

COUNCIL ROCK SCHOOL DISTRICT
Administrative Offices
Newtown, PA 18940

GUIDELINES FOR ASSIGNMENT OF STUDENT TEACHERS, INTERNS
and
FIELD EXPERIENCE AND OBSERVATION STUDENTS

The Council Rock School District encourages cooperation with colleges and universities in the training of student teachers and interns. Therefore, the school district will accept college students from a broad spectrum of accredited institutions of higher learning. The following guidelines must be followed. Please sign at the end of these guidelines, indicating your understanding of our requirements for student teacher/intern placements.

STUDENT TEACHERS/INTERNS

- Applications for student teaching in the Council Rock School District shall be submitted no later than **April 1** for the following Fall semester and **October 1** for the following Spring semester. For school psychology interns, applications shall be submitted no later than **February 1** for the following Fall semester and **October 1** for the following Spring semester.
 2. All student teacher/intern assignments shall be for a **minimum of seven (7) consecutive weeks** and a maximum of a full semester.
- Applications for student teaching/internships shall be submitted to the Office of the Director of Human Resources.
- Individual student applications must include the following eight items:
 - A data sheet or resume
 - A transcript indicating a minimum cumulative GPA of 3.0 for all coursework completed (less than 3.0 will not qualify)
 - PA State Police Request for Criminal Records Check (Act 34)
 - Act 24 Arrest/Conviction Report and Certification Form
 - Public Welfare Child Abuse History Clearance (Act 151)
 - Federal (FBI) Criminal History Record Information (CHR)
 - PA School Health Form
 - Written certification from an applicant's advisor that he/she is ready to assume a student teaching/intern assignment
- 5. All student teacher/intern applicants shall undergo an in-district interview with appropriate school district staff. The interview shall be conducted prior to a final agreement from the school district to accept the student teacher/intern applicant.
- 6. Student teachers/interns will be assigned by building principal/designee in consultation with department/grade level coordinators and approved by the Director of Human Resources. The Supervisor of Pupil Services will assign pupil services specialist interns.
- 7. Student teachers will only be assigned to experienced staff members. The responsible administrator will inform the Director of Human Resources, in writing, of student teacher

assignments that have been finalized.

8. Prior to the commencement of the student teaching experience, the college/university must provide a written explanation of program expectations to the Council Rock cooperating professional; and, provide a clear understanding of the frequency of visits from the college/university supervisor during the semester.

9. All secondary (grades 7-12) student teachers must assist with instruction at the “Twilight School” a minimum of four days (2 days for a quarter placement) during their assignment in Council Rock. This alternative high school assignment will occur between 3pm and 6pm, and will be performed as an extension of the regular school day.

FIELD EXPERIENCES & OBSERVATIONS

For many students, pre-student teaching experiences are their initial encounter with the real world of teaching. Consequently, practicum students do not assume the degree of classroom responsibility they do during student teaching. Under the supervision of an experienced teacher, practicum students observe classroom activities, assist the teacher with day-to-day classroom management tasks, interact one-to-one with students, and instruct small groups. Some students use the practicum to determine the appropriateness of teaching as a career. The cooperating teacher and university supervisor use the practicum to assess the student's readiness for the student teaching experience. Teachers accepting practicum students need not meet the state regulations for working with student teachers.

- Applications for field experience shall be made directly to the building principal and do not require district office approval. The application must include a letter from the university attesting that the student has on file with the college/university the following current required clearances: Act 34, Act 151 and the FBI Criminal History Record (CHR).
- All students participating in a field experience or observation must complete the Act 24 Arrest/Conviction Report and Certification Form.

3. Field experience/observations are discouraged during the last two weeks of the school year.

4. Prior to the commencement of the field experience, the college/university must provide a written explanation of program expectations to the Council Rock cooperating administrator.

If you have any questions regarding this procedure and the information required, please contact:

Mrs. Christine Taylor
Director of Human Resources
Council Rock School District
30 N. Chancellor Street
Newtown, PA 18940
Email: cmtaylor@crsd.org
Phone: 215-944-1000
Fax: 215-944-1031

My signature affixed below indicates an understanding and agreement to comply with these guidelines for student teacher/intern placements.

Signature

Contact Date

College/University