Yale Public Schools

Substitute Teacher Information

All substitutes for Yale Public Schools are contracted through PCMI Services. Below is the process to follow:

1. Complete the online application process at: PCMI Online Application
2. Complete the Yale Public Schools Substitute Teacher Packet with the required documents and return it to Yale Public Schools – Central Office.
3. If you have fingerprints on file with RESA or another school District, you will need to complete the Fingerprint Release Form to request your fingerprints be sent to the Yale Public School District. (Complete the Fingerprint Release Form ***ONLY*** if you are requesting to have your fingerprints sent from another district.) If you have not been Fingerprinted you will need to pick up a Fingerprinting Packet at Yale Public Schools – Central Office.
4. PCMI will be notified by Yale Public Schools once you are accepted. Once your fingerprints have been verified, PCMI will notify you to complete the next section of their hiring process.

If you have any questions, please contact Nichole Green, Assistant Superintendent Secretary at (810)387-3231 ext. 7264 or ngreen@ypsd.us

Updated: 4/16/2024

SUBSTITUTE TEACHER PERSONAL INFORMATION

LAST NAME FIRST MIDDLE

STREET ADDRESS CITY STATE ZIP CODE

DATE OF BIRTH: _____ PRIMARY PHONE NUMBER: _____

ALTERNATE PHONE NUMBER: _____

EMAIL ADDRESS: _____

UNIVERSITY ATTENDED: _____

DEGREE: _____

YEAR OF GRADUATION: _____

CERTIFICATION: _____

YEAR EXPIRE(S): _____

IF ***RETIRED*** FROM PUBLIC SCHOOL EMPLOYMENT:

LAST POSITION HELD: _____

LAST POSITION HELD: _____

DATE OF RETIREMENT: _____

PLEASE SEND A COPY OF YOUR DRIVERS LICENSE WITH COMPLETED PAPERWORK

Yale Public School District will be paying all substitute teachers a daily rate of $110.00. All half-day substitute teacher assignments will be paid $55.00 per day. This is a change to the step pay scale that has been used by the district in the past. Long-term substitute teaching positions will be paid $130.00 a day from the first day of the assignment as long as that assignment was prearranged (maternity leave, staff health issue, etc.). Yale Public Schools defines “long term” to mean more than 10 consecutive days.

If substitute teacher is in place in a regular daily substitute teacher position, which turns into a long-term position, that substitute will be paid the long-term substitute pay rate ($130.00) when the building principal and Assistant Superintendent determine the need for long term coverage. The district will not adjust the pay for work done prior to that change to the long-term determination (back pay).

YALE PUBLIC SCHOOLS – CRIMINAL CONVICTION HISTORY

198 School Drive, Yale Michigan 48097 Phone: 810-387-3231 Fax: 810-387-4418

I understand that I may potentially be offered a position as an employee, a third party contracted employee, or a volunteer by Yale Public Schools, subject to a criminal record check and criminal conviction. I understand that the information provided below shall be used to secure criminal conviction history information to fulfill the pre-employment screening process required by Section 1230 and/or 1230a of the Michigan Revised School Code, as well as School District policy. I authorize Yale Public Schools to utilize this information for the sole purpose of obtaining a conviction-only history file search.

NAME: _____

LAST *FIRST* *MIDDLE*

MAIDEN NAME/NAMES PREVIOUSLY USED: _____

DATE OF BIRTH: _____ RACE: _____ SEX: _____

DRIVER'S LICENSE NO.: _____

PURSUANT TO PUBLIC ACT 68 OF 1993 AND PUBLIC ACT 83 OF 1995, I _____REPRESENT THAT *(check one):*

( ) I HAVE NOT BEEN CONVICTED OF, OR PLED GUILTY OR NOLO CONTENDRE *(no contest)* TO ANY CRIMES.

( ) I HAVE BEEN CONVICTED OF OR PLED GUILTY OR NOLO CONTENDRE *(no contest)* TO THE FOLLOWING CRIMES *(if needed use separate sheet to explain nature of conviction, date and court).*

_____

_____

I UNDERSTAND AND AGREE THAT PURSUANT TO PUBLIC ACT 68 OF 1993 AND PUBLIC ACT 83 OF 1995:

(1) The Board of Education must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police and the Federal Bureau of Investigation (F.B.I.);

(2) Until that report is received and reviewed by the school district, I am regarded as a conditional employee; and

(3) If the report received from the Michigan Department of State Police or the F.B.I. is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of the school district.

( ) I HAVE BEEN PREVIOUSLY FINGERPRINTED AND AUTHORIZE RELEASE OF MY PRINTS AND/OR CRIMINAL HISTORY REPORT FROM: _____.

( ) I AUTHORIZE RELEASE OF MY PRINTS AND/OR CRIMINAL HISTORY REPORT RECEIVED FROM THESE PRINTS TO ANY MICHIGAN PUBLIC SCHOOL DISTRICT PERSONNEL DEPARTMENT.

