



**Knox County Schools (KCS) Process for Clinical Placements:
Risk-Management Procedures**
Update: August 30, 2023

Knox County Schools (KCS) has updated their process for Clinical Placements. All candidates placed in KCS will need to complete the electronic onboarding form.

****ONBOARDING INFORMATION****

If you are completing this form to begin your internship or student teaching, please do not begin this process unless you know you will be able to take your drug test within 48 hours. **FAILURE TO COMPLETE THE DRUG SCREENING WITHIN THIS WINDOW, YOU WILL NOT BE ELIGIBLE FOR PLACEMENT WITHIN KCS FOR ONE YEAR.** Please follow the directions below to begin your onboarding process. Please remember that you have 48 hours to complete your drug screening after completing the online application. You will not be able to begin your placement in the schools until you receive an email from KCS letting you know that you have been cleared. Drug screening is to only be completed for internship and student teaching placements.

Before you begin, be sure to contact your program coordinator to verify your upcoming school placements if you have not already done so. If it has not yet been confirmed, please fill in TBD and write your program name in the blank when you get to that section on the onboarding application.

Once you start the form, you will have 1-hour to complete it. If your 1-hour lapses without completing, you will have to restart the completion of the form.

To begin the process of securing a placement, all students are required to complete the following steps:

Step 1:

- Click: [KCS Field Placement Registration Process](#)
- Complete the Google Form to receive additional information
- Once you complete the Google Form, you will receive an email from Crystal Pratt from KCS outlining the next steps in the process (e.g., complete KCS Onboarding registration Form, drug screening for “student teaching” and “internship” placements only) of securing a placement in KCS schools. Emails will be sent out to registered students every Monday and Wednesday.

When completing the Google Form, please (a) include your @vols.utk.edu email address, and (b) list Dr. Jalea Adams; email - jalea.adams@utk.edu for the University Placement Coordinator.

KCS Clinical Placement Registration

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* Required

Email *

Your email

Name *

Your answer

Phone *

Your answer

Type of Placement *

☐ Internship (Full Year)

☐ Student Teaching (Semester)

☐ Field Experience (Observation)

☐ Service Learning (Observation)

College or University *

Your answer

University Placement Coordinator Name and Email

Your answer

Submit

Clear form

Step 2: After completing the Google KCS Field Placement Online Registration Form, candidates will be emailed to complete the KCS Onboarding Registration Form. Once you receive your email, you will have a very limited time to complete your requirements. Please keep this in mind as you complete the registration below.

KCS Field Placement Employee Onboarding Form
KNOX COUNTY SCHOOLS
912 South Gay Street • Knoxville, TN 37902 • (865) 594-1800

Info

General Information

Last Name First Name Middle Suffix SSN

Date of Birth Sex Address

Female Male

Apt Number City State Zip

County Race Hispanic or Latino?

Yes No

Personal Email Address Re-enter Personal Email Address

Placement Type Select Your KCS HR Generalist

Crystal Pratt

Select Preferred Phone Home Phone Cell Phone

Home Cell

Grade Level Requested

Areas in which you will be endorsed

Are you currently or previously employed with KCS? (If so, list dates and employee #)

No Yes

Have you ever been convicted of a misdemeanor or a felony in this state or any other state? You are not required to disclose a parking or traffic violation if the maximum sanction provided by law for such violation does not include a period of confinement. Any person who fails to make a full disclosure of any prior criminal record and any prior dismissal from employment for cause commits a Class A misdemeanor. (TCA 494-5-406) (If you have been convicted, please provide a brief description, including date, place, and charge.)

I have not been convicted of a crime I have been convicted of a crime

Next

You will be asked to confirm that you have read and agree to these policies while completing the electronic onboarding form. The online version of these policies and documents are official.

- Visit the KCS Webpage, [KCS Board of Education Policies](#)
- Essential Board Policies for New Hires (Please read all policies before starting your employee onboarding form.)
 1. [Employee Handbook](#)
 2. [Civility Code \(Board Policy B-230\)](#)
 3. [Harassment \(Board Policy G-220\)](#)
 4. [Child Abuse and Neglect \(J-400\)](#)
 5. [Drug-Free Workplace \(G-210\)](#)
 6. [Social Media \(Board Policy G-161\)](#)
 7. [Staff-Student Relations \(Board Policy G-140\)](#)

Step 3:

Once candidates have completed the KCS Google form they will receive an email with instructions on completing their Onboarding Registration Form AND instructions for their drug test (If required). Once you receive this email you will have 48 hours to complete your drug test. If you do not receive this email or have questions about when you will receive this email please contact Ms. Crystal Pratt at crystal.pratt@knoxschools.org.

Drug Screening

- **To be completed ONLY for “student teaching” and “internship” placements**
- All student teachers, interns, social worker and school counselor placements with Knox County Schools are required to complete a drug screening **BEFORE** they can report to their placement site.
- **Your drug screening must be completed within 48 hours of receiving your paperwork. The paperwork will contain an expiration date of when the drug test must be completed by. (This paperwork will be sent via email either Mondays or Wednesdays once you complete the registration form)**
- If you do not complete your drug screening within this window, you will not be eligible for placement within our district for **ONE YEAR**.
- Please be advised: if you leave the drug testing facility for any reason, or are unable to produce a specimen on the day you report for your screening, you will not be permitted to conduct another drug screening on another day.
- If there is an issue with your test, you will be contacted by the drug testing center directly. Please be aware of any phone calls/voicemails you may receive in the few days after you submit to the test.
- The cost of the drug screening is **\$58** and is the responsibility of each student.

Step 4: Background Check

All field placements within KCS will be vetted through several agencies to complete their background check.

Step 5: Verification

Once KCS has received your drug screening results and background check information, Crystal Pratt will notify you via email that you have been cleared to start your placement. The email will say something like you are officially cleared to begin your field experience with KCS. **You should not report to the school until you receive an email from KCS letting you know you have been cleared to begin.**