

## **UCTE Policy – P-12 School Wide Disruptions at Student Teaching and Field Experience Sites**

In the event that teacher preparation program faculty learn of a serious and/or long-term school-wide disruption at a clinical site, the program faculty must alert the Office of Clinical Studies (OCS) immediately. Similarly, if or when OCS learns of a school-wide disruption at a clinical site, OCS will immediately contact the appropriate Program Coordinator, Director of the teacher preparation program, and the Director of DCTE. The DCTE Director immediately will alert the appropriate Dean. The Program Coordinator, OCS, related faculty, and the Dean (or his/her designee) and appropriate LEA/charter representatives will discuss a recommended plan of action for how to move forward with, or discontinue, the student teaching and/or field placements. In the event that the school and/or district contact OCS, OCS will copy the Program Coordinator, the Field Instructor, course instructor, and the appropriate Dean (or his/her designee) on all communication.

Should the program faculty, Program Coordinator, School Director and/or the Dean (or his/her designee) and appropriate LEA/charter representatives determine that an investigation is needed, OCS will initiate efforts to collect evidence from the appropriate sources (e.g., Field Instructors, teacher candidates, school principal or other staff, the K-12 school, district Human Resources, Superintendent's office, the DDOE Charter School office). Additionally, prior to any decisions being made to remove or retain the candidates at the site, OCS will coordinate an on-site collaborative conversation between the school personnel, program faculty, and the Dean (or his/her designee).

- Once a decision regarding the status of the student teaching and/or field placements has been reached by the program faculty, OCS will notify the:
  - Field Instructor and/or Course Instructor
  - Program Coordinator
  - Department Chair/Director
  - Teacher candidate
  - Clinical Educator
  - School Administration
  - District/DDOE Charter School Office
  - DCTE Director
  - Academic Advisor
  - Appropriate LEA representatives

School-wide disruptions include, but are not limited to:

- Teacher strikes
- Work stoppage
- Criminal investigations within the school community
- School-wide safety concerns
- Misconduct on the part of school personnel
- Any abrupt or unforeseen change in administration or,
- Any other event that program faculty determine would adversely impact the safety, welfare or development of teacher candidates and/or jeopardizes the completion of a placement.

This policy guides procedures for OCS to enact before, during, and after the decision is made regarding whether or not to maintain, withdraw, and/or reassign a student teacher to a new placement.

(Approved May 14, 2018)