

Teacher Residency, Observation and Practicum Placement

Memorandum of Agreement

Between

PIERCE COLLEGE

9401 Farwest Drive SW, Lakewood, WA 98498

And

Bethel School District

This memorandum outlines the agreement between **Pierce College** and **Bethel School District**, a Washington State public school district (heretofore referred to as "District"). Pierce College is a state agency and institution of higher education which requires students in its Education Programs to complete a series of practicums and/or field experiences in an early learning setting.

1. Definitions

BAS-T: Bachelor of Applied Science in Teaching (Pierce College's Teacher Preparation Program).

Cooperating Teacher: A classroom teacher, employed by the District, to whom a Teacher Candidate is assigned.

Field Experience: A Pierce College Introduction to Education course field experience opportunity that requires students to volunteer in a K-12 school setting for a given number of hours. The goal of the course is to give students experience in the field of education near the beginning of their studies before they make a commitment to a teacher-education program.

Field Experience Student: A student in Pierce College's Introduction to Education course who is placed as a volunteer in the District pursuant to this Agreement.

Field Supervisor: A Pierce College professor who works closely with the Teacher Candidates, Cooperating Teacher, and seminar instructor to help Pierce students grow and document their proficiency of the teacher licensure competencies.

Partner School: A school in the District that agrees to accept Pierce College Practicum/Field Experience Students and a mini Professional Learning Community (PLC) of three to four Teacher Candidates.

Placement Manager: A Pierce College employee who coordinates and monitors all placements of Practicum/Field Experience Students and Teacher Candidates.

Practicum: A Pierce College Early Childhood Education Program student requirement where students are placed in public school settings for the purpose of practical hands-on training and experience while under the supervision and mentorship of a classroom teacher.

Practicum/Field Experience Professor: A Pierce College employee who facilitates the seminar for the Practicum/Field Experience students and evaluates student learning.

Practicum Student: A student in Pierce College's Early Childhood Education Program who is placed in the District pursuant to this Agreement.

Site Supervisor: A certified teacher in a partner school who supervises a Pierce College Practicum/Field Experience student.

Teacher Candidate: A student in Pierce College's BAS-T degree program who is placed in the District for their Teacher Residency pursuant to this agreement.

Teacher Residency: The three quarter capstone experience for the BAS-T degree students in an early learning setting that provides Teacher Candidates the opportunity to demonstrate that they meet all the endorsement competencies

2. General Provisions

- a. Pierce College's Education and Early Childhood Education students are required to complete practicums or field experiences during which the students are given the opportunity to gain hands-on experience, link theory to practice in the real world of the public school setting and acquire additional knowledge and skills under the guidance of a classroom teacher.
- b. By this Agreement, the District will allow Pierce College students to be placed as Practicum/Field Experience Students in classrooms in fulfillment of the students' practicum/field experience requirements and to provide mentoring, instruction and supervision during the practicum/field experience. Each Practicum/Field Experience Student will be assigned a Site Supervisor who will supervise the Practicum/Field Experience Student during his or her practicum/field experience.
- c. The capstone experience for Pierce College's BAS-T degree is a three quarter residency in a P-3 setting that provides Teacher Candidates the opportunity to demonstrate that they meet all the endorsement competencies. Teacher Candidates will be placed in groups of three or four in mini-professional learning communities (PLCs) per building. During which, two teacher candidates will be assigned to a team

consisting of an early childhood education teacher and an early childhood special education teacher. They will rotate between the teachers, offering opportunities to watch both the Cooperating Teachers and peers in action. There will be time to debrief their observations and experiences in their PLCs and within their larger cohort.

- d. By this Agreement, the District will allow Pierce College Teacher Candidates to be placed in Partner School classrooms in fulfillment of their three quarter residency requirement. Each Teacher Candidate will be assigned a Cooperating Teacher who will supervise the Teacher Candidate during his or her residency. The District will, through the Cooperating Teacher, provide mentoring, instruction and supervision during the residency.
- e. Pierce College requires Education and Early Childhood Education students to complete practicum or field experience courses, described below. Those with checkmarks in the boxes next to their title are covered under this Memorandum of Agreement between Pierce College and the District.

