

Marshall Public Schools  
University or College  
Student  
Placement Guidelines



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**Thank you for taking an interest in placing one of your students at  
Marshall Public Schools.**

**We are always pleased to give back to our profession by opening up our  
classrooms for those who are pursuing their degree in education.**

**Our guidelines help assure the placement process is smooth for all involved.**

## **Marshall Public School Placement Contact**

**Laura Jacobi**  
**Director of Teaching and Learning**  
**Phone: 660-886-7414**  
**Email: [ljacobi@marshallowls.com](mailto:ljacobi@marshallowls.com)**

### **Marshall Public School Buildings and Administration Contacts**

**Early Childhood Center**  
**Principal: Gynnah Gaudreau**  
**Phone: 660-886-7414**  
**Email: [ggaudreau@marshallowls.com](mailto:ggaudreau@marshallowls.com)**

**Spainhower Primary School (Kindergarten, first grade, and second grade)**  
**Principal: Kim Alberson**  
**Assistant Principal: Julie Geritz**  
**Phone: 660-886-9066**  
**Email: [kalberson@marshallowls.com](mailto:kalberson@marshallowls.com)**

**Benton Elementary (Third and fourth grade)**  
**Principal: Rendy Maupin**  
**Phone: 660-886-3993**

**Eastwood Elementary (Third and fourth grade)**  
**Principal: Amy Heuman**  
**Phone: 660-886-7100**  
**Email: [aheuman@marshallowls.com](mailto:aheuman@marshallowls.com)**

**Northwest 5th Grade Center**

**Principal: Travis Reid**

**Assistant Principal: Norine Gaskill**

**Phone: 660-886-2993**

**Email: [ngaskill@marshallowls.com](mailto:ngaskill@marshallowls.com)**

**Bueker Middle School (Sixth, seventh and eighth grade)**

**Principal: Travis Reid**

**Assistant Principal: Falon Bossaller**

**Assistant Principal: Meghan Tichenor**

**Phone: 660-886-6833**

**Email: [treid@marshallowls.com](mailto:treid@marshallowls.com)**

**Marshall High School (Ninth, tenth, eleventh and twelfth grade)**

**Principal: James Heinzler**

**Assistant Principal: Paul Alberson**

**Assistant Principal: Fernando Navarro**

**Email: [jheinzler@marshallowls.com](mailto:jheinzler@marshallowls.com)**

**Saline County Career Center (Career and Technical Education)**

**Principal: Brian Wilcoxson**

**Phone: 660-886-6958**

**Email: [bwilcoxson@marshallowls.com](mailto:bwilcoxson@marshallowls.com)**

**We are aware there are many different kinds of placements that you may be requesting. We have tried to address each kind of placement, but if you need a placement that we have not described in these guidelines, please email the Director of Teaching and Learning and they will provide the guidance you need.**

## **Different Student Placement Types**

### **1. A student who just needs to interview a teacher and/or do one short observation:**

- a. That student may reach out to the principal and set up a time to complete this assignment.
- b. They will sign in at the office as a visitor and the principal will guide them on next steps.

### **2. A student who needs to complete a certain number of hours of observation in a classroom**

- a. No lessons to be taught or specific work to be done with students
- b. The college or university supervisor will email the principal of the building and the director of teaching and learning to request placement.
  - i. The request needs to include
    - 1. Student's name and contact information
    - 2. Grade level or content area
    - 3. Total number of hours the student will be observing
    - 4. The expectations set forth by the class
  - ii. Placement in that building and then the supervisor and principal will work together to finalize the student's placement.
  - iii. Once all observation placements are completed from the participating college or university the supervisor will email a list of all placements to the director of teaching and learning. This list will include:
    - 1. Student's name and contact information
    - 2. Grade level or content area and building the student has been placed
    - 3. Total number of hours the student will be observing
    - 4. The days and times the student will be observing
- c. This student may not be left alone with students.

### **3. A student who needs to be placed for tutoring purposes:**

- a. The college or university supervisor will email the principal of the building **and** the director of teaching and learning to request placement.

- i. The request needs to include
  - 1. Student's name and contact information
  - 2. Grade level or content area
  - 3. Total number of hours the student will be tutoring
  - 4. The expectations set forth by the class
- ii. The principal will work on placement in that building and then the supervisor and principal will work together to finalize the student's placement.
- iii. Once all tutoring placements are completed from the participating college or university the supervisor will email a list of all placements.. This list will include:
  - 1. Student's name and contact information
  - 2. Grade level or content area and building the student has been placed
  - 3. Total number of hours the student will be tutoring
  - 4. The days and time the student will be tutoring
- b. This student may not be left alone with students (they must work in a quiet place in the assigned teacher's classroom).

