

Richland County School District One

Guidelines & Procedures for Field Placement

Affiliation Agreement (AA)

Prior to a request for field placement in Richland County School District One schools, the college/university must have a current Affiliation Agreement in place. Colleges/universities requesting an affiliation with the school district must adhere to the following guidelines and procedures:

- a) The college/university's program must be accredited by a recognized state and regional organization.
- b) The college/university representative will contact the district's Coordinator for Field Placement to request an affiliation with the district.
- c) The district's Coordinator for Field Placement will send a questionnaire to be completed by the designated college/university representative. He/she will return responses to the district's Coordinator for Field Placement.
- d) Once questionnaire responses are received, the district's Coordinator for Field Placement will compose the "Richland County School District One Field Placement Affiliation Agreement". The agreement will be sent to the Superintendent and Executive Team (via Legal Services) for approval.
- e) If approved, the Superintendent will sign the Affiliation Agreement and return it to the district's Coordinator for Field Placement (via Legal Services). If the request for an agreement is not approved, the district's Coordinator for Field Placement will send a letter of denial to the college/university.
- f) If approved, the district's Coordinator for Field Placement will send the Affiliation Agreement to the college/university president or his/her designee for review and signature. The agreement should be returned to the district's Coordinator for Field Placement.
- g) Once the district's Coordinator for Field Placement receives the signed Affiliation Agreement, the agreement is considered executable and students of the college/university are authorized to make requests in district schools.
- h) Login information for the electronic application and placement system (PATS) will be sent to college/university designees.

Request for Field Placement

All individuals pursuing undergraduate or graduate programs leading to initial teacher certification must complete the student teaching requirement adopted by the South Carolina State Board of Education (contact the State Department of Education for further information). The same requirement is applicable to students enrolled in online institutions.

- a) All requests for placement are submitted through the college/university designee and approved by the district before placement can begin.
- b) A list of approved colleges/universities and a list of personnel, authorized to submit placement requests on behalf of the colleges/universities, will be maintained annually. Personnel not identified on this list are not authorized to submit requests via PATS.

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Colleges/Universities are responsible for notifying the district's Coordinator for Field Placement of personnel changes.

- c) Students may not make direct contact with district schools regarding field placement requests. Students must contact the college/university designee to submit a request.
- d) If a fall placement is desired, the placement request must be submitted no later than **May 1**. If a spring placement is desired, the placement request must be submitted no later than **December 1**.
- e) Placement duration can be approved from one day up to one semester; no placement with the same cooperating teacher can exceed one academic semester unless a specified exception exists. In such cases, the district is the approving authority.

Placement and Confirmation Procedures

Richland County School District One will make every effort to accommodate placement requests for specific schools, grade levels, and/or content areas; however, placement will be based on the availability of the cooperating teacher(s) and other building level considerations as determined by the district, building principal and/or his/her designee. The following are placement request and approval guidelines and procedures:

- a) The college/university designee will complete and submit placement requests with the district's Coordinator for Field Placement coordinator.
- b) Before the placement request is submitted, background checks (i.e. SLED check, Sex Offender Registry check) and medical documentation (tuberculosis skin test results) will be conducted by the college/university designee. The student will be notified of any issues found during the background check that may impede the placement.
- c) Once the building principal (or his/her designee) receives the request for placement, he/she will review and return a status of approval. If approved, the district's Coordinator for Field Placement will notify the college/university designee of the approval status. If the request is not approved, the college/university designee will need to make another request for placement at another school location.
- d) **Students are required to submit a signed RCSD1 Candidate Release form and ensure that clear tuberculosis skin test results (administered within one year of placement start date) have been submitted to the college/university before placement can begin.** (Please see the "Forms and Documents" link on the Field Placement web page for documents that must be completed and submitted.)
- e) The college/university designee will be responsible for informing students of their placements. At this point, either the student or college/university designee can coordinate the details of the assignment with the cooperating teacher or staff member.
- f) Students must comply with all state, district and school-based policies and procedures. Students are advised to review the district's policies and procedures, the discipline code, and the acceptable use policy. District policies and procedures are located on the district's website at <http://www.richlandone.org>.