Administrative Bulletin #19
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STUDENT TEACHERS / INTERNS

The following procedure must be followed for placement of Student Teachers / Interns within the South Portland School Department:

1. A request for placement of a Student Teacher must be approved by the Superintendent of Schools and the Building Administrator prior to determining placement. Contracts or agreements for Student Teachers / Interns must be approved by the Superintendent of Schools prior to placement.

2. In cases of Interns within the areas of Instructional Support (guidance, social work, speech/language, psychological examiners, special education teachers, nurses, AG staff), placement must also be approved by the Director of Instructional Support.

3. Once approved by the Superintendent of Schools and the Building Administrator, the Student Teacher / Intern must arrange for a meeting with the Assistant Superintendent of Schools to complete the appropriate paperwork for substituting. The paperwork includes confirmation of CHRC (fingerprinting) documentation.

4. No Student Teacher / Intern will be allowed in classrooms without the aforementioned approvals.

5. This procedure will be communicated to the Maine colleges and universities that typically request placement of student teachers within our schools. Should a request come to a Building Principal, that request should be forwarded to the Superintendent of Schools for approval prior to determining placement.