OPTIONAL FORM G
FINDING OUT ABOUT SCHOOL SERVICES AND RESOURCES

Student Teacher

School

This guide is intended to help interns understand the human and material resources of the school. This form can be used as an assignment, or as part of the teaching portfolio.

In making use of this study guide, please ask your cooperating teacher to arrange meetings with the principal and other appropriate personnel prior to your assuming classroom responsibility. In schools where student teachers are grouped, they should plan to meet with all appropriate personnel at one time to avoid multiple meetings. Spaces are provided to record the names of the personnel. Suggested topics for discussion are listed to guide the interviews.

A. Administration and Support Services

Principal:

Assistant Principal for Curriculum:

Assistant Principal for Administrative / Discipline:

Topics for Discussion:

1. Policy on absence
2. Policy on discipline
3. Policy on dress
4. Information about community served by school
5. Faculty meetings (times, purpose)
6. Board of Education (members, roles / relationships)
7. Staff development (teachers evaluation; in service)

Secretary:

Bookkeeper:

Other Office Staff:

Head Custodian:

Other Custodians:

Lunchroom Manager:

Lunchroom Staff:

Volunteer Coordinator:

Parent Coordinator:

Others:
B. Media Services

Media Specialist(s):

Media Aide(s):

Topics for Discussion:
1. Media center policies and procedures
2. Media center hours
3. Check-out on equipment operation
4. Interaction between media program and class instruction
5. What materials are available for students, parents, and professional use
6. What sources are available outside school

C. Other instructional services as appropriate (use 1 - 4 below)

P.R.E.P. Specialist:

Art Teacher:

Music Teacher:

Physical Education Teacher:

Chapter 1 / Reading Teacher:

Other Resource Teacher:

Topics for Discussion:
1. Purpose of program
2. Who qualifies
3. How scheduled
4. Policies on moving students and working with the regular classroom teacher

D. Personnel for students with special needs (list names / roles)

Topics for Discussion:
1. Objectives / services of each program
2. Screening procedures
3. Relationship of students with other classes
4. The role of the regular teacher in relation to students served by this program
5. Materials used
E. **Health Services**

School (or county) nurse: 

Topics for Discussion:

1. Available health services at school
2. Available through school referral
3. Procedures for teacher with ill/injured child
4. School safety precautions/regulations
5. Other county/community services available to students

F. **Student Services**

Guidance counselor(s): 

Topics for Discussion:

1. Policies/procedures for obtaining services
2. Guidance services
3. Teacher's role in guidance
4. Standardized testing program
5. Grading/reporting policies
6. Promotion/retention policies

School Psychologist(s): 

School Social Worker(s): 

Topics for Discussion:

1. What services are provided
2. Who qualifies
3. Policies/procedures
4. How scheduled