



# Graceland University

## Student Teaching District Agreement

THIS AGREEMENT, made and entered into by and between Raytown C2, the ("School District"), and Graceland University ("Institution"), in accordance with the Code of Iowa, establishes the terms and conditions under which student teachers ("Student teacher candidates") from Institution will perform duties with Cooperating Teachers ("Teachers") in the School District.

### 1.1 Scope of the Agreement:

- 1.2 This agreement establishes procedures for: the placement, assignment, termination, change of assignment, supervision, evaluation, status and authority of Student teacher candidates, and compensation for Teachers.

### 2.1 Placement

- 2.2 Graceland University student teacher candidates have been approved by the Teacher Education Committee prior to participation in Student Teaching.
- 2.3 The placement of Student teacher candidates shall be accomplished on a cooperative basis involving both the Institution and the School District.
- 2.4 Placement shall be initiated by the appropriate Institution personnel by communication with the appropriately designated School District personnel.
- 2.5 The Institution shall present to School District a list of student teacher candidates showing the grade level, subjects preferred and other relevant information before assignments are made.
- 2.6 The Institution may refuse the services of any Teacher, but such refusal shall not be based on age, race, religion, creed, color, sex, national origin, disability, veteran status, or sexual orientation.
- 2.7 The School District may refuse placement of any Student teacher candidate, but such refusal shall not be based on age, race, religion, creed, color, sex, national origin, disability, veteran status, or sexual orientation.
- 2.8 The Institution will assure the district that the student teacher candidate will have completed the necessary coursework and educational prerequisites. And if so required by the district to be eligible for the internship, will receive fingerprinting and background check clearance by the district, and the student teacher candidate shall provide evidence to the district of a negative TB test (within one year).

### 3.1 Assignment

- 3.2 Only one Student teacher candidate shall be assigned to a Teacher unless other arrangements are mutually agreed upon by Institution and School District.
- 3.3 The student teacher candidate shall be on duty each regularly scheduled school day for the length of time that is required of the Teacher. The student teacher candidate shall follow the schedule of the School District, not the Institution's schedule.
- 3.4 An assignment consists of, but is not limited to: recess duty, conference periods, homeroom, activity periods, preparation periods, all other duties performed during the regular school day, correcting papers, preparing lesson plans and special projects.

- 3.5 The student teacher candidate's assignment shall be completed during 14 weeks unless an extension is necessary due to a reason beyond the control of the parties.
- 3.6 The student teacher candidate shall report directly to the Principal's office the first day of the assignment.
- 3.7 Student teacher candidates will be invited to participate in all pre-service and in-service workshops conducted during the time of their assignment.
- 4.1 Duration, Termination and Change of Assignment
  - 4.2 This Agreement is effective from 9/1/2023 to 8/31/2024
  - 4.3 The Institution or School District may terminate or change the assignment of any Student teacher candidate at any time for any reason. Each party shall notify the other party of its action as soon as practicable.
- 5.1 Supervision and Evaluation of Student Teachers
  - 5.2 The Institution shall designate an appropriate person who will serve as supervisor of the student teacher candidate, in cooperation with the Teacher.
  - 5.3 The student teacher candidate shall comply with all policies, rules, and regulations of the School District and the Code of Ethics of the profession. The School District will supply the documents for the student teacher candidate.
  - 5.4 Each Teacher shall keep an accurate record of the student teacher candidate's attendance.
  - 5.5 The student teacher candidate shall notify the Teacher of planned absences, at least two weeks prior to the absence, or a minimum of 24 hours advance notice, where practicable, in the event of an emergency.
  - 5.6 The School District shall notify the Institution if a Student teacher candidate is absent without notification to the Teacher.
  - 5.7 The appropriate personnel of the Institution, the Teacher, and the student teacher candidate shall, and others from the Institution or School District who are knowledgeable about the performance of the student teacher candidate may, be involved in the evaluation process. The final evaluation for the student teacher candidate shall be the responsibility of the Institution.
- 6.1 Status and Authority of Student Teachers
  - 6.2 Student teacher candidates shall have status and authority in accordance with Section 272.27 of the Code of Iowa (1999), as amended.
  - 6.3 Student Teacher Candidates can not be paid during student teaching.
- 7.1 Compensation for Cooperating Teachers
  - 7.2 The Institution agrees to compensate Teachers. The Institution shall pay the teacher either directly or through the district, \$140.00 for each Student teacher candidate who completes a 14-week assignment or \$10.00 for each week.
  - 7.3 Institution shall pay Teachers at the completion of the assignments, and upon completion and submittal of all required information to the Institution.
  - 7.4 The School District agrees to provide to the Institution each Teacher's name and placement information (and a copy of their current teaching license if requested).
- 8.1 Miscellaneous
  - 8.2 This Agreement shall be interpreted in accordance with the laws of the State of Iowa, and any

action relating to this Agreement shall only be commenced in the Iowa District Court in Polk County, or in the United States District Court for the Southern District of Iowa.

- 8.3 Neither party may assign this Agreement without the express written consent of the other party.
- 8.4 Failure by either party at any time to require strict performance of any provision of this Agreement shall not constitute a waiver of that provision nor in any way limit enforcement of the provision.
- 8.5 This Agreement may be amended in writing by mutual consent of both parties.
- 8.6 Each Party represents and warrants to the other that:
  - (a) It has the right, power and authority to enter into and perform its obligations under this Agreement.
  - (b) It has taken all requisite action (corporate, statutory, or otherwise) to approve execution, delivery and performance of this Agreement, and this Agreement constitutes a legal, valid and binding obligation upon itself in accordance with its terms.
- 8.7 All the terms, provisions, and conditions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns, and legal representatives.
- 8.8 The paragraph headings or captions are for identification purposes only and do not limit or construe the contents of the paragraphs.
- 8.9 Severability. If any section, provision or part of this Agreement shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole or any section, provision or part thereof not found to be invalid or unconstitutional.
- 8.10 Entire Agreement. This Agreement represents the entire agreement between the School District, and the Institution. Any subsequent change or modification to the terms of this Agreement shall be in the form of a duly executed supplement to this Agreement.
- 8.11 Any notice required under this Agreement shall be given to each party at the address listed below:

INSTITUTION

Graceland University  
School of Education 1  
University Place  
Lamoni, IA 50140  
641-784-5391 office      641-784-5481 Fax

This Agreement is executed this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

**APPROVED**

Raytown C2 School  
District

  
District Signature

4/4/23  
Date

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School of Education

9/7/22

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Date