

# Classical Charter Schools (Roger Bacon Academy) - Field Experience

1. Complete and submit the following documents:
  - a. Background Check Form-Page 2
  - b. Confidentiality Agreement Form- Page 4
  - c. Field Experience Information Form- Page 5
  - d. Review the Classical Charter Schools Field Experience Guidelines - Page 6
2. Submit all completed documents through the Microsoft Form link available on the Field Experience website.
3. Placement confirmations will be provided by the Office of Educator Engagement and Student Success and reflected in the Brave Educator Dashboard. Be sure to check the dashboard regularly for updates.

Questions? Please contact the Director of Educator Engagement and Student Success, Dr. Kamina Fitzgerald, [kamina.fitzgerald@uncp.edu](mailto:kamina.fitzgerald@uncp.edu)



Authority for Release of Information

Revised 9/27/21

I authorize The Chapman Corporation to perform a criminal history record check in connection with my employment or application for employment with Classical Charter Schools of America pursuant to N.C.G.S. 114-19.2 and 115C-332.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Current Physical Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Additional physical address for the last 10 years (most current first):

Physical Address 1 \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Physical Address 2 \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I understand the Chapman Corporation, and its employees, as well as the School shall not be held legally accountable in any way for providing this information to the above named company and hereby release said agency and person from any and all liability which may be incurred as a result of furnishing such information.

I also understand that this authorization, in original or copy form, shall be valid for this and any future criminal history reposts or updates that may be requested in connection with my employment, including criminal and civil records check conducted on a daily, periodic, selective, random or rotating basis once hired.

Applicant/Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### Attestation for Authority for Release of Information

Please check appropriate answers:

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been asked to resign from a position of employment or been dismissed, fired, discharged, suspended, or otherwise subject to disciplinary action? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a professional license or certificate denied, suspended, or revoked?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been arrested for, plead guilty, or convicted of any violation of the law other than a minor traffic ticket?                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever entered a plea of <i>nolo contendere</i> (no contest) to any charge against you?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any criminal charges pending against you or are you currently involved in any criminal proceeding, including supervised or unsupervised probation? |

If your answer to any of the above questions is yes, please explain below.

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_

Explanation (if necessary):

Applicant/Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**In Office Use:**

Send to Chapman Corporation: 704-573-1411 (fax); 704-573-1413 (phone)



**Confidentiality of Student Information – Volunteer Form**

Updated 8/30/2021

As a volunteer at Classical Charter Schools of Whiteville, I agree to hold confidential all information to which I may have access about students or former students. Further, I agree that I will not share any information with other parents or any unauthorized person, such as a student’s grades and academic levels. I agree to uphold the School Pledge and I fully understand that divulging confidential information to unauthorized persons will make me subject to either civil action for the collection of monetary damages and/or professional repercussions.

\_\_\_\_\_ Printed Name \_\_\_\_\_ Date

\_\_\_\_\_ Signature

\_\_\_\_\_ General Volunteer Purpose

\_\_\_\_\_ Email Address \_\_\_\_\_ Phone Number

\_\_\_\_\_ Child’s Name/Homeroom (if applicable)

Note: This letter will be maintained in the school office.

Office Use Only \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date : \_\_\_\_\_

Classical  
Charter  
Schools



America  
*“Veritas et virtus”*

**Field Experience Information Sheet**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

College/University: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Content Area: \_\_\_\_\_ Elementary \_\_\_\_\_ Middle School Subject: \_\_\_\_\_

Additional Notes/Comments:

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Please email Information Sheet to Mrs. Debra Barnes at [dbarnes@rogerbacon.net](mailto:dbarnes@rogerbacon.net) to set up your placements for your upcoming field experiences.

**Classical  
Charter  
Schools**



**America**  
*“Veritas et virtus”*

**Field Experiences for UNC Pembroke Education Students:**

We are excited to be a part of this journey with you as you learn to navigate the teaching craft and life as a teacher. Throughout this experience, you will have the opportunity to observe, interact, and get hands-on experiences to help mold you into becoming a great educator. Within our family of schools, The Roger Bacon Academy and Classical Charter Schools of America, safety is paramount and our number one priority. We ask that you meet the requirements listed below to work on our campuses and within our classrooms to help our students become successful and develop a love for learning.

