

# Policies and Procedures



(Revised Summer 2018)

## **POLICIES AND PROCEDURES**

The School of Education (SOE) has created and adopted various policies and procedures to aid in the governance and organization of the Elementary Teacher Education Program. The SOE has identified key policies and procedures which are unique to the program and others which are generic in nature. The policies and procedures apply and support all phases within the ETEP program.

### **Accommodations for Students with Disabilities**

The responsibility for acquiring accommodation services for any student rests with the individual student. Advisors, faculty members, and administrators can help students only if a formal request is made and only if an official certification of the disability is completed. For information, contact the Student Accessibility Support Service Coordinator, in Stidham Hall, Room 107, or call 785-832-6607.

### **Admissions**

See requirements and processes for admittance into the ETEP program in the handbook.

Continuing students who have or will complete the Para-Professional Education AA degree in the spring semester may begin the ETEP admission process in January.

Application form is available in Parker Hall, Room 150 or online at [www.haskell.edu](http://www.haskell.edu). Application packets are due February 15 to the SOE Department Chair. Incomplete and/or late applications may delay the process or may not be considered.

### **Attendance/Absences**

The School of Education is committed to “developing Native Leaders who are critical thinkers, reflective practitioners, and caring leaders for tomorrow’s schools.” In preparation for becoming a Native Leader, regular class attendance is crucial to the development of a candidate’s knowledge and skills.

Haskell Indian Nations University’s General Catalog states, Regular class attendance is required to maintain eligibility for on-campus housing, student financial aid, athletic eligibility, student club participation, and most scholarships. Regular class attendance is crucial to the development of student knowledge and skills. Students are expected to attend all classes. Class attendance is a student responsibility.

- Instructors will record attendance and provide this information to the Financial Aid Office when needed to calculate a refund and repayment of financial assistance.
- Instructors will inform students of the attendance policy, including policies on grades for late assignments, tardiness, make-up work, and referral to counseling or Haskell Student Success Center in 131 Sequoyah Hall.
- Absences for officially documented illnesses, emergency situations, school sponsored activities, or participation in significant cultural responsibilities in the student’s community may be helpful in assessing reasons for absences, but are not considered to be excused absences from exams, or approved to not submit class material, or assigned work.

- A documented illness requires a signed doctor’s statement and does not include appointments that may be made at other times.

A student dismissed for excessive absences, according to the stated policies, will receive a “WF” in the course. Students may appeal a dismissal to the instructor (recording error) and then to the Dean for a Departmental Review.

Candidates enrolled in all SOE courses are hereby notified that excessive absences will result in a grade reduction, and will be calculated using the following procedure.

Courses Meeting Twice a Week - Two absences are allowed without affecting the course grade. Any absence beyond two days will result in grade reductions. Three percent (3%) will be deducted for each absence for the third and fourth absence. For every subsequent absence, an additional 5% will be deducted from the final grade. (See chart.)

| Absences | Total percentage grade reduction |  |
|----------|----------------------------------|--|
| 1        | 0%                               |  |
| 2        | 0%                               |  |
| 3        | 3%                               |  |
| 4        | 6%                               |  |
| 5        | 11%                              |  |
| 6        | 16%**                            |  |
| 7        | 22                               |  |

\*\*Passing the course is unlikely at this step.

Courses Meeting Once a Week - One absence is allowed without affecting the course grade. Any absence beyond one day will result in grade reductions. Five percent (5%) will be deducted for each absence for the second and third absence. For every subsequent absence, an additional 5% will be deducted from the final grade. (See chart.)

| Absences | Total percentage grade reduction |  |
|----------|----------------------------------|--|
| 1        | 0%                               |  |
| 2        | 5%                               |  |
| 3        | 10%                              |  |
| 4        | 20%***                           |  |

\*\*\*Passing the course is unlikely at this step.

\*Exceptions to this policy, such as absences related to University-sponsored activities, emergency situations, and required participation in significant cultural responsibilities in the student’s community, must be approved by the Dean, Department Chair, and/or University VPAA or University President.

A candidate dismissed for excessive absences, according to the stated policies, will receive a “WF” in the course. Students may appeal a dismissal to the instructor

(recording error) and then to the Dean for a Departmental Review. (As per Haskell Indian Nations University General Catalog.)

