

Pre-Service Teacher Program: Observations and Field Supervision



Introduction

The purpose of this document is to provide clarity for DPSCD Pre-Service Teacher program partners regarding:

- Permissible activities related to university-based oversight, field supervision, and coaching
- Required background clearance and COVID-19 precautions (for pre-service teachers and university faculty/staff)
- Expectations for MOU amendments

Pre-Service Teacher program partners include any university teacher education program placing students in DPSCD schools for their clinical experiences.

Field Supervision and Faculty Oversight

Live Instruction

To limit the number of visitors in schools, university-based field supervision and coaching of pre-service teachers must be conducted virtually until further notice. University-based field supervisors, university coordinators, and coaches will not be permitted to visit schools Face to Face (F2F). Observations may occur virtually in one of two ways:

- For pre-service teachers in F2F placements (where the mentor teacher is teaching F2F), the field supervisors/coaches can connect to live instruction through Microsoft Teams via a guest invitation from the mentor teacher. **The DPSCD mentor teacher must be present throughout the full observation period.**
- For pre-service teachers in online placements (where the mentor is teaching online), the university faculty/staff member can join instruction live via a guest invitation to Microsoft Teams from the mentor teacher. **The DPSCD mentor teacher must be in the same virtual “room” as the pre-service teacher throughout the full observation period.**

Coaching sessions at which no DPSCD students are present may be conducted via Microsoft Teams. The DPSCD mentor teacher does not need to be present for such sessions to occur.

University faculty/staff are required to receive ICHAT background clearance from DPSCD for the purpose of field supervision/coaching. Furthermore, the mentor teacher must be present for all observations that include DPSCD students. This means that pre-service teachers should not conduct small group instruction (e.g., in Teams breakout rooms) that is not directly supervised by the mentor teacher during field supervision or coaching visits.

Recorded Instruction

Pre-service teachers may capture video of their F2F or online instruction to use as a reflection tool or to share with university faculty/staff for coaching purposes only when (a) parental consent for the release of students’ personally identifiable information under the Family Educational Rights and Privacy

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Act (FERPA) has been obtained and (b) the pre-service teacher and university faculty/staff affirm that they will not share the video with any other parties, will only use the video for reflection and/or coaching, and will destroy the video after it has fulfilled its intended purpose.

Background Clearance and COVID-19 Requirements

Background Clearance Requirements

The chart below is intended to outline the background clearance requirements for varying levels of pre-service teachers placed in DPSCD schools. DPSCD’s Talent Pipelines team will coordinate all LiveScan scheduling with CCBLU.

| Type | Examples | Background Clearance | Permissible Activities | Access |
|--|---|--------------------------------|---|--|
| Residents Teacher of Record | University of Michigan: The School at Marygrove Residents | LiveScan by CCBLU (employee) | Permitted to conduct all instructional activities that are permissible for full-time teaching staff | Full employee access |
| Pre-Service Residents Teaching Intern | Wayne State University Metro TRUE Residents | LiveScan by CCBLU (contractor) | Permitted to provide direct whole class, small group, and 1:1 instruction to students in presence or absence of mentor teacher (though presence of the mentor teacher is preferred for pre-service teacher developmental reasons) | <ul style="list-style-type: none"> DPSCD credentials ID Badge |
| Practicum Students | Student teachers/interns from EMU, MSU, Oakland, Grand Canyon, U of M Dearborn, and Wayne State | | | |
| Apprentices | Wayne State pre-student teachers, U of M interns converting to student teachers in Jan. 2021 | Not required | Permitted to observe and lead instruction in presence of mentor teacher only. | <ul style="list-style-type: none"> Peel off visitor badge given at school (if visiting F2F) |

COVID-19 Protocols

All pre-service teachers reporting F2F at school buildings are required to abide by the following COVID-19 protocols:

- Submit a negative COVID-19 test result dated within 1-14 days before reporting to a school location. Because test results are considered medical documentation, non-employee results must be displayed to an administrator who will review the results and affirm that the individual is cleared to report. Pre-service teachers should email Jessica Haynes, Program Associate – Talent Pipelines at Jessica.haynes@detroitk12.org to schedule an appointment to display the negative results.
- Complete the daily symptom check (see Appendix) and attest that they are not experiencing any symptoms before entering the building.

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- Complete a temperature check at one of the kiosks located in school buildings.
- Consistently follow social distancing guidelines.
- Consistently wear appropriate PPE.
- Report any positive cases of COVID, including their own results, to administration immediately.

Amendments to MOUs

Pre-Service Teacher program partners are not required to amend their MOUs to engage in pre-service teaching, observations, and field supervision. The activities described in this document can occur without an amendment. However, please note that the guidance in this document must be followed to remain in good standing with the District. Failure to comply with the requirements listed may result in consequences up to and including the termination of the partnership with DPSCD.

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Appendix: Covid-19 Staff Symptom Check

Covid-19 Staff Symptom Check

Start of Block: Introductory Statement

Q1 This required daily symptom check must be completed before entering your workplace. If you are feeling ill, do not come to work. If you develop any of the symptoms below, get medical attention immediately: Trouble breathing Persistent pain or pressure in the chest New confusion or inability to wake up Bluish lips or face

This survey has changed and you no longer need to enter your contact information.

****Note - falsifying or misrepresenting information in this survey may lead to disciplinary action****

End of Block: Introductory Statement

Start of Block: Temperature

Q3 Can you measure your temperature right now?

Yes (1)

No (2)

Display This Question:

If Can you measure your temperature right now? = Yes

Q4 Slide the bar below to indicate your current temperature.

97 98 98 99 99 100 100 101 101 102 102 103

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Contact Compliance for more information at (313) 240-4377 or detroitk12.org/admin/compliance.

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Current Temperature ()



End of Block: Temperature

Start of Block: Symptoms

Q5 Please indicate if you are experiencing any symptoms below that are unrelated to a preexisting condition such as asthma, allergies, etc.

If you are not experiencing any symptoms, click next to move to the next question.

- Fever (1)
- Chills (2)
- Muscle aches (3)
- Runny nose (4)
- Shortness of breath (5)
- Cough, newly developed or worsening (6)
- Sore throat (7)
- Headache (8)
- Abdominal pain (9)
- Nausea or vomiting (10)
- Sudden loss of taste or sense of smell (11)

End of Block: Symptoms

Start of Block: Close Contact

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Q6 Have you recently come in contact (within 6 feet for 15 minutes or more) with someone who, in the last two weeks, tested positive for COVID-19?

Yes (1)

No (2)

End of Block: Close Contact