

STUDENT TEACHER PROCEDURES

“Student Teacher” (as defined by the Washington South Supervisory Union): An individual who is supervised by a professional teaching staff member and is completing a practicum for a teaching degree. A student teacher will, at times, be alone with students and have regular opportunities to interact with them.

Initial contact for Student Teacher placement is with the appropriate building principal. The Principal and supervising classroom teacher review and agree to the requirements of the higher education institution.

If a placement is agreed upon, the Principal will:

- Complete the Student Teacher Notification form
- Send approved form to the HR Specialist in the WSSU Office.

The HR Specialist will:

- Contact the Student Teacher to make an appointment to complete required paperwork for Criminal Background Check (CRC).
 - Required Paperwork:
 - Fingerprint-supported background check (*Fee for fingerprinting is covered by the Student Teacher; no reimbursement*)
 - Child/Adult Abuse Registry Check
 - Name is checked on the Vermont Sex Offender registry
 - Emergency Contact Information Sheet
 - Technology Authorized User Agreement
 - Technology Bring Your Own Device, if applicable
- Provide the Student Teacher with a copy of the current Crisis Plan for the District.
- Provide the Student Teacher with an ID badge which will be returned to the HR Specialist at the completion of the placement.
- Contact the Building Administrator to let them know the record check is cleared. Should an issue come to the HR Specialist’s attention, the Superintendent may meet with the individual and determine eligibility.