

Unity School District
Administrative Rule 892.1
Student Teachers and Interns
12/14/2021

As permitted by law and policy, the District shall cooperate with teacher-training higher education institutions by providing facilities and personnel through which student teachers may obtain practical experience.

Assignments of student teachers shall be made in accordance with procedures established by District Administrator and pursuant to procedures established by the District.

Student Teachers/Interns and Pre-Student Teachers

1. All teacher-training institutions shall first contact the District Administrator office to discuss any and all potential placements of students with any District staff.
2. Teachers will not be assigned a student teacher or pre-student teacher unless they have indicated a willingness to participate in the program.
3. The District Administrator office will work with the building principal to determine student teacher and pre-student teacher assignments with college officials, based on the availability of student teachers and the number of applicants indicating interest in serving as cooperating teachers.
4. Any teacher who accepts a student teacher or pre-student teacher is expected to provide adequate supervision and, in general, furnish an excellent experience for the trainee.
5. Supervision of these programs is the responsibility of the District Administrator. Administration of these programs in individual buildings is the responsibility of the principal, in consultation with the District Administrator.
6. The administration will keep current a guide to the operation of the student teaching and pre-student teaching programs. This guide should specify the duties of the student teachers and pre-student teachers, the role of cooperating teachers, the responsibilities of sponsoring colleges and universities, and the relationships between and among the administration, sponsoring colleges, student teachers and pre-student teachers.
7. Agreements and Memorandums of Understanding may only be entered into by the District Administrator, on behalf of the District.
8. A background check must be completed by the school district, in addition to any completed by the higher education institution.
9. Any college students observing a classroom for a class project must follow the visitor and volunteer policy and procedures. All student information observed during such an observation is to remain confidential.