

**PROCEDURE - STUDENT INTERNS, OBSERVATIONS,
STUDENT TEACHING**

5440P

The District welcomes the opportunity to assist other educational institutions in the training and education of their students. The prime concern, however, of the District is to promote the highest quality education for its students. Therefore, to insure coordination of student teacher interns, observation and student teaching and other related experiences, the following regulations are hereby established.

Observation, internship, student teaching or other related experiences must be approved by the personnel administrator and building principal/program administrator.

The District personnel office shall facilitate placement of any individual scheduled to be within a building if the experience is for longer than three (3) days.

The principal will contact all affected building personnel in advance.

Prior to the placement of any individual, a written summary of the experiences, purpose and the expectations on the part of the school or district shall be submitted to the personnel office by the candidate and institution. Personal contact with the advisor either in person, by phone or other means may also be required by the principal and/or the personnel administrator and the principal may require an interview with the applicant and/or his/her advisor.

All participants shall adhere to the policies and/or regulations of the District. Participants are expected to notify principals if they will have to miss scheduled events or activities and to adhere to the dress, conduct and personal regulations of the district employees. Should these policies and/or regulations be violated, the participants shall be asked to leave the building and discontinue the experience in the District.

Copies of research studies, recommendations and summary reports or papers shall be furnished to the school principal at his/her request upon completion of the experience. These reports may serve as factors in the planning processes of the building and District.

Implemented: March 17, 1986 North Thurston School District