

OFFICE OF FIELD PLACEMENTS AND PARTNERSHIPS

Field Placement Concerns & Resolution Guidebook

Guiding Principles • Roles • Tiered Framework • Forms

Overview

The **Field Placement Concerns & Resolution Framework** provides a clear, consistent process for addressing concerns that may arise during field experiences. Its purpose is to promote timely communication, collaborative problem-solving, and appropriate support while maintaining strong partnerships among teacher candidates, mentor teachers, university field supervisors, K-12 schools, and the UW Tacoma School of Education's Office of Field Placements & Partnerships (OFPP). The framework encourages resolving concerns at the lowest appropriate level whenever possible, while providing a structured process for escalating more serious or unresolved issues. By clearly defining roles, responsibilities, documentation, and response procedures across four tiers of support, the framework helps ensure concerns are addressed fairly, consistently, and with the best interests of K-12 students, teacher candidates, and school partners in mind.

1. Guiding Principles

- Address concerns early and directly whenever possible.
- Make all attempts to draw from direct evidence and observable behavior when engaging in critical conversations rather than making assumptions about another or reacting based on emotional responses.
- Attempt to resolve concerns at the lowest appropriate level.
- Maintain professional, respectful, and solution-focused communication.
- Focus on student learning and Teacher Candidate growth.
- Document concerns only as needed for the current tier.
- Respect school partnerships and protect confidentiality.
- Escalate immediately when safety, ethics, discrimination, or legal concerns arise.

2. Roles & Responsibilities

Roles	Primary Responsibilities
Teacher Candidate	Communicates concerns, participates in meetings, follows action plans, completes required forms.
Mentor Teacher	Provides timely feedback, communicates concerns early, collaborates on action plans.
University Field Supervisor	Coaches, facilitates conferences, monitors progress, determines when escalation is needed.
Office of Field Placements and Partnerships (OFPP)	Manages/facilitates Tier 2, 3 & 4 cases, maintains records, makes placement decisions.
School Administration	Supports school-level resolution and partners with OFPP when district and/or school involvement is required.
OFPP TCP Coordinator	Coordinates program communication and supports OFPP with placement logistics.

TCP Program Director	Provides program-level oversight and partners with OFPP on significant placement concerns, decisions, and critical incidents.
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Placement Triad

Teacher Candidate
Mentor Teacher
University Field Supervisor

Program & School Support

OFPP TCP Coordinator
OFPP Administrator
TCP Program Director
SOE Dean
School Administration

Not Sure Which Tier Applies?

1. Is there an immediate safety, ethical, discrimination, harassment, retaliation, or legal concern?
→ Yes: Go directly to Tier 4.
2. Can the concern reasonably be addressed through a direct conversation between the Teacher Candidate and Mentor Teacher?
→ Yes: Begin with Tier 1.
3. Has direct conversation/coaching been unsuccessful, or would facilitated support help?
→ Move to Tier 2.
4. Is the placement at risk, has the action plan been unsuccessful, or is a placement-level decision needed?
→ Move to Tier 3.

3. Tiered Support & Resolution Framework

The framework below makes the response predictable: everyone in the triad should be able to say, in advance, what happens at each level of concern. A concern can enter the process at any tier — a single serious incident (Tier 4) does not need to pass through Tiers 1–3 first. Most day-to-day friction should never reach OFPP's desk at all: Tier 1 is deliberately designed to keep the large majority of concerns at the site level.

Tier 1 — Site Resolution between Teacher Candidate & Mentor Teacher

What It Looks Like

- No safety, ethics, or equity concern is present
- Clarifying expectations
- Address feedback miscommunications or misunderstandings
- Discuss pedagogical, philosophical, and other differences
- Lesson planning questions
- Scheduling issues
- Classroom management coaching
- Professional communication
- Time management
- Daily routines
- Minor professionalism concerns
- Planning responsibilities

Who Convenes / Response

- Mentor Teacher and Teacher Candidate address the concern directly and in a timely manner, ideally within 48 hours
- Use a direct, respectful conversation — not a group setting or side conversation

- University Field Supervisor is copied for awareness only, not actively facilitating
- No formal referral required

Documentation: The Teacher Candidate and/or Mentor Teacher records the concern in the Tier 1 Conversation & Reflection Log (Form 1). The log is retained by the Teacher Candidate/Mentor Teacher and may be reviewed by the University Field Supervisor during check-ins. It is submitted to OFPP only if the concern escalates and the log is relevant supporting documentation.

