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**STUDENT TEACHERS AND INTERNS**

- 1) All student teacher, administrative intern or other student arrangements and agreements must be authorized by the Superintendent or designee.
- 2) Assignment will be made with the approval of the cooperating staff member and the building principal or other administrator.
- 3) The District reserves the right to reject or discontinue any student teacher, administrative intern or other student arrangement which in the opinion of the Superintendent would interfere with the instructional program or District operation.
- 4) Every student teacher, administrative intern or other student shall be assigned to an experienced, qualified staff member.
- 5) Any remuneration to be paid by the District to any student teacher, administrative intern, other student or cooperating staff member shall be authorized by the Board.
- 6) Any adjustment in assignment of the cooperating staff member as the result of being assigned to work with a student teacher, administrative intern or other student shall be recommended by the principal and approved by the Superintendent or designee.
- 7) Certificated employees are under no legal obligations to the District or to a college/university involved to accept presence of a student teacher, a September experience student or college student. If the certificated employee does accept this responsibility, he/she does so on a voluntary basis.

The college/university and the District shall not assign a student teacher or a September experience student to a certificated employee without first contacting that certificated employee and reaching agreement. The certificated employee may request an interview with the student teacher prior to making a final decision regarding placement.

In the event the certificated employee feels the situation has become untenable, he/she shall have the right to choose to discontinue the use of the student teacher. Such discontinuance shall require prior consultation at the earliest possible time between the certificated employee, the District and the college/university. The certificated employee shall provide an explanation to the building principal, the college supervisor and the student teacher involved.

Certificated employees requested to supervise a student teacher must have had three years experience and be certificated in the role being supervised.



*PROCEDURE ESTABLISHED February 12, 1996*  
*RENUMBERED May 12, 2003*