



Ensuring student achievement
Both now and in the future
Through partnerships committed to:



**MEMORANDUM OF AGREEMENT
WITH A SCHOOL DISTRICT**

THIS AGREEMENT, is made this 13th day of October, 2021, by and between Raytown School District and MidAmerica Nazarene University, (hereinafter referred to as “University”), an educational institution of Higher Education, Kansas and the school district, Raytown, located in Missouri. The parties intend to be legally bound to the following terms:

I. PURPOSE

The University enrolls students in a teacher preparation program in which practicum and student teaching experience is required. The University has engaged the School District so that University teacher candidates (the "Student/s"), can fulfill requirements at the School District's facilities and under the School District's supervision. The School District has agreed to provide practicum and student teaching experience for the Student, subject to the terms and conditions outlined below.

II. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

- A. *Communication.* The University will provide the appointed representative of the cooperating school with written materials (and a conference if necessary) regarding the clinical experience. Close communications with appointed school personnel with respect to cancellations or changes, which may occur in any clinical assignment, or in the event of an arising concern regarding the teacher candidate.
- B. *Training.* The University will provide cooperating teacher with a handbook, program overview video, and a brief overview of candidate expectations.
- C. *Service Appreciation.* The cooperating teacher and school’s service to the teacher profession will be honored as follows:
 1. Student Teaching Mentoring for the semester: \$100 stipend or enrollment in Mentoring Strategies 2 hours of graduate credit course.
 2. Schools attain an additional person focused on promoting student academic achievement. The candidate volunteer will serve within the designated classroom/s and can be instructed to participate in additional school community events.
 3. Districts or school clinical sites hosting four or more candidates have access to

- complimentary professional development.
4. Trained Clinical Mentors have complimentary access to resources located within MNU's Center for Games and Learning, free or reduced rates for campus professional development events, and a 50% reduction in continuing education courses for each hosting semester and one semester thereafter.
- D. *Supervision.* The University shall provide adequate supervision of practicum and student teachers through scheduled classroom visitations and conferences with cooperating teachers, teacher candidates, student teachers, and school administration personnel.
1. Practicum Instructors conduct a minimum of one classroom observation.
 2. University Supervisors of student teachers conduct a minimum of three observations in each clinical setting.
- E. *Evaluation.* The University will work cooperatively with school personnel and candidates to continually seek information in order to improve the teacher preparation program.
- F. *Qualifications of Students.* The University affirms that the Student is qualified to participate in the practicum or student teaching experience. The Student has the appropriate educational background and skills consistent with the contemplated educational experience offered by the School District.
- G. *Education of Students.* The University shall assume full responsibility for the education of the Student. The University shall be responsible for the administration of the teacher preparation program, the curriculum content, the requirements of matriculation, grading and graduation.
- H. *Advising the Student of Rights and Responsibilities.* The University will be responsible for advising the Student of her own responsibilities under this Agreement. The Student shall be advised of her obligations to abide by the policies and procedures of the School District and that she may be expelled from the student teaching experience for failure to abide by any School District policy and/or procedure.
- I. *Educational Goals.* The University shall inform the School District of the University's educational goals for the student teaching experience.
- J. *Submission of Placement Requests.* The University shall submit the names of the students to the School District or a designated representative at least four weeks prior to the practicum assignment or student teaching.
- K. *Candidate Documentation.* Health screen, TB test results, background checks, and proof of liability insurance is collected by the education department and distributed to the designated district/school contact.
- L. *Media Release:* The University will train teacher candidates to adhere to media release guidelines as relates to recording instruction for the purpose of self-reflection.
- M. *Concerns:* The university documents all dispositional concerns identified by school personnel. Any candidate receiving two disposition concern forms is placed on a remediation plan. If a candidate does not comply with established expectations or upon the request of the cooperating teacher or school leaders the candidate will be removed immediately.
- N. *Professional Liability Insurance.* The University will ensure that the Student has procured professional liability insurance at his or her own expense prior to the beginning of the student teaching experience. This policy will remain in full force and effect for the duration of the student teaching assignment.
- O. *General Liability Insurance.* The University maintains general liability insurance in the amount of \$1,000,000 per claim and \$2,000,000 in the aggregate.

