Fulton County Schools
First STEP
6201 Powers Ferry Road
NW
Atlanta, GA 30339
Program Manager
Marsha Francis, Ph.D.
francisme@fultonschools.org
(470) 254-5525
The Fulton County School System is one of the most unique school systems in the nation. Though not Georgia’s largest school system in terms of student enrollment, it is, however, one of the largest systems in geographic area. From its southern end in the City of Chattahoochee Hills to its northernmost tip in Johns Creek, the county is more than 70 miles long. What is known as present-day Fulton County was formed by the 1932 consolidation of the former Campbell and Milton counties, making Fulton the size of three counties.

Bell Times
Elementary Schools 7:40-2:20
Middle Schools 8:55-4:05
High Schools 8:20 -3:30
### 2019-20 School Year

#### AUGUST 2019

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SEPTEMBER 2019

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### OCTOBER 2019

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### NOVEMBER 2019

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### DECEMBER 2019

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### JANUARY 2020

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### FEBRUARY 2020

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### MARCH 2020

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### APRIL 2020

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### MAY 2020

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### FCS Important Dates

**Board of Education**

Linda Bryant, President
Julia Bernath, Vice President
Gail Dean • Kimberly Dove • Linda McCain
Katie Reeves • Katha Stuart
Mike Looney, Ed.D., Superintendent

**First Semester**

- August 2-5: Professional Development Days
- August 6-9: Preplanning for teachers
- August 12: First Day of School
- September 2: Labor Day (schools closed)
- October 11: Teacher Workday (students off)
- October 14: Columbus Day (schools closed)
- November 5: Professional Development Day (students off)
- November 25-29: Thanksgiving Holiday (schools closed)
- December 10: Last Day of First Semester
- December 23-31: Winter Break (schools closed)

**Second Semester**

- January 1-2: Winter Break (schools closed)
- January 3: Teacher Workday (students off)
- January 6: First Day of Second Semester
- January 20: Martin Luther King Jr. Holiday (schools closed)
- February 17: President’s Day Holiday (schools closed)
- March 13: Teacher Workday (students off)
- April 6-10: Spring Break (schools closed)
- May 22: Last Day of School
- May 25: Memorial Day Holiday (schools closed)
- May 26-27: Memorial Day (schoo closed)
- June 1-30: Post Planning for teachers

* Denotes an inclement weather make-up day (if needed).

**Who To Call**

Central Administration: 470-254-2600
Bus Transportation: 470-254-2970
North Fulton: 470-254-6590
South Fulton: 470-254-6590
School Attendance Zones: 470-254-6540
Student Records: 470-254-6030
Curriculum Information: 470-254-4943
Special Education Information: 470-254-6400
Gifted/Advanced Studies Information: 470-254-6811
Systemwide Testing: 470-254-1751
Pre-Kindergarten Programs: 470-254-4574
Talent (Human Resources) Division: 470-254-4580
Dear Teacher Intern:

One of the most critical phases of teacher preparation is clinical teaching. At Fulton County Schools, we support this vital transition from college student to professional teacher by carefully pairing teacher interns with outstanding Cooperating Teachers for this experience.

Fulton First STEP teacher interns are also offered staff development opportunities while they are involved in their clinical teaching experience. Key instructional topics are at your disposal throughout the year that directly relate to your experiences in the classroom. At Fulton County Schools we want you to get the most from your experience with us!

For those who may not know, Fulton County Schools is the 4th largest school district in Georgia. Our district serves a 384 square-mile area that covers 14 municipalities. We have over 106 schools in our district. We are a diverse school district of approximately 96,000 students. We know that at Fulton County Schools, you have over 96,000 opportunities to make a difference!

Fulton County Schools may be a large school district, but we want you to feel at “home.” During your First STEP Internship you will be working with a strong team. This team will include an experienced Cooperating Teacher, who will share her/his expertise with you during your learning process. Your early days will be filled with observations and reflection of the teaching process, and then you will progress to more responsibilities. Soon you will be teaching one to two lessons a day, and ultimately preparing for, and then teaching, the entire instructional day.

