



Moencopi Day School

Student Intern and Student Teacher Information

Student Interns and/or Student Teachers must complete the following requirements with Human Resources in order to finalize placement:

- Complete the attached application
 - ✓ One page must be notarized
 - ✓ Please have your driver's license available
- Submit your Fingerprint Clearance Card
 - ✓ A copy must be retained by Human Resources in order to be in compliance with State Law
- Verify that written communication from the teacher education field experience coordinator at the college has been submitted to Human Resources

Please Note:

1. You must have your ID picture taken prior to reporting to your assigned school site. ID badge must be worn at all times when on school campus. Badge must be surrendered to the building principal at the conclusion of your student intern or student teaching experience.
2. Student Interns or Student Teachers may not begin their assignment prior to Board Approval and clearance from Human Resources.
3. Student Interns and Student Teachers are considered Volunteers.

"The expert in anything was once a beginner. "



Moencopi Day School

Student Intern and Student Teacher Information

Name _____

Phone _____

Address _____

City/Zip _____

E-mail _____

Please complete this section of the application in order for us to have sufficient information on your experiences and background.

1. Current Employment _____

2. Other Work or Volunteer Experience _____

3. Education (High School, College, University, etc) _____

4. What goals do you have for your Internship hours or your Student Teaching experience?

For Human Resources Use Only

Date: _____ Location: _____ Contact Person/Activity: _____

Fingerprint Card (Exp. _____) ID _____ Cleared on: _____

Comments: _____



Moencopi Day School Student Intern Information

Please check one:

STUDENT INTERN

Number of Observation Hours _____

Date From _____ Date To _____

In what content area will you be a Student Intern? _____

Please describe your experience working with students? _____

CONTACT INFORMATION: MUST BE COMPLETED

College/University	Director of Education Program or Field Experience Coordinator	Supervising Teacher at College /University	Phone Number And Email Address	Graduation Date
			Phone:	
			Email:	
			Phone:	
			Email:	

EMERGENCY CONTACTS:

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

3. Name: _____ Phone: _____

I certify that the above information is correct. I hereby authorize the Moencopi Day School to do a background investigation if it determines it is needed. I understand that this information will be treated as confidential material. Student Interns/Student Teachers will submit to fingerprinting as required by law.

Volunteer Signature

Date



Moencopi Day School Student Intern BACKGROUND CERTIFICATION

Name _____

Position _____

I, _____, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction:

- Sexual Abuse of a Minor
- Incest
- First or second-degree murder
- Kidnapping
- Arson
- Sexual Assault
- Sexual exploitation of a minor
- Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs
- Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs
- Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs
- Commercial sexual exploitation of a minor
- Burglary in the first degree
- Burglary in the second or third degree
- Aggravated or armed robbery
- Robbery
- A dangerous crime against children as defined in A.R.S. 13-705
- Child Abuse
- Sexual conduct with a minor
- Molestation of a child
- Manslaughter
- Aggravated assault
- Assault
- Exploitation of minors involving drug offenses

Employee Signature

Date

Subscribed, sworn to, and acknowledged before me by _____, this _____

Notary Public (Print Name)

Date

day of _____, 20_____, in Maricopa County, Arizona.

My Commission Expires (STAMP OR SEAL):

Notary Public Signature



Moencopi Day School
Information for Student Intern Volunteers

- The Moencopi Day School appreciates the time volunteers donate to our schools. The School has procured general liability coverage for volunteers. Coverage for Volunteers is provided off school premises for School approved events/activities only. The School does not provide insurance coverage for the loss or damage of personal property of students, staff, or volunteers.
- The exact procedure of working with volunteers will differ with each situation. Volunteers work under direct supervision of a teacher or school personnel.
- Volunteers may not be paid for student intern hours or for student teaching.
- Volunteers must refer all discipline situations to the teacher or school personnel.
- Volunteers may not transport students at any time either in their personal vehicle or a School vehicle.
- Volunteers **must not** give any medications or medical advice to students. Where sickness and medications are concerned the school nurse or authorized personnel should be notified and will follow required procedures.
- Volunteers will receive training in preparation of their responsibility by appropriate school personnel.
- Volunteers will be held to the same high standards regarding working with students and representing the School as our employees are. If at any time the Volunteer's actions are a violation of School policy or the Volunteer is deemed to not be representing the School in accordance with its expectations, the Volunteer may be asked to discontinue in his/her volunteer capacity.
- Volunteers will complete the application, and receive a volunteer I.D. badge upon fingerprint clearance and processing of Student Intern Application.

Volunteer Signature

Date

**The information presented here is not intended to be all-inclusive of School policies or procedures. A complete set of Policies is available at the link below:

[Moencopi Personnel Policy and Procedures \(DO NOT PRINT\)](#)