



**FORT HAYS STATE
UNIVERSITY**

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June 15th, 2021

SUBJ: Fall 2021 Student Teacher Placement Acceptance – Santa Rosa County School District

Please return by email or fax to the Senior Administrative Assistant in the Office of Field Experiences and Licensure at Fort Hays State University.

Placement information is listed below for any Fort Hays State University education student or students who have requested a student teaching placement within your district for the fall 2021 semester.

State guidelines require that cooperating teachers have a minimum of three years teaching experience. Fort Hays State University requires that assigned cooperating teachers have one year of teaching experience in your district and that your school promotes and supports diversity in educational settings. FHSU also requires that assigned cooperating teachers have a full endorsement in the area they are mentoring.

<u>Name</u>	<u>School</u>	<u>Cooperating Teacher</u>	<u>Grade/Area</u>
Nicole Schnitzler	Gulf Breeze Elementary	Jenny Grubb	4 th

****IF YOU FEEL YOUR BUILDING PRINCIPAL WOULD BENEFIT FROM THE INFORMATION LISTED ABOVE FEEL FREE TO FORWARD THIS DOCUMENT TO THEM! PLEASE RETURN THE ENTIRE DOCUMENT TO FHSU BY FAX, EMAIL, OR MAIL AFTER APPROVAL**



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UNDERGRADUATE STUDENT TEACHING and OBSERVATION MEMORANDUM OF AGREEMENT

Between Fort Hays State University and the Santa Rosa County School District for cooperating with Off Campus Student Educational Experiences THIS AGREEMENT, made by and between FORT HAYS STATE UNIVERSITY, College of Education, 600 Park Street, Hays, KS 67601 (hereinafter FHSU) and the Santa Rosa County School District

(Hereinafter referred to as the District,) articulates the parties' desire to promote mutual understanding and cooperative effort in providing valuable professional experiences in off campus field experiences. Therefore, the following provisions are recognized by FHSU and the District as essential to provision of such experiences:

A. FHSU Agrees:

1. To provide the appointed representative of the cooperating District with information about the student teaching candidate(s), through phone, electronic distribution of materials through email, and online ZOOM training sessions. Upon approval of the building principal and/or District liaison, and the FHSU Director of Field Experiences, the student teaching candidate may begin the field experience at an earlier date than indicated by the written agreement between FHSU and the host District. (The appointed representative shall act as a liaison between FHSU and the District for problem solving, communication and all other needed matters).
2. To hire appropriate supervision of student teaching candidates through a minimum of 3 scheduled classroom visitations at regular intervals with written feedback and hold necessary conferences with cooperating teachers, practicum leaders, and other applicable District personnel.
3. To work cooperatively with public school personnel and student teaching candidates in constantly seeking to improve the FHSU student teaching program.
4. To maintain close communications with the appointed personnel of the school district with respect to cancellations or changes. This may occur in any student teaching placement assignment or any problem arising concerning the student teaching candidate.
5. To pay to the cooperating teacher(s) a stipend per student teaching candidate assigned to the cooperating teacher and starting participation in the student teaching program. Payment will only be made after the following are successfully completed:
 - the student teaching candidate starts the student teaching semester
 - FHSU receives a W-9 form completed by the cooperating teacher
 - FHSU verifies that all issued evaluations are completed and submitted by the cooperating teacher by the final due date



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Payment will be sent directly to the cooperating teacher(s) at the address listed on the returned W-9 form.

No fees shall be paid for students participating in student observation or practicum experiences.

B. The District Agrees:

1. To appoint a liaison for the District to facilitate communication between FHSU and the District.
2. To follow the FHSU guideline that no more than one student teaching candidate be assigned per cooperating teacher each semester.
3. To provide a classroom assignment that assures appropriate content experience for the student teaching candidates' licensure eligibility upon completion of the field experience.
4. To nominate outstanding, licensed cooperating teachers or other appropriate school personnel who meet the following criteria: a) have skills as mentors of teacher candidates (includes observing, providing feedback, and working collaboratively), b) exemplify excellence in teaching by demonstrating a positive impact on student learning, c) hold a bachelor's degree and licensure in the teaching field assignment, d) have at least three years' experience, one semester of which is in the host building, and e) participate in continued professional growth.
5. To work cooperatively with FHSU in ongoing supervision, evaluation, and improvement of the field placement education experiences.
6. To sign and return this Agreement by **June 30, 2021** or risk having the student teacher(s) removed from the district until an agreement is reached and signed by both parties.

C. The Parties Jointly Agree:

1. For student teaching experiences, this Agreement is effective from the date signed by the District extending to the end date specified on the Student Teaching Certificate. This agreement is in effect only at times and such occasions when student teaching candidates are placed within the District for educational experiences by FHSU.
2. Either party may terminate this agreement with just cause and formal written notice to the proper District liaison or the FHSU Director of Field Experiences.
3. To provide orientation appropriate for the District for each student.
4. This agreement is between FHSU and the school district and that no "third party beneficiary" is created or intended by either party through this agreement.
5. Student teaching candidates are not employees of either FHSU or the District. Neither party shall be liable for the actions of the student teaching candidate as employees. FHSU shall inform field experience student teaching candidates that they are not employees of either party.



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6. FHSU is not obligated to place student candidates with cooperating teachers or mentors who do not meet established criteria in section B4.
7. The District will inform FHSU of significant problems that might mandate the removal of a student teaching candidate. FHSU will have adequate intervention time to cure deficits or faults that have led the District to request student removal.
8. The District will request FHSU remove any student candidate from educational experiences through the FHSU liaison.
9. That reasonable accommodation for FHSU student teaching candidates with disabilities shall be made. The parties shall agree on payment responsibility, in advance, before any additional equipment or supplies, structural changes or construction for such accommodation occurs.

Superintendent or Administrative School Rep.

Date

Mike Barnett
Vice President for Administration Finance
600 Park Street
Sheridan Hall 318A
Hays, KS 67601
785-628-4251

Date