



Maricopa Unified School District No. 20
Field Experience Agreement

As a student teacher, intern or other service provider who seeks field experience to complete my university or college course or degree requirements, I acknowledge and agree to the following:

1. My field experience opportunity requires prior approval of (i) a qualified teacher who will act as my mentor teacher and (ii) the approval of the principal of the school where I will complete my field experience.
2. I will not begin my field experience until I provide the Maricopa Unified School District (MUSD) Human Resources Department (i) an executed copy of this Field Experience Agreement and (ii) a copy of my fingerprint clearance card issued by the Arizona Department of Public Safety. I will also complete any application and provide any information requested by the MUSD Human Resources Department to determine my fitness to work with children.
3. I will work at all times under the supervision of my mentor teacher. If my mentor teacher is unavailable to serve as a mentor, for any reason, the District may attempt to find another mentor teacher. However, if a suitable replacement cannot be found, the field experience will be terminated.
4. Even though I am not an employee of the District, I agree to comply with the policies and procedures that give employees direction and govern the conditions and expectations of their employment that are based on state and/or federal laws. I will give particular attention to the following law and policies:

ASRS 13-3620 – Reporting Child Abuse: Employees who, when acting in the scope of their employment, develop a reasonable belief that a minor has been or is the victim of child abuse (i.e., non-accidental injury, sexual abuse or neglect) must immediately report or cause a report to be made to a police officer or Child Protective Services. A report may be made by telephone or in person and must be followed by a written report within 72 hours. For additional information, see Governing Board Policy JLF and the district's Child Abuse Reporting Protocol.

ACA Workplace Harassment – Employees: Workplace harassment, including sexual harassment, of or by employees is prohibited. Any employee who believes he or she has been harassed should lodge a complaint with an appropriate supervisor or the Human Resources Director.

GBEBB – Staff-Student Relation: When exercising general supervision over the conduct of students, employees will treat students with dignity and respect. Employees also must observe and maintain professional boundaries between themselves and students. Examples of professional boundary violations include:

- Discussing with a student sexual topic that are not related to a specific curriculum.
- Discussing with the student the employee’s problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee’s personal vehicle without express permission of the student’s parent or school administrator.
- Taking a student on an outing without obtaining prior express permission of the student’s parent or school administrator.
- Giving gifts of a personal nature to a specific student.
- Using e-mail, text messaging, or instant messaging to discuss with a student a matter that does not pertain to the student’s homework, class activity, school club or other school-sponsored activity.

GBED & GBECB – Drugs and Alcohol: The district facilitates a safe environment for students, employees, and the community by requiring a drug-free workplace mandated by state and federal laws. Criminal arrests or charges relating to drug or alcohol abuse must be reported to the district within 48 hours.

GBEB-R – Employee Computer Internet Use: Employees are to use district computers, networks and Internet services for school-related purposes and the performance of job duties. Any employee who violates this policy or the rules governing use of district computers is subject to disciplinary action, up to and including discharge. Illegal uses of district computers will also result in referral to law enforcement authorities.

JR – Student Records: Student education records, and the information therein, are confidential and must not be divulged without parental consent except as specifically authorized by policy.

5. I will seek the advice of my mentor teacher or school principal if I have any questions about my proposed conduct that may violate any of the foregoing laws or policies and acknowledge that the District may terminate my field experience if I violate any of the foregoing state laws of District policies or engage in any other conduct that calls into question my fitness to work with students.

Student Teacher, Intern or Other Service Provider:

Printed Name

Date

Signature

- Mail directly to District Office 44150 W Maricopa/CG Hwy, Maricopa AZ 85138
- Please include a copy of your DPS Fingerprint Card.



Maricopa Unified School District No. 20
Student Teacher Information Form

Thank you for choosing Maricopa Schools! Please take a few moments to complete this form. The information is required in Human Resources prior to beginning your student teaching.

Name: _____

Address: _____

City/State/Zip: _____

Email address: _____

Home number: _____ Cell Number: _____

Fall Student Teaching

Spring Student Teaching

Emergency contact information:

Name _____

Number: _____

Mentor teacher: _____

Extension: _____

School: _____

Subject/Grade Level: _____

University Supervisor: _____

Contact Number: _____

.....
The next few questions are related to your teaching interests and availability.

Elementary Education:

Grade Preferences: 1st choice: _____ 2nd choice _____ 3rd choice _____

Secondary Education:

Approved Subject Areas: 1st choice _____ 2nd choice _____ 3rd choice _____

Graduation Date: _____ Date available: _____

Please return the completed form to the site secretary along with the Field Experience Agreement and valid fingerprint card. Should you have any questions, contact Human Resources at 520-568-5100 ext. 1003.

Have a great semester!

Tom Beckett
Director of Human Resources



Dear Maricopa Unified School District Intern or Student Teacher,

Congratulations on your assignment to fulfill your field experience internship or student teaching with the Maricopa Unified School District. We are excited about your assignment and we are eager to share in this challenging experience.

The Maricopa Unified School District revised their clearance process for individuals working in our schools. To ensure the safety of the children, we require that all interns and student teachers submit a copy of their DPS Fingerprint Clearance Card prior to entering the classroom. You can fax it, scan it, email it or deliver it to the District Office*. See the detailed information below.

The District Office is located at:

Maricopa Unified School District #20

Human Resources Department

44150 West Maricopa/Casa Grande Highway

Maricopa, Arizona 85138

Phone: 520.568.5100

Fax; 520.568.5151

Email: tbeckett@musd20.org

**Note: You cannot begin your field experience internship or student teaching assignment until the District has received all the necessary documentation.*

Sincerely,

Tom Beckett

Director of Human Resources

Maricopa Unified School District #20