



RCS Student Intern Policy

Purpose: To provide clear guidelines for the acceptance, placement, and supervision of student teaching interns at Riverview Charter School, ensuring meaningful learning experiences for interns while maintaining high instructional standards for students.

1. Partnerships and Eligibility

- Interns must be enrolled in accredited SCDE teacher education programs ([LINK](#)) and completing an approved practicum, field experience, or student teaching placement. Verification of enrollment must be submitted along with the request for placement at Riverview Charter School.
- Placement requests must be made to the Director of Academics at Riverview Charter School.
- Requests for placements will only be accepted for the current academic year. The number of interns accepted each term depends on the availability of qualified cooperating teachers and school capacity.

2. Application Process

- Requests for placement must be received at least 4 weeks before the desired start date.
- Requests must include the intern's résumé, program requirements, placement dates, and grade-level preferences.
- Final placement approval rests with the Director of Academics or designee, in consultation with the Directors of Upper and Lower Grades and the cooperating teacher.
 - A placement orientation must be completed prior to working with students.
- Prior to the first date of placement, all required documentation, including background check and negative TB test must be submitted to the Executive Assistant or their designee.

3. Cooperating Teachers

- Must hold a valid state teaching license and have at least three (3) years of successful teaching experience.
- Should demonstrate effective teaching, mentoring, and communication skills.
- Are responsible for daily guidance, feedback, and completion of any evaluations required by the interns teacher preparation program.
- Cooperating teachers maintain legal and instructional responsibility for the classroom at all times.
- Final selection, approval, and placement of individuals shall be at the discretion of the school leadership team based on program needs and school expectations.



4. Expectations

- Interns must follow all school policies (attendance, conduct, confidentiality, technology, safety, and dress code).
- Interns follow the school calendar and daily schedule and must wear identification badges while on campus.
- Interns must maintain a consistent schedule and notify both the cooperating teacher **AND** the Director of Academics of any absences in advance.

5. Confidentiality and Conduct

- Interns must maintain confidentiality under FERPA and adhere to professional and ethical standards.
- Respectful communication, professionalism, and student-centered behavior are required at all times.

6. Supervision and Evaluation

- Cooperating teachers and university supervisors jointly provide feedback and assess progress.
- All University supervisors must follow school visitor protocols, including check-in procedures.
- Members of the Riverview Charter School Leadership Team may also choose to observe and provide additional support.
- The school Leadership Team may terminate the placement if any of the aforementioned expectations are not met.
 - Termination will be communicated to the placement coordinator or supervisor.

7. Recordkeeping

- All placement agreements, background verification, evaluations, and university correspondence will be maintained in Riverview's records.

Riverview Charter School reserves the right to decline or limit placements to maintain instructional priorities. Final approval is at the discretion of the Executive Director or their designee.