

Field-Based Experiences

Procedures for Requesting Student Teaching Field-based Experiences

College/University personnel are required to make all requests for student placements in a student teaching experience with Chesapeake Public Schools through the Personnel Department.

The request should be initiated with the use of the Chesapeake Public Schools' *Field-Based Experience Form* on each referred student or an authorized request form from the institution that includes the required information on the *Field-Based Experience Form*.

Upon receipt of the request from the institution, Chesapeake Public Schools will check the Sex and Crimes Against Minors Registry to verify the student is not registered in this registry prior to the approval of a placement in a school. An authorized affirmation from the institution verifying the student is not registered in the registry will be accepted and preferred.

The request should also include a copy of the institution's field experience requirements for the student and for the assigned teacher's responsibilities with applicable forms.

The Personnel Administrator assigned to coordinate the student teaching experience will assign the student to a cooperating teacher from an approved list based on the request by the institution. The request will include the name of the institution, the name of the student, the type of student teaching experience, the subject area/grade level, the time frame for the experience and/or the hours needed to be completed, and a notification if the student is an employee of Chesapeake Public Schools. If the student is a CPS employee, he/she will be advised of the appropriate leave to be used to complete this field experience and the procedure in which to request this leave of absence:

1. The employee should discuss his/her plans to complete the student teaching experience with the building principal or immediate supervisor.
2. The employee should submit a letter requesting a leave of absence from his/her assigned position to complete the student teaching experience for the specific period of time to the Director of Personnel.

The Personnel Administrator will advise the college/university designated point of contact whenever accommodations cannot be provided for a student.

The Personnel Administrator will send an assignment confirmation notice to the cooperating teacher with a copy to the principal that will include the name of the student, the name of the college/university, the subject area/grade level, and the dates of the field experience. A copy of the Assignment Verification Form will also be enclosed with the assignment confirmation letter to the cooperating teacher to be completed at the conclusion of the student teaching experience for the purpose of receiving licensure points (a maximum of 90 points can be earned for a student teaching experience).

The Personnel Department will mail a formal confirmation letter to the college/university listing the names of each of the students being placed with a copy to the appropriate principal(s). This letter will include the names of the students, the names of the assigned cooperating teachers, and the names of the school assignments with telephone numbers. If requested by the college/university, the cooperating teacher's email address will be provided as well. The letter will also request the college/university personnel to have the student contact the principal or the school point of contact and the cooperating teacher prior to the beginning of the experience. On occasion, the Personnel Administrator will email the student placement information to the designated college/university point of contact prior to mailing the formal confirmation letter.