

STUDENT TEACHER AGREEMENT
BETWEEN
JEFFERSON COUNTY PUBLIC SCHOOLS
AND
UNIVERSITY/College
2022-2023

THIS AGREEMENT made at Louisville, Kentucky and effective this 14th day of September, 2022, between the Board of Education of Jefferson County, Kentucky, hereinafter called the "Board," and Western Governors 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. For direct supervision of the student teacher(s), University/College will provide the supervising teacher/school \$100 per student teacher placement. In case of dual placements, supervising teacher may receive a maximum of \$200 for each student teacher. The stipend will not exceed \$200.

10. Subject to applicable laws and Board policies and regulations, University/College students placed at Board Schools may make video recordings under the conditions described in Exhibit A.

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 Vice President of Security, James Chandler, Phone: 385-428-4849, Email: james.chandler@wgu.edu. 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:

<https://finance.ky.gov/office-of-the-secretary/FinanceForms/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:

<https://finance.ky.gov/office-of-the-secretary/FinanceForms/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, 2022 to June 30, 2023 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: _____	By: <u>Jennifer K. Doshier</u> Jennifer K. Doshier (Aug 25, 2022 23:00 CDT)
Title: Dr. Martin A. Pollio, Superintendent	Title: <u>Jennifer Doshier, Director,</u> <u>Experience Teachers College</u>
Date: _____	Date: <u>Aug 25, 2022</u>

Exhibit A

Student Teacher Recordings

1. Recordings:

During student teaching, a Student Teacher complete a teacher performance assessment, which measures a Student Teacher's readiness to teach. A teacher performance assessment is designed for a Student Teacher to submit real artifacts—lesson plans, video, and student work samples—to show the authenticity of the local teaching context and the way the Student Teacher responds to students when teaching in a real setting. In order to collect artifacts required for a teacher performance assessment, a Student Teacher may be required to submit video recordings of themselves teaching in the classroom.

Additionally, recordings provide UNIVERSITY/COLLEGE an avenue to evaluate the performance of Student Teacher, and the Student Teachers with opportunities to evaluate themselves, reflect, and improve their instruction.

UNIVERSITY/COLLEGE provides the following guidelines to Student Teachers. BOARD/DISTRICT understands that Student Teachers are not employees or agents of UNIVERSITY/COLLEGE and that any further precautions regarding the privacy of the BOARD/DISTRICT's students should be agreed directly between the BOARD/DISTRICT and Student Teachers.

Student Teacher Guidelines

- Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
- To protect confidentiality, remove your name and use pseudonyms or general references (e.g., "the district") for your state, school, district, and cooperating teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
- You must follow appropriate protocol to submit recordings to UNIVERSITY/COLLEGE.
- You may not display the video publicly (i.e., personal websites, YouTube, Facebook, etc.).
- You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
- You must destroy all video recordings once the evaluation is complete.

Student Teacher Video Observations (GoReact/edTPA)

Student Consent Form

Western Governors University (WGU)

Dear Parent/Guardian:

As a student teacher in your child's classroom, I will be evaluated for the Teacher Performance Assessment (edTPA), and I will also be evaluated on all of my required six observed lessons, some of which may be video recordings.

The purpose of edTPA is to evaluate my teaching. The assessment will include short video recordings of lessons I will teach in your child's class, as well as anonymous samples of student work.

I will upload my teaching videos to the secure online platform GoReact (<https://get.goreact.com/>), and/or I will submit the teaching videos for evaluation to WGU's secure evaluation platform and Pearson's secure ePortfolio system. The WGU clinical supervisor will watch my recorded lessons and comment on the videos through GoReact, which allows time-stamped feedback pointing to exact moments of strengths as well as growth opportunities. I will also watch my recorded lessons and review the time-stamped comments to evaluate, reflect, and improve upon my own teaching practice.

In the course of recording, with your permission, your child may appear on the video recordings. If you choose not to give your permission, then your child will still participate in the classroom instruction as usual but will be seated out of camera range so as not appear in the recording.

Video recorded lessons will be used solely for the purposes of evaluating my instruction and preparedness to teach. These recorded videos will only be available for viewing via a secure platform (GoReact, Pearson ePortfolio, and/or WGU evaluation platform) by your child's classroom teacher(s), the WGU clinical supervisor conducting my evaluation, select WGU faculty, and scorers trained by Pearson Evaluation Systems (a national organization that evaluates the performance of student teachers). The recordings will not be made publicly available on the internet, or in any public settings or other online platforms. Any samples of student work that I collect for assessment purposes will not contain any identifying student information.

Sincerely,

(Teacher Candidate Signature)

(Print name)

PERMISSION SLIP

Student Name: _____

School/Teacher: _____

I am the parent/legal guardian of the child named above. I have received and read the student consent form given regarding student teacher evaluation by video recording for the Teacher Performance Assessment (edTPA) and/or the GoReact evaluation platform and agree to the following:

(Please check the appropriate box below.)

☐ I DO give permission to include my child's image on video recordings as he or she participates in classroom activities at _____ by _____
(Name of School)

(Teacher's Name)

The student teacher will not use last names during any filming.

☐ I DO NOT give permission to video record my child as part of the classroom activities.

Signature of Parent or Guardian: _____

Date: _____

I am the student named above and am more than 18 years of age. I have read and understand the project description given above. I understand that my performance is not being evaluated by this project and that my last name will not appear on any video recordings that may be submitted.

☐ I DO give permission to include my image on video recordings as I participate in classroom activities.

☐ I DO NOT give permission to video record me as part of the classroom activities.

Signature of Student: _____

Date: _____

Date of Birth: ____/____/____