

**Rockhurst University
College of Arts and Sciences
School of Education**

Student Teaching Agreement with Cooperating School District

This document shall serve as an agreement between the Rockhurst University School of Education, referred herein as the University, and the Raytown C-2 School District, referred herein as the District, pertaining to student teaching placements with the District.

This agreement is intended to provide guidelines, policies, and procedures for the placement of RU teacher candidate students, referred herein as the RU teacher candidates, in student teaching within the cooperating district.

The University shall be represented in all matters relating to student teaching placements by the Director of Field Experiences and/or appointed representative(s).

The District shall be represented by the Superintendent of Schools, referred herein as the Superintendent, and/or appointed representatives. The Superintendent or representative shall assign a contact for issues related to student teaching placements. The University shall work through that contact in addressing issues related to student teaching placements; however, University mentors may work directly with District cooperating teachers and school personnel concerning individual RU teacher candidate placements.

I. Placement

- A. **Background Checks.** The University is responsible for ensuring that each RU teacher candidate, prior to the student teaching placement, shall have undergone a successful background check through the designated vendor of the Missouri Department of Elementary and Secondary Education. Each student teacher will have a current Missouri Substitute Certificate valid throughout student teaching.
- B. **District Acceptance of RU Teacher Candidates.** The University will recommend for placement only those RU teacher candidates who meet University requirements for teacher candidate placement. The District will accept RU teacher candidates for student teaching placements; the District reserves the right to accept only the number of RU teacher candidates for which they have available and qualified faculty at any given time and reserves the right to not accept a RU teacher candidate.

II. Teacher Candidates in the District

- A. **District Policies and Procedures.** The RU teacher candidate will be required to comply with all of the District's rules, policies, procedures, and directives as may be provided.

1. **Teacher Candidate Professional Development.** The University will provide RU teacher candidates with professional development opportunities, including training on responsibilities regarding participation in student teaching, University policies and procedures, and professional conduct. The District will ensure that RU teacher candidates receive information and/or training on District rules, policies, procedures, and directives, particularly those related to FERPA and mandatory reporting of child abuse/neglect.
 2. In the event of any conflict between District rules, policies, procedures, and directives and University rules, policies, procedures, and directives regarding student teaching placements, RU teacher candidates will be directed to contact the Rockhurst University Director of Field Experiences. The Rockhurst University Director of Field Experiences will consult with the District to resolve issues as needed.
- B. **Length of Student Teaching Placements and Calendar**
1. **Minimum length of student teaching placements shall be:**
 - a. Fifteen weeks for all teacher candidates seeking a single certification; and
 - b. Eighteen weeks for all special education/elementary education teacher candidates seeking dual certification to accommodate student teaching in both certification areas.
 2. RU teacher candidates are required to follow the calendar of the District rather than the University calendar.
- C. **RU Teacher Candidate Duties.** A RU teacher candidate's normal teaching load shall be the same as that of the cooperating teacher to which the teacher candidate is assigned. Other RU teacher candidate duties shall include, but are not limited to, classroom observation, classroom teaching, development of unit and daily lesson plans, diagnosis of student learning problems, tutoring students, grading and recording student assignments, and assisting with record keeping. Additional assignments outside of the confines of the classroom may include, but are not limited to, lunchroom supervision, playground supervision, hallway duty, bus duty, faculty meetings, I.E.P. meetings, professional development meetings, and parent-teacher conferences.
- D. **Mentoring.** The Director of Field Experiences shall designate an appropriate person to serve as a University mentor for each RU teacher candidate. The University mentor will guide, counsel, instruct, and supervise the teacher candidate. Some of the University mentor's major responsibilities are:

1. Conference with the District's cooperating teacher(s) about the expectations of the University, the District, and those of the individual school building during student teaching.
 2. Guide the District's cooperating teacher to University resources for supervising a teacher candidate.
 3. Serve as a point of contact between the University and the District cooperating teacher and other District personnel regarding individual RU teacher candidate placements.
 4. Monitor the teacher candidate's progress.
 5. Observe, critique, and conference with the teacher candidate at least five times during the student teaching placement.
 6. Provide frequent feedback to the teacher candidate and cooperating teacher regarding progress, problems, and recommendations.
 7. Complete the Missouri Educator Evaluation System, MEES, formative and summative assessments for the teacher candidate. The University mentor and teacher candidate will discuss both forms, sign, date, and submit them to the Director of Field Experiences.
 8. Establish availability to address the needs of both the teacher candidate and the cooperating teacher.
 9. Be trained in FERPA regulations and University privacy policies, including but not limited to the University's FERPA policy, Sexual Misconduct Prevention and Response Policy, Equal Employment Opportunity and Anti-Discrimination Statement/Policy.
- E. Cooperating Teacher. The District shall appoint a cooperating teacher for each RU teacher candidate placed in student teaching. The University shall be responsible to compensate the cooperating teacher upon the completion of the semester in the form of a stipend of \$200 or a portion thereof. Missouri Department of Elementary and Secondary Education and/or Rockhurst University regulations require that cooperating teachers meet the following criteria:
1. The cooperating teacher shall be a full-time member of the District's faculty.
 2. The cooperating teacher must have taught for a minimum of three years and have been employed by the District for at least one year.
 3. The cooperating teacher must be fully state certified and teach the area in which the cooperating teacher holds current certification.

