

Procedures for Teacher Candidate Remediation/Reassignment/Dismissal

In certain situations, a Teacher Candidate may need to be remediated, reassigned, or dismissed from student teaching. Difficulties may include: personality conflicts, conflicting expectations, excessive absences, inadequate performance, breach of professional ethics and insurmountable discipline problems.

The following outlines procedures for remediation, reassignment, and dismissal:

A meeting will be held with the Teacher Candidate, Cooperating/Master Teacher, and University Supervisor. The Director of Professional Field Experiences, Program Coordinator, Faculty Advisor, and the site principal will be notified and may be asked to attend. Remediation, reassignment, or dismissal will be discussed.

REMEDICATION

1. A **plan of assistance meeting** will be held with the Teacher Candidate, Cooperating/Master Teacher, and University Supervisor. The Director of Professional Field Experiences, Program Coordinator, Faculty Advisor, and the site principal will be notified and may be asked to attend. Remediation will be discussed.
2. The Plan of Assistance will be prepared by the University Supervisor, in consultation with the Cooperating/Master Teacher. This plan will state the areas of concern, action (recommendations for remediation), resources needed to support teacher candidate, and date to review progress/outcome. (See Plan of Assistance form). The Teacher Candidate and University Supervisor must sign and date the plan. Copies of all evaluations, Teacher Performance Assessments, weekly block plans, competency logs, lesson plans or any pertinent paperwork are attached to the report. Copies will be given to all concerned parties.
3. The University Supervisor, in consultation with the Cooperating/Master Teacher, will document the Teacher Candidate's progress toward identified area(s) of concern. The University Supervisor will conduct a weekly formal observation and evaluation. A conference to review progress will be conducted, as stipulated in the Plan of Assistance.
4. The final responsibility for the assignment of a course grade lies with the University Supervisor.
5. This process will not be extended beyond the term of the California State University, Fresno semester.

REASSIGNMENT

1. A **reassignment meeting** will be held with the Teacher Candidate, Cooperating/Master Teacher, and University Supervisor. The Director of Professional Field Experiences, Program Coordinator, Academic Advisor, and the site principal will be notified and may be asked to attend. Reassignment will be discussed.
2. A Reassignment Form will be prepared by the University Supervisor, in consultation with the Cooperating/Master Teacher and the Director of Professional Field Experiences/Coordinator. This form will state the reasons for reassignment, including supporting documents, as well as expectations for success in the next field placement experience.

DISMISSAL

- 1. If a Teacher Candidate is asked by school site personnel to be removed from his/her classroom placement and or school site, the teacher candidate will immediately stop all contact with anyone at the school site. A joint conference will be held with the Director of Professional Field Experiences and/or Program Coordinator, University Supervisor, and Teacher Candidate at the University.**
2. A **dismissal meeting at the school site can be held whenever necessary.** It will be held with the Teacher Candidate, Cooperating/Master Teacher, and University Supervisor. The Director of Professional Field Experiences, Program Coordinator, Academic Advisor, and the site principal will be notified and may be asked to attend. Dismissal will be discussed.
3. A Dismissal Form will be prepared by the University Supervisor, in consultation with the Cooperating/Master Teacher and the Director of Professional Field Experiences/Coordinator. This form will state the reasons for dismissal, including supporting documents.
4. **Dismissal** from a field placement will result in “No Credit” (NC) for the course. If the teacher candidate wishes to continue in the program and repeat the course, a Special Consideration form is required. This form, available, on the KSOEHD website, must be completed and turned into ED 100 by the first day of registration for the following semester. The Special Consideration Committee will review all requests, make a decision, and inform the teacher candidate within one month after registration has begun. If necessary, a second Special Consideration meeting will be held one week before the first day of the semester.
5. Students who receive a grade of “No credit” (NC) a second time will be dismissed from the Credential Program. Teacher Candidates whose placements are terminated after the date for refund of tuition are responsible for full tuition regardless of circumstances leading to termination.

Student Dispute Resolution Process at KSOEHD: (Special Consideration Decision)

In the event that candidates experience problems with their program, they must first make a good faith effort to solve the matter informally by talking directly with the individual(s) concerned. If candidates feel that the issue has not been resolved, they may bring the matter to the program coordinator, and if the issue has not been resolved, then to the department chair. After completing this appeal process from their own program and department, candidates who feel the issue has not been resolved or who wish to appeal a department decision may submit a written appeal to the Special Assistant to the Dean or Associate Dean within 30 days. The Special Assistant to the Dean/Associate Dean will then convene a School Dispute Resolution Committee which comprises at least two additional faculty not associated with the prior appeal process, including one department chair, one program coordinator and others at the discretion of the convener. Candidates have the option of meeting the School Dispute Resolution Committee in person or communicating through electronic means. The School Dispute Resolution Committee shall make a recommendation to the Dean/Director of Teacher Education whose decision is final.