

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193  
MOUNTAIN HOME, IDAHO**

**PROCEDURE**

Section 300.4, Pages 1

**STUDENT TEACHER ASSIGNMENTS/TUTORS/OBSERVATIONS**

1. The college or university requesting placement is to contact the superintendent, or designee, with their request.
2. Students from a college or university are not to contact Human Resources, building administration, or classroom teachers about setting up their own student teacher assignment, tutoring assignments, or classroom observations.
3. Information regarding the proposed assignment will be forwarded from Human Resources to building administration.
4. Building administration will inform Human Resources of the acceptance or rejection of the proposed placement.
5. Human Resources will inform the college or university of the decision made by the building administration.
6. Once acceptance of an assignment is confirmed, the student may make contact with building administration and the classroom teacher.

March 1, 2001  
Reviewed: March 14, 2016

Reviewed: March 6, 2006  
Reviewed: November 10, 2020

Reviewed: January 10, 2011