



**BISMARCK PUBLIC
SCHOOLS**
Special Education
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SOCIAL WORK LEARNING EXPERIENCE AGREEMENT

Partner: Minot State University, Social Work Department

Effective Dates of Agreement: August 21, 2024 – May 23, 2025

I. PURPOSE:

- A. The purpose of this agreement is to allow for, and provide appropriate practicum experiences to meet the educational needs of students enrolled in the MINOT STATE UNIVERSITY Social Work Program. The Bismarck Public School District (“District”) agrees to assist the MINOT STATE UNIVERSITY Social Work program (“MINOT STATE UNIVERSITY”) in preparing its students by providing resources, and making its facilities available to the extent delineated below. This agreement does not alter the responsibility and authority of the two institutions involved regarding the programs, services, and activities conducted by each.

II. RESPONSIBILITIES of MINOT STATE UNIVERSITY:

- A. The academic program sponsored by MINOT STATE UNIVERSITY remains the responsibility of MINOT STATE UNIVERSITY even though such programs may be conducted on the District’s premises.
- B. All education/social work activities provided to the District’s students remain the responsibility of the District. MINOT STATE UNIVERSITY will assist the District to meet its responsibilities by:
1. Ensuring that MINOT STATE UNIVERSITY faculty/instructors and students are aware of, and adhere to all federal and state regulations and District policies/procedures applicable to the education/therapy of the District’s students. MINOT STATE UNIVERSITY acknowledges the right of the District to deny the presence students/faculty, or limit any activity, procedure, or access to student(s) if the District determines MINOT STATE UNIVERSITY or its students’ actions did not adhere to such requirements.
 2. Providing the District with syllabi from MINOT STATE UNIVERSITY’s courses that indicate the content and learning goals for their students when in the District, and any other information that specifies the activities to be completed by such students during their placement in the District.
 3. Appointing a faculty supervisor from its staff, and planning and assigning the students’ practicum experiences while placed at the District. Prior to scheduling/assigning students to the

District's buildings, MINOT STATE UNIVERSITY will: (a) consult with the District's designated Social Work Practicum Coordinator to mutually arrange dates, times, and experiences; and (b) assist the District's Social Work Practicum Coordinator, upon request, in ensuring principals and building-level Social Worker are informed of the students' placements (i.e., MINOT STATE UNIVERSITY student's name, year in school, learning goals, and schedule).

4. Evaluating the quality of the students' practicum experiences. As part of the evaluation process, MINOT STATE UNIVERSITY will seek input from the designated District Social Work Intern Coordinator and building-level Social Workers for those experiences that are greater than a one-time, or one day teaching project.
5. Ensuring that information obtained by MINOT STATE UNIVERSITY students from the District's student records, or personally identifiable information obtained through their involvement with the District's students, is secured from unauthorized use in accordance with the Family Educational Rights and Privacy Act, and is not (a) redisclosed to anyone except MINOT STATE UNIVERSITY instructors/ supervisors or District officials with a legitimate education interest; or (b) used for research purposes of any kind without prior approval from the District's superintendent.

MINOT STATE UNIVERSITY acknowledges the District's exclusive and direct control over all personally identifiable student information obtained by MINOT STATE UNIVERSITY in the course of work covered by this agreement. Any/all student-specific information created or obtained by MINOT STATE UNIVERSITY students and removed from the District premises, including information in electronic format, shall be destroyed or returned to the District when no longer needed for purposes identified in this agreement.

6. Ensuring that while on the District's premises, MINOT STATE UNIVERSITY students wear proper identification to indicate they are students from MINOT STATE UNIVERSITY, and verbally identify themselves as such when contacting parents.
7. Ensuring that MINOT STATE UNIVERSITY students follow all District/Special Education Department policies and procedures related to the identification, evaluation, assessment, and provision of Special education services to District students.
8. Providing the District with appropriate documentation, upon request, that shows that each MINOT STATE UNIVERSITY student has received immunization for measles, mumps and rubella in conformance with District policy and a negative tuberculosis test within the past 12 months. MINOT STATE UNIVERSITY shall inform its students that they are not to work with District students if they have an active infection or a contagious illness (e.g., flu, gastrointestinal upset, rash, fever, etc).
9. Immediately informing the District's designated Social Work Intern Coordinator if any MINOT STATE UNIVERSITY student's performance negatively impacts the health or safety of a student.
10. Arranging for, and/or communicating with MINOT STATE UNIVERSITY students to ensure the completion of a multistate criminal background check on each MINOT STATE UNIVERSITY student assigned to this program prior to allowing the student to work with District students.

