



AMENDMENT TO STUDENT TEACHER AGREEMENT BETWEEN  
SPALDING UNIVERSITY AND  
JEFFERSON COUNTY PUBLIC SCHOOLS  
REGARDING THE SY 2023-2024 SUBSTITUTE TEACHING STUDENT TEACHING POLICY

This Amendment to Student Teacher Agreement (the "Amendment") is entered into this 16th day of August, 2023, by and between Spalding University ("University") and Jefferson County Public Schools ("District"),

University and District are parties to Student Teacher Agreement for 2023-2024. The parties desire to amend the Student Teacher Agreement in order to implement the Spalding University Educator 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 P-12 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 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 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 district; and

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

NOW THEREFORE, the parties agree to amend the Student Teacher Agreement to add the following:

Qualifications for Substitute Teaching while Student Teaching:

- All student teachers will complete substitute teacher training for their designated school district. This would include the substitute teaching application for the District,
- A student teacher can choose to not participate as substitute teacher, even after completing required school district training.
- The student teacher should maintain good academic standing of and be admitted into professional program and student teaching.
- The student teacher must maintain minimum overall GPA of 2.75.

District Parameters:

- The District must agree to the 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 . There is no fee for emergency substitute certification.
- Spalding University 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 serve as the official substitute for the classroom in which they are placed and be compensated according to substitute policies in the school district.
- The school is required to identify a faculty and an administrative contact person at the school 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.

- 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.

Term of Amendment

The period covered by this Amendment shall be from date of final execution by the parties through June 30, 2024, inclusive, or the last day of school for teachers in the Spring semester of 2024, as set by the school district Board of Education,

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.

JEFFERSON COUNTY BOARD OF EDUCATION

SPALDING UNIVERSITY

By: \_\_\_\_\_

By: Kristina Harris

Title: Superintendent

Title: Chair, College of Education

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

Date: 8/16/2023