevue School District as part of their teacher preparation program or for any other purpose must use the District's *Student Teacher Research Request Form* (Procedure 5641P – Exhibit C). The form requires approval from the mentor teacher, principal, university advisor, and the District's Data & Assessment Department.

**Date: 9.15, 9.16**