III. RESPONSIBILITIES of the BISMARCK PUBLIC SCHOOL DISTRICT:

A. The District will assist MINOT STATE UNIVERSITY in educating its students. The District will assist MINOT STATE UNIVERSITY to meet its responsibilities by:

1. Making its students, facilities, and staff available to MINOT STATE UNIVERSITY and its students to the extent necessary to fulfill its obligations as delineated above.
2. Allowing MINOT STATE UNIVERSITY instructors and students to access personally identifiable information from the District's student records when such instructors or students have a legitimate educational interest, as defined by District policy and guidelines, in the information in order to perform the functions and activities stated above.
3. Assisting MINOT STATE UNIVERSITY students in understanding and adhering to all District/Special Education Department policies and procedures related to the identification, evaluation, assessment, and provision of Special education services to District students.
4. Obtaining verbal approval from parents before allowing MINOT STATE UNIVERSITY students to participate in confidential student meetings (ex: IEP or evaluation meetings).
5. Immediately informing MINOT STATE UNIVERSITY if any student's performance negatively impacts the health or safety of a District student, or any action of a MINOT STATE UNIVERSITY student violates any law, regulation, policy, or procedure related to the education or care of a student. The District shall review any alleged misconduct with MINOT STATE UNIVERSITY and their students, and take any action as deemed appropriate to remedy the situation.
6. Providing Social Workers, who hold the appropriate license, to conduct orientation training, daily oversight and supervision, and other related activities as a means of assisting MINOT STATE UNIVERSITY students to understand and appropriately perform the activities as stated above.
7. Providing input, in collaboration with MINOT STATE UNIVERSITY, in the evaluation of MINOT STATE UNIVERSITY students.

IV. MINOT STATE UNIVERSITY RESPONSIBILITIES:

A. The MINOT STATE UNIVERSITY student shall:

1. Contact the District as necessary in anticipation of receiving final approval and acceptance from the District for his/her clinical education experience.
2. Be permitted all District holidays.
3. Be responsible for his/her own meals, lodging, and transportation when performing the duties established through this agreement.
4. Be responsible for making up all work missed during unavoidable illnesses, and providing the District with a doctor's release if absent for three consecutive work days.

5. Be responsible for following District and SpEd Department policies and procedures, including confidentiality.
6. Arriving to his/her designated District placement site on time, working the hours determined by MINOT STATE UNIVERSITY and the District, and notifying his/her immediate District supervisor if unable to meet these requirements.
7. Conduct him/herself in a professional and ethical manner.

V. FINANCIAL RESPONSIBILITIES:

- A. The cost of providing services to the District's students when such services are the responsibility of the District remain with the District.
- B. The cost of providing services related to clinical education directed by MINOT STATE UNIVERSITY is the responsibility of MINOT STATE UNIVERSITY.
- C. Liability insurance to address acts of omission or commission by MINOT STATE UNIVERSITY students while engaged in Social Work Practicum experiences at the District shall be maintained by MINOT STATE UNIVERSITY.

VI. TERMS OF AGREEMENT

This agreement may be terminated by either party upon written notice. This agreement may be modified by mutual consent of both parties. This agreement is in effect when signed by the authorized representatives. This agreement will remain in effect until May 23, 2025.

SIGNATURE: Krista Lambrecht
MSU VPAP

DATE: 11/07/2024

SIGNATURE: Sanica Nelson
Bismarck Public Schools Director of Student Support Services

DATE: 11/12/2024