

## **M - INTERAGENCY RELATIONS**

MF	Relations with Education and Service Centers
MFA	Relations with Professional and Civic Organizations
MFB	Student Internships

## **RELATIONS WITH EDUCATION RESEARCH AND SERVICE CENTERS**

It is the policy of the School System to cooperate with the colleges, universities, and other agencies in promoting potentially profitable research. In such instances of cooperation, the following procedures shall govern research projects conducted within the School System:

### Research Projects Using School System Data

Requests for permission to conduct research projects utilizing School System data, students, or collective groups of employees must be submitted to the Superintendent in written form for review and approval prior to initiating such projects.

### Projects Using Individual Employees

Requests by various colleges, agencies, etc. to an individual employee(s) to complete questionnaires, opinionnaires, etc. relative to professional perceptions, thoughts, methods, etc. may be completed at the individual employee's discretion; however, any such requests involving factual information regarding School System data, students, parents, etc. should be directed to the Superintendent for review and approval prior to completing such research instruments.

### Individual Employee Research Projects

Requests by individual employees to conduct personal or college related research projects utilizing School System data, students, parents, etc. should be directed to the Superintendent for review and approval prior to initiating such projects.

## **RELATIONS WITH PROFESSIONAL AND CIVIC ORGANIZATIONS**

The Board encourages employees of the School System to affiliate with professional organizations that promote personal and professional growth and improvement in their respective fields of study/work.

Further, the Board supports relationships between the School System and local, state, and national organizations known to promote the best interest of students, public education, and the efficient operation of the School System.

There are times when these affiliations could require attendance or attention that conflict with instructional/ administrative/duty time. Specific attention must be given to insure that employee duties are not neglected through such affiliations, especially when instructional management, planning, and supervision of students are at issue.

## **STUDENT INTERNSHIPS**

The Board approves the School System's participation in student internship programs. Therefore, the School System will cooperate with the student internship training institutions of the state by accepting and supervising student interns, provided the following requirements are observed:

1. The Board has the option to require a written contractual agreement acceptable to the student internship training institution and the School System. It must be signed by the Superintendent or designee and appropriate administrative personnel at the university involved.
2. The internship training institution shall schedule with the local school principal and the supervising teacher an agreed upon number of visitations per semester or quarter to observe the student intern and confer with the supervising teacher.
3. Student interns shall be approved by the local school Principal.
4. Student interns will be assigned only to teachers with requisite qualifications as agreed upon by the teacher training institution and the School System.
5. A supervising classroom teacher may not supervise more than one (1) student intern at any given time.
6. All student interns, while attached to the School System, shall adhere to the Board policies and administrative rules and regulations of the school and School System. The Superintendent or designee, upon consultation with the supervising teacher, university supervisor, and principal, has the right to terminate an intern assignment.
7. While interns should have experience with the grading system, all grading of students in the class remains the responsibility of the supervising classroom teacher. Tests or other work must be reviewed by the supervising classroom teacher before being administered to students. The resulting grade must also be reviewed by the classroom-supervising teacher before being recorded as a grade for a student.
8. The student intern remains under the supervision and responsibility of the supervising classroom teacher and is not to be left unsupervised for extended periods of time.

SOURCE: Bibb County Board of Education, Centreville, AL  
ADOPTED: JANUARY 22, 2001