AR-4122 (a)

CERTIFICATED PERSONNEL - STUDENT TEACHERS

Purpose

This Administrative Regulation establishes the procedures and requirements for placing student teachers, interns, and individuals completing practicums or classroom observations within Wrangell Public Schools (WPS). It is intended to ensure that all placements meet state certification requirements, support the mentoring capacity of district staff, and maintain a high standard of instruction for students.

1. Scope

This policy applies to any individual enrolled in a teacher preparation program who is seeking:

- Classroom observation hours
- A practicum placement
- An internship
- A culminating student teaching experience

2. Eligibility Requirements

Before beginning a student teaching placement, applicants must:

- Be currently enrolled in an accredited teacher preparation program at a college or university.
- Hold a **current Initial Teaching Certificate** or a **current Student Teacher Authorization** issued by the Alaska Department of Education & Early Development (DEED). Applicants should apply for this well in advance, as the certification process can take **3–6 months**.
- Complete a background check in accordance with district and State of Alaska requirements.
- Submit all required supporting documentation with their application (see Section 4).

Placements are unpaid and unfunded positions; they do not constitute district employment.

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3. Application Windows and Deadlines

To allow adequate time for review, mentor-teacher matching, and certification verification, applications must be submitted according to the following schedule:

Placement Semester	Application Window	Priority Deadline
Fall Semester	February 1 – March 30	April 1
Spring Semester	September 1 – October 30	October 15

Applicants are strongly encouraged to apply **4–6 months** prior to their intended start date. Applications are reviewed and approved in the order received.

Note: Due to limited mentor-teacher availability and classroom capacity, Wrangell Public Schools cannot guarantee a placement for every applicant, even if submitted by the deadline.

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4. Application Process

Step 1 — Submit an Application Complete the WPS Student Teacher/Intern Application, available through the district's Human Resources page.

Step 2 — Upload Supporting Documents Include with the application:

- Proof of current enrollment in a teacher preparation program
- Copy of current Initial Teaching Certificate or Student Teacher Authorization (or proof of application to DEED, if pending)
- Letter or form from the university's placement office confirming program requirements
- Background check authorization

Step 3 — District Review Human Resources reviews applications for completeness and forwards eligible applicants to the appropriate building principal(s) for mentor-teacher matching.

Step 4 — Placement Confirmation Once a mentor teacher and placement site are identified, HR will notify the applicant and their university supervisor in writing.

Applicants seeking only observation hours or a practicum (not a full student teaching placement) should contact the Human Resources office directly to arrange scheduling.

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5. Responsibilities of the Student Teacher/Intern

- Adhere to all WPS policies, including the Code of Conduct and Technology Acceptable Use Policy.
- Work under the direct supervision of an assigned cooperating/mentor teacher at all times.
- Maintain confidentiality of student records and information (FERPA compliance).
- Communicate regularly with the university supervisor and cooperating teacher.
- Notify the building principal and HR promptly of any changes in enrollment status, certification, or availability.

6. Responsibilities of the District

- Assign a qualified, willing cooperating/mentor teacher.
- Provide the student teacher with access to curriculum materials, schedules, and facilities necessary to complete the placement.
- Conduct a building-level orientation covering safety procedures, technology use, and district expectations.
- Communicate with the university placement office regarding evaluation requirements and any concerns that arise during the placement.

7. Equal Opportunity Statement

Wrangell Public Schools is an Equal Opportunity Employer and provider of educational placements. Placement decisions are made without regard to race, color, religion, sex, national origin, age, disability, or any other status protected by applicable law.

8. Host Teacher Requirements

Wrangell Public Schools Host Teachers must have a minimum of five years of successful teaching experience (a minimum of three of these years must be in the district). The Host teacher shall have positive evaluations and have not had any disciplinary action taken against them or have been on a plan of improvement within the past five years.

Student teachers should not contact specific teachers or principals regarding student teaching. All requests should be made to the Superintendent or HR Department. The District will determine the best host teacher to mentor the student teacher.

Adoption Date: September 21, 2026