Candidates enrolled in SOE courses are hereby notified that the above cited University policy will be utilized by the SOE instructors. Candidates who accumulate beyond the allowed number of absences indicated above and have a failing grade will be recommended for dismissal by the course instructor.

**Please note:** The attendance policy applied to all ETEP field experience courses differs from the attendance policy applied to class sessions held on-campus. Accumulation of required observation, site visit, field experience, practicum and student teaching hours each semester support the critical development of “theory into practice” and are key to quality teacher candidate development. Regular attendance is required and monitored.

### **Student Lounge**

The SOE has provided a teacher candidate lounge inside PK 139 due to the amount of time required to be in PK during the program. Teacher candidates are encouraged to use any of the equipment and are also encouraged to label personal food in the refrigerator or cupboards. Teacher candidates are also responsible for the cleanliness of the area.

### **Code of Ethics**

When placed in any host school, ETEP candidates are expected to adhere to Kansas Educator Code of Conduct. The Kansas State Board of Education adopted the Kansas Code of Conduct on December 17, 2013 (See <http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation>).

### **Computer Lab**

A computer lab is available in Parker Hall, Room 147, for use by students enrolled in ETEP courses. The School of Education (SOE) computer lab is closed when a class is in session in the lab. Computers are to be utilized for completing class assignments and activities. Web surfing, checking email or non-related class activity during class time is inappropriate. Storage devices are required for storing documents, etc. (unless otherwise directed by the instructor). Drink and food are prohibited on and around computer tables and computer area. ETEP students using the lab, are responsible for keeping computer areas clean and will be asked to periodically clean computers and/or equipment. Printers are to be used only for printing resources/documents to be used for course-related work.

### **Dismissal from the ETEP**

The following actions are means for automatic dismissal from the ETEP:

- Academic misconduct- failure to adhere to all Haskell Indian Nations University and/or SOE conduct codes, policies and procedures;
- Personal misconduct- failure to adhere to all Haskell Indian Nations University conduct codes, policies and procedures (see University Catalog);
- Professional misconduct- when engaged in ETEP field placement experiences, all teacher candidates must adhere to the professional code of conduct for teachers, as identified by the Kansas Educator Code of Conduct.

- Failure to meet minimum criteria at transition points;
- Failure to secure and provide ETEP staff with verification of liability insurance (personal or through NEA);
- Failure to secure and provide ETEP staff with the Certification of Health for School Personnel K.S. A. 72-5212

Procedures for Dismissal

If a problem(s) occurs that creates the consideration of termination of a student’s inclusion in the ETEP, the faculty and Dean of Professional Schools will notify the student in writing. This letter will provide a date, time and location of a meeting to be held to address the possible violations, concerns, and termination. Whenever possible, the ETEP student will be provided with written documentation and/or supporting artifacts related to the concerns.

**Due Process**

Students have the right to due process as provided by University policy. See University Catalog (Academic Review).

**Elementary Teacher Education Program Fees**

Teacher candidates entering the Elementary Teacher Education Program (ETEP) are required to pay additional fees. The fees are associated to specific semesters based on field experience hours, textbook fees, and other semester expenses. Candidates are still required to pay for the University fees required for on-campus students (\$715.00) and off-campus students (\$240.00). The fees are listed by semesters below:

**Sophomore II Semester**

| Type of Fees   | Cost     | Payment To  |
|--|----------|---|
| <b>Praxis I</b> Core Academic Skills for Educators: Combined Test (Reading, Writing and Mathematics) Test code: 5751 | \$150.00 | ETS via credit card at <a href="http://www.ets.org">www.ets.org</a> |
| Total  | \$150.00 |   |

**Junior I Semester**

| Types of Fees   | Cost   | Payment To   |
|---|--|--|
| NEA Membership - includes liability insurance for 1 year and other benefits | \$15.00 (national org.)<br>\$5.00 (local chapter)          | NEA via credit card at <a href="http://www.nea.org">www.nea.org</a>                      |
| TaskStream  | \$69.00 2 yr. membership<br>or<br>\$42.00 1 yr. membership | TaskStream via credit card at <a href="http://www.taskstream.com">www.taskstream.com</a> |
| Textbooks (new, used or electronic)   | Estimated amount<br>\$400.00                               | *Candidates are required to purchase textbooks on their                                  |

|       |                     |                              |
|-------|---------------------|------------------------------|
|       |                     | own through on-line sources. |
| Total | \$462.00 - \$489.00 |                              |

