

## **PROCEDURES FOR STUDENT TEACHER PLACEMENT**

### **Classroom Observations**

The placement of college students for the purposes of classroom observation is an agreement made between the college/university placement office, instructor or student and the building level principal. Necessary documentation of this process includes a written request for placement specifying the student's name and the duration, dates, and times of requested observation. Since this is observation only and no students will work directly with Festus students, an FBI or local background check of the college student is not necessary.

### **Student Teaching/Internships**

Requests for student teaching and internship placements are made by college/university placement officials to the Assistant Superintendent of Teaching and Learning, via fax (636-937-8525), email (mckinnislucas@festusedu.com), or general mail (1515 Mid-Meadow Lane, Festus, MO 63028). Requests for the fall semester should be made no later than April 15<sup>th</sup> and spring semester requests should be made no later than October 15<sup>th</sup> to ensure proper placement. Requests should include the following items, at the University/Student's expense:

- ☐ Request/Application specifying student name, requested curriculum and dates
- ☐ Student's Philosophy of Teaching/Education
- ☐ Student's Resume
- ☐ Copy of Student's most recent transcripts
- ☐ Letters of Recommendation

*Please also advise if your university policy allows for student teachers to sub for their cooperating teacher.*

If suitable placement can be made, the Assistant Superintendent of Teaching and Learning will communicate with building level-administration to secure an appropriate cooperative teacher assignment. The college is then notified of placement information. Since students will be working directly with Festus students, the following items are required at the university/student's expense:

- ☐ FBI Background Check Clearance
- ☐ Proof of Negative T.B. Test (dated within one year of placement)

Festus R-VI School District is committed to providing the best learning environment possible. This environment includes the continued development of both students and staff. We look forward to continuing our commitment of assisting in the processes that create our teachers of tomorrow.

Placement requests or additional questions can be directed to:

Dr. Lucas McKinnis  
Assistant Superintendent of Teaching and Learning  
636-937-4920

mckinnislucas@festusedu.com