We wish you the best as you begin your next steps in becoming a certified professional teacher. Know that representatives from Talent Management are here to help you, so please let us know your thoughts and feelings. After all, YOU are our future!

Sincerely,
Dr. Francis
First STEP Core Beliefs:
1. The placement of the teacher intern is essential to clinical teaching.
2. Teacher interns placed with the best and brightest cooperating teachers, ensure that teacher interns can have a positive impact on student learning.
3. Cooperating teachers have the opportunity to positively impact the profession on a school, district, and national level.
Fulton’s graduation rate of 86.6% is the highest in the metro Atlanta area.

The Washington Post named 11 of Fulton’s schools to its list of “Georgia’s Most Challenging High Schools.” The list is derived from the total number of Advanced Placement and/or International Baccalaureate tests given at a school each year divided by the number of seniors who graduated in May. Fulton led the state of Georgia with the most high schools ranked in the top 25.

The 2015-2016 list of best schools in Georgia, as recognized by Governor Nathan Deal, includes 23 of Fulton’s schools more than any other school system in Georgia.

In 224 teachers in FCS have achieved National Board Certification since 2001. This represents almost 9% of all NBC teachers in Georgia’s 181 public school systems as well as all private schools.
Upon successful completion of college/university requirements, successful Intern Keys evaluations and GaPSC certification requirements, contracts for 2020-2021 school year will be issued in March 2020.

#chooseFulton
#stayFulton
Absences should only occur when the intern is ill or for other approved reasons in accordance with district/university leave policy.

If an absence is to occur, it is the responsibility of the teacher intern to contact his/her cooperating teacher in advance to let them know of the absence. This is a professional courtesy and an expectation of the school district.

Call your University Supervisor and Fulton County School teacher. Be sure that the school office knows you will be absent in the event you receive important phone calls or messages.

The Cooperating Teacher will document the intern's attendance as part of college/university and internship requirements.
• Facebook, Twitter, Instagram, YouTube, and Blog accounts should always have appropriate privacy settings in place to avoid access to Fulton students.

• It is NOT appropriate to accept Fulton County students, regardless of whether they are your students, as “friends” or “followers” in these accounts as doing so gives them access to all of the content and information on your page.

• Posting status updates during the school/work day is unwise and could result in preventing your from hire down the road.

• Text messaging students or replying to text messages from students for reasons not directly related to your job is unwise and may violate the code of ethics.

• Texting a student is not advised, and it isn’t worth the risk of someone bringing allegations against you.
• It is important to get to know the office staff, the custodians, and the cafeteria workers. They can make your clinical teaching experience go smoother.

• Ask questions and be a good learner. You already know a lot from your college work, but the on-the-job training you will receive in clinical teaching is invaluable! Take every opportunity to learn from veteran teachers.

• Be a good team member while you are in the school—others will appreciate your commitment.

• Inquire as to how the parents will be informed about you and your role in the classroom. Feel free to type a letter to the parents introducing yourself. Share it with your cooperating teacher to share it with class parents.

• Learn from your Cooperating Teacher. How did she/he set up a discipline management plan with the class? What consequences are appropriate for this age group? What are the school/campus discipline policies? What do I do if something major happens and I need help?

• Remember that when it comes time to be considered for full-time employment, you want to stand out!
One of the goals of First STEP is to identify and develop high quality cooperating teachers. A cooperating teacher can only host 1 teacher intern per year long internship.

In line with GaPSC requirements for cooperating teacher criteria all First STEP Cooperating Teachers must have:
1. Successfully completed First STEP Mentoring Modules.
2. At least three (3) years of classroom teaching experience
3. A Georgia educator certificate at the appropriate level and/or content area.
4. Earned an effective or highly effective rating under the district’s performance evaluation system.
5. Completed an application to serve as a First STEP Cooperating Teacher including principal recommendation.

