

# ANACORTES SCHOOL DISTRICT #103

Procedure No. 5641-P  
Personnel

## STUDENT TEACHERS

The procedures for developing and implementing a student teacher agreement are as follows:

1. The college representative shall present a student teacher agreement to the superintendent for review and approval.
2. The superintendent shall coordinate the institution's request for placement with principals to determine if placements are possible in the subject areas requested.
3. The college supervisor shall be notified of placements that can be accepted during the quarter.
4. Assignment shall be made with the approval of the cooperating staff member and the principal.
5. A student teacher shall be assigned to a teacher with no less than three years of teaching experience.
6. A supervising teacher shall not be assigned more than one student teacher per school year.
7. The supervising teacher shall be responsible for the class and should not delegate responsibilities until the student teacher has displayed the proficiency to accept them.
8. A student teacher should assume the same conditions of employment as a regular teacher in terms of length of school day, supervision of co-curricular activities, staff meetings, and in-service training.