### Junior II Semester

| Types of Fees  | Cost                         | Payment To   |
|--|------------------------------|--|
| Field Experience II Fee (EED 350 Field Experience in K-3 Classrooms) | \$75.00                      | Business Office  |
| Textbooks(new, used or electronic)                                   | Estimated amount<br>\$450.00 | *Candidates are required to purchase textbooks on their own through on-line sources. |
| Total  | \$525.00                     |  |

### Senior I Semester

| Types of Fees  | Cost   | Payment To   |
|--|--|--|
| KNEA-SP Membership- includes liability insurance and other benefits  | \$15.00 (national)<br>\$5.00 (local chapter) | NEA via credit card at <a href="http://www.nea.org">www.nea.org</a>                      |
| Pre-Student Teaching Fee (EED 480 Pre-Student Teaching in the K-6 Classroom)                                   | \$100.00                                     | Business Office  |
| + TaskStream   | \$42.00 1 yr. membership                     | TaskStream via credit card at <a href="http://www.taskstream.com">www.taskstream.com</a> |
| <b>Elementary Education: Content Knowledge (CKT)</b> for Teaching (Rdg/LA, Math, Science, Social Studies) 7811 | \$199.00 exam cost for all 4 Sub-tests       | ETS via credit card at <a href="http://www.ets.org">www.ets.org</a>                      |
| Textbooks (new, used or electronic)  | Estimated amount<br>\$500.00                 | * Candidates are required to purchase textbooks on their own via on-line sources.        |
| Total  | \$861.00                                     |  |

### Senior II Semester

| Types of Fees  | Cost     | Payment To      |
|--|----------|-----------------|
| Student Teaching Fee (EED 490 Student Teaching in K-6 Classroom) | \$200.00 | Business Office |

|  |                     |   |
|--|---------------------|---|
| <b>Praxis II</b> PLT Principles of Learning and Teaching: Grades K–6 Exam<br>Test Code: 5622 | \$145.00 exam cost  | ETS via credit card at <a href="http://www.ets.org">www.ets.org</a> |
| KPTP Scoring Fee   | \$60.00             | Business Office   |
| License Application Fee  | \$70.00             | KSDE  |
| Background Fee   | \$50.00             | KSDE  |
| Fingerprinting Fee   | \$10-\$15           | Law Enforcement Agency  |
| Teaching Supplies  | \$100-\$150.00      |   |
| Total  | \$636.00 - \$691.00 |   |

All licensure fees are subject to change (KSDE).

### **Fees Required for Field Experience (Jr. II), the Pre-Student Teaching Practicum (Sr. I), and Student Teaching (Sr. II)**

All teacher candidates are required to pay fees regarding site visitations, field experience, practicum and student teaching placement by the start of each semester. These fees are used for expenses incurred when traveling for school site visitations and/or to provide small stipends to host teachers.

### **Grievance Procedure (as per Haskell Academic Polies and Procedures March 2012 & catalog – Academic Review)**

Process for resolving candidate complaints

- Candidates should make an attempt to resolve complaints with his/her instructor.
- If the candidate is afraid to approach the instructor or fails to resolve the matter after meeting with the instructor, the candidate should schedule a meeting to discuss the complaint with the supervising Dean.
- The SOE complaint form should be completed for a record of the complaint.
- The Dean will inform the instructor of the complaint and arrange a meeting with the instructor. The instructor will be provided the opportunity to respond to the complaint and requested to identify possible solutions.
- The Dean will attempt to resolve the complaint at this level. If the complaint cannot be resolved at this level, the candidate will be informed of his/her right to proceed with a formal appeal to a Departmental Review Board.
- Candidates may file a written complaint with the Dean, and an Academic Appeals Panel will be convened within the department/school to review the matter.
- The panel will have thirty (30) days to investigate the complaint and make a recommendation to the appropriate Dean.
- The presiding Dean will issue a decision within 10 days after receive the panel's recommendation.
- Students may initiate an Academic Appeal to the Vice-President for Academics for decisions affecting their grades, enrollment, readmission, or academic status if they are not satisfied with a decision reached by Department/School Review.