4. The cooperating teacher shall have achieved exemplary ratings through the District's evaluation system.
 5. The cooperating teacher must approve of having a teacher candidate assigned to cooperating teacher.
 6. The cooperating teacher must complete the Missouri Educator Evaluation System, MEES, formative and summative assessments for the teacher candidate. The University mentor and teacher candidate will discuss both forms, sign, date, and submit them to the Director of Field Experiences.
 7. The cooperating teacher must be trained in FERPA regulations.
- F. Teacher Candidate Access to Information. Subject to applicable laws and in a manner consistent with the District's confidentiality requirements and policies, the District shall allow the teacher candidate access to information, including relevant documentation and reports.

III. RU Teacher Candidate Privacy

1. The University, the District, and their personnel will protect confidential information, written, verbal, or otherwise, about RU teacher candidates pursuant to FERPA, other privacy regulations, and the University privacy policies and procedures. Specifically, information concerning an RU teacher candidate's educational records may be shared only with that teacher candidate, the University mentor, and the University. Individual District personnel may be given access to, or information concerning, only those educational records of an RU teacher candidate that those individuals have created; if the District believes that information relating to an RU teacher candidate's educational records should be shared otherwise, it must consult with the University through the Director of Field Experiences prior to sharing that information. The University mentor, District, and cooperating teacher will be provided with and review a copy of the University's student privacy policies, including but not limited to the University's FERPA policy, prior to a student teaching placement.

IV. Removal of RU Teacher Candidates

Either the District or the University may remove an RU teacher candidate from a student teaching placement for lack of competency, failure to comply with the District's rules or policies or the University's rules or policies, or for any other reason where either party reasonably believes that it is in the best interest of the teacher candidate, and/or the students of the District, to discontinue the placement. If the District requests the removal, the District shall provide written reasons for the withdrawal to the Director of Field Experiences.

V. Non-Discrimination

- A. The University and the District actively follow policies of nondiscrimination with regard to age, race, color, religion, sex/gender, national origin, sexual orientation, marital status, Vietnam Era veterans, persons with handicaps and disabilities, and other bases protected by law. These policies apply to the awarding of student financial aid and the recruitment, admission, housing, placement and retention of students, faculty and staff. The University and the District comply with the regulations implementing Title VI and Title VII of the Civil Rights Act of 1964 regarding race, color, national origin, religion and sex discrimination, Title IX of the Education Amendments Act of 1972 regarding sex discrimination; the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 regarding discrimination based on disabilities and handicaps; the Age Discrimination in Employment Act; and other state and federal laws and regulations.

- B. In the event a RU teacher candidate raises questions, concerns, or complaints about discrimination against the RU teacher candidate or other RU students, faculty, or staff, the RU teacher candidate will be directed by the District and the University to follow University policies and procedures with regard to such questions, concerns, or complaints. The RU teacher candidate may also raise questions, concerns, or complaints about discrimination pursuant to District policies and procedures. The District agrees to notify the University if a Rockhurst University teacher candidate raises such questions, concerns, or complaints.

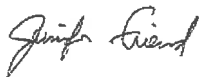
VI. Term/Termination

The term of this Memorandum of Understanding shall be a period of three years, commencing from January 1, 2023 through either December 31, 2025 or until the use of a Missouri Department of Elementary and Secondary Education MOU is required, whichever comes first. Either party may terminate this agreement upon thirty days written notice; however, RU teacher candidates shall be permitted to complete District student teaching placements in which they are participating at the time of the notice absent removal pursuant to the above provisions.

IN WITNESS THEREOF, the parties hereto have entered in the Memorandum of Understanding as of the date of the signatures below.

Rockhurst University

School District



Title: Dean, College of Arts & Sciences

Title: Asst. Sup. of H.R

Date: Oct. 10, 2022

Date: 11/10/22