

New Hanover County - Field Experience

1. Complete and submit the following documents:
 - a. [Application to Request an Educational Placement](#)
 - b. NC Health Examination Certificate and TB results
 - c. [NHCS Volunteer Approval](#)
 - d. Assurance of Confidentiality
 - e. Educational Placement Agreement
 - f. Acceptable Use Policy
 - g. BYOD Agreement
2. Read the Classifications of Placements and [Placement Guidelines](#).
3. Submit all completed documents through the Microsoft Form link available on the Field Experience website.
4. 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

North Carolina Public Schools

HEALTH EXAMINATION CERTIFICATE

Required of all persons upon initial employment, separation from employment more than one school year, absence of more than 40 successive days because of a communicable disease, or when deemed necessary by a local school board or superintendent. (Ref. NCGS 115C-323)

Name: _____ Social Security Number: _____

Address: _____

The above named individual is to be recommended for employment by **New Hanover County Schools** in a position of _____. In this position, the condition of certain physical capacities will be of importance. Please examine the areas listed below and report any limitations, deficiencies or related restrictions. **Please enter TB Skin Test Results** _____

I. Communicable Disease

By my signature I certify that the above **named person does not have any communicable disease, including tuberculosis**, which poses a significant risk of transmission in our schools or would impair this person's ability to perform the duties of the job, except as may be noted below. Further, I certify that this person is free of any physical and mental disability that would impair job performance.

If unable to certify the above, please comment:

II. Other Health Areas

AREAS	ADEQUATE		NOTE ANY LIMITATIONS (continue on back as needed)
	YES	NO	
Vision			
Hearing			
Heart			
Lungs			
Capable of Lifting/Carrying	YES	NO	
20 lbs			
50 lbs			
Capable of Push/Pull 75 lbs			

SIGNATURE: _____

Date: _____

 (PRINT) Physician, Physician's Assistant, or Nurse Practitioner

License/Registration #: _____

State* Granting License/Registration: _____

*For initial employment of an out-of-state applicant, the certificate may be completed by a health care provider with an out-of-state unrestricted current license or registration.



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ASSURANCE OF CONFIDENTIALITY

BASIC DESCRIPTION OF CONFIDENTIALTY

Confidentiality as it applies in the school setting has the following guidelines:

- Any information or data collected by school staff and/or contained in school records is confidential.
- Any behaviors or information observed while visiting the school is confidential.
- Such information may not be discussed or shared with anyone outside the school setting without written consent of the parent or guardian except under very specific conditions. These conditions include suspected child abuse or neglect; a specific threat made by the student to harm self or others; court order or subpoena; request for records from a school in which a student has enrolled or intends to enroll; and audit review by local, state, or federal auditors.
- Such information may not be discussed or shared with anyone inside the school setting unless they have a direct and legitimate relationship in providing school services to the student.
- Information may not be shared even without the student's name because it is possible that the information could still be linked to the student.

Each individual student record and all information contained therein is considered confidential and privileged information. I understand that I am responsible for maintaining confidentiality at all times with regard to any student and all information pertaining to that student. I further understand the liability of persons with access to this information and hereby agree to protect and preserve the confidential nature of all information to which I may have access.

Printed Name

Signed/Date



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Educational Placement Agreement

Candidates are responsible for adhering to all policies, procedures, and responsibilities noted below as well as follow specific guidelines and expectations provided by the placement site. Signing the Educational Placement Agreement indicates awareness and acceptance of the policies and procedures listed below. The candidate may be removed from any placement for failure to comply.

1. The goal of the placement process is to place each candidate in an environment where maximum professional growth can occur. While a candidate's preference is always considered, other critical factors affect the final placement decision, including the negotiations between New Hanover County Schools, Administrators, and the requesting institution. Therefore, no assurance can be given that placement will be in the desired location. The candidate is obligated to accept the placement that is arranged. Transportation is the responsibility of the candidate.
2. The candidate may not seek to influence or arrange his/her school placement by contacting administrators, principals, or teachers.
3. The candidate may not complete a placement in a school where a son/daughter is a student or where a parent, spouse, or other close relative is employed.
4. All placements must comply with the policies, procedures, and expectations for teachers of the school to which they are assigned, including attendance, work hours, dress, and personal conduct.
5. All placement candidates follow the holiday and working calendar of the school system.