All ETEP students/teacher candidates requesting a review of academic decision adversely affecting their grades, enrollment, readmission, or academic status may submit an appeal to the Departmental Review Board (convened by the Dean of Professional Schools). If the student/teacher candidate does not agree with the decision of the DRB, he/she may

appeal to the Academic Review Board. The Haskell Vice President for Academic Affairs will convene this body as necessary. All appeals must be made in writing, be addressed to the review board, and clearly explain the problem and possible resolutions. Candidates are responsible for documenting all related extenuating circumstances related to their appeal. The decision of the ARB is final. Candidates are guaranteed appropriate due process in all matter of appeals. The complete appeal process is described and discussed in the University Catalog. The appeal process, as set forth by the University catalog, is followed by the Elementary Teacher Education Program.

### **Health and Immunization Policy**

Candidates must have proof of freedom from tuberculosis through chest x-ray or TB skin test and no evidence of physical conditions that would conflict with the health, safety, and welfare of elementary school students in order to participate in site visitations, field experiences, a practicum and student teaching. The Certification of Health for School Personnel K. S. A.72-5213 must be completed and signed by a physician prior to the first site visitation in the Junior I Semester. All forms must be returned to the SOE Office.

### **Late Assignments**

Late work will be subject to an automatic grade reduction as specified by this department policy. One rubric score or letter grade will be deducted each day the work is late – for three days. Thereafter the assignment is worth zero points.

The late assignment policy does not apply to the field experience and student teaching courses (EED 350, EED 480 and EED 490). Candidates are required to submit all weekly assignments as scheduled on TaskStream. The deadlines are established at the beginning of each semester and will not be altered, unless there is a special circumstance. Late submissions are not accepted and will result in an automatic zero.

### **Liability Insurance**

Teacher candidates are required to show proof of student liability insurance prior to any school observations, site visitations, field experience practicum, and student teaching. Liability protection is crucial as many unforeseen accidents occur in and out of the classroom. Student liability insurance can be purchased through private insurance companies or through NEA membership. Haskell has a student chapter of NEA, on campus, Kansas National Education Association - Student Program (KNEA-SP) which students may join. A membership cost of \$15.00 is sent to NEA for student membership with an additional cost of \$5.00 remaining in the local chapter account. The fee covers one year of membership (September 1 – August 30). Membership fees are due by September 1. If a candidate chooses not to join KNEA-SP, he/she must provide the SOE office or ETEP supervisor, proof of personal liability coverage insurance prior to the first school observation, site visit, field experience, practicum and/or student teaching.

### **Remediation**

The SOE utilizes the Candidate Support Plan (CSP) as a means to provide support for a teacher candidate so they may be successful at the transition point(s) or as needed in the program. Specific actions and a timeframe are identified for the candidate to be exited



from the plan and are focused on the attainment of the required score on a key assessment. Once the candidate has met the requirement of the transition point, they are exited from the CSP. In cases where the teacher candidate is struggling so much or where multiple data points indicate they will not become a high-quality elementary teacher, the faculty and Dean may recommend the development of a Candidate Improvement Plan (CIP) as a last step for exit from the program or before becoming a completer.

**Social Media**

Teacher candidates must be cautious when using social media (email, Facebook, Twitter and chat rooms). Posting of inappropriate pictures and use of inappropriate language could result in program dismissal. Never post anything you would not want to share with your family, host teacher, instructors, or potential employers.