BAS-T Pre-Residency Field Experience – 5 hours per week volunteer

The goal of this field experience is to give Pierce College BAS-T students who are not currently volunteering or employed in an early learning program a minimum of 5 hours per week experience in an early learning setting concurrent with their participation in pre-residency classes at Pierce College. Pre-Residency Field Experience Students are expected to assist in the classroom under the supervision and direction of a certificated teacher. Pre-Residency Field Experience Students have completed a Portable Background Check with the Department of Early Learning and are expected to follow the District's background check protocols. Pre-Residency Field Experience Students should not be left alone with District students.

ECED& 120 Practicum: Focus on Relationships – 50 hours volunteer

The focus of this course is on building relationships which include communication and child guidance. The goal of the course is to give students experience in the field of early childhood education near the beginning of their studies at the college. Therefore, the Practicum Student may or may not have taken methods classes in literature, music, science, math or art for children

The Practicum Student is expected to assist in the classroom under the supervision and direction of the regular program staff. Practicum Students should not be left alone with children nor counted in teacher/child ratios unless their practicum is being performed while working as a paid employee.

ECED& 190 Practicum: Observation/Assessment – 50 hours volunteer

The focus of this course is on becoming familiar with various observation and assessment tools in the early learning setting that can be used to assist with curricular planning, individualized instruction and parent/family conferences. The goal of the course is to give students experience in the field of early childhood education during the first year of their studies at the college. Therefore, the Practicum Student may or may not have taken methods classes in literature, music, science, math or art for children.

The Practicum Student is expected to assist in the classroom under the supervision and direction of the regular program staff. Practicum Students should not be left alone with children nor counted in teacher/child ratios unless their practicum is being performed while working as a paid employee.

EDUC 190 Observation – 30, 60, 90 hours volunteer per quarter

The goal of the course is to give Pierce College students experience in the field of K-12 education near the beginning of their studies before they make a commitment to a teacher education program. Therefore, the Field Experience Students placed in the District may or may not have taken Intro to Education or any methods classes. Field Experience Students are expected to assist in a classroom under the supervision and direction of a certificated teacher. Field Experience Students may or may not have had a Washington State Patrol background check, and are expected to follow the District's background check protocols. Field Experience students should not be left alone with District students.

EDUC 223 Practicum: Special Education – 50 hours volunteer per quarter

The focus of this course is on programs for young children throughout the community including or focusing on special education. The goal of the course is to give Pierce College students experience in the field of early childhood education in a P-3 inclusive or a self-contained setting. The Practicum Students from this course have taken an introductory class in special education, but may or may not have taken methods classes in literature, music, science, math or art for children. Practicum Students are expected to assist in the classroom under the supervision and direction of a certificated teacher. Practicum Students have a cleared Portable Background Check through the Department of Early Learning and are expected to follow the District's background check protocols. Practicum Students should not be left alone with District students.

3. Terms of Agreement

- a. Pierce College and the District will collaborate with Human Resources and Special Services to identify appropriate Partner Schools, Cooperating Teachers and Site Supervisors.
- b. Pierce College and the District will jointly determine the operational details of practicum/field experience placements and teacher residency placements including, but not limited to:
 - Beginning dates and length of each practicum/field experience/teacher residency placement;
 - Number of practicum/field experience students and teacher candidates eligible to participate in practicum/field experience/teacher residency placement; and
 - Specific days, hours, and locations for each placement.
- c. Pierce College and the District will jointly plan the Teacher Residency placement(s) and jointly assess the Teacher Candidates. An exchange of information for Teacher Candidates will be maintained by three on-site visits by the Field Supervisor per quarter and by letter, telephone, or email in other instances. The final assessment and grading of Teacher Candidates shall be in the sole discretion of Pierce College.
- d. Pierce College and the District will instruct their respective faculty, staff, and students participating in the Teacher Residency, practicum and field experience placement to maintain confidentiality of Teacher Candidates, Practicum and Field Experience students and District information as required by law (including, but not limited to FERPA) and by the provisions of this agreement.
- e. In carrying out their respective obligations under this Agreement, neither Pierce College nor the District shall discriminate on the basis of race, creed, color, religion, national origin, citizenship, sex, age, marital status, sexual orientation, disability, or military status.

