

## Student Teacher Placement

(practicum/student teaching/internship)

South Kitsap School District is dedicated to contributing excellence to future educators. Student teaching is considered to be the single most important experience in a teacher preparation program. By working together, we hope to nurture the professional growth of teacher candidates, support the continued professional development of cooperating teachers, and provide for quality learning experiences for the children in our school.

All practicum, student teacher, and/or intern applicants must be enrolled in a State Board of Education approved college/university education program, with field supervisors provided by the University. The College/University must also have a current contract on file with the South Kitsap School District.

### APPLICATION PROCESS/DEADLINE DATES:

All arrangements to accept student teachers are made through Human Resources in conjunction with the College and University placement offices. This includes all observation, practicum, intern, and student teaching requests. In order to meet the needs of the many Universities/Colleges, a student teacher placement request must be sent to the Human Resources Department by the following dates:

- By November 3rd for Winter 2016-17
- By January 23rd for Spring 2016-17
- By May 1st for Fall 2017-18

The South Kitsap School District places student teachers on a semester by semester basis. Often times, student teachers request a specific placement location and host teacher. South Kitsap School District will make every effort to accommodate such requests. There are, however, times that we may not be able to accept the specific placement request due to events in our district that are not conducive to a good student teaching experience.

The State of Washington requires that everyone who has contact with students in the school setting be fingerprinted prior to starting their assignments.

Student teachers will not be allowed into the classroom without proof of current fingerprints. Requests for placement will not be sent until fingerprinting can be confirmed.

All requests (i.e., observations, practicums, student teaching or internships) must come through Human Resources.

### STUDENT TEACHER APPLICATION PACKET REQUIREMENTS:

- Student Teacher Application Packet (request for placement form, disclosure statement, policies & procedures form)
- Student's Resume or Biography
- Proof of Student's Liability Insurance Certificate/Form (verify with University if needed)
- Proof of Student's Fingerprint Clearance

**\*APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THESE DOCUMENTS IN THEIR ENTIRETY\***

Once Human Resources has received all completed documents, by the date as indicated above, the information will be forwarded to the building administrator for placement review. When placement has been confirmed, Human Resources will send a letter of confirmation to the University Coordinator with your student teaching placement information.

For questions, please contact the Student Teacher Placement Coordinator at 360.874.7074 or [skjobs@skitsap.wednet.edu](mailto:skjobs@skitsap.wednet.edu).

Thank you for considering South Kitsap School District. We look forward to working with you.



**SOUTH KITSAP**  
SCHOOL DISTRICT  
nurturing Growth • Inspiring Achievement • Building Community

## PRACTICUM/STUDENT TEACHING/ INTERNSHIP REQUEST FOR PLACEMENT

**Please Return Completed Applications to:**

Student Teacher Placement Coordinator  
2689 Hoover Ave SE, Port Orchard, WA 98366  
PHONE: (360) 874-7074 FAX: (360) 874-7076  
skjobs@skitsap.wednet.edu

Date of Placement Request \_\_\_\_\_

### UNIVERSITY INFORMATION

University \_\_\_\_\_

Placement Coordinator \_\_\_\_\_

Email Address \_\_\_\_\_ Phone# \_\_\_\_\_

### STUDENT INFORMATION

Student Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone# \_\_\_\_\_ Alt Phone# \_\_\_\_\_

Email Address \_\_\_\_\_

Date of national background check (fingerprinting) \_\_\_\_\_

(Must be completed prior to placement)

*The following information must be filled out in its entirety; otherwise, placement may be delayed and/or denied*

**Application for:**    ☐ Practicum                      ☐ Student Teaching                      ☐ Internship

Preferred Grade(s): \_\_\_\_\_ Preferred Subject(s): \_\_\_\_\_

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*Please attach your resume and/or biography related to the requested assignment.*

### SCHOOLS OF INTEREST

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Burley Glenwood Elementary   | <input type="checkbox"/> Olalla Elementary          | <input type="checkbox"/> Cedar Heights Junior High    |
| <input type="checkbox"/> East Port Orchard Elementary | <input type="checkbox"/> Orchard Heights Elementary | <input type="checkbox"/> John Sedgwick Junior High    |
| <input type="checkbox"/> Hidden Creek Elementary      | <input type="checkbox"/> Sidney Glen Elementary     | <input type="checkbox"/> Marcus Whitman Junior High   |
| <input type="checkbox"/> Manchester Elementary        | <input type="checkbox"/> South Colby Elementary     | <input type="checkbox"/> South Kitsap High School     |
| <input type="checkbox"/> Mullenix Ridge Elementary    | <input type="checkbox"/> Sunnyslope Elementary      | <input type="checkbox"/> Discovery Alternative School |

In order to meet the needs of the many Universities, a completed student teacher placement request must be sent to the Human Resources Department by the due dates listed on the website that will be updated regularly.

South Kitsap School District will make every effort to accommodate placement requests. Once placement has been determined, the Human Resources Department will notify applicants and the University.

**South Kitsap School District No. 402**  
**STUDENT TEACHER DISCLOSURE STATEMENT**

Reference RCW 28A.400, RCW 43.43

**YOU MUST ANSWER ALL EIGHT (8) ITEMS ON THIS FORM**

1. CHECK ANY OF THE FOLLOWING FOR WHICH YOU HAVE BEEN CONVICTED, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED: (The term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulation to facts or deferred or suspended sentence occurred.)