Additionally, cooperating/mentor teachers should:
6. Successfully demonstrate effective classroom management strategies that consistently result in improved student performance.
7. Demonstrate flexibility and willingness to share responsibility for the classroom with the teacher candidate
8. Demonstrate willingness and ability to:
   • provide frequent, specific performance feedback to the teacher candidate
   • assess the teacher candidate’s instructional performance objectively
   • help the teacher candidate become a reflective practitioner
Expectations of Cooperating Teacher

- Demonstrate high professional interest and ability in the education profession.
- Provide the orientation of the teacher intern to the students, classroom, faculty, and community; acquaint them with rules, regulations, routines, procedures, school handbooks, school improvement plans.
- Induct the intern into teaching through a developmental program paced to meet his/her needs and abilities while building a foundation of trust. Slowly extend “executive control” through regularly scheduled observations and conferences.
- Help the teacher intern to develop effectiveness and accountability for student outcomes through joint planning and collaborative activities with grade level and other school colleagues.
- Mentor by modeling the use of effective strategies, explaining why you use them, providing opportunities for the student to practice them, and giving feedback.
- Accept the teacher intern as a professional colleague, creating an atmosphere in which the student teacher has a definite feeling of belonging.
- Present the teacher intern to colleagues, students, and parents as a professional educator.
Expectations of Cooperating Teacher

- Assist the teacher intern in developing a pattern of personal and professional growth through constant self-appraisal.
- Utilize pre and post conferences to reinforce teaching behaviors which need to be increased, maintained or decreased.
- Provide ongoing feedback to the on their progress and suggestions to help them further refine their skills.
- Set the pattern for personal and professional improvement through participation in the total school program, staff development, community activities, and professional organizations.
- Provide opportunities for the teacher intern to implement new ideas with follow-up opportunities for self-reflection and critical analysis.
- Continue the responsibility for instruction, record-keeping, and student safety while instructing the student in these matters and allowing him/her to participate. Cooperating teachers should remain in the classroom with the teacher intern.
- Consult with the university supervisor on specific university requirements. Each college and university has specific objectives for its individual programs.
Responsibility to Students
• Create and maintain a positive learning environment by demonstrating respect for each student
• Maintain a professional relationship with each student
• Be aware of students’ social and emotional needs
• Be discreet with any confidential information
• Observe the behavior and learning styles of students of diverse cultures in order to create a classroom atmosphere that fosters multicultural understanding

Responsibility to Fulton County and Cooperating Teacher
• Be familiar with school policies and procedures
• Keep the same daily schedule of the cooperating teacher
• Report to school on time and remain until the end of the designated day
• Notify the school and the cooperating teacher as soon as possible if absence due to illness is necessary
• Wear appropriate professional attire in compliance with school policy dress code
• Provide the cooperating teacher with written lesson plans well in advance of teaching
• Plan for the most efficient methods of carrying out classroom procedures and lesson transitions
• Incorporate a variety of teaching strategies to provide for individual learning styles and to better develop inquiry and problem-solving skills
• Develop critical thinking through the use of thought-provoking questions
• Choose a variety of assessment tools and teach students to use self-evaluation
• Provide lesson activities that require cooperation and teamwork
• Participate in school-wide events such as teacher meetings, open houses, and other school based activities
• Actively seek feedback from the cooperating teacher, communicate proactively, and honestly
• Establish professional relationships by interacting with school personnel (administrators, faculty, staff), students and parent
Conflict Resolution

Sometimes conflicts arise, can you handle them professionally?

1. Take a moment to gather your thoughts.

2. Ask for clarification.

3. Take a break before responding.

4. Reengage Cooperating Teacher about concern.

5. If no resolution is found, contact First STEP contact at your school.

If conflict persists, contact Dr. Francis.
Program Observations

You will be evaluated several times during your clinical teaching experience. Enlist your Cooperating Teacher to help you with your lesson, strategies and materials. The purpose of evaluation is to help you improve, so approach it as an opportunity and be prepared.

Observation Due Dates:
Observation #1: Must be completed by September 27, 2019
Observation #2: Must be completed by October 25, 2019
Observation #3: Must be completed by November 27, 2019
Observation #4: Must be completed by January 24, 2020
Observation #5: Must be completed by February 21, 2020
Observation #6: Must be completed by March 19, 2020
RELATIONSHIPS WITH STUDENTS
Teacher intern should exercise extreme caution against becoming too familiar with students. It is not appropriate to socialize in any way with students within the district without the presence of the cooperating teacher or other appropriate certified personnel.