**School of Education Required Exams through ETS (Educational Testing Service)**

[www.ets.org](http://www.ets.org)

| <b>Name of Praxis Exams</b>  | <b>Test Code</b> | <b>Test Cost</b>   | <b>Who takes the Exam</b>         | <b>Type of Test</b> | <b>Estimated Duration</b> | <b>Optimal Time to Take Test</b>     |
|--|------------------|--|-----------------------------------|---------------------|---------------------------|--------------------------------------|
| Core Academic Skills for Educators: Combined Test (Reading, Writing and Mathematics)         | 5751             | \$150.00   | Sophomores entering ETEP          | SR                  | 5 hours                   | October - January                    |
| Elementary Education: Content Knowledge for Teaching (Rdg/LA, Math, Science, Social Studies) | 7811             | \$199.00<br>4 Sub-Tests- Rdg/LA, Math, Science, Social Studies | Seniors entering Student Teaching | SR                  | 4 hours and 45 minutes    | December – during finals week        |
| Principles of Learning and Teaching: Grades K–6  | 5622             | \$146.00   | Seniors exiting from ETEP         | SR/CR               | 2 hours                   | March – during spring break or April |

SR = Contains Selected Response

SR/CR = Contains both Selected and Constructed Response

**TaskStream Enrollment**

Each teacher candidate is required to subscribe to membership in TaskStream.

TaskStream is a web based service, used by many universities throughout the country, to facilitate the creation, submission, and evaluation of course assignments, lesson design,

field placement reports, professional portfolio, etc. Candidates need a debit or credit card for the on-line TaskStream enrollment process. Candidates who do not have access to a debit or credit card should consult with SOE Administration prior to the TaskStream enrollment session to make alternative arrangements. Candidates should choose the subscription rate that is the most economical for their personal situation. The subscription rates are currently as follows:

Option 1: \$25.00 for one semester (5 months)

Option 2: \$42.00 for one year

Option 3: \$69.00 for two years

The cost may increase at the discretion of the web based service. The ETEP is not responsible for setting the price. Candidates are to enroll in TaskStream by the end of the first full week of the fall semester and maintain membership in TaskStream while in the ETEP. Candidates who do not subscribe to TaskStream will be dismissed from the program.

### **Termination of Student Teaching**

The following actions are means for automatic dismissal from and termination of student teaching enrollment/placement:

- Violation of any components of Haskell's ETEP's general Dismissal Policy
- Violation of host school/school district's policies, procedures, rules, regulations, or code of ethics;
- Violation of rules for late arrival and/or non-attendance at host school; and
- Failure to work in professional and collaborative manner with host school's faculty or staff and/or university supervisor.

### Procedures for Termination

If a problem(s) occurs that results in the consideration of termination of a candidate's student teaching placement, the host school principal or teacher will notify the Haskell Indian Nations University ETEP Dean of Professional Schools and related ETEP faculty supervisor. Within five days the Dean will send a letter stating the consideration for termination to all vested parties. This letter will provide a date, time and location of a meeting to be held to address the possible violations, concerns, and termination. Whenever possible, the teacher candidate will be provided with written documentation and/or supporting artifacts related to the concerns. If the consideration for termination cannot be resolved, the placement will be terminated. In the event of dismissal from student teaching placements, the student teaching fee is non-refundable. This fee will be retained by the Haskell's Business Office for regular distribution to the related host teacher or school district.

In extreme or unusual circumstances, an immediate termination of student teaching placement may be warranted, as determined by involved administrators and supervisors, to be in the best interests of the host school/teacher candidate/University. In this instance, a meeting will be held including the parties involved at the earliest possible time.

**Textbooks**

It is the teacher candidates' responsibility to have purchased all required textbooks by the first day of class. Instructors expect candidates to read their textbooks prior to each class session and bring textbooks to class for reference.

The School of Education DOES NOT order textbooks for teacher candidates. Teacher candidates must have all required textbooks on the first day of class. Order textbooks during the semester break – do not wait to order textbooks when you return to campus or when classes begin. Booklists will be provided at the end of each semester.

**Transfer/Re-admit Students**

Candidates who are re-admitted and/or new transfer students should submit concurrent applications to the University and School of Education. Applications for admission to HINU may be requested from the Office of Admissions and Records, 155 Indian Avenue, P.O. Box 5031, Lawrence, Kansas 66046-4800, telephone: 785-749-8454 or via the website [www.haskell.edu](http://www.haskell.edu).

Candidates transferring credits from other universities must submit all official college transcripts to the Office of Admissions. The department will work collaboratively with the Admissions Office to complete transcript evaluations and confirm eligibility for continuation of the ETEP admission process.