PLAN OF ASSISTANCE (POA) REFERRALS

On rare occasions, a CTE Candidate might encounter difficulties so serious that it is necessary to consider terminating the Candidate’s participation in the program or practicum. The Plan of Assistance Referral procedure will be followed when termination of the Candidate’s participation in the program or practicum is being considered.

1. As soon as a serious and potentially disqualifying problem is observed, a Plan of Assistance referral may be initiated by either the Course Instructor or College Supervisor or both. Once the referral is made, the POA is reviewed by the Program Coordinator who will then gather more information from all involved parties. A meeting with the CTE Candidate will be scheduled with the Program Coordinator, however, the referring instructor(s) may also be present. A plan that outlines specific timelines and the goals for improvement will be generated. A copy of the Plan of Assistance will be signed and provided to the CTE Candidate, Cooperating Teacher, and Course Instructor/College Supervisor.

2. The College Supervisor/Course Instructor, Cooperating Teacher, and Program Coordinator will document all interactions in the Plan of Assistance.

3. If the required outcome is achieved within the timeline specified, the CTE Candidate will remain in the program or in the practicum placement.

4. If the CTE Candidate fails to demonstrate sufficient progress, a second Plan of Assistance will be generated. If sufficient progress is still not met after the second referral, then a third and final Plan of Assistance will be generated. At this point, the referral will go to a panel for consideration of program discontinuation. The panel will be comprised of the Course Instructor/College Supervisor, Cooperating Teacher, Program Coordinator, Program Counselor, and a representative from the CTE Field identified and chosen by Leeward CC (e.g., CTE Advisory Board member, director, complex resource person).

5. Upon the recommendation by the panel, the CTE Candidate’s program or practicum participation may be terminated. If the recommendation by the panel is for the CTE Candidate to continue, then any subsequent POA’s referrals will go to the panel again for consideration of program discontinuation.
STUDENT TERMINATION

It is the intention of the program to conduct a thorough evaluation of the CTE Candidate’s ability to demonstrate proficiency of the ten HTSB Standards via the CTE Candidate Assessment Form. This evaluation may result in the termination of practicum, student teaching, and/or program participation due to unresolved concerns identified in previous Plan of Assistance referrals.

The termination process will include the following procedures:

1. Plan of Assistance forms that were designed to explicitly address previous progression concerns are reviewed by the Program Coordinator, Program Counselor, Cooperating Teacher, College Instructor/College Supervisor.

2. Documented evidence on the candidate’s inability to meet progressions will be submitted by the appropriate personnel.

3. If the Cooperating Teacher and/or school administration determine that the students are being negatively impacted by the on-going practice of the CTE Candidate, they may request that the practicum or student teaching experience be terminated.

4. When the decision to terminate the placement is made, the Program Coordinator will arrange a conference with the CTE Candidate. The conference may also include other personnel recommending the termination.

5. The student may appeal the decision to terminate the practicum, student teaching, or program experience but may not appeal the school administration’s decision to terminate the particular placement at that school.

6. If the student’s appeal is successful, the CTE Candidate may be given additional time to complete an appropriate experience and/or be assigned an alternative placement to complete the student teaching requirement.

7. It is the explicit right of Leeward Community College to determine the continuation of a student’s placement and/or practicum and appeal decisions.