

**AMENDMENT TO STUDENT TEACHER AGREEMENT BETWEEN
UNIVERSITY OF LOUISVILLE AND
JEFFERSON COUNTY PUBLIC SCHOOLS (JPCS)
REGARDING THE SCHOOL YEAR 2021-2022
SUBSTITUTE TEACHING STUDENT TEACHING POLICY**

This Amendment to Student Teacher Agreement is entered into this 6th day of October, 2021, by and between the University of Louisville ("University") and Jefferson County Public School (JPCS).

University and District are parties to a Student Teacher Agreement for 2021-2023. 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. 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 SY 21-22 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 district; 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, District is finding it difficult to secure substitute teachers. In the past, district 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 designated school district. This would include the substitute teaching application for the District.
- A student teacher can choose to not participate as a substitute teacher, even after completing required school district training.
- Program Faculty Recommendation.
- Consider a professional learning/growth plan if student teacher is not ready with specific development criteria addressed.
- 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.

District Parameters

- The District 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 District's policies and procedures.
- The District 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 District if the student teacher does not complete the minimal school district requirement for days worked as a substitute teacher during their student teaching semester.
- District shall provide a special substitute teaching orientation that aligns with the parameters of this state regulation, school board policy, and with the University requirements.
- District will pay student teachers in accordance with the salary schedule the school district 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 (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, no more than four consecutive days and count them toward student teaching for the SY 21-22. 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 responsibility for carrying out this policy resides with the Dean/designee of the University of Louisville, College of Education and Human Development and/or the Office of Educator Development and Clinical Practice.
- 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 do so 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.

Term of Amendment

The period covered by this Amendment shall be from date of final execution by the parties through June 30, 2022, inclusive, or the last day of school for teachers in the Spring semester of 2022, as set by the (school district BOE)

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.

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.

**JEFFERSON COUNTY BOARD OF
EDUCATION**

UNIVERSITY OF LOUISVILLE

By: _____
Dr. Martin A. Pollio
Title: Superintendent

By: *Lori Stewart Gonzales*
Title: Executive Vice President and
University Provost

Date:

Date: 9/3/2021

RECOMMENDED BY:

Amy S. Lingo 09-01-21

Dr. Amy S. Lingo
Interim Dean
College of Education and Human Development

RECOMMENDED BY:

Cody Windhorst 8/17/21
Cody Windhorst
Director of Office of Educator Development and Clinical Practice (OEDCP)
College of Education and Human Development

REVIEWED AS TO FORM AND LEGALITY:

Adam O'Leary 9/1/21
Attorney, Office of University Counsel
University of Louisville

STUDENT TEACHER AGREEMENT
BETWEEN
JEFFERSON COUNTY PUBLIC SCHOOLS
AND
UNIVERSITY OF LOUISVILLE
2021-2022

THIS AGREEMENT made at Louisville, Kentucky and effective this 8th day of JUNE, 2021, between the Board of Education of Jefferson County, Kentucky, hereinafter called the "Board," and University of Louisville on behalf of its College of Education and Human Development, hereinafter called the "University/College."

WITNESSETH:

1. The Board, under the provisions of KRS 161.042 and pursuant to Kentucky Education Professional Standards Board regulations, is authorized to enter into cooperative agreements with universities/colleges for the purpose of providing professional laboratory experiences and student teacher experiences for the educational profession.

2. The Board and the University/College accept the joint responsibility permit the university/college students to engage in the permitted activities.

3. The Board and the University/College agree that all arrangements in reference to this program shall be governed and consistent with Kentucky law (including, but not limited to, KRS 161.042 and 16 KAR 5:040), and the policies of the Board, as well as those of the University/College.

4. As provided in KRS 161.042 (4), the student teachers placed in Jefferson County Public Schools shall agree to abide by all policies, rules and regulations of the University/College and the Board. Failure to abide by this provision shall be grounds for removal from the program. It shall be the responsibility of the University/College to inform all prospective student teachers of this provision and secure agreement from the student teacher.

5. The University/College shall provide pertinent information about each student teacher to the Board at least two (2) months in advance of placement in a Jefferson County Public School. Pursuant to the Board's established procedures, the student teacher will satisfactorily complete a criminal background check at the student teacher's expense. State law requires a national and state criminal history background check and a letter provided by the individual from the cabinet for health and family services stating the student teacher has no administrative findings of child abuse or neglect found through a background check of child abuse and neglect records maintained by the Cabinet for Health and Family Services.

