Hanover County Public Schools
Application for Field Placement

Semester for placement: _____Fall _____Spring Year _____

College or University: _____

Type: ____Practicum ____Observation _____Student Teaching ____Internship ____Externship

Name: _____ Date: _____
(Last) (First) (Middle)

Permanent Address: _____
(Street) (City) (State) (Zip)

Email: _____ Phone: _____

Major: _____ Degree to be awarded: _____ Expected completion date: _____

Requested grade level and subject: _____

Dates of field placement experience: From: _____ To: _____

Schools not to be placed: _____

As a condition of my placement in Hanover County Public Schools, I have read the attached HCPS Policies *(5-1.6 regarding the Statement of Ethics, 5-4.6 regarding the dress code, 4-2.5(B) regarding identification badges, 6-3.15 regarding the Hanover Academic Network and Acceptable Use Policy, 5-2.4 criminal background).* ***I will adhere to these and other HCPS applicable policies. I acknowledge that failure to do so may result in my immediate dismissal from such placement.***

_____
Student signature

(To be completed by University/College)

Please check one and complete:

The above named student is enrolled in a program to receive a _____ endorsement on VDOE license. Permission is hereby granted for her/him to be assigned.

The above named student is enrolled in our program to receive a _____degree. Permission is hereby granted for her/him to be assigned.

University Representative: _____ Title: _____

Phone: _____ E-mail: _____ Fax: _____

(To be completed by HCPS)

School: _____ Subject: _____

Cooperating Teacher: _____ Email: _____ Grade: _____

Principal/Designee Signature: _____ Date: _____

Please complete this page and return to: **Elena Dremova, Human Resources**
200 Berkley Street, Ashland, VA 23005,
(804) 365-4587; edremova@hcps.us

If practicum placement keep this copy on file at the school.

POLICY 5-1.6 PERSONNEL – STATEMENT OF ETHICS

The Hanover County Public Schools belong to the public. They serve the primary purpose of providing educational opportunities for all eligible Hanover County citizens. Hanover County School Board employees acknowledge that schools operate through a cooperative effort with the community. All employees have the responsibility to maintain standards of exemplary professional conduct and provide services that create a positive school environment. Employee duties, responsibilities and personal judgment shall be consistent with School Board policies and regulations. By accepting employment with the Hanover County Public Schools, all employees shall strive to fulfill their individual responsibilities with honesty and integrity and shall strive to keep the well-being of the students as their primary goal while maintaining the highest standards of professional ethics.

To support this philosophy, School Board employees shall adhere to the following standards.

Employees shall strive to:

1. Make the well-being of students the fundamental value of all decision-making and actions.
2. Support the civil and human rights of all individuals.
3. Maintain personal and professional behaviors that demonstrate positive role modeling for students, colleagues, and the education profession.
4. Refrain from discourse and actions that undermine the integrity of self or other employees and compromise the professional standards of the school division.
5. Fulfill job responsibilities with honesty and integrity.
6. Maintain the standards of the school division and seek to improve effectiveness through continuous professional development.
7. Avoid using position for personal gain through political, social, religious, economic, or other influence.
8. Honor all contracts with honesty and integrity until fulfillment or release.

All employees shall comply with the requirements of the State and Local Government Conflict of Interests Act.

Nothing in this policy should be interpreted as infringing upon employees' civil rights and liberties that have been established by the State and Federal Constitutions, court rulings, and statutory laws and administrative regulations.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78; §§ 2.2-3100, et seq. (Virginia State and Local Government Conflict of Interests Act).

Recodified: August 2000, Amended July 16, 2003

POLICY 5-4.6 LICENSED PERSONNEL: DRESS CODE

Criteria

The attire of Hanover County School Board licensed employees during the hours when school is in session should conform to the following principles:

1. Dress should reflect the professional position of the employee.
2. Attire should be that which is commonly accepted in the community.
3. Dress should be exemplary of the students with whom the professional employee works.
4. Clothing should be appropriate to the assignment of the employee.

