



**STUDENT TEACHER/SUBSTITUTE TEACHER ADDENDUM**  
**TO THE**  
**STUDENT TEACHER AGREEMENT**  
**BETWEEN**  
**JEFFERSON COUNTY PUBLIC SCHOOLS**  
**BELLARMINE UNIVERSITY**  
**2021-2022**

THIS ADDENDUM made at Louisville, Kentucky and effective this 6th day of October, 2021, between the Board of Education of Jefferson County, Kentucky, hereinafter called the "Board," and Bellarmine University, hereinafter called the "University/College."

**I. Bellarmine University Substitute Teaching/Student Teaching Policy**

**Context**

Under EPSB approved emergency policy for 2021-2022 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. Further, the days the student teacher serves as the substitute may count toward fulfilling certification requirements, per the defined university policy.

The following addendum outlines the policies for implementation with the Jefferson County Public Schools and Bellarmine University Annsley Frazier Thornton School of Education Teacher Preparation Program.

**II. Teacher Candidate Qualifications:**

- The teacher candidate must be completing the requirements of student teaching during the 2021- 22 school calendar year.
- The student teacher must be in good academic standing with the Bellarmine University Annsley Frazier Thornton School of Education and have passed TP2.
- The student teacher must have the recommendation of the Bellarmine University Initial Certification department designee as appointed by the Dean of the School of Education.
- The student teacher must comply with all Jefferson County Public School hiring processes for substitute teaching including, but not limited to, application submission, required transcripts, medical documents and background checks, completion of district online orientation etc.
- The student teacher must apply for an emergency substitute certificate as outlined in the school district's policies and procedures.

**III. Bellarmine University Policy for Student Teaching/Substitute Teaching:**

1. Student teachers are eligible to substitute for the cooperating teacher only during the period of time they are assigned to a specific classroom for the completion of student teaching requirements.
2. Student teachers are eligible to substitute a maximum of 5 days during each 30 day placement, 1 day during a ten day placement and a maximum total of IO days during the entire 70 days they are assigned to a school/s for studentteaching.

attendance a minimum of at least 5 days before they are eligible to serve as a substitute.

- A student teacher may serve as a substitute for a maximum of 4 days in a row.
- A student teacher may choose not to accept the substitute teaching position, if they do not feel comfortable, without penalty.

#### **V. Communication with School Districts**

The responsibility for carrying out this policy resides with the Bellarmine University Annsley Frazier Thornton School of Education in collaboration with the Jefferson County Public School district.


The period covered by this Agreement shall be from Oct 6, 2021 to July 1, 2022 inclusive. This Agreement supplements 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: \_\_\_\_\_  
Dr. Martin A. Pollio

By:   
Dr. Paul Gore

Title: Superintendent/Jefferson County Public  
Schools

Title: Vice President for Academic Affairs  
and Provost

Date: \_\_\_\_\_

Date: 9/12/21



**STUDENT TEACHER AGREEMENT**  
**BETWEEN**  
**JEFFERSON COUNTY PUBLIC SCHOOLS**  
**BELLARMINE UNIVERSITY**  
**2021-2022**

THIS AGREEMENT made at Louisville, Kentucky and effective this 1st day of July, 2021, between the Board of Education of Jefferson County, Kentucky, hereinafter called the "Board," and Bellarmine University, 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 2/6/7/14-week placement, the supervising teacher will receive a stipend of \$10.71 for each student teacher that is in his/her charge, not to exceed a total of \$150.00 within the 14-week placement. In the case of dual placements, the supervising teacher shall receive a stipend of \$10.71 for each week the student teacher is in his/her charge, the total not to exceed \$75.00 within the 7-week placement. 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.

11. 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..

12. 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.

13. 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.

14. 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, University/College's, AFT School of Education Dean, Dr. Elizabeth Dinkins, Phone: 502-272-8076, Fax: 502-272-8189 or Field Placement Coordinator, Sondra Ferren, Phone: 502-272-7982, FAX: 502-272-8189. 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.

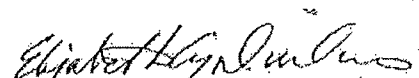
15. The period covered by this Agreement shall be from July 1, 2021 to July 1, 2022 inclusive, and will automatically renew unless either party provides written notice of non-renewal at least 30 days prior to the end of the term. This Agreement supersedes all previous contracts between the parties,

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:   
Dr. Martin A. Pollio

By:   
Dr. Elizabeth Dinkins

Title: Superintendent/Jefferson County Public  
Schools

Title: Dean, Annsley Frazier Thornton School  
of Education/Bellarmino University

Date: 4/10/21

Date: 4/1/2021