

Student Observations/Teaching (HUM-P038)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for all CMCSS student observations/ teachers.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Human Resources Administrative Assistant
- 2.2 Chief Human Resources Officer (CHRO) or designee
- 2.3 Chief Academic Officer or Level Directors

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer (CHRO)/designee

4.0 DEFINITIONS:

- 4.1 Tennessee Bureau of Investigation: TBI
- 4.2 Federal Bureau of Investigation: FBI
- 4.3 HR – Human Resources
- 4.4 CMCSS – Clarksville Montgomery County School System
- 4.5 CAO – Chief Academic Officer

5.0 PROCEDURE:

- 5.1 HR Administrative Assistant receives a placement request for a student teacher observation candidate in one or more CMCSS schools/departments.
- 5.2 Requirements for clearance sent by HR Administrative Assistant:
 - 5.2.1 University/college verification of enrollment in a program leading to licensure; university/college verification that placement is needed at this time; if university/college is out of state or online and is placing students requiring clinical practice component of an educator preparation program must fill out the Partnership Agreement with Tennessee available at:
https://www.tn.gov/content/dam/tn/education/educators/epp/epp_out-of-state_online_district_partner_agreement.pdf
 - 5.2.2 The District requires university/college to submit an Affiliation Agreement setting out the terms and conditions to General Counsel/Designee.
 - 5.2.3 General Counsel and CAO/designee will review/approve Affiliation Agreement.
 - 5.2.4 General Counsel/Designee will notify HR Administrator Assistant when Affiliation Agreement is approved.

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5.2.5 Student completes fingerprint form ([HUM-F034](#)) and request for background check ([HUM-F091](#)) and contacts HR to register and schedule appointment.

5.3 Clearance by CHRO or designee is required prior to university student/intern accessing the District's properties and/or students.

5.4 Upon approval from the CHRO, HR Administrative Assistant will notify the appropriate personnel of student's clearance.

5.5 University/student is responsible for contacting principal for student observation.

5.6 Student or University/college requesting student teaching placement is responsible for contacting the CAO to coordinate the placement for the student.

5.6.1 APSU is the exception, with all student teachers cleared and placed through the APSU College of Education.

5.7 No CMCSS school or department should accommodate more student observation/teachers, or practicum students than it can provide optimal educational experience for during any semester.

6.0 ASSOCIATED DOCUMENTS:

6.1 Background check from TBI/FBI

6.2 Partnership Agreement with Tennessee

6.3 Letter from university/college

6.4 Fingerprint Form ([HUM-F034](#))

6.5 Student Teaching/Observation Request for Background Check ([HUM-F091](#))

6.6 Non-Criminal Justice Applicant's Privacy Rights ([HUM-F089](#))

6.7 Clearance Letter issued by CHRO

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Fingerprint Form (HUM-F034)	HR Office	One Month	Shred	Secure Office
Request for Background Check (HUM-F091)	HR Office	Indefinitely	Permanent	Secure Office
Clearance Letter	HR Office/electronic	Indefinite	Permanent	Secure Server

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/16/16		Initial Release
8/15/18	A	2.3, replaced building principal/supervisor with CAO or level directors. 4.5 added. 5.3, added "and the Chief Academic Officer". 5.5, replaced "solicit and obtain..." with "contact CAO to coordinate..."
6/18/19	B	Added new information regarding General Counsel and Affiliation Agreements (5.2.2, 5.2.3, 5.2.4, 5.3, and 5.5). 5.2.5, changed "applicant" to "student". Updated 5.4.
7/30/20	C	Revisions to 5.2.1, 5.2.5, and 5.4.

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