

Field and Clinical Experiences Agreement

This Field and Clinical Experiences Agreement (the "Agreement"), effective the date last signed below (the "Effective Date"), is entered into by and between the University of Cincinnati, on behalf of the School of Education's Office of Undergraduate Licensure, a state institution of higher education organized under Chapter 3361 of the Ohio Revised Code, having its primary business address at 2618 University Circle, 625 University Pavilion, Cincinnati, Ohio 45221 ("UC") and Boone County School District, having its primary business address at 8330 US 42 Florence, KY 41042, ("School District"). UC and School District may be collectively referred to as the "Parties" or individually as a "Party." UC and School District agree as follows:

1. Placements are requested by UC's program Field Coordinators for individual licensure programs for pre-student teaching placements and clinical student teaching and internship experiences. Those requests are directed to the office/person who the School District has selected to receive and confirm placements, i.e., building administrator/coordinator or central office personnel.
2. The School District will assign and designate a point of contact at each school/site where candidates are anticipated to be placed who will be responsible for communicating with UC's designated program Field Coordinator and work in supporting the candidate's educational program at such school/site.
3. School District mentor teachers who have a minimum of three (3) years teaching experience and who are licensed in their content area and age level will be selected collaboratively by the Parties.
4. Mentor teachers and UC academic supervisors will provide appropriate respective supervision of the candidate during the assignment and work collaboratively to ensure completion of all required documentation.
5. All candidates shall complete background check reports (Ohio Bureau of Criminal Investigation ("BCI") and National Background Information, formerly known as Federal Bureau of Information ("FBI") report) for UC's School of Education on an annual basis in order to be eligible for placement in any field experience. The School of Education will direct all candidates to provide their background check reports to School District placement sites upon request by School District and within the School District's established deadline for providing such material.
6. Consistent with legal requirements, UC will not use background checks in its program progression process. Unless directed otherwise by a School District, candidate background checks will be reviewed by UC's School of Education using the Ohio Department of Education's (ODE) Office of Professional Conduct list of potential disqualifying offenses to identify those offenses that are required to be disclosed. Candidate BCI/FBI checks containing any of the potential disqualifying offenses established by ODE or offenses otherwise identified as concerning by School District will be required to disclose the background checks to the School District. The School District is solely responsible for reviewing the background checks submitted by candidates and for determining if the School District will accept the placement.

7. In accordance with applicable law, neither Party shall discriminate or retaliate against any individual on the basis of race, color, religion, age, national origin, ancestry, sex, pregnancy, status as a parent, gender, gender identity or expression, sexual orientation, military service or veteran status, disability, genetic formation or any other trait or status protected by applicable law or for making or participating in any complaint about such discrimination, in administering the programs or performing any of its activities or obligations under this Agreement.
8. The School District represents and warrants that its facilities and operational practice are compliant with all applicable accessibility standards, including without limitation, section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The School District shall maintain compliance with all applicable accessibility standards for the duration of the Agreement. The School District shall provide without charge to UC a reasonable timely response, resolution, or remediation to any accessibility concerns raised by UC, its personnel or candidates.
9. The Parties and their employees shall conduct themselves in compliance with all applicable federal, state, and local laws, rules, rulings, and regulations of the State Board of Education as well as their own respective institutional policies, rules, regulations, and bylaws.
10. Candidates will be permitted to use School District/building video/photography permission slips granting them permission to complete videos and photography required for field assignments. Confidentiality of such materials will be maintained to the extent required by law.
11. Candidates will be permitted to participate in School District/building in-services and trainings throughout the year for all purposes including but not limited to curriculum, active shooter response, classroom management, data analytics, etc.
12. All School District mentor teachers will be paid at the end of the academic year (during the summer) for their work with candidates from the time period of August through May. Payments will be sent directly to the School District office address noted above with a list of the mentor teachers in the School District and a compensation amount for such teachers based on the type of field placement and duration. The School District will be responsible for disbursing the funds. The School District shall determine how the funds are used.
13. Candidate placements may be terminated by the School District at any time if any issues arise indicating the assignment is not in the best interest of the students with whom the UC candidate is working.
14. All UC candidates are covered by UC professional liability insurance during field and clinical experiences.

Please indicate the contact personnel your School District requires for placement requests:

- ☐ Superintendent for School District
- ☐ Human Resources or Central Office Representative for School District
- ☐ Building Principal or Resource Coordinators
- ☐ Building Department Chairs or Individual Teachers

If selecting Superintendent, Human Resources, or Central Office Representative, please identify contact information below:

Tracy Schaefer
Director of MS/HS Teaching and Learning
tracy.schaefer@boone.kyschools.us
859-282-3326

Julie Rubemeyer
Director- Elementary Teaching and Learning
julie.rubemeyer@boone.kyschools.us
859-282-3326

Please provide contact information for the office or personnel who will be responsible for payment from UC:

Attn: Jennifer Ensley
859-283-100
Jennifer.ensley@boone.kyschools.us
8330 U.S. Highway 42
Florence, KY 41042

Feel free to direct any questions to:

Chair
School of Education Field Council
FieldOffice@uc.edu

Each person signing this agreement on behalf of a Party represents that he/she/they is authorized to sign it and to bind that Party by his/her/their signature.



Matthew Turner
Superintendent
Boone County Schools

Date

Lawrence J. Johnson
Dean and Professor
UC-College of Education, Criminal Justice, Human Services, and Information Technology

Date