_____ _____

SIGNATURE DATE

Contact: Personnel Department of Yale Public Schools 810-387-3231 Extension 7264, Fax 810-387-4418

YALE PUBLIC SCHOOLS – STATE REGISTRY of PERSONNEL DATA FORM

198 School Drive, Yale Michigan 48097 Phone: 810-387-3231 Fax: 810-387-4418

The following information is required for the State Registry of Educations Personnel (REP) reporting.

Please print and provide all information below:

Full Legal Name: _____

Social Security Number: _____

Birthdate: _____/ _____/ _____

Gender: ☐ Male ☐ Female

Highest Level of Education: _____

Please answer ***both*** Parts A and B. **(Part C is for TEACHERS ONLY)**:

A. Are you Hispanic/Latino? ☐ Yes ☐ No

B. What is your Race? ☐ American Indian ☐ Black or African American ☐ Asian

☐ Native Hawaiian or Pacific Islander ☐ White/Caucasian

C. **TEACHER'S ONLY** – Please provide your PIC #: _____

_____ _____

Signature Date

FOR OFFICE USE ONLY: ☐ Third Party Contractor

Date of association with Yale Public Schools: _____ Position: _____

Location/Building: _____ Date Given To District REP: _____

Date entered into R.E.P.: _____

YALE PUBLIC SCHOOLS – COMPUTER USE AGREEMENT

Purpose

This policy authorizes the Yale Public Schools (the District) to offer access to the Internet and other on-line informational computer services to students, and other faculty consistent with District regulations and procedures lawful use thereof.

Philosophy

The District has the capability of offering access to the Internet and other on-line computer informational services. Access to these services enables users to exchange electronic mail messages with other users and to explore thousands of libraries, databases, and bulletin boards throughout the world. Use of the Internet and other on-line computer services is a privilege which can be extended to students, teachers and other faculty as a means to enhance learning opportunities.

On-line computer services can be a valuable resource and asset to the community. They can also be a tool for illegal, inappropriate, or objectionable use of the District's computer resources. With these facts in mind, the District recognizes it has a need to regulate the use of the District's computer services. Adequate regulation necessitates rules and regulations for the use of the on-line services and the agreement of all users to comply with them prior to permitting access.

Policy

The District supports offering access to the Internet and other on-line computer services to students, teachers, and other faculty. In order to provide this access in a responsible manner, the District will implement regulations and user agreements which prohibit inappropriate, illegal or objectionable use. To ensure compliance, the regulations will allow the District to monitor on-line computer use and to review, termination of access rights and/or appropriate disciplinary or legal action. Prior parental permission will be required for use by any student or unemancipated person under 18 years of age who desires to use the District's on-line computer services.

Introduction

On March 22, 2001, the Yale Public Schools (the "District Board of Education took action authorizing the administration to adopt guidelines and procedures for the lawful and appropriate use of the Internet and other on-line computer informational services. It is the Policy of the Board of Education of the Yale Public School District to allow District employees and students to access the District's technology resources for educational purposes. The District's technology resources include District owned, leased and/or controlled computers, servers, routers, cables, programs and other technology equipment and resources, including access to the internet, e-mail and other on-line services. As such, their use will be restricted to activities, which support District educational goals and objectives.

District employees and students may, in the discretion of the Superintendent or designee, be assigned an access code, which will permit access to the Internet and other on-line services. The assignment of an access code and the use of the District's technology resources is considered to be a privilege in which District employees and students have no entitlement or property, liberty, privacy or other interest. This privilege may be revoked, in whole or in part, at any time in the discretion of the Superintendent or designee.

The District's technology resources will enable users to access on-line information from around the world. Much of this information is non-- educational and may be illegal or inappropriate. The District has implemented a technology protection measure that protects against access on the District's computers to visual depictions that are obscene, child pornography or otherwise harmful to minors, as defined and required by the federal Children's Internet Protection Act. This device also protects against access to other material that may be inappropriate. However, this measure does not protect against access to all information that is inappropriate or illegal. District employees and students are expected to exercise good judgment and discretion in the use of the District's technology resources. Any unlawful or inappropriate use of these resources is strictly prohibited.

The District in no way, assumes any responsibility for actions of users that could result in criminal or civil legal sanctions.

The term "User(s)"employed throughout this memorandum means (all persons) including students, staff, community members who have District authorization use the Internet and other available on the information computer services and have signed the appropriate use agreement. The term "On-line services" as employed throughout this memorandum means the Internet and any other on-line informational or other computer services that are Available and/or can be accessed through the computer equipment and resources owned and/or within the control of the District.

Rules & Regulations

In order to implement the District Policy on the use of the Internet and other on-line informational services, the District has established the following list of basic rules and regulations that District employees and students are required to know and which apply to any use of the District's technology resources:

1. Users are responsible for knowing and following all federal state and local laws and regulations, which regulate the information available on the Internet and other on-line services.
2. Users are responsible for knowing and following all federal state and local laws and regulate the use of the District's technology resources, including the Internet, e-mail and other on-line services.
3. District employees and students are expected to always exercise good judgment and discretion and to limit the use of the District's technology resources for educational and job-related purposes.
4. The District Superintendent or designee, in his/her discretion, may deny, revoke, or suspend access codes to the District's technology resources. Any such decision is final and shall not be subject to review or appeal.

