

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Student Teachers/Interns
Code	307
Status	Active
Adopted	May 10, 2010
Last Revised	March 11, 2024
Prior Revised Dates	4/13/2015

Authority

The Board encourages cooperation with colleges and universities within the state to assist in the training of student teachers and interns.

The Board establishes that district schools shall accept student teachers and interns from accredited institutions with which the district has a cooperative agreement approved by the Board.[\[1\]](#)

Student teachers and interns shall not be accepted into district schools unless they have complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of those screening processes.[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee shall be responsible to assign student teachers and interns to the schools.

Recommendations for selection of cooperating teachers shall be made by the building principal, with the agreement of the college or university supervisor.

The Superintendent or designee shall ensure distribution of student teachers throughout the district so that no single group of students or teachers will be subject to excessive student teacher classroom hours.

Student teachers and interns shall comply with the health examination requirements of the state and Board policy applicable to district staff.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Arrest or Conviction Reporting Requirements

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.[\[2\]](#)

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.[2][9]

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.[2]

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 notification, that they have been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[9]

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.[2]

While serving in district schools, student teachers and interns shall be responsible for their conduct to the supervising teacher/administrator and building principal.

Student teachers, 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 or designee.[10]

Legal

[1. 24 P.S. 510](#)

[2. 24 P.S. 111](#)

[3. 23 Pa. C.S.A. 6344](#)

[4. 24 P.S. 1418](#)

[5. 28 PA Code 23.43](#)

[6. 28 PA Code 23.44](#)

[7. 28 PA Code 23.45](#)

[8. Pol. 314](#)

[9. 23 Pa. C.S.A. 6344.3](#)

[10. Pol. 907](#)

[24 P.S. 111.1](#)

[22 PA Code 8.1 et seq](#)

[23 Pa. C.S.A. 6301 et seq](#)