

## AMENDMENT TO STUDENT TEACHER AGREEMENT

This Amendment to Student Teacher Agreement (the "Amendment") is entered into this 14th day of August, 2023, by and between the University of Louisville on behalf of its College of Education and Human Development ("University/College") and the Board of Education of Jefferson County, Kentucky Schools ("Board").

University and Board are parties to a Student Teacher Agreement effective July 1, 2023. The parties desire to amend the Student Teacher Agreement in order to implement the University of Louisville Teacher Preparation Program's *Substitute Teaching Student Teaching Policy* according to the parameters set forth in this Amendment.

WHEREAS, KRS 161.010(6) defines student teacher and KRS 161.042 further sets out the role of the student teacher but tasks the Education Professional Standards Board ("EPSB") with promulgating administrative regulations on the specifics of the utilization of student teachers and the requirements for the supervising teacher, school and school district; and

WHEREAS, through 16 KAR 5:040, the EPSB has set forth the requirements for admission, placement and supervision in student teaching. Specifically, Section 5 of the regulation establishes the requirements of the seventy (70) day student teaching placement consistent with the certification program that the student teacher is pursuing. This section also contains the following limitations on the student teaching experience:

- (6) A student teacher shall not have responsibility for the supervision or instruction of P12 students without the direct supervision of a certified educator.
- (7) A student teacher shall not receive direct compensation for student teaching; and

WHEREAS, KRS 161.102 establishes an emergency substitute certificate that "shall enable the applicant to apply for substitute teaching in any subject area for any grade level in any local school district." Through 16 KAR 2:120 Section (2)(7)(b), the EPSB has established the following requirements for issuance of an emergency substitute certification:

- 1. Have completed a minimum of sixty-four (64) semester hours of credit from a regionally accredited institution; and
- 2.a. Have a cumulative minimum grade point average of 2.5 on a 4.0 scale; or b. Have a minimum grade point average of 3.0 on a 4.0 scale on the last sixty (60) hours of credit completed, including undergraduate and graduate coursework; and

WHEREAS, the Kentucky Education Professional Standards Board approved an emergency policy for Spring 2023-2024, wherein, if a student teacher has completed sixty-four (64) semester hours of credit and has a minimum GPA of 2.5, the student teacher may qualify for issuance of

an emergency substitute certification, which would allow them to serve as a substitute teacher within a Board; and

WHEREAS, the days the student teacher serves as the substitute may count toward fulfilling certification requirements, per the defined university policy; and

WHEREAS, in the midst of the current pandemic, Board is finding it difficult to secure substitute teachers. In the past, Board has utilized retired educators and individuals retired from other professions to serve as substitute teachers. Due to health concerns, many of these individuals are not comfortable serving as substitutes at this time. Additionally, the requirements of the COVID-19 instructional setting are prohibiting many student teachers from obtaining experience in the classroom.

NOW THEREFORE, the parties agree to amend the Student Teacher Agreement as follows:

**Qualifications for Substitute Teaching while Student Teaching**

All student teachers will complete substitute teacher training for their designated school Board. This would include the substitute teaching application for the Board.

A student teacher can choose to not participate as a substitute teacher, even after completing required school Board training.

Good academic standing and admitted into professional program and student teaching. Minimum overall GPA of 2.75.

If a student is already on a Communication of Concern or Intensive Action Plan for the professional program, the student is not eligible to serve as a substitute teacher.

**Board Parameters**

The Board must agree to the University of Louisville Teacher Education Program Qualification policies outlined in this document.

The student teacher would apply for an emergency substitute certificate as outlined in the Board's policies and procedures.

The Board must submit the emergency substitute application for the student teacher, per EPSB regulations (<https://apps.legislature.ky.gov/law/kar/016/002/030.pdf>). There is no fee for emergency substitute certification.

University of Louisville student teachers shall not be penalized or removed from the substitute list by the Board if the student teacher does not complete the minimal school Board requirement for days worked as a substitute teacher during their student teaching semester.

Board shall provide a special substitute teaching orientation that aligns with the parameters of this state regulation, school board policy, and with the University requirements.

- Board will pay student teachers in accordance with the salary schedule the school Board has approved.

### **School Parameters**

The student teacher would remain in the classroom with the cooperating teacher in which they are placed.

The student teacher would serve as the official substitute for the classroom in which they are placed and be compensated according to substitute policies in the school district. A student teacher must have been in the classroom at least 10 days before they are eligible to serve as a substitute. However, if it is a second placement for the student teacher, at least 5 days before they are eligible to serve as a substitute.

The school is required to identify a contact person at the school (faculty or administrator) for the student teacher to contact if the student teacher is in need of assistance while in the classroom without supervision.

Supervision of student teachers (e.g., scheduled assessments or observations) will continue to occur at regularly scheduled intervals unless an extenuating circumstance arises.

A student teacher may serve as a substitute for up to 20 school days, but no more than four consecutive days at any one time and count them toward student teaching. Any substitute teaching opportunity, beyond the 20 days limit or beyond 4 consecutive days will be reviewed on a case-by-case basis by identified advising council of the Office of Educator Development and Clinical Practice.

After consultation with their cooperating teacher, university supervisor, and Office of Educator Development and Clinical Practice (OEDCP), a student teacher may accept substitute teaching opportunities within their assigned building outside of their assigned cooperating teacher's classroom.

The student teacher may not accept substitute teaching opportunities outside of their assigned building.

A student teacher may choose to not accept the substitute teaching position, if they do not feel comfortable, without penalty.

### **General Parameters**

The student teacher will still be responsible for completing course and program assessments and expectations. Substitute teaching should not interfere with the obligations, so they stay on track for certification.

The school is still responsible for day-to-day mentorship and supervision. The university is still responsible for mentorship and required observations for certification.

There are two opt out points: (1) If the student teacher does not wish to participate at all, they may opt out after participating in the school district substitute teaching orientation.

(2) If they do not wish to sub for the day, but are emergency sub certified, they can tell the school no without penalty.

- There is no cost to get emergency substitute certification through a school district.

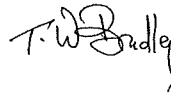
This Amendment is in addition to, and does not replace, the Student Teacher Agreement, all terms and provisions of which remain in full force and effect except as specifically provided herein.

**IN WITNESS WHEREOF**, the undersigned, duly authorized representatives of the parties to this Amendment, have caused this Amendment to be executed on the dates set forth below, to be effective as of the date the Amendment is signed.

**BOARD OF EDUCATION**

By: \_\_\_\_\_  
Name:  
Title: Superintendent  
Date:

**UNIVERSITY OF LOUISVILLE**



By: \_\_\_\_\_  
Thomas Gerard Bradley  
Interim University Provost  
Date: 8/17/2023