

STUDENT TEACHERS/INTERNS

Policy

The Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf (MECDHH/GBSD) shall encourage the development and education of teachers of the deaf by providing a challenging and rewarding experience to student teachers/interns. (Interns are hereafter referred to as student teachers.)

Philosophy

The School Board believes that one of the most beneficial learning experiences for a prospective teacher is to work as an intern with seasoned professionals in regular classes. Since most students view the student teachers the same way they view a certified teacher it is important that the student teacher understands and meets the highest standards of professional and ethical conduct. Student teachers are expected to recognize the responsibility of acting as a positive role model at all times.

Procedures

Student teachers approved by the Administration may be assigned duties appropriate to their skill levels so long as qualified supervision by the school principal and an assigned cooperating teacher assists and evaluates the student teacher according to the agreement between MECDHH/GBSD and the student teacher's training program.

Student teachers may be housed on campus if apartments are available and if approved by the Executive Director.

Student teachers will be assigned responsibilities and a cooperating teacher will be responsible for ensuring the student teacher receives a comprehensive orientation to the school, administrative policies, work schedules, and requirements needed to successfully meet the educational objectives of the assignment.

In exchange for room and board, student teachers are expected to contribute two hours per weekday to student activities such as tutoring, or other extra-curricular activities associated with the school or residence.

Supervision

Student teachers are responsible to their designated supervisors for all matters. In their absence, the Executive Director will provide any needed oversight.

Discipline

All student teachers will conform to the policies of MECDHH/GBSD. Violation of MECDHH/GBSD policies may result in immediate termination of privileges as a student teacher, a negative report to the individual's training program and, in some cases, legal action.

Each student teacher will receive a student handbook and pertinent Board policies. Student teachers will become knowledgeable of those policies, particularly in areas regarding student discipline, substance abuse, weapons, fire evacuation procedures, student records, confidentiality, mandatory reporting of child abuse, and non-smoking policies.

Because student teachers may be of similar ages to older high school students, it is essential that each recognize their personal responsibility to assume the role of teacher versus student. Student teachers at MECDHH/GBSD shall observe the following rules of personal behavior:

1. Students shall not be transported in private vehicles
2. Students shall not be taken off-island without permission of the principal or Director of Student Services
3. Students shall not be allowed in private residential spaces or apartments at any time
4. Student teachers should not enter student's residential rooms without a Residential Assistant present
5. Student teachers must avoid situations where they may be alone with students of other than at approved school activities such as tutoring. In this case tutoring shall take place in a public area
6. Student teachers shall not furnish alcohol, drugs, cigarettes, or other contraband items to students regardless of student's age
7. Student teachers shall not socialize with students on weekends or after normal working hours unless engaged in approved school activities such as sports, academic trips, field trips, etc. Sunday afternoon as the students return to the dormitory is an appropriate time to socialize with groups of students.
8. Student teachers shall not visit students' homes without permission of the principal or Executive Director
9. Sexual harassment or sexual contact with students will result in immediate termination and possible legal action
- 10 Student teachers shall not discipline any student without the direct and immediate involvement of a teacher or principal

Administrative Rules

1. Daily cleaning service is provided for the common area. The individual bedrooms are the responsibility of the occupant. MECDHH/GBSD will ensure the apartment is clean upon each student teacher's arrival, however, it is each student teacher's responsibility to leave the

apartment in the same state of cleanliness and repair as it was delivered. If necessary, cleaning and/or maintenance fees will be assessed and forwarded to the sending school. Fees must be paid prior to MECDHH/GBSD's certification of completion of student teaching.

2. The common area has a refrigerator available for the interns' personal use. Student teachers are responsible for its cleanliness.
3. Student teachers are expected to eat at least one meal per day in the cafeteria with students. Scheduling of some classes may require a student teacher's presence at lunch. In general, meals are provided to the student teachers at any time based on the operating schedule of the cafeteria.
4. On the weekends, student teachers may use school facilities as desired. Since students are not present on the weekends, student teachers are responsible for their own meals.
5. A television set and VCR are provided in the apartment common area and are for student teacher's use only. Videos with sexually explicit content are not permitted on the island and any R-rated videos are prohibited from student viewing.
6. Student teachers are responsible for their own linens. Access to a washer and dryer may be arranged through the Director of Student Services.
7. Mackworth Island is a drug free zone. Consumption of alcohol or use of drugs on the island is prohibited. As an adult role model, student teachers are expected to present themselves in the best possible light. Intoxication in front of students is never appropriate modeling.
8. Student teachers may bring personal automobiles to the island so long as appropriate insurance is maintained. Parking should be in the school or administration parking lot.
9. Questions regarding use of facilities or accommodations may be directed to the Director of Student Services.
- 10 While the apartments are not the private domains of the student teachers, privacy of the student teachers will be respected so long as good order is maintained. Student teachers are free to entertain guests in their quarters; however, the Board must approve overnight guests. All visitors must sign in and out with the Director of Student Services.

Legal Reference: 20-A MRSA § 1001

Cross Reference: KF – Governing Use of School Buildings

Reviewed and Approved on December 11, 2000 (with Superintendent Larry Taub's signature)

Edited for administrator title and school name: January 2014