Application

If an individual teacher believes that informal clothing such as sportswear would be appropriate to his teaching assignment or would enable him to carry out assigned duties more effectively, he may request an exception from the principal or division superintendent. An attempt should be made on all levels to ensure that the above principles are applied equitably and consistently throughout the school division.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78. *Recodified: August 2000*

REGULATION 4-2.5 (B): EMPLOYEE IDENTIFICATION BADGES

All Hanover County School Board personnel are required to wear employee identification badges during work hours while on School Board property. The purpose of these badges is to provide school security and to ensure that only authorized individuals are on the premises. Badges must be worn in a clearly visible location on the upper portion of the body. Compliance with this School Board regulation will ensure rapid identification of school division staff.

Lost badges will be replaced at the expense of the employee.

Upon termination of employment, badges shall be returned to the immediate supervisor who shall forward the badges to the office of human resources.

Amended: August 10, 2010

(All field placement students should report to the main office to receive a student intern badge to wear every day of your placement.)

POLICY 6-3.15 TECHNOLOGY PROGRAM

HAN (Hanover Academic Network)

The responsible use of computers and computer networks is a powerful tool in support of the instructional program. Regulation 6-3.15 outlines acceptable and unacceptable use of the HAN, a wide area network linking the schools, administrative office, and the Internet. As used in this Policy and any accompanying regulations, HAN shall include but not be limited to, hardware, software, software data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, main frames, and personal computers, the Internet and other internal or external networks.

The division superintendent or his designee shall establish regulations in the form of an Acceptable Use Policy for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system. This policy shall include:

1. a prohibition against use by division employees and students of the Division's computer equipment and communications services for sending, receiving, viewing or downloading inappropriate and/or illegal material via the Internet and World Wide Web;
2. provisions for the selection and operation of technology protection measures for the Division's computers having Internet access through such computers, which protects against access through such computers to visual depictions that are –
   a. child pornography, as set out in Virginia Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
   b. obscenity, as defined in Virginia Code § 18.2-372 or 18 U.S.C. § 1460; and
   c. material that Hanover County Public Schools deems to be harmful to juveniles, as defined in Virginia Code § 18.2-390, material that is harmful to minors, as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. a provision establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
4. a provision establishing that the online activities of minors will be monitored;
5. a provision designed to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
6. a prohibition against unauthorized access, including "hacking" and other unlawful activities, by minors online;
7. a provision for the inclusion of a component on Internet safety for students that is integrated into the Division's instructional program; and
8. a prohibition against the unauthorized disclosure, use, and continued dissemination of personal identification information regarding minors.

The failure of any student, teacher or administrator to follow the terms of this policy, the accompanying regulation, including the Acceptable Use Policy, may result in the loss of HAN privileges, disciplinary action and/or appropriate legal action.

Liability

The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division shall not be responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of this policy of the accompanying regulation(s).

Website Privacy

The following information explains the Internet Privacy Policy which the Hanover County School Board has adopted for its website (web pages at addresses beginning with "http://hanover.k12.va.us"). The following is intended to explain the School Board's current Internet privacy practices, but shall not be construed as a contractual promise. The School Board reserves the right to amend its Internet Privacy Policy Statement at any time without notice.

Legal Requirements

The School Board protects its records in accordance with its obligations as defined by applicable Virginia statutes, including, but not limited to, the "Virginia Privacy Protection Act of 1976", the "Virginia Freedom of Information Act", and by applicable federal laws.

Links to Other Websites

The Hanover County School Board website may contain links to other public or private entities' websites, whose privacy practices the School Board does not control.

Information We Collect

When you access the Hanover County School Board website, the routing or client information, and the essential and nonessential technical information listed below, is automatically collected. No other information is collected through the School Board website except when you deliberately decide to send it to the School Board website (for example, by clicking on a link to send the School Board an email). The information you might choose to send the School Board is listed below as "optional information."

