

**PLAINFIELD PUBLIC SCHOOLS
COOPERATIVE/MENTOR TEACHER**

PLAINFIELD TEAM Coordinating Committee POLICY

The Plainfield Board of Education follows the guidelines set forth by the Connecticut State Department of Education in establishing the following policy:

- A. The members of the Plainfield TEAM Coordinating Committee shall nominate a chairperson who will hold office for one school year and may be re-elected the following September for a second term.
- B. The length of term and number of terms a member serves on the district TEAM Coordinating Committee shall be established by the District Facilitator who will post vacancies on the committee in each building in September.
- C. The terms served by the District TEAM Coordinating Committee members shall be staggered. Terms of differing lengths will be randomly assigned to committee members by the Facilitator.
- D. Notification of a vacancy on the District TEAM Coordinating Committee shall be posted in each building within one month of the official acceptance of a member's resignation.
- E. Applicants for Vacancies on the District TEAM Coordinating Committee must submit the following to the Facilitator for review:
 - a. Present position and past experience.
 - b. A brief statement expressing reason for interest in serving on the committee.
 - c. Statement attested to with signatures of an administrator and one other teacher.
- F. If there are several interested applicants for an opening the facilitator shall organize an election which will be monitored by the committee.
- G. The information disclosed at meetings regarding applicants is confidential and must not be discussed outside of committee.
- H. The District TEAM Coordinating Committee has established an annual timeline to conduct the selection and placement process. This process will be conducted and concluded prior to the second week in March of each year in order to meet the state deadline.
- I. The District TEAM Coordinating Committee shall annually review its procedures and revise them as necessary.
- J. Should a conflict of interest arise with a member of the committee during the selection process the member shall temporarily absent himself from active membership.
- K. The Committee shall follow the principles of "Roberts Rules" where applicable.

PROCEDURES FOR COOPERATIVE/MENTOR TEACHER PROGRAM

A. Placement of Student Teachers with Cooperating Teachers

1. Initial contract regarding student teaching assignments shall be made by the University Supervisor to the Facilitator.
2. The District Facilitator shall inform district personnel regarding the placement of a student teacher with a cooperating teacher. Appropriate personnel determining final approval shall be the Facilitator, Principal and Cooperating Teacher.
3. The District Facilitator shall inform the University Supervisor of the approval of the placement.
4. The Student Teacher and the Supervisor from the University shall be introduced to the principal and the cooperating teacher. The University Supervisor and student teacher shall be introduced to the principal prior to placement.
5. The University Supervising Teacher shall report to the school office prior to each observation.
6. The Cooperating Teacher may refuse a placement without prejudice. If placement has been made, the cooperating and/or the student teacher have the right to dissolve a placement following a local review of appropriate individuals.
7. All procedures will conform to the State regulations regarding the Coop/Mentor Teacher program.

B. Placement of Beginning Teachers with Mentor Teachers

1. The District Facilitator should assign a mentor teacher to a beginning teacher with an initial certificate as soon as the new teacher is assigned to a building. However, a teacher with an initial certificate must be assigned a mentor within ten (10) days after such assignment.
2. The District Facilitator shall work as a liaison with mentors assigned to the beginning teacher.
3. A mentor may refuse a placement without prejudice. Both the initial teacher and the mentor have the right to dissolve a placement following a local review of circumstances. This review will involve all appropriate individuals. A new mentor must be assigned within ten (10) school days after the final decision is made by the parties involved.
4. All procedures will conform to the State regulations regarding the Coop/Mentor Teacher program.

Proposed: 3/8/90
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