

EDUCATION DIVISION

**STUDENT
POLICIES AND PROCEDURES MANUAL**

SITTING BULL COLLEGE

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POLICY: POLICY STATEMENT

DATE: September 2007

OBJECTIVE/PHILOSOPHY:

These policies are to clarify the expectations and responsibilities for students participating in the Sitting Bull College Education programs, and to ensure fair and equal treatment to each of the students in the programs.

PROCEDURE/CONTENT:

Objectives for the management of policies are:

1. To provide fair and equal opportunity for qualified students.
2. To guide, direct and promote the students in the programs.
3. To highlight program expectations and to clarify necessary steps.

RESPONSIBILITY: Education Unit

POLICY: STATEMENT ON NON-DISCRIMINATION/EQUAL OPPORTUNITY

DATE: September 2007

REFERENCE: NCATE standard #4

OBJECTIVE/PHILOSOPHY:

The Sitting Bull College Education Unit does not discriminate on the basis of age, gender, disability, social economic status, ethnicity or race in the administration of education, admission, financial, or other college policies and procedures.

PROCEDURE/CONTENT:

1. Specific complaints alleging discrimination must be in written form and referred to complaint receiver:

Koreen Ressler, Vice President of Academics
Sitting Bull College
341 92nd Street
Fort Yates, ND 58538

2. The complaint receiver will complete the investigation of alleged discrimination and will communicate in writing the findings and intended actions to the complainant within five working days. A copy of the findings and intended actions will be forwarded to the President.
3. The President shall review the facts and then either authorize further investigation or concur with the complaint receiver and determine another course of corrective action.
4. If discrimination has occurred, corrective action will take place at that time.
5. If the individual filing a complaint wishes to further pursue the complaint, a written report can be filed with the Office of Civil Rights, US Department of Education, 10220 North Executive Hills Boulevard, 8th Floor 07-6010, Kansas City, MO 64153-1367, phone (816) 891-0644.

Specific information or questions concerning accommodations due to a disability or handicap contact:

Mary Wray, Disabilities Coordinator
Sitting Bull College - 865-8047

RESPONSIBILITY: Education Unit

POLICY: STUDENT RECORDS

DATE: September 2007

REFERENCE: NCATE standard #6

OBJECTIVE/PHILOSOPHY:

Official records for all students will be maintained in the Registrar's office.

PROCEDURE/CONTENT:

1. Unless otherwise provided by law, student files shall be confidential.
2. A student may review his/her official file with the registrar upon making an appointment in advance.
3. All students' official records will be maintained in a locked cabinet in the office of the registrar.

RESPONSIBILITY: Registrar

POLICY: CONFIDENTIALITY

DATE: September 2007

REFERENCE: NCATE standard #1, NDECE standard #50037.8

OBJECTIVE/PHILOSOPHY:

The SBC Education unit will ensure the students that personal information will be kept confidential to the extent allowed by law.

PROCEDURE/CONTENT:

Due to the possibility of being privy to information that is confidential, the Division of Education has developed a confidentiality policy for all faculty, staff, and students.

1. Students at Sitting Bull College are required to review and sign a Buckley Amendment sheet at the time of registration each semester.
2. A student information file will be kept in a secured cabinet in the office of the Division of Education Chair. This file will include the student's degree plan, internship evaluations, student teaching evaluations, and other documents deemed necessary by the department.

Should the occasion arise in which you are unsure of your obligations please consult with the Vice President of Academics. (see Sitting Bull College Policies and Procedures Manual).

RESPONSIBILITY: Education Unit

POLICY: APPLYING FOR PROGRAM

DATE: September 2007

REFERENCE: NCATE standards #1, #2

OBJECTIVE/PHILOSOPHY:

To recruit and retain interested students who appear to be the best candidates for the SBC Education program.

PROCEDURE/CONTENT:

1. Fill out a letter of intent for the SBC Education program.
2. Complete an application for program participation.
3. Documentation of Indian eligibility, if applicable.
4. Successful completion of the Associate of Science degree with a “C” or better in all course work. Sophomore students who are near completion may be accepted on a provisional basis until they have completed the Associate degree. This period is not to exceed one semester.
5. A cumulative grade-point average of 2.75.
6. All methods courses and internship must have a letter grade of “B” or better.
 - a. If a student falls below the required “B” grade for any of the methods courses or internship then it is the student’s responsibility to contact the faculty member/advisor.
 - b. A grade of “I” (Incomplete) may be issued under special circumstances. See the SBC Bulletin for more information on this process.
7. A completed interview by a committee of educators.
8. Professional disposition assurance through a current background check.
9. A passing score on the Pre-Professional Skills Test (PRAXIS I) that has been received by and is on file with the Education Department chair.
10. Signature of acceptance by the Education Admissions Committee Chair.