Routing, or client, information: the Internet domain and Internet address of the computer you are using.

Essential technical information: identification of the page or service you are requesting, type of browser and operating system you are using, and the date and time of access.

Nonessential technical information: the Internet address of the website from which you linked directly to the School Board website.

Optional information: when you send the School Board an e-mail, your name, e-mail address, and the content of your e-mail; when you fill out online forms, all the data you choose to fill in or confirm.

Cookies: The Hanover County School Board website does not place any "cookies" on your computer.

How the Collected Information is Used

Routing information is used to route the requested web page to your computer for viewing. The School Board sends the requested web page and the routing information to the School Board Internet service provider or other entities involved in transmitting the requested page to you. The School Board does not control the privacy practices of those entities. Essential and nonessential technical information helps the School Board respond to your request in an appropriate format and helps the School Board plan website improvements.

Optional information enables the School Board to provide services or information tailored more specifically to your needs or to forward your message or inquiry to another entity that is better able to do so, and also allows the School Board to plan website improvements.

The School Board may keep its information indefinitely, but ordinarily deletes the transaction routing information from its computer within 60 days after the web page is transmitted and does not try to obtain any information to link it to the individuals who browse the website. However, on rare occasions when a "hacker" attempts to breach computer security, logs of routing information are retained to permit a security investigation and in such cases may be forwarded together with any other relevant information in the School Board's possession to law enforcement agencies. The School Board uses this transaction routing information primarily in a statistical summary type format to assess site content and server performance.

Optional information is retained in accordance with the records retention schedules at the Library of Virginia.

Under the "Virginia Freedom of Information Act", any records in the School Board's possession at the time of a "Freedom of Information Request" might be subject to inspection by, or disclosure to, members of the public. However, all identifiable confidential/personal information will be removed prior to releasing the routing information.

Choice to Provide Information

There is no legal requirement for you to provide any information at the Hanover County School Board website. However, the website will not work without routing information and the essential technical information. Failure of your browser to provide nonessential technical information will not prevent your use of the website, but may prevent certain features from working. Failure to provide optional information will mean that the particular feature or service associated with that part of the web page will not be available to you.

Customer Comments or Review

If you have questions about this privacy statement or the practices of this website, or if you choose to review or correct any information you previously submitted, please contact the School Board administration at http://hanover.k12.va.us.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, 2.1-380; 18 U.S.C. §§ 1460, 2256; 47 U.S.C. § 254

Recodified: August 2000;
Amended: April 23, 2001, October 9, 2001, June 19, 2007

ACCOMPANYING REGULATIONS

REGULATION 6-3.15(A) HAN - ACCEPTABLE USE POLICY
REGULATION 6-3.15(B) REGULATIONS FOR STUDENTS ENROLLED IN ON-LINE INSTRUCTION

REGULATION 6-3.15(A) HAN - ACCEPTABLE USE POLICY

This regulation governs the use of the Hanover Academic Network (HAN). In support of the Hanover County Public Schools' educational mission, Internet access will provide connections to worldwide resources and will facilitate local, regional, and worldwide communications.

Acceptable Use

1. **The HAN is established solely for educational purposes and other legitimate Hanover County Public Schools business.**
2. The HAN is a shared resource that will fulfill its mission only when used appropriately.
3. Each HAN account owner is responsible for all activities under his account. The School Board is not responsible for any unauthorized charges or fees resulting from access to the HAN.
4. Any HAN user's traffic which traverses another network may be subject to that network's acceptable use policy.
5. Approved photographs of students may be included in World Wide Web documents provided no identifying personal information is included. The unauthorized disclosure, use and dissemination of any personal identification information regarding students is prohibited.