6. The Board, through its staff, shall make assignments of student teachers subject to its limitations and in accordance with its philosophy of teacher education. Nothing in this agreement shall preclude the Board from exercising its right to remove from its classrooms student teachers who, in the judgment of its staff, have an adverse influence on the welfare of JCPS students, detract from the total school program, or do not contribute to the advancement of

the educational profession. The Board will notify the University/College in writing if such action is required and the reasons for such action. The University/College assumes the responsibility for attempting to replace the student teacher in another school system if such is necessary or required and that this Agreement is not to be construed as a third party beneficiary contract for the benefit of any student teacher who may be an applicant for student teaching in the Jefferson County Public Schools or may be accepted for such a position by the Jefferson County Public Schools.

7. The Board shall submit to the University/College upon request a list of properly qualified and certified teachers from within the Jefferson County Public Schools under whose direct supervision each student teacher will teach. In preparing the list, such criteria as academic and professional backgrounds, personal qualities and professional attitudes, relationships with JCPS students and colleagues, and the ability to successfully direct the learning process shall be used.

8. The supervising teacher shall have the responsibility to provide the student teacher placed under his/her supervision with proper experience and counsel in planning and presenting effective learning experiences for JCPS students. A written report to the University/College concerning the progress and accomplishments of the student teacher shall be made by the supervising teacher, along with a recommended grade. Final grade assignments are ultimately the responsibility of the University/College coordinator.

9. The University/College shall designate one (1) representative to serve as liaison between it and the Board. That person, as representative of the University/College shall have access to all Board staff and schools necessary to properly facilitate communication and relationships among the Board staff as designated by the Superintendent, the supervising teacher, and the student teacher.

10. For direct supervision of the student teacher(s), in a single 15-week placement, the supervising teacher will receive a stipend of \$10.00 for each student teacher that is in his/her charge, not to exceed a total of \$150.00 within the 15-week placement. In the case of dual placements, the supervising teacher shall receive a stipend of \$10.00 for each week the student teacher is in his/her charge, the total not to exceed \$70/80 within the 7-8-week placement.

11. The University/College and the Board agree not to discriminate in recruitment or employment, development, advancement, and treatment of their employees on the basis of; race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions; provided, the University/College shall have the benefit of any exemptions provided by court decisions, statutes or regulations to religious educational institutions.

12. No JCPS student shall be denied equal educational opportunities by the University/College or the student teacher because of his or her race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions..

13. The Board acknowledges that the education records of assigned student teachers are protected by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. sec. 1232g ("FERPA"). The parties agree to comply with the requirements of FERPA and to protect the privacy of education records concerning any student teacher assigned under this Agreement.

14. The University/College acknowledges that the education records of JCPS students are protected by FERPA. The parties agree to comply with the requirements of FERPA and to protect the privacy of education records of JCPS students that are made available to any student teacher assigned under this Agreement.

15. In the event that either Party (the "Disclosing Party") discloses to the other Party (the "Receiving Party") or the Receiving Party otherwise receives/obtains or collects/maintains Personal Information on the Disclosing Party's behalf, as set forth below, as a result of or in connection with this Agreement or any obligation delineated in this Agreement, the Receiving Party hereby agrees to the following:

A. The term "Personal Information" means personally identifiable or identifying information or data, in whatever form, and including as defined in Kentucky law (KRS 61.931(6)) an individual's first name or first initial and last name; personal mark; or unique biometric or genetic print or image, in combination with one (1) or more of the following data elements: (a) An account number, credit card number, or debit card number that, in combination with any required security code, access code, or password, would permit access to an account; (b) A Social Security number; (c) A taxpayer identification number that incorporates a Social Security number; (d) A driver's license number, state identification card number, or other individual identification number issued by any agency; (e) A passport number or other identification number issued by the United States government; or (f) Individually identifiable health information as defined in 45 C.F.R. sec. 160.103, except for education records covered by FERPA.

B. The Receiving Party and its employees, agents, and contractors (collectively "Affiliates") may obtain, access or collect (collectively "obtain" or collectively in the past tense "obtained") Personal Information only if specifically authorized by and necessary and required in connection with this Agreement.

