Richmond Community Schools

35276 Division * Richmond, Michigan 48062 * (586) 727-3565 * www.richmond.k12.mi.us

APPLICATION TO PRE-STUDENT OR STUDENT TEACH

Richmond Community Schools is committed to supporting pre-student and student teachers entering the field of education. In order to safe guard the students and staff of Richmond Community Schools, all pre-student and student teachers must undergo a State of Michigan background check (i.e. ICHAT), fingerprinting, and drug test prior to placement.

In order for pre-student or student teachers to be considered for placement in Richmond Community Schools, the following document must be completed by the pre-student or student teacher and college/university supervisor <u>AND</u> approved by the Superintendent of Schools. The *Pre-student/Student Teacher Application* form must be submitted <u>in person</u> to:

Richmond Community Schools
Board of Education & Administrative Offices
35276 Division
Richmond, Michigan 48062

A copy of the pre-student/student teacher's driver license will be made when the application is dropped off. If you have questions, please call (586) 727-3565, ext. 6002.

TO BE COMPLETED BY PRE-STUDENT OR STUDENT TEACHER

* required information to conduct a State of Michigan Internet background check, i.e. ICHAT

Last Name	· *	First Name *	Middle Initial *
Permanen	t Address *	~	
City *		State *	Zip Code *
Telephone	ž *	Date of Birth *	Gender*
Email Addı	ress		
Race: *	□ American Indian/Alaskan Native□ Black or African American□ Multi-racial□ White	□ Asian American□ Hispanic or Latino□ Native Hawaiian/Other P	acific Islander

Guaranteed Learning for All Students!

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law,) height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or employment. Inquiries related to any nondiscrimination policies should be directed to the Superintendent, 35276 Division Road, Richmond, MI 48062, (586) 727-3565.

Check appropriate boxes below:
☐ YES ☐ NO . The applicant agrees that any and all communication with students and parents shall be done only through a District-provided email account.
\Box YES \Box NO. The applicant agrees to not to "friend" or interact with students and parents on any and all social media websites.
$\ \square$ YES $\ \square$ NO . The applicant agrees to abide by all relevant Board policies and administrative guidelines.
□ YES □ NO. The applicant understand that they are not covered by the District's health insurance policy nor are they eligible for workers' compensation. Should the applicant become ill or suffer an accident while doing their pre-student or student teaching work for the District, they agree that they shall be responsible for any and all hospital and medical charges that may accrue.
\Box YES \Box NO. The applicant agrees that they are not in any manner be considered an employee of the District or entitled to any benefits provided to employees.
\Box YES \Box NO . The applicant agrees to release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of their services.
□ YES □ NO. For the protection of the children in the school, the District is required by law to inquire of its staff members whether or not they have ever been convicted of a crime related to children. We would appreciate your cooperation by indicating that you have never been convicted of any of the following offenses: aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, assault, aggravated menacing, abuse or neglect of a child, kidnapping, abduction, child stealing, criminal child enticement, rape, sexual battery, corruption of a minor, gross sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of a minor in nudity-oriented material or performance, endangering children, contributing to the delinquency of children, carrying concealed weapons, improperly discharging a firearm at or into a school or house, corrupting another with drugs, placing harmful objects in or adulterating food or confection.
It is understood that my signature below indicates my consent to a Michigan State Police background check (i.e. ICHAT) and that I have completed the application truthfully and to the best of my ability.
Pre-student/Student Teacher's Signature Date

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TO BE COMPLETED BY SUPERVISING INSTRUCTOR FROM THE COLLEGE/UNIVERSITY	
Name of College or University	
Supervising Instructor's First and Last Name	
Supervising Instructor's Telephone Number	
Supervising Instructor's Email	
The Major(s) and Minor(s) of the Pre-student/Student Teacher are:	
Major(s):	
Minor(s):	
Is the College/University approving the applicant to PRE-STUDENT teaching: YES NO If YES, please indicate requested grade-level or content area placement:	
Is the College/University approving the applicant to STUDENT teaching: YES NO If YES, please indicate requested grade-level or content area placement:	
Please indicate the College/University's requirement for Pre-student/Student Teaching:	
Supervising Instructor's Signature Date	

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TO BE COMPLETED BY THE SUPERINTENDENT FOR RICHMOND COMMUNITY SCHOOLS

Pre-student/Student Teacher Application is complete. Note:	YES NO				
A copy of Pre-student/Student Teacher's Driver's License is attached. Note:	YES NO				
A copy of the ICHAT is attached and approved. Note:	YES NO				
Approved to PRE-STUDENT teach in Richmond Community Schools:	VES NO				
Assigned Cooperating Teacher:	YES NO				
Building Assignment: □ ES □ MS □ HS □ SpEd □ Counseling □	Other				
Approved to STUDENT teach in Richmond Community Schools: Assigned Cooperating Teacher:	YES NO				
Building Assignment: □ ES □ MS □ HS □ SpEd □ Counseling □	Other				
After interviewing the pre-student/student teacher, he/she is accepted by:					
Building/Department Administrator (Email received) Cooperating Teacher (Email received)	YES NO YES NO				
ID/Copy Badge Issued: YES NO Date issued:					
District Email Address:					
Superintendent's Signature Date					

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