

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 300 Employees

TITLE: Student Teachers,  
Interns, and Residents

ADOPTED: REVISED:

November 16, 2017

## 307. STUDENT TEACHERS, INTERNS, AND RESIDENTS

### **Authority**

The School Reform Commission encourages cooperation with colleges, universities, and approved educational providers to assist in the training of student teachers, interns, and residents.

The SRC establishes that the district shall accept student teachers, interns, and residents from accredited institutions with which the district has a cooperative agreement approved by the SRC.

The SRC directs that student teachers, interns, and residents shall not be accepted into the district unless they have complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of those screening processes.<sup>[1][2]</sup>

### **Definitions:**

**Student teacher** - any individual serving in the School District of Philadelphia (“District”) in any instructional capacity not formally employed by the District.

**Intern** - individual providing operational support in the District. These individuals is not formally employed with the District.

**Resident** - any individual serving in a District school in any instructional capacity that is not formally employed by the District.

### **Delegation of Responsibility**

The Superintendent or designee, with the agreement of the supervising teacher, administrator, or administrative department manager, shall be responsible to assign student teachers, interns, and residents to schools and/or administrative departments. Student teachers or residents shall be assigned to teachers who have met specific criteria established by the District.

The Superintendent or designee shall ensure distribution of student teachers and residents throughout the district so that no single group of students or teachers will be subject to excessive student teacher or resident classroom hours. Interns will be assigned by administrative department managers.

Student teachers, interns, and residents shall comply with the health examination requirements of the state and SRC policy applicable to district staff. [\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

While serving in district schools, student teachers, interns, and residents shall be responsible for their conduct to the supervising teacher, administrator, or administrative department manager.

### **Arrest or Conviction Reporting Requirements**

Prior to being accepted into the District, student teachers, interns, and residents shall report arrests and convictions by submitting required backgrounds checks and clearances. Student teachers, interns, and residents shall likewise report arrests and/or convictions that occur subsequent to submitting required background checks and clearances on the designated form. A student teacher, intern, or resident who is required to report an arrest or conviction on the designated form can find the form to complete on the District Employee Relations website. [\[1\]](#)

While serving in the District, student teachers, interns, and residents shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[1\]](#)

While serving in the District, a student teacher, intern, or resident shall be required to report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[\[8\]](#)

A student teacher, intern, or resident shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the student teacher, intern or resident was arrested or has been convicted of an offense required to be reported by law, and the student teacher or intern has not notified the Superintendent or designee.[\[1\]](#)

Failure to accurately report such arrests and convictions may subject the student teacher, intern, or resident to disciplinary action up to and including dismissal from the District and criminal prosecution.[\[1\]](#)[\[8\]](#)

### **Observers**

Student teachers, interns, residents, and faculty of other educational institutions shall be offered the opportunity to visit district schools and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the administrator or administrative department manager. [9]

**Legal References:**

1. 24 P.S. 111
2. 23 Pa. C.S.A. 6344
3. 24 P.S. 1418
4. 28 PA Code 23.43
5. 28 PA Code 23.44
6. 28 PA Code 23.45
7. Pol. 314 - Physical Examination
8. 23 Pa. C.S.A. 6344.3
9. Pol. 907 - School Visitors

**Related Information:**

- 24 P.S. 510
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq
- Philadelphia Home Rule Charter - 12-300