

**ADOPT A STUDENT TEACHER AND PRE-SERVICE TEACHER ENROLLMENT POLICY****THE CHIEF EXECUTIVE OFFICER RECOMMENDS:**

That the Chicago Board of Education adopt a Student Teacher and Pre-Service Teacher Enrollment Policy.

**PURPOSE:** The purpose of this policy is to establish eligibility criteria and procedures for the enrollment of student teachers and other pre-service teachers.

**POLICY TEXT:****I. Definitions**

**Student Teacher:** An active participant in the CPS Student Teaching Program who is enrolled in an accredited University's School of Education, is seeking college credit for student teaching, and who is in process of receiving teacher certification from a state board of education, and who has direct contact with CPS students.

**Pre-Service Teacher:** An active participant in a CPS program/initiative who is enrolled in an accredited University's School of Education and in process of receiving teacher certification from a state board of education, and who has direct contact with CPS students.

**II. Enrollment Process****A. Role of the Department of Human Resources**

The Department of Human Resources shall be responsible for processing the placement recommendations made by principals of the attendance centers for available student teaching positions that directly impact or involve interaction with students for a period that exceeds 10 consecutive school days. The Department of Human Resources shall notify the principal and the respective University whether the principal's recommendation has been accepted or denied. The selection of a student teacher for an available position is not complete until the University and principal receives the written or verbal communication from the Department of Human Resources approving the placement. The Department of Human Resources shall be responsible for processing the placement of all pre-service teachers. The Department of Human Resources shall have the authority to establish any necessary guidelines for implementing this policy.

**B. Criminal Background Check**

In order to protect the safety and security of children and school staff, prospective pre-service teachers and student teachers must provide written proof that they have submitted to and passed a criminal background investigation using the person's name, date of birth, gender, race, and Social Security number. A background check using fingerprints of prospective student teachers may be requested, if necessary. A prospective student teacher is responsible for the cost of any necessary fingerprint background check. A prospective student teacher may contract with Chicago Public Schools to initiate the criminal background check. After the initial criminal background check, student teachers and pre-service teachers must report any subsequent criminal convictions to the principal. If an individual fails to provide written proof of passing a criminal background investigation, that person shall be ineligible to be a student teacher in the Chicago Public Schools.

**C. Tuberculosis**

Prospective student teachers and other pre-service teachers must provide a certification of freedom from tuberculosis before they can be placed at a Chicago Public School.


**D. Confidentiality Agreement**

Prospective student teachers and other pre-service teachers must execute a Chicago Public Schools' confidentiality agreement (relating to confidential student and school records) before they can be placed at a Chicago Public School.

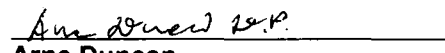
**III. Field/Clinical Observations**

For reporting/tracking purposes, on no less than a quarterly basis, Chicago Public School principals and partnering Universities are required to report prospective student teachers' and pre-service teachers' names who are in Chicago Public Schools to the Department of Human Resources.

**Approved for Consideration:**

  
\_\_\_\_\_  
**Barbara J. Eason-Watkins**  
Chief Education Officer

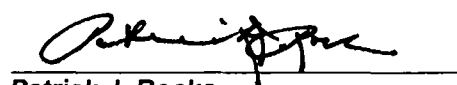
**Respectfully submitted:**

  
\_\_\_\_\_  
**Arne Duncan**  
Chief Executive Officer

**Noted:**

  
\_\_\_\_\_  
**John Maiorca**  
Chief Financial Officer

**Approved as to Legal Form** 

  
\_\_\_\_\_  
**Patrick J. Rocks**  
General Counsel