MODELED INSTRUCTION
The cooperating teacher models the preparation for and teaching of the lesson plans, the teacher intern assumes some of the responsibility for planning and teaching. Initially, the lesson plan is written and submitted to the cooperating teacher at least two days prior to teaching the lesson in order to gain constructive feedback for revisions and ultimate success.

EVALUATION
Evaluation should be a continuous process in which the teacher candidate is informed of progress several times during the internship experience. The First STEP cooperating teacher and other school staff will observe, evaluate, and provide tangible feedback to the teacher candidate periodically during the internship experience.

FULL RESPONSIBILITY
Full instructional responsibility requires total commitment and accountability on the part of the teacher intern and cooperating teacher. The teacher intern acquires full responsibility of planning and teaching the entire school day as if he/she were the classroom teacher of record. The teacher intern assumes all responsibilities of the classroom teacher of record during this time.

OBSERVATION
All First STEP teacher interns will engage in focused observations of the classroom environment, instructional strategies, and interpersonal communications and relationships. As the teacher intern observes, he/she can script reflective notes for the purpose of asking questions of the cooperating teacher regarding reasons for his/her instructional methods.
GRADUAL RELEASE MODEL
First STEP teacher interns will become more involved with the students based on the direction of the assigned cooperating teacher. The teacher intern will work collaboratively with the cooperating teacher to identify specific areas of support and classroom assistance. The cooperating teacher will give specific suggestions and guidance for activities which enable the teacher candidate to become more involved with the daily classroom activities, instructional planning and delivery.

- Monitoring student work
- Providing one-on-one assistance
- Distribution of papers or materials
  - Preparing resources
  - Checking attendance
- Assisting student(s) with individual or small group tutorials
  - Grading papers

Co-TEACHING/TEAM TEACHING
Co-teaching/team teaching enables the student teacher to gain experience in front of the class with support from the cooperating teacher. It also allows the students to observe the cooperative relationship of the student teacher and cooperating teacher.

- Co-planning and co-teaching selected lesson(s)
TERMINATION
The First STEP Internship is a cooperative relationship between First STEP, host campus(es) and building administrators, cooperating teacher(s), the university/alternative certification program, and the teacher intern. Occasionally, there are circumstances that warrant the termination of a internship assignment. Termination may be initiated by First STEP, the cooperating teacher, teacher intern, or the college/university. When such action is deemed necessary, the following reasons for termination and procedures for termination must be taken into consideration:

REASONS FOR TERMINATION
1. Mutual consent and agreement for termination by the cooperating teacher, teacher intern and college/university supervisor for reasons of illness, injury, or other unforeseen problem.
2. Failure by the teacher intern to establish and maintain a satisfactory performance level in classroom instruction and/or management.
3. Failure by the teacher intern to abide by the policies of Fulton County Schools, host campus, the cooperating teacher, and/or the college/university.
4. Unprofessional conduct towards the host school faculty/administration or students/parents.

PROCEDURES FOR TERMINATION
First STEP will follow the specific procedures the teacher intern's university program for termination.
I have read and been informed about the content, requirements, and expectations of clinical teaching in Fulton County Schools. I have received a copy of the Clinical Teaching Handbook, in which the policies and procedures appropriate to my assignment are contained, and agree to abide by the guidelines as a condition of my internship within Fulton County Schools.

I understand that if I have questions, at any time, regarding the First STEP Internship policies, I will consult with the First STEP Coordinator at Talent Management immediately.

Please read the First STEP Internship Handbook carefully to ensure that you understand the policy before signing this document.

Teacher Intern’s Name: (printed) ____________________________________________

Teacher Intern’s Signature: _________________________________________________

Teacher Intern’s College/University: _________________________________________

Date: __________________________
Welcome to Fulton County Schools

We hope this is your home for years to come!

#chooseFulton
#stayFulton