

STUDENT TEACHING AND INTERNSHIPS

The Alexandria City School Board (Board) cooperates with approved colleges and universities in providing laboratory opportunities for student teaching and interning. Colleges/universities who desire to place student teachers, interns, or practicum students with ACPS must enter into a Partnership Agreement with the Division.

All applicable Alexandria City Public Schools (ACPS) policies and regulations also apply to student teachers and interns.

The Superintendent develops regulations to implement this policy.

The following additional conditions must be met when accepting student teachers and interns.

1. Student teachers and interns are accepted based on the division’s capacity for student teachers and interns. Not all applications will be approved.
2. The Board accepts student teachers and interns upon recommendation of the Superintendent.
3. The Department of Human Resources (HR) has the responsibility for the assignment and placement of student teachers and interns in the school system. HR consults with the Department of Student Services and Principals in the placement decisions.
4. Teachers who serve as supervising teachers must have a satisfactory evaluation and be on a continuing contract.
5. All teachers who serve as supervising teachers must be recommended by the principal of the school to the Superintendent or designee for approval.
6. A class may not have more than one student teacher during the regular school session. Only with the approval of the Superintendent or designee may any class have a student teacher assigned to it for more than one semester.
7. No supervising teacher may have a student teacher assigned to them for more than one semester during the regular school session. Any exception to this limitation must be approved by the Superintendent or designee.
8. All administrative personnel and supervising teachers must make certain that student teachers acquire the required number of teaching hours necessary for state certification.
9. The first responsibility of the supervising teacher remains the educational welfare of the students for whom they are responsible.
10. Participation in teaching, planning of lessons as units, and involvement in school activities by the student teacher must occur under the supervision and administrative supervision of the principal and the supervising teachers.

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48 11. The administrative and supervisory officers in the school division have complete authority
49 to reject or to terminate any student teacher whose professional or ethical behavior has a
50 negative effect on the ongoing instructional program or welfare of students.
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52 12. Information concerning students may be available to student teachers at the discretion of the
53 supervising teacher and/or principal. In all cases, the student teachers must respect the
54 confidential nature of information provided.
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56 13. The structure and administration of the student teaching program in the school division is
57 that of the Superintendent or designee, subject to the approval of the Board.
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59 14. Student teachers will follow all policies and regulations of the Board that apply to teachers.
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61 15. Student teachers and interns must come from accredited institutions.
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63 16. Student teachers and interns must meet the same health requirements as all other personnel.
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65 17. With the exception of student teachers who have been hired as long-term substitutes,
66 student teachers and interns may not be used in lieu of substitute teachers.
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69 Adopted: November 7, 1996
70 Amended: December 17, 2015
71 Amended: May 23, 2024
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74 Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78
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76 Cross Refs.: JO Student Records
77 LE Relations with Colleges and
78 Universities KN Sex Offender Registry
79 Notification