Newton County School System

PRACTICUM / STUDENT TEACHING GUIDELINES

Practicum / Student Teacher Candidates will be assigned in the Newton County School System (NCSS) under the direction of an administrator, as approved in advance by the Human Resources Dept. in cooperation with the approved college/university coordinator.

Request for Practicum / Student Teaching Placement Form  See form for directions for submittal, approval and confirmation of placement.

Placement of Practicum / Student Teacher Candidates from Colleges/Universities

Practicum / Student Teacher Candidates from colleges/universities with current NCSS Partnership Agreement or Memoranda of Understanding referencing Practicum /Student Teaching or Internships will receive priority consideration for placement. Placement will be contingent upon prior Human Resources approval.

Pre-Service Certificate and Criminal History Check

A current criminal records check must be complete and on file with the college/university prior to commencement of any student teaching/internship experience. Candidates must provide their Pre-Service Certificate number when requesting placement. The Human Resources Dept. reserves the right to reject the request of any candidate who does not meet NCSS minimum criminal history requirements.

NCSS Employees Requesting Placement for Practicum/Student Teaching

The Human Resources Dept. will strive to accommodate requests for student teacher placements made by NCSS employees, in accordance with established Human Resources guidelines.

NCSS Employee Eligibility

An authorized leave of absence without pay, for the purpose of completing student teaching requirements to attain teaching certification, may be granted to an employee who has completed three consecutive years of satisfactory regular full-time classified NCSS service. All such leave of absence requests must be approved in advance by the Human Resources Dept.

Candidates shall be chosen for such approved professional leave on the basis of years of service, quality of past performance, relevancy of planned study to the NCSS educational program and date of application. Student teaching placement shall be made within the Human Resources Dept. guidelines at a site different from the employee’s current work location, not on the same grade level as a personal child and participants will not be compensated during such placement.

Such leave shall be granted for a period up to sixteen (16) weeks and shall not be granted to the same individual more than once.
Procedure for Requesting Leave

The employee will notify the immediate supervisor in writing of the desire to be considered for such leave at least sixty (60) calendar days prior to the date on which the leave would be scheduled to begin. Such notice shall include the following:

- Statement of the purpose of the leave
- Timeframe involved
- Name of fully accredited college/university
- Field of specialization outlining the approved program of study
- Acknowledgement that request will be approved as unpaid leave

Practicum / Student Teaching Leave Request Form (applies to eligible NCSS employees only)

Maintaining Leave Status

If, at any time during the student teaching experience, the college/university, supervising teacher or administrator reports/indicates unsatisfactory performance, such leave may be terminated by the Human Resources Dept. immediately.

Returning From Leave

A request for reinstatement should be submitted in writing to the Human Resources Dept. at least thirty (30) calendar days prior to completion of the approved leave for student teaching. Such employee will be returned to the same or equivalent position the employee held prior to the leave of absence. If an equivalent position is offered to the employee and the position is refused, than NCSS will have no further obligation to reinstate the employee.

Except as a result of documented illness or incapacity, failure to devote the entire period of leave to the purpose for which leave was granted shall constitute grounds for forfeiture of reinstatement rights.

Employee Benefits While On Leave

Employees on such approved leave may maintain employee / dependent insurance coverage and all other NCSS Board approved benefits. However, the employee is responsible for paying health (and other) insurance premiums for continuation of coverage during the period of leave in accordance with established NCSS rates and guidelines.