

No. 4420  
SECTION: PERSONNEL  
TITLE: STUDENT TEACHERS  
  
ADOPTED: 1/1961  
READOPTED: 1/29/14;11/15/16  
REVISED: 2/1/00;5/15/06;6/21/10

**OXFORD AREA SCHOOL DISTRICT**

- A. The Oxford Area Board of School Directors authorizes and encourages cooperation with colleges and universities engaged in teacher preparation programs by accepting student teachers in the classrooms of the school district.
  
- B. The administration staff of the school district shall limit or control the number of such student teachers as may be necessary to assure the school district that the normal program of instruction shall be maintained.

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ADMINISTRATIVE PROCEDURES

STUDENT TEACHERS

- A. All requests from colleges and universities for the placement of student teachers must be initiated through central office. It will be the responsibility of the Director of Human Resources to coordinate all placements of student teachers.
- B. After the initial request is made by a college or university, the appropriate principal will be contacted to begin the process of selecting cooperating teachers for the assignment of the student teachers.
- C. The qualifications and preparation of the candidates for student teaching assignments will be reviewed by the Director of Human Resources and principal to determine suitability and acceptability for placement.
- D. Final selection of cooperating teachers will be determined by the principal and Director of Human Resources. Criteria such as length of teaching experience, evidence of successful and innovative teaching practices and frequency of student teacher assignments will be considered in the final selection.
- E. Student teachers may only be assigned to those tenured professional employees who have been employed in the school district for three years or more.
- F. Professional employees are limited to supervising one student teacher for one semester to be followed by two semesters during which time no student teacher is to be assigned.
- G. The Director of Human Resources will be the liaison and contact person for all activities regarding the placement of student teachers.
- H. Student teachers are expected to adhere to Policy 4330.

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