

Richland County School District One

Special Placement Considerations

Professional Development School (PDS)

Through a partnership between Richland County School District One and the University of South Carolina, four district schools, Horrell Hill Elementary School, Meadowfield Elementary School, Hand Middle School, Dreher High School, and Lower Richland High School are PDS sites. Through the relationship between these schools and the university, placements are arranged in accordance with the pre-determined agreements. The PDS partnerships have a four-fold mission:

- the preparation of new teachers
- faculty development
- inquiry directed at the improvement of practice
- enhanced student achievement.

Special Education Placement

The Executive Director (ED) for Special Education or her designee will receive the request for placement and must approve all special education placements. Once the ED for Special Education has approved the placement request, the application will be sent to the school for review and approval.

Guidance and Counseling Placement

The district's Coordinator for Guidance and Counseling Services will receive placement requests and must approve all guidance placements. Once the district's Coordinator for Guidance and Counseling Services has approved the placement request, the application will be sent to the school for review and approval.

Social Work Services

The district's Coordinator for Social Work Services will receive placement requests and must approve all social work placements. Once the district's Coordinator for Social Work Services has approved the placement request, the application will be sent to the school for review and approval.

District Employees: Student-Teacher Placement Requests

District employees are reminded that placements cannot interfere with fulfilling the requirements of their full-time positions. Employees who wish to request a leave of absence must submit their request in writing to the Office of Human Resources by **April 15th** for the fall semester, and **October 15th** for the spring semester. For further details, see the RCSD1 Employee Handbook and Policy GCG/GDC.

District employees will not be permitted to student teach at their current school(s) or locations where relatives are employed.

Richland County School District One

Special Placement Considerations

District Employees: Guidance and Counseling Services and Administration, Placement Requests (For Employees Who Request Placement at Sites Where They Are Employed)

If a district employee desires to complete field placement requirements at the site/school where they are employed, the employee must submit a written plan of how the requirements will be met outside of the employee's work schedule. The plan must be submitted to the district's Coordinator for Field Placement before the placement request is approved.