Additional Internship or Practicum agreements

4. Student Teaching Internship placements are not made in schools where the candidate was formerly employed as a teacher assistant, long-term substitute teacher, or coach.
5. If the candidate is a current New Hanover County Schools Employee and requesting a Teaching Internship or a full time Practicum Placement, he or she will need to contact NHCS Human Resources Department to discuss Educational Leave.
6. The candidate may not accept employment by a school system during student teaching, in positions such as teacher assistant, long-term substitute teacher, or coach. This restriction avoids the potential conflict of interest between the responsibilities of the paid position and the requirements of the academic experience.
7. Student teaching places heavy responsibility and time demands on candidates, far beyond what is normally experienced in a 15 semester hour course load. Part-time employment often interferes with successful performance. Student teaching responsibilities at school or on campus are never waived or modified to accommodate the demands of outside employment. Therefore, part-time employment during student teaching is strongly discouraged. Student teachers who must work are advised to limit their hours and to keep the cooperating teacher and the higher education/university supervisor fully informed of the arrangements.

I have read the above statement, Student Teaching Policies and Responsibilities, and I agree to accept and abide by the policies and conditions stated herein.

Signature: _____ Date: _____

NETWORK AND INTERNET ACCESS FOR STAFF

New Hanover County Schools area network (WAN) connects thousands of users to electronic information, communication tools, and the World Wide Web. This WAN utilizes a complex association of both hardware and software throughout New Hanover County Schools. The integrity and stability of this network and the services it provides rely on the proper conduct of its users and strict adherence to acceptable use guidelines established in this Policy.

Technology plays a vital role in assuring equitable access to a variety of resources. New Hanover County Schools provides access to network resources to help conduct the instructional, administrative, and operational business of the school district.

A part of network resources is the Internet. As a learning resource, the Internet is similar to books, magazines, audio recordings, videos, CD-ROMS, and other information media that may be used to meet educational needs. Students and educators may also use the Internet to participate in distance learning activities, ask questions and consult with experts, and communicate with other students, educators and individuals.

The Internet also provides access to material that is of no educational value. However, the value of the information found and interaction available outweighs the possibility of locating inappropriate material.

Internet access is coordinated through a complex association of government agencies, as well as regional and state networks. The smooth operation of the network relies upon the proper conduct of all users who adhere to strict guidelines. The guidelines, which call for efficient, ethical and legal utilization of the network resources, are provided here so that users are aware of the responsibilities they are about to assume. In addition, guidelines from other service providers must also be followed. **Violations of any of these guidelines may result in access being suspended and/or future access being denied.**

Electronic mail (e-mail) is provided to conduct the business of the school district. Occasional and reasonable personal use is permitted, providing that this does not interfere with the performance of an individual's job assignment or the performance of the electronic mail system.

New Hanover County Schools utilizes the following security services as required by state and/or federal agencies: identification, authentication, authoring and access control, accountability, administration, and auditing.

Online Responsibilities

Acceptable Use - The goal of providing network/Internet access for students and staff is to support education and research consistent with the educational objectives of the New Hanover County Schools. Transmission of any material in violation of any federal or state regulations is

prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material in violation of New Hanover County Board of Education policies.

Privileges - The use of the network/Internet is a privilege, not a right, and inappropriate use will result in suspension of that privilege. All user accounts are property of the New Hanover County Schools. School staff or system administrators may deny access at any time that it is deemed necessary. Serious and/or repetitive infractions will be reported to school and district administrators and handled appropriately.

Network Etiquette - While each user has the right to free speech, all are expected to abide by the New Hanover County Board of Education acceptable Code of Ethics and Standards of Conduct ([Policy 6082](#)). The following are specifically not permitted:

- Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, including images of exposed private body parts.
- Harassing, insulting, or attacking others.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, including vandalism and the creation, upgrading, or disseminating of computer viruses.
- Violating copyright laws. All communications and information accessible via the network are private property unless otherwise stated.
- Using another's identification, username or password.
- Sharing user names and passwords.
- Entering personal financial information into a NHCS device for any purpose.
- Illegally using, destroying, or manipulating data in folders or workfiles.
- Intentionally Wasting Limited Resources. This Includes Distributing Masse-mail messages, participating in chain letters, creating and participating in unauthorized newsgroups, sending large graphic files unrelated to school district operation, and storing files on file servers without proper authorization.
- Employing the network for commercial purposes.
- Using the system for political lobbying.
- Revealing or disseminating personal or family identification information (i.e., name, address, phone number and/or pictures) in accordance with Family Educational Rights and Privacy Act ([FERPA](#)).
- Arranging or agreeing to meet with someone you have met on-line.
- Attempting to gain unauthorized access to the New Hanover County Schools network.
- Engaging in any illegal activities or accessing material advocating illegal acts or violence. This includes pornography and hate literature.
- Posting information that could be disruptive, cause damage, or endanger students or staff.
- Posting false or defamatory information about a person or organization.
- Downloading files except for appropriate instructional purposes.