#### **4. A student who is requesting placement for a clinical**

- a. Not full student teaching
- b. The student must complete and return the application (included in these guidelines).
- c. The student must have a background check on file with DESE.
- d. The student will submit their application, a copy of their background clearance from DESE to the Central Office Designee.
- e. The university supervisor may reach out to the director of teaching and learning but the process will not start for placement until all paperwork is submitted by the student.
- f. The Designee will provide the university supervisor, the student, the principal and the cooperating teacher details once the placement is confirmed. At that time, the student and the cooperating teacher will be able to discuss the requirements of the student's class.
- g. All clinical students will sign and follow the guidelines as stated in the MPS board policy: MPS Board of Education Policy GBH defines a Marshall Public Schools staff member as including student teachers and interns. As staff members, student teachers and interns must maintain healthy and appropriate relationships with students, provide for an environment

conducive to learning, and abide by confidentiality laws and Board policies.

- h. Student clinical candidates will schedule a time to watch the SAFE SCHOOLS video required by MPS board policy.

## **5. A student who is requesting placement for student teaching**

- a. Full time in the assigned building for an extended period to complete student teaching requirements
- b. The student must complete and return the application (included in these guidelines).
- c. The student must have a background check on file with DESE.
- d. The student will submit their application, a copy of their background clearance from DESE to central office.
- e. The university supervisor may reach out,, but the process will not start for placement until all paperwork is submitted by the student. University supervisors are not to reach out to principals. All placements must come through the Central Office.
- f. The Central Office will provide the university supervisor, the student, the principal and the cooperating teacher details once the placement is confirmed. At that time, the student and the cooperating teacher will be able to discuss the requirement of the student's class and the university supervisor may meet with the cooperating teacher.
- g. Placement deadlines (They can be placed prior to passing any university or college requirements. It easier to pull a placement than find one at a late date)
  - i. For fall placement the request must be made by April 15th.
  - ii. For spring placement the request must be made by December 1st.
- h. All student teachers will sign and follow the guidelines as stated in the MPS board policy: MPS Board of Education Policy GBH defines a Marshall Public Schools staff member as including student teachers and interns. As staff members, student teachers and interns must maintain healthy and appropriate relationships with students, provide for an environment conducive to learning, and abide by confidentiality laws and Board policies.
- i. Student teacher candidates will call Ashley Christy at the MPS Central Office to schedule a time to watch the SAFE SCHOOLS video required by MPS board policy.

**MARSHALL PUBLIC SCHOOLS**  
***We educate and empower every student,  
every chance, every day.***

## **Application for Clinical and Student Teaching Placement**

Hello and thank you for your interest in Marshall Public Schools. We appreciate you taking the time to fill out this application so you may be successfully placed for the best experience possible.

Marshall Public Schools is committed to quality instruction from quality teachers. We view student teachers, practicum students, and interns as part of our instructional team and have high standards for those chosen. In return, you will witness and be a part of an outstanding group of greatly motivated and skilled teachers and you will have the opportunity to be included in and collaborate with that team. If you have any uncertainty about being placed in a classroom, we are certainly happy to visit with you about your placement. Also, please consult with your college or university advisor and/or college or university student teaching handbook. Please also follow the guidelines outlined in the Marshall Public Schools University or College Student Placement Guidelines included with this application.

Please provide the following information:

Name:

College or University:

Your address:

Your Phone Number: \_\_\_\_\_ Your email address: \_\_\_\_\_

Your college or university advisor for this placement:

Advisor's phone number: \_\_\_\_\_ Advisor's email address: \_\_\_\_\_

Have you had a background check? \_\_\_\_\_ If yes, by what organization? \_\_\_\_\_

Have you been convicted of a crime? \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

Please indicate your year in your university or college?

Please indicate the specific grade and/or content area in which you are interested?

Please BOLD the type of placement are you applying for?

- Clinical placement
- Student teaching placement

What are the days and times needed for this placement?



By signing this placement application you agree to the following two statements:

1. I understand I must follow the Marshall Public Schools calendar for vacation days during my placement. If student teaching, I understand that if this is a student teaching placement I will start at the beginning of the district's semester and attend all professional development days in the district.
2. I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for my placement as may be necessary in arriving at the placement decision.
3. I will abide by MPS board policy that states: MPS Board of Education Policy GBH defines a Marshall Public Schools staff member as including student teachers and interns. As staff members, student teachers and interns must maintain healthy and appropriate relationships with students, provide for an environment conducive to learning, and abide by confidentiality laws and Board policies.
4. I will contact MPS Central office (660-886-7414) to schedule a time to watch the mandated video for all employees, student teachers and interns (by MPS board policy) SAFE SCHOOLS training.

Signature:

Date: