

Return ORIGINAL to

Houston County Board of Education  
Office of Professional Learning  
1100 Main Street  
P. O. Box 1850  
Perry, GA 31069

# Houston County School System Application for Student Placement

(Including: Observations, Fieldwork, Professional Practicum, and Student Teaching)

MERCER UNIVERSITY

SPRING 2021

NAME OF INSTITUTION

SEMESTER

Beginning Date of Placement \_\_\_\_\_

Ending Date of Placement \_\_\_\_\_

Weekly Schedule: M ( ) T ( ) W ( ) Thu ( ) F ( ) AM ( ) PM ( ) \_\_\_\_\_

(Check any that apply)

Select below the placement for which you are applying: **Also attach a detailed description of specific candidate placement responsibilities and copy of Pre-Service Certificate.**

Fieldwork Experience ( )

Indicate number of hours

Professional Practicum/Internship ( )

Indicate number of hours

Student Teaching ( )

## 1. PERSONAL DATA – (Please complete all information)

Applicant's Name: \_\_\_\_\_

Last

First

Middle

Pre-Service Certificate Number

Address: \_\_\_\_\_

Street

City

ZIP

Telephone Number

E-Mail: \_\_\_\_\_

University/College Placement Coordinator: DENISE ELAM

Name

678-547-6032

Telephone Number

SEE BELOW

E-Mail

**\*Required for system employees only:**

TIFTFIELDPLACEMENT@MERCER.EDU

School/Location: \_\_\_\_\_ Current Position: \_\_\_\_\_

Principal or Assistant Principal of Instruction (please sign)

Date

(by signing above, you acknowledge that you have been informed by your staff member of their pending placement request)

## 2. TEACHING FIELD

Primary Field \_\_\_\_\_ Secondary Field \_\_\_\_\_

## 3. PLACEMENT REQUEST

Field Area

Grade(s)

Special Requirements, be specific: (i.e., Video Taping, ESOL, etc.)

**\*NOTE: CONDUCTING RESEARCH IS PROHIBITED BY NON-SYSTEM EMPLOYEES**

## 4. SCHOOL CHOICE

Primary School Choice \_\_\_\_\_ Secondary School Choice \_\_\_\_\_

### PLEASE READ PRIOR TO SIGNING

I understand that completion of this application does not guarantee placement at any Houston County School. Placement is contingent upon the School's ability to accommodate the request as well as my ability to pass the Houston County School System minimum background requirements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### FOR HCOBE PROFESSIONAL LEARNING OFFICE USE ONLY

Approved for placement ( ) Yes ( ) No School/Location: \_\_\_\_\_ Grade Level/Subject: \_\_\_\_\_

Cooperating Teacher: \_\_\_\_\_ Date of Notification: \_\_\_\_\_ Notes: \_\_\_\_\_

Revised: 11/2016

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the **Houston County Board of Education/Professional Learning/R. Swan** to conduct an  
Criminal Justice Agency  
inquiry and receive any Georgia criminal history record information pertaining to me which may be  
contained in the files of any state or local criminal justice agency in Georgia.

Full Name (print):			
Address			
Sex	Race	Date of Birth	Social Security Number

☐ This authorization is valid for 90/180/ N/A (circle one) days from date of signature.

☒ I, \_\_\_\_\_ give consent to the above named to perform periodic  
criminal history background checks for the duration of my employment with this company.

Signature

Date

Date of inquiry: \_\_\_\_\_ Time of inquiry: \_\_\_\_\_ Operator's initials: \_\_\_\_\_

Purpose Code used: (check one)

<input type="checkbox"/>	<b>Employment (E)</b> —Provides <b>Georgia</b> Criminal History Record Information
<input type="checkbox"/>	<b>Employment with Mentally Disabled (M)</b> —Provides <b>Georgia</b> Criminal History Record Information
<input type="checkbox"/>	<b>Employment with Elder Care (N)</b> —Provides <b>Georgia</b> Criminal History Record Information
<input checked="" type="checkbox"/>	<b>Employment with Children (W)</b> —Provides <b>Georgia</b> Criminal History Record Information
<input type="checkbox"/>	<b>Public Records (P)</b> —Provides <b>Georgia Felony Convictions Only</b>

The inquiry resulted in the following: (check all that apply)

<input type="checkbox"/>	No Georgia CHRI results available.
<input type="checkbox"/>	Georgia CHRI attached/released.

<input type="checkbox"/>	No NCIC/GCIC Warrant results available.
<input type="checkbox"/>	Possible NCIC/GCIC Warrant. Contact Agency listed below.
Wanting Agency Name:	
Agency Telephone:	

Agency Designee Signature and Title

Date

Notary

Date:

Seal/Stamp:

## PROFESSIONAL STANDARDS OF CONDUCT

The Houston County Board of Education is bound by the rules of the Professional Standards Commission. Professional Standards Commission Rule 505-2-.03 sets forth causes for suspension, revocation or denial of a certificate, license, or permit and establishes authority for the issuance of a written reprimand or warning against the holder of a certificate, license or permit as follows:

1. The Professional Standards Commission is authorized by law to suspend, revoke or deny certificates, licenses and permits, or to issue a written reprimand or warning, for good cause after an investigation is held and notice and a hearing are provided to the certificate, license or permit holder. Any one of the following grounds shall be considered good cause for suspension, revocation or denial of a certificate, license or permit, or the issuance of a written reprimand or warning against the holder of a certificate, license or permit.
  - a. Dishonesty. An educator shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
  - b. Misrepresentation or Falsification in the Course of Professional Practice. Any falsification or deliberate misrepresentation, including omission of a material fact by an educator concerning any of the following is an unethical act:
    - (1) statement of professional qualifications;
    - (2) application or recommendation for professional employment, promotion, or certification, not including a recommendation pursuant to a settlement of disputed facts;
    - (3) application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;
    - (4) representation of completion of college or staff development credit;
    - (5) evaluation or grading of students and/or personnel, not including an evaluation or recommendation pursuant to a settlement of disputed facts;
    - (6) submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;
    - (7) submission of information in the course of an official inquiry by the employing school district or the Professional Standards Commission related to acts of unprofessional conduct; provided, however, that an educator shall be entitled to decline to give evidence against himself/herself if such evidence may tend to incriminate the educator as that term is defined by the Fifth Amendment to the United States Constitution and Article 1, Section 1, Paragraph 16 of the Georgia Constitution; or
    - (8) submission of information in the course of an investigation by a law enforcement agency or by child protective services regarding school related criminal activity; provided, however, that an educator shall be entitled to decline to give evidence against himself/herself in any such investigation if the same may tend to incriminate the educator as that term is defined by the Fifth Amendment of the United States Constitution and Article 1, Section 1, Paragraph 16 of the Georgia Constitution.
  - c. Improper Remunerative Conduct. The solicitation of students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity is unethical. An educator shall not tutor for remuneration students assigned to his/her classes, unless approved by the local board of education or the superintendent. An educator shall not exploit professional relationships with students, colleagues, parents, school patrons, businesses or school board members for personal gain or private advantage.
  - d. Abuse of Students. Unethical conduct includes the commission by an educator of any sexual exploitation or abusive act with or to a student as defined below:

- (1) any unlawful sexual act;
  - (2) any solicitation of any unlawful sexual act; whether written, verbal, or physical;
  - (3) any act of child abuse, as defined by law;
  - (4) any act of sexual harassment, as defined by law; or
  - (5) any solicitation, encouragement or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The definition of the term "romantic relationship" includes "dating" a student or otherwise being involved in an inappropriate social relationship.
- e. Confidential Information. An educator shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required by law or is necessary for the personal safety of the student or others.
- f. Failure to Make a Required Report. Unethical conduct includes the failure by an educator to make a report required by O.C.G.A. Section 20-2-795.1; Section 19-7-5 or 20-2-1184. Also included herein, the failure by an educator to notify the Professional Standards Commission of a professional colleague's conduct which clearly is in violation of the Standards of Conduct or conduct which constitutes a basis for the revocation, suspension, or denial of the educator's certificate, license or permit.
- g. Alcohol or Controlled Substance Abuse. Unethical conduct includes:
- (1) being under the influence of, possessing, using or consuming on school premises or at school-sponsored activities a Schedule I controlled substance, as defined by O.C.G.A. Section 16-13-25; or a Schedule II, III, IV, or V controlled substance, as defined by O.C.G.A. Sections 16-13-26 through 16-13-29, without a prescription authorizing such use;
  - (2) being under the influence of, possessing, using or consuming an alcoholic beverage on school premises or at a school-sponsored activity involving students; or
  - (3) furnishing alcohol or controlled substance to any student(s). Unprofessional conduct includes the unlawful furnishing of alcohol or a controlled substance(s), as defined in O.C.G.A. Section 16-13-21, to any student by an educator.
- h. Criminal Acts. Conviction, plea of guilty or a plea of nolo contendere for violation of a law punishable as a felony or misdemeanor other than a minor traffic violation.
- i. Public Funds and Property. The misuse of public funds or property, or funds of a school related organization by an educator is unethical. The failure to account for funds collected by an educator from students or parents is unethical. The fraudulent submission of requests for reimbursement of expenses or for pay is unethical.
- j. Abandonment of Contract for Professional Services. Unethical conduct includes the abandonment of a contract for professional services, or the willful refusal to perform the services required by a contract, without the prior approval of the employer, except in case of an emergency beyond the control of the employee.
- k. Disciplinary Action Against a Certificate in Another State on Grounds Consistent With Those Specified in this Rule.
- l. Non-Payment of Child Support. Order from a court of competent jurisdiction that the certificate should be suspended for non-payment of child support pursuant to O.C.G.A. Section 19-6-28.1 or notification that the license should be suspended pursuant to O.C.G.A. Section 19-11-9.3.

- m. Physical, Mental or Emotional Incapacity or Unfitness.
  - n. Personal conduct that seriously reduces the certificate, license or permit holder's effectiveness in his or her employment position or conduct detrimental to the health, welfare, discipline or morals of pupils.
  - o. Any other good and sufficient cause.
2. Suspension or revocation automatically applies to all Georgia certificate fields held by the individual.
  3. A certificate, license or permit also may be denied for the applicant's failure to meet the qualifications required by the commission.
  4. A certificate may be recalled if it was issued in error.
  5. If an order is received according to the stipulations in 505-2-.03(1)(1), suspension will be automatic and will be for an indefinite period of time.
  6. The commission appropriately notifies local, state, and national officials, including the NASDTEC Clearinghouse, for appropriate dissemination of information regarding suspensions, revocations, denials, recalls and reprimands.

The Houston County Board of Education further adopts the Standard set forth below:

Standard: Disregard or Abandonment of Generally Recognized Professional Standards. Any act in flagrant disregard or clear abandonment of generally professional standards in the course of any of the following professional practices is an unethical act:

1. Assessment, treatment, instruction, or supervision of students;
2. Employment or evaluation of personnel; or
3. Management of monies or property.

The observance of this Standard by educators employed in the public schools of Houston County is mandatory and binding. Any violation of this Standard may subject an educator to investigation and disciplinary action, including dismissal.

7. Dress Code: Teachers dress and personal appearance while attending the schools of Houston County, and while representing the schools in connected activities, should be such as to reflect dignity and pride in the schools.

Houston County School System employees are expected to dress in an appropriate and professional manner as dictated by job duties and responsibilities. Discretion in choice of wearing apparel and proper grooming helps to promote an instructional atmosphere conducive to learning.

I have received a copy of the Professional Standards of Conduct and understand that I must operate in accordance with the stated policies and procedures contained within..

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# **Family Educational Rights and Privacy Act (FERPA)**

## **Confidentiality Agreement**

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the confidentiality of a student's educational records.

As a student placement/teacher/intern within the Houston County School System, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law.

- You must not, under any circumstances, release to any person(s) information about a student – unless your cooperating supervisor specifically authorizes and requires you to do so.
- You must not acquire or collect any information on any student, that has not been approved and/or provided for you by authorized school personnel, in order to perform the work required of you as a student placement/teacher/intern.
- You must not acquire or collect any information from a student's record, that has not been approved and/or provided for you by authorized school personnel, in order to perform the work required of you as a student placement/teacher/intern.
- You must not share information about students that you may have learned while performing your work. Even a minor disclosure of information (e.g., sharing information about someone's class schedule) is a violation and may result in disciplinary action up to and including the termination of your placement /teaching/internship assignment within the Houston County School System. It is your responsibility to keep any information obtained in your assigned location(s) confidential.

I have read and understand my responsibilities as stated under the Family Educational Rights and Privacy Act Confidentiality Agreement. I agree to comply by the terms of this Confidentiality Agreement.

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**Printed Name of Student Placement/Teacher/Intern**

**Date**

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**Signature of Student Placement/Teacher/Intern**

**Date**