

## **ACKNOWLEDGEMENT**

Appreciation is extended to the members of the Interagency Relations Policy Committee for their valuable contribution in the development of the written school board policies for the School System. The work by members of this committee is represented by the policies that follow. Members of the Interagency Relations Policy Committee were as follows:

Irene Hardeman

Patrick O'Diam

Jackie Walker

## **DATE OF EFFECT**

This is to advise that the policy statements contained in this manual were officially adopted on the date displayed on each respective statement. However, in order to promote consistency and fairness in their implementation, the policies displayed in this section will become effective throughout the School System on the date shown below. Further, the interagency relations policy statements contained in this manual hereby supersede all other interagency relations policies previously adopted by the Cullman City Board of Education.

Signed \_\_\_\_\_

Dr. Suzanne Freeman, Superintendent

Date \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

## **M - INTERAGENCY RELATIONS**

ME	Relations with Education Research and Service Centers
MFB	Student Internships
MK	Educational Accreditation Agency Relations

## **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 or designee in written form for review and approval prior to initiating such projects.

### **Projects Involving 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 or designee 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 or designee for review and approval prior to initiating such projects.

## **STUDENT INTERNSHIPS**

The School System shall maintain a cooperative relationship with the teacher 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 teacher training institution and the School System. The agreement must be signed by both the Superintendent or designee and the university official.
2. The teacher training institution shall schedule with the local school principal and the supervising teacher an agreed upon number of visitations per semester 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 and to those who are agreeable to serving as supervising teachers.
5. A supervising 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, upon consultation with the supervising teacher, principal, and university supervisor, 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. The supervising classroom teacher must review tests and other work before they are administered to students. The resulting grade must also be reviewed by the 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: Cullman City Board of Education, Cullman, AL  
ADOPTED: 1974; REVISED: 1995; REVISED: Jan. 27, 2003  
LEGAL REF.: Policy Manual, 1974.

FILE: MK

## **EDUCATIONAL ACCREDITATION AGENCY RELATIONS**

It shall be the policy of the Board to establish and maintain membership for its schools in the Southern Association of Colleges and Schools, cooperating in the Association's evaluations of the School System and considering its recommendations. All School System personnel shall perform assigned accreditation-related tasks in a prompt, competent, and professional manner.

SOURCE: Cullman City Board of Education, Cullman, AL  
ADOPTED: 1995; REVISED: Jan. 27, 2003  
LEGAL REF.: