

PROTOCOLS FOR INTERNSHIPS AND STUDENT TEACHING ASSIGNMENTS

Statement of Intent

On occasion, local colleges and universities request Tech Valley High School to provide internship and student teacher opportunities for their students. Tech Valley High School recognizes that as a leader in the educational community, it is expected and desirable to provide these opportunities because it will afford interns with practical experiences that can only be obtained in the workplace. Not only will the interns be better qualified to enter the educational workforce upon graduation, they will be encouraged to seek employment with Tech Valley High School.

At the same time, however, Tech Valley High School recognizes that our primary responsibility is to our students. Providing learning opportunities to interns cannot conflict with or in any way diminish the educational services provided to our students.

Internships and student teaching opportunities shall be undertaken in accordance with these policies.

Approval of Internship or Student Teaching Assignments

1. Intern and student teaching assignments may be undertaken only with approval of the Tech Valley High School Principal/Chief Academic Officer. All requests for intern or student teaching opportunities, with supporting documentation from the college or university, should be forwarded to the Tech Valley High School Principal/Chief Academic Officer. The Principal/Chief Academic Officer will notify the district superintendents of any approved intern and student teachers.
2. Upon approval of the internship or student teaching assignment, the assigned Tech Valley High School teacher or professional will meet with the intern or student teacher to review this policy, policies and legal requirements relating to the privacy of student records, the Tech Valley High School's Code of Conduct policies, the Tech Valley High School Safety Policy, and any other Tech Valley High School policies related to the intern or teaching assignment.
3. Interns and student teachers shall receive no compensation or other remuneration from Tech Valley High School and are not employees of Tech Valley High School. To assure utmost protection of our students with whom interns and student teachers must work, however, Tech Valley High School will require that all interns and student teachers meet the same fingerprinting requirements as our employees who work with students, as provided in the Education Law. Fingerprint tests shall be at the expense of the intern or student teacher.

Intern and Student Teaching Protocols

1. Interns and student teachers shall be supervised by the assigned Tech Valley High School teacher or other educational professional, who shall be responsible for overseeing all aspects of the assignment and assuring that the intern or student teacher comport himself or herself in a professional manner.
2. Assigned Tech Valley High School staff shall be mindful that the interns and student teachers may not have direct contact with staff of component districts, committees on special education or with

parents of Tech Valley High School students unless the assigned Tech Valley High School staff person is present and approves such contact in advance.

3. Interns and student teachers may attend CSE meetings with a Tech Valley High School staff member upon prior notification to the CSE chair. Interns and student teachers may attend parent conferences with Tech Valley High School staff.
4. Interns and student teachers will be provided identification badges by Tech Valley High School that will state the dates of internship or student teaching.
5. In instances where an intern is undertaking work which otherwise would require a professional license, the assigned Tech Valley High School staff person should be mindful that the intern is operating under the auspices of the staff person's license or certification (i.e. the school social worker, school psychologist, speech pathologist or therapist, occupational therapist, physical therapist or nursing licenses or certifications). All such work must be directly supervised by the Tech Valley High School staff person and must in all respects comply with legal standards and regularly accepted practices relating to such professional's work.
6. Interns and student teachers are not authorized to use physical restraints of students.
7. Interns and student teachers may draft reports or other materials for review by and use of their assigned Tech Valley High School staff person, however interns and students are not authorized to sign documents of any kind on behalf of Tech Valley High School, including but not limited to Medicaid and CSE reports.
8. All reports, reviews, evaluations or other documentation provided to the college or university regarding the intern or student teacher performance, prepared by Tech Valley High School staff, shall be reviewed by the supervising administrator before being provided to the college or university.