Florence County School District Three Application for Practicum Students

Name:Last Name	First Name	Middle Name	Maiden Name
Name at birth	Any Former Na	ames Used	
		_	
Mailing Address: Street or P. O. Box #			7: 0 1
Street or P. O. Box #	City	State	Zip Code
Iome Telephone Number:	Email address:		
n the event of an emergency, please contact:			
e the event of an emergency, pieuse contact.	(Name)		
Address)		(Telephone number	r)
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Race: American Indian Asian Date of Birth:	African American	□ Caucasian □ Hisp	panic
Race: American Indian Asian	African American	□ Caucasian □ Hisp	panic
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Race: American Indian Asian Date of Birth: Month/Day/Year	African American Place of Birth:	□ Caucasian □ Hisp	panic
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CRIMINAL HISTORY RECORD INFORMATION AUTHORIZATION

In accordance with Florence County School District Three policies, this application is being used to help provide a safe and secure environment for FCSD3 students. The requested information regarding race, sex, and date of birth is required to process your background check. This information is kept strictly confidential and is necessary only for processing the criminal history. This information will be released only as required by law.

Institution:	Major: _		Minor:		_Anticipated Graduation Date:	
Which school(s) would you prefe	er to be plac	ced at? (Chec	k all that ap	ply)	
	J. C. Lynch Elemen Lake City Elementa Main Street Elemen Scranton Elementar Olanta Elementary	ary ntary		Ronal Lake (l Truluck Middle School d E. McNair Middle School City High ong Learning Center	
What grade le	vel(s) are you inter	rested in? (Check all tha	t apply)		
Pre-K	Kindergarten	1 st	2 nd	_3 rd 4 th	5 th	
6 th	7 th	_8 th 9	10 th	11 th	12 th	
Student Intern	ship Placement <i>Or</i>	<u>nly</u>				
Number of Place	cements Needed:			Total Hours	Needed:	<u></u>
Placement Primary Schools	Preferred Start Date	Grade	Are	ea	Instructor/Course	# of Hours Needed
Placement #1						
Placement #2						
Placement #3						
Placement #4						
Placement #5						
	ing Placement Only		d subject area	(2)		
Grade Level:			_		hoice:	
Subject Area:						

Below, note any special considerations you would like us to consider when placing you:

CODE OF ETHICS

- I realize that being a Student Intern for Florence County School District Three can help a student attain his/her maximum educational potential as well as help and encourage all aspects of student growth.
- I will be responsible for arriving on time and be regular and consistent in attendance.
- I will encourage positive attitudes through sincere praise.
- I will be sensitive to procedures and student needs.
- I will be flexible in working with new ideas and materials.
- I agree to keep student information confidential. I will have respect for the confidential nature of school records, assignments and relationships between staff members and students.

IN ORDER TO PROTECT THE STUDENTS OF FLORENCE COUNTY SCHOOL DISTRICT THREE, WE ASK OUR STUDENT TEACHERS TO READ AND SIGN THE FOLLOWING:

I, the undersigned, authorize Florence County School District Three to obtain copies of any information pertaining to any criminal history record maintained by any law enforcement agency and to use said information for the purpose of evaluating my application for volunteering. I hereby authorize Florence County School District Three to request any relevant information from my employer(s), and I authorize any references to release such information.

I have also read and understand t	he Code of Ethic	cs and affirm that all the information contained in
this application is true and comp	lete and that misre	epresentation, falsification or omission shall be
cause for relinquishing my role a	s a volunteer in F	Florence County School District Three.
Signature	 Date	

SEXUAL HARASSMENT OF STAFF

Florence County School District Three believes that all employees are entitled to work in school related environments that are free of sexual harassment. The policy addressing sexual harassment includes definitions of sexual harassment. Anyone who believes he or she has been sexually harassed should report the incident(s) to his or her immediate supervisor or to the deputy superintendent or the superintendent. Where members of the board of trustees, the superintendent, or any senior staff members are involved, the employee should report such acts to the board attorney. An immediate investigation of the claims will take place and upon evidence of sexual harassment, appropriate disciplinary action will be taken. Sexual harassment activity by any employee will not be tolerated. Sexual harassment is defined as conduct, advances, gestures or words of a sexual nature which: (a) unreasonably interferes with an individual's work or performance; (b) creates an intimidating, hostile or offensive work environment; (c) implies that submission to such conduct is made an explicit or implicit term of employment; and (d) implies that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee. (Reference: Board of Trustees Policy GAAA; Administrative Policy GAAA-R)

SEXUAL HARASSMENT OF STUDENTS

The employees in Florence County School District Three are expected to provide learning environments for students which are free of sexual harassment. Any student who believes that he/she has been subjected to sexual harassment by any employee(s) of Florence District Three Schools and any student or employee who has knowledge of sexual harassment or inappropriate staff-student relations should report the facts of the incident(s) and the name(s) of all the individual(s) involved in any material way immediately to the student's principal or to the supervisor of the person reporting the incident. There will be an immediate investigation of the incident.

Florence District Three strictly prohibits any employees from becoming engaged in a romantic or sexual relationship with any student enrolled in Florence District Three Schools regardless of the age of the student. Consent by the student to such a relationship is not a defense. (Reference: South Carolina Code of Laws Title XVI; Board of Trustees Policy JGI; Administrative Ruling JGI-R)

REPORTING PROCEDURES

Any person who believes he/she has been the victim of harassment or sexual harassment as defined in Section II and III of this policy by a student or school personnel, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment should report the alleged act(s) immediately to the appropriate school system official as designed by this policy. The Board encourages the reporting party or complainant to use the report form available from the principal of each school or available from the school system office.

In Each School – The school principal is the person responsible for receiving oral or written reports or harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Superintendent/Designee (as appointed by the Superintendent) immediately. A written report will be forwarded to Superintendent/Designee. Failure to forward any harassment or sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the school principal, the complaint shall be filed directly with the Superintendent/Designee.

I have read and understand the	e district's sexual harassment polic	cy and the information provided on this	form. I
understand and will abide by t	the conditions and rules set forth	herein. I further understand that viola	itions of
these conditions and rules may	constitute a criminal offense.		
Name (Please Print)	Signature	 Date	

For Office Use Only:

Name:				
	Last Name	First Name	Middle Name	Maiden Name
Copy of Driver's Lice	nse or State ID & copy of	f SS card received: \square Yes	s □ No	
Copy of clear TB test	results received: □ Yes	□ No		
BBP Training comple	ted: (signed sheet attach	ned) □ Yes □ No		
National Sex Offender	Registry & SC Sex Offe	nder Registry check comp	leted & attached: Yes	ы По
SLED check complete	ed and attached: Yes	□ No		
Approved by:		□ Yes	-	
Superi	ntendent or Designee			Date