Unacceptable Use

1. The HAN is not a public forum.
2. Any use of the HAN that is in violation of the Hanover County Public Schools Code of Conduct is prohibited.
3. Any use of the HAN for commercial purposes or for political lobbying is prohibited.
4. Any use of the HAN for illegal, inappropriate, or sexually explicit materials/activities, or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of local, state, or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, including the intentional introduction of viruses, and the corruption of systems, files, and resources. The term "sexually explicit" shall include obscene, pornographic, of a sexual nature and not age appropriate material. Sexually explicit material will be determined by the staff of each school based on acceptable community standards.
5. Any use of the HAN for purposes in conflict with approved School Board policies and procedures is prohibited. (School Board Policy prohibits the illegal copying of documents, software, and other materials.)
6. Unauthorized downloading of software.
7. Wastefully using resources, such as file space.
8. Posting material authorized or created by another without his consent.

Violations

HAN Users shall have no expectation of privacy in their accounts. The network is solely the property of the School Board. The School Board retains the right to audit, inspect, and/or monitor the user's internet/intranet access at any time. The online activities of students will be monitored by the School Board. Software has been installed on the HAN to filter or block internet access through such computers to child pornography, obscenity or material that is harmful to or otherwise inappropriate for minors. This technology protection measure will be enforced during any student's use of the HAN. HAN users who violate any provisions of this Acceptable Use Policy shall be subject to discipline including loss of HAN privileges, appropriate discipline under the Student Code of Conduct, and termination of employment, and appropriate legal action; however, all students, educators, and parents have the responsibility to contact the school administrator as they become aware of unacceptable usage.

Periodically, Hanover County Public Schools will make decisions on whether specific uses of the HAN are consistent with this Policy. The Hanover County Public Schools shall remain the final authority on use of the network and the issuance of user accounts.

Internet Safety Curriculum

A component on Internet safety for students, which is consistent with guidelines issued by the Virginia Department of Education, shall be integrated in the Division's instructional program.

Guidelines for HAN Access and Accounts

1. Access to the HAN is considered a privilege and is permitted to the extent that resources are available.
2. All Hanover County Public School personnel are eligible for a HAN account. **(Student teacher accounts may be granted upon permission of the school principal.)**
3. Students in grades 6-12 will have access to the HAN through a classroom account managed by school personnel. Each student may also be granted an individual email account held jointly by the student and parent/guardian.

Amended: October 9, 2001, June 19, 2007

Amended: July 12, 2005

POLICY 5-2.4 CRIMINAL BACKGROUND CHECKS AND CONVICTIONS

The Hanover County School Board will not hire or continue the employment of any part-time, full-time, temporary, hourly, or other employee who is deemed unsuited for service by reason of criminal conviction.

Applicants For Pre-Employment

Individuals applying for employment in the Hanover County Public Schools for any position shall be required to disclose prior convictions of law other than minor traffic violations or juvenile offenses. The Hanover County Public Schools' office of human resources may verify information applicants provide by checking work history and personal references or by making criminal record inquiries to determine the applicant's acceptability for employment. Where a prior conviction is ascertained, the school officials will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is being made.

Applicants for any position in the School Division must certify that they have not been convicted of: a felony or a misdemeanor involving (i) sexual assault as established in Article 7 (§18.2-61 et seq.) of Chapter 4 of Title 18.2 of the Code of Virginia, (ii) obscenity and related offenses as established in Article 5 (§18.2-372 et seq.) of Chapter 8 of Title 18.2, (iii) drugs as established in Article 1 (§18.2-247 et seq.) of Chapter 7 of Title 18.2, (iv) moral turpitude, or (v) the physical or sexual abuse or neglect of a child; or an equivalent offense in another state. Such a conviction shall bar employment in accordance with state law. Further, where a conviction relates to the suitability of the individual to perform duties in a particular position, such person may be denied employment.

If an applicant is denied employment because of information appearing on his criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the applicant.

