



Florence Unified School District No. 1

P.O. Box 2850 Florence, Arizona 85132
(520) 866-3500 fUSDaz.com

INTERNSHIP/STUDENT TEACHING FORM

This form is to be used by University/College students who require graduate internship/student teaching experience to complete their college of education program. Please return the completed form and required documents to Thad Gates at tgates@fUSDaz.org

Print or type name _____

Date _____ Cell Phone _____ E-mail _____

Home Address _____

City _____ State _____ Zip _____

Emergency Contact Name _____ Relationship _____

Emergency Contact Phone Number(s) _____

University/College _____

Advisors name _____ Phone _____ E-mail _____

FUSD School(s) of preference for internship _____

Grade level/subject of internship _____

Dates/length of internship _____

Days of week and times (AM/PM) if applicable _____

Total hours needed to complete internship _____

FUSD requires copies of the following items prior to you beginning your internship:

- Valid Fingerprint Clearance Card
- Driver's License or Student ID

Intern/Student Teacher signature _____ **Date** _____

I attest that the information on this form is accurate, and that I have read and will abide by the FUSD employee/volunteer Code of Conduct and Ethics, Confidentiality Agreement, Staff Conduct with Students and Dress Code requirements. Failure to abide by these requirements may result in immediate removal from the Internship/Student Teaching.

Board of Education

Denise Guenther, President Jim Thomas, Vice-President
Steve Johnson, Member Bob Dailey, Member Katrina Solis, Member

Drivers may also be tested following an accident or when the District has reasonable suspicion that they are using drugs or alcohol. Reasonable suspicion means that the District believes the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. Employees who refuse to submit to drug and alcohol testing, or whose test results are positive, may be disciplined in accordance with District policies, up to and including termination of employment. For additional information about the District Drug Testing Policy, refer to Governing Board Policy EEAEAA.

Mandatory Reporting of Arrest:

An employee shall make a report within 48 hours to the employee's supervisor regarding (1) any **felony charge**, indictment, information, complaint, conviction, or plea agreement or (2) any **misdemeanor charge**, indictment, information, complaint, conviction or plea agreement **Involving drugs or moral turpitude** (fraud, contributing to the delinquency of a minor, forgery, embezzlement, lewdness, etc.). Failure of any employee to make such a report constitutes unprofessional conduct, and the employee shall be immediately dismissed from employment according to Governing Board policy.

Employee Conduct and Code of Ethics:

All employees of the District are expected to maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonably to all staff members. The employees acknowledge that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates, and students. To these ends, the Board adopts the following statements of standards.

The school employee:

- Following the expectations outlined in board policies GBEB, GBEA, and GBEB-R.
- Acquainting themselves with the provisions, rules, regulations and applicable information contained within the policies of the Board.
- Maintaining order and carrying out all orders given by the Superintendent concerning maintenance of order.
- Conducting themselves in a manner consistent with effective and orderly education.
- Dressing appropriately and maintaining a general appearance to reflect their position.
- Makes the well-being of students the fundamental value of all decision making and actions.
- Maintains just, courteous, and proper relationships with students, parents, staff members, and others.
- Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work.
- Fulfills job responsibilities with honesty and integrity.
- Directs any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implements the Governing Board's policies and administrative rules and regulations.
- Refrains from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.

- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Stresses the proper use and protection of all school properties, equipment, and materials.
- Honors all contracts until fulfillment or release.

In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves District purposes or is required by law.

FUSD Confidentiality Agreement:

All employees, volunteers, substitutes, student teachers, student interns, and/or independent contractors of the Florence Unified School District #1 shall keep confidential any and all information they acquire during the course of their employment that would reasonably be considered to be personal or confidential. This includes, but is not limited to the following:

- personal student information;
 - Each student with whom you work has the right to expect that nothing that happens to him or her will be repeated to anyone other than authorized school district employees, as designated by the administrators at each school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well-being.
 - You may not share information regarding a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or healthcare professionals. You must refer all such questions to the school district employees so authorized to do so, typically the student's teacher or building principal. The only exception is in the event of an urgent medical emergency, in which confidential information may be necessary for a student's medical care.
 - Parents, friends, or community members may in good faith ask you questions about a particular student. Again, you must refer all such questions to an authorized school district employee. You may not share information about a student even with members of your own family or the student's family.
 - Before you speak, always remember that violating a student's confidentiality isn't just disrespectful, it is against the law.
- personal information concerning all employees of the District;
- confidential information obtained from third parties;
- confidential information about matters under consideration by school administration, District Office administration and/or the Board of Education;
- confidential information concerning the business or operations of the District;
- content of tenders and other contractual negotiations; and
- details of business operations, financial matters and other confidential records of businesses or personnel which deal with the operations of the District.

