Knox County Schools (KCS) Process for Clinical Placements: Risk-Management Procedures for Student Teachers and Interns

Updated: August 21, 2025

BE THE CHANGE! BE A TEACHER!

All candidates placed in KCS will need to complete the onboarding process. This guide is for students who are completing an internship or student teaching. If you are completing a practicum, please refer to the guide for practicum students. Please note that KCS will run a background check on all students. This background check is in addition to the background check students had to complete in order to be admitted to UTK's teacher education program. There will not be a cost for students when KCS runs a background check.

Please do not begin this process unless you know you will be able to take your drug test within 48 hours. **FAILURE TO COMPLETE 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.

****ONBOARDING INFORMATION****

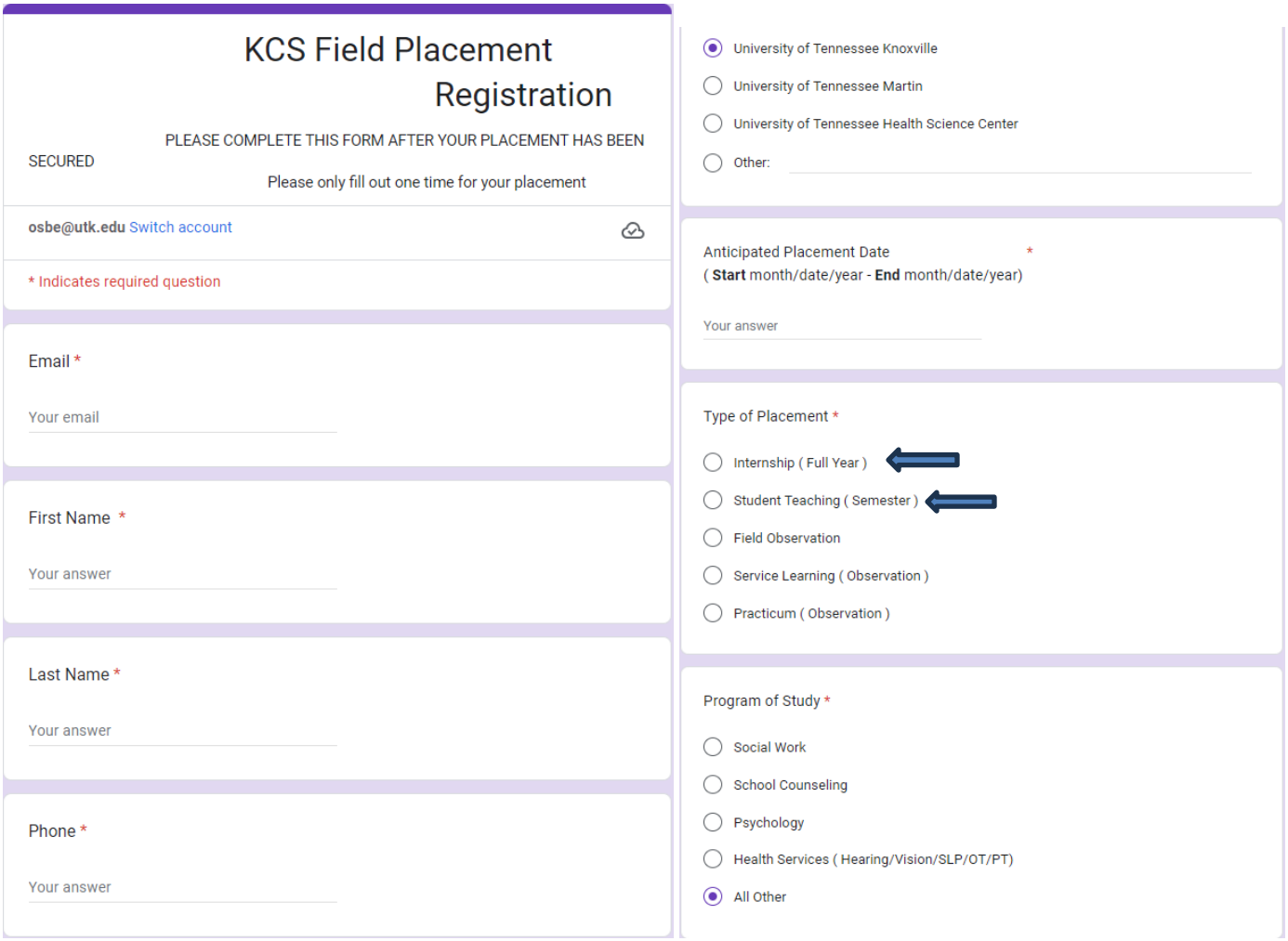
To begin the process of securing a placement, all students are required to complete the following steps:

Step 1: Google Form

- Click: KCS Field Placement Registration Process
- Click **KCS FIELD PLACEMENT ONLINE REGISTRATION FORM** to complete the google form.

KCS Field Placement Registration Google Form Example

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. Please select intern OR student teaching for the type of placement.