- Accessing chat rooms unless assigned by a teacher/administrator for a valid educational purpose.

Security - Security on a computer system is critical, especially when the system involves many users. Proper procedures for logging on and off the network must be followed. If a security problem is identified, the user must notify a system administrator; the problem may not be demonstrated to other users. Unauthorized Use Accounts Strictly Prohibited. Attempts To Log on to the network as a computer system administrator will result in immediate cancellation of user privileges. Users who have a history of problems with other computer systems or who have been identified as a security risk for any other reason will be denied access to the network. Unauthorized access, including hacking, is prohibited.

Access to Inappropriate Material

New Hanover County Schools utilizes a technology protection measure that monitors and filters Internet access. The filtering service utilizes a customizable database that denies access to sites that are identified as obscene, pornographic, or harmful to minors.

Inappropriate Network Usage

Steps shall be taken to promote the safety and security of users of New Hanover County School System's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Activities must be related to the educational program and determined not to be harmful to minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the New Hanover County School System's staff to educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response, as well as, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this Policy, the [Children's Internet Protection Act](#), the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Warranty

New Hanover County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. New Hanover County Schools will not be responsible for any damage suffered. These include, but are not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries, service interruptions, or personal errors or omissions. Use of any information obtained via the Internet is at the user's risk. New Hanover County Schools specifically denies any responsibility for the accuracy or quality of information obtained through Internet access.

Sanctions

Violations of any of the above guidelines may result in access being suspended and/or future access being denied.

Staff shall have no expectation of privacy while using devices or networks of New Hanover County Schools.

Disciplinary action related to inappropriate use of electronic resources will be determined in accordance with existing Board policies as stated in the New Hanover County Board of Education Policy Manual. When deemed necessary, the infractions may be referred to law enforcement agencies for appropriate legal action.

LEGAL REFS: FERPA, 20 U.S.C. § 1232g; 34 CFR Part 99; Children’s Internet Protection Act

CROSS REFS: Policy 6082 Code of Ethics and Standards of Conduct

Approved: 07/07/98

Revised: 12/04/01, 11/09/11, 01/03/12, 07/02/13

Policy: 6086

New Hanover County Public Schools, Wilmington, NC

I have read and will adhere to the above Board Policy 6086.

Printed name _____

Signature _____

Date _____

**STAFF/VOLUNTEER AGREEMENT FORM
ACCEPTABLE USE OF PERSONALLY OWNED DEVICES
BRING YOUR OWN DEVICE (BYOD)**

Staff members/volunteers who wish to use a personally owned electronic device within the New Hanover County School District must read and sign this agreement and submit it to the school.

1. Staff members/volunteers take full responsibility for their device and keep it with themselves at all times. NHCS shall not be liable for the loss, damage, misuse or theft of any personally owned device brought to school.
2. Staff members/volunteers are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. The school reserves the right to inspect a personal device if there is reason to believe a violation has occurred against Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
4. Staff members/volunteers shall not **plug** their personally owned device into the NHCS network at any time.
5. Current virus protection is recommended on devices that utilize the guest wireless network.
6. Staff members/volunteers shall use the district's wireless guest network. **Use of 3G & 4G wireless connections are not allowed when using personal devices with students.**
7. New Hanover County Schools recommend that personal devices not have credit card information entered into them. The school/district shall not be responsible for any financial information that is accessible on a personal device.

RETURN PERMISSION FORM TO THE SCHOOL

Staff Member/Volunteer Name _____

Staff Member/Volunteer Signature _____

I understand and will abide by the Acceptable Use of Personally Owned Devices (BYOD) Policy. I further understand that violation of any Board policies, administrative procedures, schools rules and/or the guidelines listed above may result in the loss of network and/or device privileges as well as other disciplinary action.