- |   |  |  |
|---|--|--|
| <p><input type="checkbox"/> Custodial Assault<br/>    First, Second or Third Degree</p> <p><input type="checkbox"/> Assault of a Child</p> <p><input type="checkbox"/> First, Second, or Third Degree Assault</p> <p><input type="checkbox"/> Simple Assault<br/>    First or Second Degree Custodial</p> <p><input type="checkbox"/> Interference</p><br><p><input type="checkbox"/> Incest</p> <p><input type="checkbox"/> First, Second, or Third Degree Rape of a Child</p> <p><input type="checkbox"/> Child Abandonment<br/>    Child Abuse or Neglect as</p> <p><input type="checkbox"/> Defined in RCW 26.44.020</p> <p><input type="checkbox"/> Violation of Child Abuse Restraining Order</p> <p><input type="checkbox"/> Child Buying or Selling</p> | <p><input type="checkbox"/> First, Second, or Third Degree Child Molestation</p> <p><input type="checkbox"/> First or Second Degree Sexual Misconduct with Minor(s)</p> <p><input type="checkbox"/> Patronizing a Juvenile Prostitute</p> <p><input type="checkbox"/> Selling or Distributing Erotic Material to Minor(s)</p> <p><input type="checkbox"/> Sexual Exploitation of Minor(s)</p><br><p><input type="checkbox"/> Communication with a Minor for immoral purposes</p> <p><input type="checkbox"/> First Degree Arson</p> <p><input type="checkbox"/> First Degree Burglary</p> <p><input type="checkbox"/> Aggravated Murder</p> <p><input type="checkbox"/> First or Second Degree Murder</p> <p><input type="checkbox"/> First or Second Degree Extortion</p> <p><input type="checkbox"/> First or Second Degree Kidnapping</p> | <p><input type="checkbox"/> First or Second Degree Manslaughter</p> <p><input type="checkbox"/> First, Second, or Third Degree Rape</p> <p><input type="checkbox"/> First or Second Degree Robbery</p> <p><input type="checkbox"/> Indecent Liberties</p> <p><input type="checkbox"/> Felony Indecent Exposure</p> <p><input type="checkbox"/> Vehicular Homicide</p> <p><input type="checkbox"/> Unlawful Imprisonment</p> <p><input type="checkbox"/> Malicious Harassment</p> <p><input type="checkbox"/> Criminal Abandonment</p> <p><input type="checkbox"/> First or Second Degree Criminal Mistreatment</p> <p><input type="radio"/> Promoting Pornography</p> <p><input type="checkbox"/> First Degree Promoting Prostitution</p> <p><input type="checkbox"/> Prostitution</p> |
|---|--|--|

- ☐ CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED

2. Have you ever been convicted of any of the following crimes relating to financial exploitation where the victim was a vulnerable adult (defined as adults of any age who lack the functional, mental, or physical ability to care for themselves)?

First, second or third degree extortion

Forgery

First, second or third degree theft

Any of the foregoing crimes as they

First or second degree robbery

may have been renamed

ANSWER:    ☐ NO        ☐ YES

IF YES, EXPLAIN BELOW:

3. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?

ANSWER:    ☐ NO        ☐ YES

IF YES, EXPLAIN BELOW:

**South Kitsap School District No. 402**  
**STUDENT TEACHER DISCLOSURE STATEMENT**

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4. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?

ANSWER:     ☒ NO            ☐ YES

IF YES, EXPLAIN BELOW:

5. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor, or to have physically abused any minor?

ANSWER:     ☒ NO            ☐ YES

IF YES, EXPLAIN BELOW:

6. Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board final decision" means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under Chapter 18.130 RCW or the secretary of the Department of Health for the following business or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing and psychology.

ANSWER:     ☐ NO            ☒ YES

IF YES, EXPLAIN BELOW:

7. Have you ever been found by a court in a protection proceeding under Chapter 73.34 RCW to have abused or financially exploited a vulnerable adult?

ANSWER:     ☒ NO            ☐ YES

IF YES, EXPLAIN BELOW:

8. Are you presently charged with, but not convicted of, any of the crimes or offenses described in question 1 through 7 above?

ANSWER:     ☐ NO            ☒ YES

IF YES, EXPLAIN BELOW:

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I understand and agree that the electronic submission of this Student Teacher Disclosure Statement shall have the same legal force and effect as my handwritten signature; and by typing my name below, I verify the accuracy and completeness of the information submitted

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



# District Board Policies and Procedures- Student Teachers

Board Policies and Procedures are available online at [www.skitsap.wednet.edu](http://www.skitsap.wednet.edu)

## 2000 INSTRUCTION

2022 Electronic Information System

## 3000 STUDENTS

3207 Prohibition of Harassment, Intimidation, Bullying and Hazing

3211 Sexual Harassment of or by Students

3421 Child Abuse

## 4000 COMMUNITY RELATIONS

4215 Use of Tobacco on School Property

4225 Sexual Harassment of or by Visitors

## 5000 PERSONNEL

5010 Nondiscrimination and Affirmative Action

5201 Drug-Free Schools, Community and Workplace

5271 Reporting Improper Governmental Action

5275 Sexual Harassment of or by Employees

5404 Family and Medical Leave Act

5406 Leave Sharing

## 6000 MANAGEMENT SUPPORT

6895 Pesticide Use on District Property

I certify that I have completed my review of the above South Kitsap School District Board Policies and Procedures.

I understand and agree that the electronic submission of this District Board Policies and Procedures Document shall have the same legal force and effect as my handwritten signature; and by typing my name below, I verify the accuracy and completeness of the information submitted.

Full Legal Name:

Printed (as it appears on your Social Security Card)

Mailing Address:

City, State, ZIP Code +4:

Phone Number:

Date:

(Include area code)

Please Return Completed Application to:

Student Teacher Placement Coordinator  
2689 Hoover Ave SE, Port Orchard, WA 98366  
PHONE: (360) 874-7074 FAX: (360) 874-7076  
[skjobs@skitsap.wednet.edu](mailto:skjobs@skitsap.wednet.edu)