RESPONSIBILITY: Education Unit

POLICY: PRAXIS ADMINISTRATION/RESULTS

DATE: September 2007

REFERENCE: NCATE standard #2, NDECE standard #50037.6

OBJECTIVE/PHILOSOPHY:

Successful completion of Praxis I is required for admission to SBC Bachelor of Science in Education programs. Praxis II is required for North Dakota licensure but is not a SBC graduation requirement.

PROCEDURE/CONTENT:

1. PRAXIS I
 - a. SBC will provide financial assistance by for each student to take each test area two times. It is the responsibility of the student to notify the financial aid director to include it in his/her budget. A fee will be attached to EED 250-Introduction to Education or to ECH 250-Introduction to Early Childhood.
 - b. Passing scores consist of three areas:
 1. Reading = 173
 2. Math = 170
 3. Writing = 173Or a composite = 516 (must pass two areas)
 - c. If a student does not pass the test(s) the first time, proof of attendance at a tutoring lab will be required before the student can budget it into their financial aid application for the test the second time.

2. PRAXIS II
 - a. SBC will provide financial assistance for each student to take the test once during the semester of student teaching. A fee will be attached to EED 497 Student Teaching in the Elementary School. If an applicant applies to take the PRAXIS II while not a student at SBC, the college holds no responsibility for the cost incurred.
 - b. Passing scores include:
 1. Early Childhood Content Knowledge = 158
 2. Elementary Education Curriculum , Instruction, and Assessment = 158
 3. Elementary Education Principals of Learning and Teaching; grades K-6 = 162
 4. General Science Content Knowledge = 150

RESPONSIBILITY: Education Division Chair

POLICY: SEMESTER GPA AND CUMULATIVE GPA

DATE: September 2007

REFERENCE: NCATE standard #2, NDECE standard #50037.6

OBJECTIVE/PHILOSOPHY:

It is imperative that SBC retain the highly qualified candidates for the SBC Education programs.

PROCEDURE/CONTENT:

1. Participation in the SBC education programs requires a semester GPA of at least 2.5 and a cumulative GPA of 2.75.
2. After being admitted to the program, students falling below a GPA of 2.75 will be put on probation for the following semester and must achieve a GPA of 2.75 or better the following semester to avoid suspension.
3. If a student falls below the required GPA, he/she may continue to take coursework (including some education classes) while enrolled in another degree plan until the GPA is raised.
4. Students must maintain a GPA of 3.00 or better in each of the core method courses to continue in the program.

RESPONSIBILITY: Education Unit

POLICY: STUDENT TEACHER/COOPERATING TEACHER COSTS

DATE: September 2007

REFERENCE: NCATE standard #6

OBJECTIVE/PHILOSOPHY:

It is imperative that SBC provides the best possible experience for education students.

PROCEDURE/CONTENT:

1. Student teaching costs will be applied to student financial aid budget, scholarships or grants if applicable.
2. SBC allows compensation to cooperating teachers who supervise student teachers.
3. If a student teaching experience takes place in another state the costs will be applied to the student's financial aid budget, scholarships, or grants if applicable.
4. See SBC Student Teaching Handbook for additional information.

RESPONSIBILITY: Education Division Chair/Financial Aid Director

POLICY: ATTENDANCE

DATE: September 2007

REFERENCE: NCATE standards #1 #6, NDECE standard #50037.8

OBJECTIVE/PHILOSOPHY:

The SBC Education program is designed to model professional work habits such as attendance in classes.

PROCEDURE/CONTENT:

Participation, as measured by attendance rate, is critically important in your preparation as a teacher. It is a measurable way to observe self-discipline and dedication to the profession of teaching.

1. 95% attendance is required in all core classes.
2. An attendance form will be completed by the student and submitted to the instructor and advisor after every absence.
3. If attendance falls below 95% the candidate must complete an improvement plan with the instructor. A copy of the improvement plan will be submitted to the advisor and the division chair. A referral will be submitted to the academic counselor at this time.

RESPONSIBILITY: Faculty/Academic Counselor/Division Chair

POLICY: SUSPENSION AFTER PROBATION

DATE: September 2007

REFERENCE: NCATE standard #6, NDECE standard #50037.8

OBJECTIVE/PHILOSOPHY:

The Education programs will follow the Sitting Bull College policy of allowing a period of probation before suspension.

PROCEDURE/CONTENT:

1. A student receiving below a 2.75 GPA for any given semester will be placed on program probation status.
2. If a participant does not recover the 2.75 GPA the following semester after being placed on probation he or she will then be placed on suspension from the program.

RESPONSIBILITY: Division of Education Chair

POLICY: PROFESSIONALISM/ ETHICS

DATE: September 2007

REFERENCE: NCATE standard #1, NDECE standard #50037.8

OBJECTIVE/PHILOSOPHY:

Sitting Bull College as a professional institute requires standards of ethical and moral behavior.

PROCEDURE/CONTENT:

1. Teacher candidates must use discretion when selecting attire to wear to SBC classes. When candidates are involved with children in any setting, they must select appropriate attire consistent with the site policy.
2. Teacher candidates will maintain professional and ethical communications within the college setting and outside the college environment.
3. Teacher candidates must demonstrate professionalism through membership in at least one recognized educational organization. Teacher candidates' budgets may reflect this membership requirement.
4. Participants demonstrating unacceptable behavior as defined in the SBC Student Handbook are liable for termination from the education program.
5. Students at SBC who have concerns about disciplinary claims are encouraged to follow the SBC grievance policy.
6. Refer to the Professional Code of Ethics as adopted by the state of North Dakota for further information at www.nd.gov/espb/profpractices.
7. Students need to refer to the SBC Bulletin for sexual harassment policies.

RESPONSIBILITY: Education Unit

POLICY: INDEPENDENT STUDY POLICY

DATE: September 2007

REFERENCE: NCATE standard #6

OBJECTIVE/PHILOSOPHY:

In special circumstances an Independent Study course may be developed to provide an alternative method of instruction for students. Faculty and students who arrange for this type of delivery must get prior approval from the Vice President of Academics, student advisor and Education department chair.

PROCEDURE/CONTENT:

1. Student must meet with the instructor and get the Independent Study application form.
2. The Independent Study form must be signed and dated by the Vice President of Academics, Instructor, and Education Department chair.
3. After the form has been signed, the student must meet with the instructor to receive course syllabus and timeline.
4. Students may not enroll in an Independent Study course during their first semester. After the first semester students may not exceed two Independent Study courses per semester.

The following courses may not be taken as an Independent Study option:

Methods courses,

EED 228 Children's Literature

EED 250/ EED 298 Intro. To Education & Pre-Professional Experience

EED 256 Classroom Management

EED 277 Math for the Elementary Teacher

EED 290 Art for the Elementary Classroom

EED 301 Computer Applications

EED 310 Methods of Teaching Science in Elementary School

EED 315 Methods of Teaching Math in Elementary School

EED 320 Methods of Teaching Social Studies in Elementary School

EED 325 Methods of Teaching Language Arts in Elementary School

EED 330 Methods of Teaching Reading in Elementary School

EED 335 Methods of Teaching Music

EED 345 Methods of Teaching Physical Education

EED 447 Multicultural Education/Human Relations

EED 450 Reading Theory and Process

SPED 300 Techniques of Managing Behavior

SPED 420 Special Education Assessment and Transitional Programming

RESPONSIBILITY: Education Unit

POLICY: STUDENT TEACHING POLICY

DATE: September 2007

REFERENCE: NCATE standard #3, NDECE standard #50037.9

OBJECTIVE/PHILOSOPHY:

Student teaching provides students with the opportunity to experience the world of teaching in conjunction with their program of study. It is important that students complete this experience in an appropriate setting.

PROCEDURE/CONTENT:

1. Refer to STUDENT TEACHING MANUAL

RESPONSIBILITY: Education Unit

APPENDIX

Before the successful completion of a degree in education, college students must observe and participate in an appropriate educational setting. These experiences are referred to as **field experiences**. The Education Department of Sitting Bull College has defined various types of field experiences as follows:

Observation: students will observe in an appropriate setting during the introductory courses (EED 250 and ECH 250). This observation does not require interaction with the children.

Practicum: students taking methods courses will be required to interact with the children in an appropriate setting throughout each methods class. Students will be planning, teaching, and assessing a lesson.

Internship: before receiving an Associate's degree, students must successfully complete 135 hours of internship (ECH 297 and EED 297). This internship takes place within in the last two semesters of the program.

Student teaching: before a Bachelor's degree is attained, students must successfully complete student teaching. The students will teach in an accredited site the number of hours decreed by the degree sought. More information on this is available with the student teaching handbook.