1	STUDENT TEACHING AND INTERNSHIPS REGULATIONS				
2	The Alexandria City School Deard (Deard) as a protocovith approved calleges and universities in				
3 4	The Alexandria City School Board (Board) cooperates with approved colleges and universities in providing laboratory opportunities for student teaching and internships. The following procedures				
4 5	are used for the placement of student teachers, interns, and practicum students (student).				
6	are used for the placement of student teachers, merns, and plactedin students (student).				
7	Establishing Partnerships				
8					
9	Prior to the placement of student teachers, interns, and/or practicum students, the placing				
10	organization must first enter into a partnership agreement with Alexandria City Public Schools				
11	(ACPS). Organizations desiring to enter into a partnership agreement should contact the Manager				
12	of Grants and Partnerships (MG&P) who will describe the process and provide the necessary forms.				
13					
14	Partnership proposals will be reviewed by the MG&P as well as the curriculum supervisor most				
15	closely related to the subject, i.e., SPED, ESL, Psychology, Elementary Teacher, Secondary				
16 17	Teacher, etc.				
17	Placement of Student Teachers, Interns, and Practicums				
19	Once a partnership has been established, the college/university may request placement of students.				
20	onee a paranership has been established, the conego, and crisicy may request pracement of stadents.				
21	1. The university coordinator completes the online Student Teacher Placement request form,				
22	found within the Human Resources section of the ACPS website.				
23					
24	2. The Student Teacher Placement request form is reviewed by the Human Resources				
25	Licensure Team and the MG&P.				
26	• The MG&P reviews the application to confirm it is in accordance with the				
27	partnership.				
28 29	• The Human Resources Licensure Team reviews the placement request and determines if ACPS can and will move forward with the request.				
29 30	determines if ACFS can and will move forward with the request.				
31	3. Once a placement and mentor are identified, the Human Resources Licensure Team				
32	<ul> <li>confirms the placement and mentor with the university coordinator, and</li> </ul>				
33	• contacts the student with onboarding steps and required documents.				
34					
35	4. The Human Resources Licensure Team reviews the documentation to confirm clearance to				
36	be placed.				
37	• Tuberculosis Testing,				
38	• Virginia State Fingerprinting Background Check, and				
39	<ul> <li>Child Protective Services Background Check</li> </ul>				
40 41	5. Once a student has been fully cleared by the Licensure Specialist, the student, university				
41	coordinator, and the mentor will be notified of the student clearance and the right to begin				
42	their internship.				
44					
45	6. The student completes the onboarding process.				
46					
47					
48	Adopted: NEW				

49				
50				
51	Legal Ref.:	Code of Virginia, 1950, as amended, § 22.1-78		
52				
53	Cross Refs.:	JO	Student Records	
54		LE	Relations with Colleges and Universities	
55		KN	Sex Offender Registry Notification	

## File: LEA-R

# STUDENT TEACHING AND INTERNSHIPS REGULATIONS

The Alexandria City School Board (Board) cooperates with approved colleges and universities in providing laboratory opportunities for student teaching and internships. The following procedures are used for the placement of student teachers, interns, and practicum students (student).

#### **Establishing Partnerships**

Prior to the placement of student teachers, interns, and/or practicum students, the placing organization must first enter into a partnership agreement with Alexandria City Public Schools (ACPS). Organizations desiring to enter into a partnership agreement should contact the Manager of Grants and Partnerships (MG&P) who will describe the process and provide the necessary forms.

Partnership proposals will be reviewed by the MG&P as well as the curriculum supervisor most closely related to the subject, i.e., SPED, ESL, Psychology, Elementary Teacher, Secondary Teacher, etc.

#### Placement of Student Teachers, Interns, and Practicums

Once a partnership has been established, the college/university may request placement of students.

- 1. The university coordinator completes the online Student Teacher Placement request form, found within the Human Resources section of the ACPS website.
- 2. The Student Teacher Placement request form is reviewed by the Human Resources Licensure Team and the MG&P.
  - The MG&P reviews the application to confirm it is in accordance with the partnership.
  - The Human Resources Licensure Team reviews the placement request and 0 determines if ACPS can and will move forward with the request.
  - 3. Once a placement and mentor are identified, the Human Resources Licensure Team
    - confirms the placement and mentor with the university coordinator, and
    - o contacts the student with onboarding steps and required documents.
- 4. The Human Resources Licensure Team reviews the documentation to confirm clearance to be placed.
  - Tuberculosis Testing,
  - Virginia State Fingerprinting Background Check, and 0
  - Child Protective Services Background Check
- 5. Once a student has been fully cleared by the Licensure Specialist, the student, university coordinator, and the mentor will be notified of the student clearance and the right to begin their internship.
- 6. The student completes the onboarding process.
- Adopted: NEW

### ALEXANDRIA CITY PUBLIC SCHOOLS

Commented [1]: @kris.pratt@acps.k12.va.us Did some minor simplification, does this look OK? Also, who makes the actual decision about entering into a partnership?

Assigned to kris.pratt@acps.k12.va.us

Commented [2]: Looks Good! Greg Tardieu is the one who ultimately has that say as he produces the MOUs to pass along to the Universities for agreement.

# File: LEA-R

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51	Legal Ref.:	Code of Virginia, 1950, as amended, § 22.1-78		
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ALEXANDRIA CITY PUBLIC SCHOOLS