Tier 2 — Facilitated Triad Conference & Collaborative Action Plan

What It Looks Like

- Same concern(s) continues after coaching
- Repeated instructional concerns
- Repeated communication breakdown
- Difficulty implementing or receiving constructive feedback
- Missed deadlines
- Ongoing professionalism concerns
- Relationship tension affecting learning
- Mentor Teacher and Teacher Candidate unable to reach agreement and determine that a third party is needed to help structure next steps; OFPP is contacted.

Who Convenes / Response

- The OFPP TCP Coordinator or OFPP Administrator facilitates a triad conference within five business days
- The University Field Supervisor participates and may co-facilitate, as appropriate
- The concern is named specifically, not vaguely
- A written action plan is created with 2–3 measurable goals and a review date
- All participating parties sign the Collaborative Action Plan

Documentation: Form 2 –Tier 2 Triad Conference & Collaborative Action Plan is signed by all parties and submitted to OFPP.

Tier 3 — Formal OFPP Review & Placement Support

What It Looks Like

- Placement may not or will not be successful
- Action plan unsuccessful
- Significant professional dispositions concern
- Request for placement change
- Mentor teacher or building/district leadership requests Teacher Candidate removal
- Serious communication conflict
- Continued lack of progress
- Pattern of documented concerns
- Placement may need to be discontinued for unsatisfactory performance (the TCP policy's "Next Steps Meeting")

Who Convenes / Response

- OFPP formally opens a case file
- OFPP convenes all parties (plus program faculty as needed) within 5 business days
- Options considered include a revised/closer-monitored action plan, a mediated placement continuation, or a planned transfer to a new site

- The outcome decision is communicated in writing to all parties

Documentation: Form 3 – Tier 3 OFPP Referral & Review Form is initiated by University Field Supervisor or OFPP TCP Coordinator and submitted to OFPP. OFPP formally opens and manages the Tier 3 case.

Tier 4 — Immediate Critical Incident Response

What It Looks Like

- An allegation of harm, harassment, discrimination, retaliation, or unsafe conditions
- An ethical violation or conduct-code breach by any party
- Falsified records or similarly egregious conduct
- Illegal and/or unethical activity
- Threatening behavior

Who Convenes / Response

- OFPP Administrator is notified the same day, by phone or in person
- The Teacher Candidate may be temporarily removed from the placement site pending review
- Title IX, HR, or legal counsel from the district/school and/or UW are looped in as the situation requires
- Key parties, such as school administration and UW Tacoma OFPP, are notified per the partnership MOU

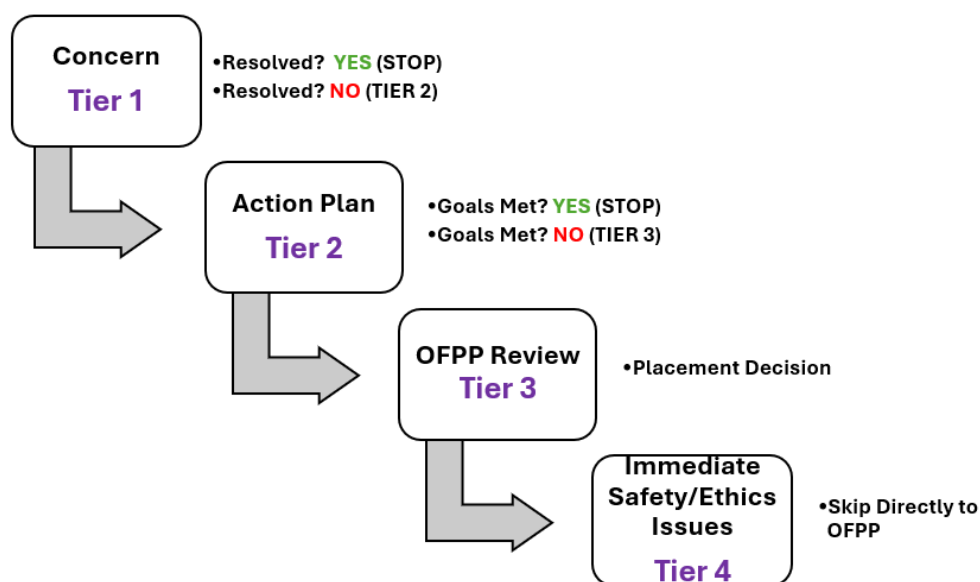
Documentation: Form 4 –Tier 4 Critical Incident Report & Response is initiated the same day. Any Teacher Candidate, Mentor Teacher, University Field Supervisor, OFPP TCP Coordinator, or school partner may report the concern. The OFPP Administrator opens and manages the official Tier 4 case.

