

**EAST
STROUDSBURG
AREA
SCHOOL DISTRICT**

SECTION: PROFESSIONAL EMPLOYEES

TITLE: STUDENT TEACHERS/INTERNS/STUDENT OBSERVERS

ADOPTED: August 19, 2002

REVISED: April 24, 2006

November 19, 2007

1st READ: [March 16, 2015](#)

	<p>407. STUDENT TEACHERS/INTERNS/STUDENT OBSERVERS</p>
1. Purpose	<p>The Board encourages cooperation with PA accredited colleges and universities within the state in the training of student teachers and interns.</p>
2. Authority	<p>The Board establishes that district schools shall accept qualified student teachers, student observers and administrative interns from PA accredited institutions with which the district has a cooperative agreement approved by the Board.</p> <p>Student teachers and interns shall not be accepted into district schools until they have complied with the mandatory background check requirements for criminal history, child abuse, FBI Criminal History Check, TB tine test and the district has evaluated the results of those screenings processes.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible to assign student teachers/student observers and administrative interns in training to the schools.</p> <p>Recommendations for selection of cooperating teachers/principals for administrative interns shall be made by the Assistant Superintendent for Personnel or designee with the agreement of the college or university supervisor.</p> <p>The Superintendent or designee shall ensure distribution of student teachers/interns/student observers throughout the district so that no single group of students or teachers will be subject to excessive student teacher classroom hours.</p>
4. Guidelines	<p><u>Student Teachers</u></p> <p>Student teachers shall be assigned only to those persons designated as their cooperating teachers.</p> <p>Pol. 414 All requests for student teacher placement by colleges or universities must be processed through the office of the Assistant Superintendent for Personnel or designee.</p> <p>23 Pa. C.S.A. 6301 et seq It shall be the responsibility of the school principal to see that the student teaching program functions in the best interests of the students, teachers, student teachers, and the institution providing the student teachers.</p>

	<p>Student teachers and prospective educators in training shall comply with the health examination requirements and clearances of the state and Board policy applicable to professional personnel. The sending institution shall certify that student teachers have obtained current Act 34 and Act 151 Clearances, FBI Criminal History Check and a TB tine test for the duration of the student teaching experience.</p>
	<p>An orientation program shall be planned by the building principal or designee for all student teachers. The orientation program should include information concerning a description of the district, its philosophy of education, staff organization, educational programs and special services.</p> <p>While serving in district schools, student teachers shall be responsible for their conduct to the cooperating teacher and school principal.</p> <p><u>Administrative Interns</u></p> <p>The Superintendent or designee shall ensure distribution of Administrative Interns throughout the district so that no single principal will be subject to excessive hours devoted to an intern.</p> <p>Administrative Interns shall be assigned only to those persons designated as their intern assignment.</p> <p>All requests for an administrative intern placement by colleges or universities must be processed through the office of the Assistant Superintendent for Personnel or designee.</p> <p>It shall be the responsibility of the school principal to see that the administrative intern program functions in the best interests of the students, teachers, student teachers, and the institution providing the student teachers.</p> <p>While serving in a district school, an administrative intern shall be responsible for their conduct to the school principal.</p> <p>All assigned administrative projects shall be approved, supervised and assessed by the school principal.</p>
<p><u>SC 111</u></p> <p><u>SC 111</u></p> <p><u>23 Pa. C.S.A. Sec.</u></p>	<p><u>Arrest Or Conviction Reporting Requirements</u></p> <p><u>Prior to being accepted into district schools, student teachers and interns shall report, on the designated form, arrests and convictions as specified on the form. Student teachers and interns shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form.</u></p> <p><u>While serving in district schools, student teachers and interns shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.</u></p> <p><u>While serving in district schools, a student teacher or intern shall be required to report to the Superintendent or designee, in writing, within seventy-two (72) hours of</u></p>

<u>6344.3</u>	<u>notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.</u>
<u>SC 111</u> <u>SC 111</u> <u>23 Pa. C.S.A.</u> <u>Sec. 6344.3</u>	<u>A student teacher or intern shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the student teacher or intern was arrested or has been convicted of an offense required to be reported by law, and the student teacher or intern has not notified the Superintendent or designee.</u> <u>Failure to accurately report such arrests and convictions may subject the student teacher or intern to disciplinary action up to and including dismissal from the program and criminal prosecution.</u>
Pol. 907 School Code 1418 PA Code Title 28 Sec. 23.43 Board Policies 414, 907	<u>Student Observers</u> Student observers, interns and faculty of other educational institutions shall be offered the opportunity to visit district schools and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal. “Short term” college student observers, assigned two (2) weeks or less, should make arrangements through the school principal. Clearances and TB tine are not required in these cases. An introductory letter from the sending college naming the student, the type of experience requested, and the length of time at the building shall be presented to the principal and a copy shall be forwarded to personnel prior to the first day of school. The college student will also be required to present a photo ID to the school principal, who shall approve such requests.
	<u>References:</u> <u>School Code – 24 P.S. Sec. 111, 510, 1418</u> <u>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</u> <u>State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45</u> <u>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</u> <u>Board Policy – 314, 907</u> <u>NOTES:</u> <u>Chapter 8 of the State Board of Regulations has not been updated since August of 1990 and does not reflect current statutory requirements.</u> <u>SC 111.1. Employment History Review does not apply to student teachers.</u>