**Requirements:**

We will require signing a Release of Information form and signed Student Confidentiality Volunteer Form agreement to be completed before entering our classrooms and working with our students.

Please email completed documentation with Field Experience Documentation in the subject line to the Site Coordinator for the campuses to Mrs. Debra Barnes at [dbarnes@rogerbacon.net](mailto:dbarnes@rogerbacon.net).

**Visitors/Volunteers:**

Visitors and volunteers are welcomed at the school and are reminded that they are a very visible role model while on campus and should conduct themselves as such. Visitors are those who make routine visits to classrooms to participate in events, etc. Volunteers are those who have signed up to offer specific support while on campus. Due to the nature of the assignments in working directly with our students, volunteers will be asked to review and sign a confidentiality policy and may be subject to a background check. Visitors and volunteers are subject to the same expectations of the conduct as outlined by our school pledge.

### **School Pledge**

**I pledge to keep myself healthy in body, mind, and spirit –**  
staying physically fit, mentally awake, and morally straight.

**I pledge to be truthful in all my works –**  
guarding against the stains of falsehood from the fascination with experts, the temptation of vanity, the comfort of popular opinion and custom, the ease of equivocation and compromise, and from over-reliance on rational argument.

**I pledge to be virtuous in all my deeds,**  
with the courage to exemplify faith in my beliefs, hope for a better future, and charity towards my neighbor - with prudence in new undertakings, with justice when called upon to judge, with fortitude in the face of adversity, and with temperance toward temptation.

**I pledge to be obedient and loyal to those in authority**  
in my family, in my school, and in my community and country,  
So long as I shall live.

### **Placement Experiences:**

When you receive your placement, please contact your school immediately by contacting the school site coordinator, Mrs. Debra Barnes at [dbarnes@rogerbacon.net](mailto:dbarnes@rogerbacon.net). You will also complete the attached Information sheet and email to Mrs. Barnes to help with finding the right fit and placement where you will be successful.

It is very important that you sign in at the main office as a school visitor and put on a nametag at the start of every visit so that all school personnel know who you are and why you are there.

### **Placement Expectations:**

You are expected to begin your field experience immediately and attend consistently throughout the semester. It takes time to make the initial contact and to set up a schedule for your visits, so it is important to get started right away. Once you have arranged your visits with the classroom teacher, you are expected to maintain your schedule and arrive prompt and prepared for each visit. Changes should only be made in the event of an extenuating circumstance, and you must notify your teacher as soon as possible if you will be absent.

### **Professional Attire:**

Professional attire is required for ALL field experiences (including virtual and face-to-face placements). You are now in the role of teacher and your dress needs to reflect this new professional role. Unprofessional dress will not be tolerated by our schools. Headmasters may ask you to leave the school or virtual classroom if your attire is not appropriate.

#### **Classical Charter Schools of America Dress Code and Personal Appearance**

Professional attire for the faculty is a must. While our objectives are educational, we also must be mindful from a business standpoint in that we flourish and survive entirely by the continued patronage of our parents and students. It is, therefore, incumbent upon each of us that we represent the school well. We represent the school not only by how we talk, how we behave, but also by how we dress and our personal appearance. Therefore, all staff will wear professional attire at all times as specified below:

#### **School In-Session (Students Present):**

- Dress modestly and in a professional manner
- Ladies wear knee-length dresses or skirts with blouse
- Men wear dress slacks with shirt and tie
- Jeans are not allowed
- Flip-flops and thong-like or rubber sandals are not allowed
- Excessive or radical haircuts and colors are not allowed
- Men's hair should be neat and off the collar and not below the ears
- Men will be clean-shaven unless a certified medical condition prevents otherwise
- Mustaches and goatees are permitted as long as they are neatly trimmed
- Tattoos will be covered, when possible
- Visible body piercings (including tongue rings), other than earrings for women, are not allowed

We look forward to working with you and helping you gain knowledge and firsthand experiences within the classroom setting. We are excited to start this partnership with you. If at any time, you have questions or concerns, please reach out to me by email or phone call.

Sincerely,

Debra B. Barnes  
Roger Bacon Academy  
Classical Charter Schools of America  
[dbarnes@rogerbacon.net](mailto:dbarnes@rogerbacon.net)  
office phone:910-655-3600 ext. 224