4. Documentation, Submission, & Recordkeeping

Teacher Candidates, Mentor Teachers, and University Field Supervisors sometimes hesitate at this step simply because it's unclear whose job it is to fill out which form, or where it goes once it's done. The charts below should answer both questions.

Tier	Form	Completed By	Submitted By	Submitted To	Timeline	Record Location
1	Tier 1 Conversation & Reflection Log	Teacher Candidate and/or Mentor Teacher	Not routinely submitted	Retained by Teacher Candidate/Mentor Teacher; available to University Field Supervisor	Entry within 48 hours	Working document
2	Tier 2 Triad Conference & Collaborative Action Plan	Completed collaboratively during facilitated conference	Conference facilitator	OFPP + copy to participants	Immediately following conference	OFPP case/placement record
3	Tier 3 OFPP Referral & Review Form	University Field Supervisor or OFPP TCP Coordinator	Referring party	OFPP Administrator	Within 48 hours of Tier 3 referral	OFPP case file

4	Tier 4 Critical Incident Report & Response	Reporter/OFPF Administrator	Reporter or OFPP Administrator	OFPF Administrator	Same day	Restricted OFPP case file
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Four Tiered Forms

Tier 1: Keep locally → no OFPP submission unless escalated.

Tier 2: Facilitator submits Form 2 through secure intake → system confirms receipt → OFPP retains official copy → participants receive final signed copy through an approved secure method.

Tier 3: University Field Supervisor/OFPF TCP Coordinator submits Form 3 through secure intake → attaches relevant Form 1 entries and Form 2 → OFPP assigns case number → OFPP manages case.

Tier 4: Call OFPP/TCP leadership immediately → submit Form 4 through secure intake → OFPP assigns case number → supporting documentation is added to the restricted case file.

Form 1 — Tier 1 Conversation & Reflection Log

Site-Level Resolution | Kept by the Teacher Candidate and Mentor Teacher; reviewed periodically by the University Field Supervisor

Teacher Candidate:	School / Site:
Mentor Teacher:	University Field Supervisor:
Quarter:	Program: ☐ Undergraduate ☐ Graduate

Purpose

Tier 1 covers everyday friction with no safety, ethics, or equity concern. Most issues are resolved directly between the Teacher Candidate and mentor teacher and never leave this log. Its purpose is to create a running, dated record so that if a concern turns out to be recurring, there's already a clear account of what was said and tried.

How to Use This Log

- Add an entry within 48 hours of any concern you raise or that is raised with you.
- One row per concern, not per day. If the same issue comes up again, add a new row and note it's a repeat.
- Keep entries factual and brief: what happened, who you spoke with, what was agreed.
- This log is not routinely submitted to OFPP. It may be submitted as supporting documentation if the concern escalates to Tier 2 or Tier 3.
- Move to Tier 2 when a concern remains unresolved after a direct Tier 1 conversation, recurs despite coaching, or when the Teacher Candidate and mentor teacher determine that facilitated support would be beneficial.

Conversation & Reflection Log

Date	Topic / Area for Discussion	Raised With	Direct Conversation Held?	Outcome / Next Step	Follow-Up Date/ Check-in

Form 2 — Facilitated Triad Conference & Collaborative Action Plan

Tier 2 — Completed jointly by the Teacher Candidate, Mentor Teacher, University Field Supervisor, as appropriate, and OFPP TCP Coordinator or OFPP Administrator.

Teacher Candidate:	School / Site:
Mentor Teacher:	Grade / Subject:
University Field Supervisor:	Program: ☐ Undergraduate ☐ Graduate
Date of Conference:	Quarter:

1. Reason for This Conference

- ☐ Follow-up to an unresolved Tier 1 (direct) conversation
- ☐ Concern has recurred despite coaching/support
- ☐ Teacher Candidate and/or Mentor Teacher requests facilitated support
- ☐ Other (describe below)

Brief, factual description of the concern:

2. Each Party's Perspective (one to two sentences each)

Teacher Candidate's perspective:

Mentor Teacher's perspective:

Supervisor's observations:

3. Action Plan

List two to three specific, observable goals. Vague goals ("communicate better") are not sufficient — each goal should be something a third party could verify was met.

#	Goal	Action Steps	Person Responsible	Evidence of Progress	Review Date

4. Review

Review Date:	Reviewed By:
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- ☐ Goals met — no further action needed
- ☐ Goals partially met — action plan extended (new review date above)
- ☐ Goals not met — referred to OFPP as a Tier 3 case (Form 3)

5. Signatures

Signatures acknowledge participation in the conference and receipt of the Collaborative Action Plan. A signature does not indicate agreement with every statement in the plan and is not an admission of fault.

Teacher Candidate	Mentor Teacher
Signature / Date:	Signature / Date:
University Field Supervisor (if present)	OFPP TCP Coordinator / OFPP Administrator
Signature / Date:	Signature / Date:

Original submitted to OFPP. Copies to all signing parties.

Form 3 — Tier 3 OFPP Referral & Review Form

Office Managed | Initiated by the University Field Supervisor or OFPP TCP Coordinator and submitted to OFPP. OFPP formally opens and manages the Tier 3 case.

Case Number (assigned by OFPP):	Date Opened:
Teacher Candidate:	Mentor Teacher:
School / Site:	University Field Supervisor:
Referred By:	Program: ☐ Undergraduate ☐ Graduate

PART A - Referral

1. Reason for Referral

Tier 1/2 steps were attempted and did not resolve the concern, or the concern involves professional dispositions serious enough to threaten the placement.

2. Prior Steps Taken if any (if available, attach all relevant documentation)

- ☐ Tier 1 Conversation & Reflection Log (Form 1) attached
- ☐ Tier 2 Triad Conference & Collaborative Action Plan (Form 2) completed and attached

3. Summary of the Concern

State the facts (who, what, when, where) separately from any interpretation or opinion. Use additional pages if needed.

Factual summary:

Prior pattern, if any (e.g., dates of earlier Tier 1/2 attempts):

4. Parties Involved

Name	Role	Contacted?	Notes

PART B – OFPP Review & Decision

For OFPP Use Only

Options Considered

- ☐ Revised action plan with closer OFPP monitoring — Teacher Candidate remains at current site
- ☐ Mediated conversation to continue the current placement
- ☐ Planned transfer to a new mentor teacher / site
- ☐ Other:

Decision and Rationale

Decision:

Rationale:

Placement Outcome:

Date decision communicated to all parties:	Site Administrator notified (per partnership MOU):
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☐ If this decision could result in a grade of “No Credit,” the Teacher Candidate has been informed of their grade-appeal rights.

Sign-Off

TCP Program Director	OFPP Administrator
Signature / Date:	Signature / Date:

Retain in the Teacher Candidate's case file and send a copy to the TCP Academic Advisor in accordance with university record-retention requirements. Notify the Office of the Dean as FYI. Do not share outside the parties listed above without OFPP Administrator approval.

Form 4 — Tier 4 Critical Incident Report & Response

Same-Day Report | Any Teacher Candidate, Mentor Teacher, University Field Supervisor, OFPP TCP Coordinator, or school partner may report a Tier 4 concern. The OFPP Administrator opens and manages the official Tier 4 case.

Case Number (assigned by OFPP):	Date / Time Opened:
Teacher Candidate:	Mentor Teacher:
School / Site:	University Field Supervisor:
Reported By:	Program: ☐ Undergraduate ☐ Graduate

PART A – Critical Incident Report

1. Explain the who/what/when/where

State the facts — who, what, when, where — separately from interpretation or opinion.

2. Nature of the Concern

- ☐ Allegation of harm, harassment, discrimination, or other serious misconduct
- ☐ Unsafe conditions
- ☒ Ethical violation or conduct-code breach
- ☐ Other exigent concern:

3. Immediate safety information

4. Who has already been notified

Stop: Immediately notify the OFPP Administrator or TCP Program Director by phone or in person. The person receiving the initial report is responsible for notifying the other. Electronic submission of this form does not replace same-day direct notification.

OFPP Administrator notified — Date / Time:	TCP Program Director notified — Date / Time:
Method (phone / in person):	Notified by:

PART B – OFPP Immediate Response

For OFPP Use Only

Notifications and immediate actions

- ☐ Teacher Candidate temporarily removed from placement site pending review
- ☐ School Administration notified per partnership MOU
- ☐ Title IX, HR, or legal counsel looped in
- ☐ Teacher Candidate connected with campus support resources
- ☐ Other:

Parties Contacted

Name	Role	Contacted?	Notes

Decision and Next Steps

Decision:

Rationale:

Date decision communicated to all parties:	Site Administrator notified (per partnership MOU):
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☐ If this decision could result in a grade of "No Credit," the Teacher Candidate has been informed of their grade-appeal rights.

Sign-Off

TCP Program Director	OFPP Administrator
Signature / Date:	Signature / Date:
Dean of School of Education	
Signature / Date:	

Retain in the Teacher Candidate's case file. All communications documented in writing; outcome and any placement change recorded in the Teacher Candidate's file.