4. District Responsibilities:

- a. The District will provide for the appropriate placement, training, and supervision related to the practicum/field experience/teacher residency placement of Practicum/Field Experience Students and Teacher Candidates as determined in consultation with the Partner School and/or Practicum/Field Placement Professor and/or Field Supervisor. The ideal placement for Teacher Candidates would be in a special education preschool and a general education Kindergarten or first grade classroom, but placement with a highly skilled teacher is preferred over placement in a particular grade level up to grade three (3).

- b. The District will provide Practicum/Field Experience Students and Teacher Candidates access to available information or sources of information that will further their education while they are assigned to the District. The District will also inform the Practicum/Field Experience Students and Teacher Candidates of the District's rules, policies and regulations that Practicum/Field Experience Students and Teacher Candidates are required to abide by or adhere to during their placement.
- c. The District agrees to recruit Partner Schools. Selection of Cooperating Teachers and Site Supervisors will be by Principals of Partner Schools. If the Principal is not able to or available to make such choice, then other District personnel may make the selection.
- d. The District and School Principal agree to ensure that Site Supervisors and Cooperating Teachers for Residency placement will be selected based on the following criteria:
 - 1. Fully certificated school personnel;
 - 2. Minimum of 3 years of experience in role they are supervising;
 - 3. Identified as highly skilled based on principal evaluations;

In addition to the above criteria, the District and School Principal agree to ensure that Cooperating Teachers for Residency placement will be selected based on the additional following criteria:

- 1. Able to work collaboratively within a PLC;
- 2. Attended or willing to attend a BEST or similar training

Pierce College will collect a signed verification form from the District that all Site Supervisors and Cooperating Teachers for Teacher Residency meet the criteria as described above.

- e. Cooperating Teachers for Teacher Residency will attend an orientation, no greater than 3 hours in length, with Pierce College faculty prior to their first assignment of Teacher Candidates. At this time, they will receive a binder with residency expectations. Their building principals will be invited to the orientation and will also receive a binder whether or not they attend the orientation. A binder will also be provided to the district administration office.
- f. Cooperating Teachers for Teacher Residency will attend the BEST mentor training or an equivalent training on how to mentor adult learners prior to their first residency assignment.
- g. Teacher Candidates will be invited to participate in all building first-year induction activities.

- h. Through the Site Supervisors, the District will evaluate the Practicum/Field Experience Students by written form. Through the Cooperating Teachers, the District will evaluate the Teacher Candidates, including by written form and summative narratives. The District will provide the evaluation in a format, at a frequency, and by deadlines as specified by Pierce College. The parties agree that Pierce College may change the format, frequency, and deadlines from time to time.
- i. If the District and/or Partner School routinely secure parental or guardian permission for the use of photos, videos and samples of student work, the District will provide Practicum/Field Experience Students and Teacher Candidates with copies of signed permissions. If not, the Site Supervisor or Cooperating Teacher will assist Practicum/Field Experience Students and Teacher Candidates in distributing and collecting release forms for children in the District and will allow Practicum/Field Experience Students and Teacher Candidates to include in photographs and video (for educational purposes only) children whose parents or legal guardians have signed the release form.
- j. The District reserves the right to limit or terminate a Practicum/Field Experience Student's or Teacher Candidate's access to the District when, in the opinion of the District, the Practicum/Field Experience Student or Teacher Candidate has violated District rules or regulations or is detrimental to its students or staff. Before such action is taken the District will inform and consult with Pierce College. The District will discuss and explore in good faith the possibility of terms or conditions under which a Practicum/Field Experience Student's or Teacher Candidate's placement might resume or continue in the District, if appropriate.
- k. During the entire term of this Agreement, the District shall maintain at its own expense general liability insurance. At Pierce College's request, the District shall provide Pierce College a valid certificate of insurance reflecting such coverage limits. The District may, where permitted by law, satisfy its insurance obligations with an equivalent program of self-insurance.
- l. The District acknowledges and agrees that the Practicum/Field Experience Students' and Teacher Candidates' education records and any personally identifiable information from such education records (collectively "Field Experience/Practicum Student or Teacher Candidate Information") created by the District and /or provided by Pierce College to the District (including Partner Schools, Building Principals and Site Supervisors or Cooperating Teachers) is subject to the confidentiality provisions of the Federal Family Educational Rights and Privacy Act (FERPA) and its implementation regulations. Accordingly, the District and its Partner Schools agree