No person shall disclose such information unless such disclosure is required within the course of employment.

Information covered by this agreement shall include information that is written or unwritten or stored electronically.

Subject to legislation and regulations, any personal or confidential information shall be released only as required in the necessary course of employment and only by those persons authorized to release such information.

An employee shall make his or her best efforts to ascertain whether or not release of information is authorized, and if uncertain shall direct the inquiry to his or her supervisor.

Any person who knowingly, recklessly or negligently releases student, personal, or confidential information without appropriate authority may be subject to disciplinary action up to and including termination of the employment contract or work agreement.

The Superintendent of schools shall or delegate:

- Develop procedures to collect, store and allow access to personal and confidential information in keeping with the requirements of appropriate legislation;
- Provide employees with direction concerning the appropriate release of information that they may encounter during the course of their employment.

All volunteers who may have access to confidential or personal information shall be provided with a copy of this policy and required to adhere to its requirements as a condition of being a volunteer.

All supervisors shall ensure that all employees, volunteers and contractors covered by this policy shall be provided with a copy of this policy prior to commencing employment or duties with the school division and shall sign an acknowledgement of review of this policy.

This policy applies only to information that has not yet become eligible for general public through a Freedom of Information Request.

Staff Conduct with Students:

Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. At all times teachers and other staff members will accord students the dignity and respect that they deserve and avoid embarrassing any student unnecessarily.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process. Violations of the above shall be considered serious and may result in severe disciplinary action.

Dress Code:

All Florence Schools employees shall dress in a professional manner that reflects positively on their position in the community. All employees shall have an appearance that is appropriate in light of the environment in which they work and the duties of their jobs. The Superintendent shall establish regulations and guidelines defining acceptable dress for all employees.

Employees' apparel must be modest, safe, and clean so that it does not detract students from the "educational process" and is reflective of current business and societal norms.

Employees must always consider that their employment places them in the position of role models for students. Employees shall be expected to exhibit a professional image to students, parents, and the community. The Governing Board expects the dress and appearance of certificated and support personnel to be professional and appropriate for their job description.

Dress will be considered professionally appropriate if it does not disrupt the classroom or District atmosphere. Professional standards of dress shall observe the following guidelines:

- Clothing should be safe and appropriate for the responsibility of the job.
- Clothing should be free of frays, holes, or tears and should not expose undergarments, chest or midriffs.
- Clothing shall not display profanity, obscene gestures, or sexual suggestions, nor shall it support alcohol or cigarettes.
- Caps/hats should not be worn inside of buildings.
- Shorts or other exercise clothing are not acceptable except for coaches and physical education teachers, while actively teaching. At the discretion of the site administrator, other employees whose duties justify this clothing option may be granted permission.
- Rubber flip-flops are not acceptable.
- Jeans may only be worn on days designated by the site administrator.
- Clothing shall be free of political messages. Political messages are defined as those that are intended to influence the outcomes of elections or to persuade persons to vote for or against a particular candidate, party, position, or measure.

All employees shall comply with the rules of the school/department where they are employed, provided such rules conform to Board Policy GBEBA and this regulation.

The intent of this regulation is not to unduly restrict personal expression. The Governing Board recognizes that implementation of this regulation calls for sensitive, intelligent action on the part of the school staff so that professionalism and individuality is reasonably balanced.

English Only Communications:

All FUSD employees are required to speak English only and to refrain from speaking a foreign language while on work duty. Article 28 Section 2 of the Arizona Constitution states "The official language of the state of Arizona is English". Courts have held that it is not a denial of cultural expression, it does not deny employees the privilege of private conversations and it does not create a hostile working environment.

Employment of Close Relative:

District policy does not prohibit the employment of both husband and wife or close relatives from the same family. Employees are not to be supervised by a member of the family. Exceptions may