II. DUTIES AND RESPONSIBILITIES OF SCHOOL DISTRICT

- A. *Establishment of Practicum or Student Teaching.* The School District authorizes the use of its facilities as may be agreed upon by the School District and the University for a practicum or student teaching clinical experience. This practicum or student teaching is for students enrolled in the University's Education Department. This practicum/student teaching is required and authorized by law. The School District shall be responsible for facilitating the Student's professional growth during the student teaching experience.
1. **Course Practicum Duration:** Candidate clinical experiences focus on active participation in the classroom and acquired teaching competencies. The duration of the experience is dependent on course expectations and ranges in duration from 50-75 hours.
 2. **Student Teaching Duration:** In order for candidates to gain a holistic perspective of educator expectations, student teaching begins and ends on the district established teacher contract for either the fall or spring semester.
- B. *Policies of School District.* The School District will provide the University with all applicable policies to which the Student is expected to abide by at least four (4) weeks in advance of the Student's participation in the student teaching or practicum experience.
- C. *Administration.* The School District will have sole authority and control over all aspects of student services it normally provides. The School District will be responsible for and retain control over the School District matters and the operation of its programs.
- D. *Removal of Noncompliant Student.* The School District shall have the authority to immediately remove the Student if he or she fails to comply with School District policies and procedures. If such a removal may occur, the School District should immediately contact the responsible University Faculty Advisor to determine if a resolution other than removal can be reached.
- E. *Supervision of Students.* The School District shall provide a cooperating teacher who will supervise the Student's activities during the practicum or student teaching experience. District leaders will select a cooperating teacher based on the following criteria:
1. Demonstrated positive impact on student learning.
 2. Certified in content area of instruction
 3. Minimum of three years service to the teaching profession.
 4. Ability and desire to mentor the professional development of candidates.
- F. *Media Release:* The School District will support the University's efforts to develop reflective practitioners by allowing teacher candidates to record instruction for the purpose of improving teaching and learning.
- G. *Reporting of Student Progress.* The School District shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the School District. The cooperating teacher will be asked to complete the following documentation:
1. Mid-term evaluation (Student Teaching Only)
 2. One Formal Observation of Candidate Instruction

3. Final Candidate Evaluation
 4. Program Evaluation
- H. *Student Records.* The School District shall protect the confidentiality of candidate records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

III. TEACHER CANDIDATE EXPECTATIONS

- A. *Documentation requirements.* Candidates must complete the following requirements prior to entrance into practicum classrooms:
1. Health Screen and TB Test
 2. Validity Background Check
 3. Professional liability insurance with a minimum of one million in coverage
 4. Practicum and student teaching orientation and training attendance.
- B. *Media Release.* The teacher candidate will work in cooperation with building administration to ensure media release policies are followed.
- C. *Acceptable Use Policies.* The candidate will adhere to both University and District expectations in regards to the acceptable use of technology within the school setting.
- D. *Professional Dispositions.* MNU recognizes the impact of dispositions on professional practice and student learning therefore the following procedures were established to support candidate professional growth. If concerns arise the cooperating teacher is asked to do the following:
1. Address the concern with the candidate and speak with university supervisor or practicum instructor.
 2. If issue is not resolved complete and send a disposition concern form (located in the handbook) to the Director Clinical and Field Based Experiences.

IV. MUTUAL TERMS AND CONDITIONS

- A. *Term of Agreement.* The term of this Agreement is self-renewing until either party agrees to dissolve the agreement with six months notice provided or until content of agreement changes.
- B. *Nondiscrimination.* The Parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
- C. *Interpretation of the Agreement and Venue.* The laws of the state of Kansas shall govern this Agreement. Any claim, dispute, or litigation relating to, arising out of, or implicating this Agreement, shall be filed only in a Kansas federal or Kansas state court of appropriate jurisdiction.
- D. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- E. *Relationship of Parties.* The relationship between the Parties to this Agreement to each other is that of independent contractors. The relationship of the Parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
- F. *Non-Employee Status of the Student.* The Student is not and shall not be considered an

employee of the School District or the University.

G. *Entire Agreement.* This Agreement represents the entire understanding between the Parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

MidAmerica Nazarene University: Representative

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| Print Name & Title | Authorized Signature | Date |

District Representative

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| | | |
| Print Name & Title | Authorized Signature | Date |

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