The School Board shall require, as a condition of employment, that any applicant who is offered or accepts employment requiring direct contact with students, whether full-time or part-time, permanent or temporary, provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect. The registry is maintained by the Virginia Department of Social Services. The School Board shall ensure that all such searches are requested in conformance with the regulations of the Board of Social Services. The applicant may be required to pay the cost of the search at the discretion of the School Board. From such funds as may be available for this purpose, however, the School Board may pay for the search. In addition, where the applicant has resided in another state within the last five years, the applicant must provide written consent to the School Board to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in each state. All new employees are required to submit to a fingerprinting/criminal background check during New Employee Orientation.

Post-Employment Convictions

Employees may be placed on probation or suspended in accordance with Policies 5-6.1 and 5-6.2 if convicted of a criminal offense listed above, including conviction for Driving Under the Influence of drugs or alcohol. Where a conviction relates to the suitability of the employee to perform duties in a particular position, such employee may be dismissed.

If a current employee is suspended or dismissed because of information appearing on his criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the employee.

The division superintendent shall inform the School Board of any notification of arrest of a School Board employee received pursuant to Virginia Code §19.2-83.1. The School Board shall require such employee, whether full-time, part-time, temporary or other, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information regarding such employee. However, such employee may be required to pay the cost of such fingerprinting or criminal records check at the discretion of the School Board. From such funds as may be available for this purpose, the School Board may pay for the fingerprinting or criminal records check.

LEGAL REFERENCE: Code of Virginia, as amended 1950, §§ 19.2-83.1, 19.2-389, 22.1-78, 22.1-296.1, 22.1-296.2, 22.1-315, 22.1-296.4.

Recodified: August 2000
Amended: July 14, 2009

POLICY 5-3.1 DRUG-FREE WORKPLACE

The Hanover County School Board is committed to maintaining a drug-free work place. To that end, all School Board work places, including offices, annexes, playgrounds, parking lots, vehicles, and off-campus locations, shall be maintained as drug-free workplaces. Failure of employees to adhere to this standard will result in appropriate disciplinary action, up to and including dismissal.

Violations

While on school property or at school activities and events, School Board employees shall not possess, use, distribute, sell, manufacture, dispense, or be under the influence of any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant or intoxicant of any kind or other controlled drug as defined by state or federal law. The use of a drug authorized by a medical prescription shall not be considered a violation of this Policy when used as prescribed by the person for whom it was prescribed. Violation of this Policy may result in appropriate disciplinary action up to and including dismissal. Any employee convicted of any drug-related crime occurring under the circumstances described in this paragraph shall notify the division superintendent or his designee within five (5) days after such conviction. Compliance with this provision is a condition of employment.

Conduct prohibited by the Omnibus Transportation Employee Testing Act of 1991 and U.S. Department of Transportation Regulations shall constitute a violation of this Policy and may result in appropriate disciplinary action up to and including dismissal.

Off-Campus Use

The use of alcohol, narcotics, hallucinogens, depressants, stimulants, or marijuana off School Board property which affects an employee's ability to perform his or her duties, or which generates publicity or circumstances which adversely affect the school division or its employees, may result in discipline, including possible suspension or termination.

Disciplinary Action

The division superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found to be in violation of this Policy. Such actions of the division superintendent and School Board shall begin immediately on notification of a violation.

Distribution of Policy

All employees shall be given a copy of the “Alcohol and Drug-Free Work Place Acknowledgement Form” which shall constitute notice that they agree to abide by this Policy as a condition of employment.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, Sections 4-78.1, 4-112.4, 18.2-255.2, 22.1-78, 22.1-280.1; Regulations Governing Reporting Acts of Violence and Substance Abuse in Schools, 8 VAC 20-560-10. Drug Free Schools and Communities Act of 1986 (P.L. 99-570); Elementary And Secondary Education Act of 1965 (ESEA) (P.L. 100-279); Drug Free Workplace Act of 1988 (P.L. 100-690); Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226); Crime Control Act of 1990 (P.L. 101-647).

Recodified: August 2000