



## **Student Observation Hours / Practicum / Internship / Student Teacher Placement**

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

### **STUDENT TEACHER APPLICATION PACKET REQUIREMENTS:**

- Student Teacher Application Packet (request for placement form, disclosure statement & 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

### **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. 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:

- Fall 2025 by May 14, 2025
- Winter 2025/2026 by November 19, 2025
- Spring 2026 by February 18, 2026

South Kitsap School District is dedicated to contributing excellence to future educators. Student teaching is 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 schools.

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.

The South Kitsap School District places student teachers on a semester-by-semester basis. Often, 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. Requests for. All requests (i.e., observations, practicums, student teaching or internships) come through Human Resources. 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@skschools.org](mailto:skjobs@skschools.org).

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



**Student Observation Hours / Practicum / Internship / Student Teacher Placement**

Submit all placement requests to Human Resources [skjobs@skschools.org](mailto:skjobs@skschools.org) / (360) 874-7074  
2689 Hoover Ave SE, Port Orchard, WA 98366

Date of Placement Request:

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**UNIVERSITY INFORMATION:**

University

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Placement Coordinator

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Email Address

Phone#

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**STUDENT INFORMATION:**

Student Name

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Mailing Address

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Phone#

Alt Phone#

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Email Address

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Date of national background check (fingerprinting)

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(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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**SCHOOLS OF INTEREST:**

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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.

**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.)

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

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  
First, second- or third-degree theft  
First or second-degree robbery

Forgery  
Any of the foregoing crimes as they 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

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 relation 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:

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.

**Full Name (printed)**

**Signature:**

**Date:**

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## **District Board Policies and Procedures**

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Instructions: Please open and review each policy and procedure listed below. If you have any issues with opening a policy and/or procedure, please reach out to the Human Resources Department at 360-874-7074 for assistance.

### **2000 SERIES – INSTRUCTION**

- 2022 & 2022P                      Electronic Information System

### **3000 SERIES – STUDENTS**

- 3205 & 3205P                      Sexual Harassment of Students Prohibited
- 3207 & 3207P                      Prohibition of Harassment, Intimidation, and Bullying
- 3421 & 3421P                      Child Abuse, Neglect, and Exploitation Prevention

### **4000 SERIES – COMMUNITY RELATIONS**

- 4001                                      Public Information Program
- 4215                                      Use of Tobacco on School Property

### **5000 SERIES – PERSONNEL**

- 5010 & 5010P                      Nondiscrimination and Affirmative Action
- 5011 & 5011P                      Sexual Harassment of District Staff Prohibited
- 5201                                      Drug Free Schools, Community, and Workplace
- 5253 & 5253P                      Maintaining Professional Staff/Student Boundaries
- 5271 & 5271P                      Reporting Improper Governmental Action
- 5274 & 5274P                      Prohibition of Harassment, Intimidation, and Bullying

### **6000 MANAGEMENT SUPPORT**

- 6511 & 6511P                      Safety
- 6895 & 6895P                      Pesticide Use on District Property

**Board Policies and Procedures are available for review online at [www.skschools.org](http://www.skschools.org).**

**I certify that I have completed my review of the above South Kitsap School District Board Policies and Procedures. By signing this form, I am acknowledging an understanding of the Board Policies and Procedures and agree to abide by them during my involvement with the district.**

\_\_\_\_\_  
**Full Name (printed)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**