

Tolland Public School Student Teacher / Intern / Intern-Observer Assignment Procedure (STIA)

STEP 1: University or Academic Program **contacts Adrienne Ernest for possible placements** and provides paperwork on Student Teachers or Interns to the address below. The University and/or student candidate should **NOT** contact any teacher directly.

Adrienne Ernest
Tolland Board of Education
51 Tolland Green
Tolland, CT 06040
860-870-6850 Extension 50801
aernest@tolland.k12.ct.us

Paperwork for each Student Teacher or Intern must include *at least* the following:

- 1) Student vitae or resume
- 2) Evidence of enrollment in the University or School program through which the student is requesting the Student Teaching or Internship experience (example, unofficial transcript)
- 3) Name and contact information for University or Supervisor

STEP 2: All required forms/paperwork can be accessed by going to the Tolland Public Schools website and, on the main page, scrolling down to "**Quick Links**" and clicking on the link, "**Student Teacher/Intern**" **OR**, from the main page, click "**District**," "**Human Resources**" and clicking on "**Student Teachers and Intern Information**." You can also click on the link below to reach this page.

http://www.tolland.k12.ct.us/DistrictOffices/human_resources/student_teacher_and_intern_information/

The Student Teacher or Intern applicant completes:

- the online **STIA Form** (Student Teacher/Intern Form). This form **MUST** be completed 10 business days prior to the intended start date.
- the **Disclosure Form**, which must be signed and returned to Adrienne Ernest by the candidate.
- the **National Child Protection Act/Volunteers for Children Act Waiver and Consent Form** which must be signed and returned to Adrienne Ernest by the candidate.

The State Department of Education requires fingerprinting for any candidate in a preparation program leading to certification as a teacher, special service, etc., 30 days prior to starting their placement. There are two ways to be fingerprinted:

- 1) Obtain a CHRI form from Kristina Perleoni and then contact a RESC Center like EASTCONN OR CREC
or
- 2) Obtain a packet through Tolland by contacting Kristina Perleoni at
kperleoni@tolland.k12.ct.us

STEP 3: Once the background check is completed, HR updates the form to reflect the results of the background check. Adrienne Ernest reviews the STIA request and contacts a) the student to confirm placement, b) the cooperating teacher with whom the student will be placed, and c) the school administrator and head secretary of the school in which the Intern will be placed. This is done through an e-mail communication.

STEP 4: Student begins placement.

Other Rules and Restrictions:

- 1) STIA placements will be provided a school e-mail account. The Cooperating (TPS) Teacher must monitor this account; therefore, all e-mails from the STIA placement must CC the Cooperating Teacher. STIA placements *cannot* use their personal email accounts, or ANY other type (university affiliated or otherwise) for official Tolland Public School communications with staff, parents, the community, or otherwise.
- 2) STIA placement will *not* be provided a Sharp School account.
- 3) It is not recommended that Teachers share their passwords with STIA placements.