

TEACHER CANDIDATE INTERVENTION AND REMOVAL

Due Process Procedure

1. When there is an apparent problem with the classroom performance and/or the professional performance of a teacher candidate, the teacher candidate is notified by the cooperating teacher and the university supervisor of the unsatisfactory performance. A conference is held with the university supervisor, the cooperating teacher, and the teacher candidate, where suggestions for improvement are made using the *Student Teaching Intervention Form* and signed by the supervisor, the cooperating teacher, the teacher candidate and the Director of Field Experiences.
2. During the period specified for demonstrated improvement by the teacher candidate, the university supervisor will evaluate the performance of the teacher candidate at least one full period each week. If improvement has not been demonstrated during the specified time, then agreement will be made between the cooperating teacher and the university supervisor for the removal of the teacher candidate using the following procedure:
 - a. If feasible, a meeting for the purpose of the teacher candidate removal will be held at the cooperating school site with the cooperating teacher, university supervisor and Director of Field Experiences in attendance.
 - b. The Director of Field Experiences will verbally notify the teacher candidate of the decision.
 - c. The Director of Field Experience or the university supervisor will give the teacher candidate specific reasons in writing for the removal.
 - d. The Removal Form shall be signed by the individual participants.
3. At this time, the teacher candidate will be notified of the written appeal procedure. The teacher candidate may appeal in writing to the Director of Field Experiences, who will make the recommendation to the Dean of the College of Education who will make the final decision regarding the teacher candidate's removal.
4. If the student wishes to appeal the Dean's decision and the resulting loss of credit for the student teaching course, the student will follow the appeals process as outlined in the UNK Student Code of Conduct.
5. If the teacher candidate is a member of the Student Education Association-Nebraska, the teacher candidate may wish to contact the Nebraska State Education Association for assistance.

PLEASE NOTE: The principal or superintendent has the right to terminate the teacher candidate's placement immediately if the teacher candidate is judged harmful or detrimental to the welfare or educational experiences of students and/or faculty. This includes unprofessional behavior, continuous ineffective teaching, or violating school policy. In this case, there may not be "the period specified for demonstrated improvement" as indicated above. The decision as to the teacher candidate's continuance in the program will be made with input from more than one of the following: the university supervisor, the cooperating teacher, school principal, Director of Field Experiences, Teacher Education Department Chair, and education faculty.

From the UNK Catalog: Ethical/Professional Conduct Statement

The faculty require not only students meet the academic standards of their discipline, but also the professional and ethical standards of their chosen field of study. Failure to adhere to such standards of conduct may result in the denial of admission to, or in the expulsion from, their major or minor program of study. (For more information, refer to the UNK Student Handbook, Code of Conduct.)

TEACHER CANDIDATE INTERVENTION PLAN

Teacher Candidate: _____

Date: _____

School: _____ Cooperating Teacher: _____

Areas of Concern:

Action Plan:

Supervisor Follow---up:

Teacher Candidate Signature

University Supervisor Signature

Cooperating Teacher Signature

Director of Field Experiences Signature

TEACHER CANDIDATE REMOVAL FORM

Teacher Candidate: _____ Date: _____

School/City: _____ Endorsement: _____

Comments by Cooperating Teacher:

Cooperating Teacher Name (printed) _____ *Cooperating Teacher Signature* _____

Comments by Supervisor:

Supervisor Name (printed) _____ *Supervisor Signature* _____

Comments by Director of Field Experiences:

Director of Field Experiences Name (printed) _____ *Director of Field Experiences Signature* _____

Comments by Teacher Candidate:

Teacher Candidate Name (printed) _____ *Teacher Candidate Signature* _____