5. District employees and students have no property, liberty or other interest or expectation of privacy in the use of the District's technology resources. The District administration reserves the right to monitor and review any material accessed, reviewed, or stored in connection with the use of District technology resources. The District may edit or remove any material placed or stored on the District's technology resources which the Superintendent or designee, in his/her discretion, determines may be inappropriate.
6. Use of the District's technology resources in violation of federal state or local laws or regulations, including but not limited to copying material protected by copyright laws, violating criminal laws or transmitting any material that is threatening or obscene, is prohibited.
7. Use of the District's technology resources for private, personal, commercial, or business activities, including but not limited to personal e-mails, advertising, promotion, purchasing and/or political lobbying is prohibited.
8. Use of the District's technology resources in a manner that is inappropriate or could be considered offensive by others is prohibited. The Superintendent or designee has the authority to make the final decision on what is deemed to be inappropriate use of the District's technology resources. Examples of inappropriate and/or offensive use include the following:

To the extent not prohibited above, the following specific use of on-line services is strictly prohibited:

- Sending, receiving, or displaying terms, messages or pictures which could violate the District's non-- discrimination or other policies, could be considered obscene or pornographic or could be deemed to be offensive by a reasonable person or which is otherwise determined to be inappropriate by the District Superintendent or designee.
- Users are responsible to download and upload ONLY public domain software onto the Internet.
- Using language which is obscene or otherwise offensive to the reasonable user.
- Harassing, insulting, stalking, attacking or invading the privacy of others.
- Any use which could reasonably result in damage to the District's technology resources.
- Using another person's or users access code.
- Giving your access code to another person.
- Unauthorized invading or trespassing into directories, servers, folders, work or files that are not yours or to which you have not been given District approval to access.
- Intentionally wasting resources.
- Divulging personal information about yourself or others to strangers (including addresses, telephone number, credit card numbers, access code, or other personal or confidential information).

PENALTIES FOR VIOLATION

If it is determined by the administration that a User has violated one or more of the rules and regulations governing use of on-line services established by the District administration, the User will be penalized and/or disciplined commensurate with the severity or persistence of the violation. The nature and extent of the penalty and/or discipline imposed by the District administration is final and shall not be subject to review or appeal. Violations on the Internet will be considered major violations for students.
Possible penalties and/or discipline may include suspension or revocation of the rights to use the District's on-line services or computer equipment and/or resources.
The administration will follow any other District policy and/or procedure applicable to the particulars of any violation. Violations of a criminal nature may also be reported to the local law enforcement agency for appropriate prosecution. The District prohibits and assumes no responsibility for the unlawful actions of any User.

APPROPRIATE USE AGREEMENT

Prior to any person obtaining a User access number or in any way using the District's on-line services, the person is required to have on file with the District a signed written Appropriate Use Agreement which is approved by the district.

PARENTAL CONSENT

Due to the potential for abuse by Users using the District's on-line services and the possibility of criminal and/or civil legal sanctions for inappropriate use, the District requires all students to have on file, with the District, signed written parental permission for use of on-line services which is approved by the District before the person may obtain a User access number or in any way use the District on-line services.

YALE PUBLIC SCHOOLS
ON-LINE COMPUTER SERVICE
APPROPRIATE USE AGREEMENT FORM

I have read and I understand the terms of the Yale School District's Administrative Regulation on the use of District's technology resources. I understand that as a condition of my using these resources and/or obtaining an access code, I must abide by the law and the District's rules and regulations for access. Failure to do so may result in me losing my privilege to use on-line services and the District's technology resources, plus other disciplinary action and/or criminal or civil legal sanctions.

I hereby agree to fully comply with the law and the District's rules and regulations, which apply to my use of the District's technology resources. I further understand and agree that the District is not responsible for my violations or misuse.

Signature: _____ Date: _____

Name (please print): _____

YALE PUBLIC SCHOOLS – AUTHORIZATION FOR RELEASE OF INFORMATION ON STATE & FEDERAL FINGERPRINT SEARCH

198 School Drive, Yale Michigan 48097 Phone: 810-387-3231 Fax: 810-387-4418

District Representative: Nichole Green (ngreen@ypsd.us)

Applicant Full Legal Name: _____

First Middle Last

Transaction Control Number (TCN*): _____

**Can be found on Live Scan Fingerprint Background Check Request form RI-030 that you signed at the time of fingerprinting or by contacting your previous school district.*

Date of Birth: _____ Last 4 Digits of SS Number: _____

=

I authorize _____ to provide the

(School district where fingerprints are on file)

results of my criminal history check to **YALE PUBLIC SCHOOLS**.

[If not in CHRISS; please send hard copy]

_____ _____

Signature Date

Yale Public Schools is an Equal Opportunity Employer