KCS Field Placement Registration

PLEASE COMPLETE THIS FORM AFTER YOUR PLACEMENT HAS BEEN SECURED

Please only fill out one time for your placement

osbe@utk.edu Switch account

* Indicates required question

Email *

Your email

First Name *

Your answer

Last Name *

Your answer

Phone *

Your answer

University of Tennessee Knoxville
University of Tennessee Martin
University of Tennessee Health Science Center
Other:

Anticipated Placement Date *
(**Start** month/date/year - **End** month/date/year)

Your answer

Type of Placement *

Internship (Full Year)
Student Teaching (Semester)
Field Observation
Service Learning (Observation)
Practicum (Observation)

Program of Study *

Social Work
School Counseling
Psychology
Health Services (Hearing/Vision/SLP/OT/PT)
All Other

University Placement Coordinator Name and Email *

Dr. Jalea Adams; jalea.adams@utk.edu

KCS School and mentor name where you are being placed *

If your school has not been confirmed, please type "not confirmed"

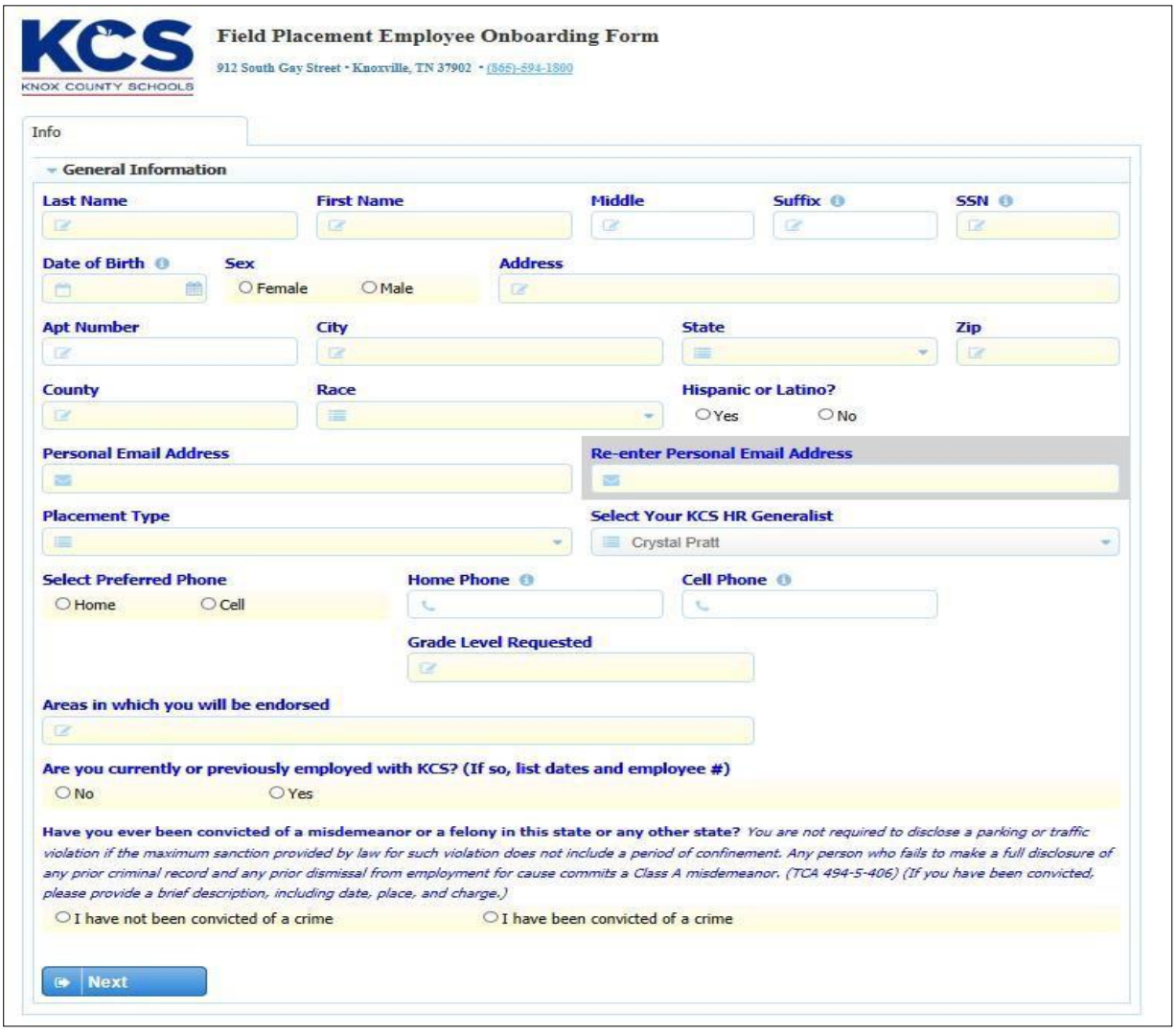
Anticipated Graduation Date (Semester/year) *

Example: Spring 2027

Step 2: Onboarding Form and Drug Testing Information

After completing the Google KCS Field Placement Online Registration Form, candidates will receive an email to complete the KCS Onboarding Registration Form and Drug testing information. This email will come from Crystal Pratt. She is the Teacher Pathway specialist for KCS and can help with all of your onboarding needs. The email will outline the next steps in securing a placement in KCS schools. Once you receive your email, please complete the form promptly. If you leave the form for more than 1 hour without submitting, it will time out. Please keep this in mind as you complete the onboarding form. Once you receive the drug testing information, you MUST go take the test within 48 hours. Please contact Mrs. Crystal Pratt at crystal.pratt@knoxschools.org if you have any questions regarding this process.

KCS Onboarding Form - 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.



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)

Drug Screening

- Your drug screening must be completed within 48 hours of receiving your paperwork. The paperwork will contain an expiration date when the drug test must be completed.
- 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 3: 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 (Mrs. Crystal Pratt) letting you know you have been cleared to begin.**