



Office of Professional Educator Services

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MEMORANDUM OF UNDERSTANDING

between

WESTERN KENTUCKY UNIVERSITY and WARREN COUNTY SCHOOL DISTRICT

“Professional Education Preparation Partnership Agreement”

2018-2021

Pursuant to KRS 161.042 and Kentucky State Board of Education regulations, including but not limited to 16 KAR 5:040, *et seq.*, the University and Board enter into this cooperative for the purpose of providing clinical experiences as part of the professional education preparation program. Through this partnership agreement, the District will provide ongoing quality clinical field experience and student teaching placements for teacher education students. The University will collaborate with the District regarding ongoing professional development for District staff, including support of training and research in areas of mutual interest, significance, and benefit.

Core Beliefs

- Quality preparation of future teachers is a shared responsibility among practicing professionals, including school-based practitioners and those individuals in higher education.
- A team approach in working with and supporting pre-service teachers through clinical practice aligned with academic and pedagogical content is paramount to their preparation and future success in the profession.
- This partnership provides an opportunity to share and collaborate through awareness and integration of the differing and varying needs and resources of the University and the District.
- Both school-based and university-based staff involved in providing clinical experiences must be highly qualified professionals who value one another's expertise and are dedicated to the professional growth of pre-service teachers.
- The continuous process of learning to be a highly effective teacher requires pre-service teachers to engage in authentic clinical experiences in diverse learning environments. Course work should complement field experiences which become increasingly complex and demanding as pre-service teachers matriculate.
- This partnership provides an opportunity for continuous learning which will leverage best practices in the profession to train and support preservice teachers, strengthen teacher preparation programs, and further develop current teachers.

Responsibilities

- One or more University staff members will serve as liaisons to the District to coordinate clinical field experience placements, including identification and scheduling of assignments and providing pertinent information about each student to the Board in advance of placement in the school district, as well as to fulfill the supervision and observation requirements set forth in the Kentucky Administrative Regulations.
- The University will ensure student have the appropriate clearance, including acceptable background checks as required under the District's policies and KRS 161.042(4) and KRS 160.380, physical exam (including TB testing), confidentiality training and all other requirements for admission to student teaching as required by 16 KAR 5:040 and other applicable Kentucky Administrative Regulations, prior to being placed for clinical experience and student teaching, and maintain documentation thereof.

- Pursuant to KRS 161.042(4), the student teachers assigned under this Memorandum shall abide by all laws, regulations and policies applicable to certified teachers employed within the District and shall be responsible to the administrative staff of the District and the supervising teacher to whom the student teacher is assigned. The University shall inform all prospective student teachers of this requirement and that any student teacher's failure to abide by this provision shall be grounds for action by the District up to and including removal from the program.
- The University will maintain ongoing communication with the District and sites of clinical field experience and work with District staff, school principals, and other personnel to address concerns or issues that may arise in regard to individual pre-service teachers and/or clinical field experiences.
- At the start of each academic school year of the partnership agreement, the University shall provide to the District a list of professional education preparation courses requiring clinical field experiences, including the type, duration, and requirements of those experiences.
- The teachers of classrooms in which clinical field experiences (including student teaching) occur shall complete current training requirements as designated by Kentucky Administrative Regulations or state agencies authorized to specify such requirements.
- The teachers of classrooms in which clinical field experiences occur shall complete relevant activities and documentation regarding pre-service teachers, such as verification of field hours, co-planning and co-teaching, feedback, and evaluation.
- Additional written agreements may be developed with individual schools within the District as necessary to provide more detailed procedures and practices associated with specialized programs which integrate clinical field experiences.
- The University and District will maintain a quality education program to support pre-service teachers as they serve P-12 students, including provisions for adequate instruction and supervision of preservice teachers.
- Notwithstanding provisions of this Memorandum to the contrary, the University and the District will comply with all applicable federal, state, and municipal laws, ordinances, regulations, rules, guidelines and University and District policies, including but not limited to, the timely completion of required criminal background checks and physical exams of preservice teachers.
- For direct supervision of a student teacher, the District's supervising teacher will receive a stipend in the amount of \$37.50 for each four-week placement, \$75 for each eight-week placement, and \$150 for each sixteen-week placement.


Performance and Authorization

It is mutually agreed by and between the University and the District that this partnership agreement shall be in effect as of the date of signature through July 31, 2021 and supersedes all previous agreements of this nature. This memorandum of understanding shall automatically renew for an additional three-year period unless either party provides a written notice of non-renewal at least 30 days prior to July 1, 2021. In Witness Whereof, we the undersigned, duly authorized representatives of the parties to this memorandum, have caused this Agreement to be executed as of the date first written above.

Western Kentucky University

Warren County School District

Dr. Sam Evans, Dean
College of Education & Behavioral Sciences


Rob Clayton, Superintendent
Warren County School District

Date


Date