C. In addition to any protections to the Disclosing Party in this Agreement or any other documents, and any provision in this Agreement or any other documents to the contrary notwithstanding, the Receiving Party: (1) acknowledges that it is familiar with the terms and provisions of applicable law, including KRS 61.931 et seq., and will fully comply with it; (2) will not use any Personal Information other than for the purpose of performing its obligations for the Disclosing Party under this Agreement; (3) will not re-disclose any such information to any third party not specifically involved in fulfilling its obligations for the Disclosing Party under this Agreement; and (4) shall ensure that prior to granting its Affiliates access to any Personal Information, such individuals or entities are informed of and agree to abide by confidentiality obligations no less restrictive than those contained herein, and the Receiving Party will require all Affiliates to comply with the security procedures and practices and breach investigation procedures and practices as provided herein. Any release or re-disclosure of Personal Information must be in accordance with applicable law including 34 CFR 99.33(a), and to the

extent required by law the party releasing Personal Information will notify the Disclosing Party before any such release of Personal Information.

D. The Receiving Party and its Affiliates will at their sole cost and expense implement, maintain, and update security procedures and practices, including taking any appropriate corrective action, to protect against security breaches and implement, maintain, and update security and breach investigation procedures and practices that are 1) appropriate to the nature of the Personal Information; 2) at least as stringent as the strictest standards provided by law and industry practices regarding security and breach investigation procedures including 16 CFR 314.1 et seq., the security and breach investigation procedures and practices of the Kentucky Council on Postsecondary Education or the Kentucky Board of Education, as applicable, under KRS 61.932(1)(b), and Payment Card Industry Data Security Standards; and 3) reasonably designed to protect the Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction.

E. The Receiving Party shall notify the Disclosing Party in the most expedient time possible and without unreasonable delay but within seventy-two (72) hours of determination of an actual or suspected security breach relating to the Personal Information. Notice in the event the Board is the Receiving Party will be provided to the University/College's Chief Information Officer, M. Rehan Kahn, Phone: 502-852-7997. Notice in the event the University/College is the Receiving Party will be sent to the Board's Chief Business Officer, 3332 Newburg Road, Louisville, KY 40218, Phone (502) 485-3011, Fax: (502) 485-3674. The notice to the Disclosing Party shall include all information the Receiving Party has with regard to the security breach at the time of notification. The Receiving Party will report using Form FAC-001 found at:

<http://finance.ky.gov/services/forms/Documents/COT/FAC001%20Determined%20Breach%20Notification%20Form.pdf>

The Receiving Party's obligation is applicable regardless of whether the Personal Information was obtained by or was in the possession of or maintained or stored by or on behalf of the Receiving Party or any Affiliate.

F. The notice required by the preceding paragraph may be delayed if a law enforcement agency notifies the Receiving Party that notification will impede a criminal investigation or jeopardize homeland or national security. If notice is delayed pursuant to this subparagraph, notification shall be given as soon as reasonably feasible by the Receiving Party to the Disclosing Party. In connection therewith, the Receiving Party will complete the form FAC-002 found at:

<http://finance.ky.gov/services/forms/Documents/COT/FAC002%20Delay%20Notification%20Record.pdf>

G. In the event of a security breach relating to Personal Information, the Receiving Party at the discretion and direction of the Disclosing Party will be responsible for a reasonable and prompt investigation required by KRS 61.933(1)(a)(2) including all requirements of KRS 61.932(1)(b), and for providing notices required by KRS 61.933(1)(b) subject to the provisions of KRS 61.933(3). In such event, the Receiving Party will satisfy the notification

deadlines in KRS 61.933(1)(b) but the Receiving Party will ensure that the Disclosing Party has the opportunity to review and approve all notices to be sent. The Disclosing Party will have the opportunity to review any report produced as the result of the investigation. Without limiting the preceding, the Receiving Party will be fully responsible for complying with all other law applicable to any security breach related to Personal Information regardless of whether the security breach relates to Personal Information obtained by or in the possession of or maintained by or on behalf of the Receiving Party or any Affiliate. The Receiving Party will be fully responsible for all costs associated with its and the Disclosing Party's complying with the provisions of KRS 61.931 et seq., and any other Federal or state law including the law of any other state, as the result of a security breach hereunder.

H. If the Receiving Party is required by federal law or regulation to conduct security breach investigations or to make notifications of security breaches, or both, as a result of the unauthorized disclosure of one (1) or more data elements of Personal Information that is the same one (1) or more of the data elements of Personal Information listed above, the Receiving Party shall meet the requirements hereunder by providing to the Disclosing Party a copy of any and all reports and investigations relating to such security breach investigations or notifications that are required to be made by federal law or regulations. This paragraph shall not apply if the security breach includes the unauthorized disclosure of data elements that are not covered by federal law or regulation but are listed above.

I. Any provision in this Agreement or any other document to the contrary notwithstanding, including but not limited to any provision related to limitation of liability, the Receiving Party shall to the extent permitted by Kentucky law fully indemnify and hold harmless the Disclosing Party, the Disclosing Party's Board of Trustees or Regents or Board of Education, as applicable, and its and their Trustees or Regents or Board Members, as applicable, agents, and employees, in their individual and official capacities, from and against any and all claims, losses, expenses, damages, liabilities and obligations, including, without limitation, reasonable court costs and attorneys' fees (collectively, "Losses") suffered or incurred by them to the extent that such Losses arise out of any security breach relating to Personal Information.

J. Without the Disclosing Party's prior written consent, the Receiving Party shall not consent to, and will ensure no Affiliate consents to, the entry of a judgment or award, or enter into a settlement, which does not include a release of the Disclosing Party, the Disclosing Party's Board of Regents or Board of Education, as applicable, and its and their Regents or Board Members, as applicable, agents, and employees, in their individual and official capacities, from all liability with respect to the Losses.

K. Without limiting any of the preceding, the Receiving Party will bear any and all costs associated with notifying all individuals who are the victims of, and will bear any and all costs of such individuals in connection with, any such security breach involving Personal Information.

L. The provisions of this Section 15 will survive termination of this Agreement for whatever reason.

M. As used herein, "security breach" includes: 1. the unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release by the Receiving Party or any Affiliate of unencrypted or unredacted records or data that compromises or the Disclosing Party or the Receiving Party believes may compromise the security, confidentiality, or integrity of Personal Information and result in the likelihood of harm to one (1) or more individuals; or 2. the unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release by the Receiving Party or any Affiliate of encrypted records or data containing Personal Information along with the confidential process or key to unencrypt the records or data that compromises or the Disclosing Party or the Receiving Party reasonably believes may compromise the security, confidentiality, or integrity of Personal Information and result in the likelihood of harm to one (1) or more individuals. Without limiting the preceding, security breach includes the theft or misappropriation or improper use, access, or disclosure of Personal Information obtained by or in the possession of or maintained or stored by or on behalf of the Receiving Party or any Affiliate. In the event of any dispute between the Receiving Party and the Disclosing Party as to whether a security breach has occurred, the Disclosing Party's determination will be conclusive and the Receiving Party will proceed in accordance herewith.

N. Upon expiration or termination of this Agreement, for any reason, the Receiving Party agrees to destroy any and all Personal Information obtained by or in the possession of or maintained or stored by or on behalf of the Receiving Party or any Affiliate in a manner that completely protects the confidentiality of the information after copies thereof have been returned to the Disclosing Party, if requested, unless the Disclosing Party directs that such Personal Information be transferred to another person or entity. In no event will any copies of Personal Information be retained by the Receiving Party or any Affiliates.

16. The period covered by this Agreement shall be from July 1, 2021 to June 30, 2022 inclusive, and will automatically renew unless either party provides written notice of non-renewal at least 30 days prior to the end of the term. This Agreement supersedes all previous contracts between the parties,

IN WITNESS WHEREOF, we the undersigned, duly authorized representatives of the parties to this Agreement, have caused this Agreement to be executed on the dates set forth below, to be effective as of the date first above written.

JEFFERSON COUNTY BOARD OF
EDUCATION

UNIVERSITY/COLLEGE

By: _____



Title: Dr. Martin A. Pollio,
Superintendent

Date: _____



By: _____



Title: Executive Vice President and
University Provost

Date: 04/09/2021 _____

RECOMMENDED BY:



03-31-2021

Dr. Amy S. Lingo
Interim Dean
College of Education and Human Development

RECOMMENDED BY:



03-31-2021

Cody Windhorst
Director of Office of Educator Development and Clinical Practice (OEDCP)
College of Education and Human Development

REVIEWED AS TO FORM AND LEGALITY:



04-09-21

Attorney
Office of University Counsel
University of Louisville