not to disclose or re-disclose any Field Experience/Practicum Student or Teacher Candidate Information to any other party without the prior written consent of Pierce College and/or the Field Experience/Practicum Student or Teacher Candidate(s) to whom the Field Experience/Practicum Student or Teacher Candidate Information pertains unless the disclosure or re-disclosure falls under a FERPA exception allowing disclosure without the Field Experience/Practicum Student(s)' or Teacher Candidate(s)' consent. The District and its Partner Schools also agree to only use Field Experience/Practicum Student and Teacher Candidate Information for the purpose(s) for which the information was disclosed.

5. Pierce College Responsibilities:

- a. Pierce College will assign to the District only BAS-T Pre-Residency Field Experience Students and EDUC 223 Practicum Students for whom Pierce College has received notification of a Cleared Portable Background Check from the Washington State Department of Early Learning (DEL). The District acknowledges that Pierce College does not certify the accuracy of the background check and information provided by DEL and that this background check does not relieve the District of any of its legal obligations to conduct appropriate background check. The liability of non-compliance remains the responsibility of the District.
- b. Pierce College may assign to the District EDUC 190 Field Experience Students who have or have not had a background check through the Washington State Patrol. EDUC 190 Field Experience Students are expected to follow the District's background check protocols.
- c. Pierce College will assign to the District only Teacher Candidates for whom Pierce College has received notification of Pre-Residency Clearance from OSPI. The District acknowledges that Pierce College does not certify the accuracy of the Pre-Residency Clearance provided by OSPI and that this clearance does not relieve the District of any of its legal obligations to conduct appropriate background checks and the liability of non-compliance remains the responsibility of the District.
- d. Pierce College will assign to the District only Field Experience/Practicum Students and Teacher Candidates for whom Pierce College has verified proof of professional liability coverage (\$1,000,000 minimum).
- e. Pierce College will appoint a Practicum/Field Experience Professor to supervise, evaluate and consult with each Practicum/Field Experience Student within the context of a seminar class.

- f. Pierce College will assign one professor as a Field Supervisor to each Residency PLC. This supervisor will conduct at least three observations per quarter per Teacher Candidate. The supervisor will work closely with the Teacher Candidates, Cooperating Teacher, and Seminar Instructor to help Teacher Candidates grow and document their proficiency of the teacher licensure competencies.
- g. Pierce College will ensure all Teacher Candidates in Teacher Residency will participate in a weekly seminar led by another member of the Pierce College faculty.
- h. Pierce College will collaborate with the District and/or Partner Schools to review the effectiveness of the Cooperating Teachers' preparation and communication. Feedback will also be sought from the Cooperating Teachers on their perceptions of preparedness and from the Teacher Candidates on the Cooperating Teachers' communication. Student experience is performance based, and students are expected to demonstrate a positive impact on student learning.
- i. Pierce College will review the effectiveness of the Cooperating Teachers annually using Field Supervisor and Teacher Candidate evaluations of Cooperating Teachers which address areas in addition to preparation and communication.
- j. Pierce College will ensure all photos and videos of children in the District collected by Practicum/Field Experience Students and Teacher Candidates will be used for educational purposes only and will be uploaded to the Field Supervisor or Practicum/Field Experience Professor through Pierce College's secure site and will be kept confidential on this site for one year. Photos and videos will become the property of Pierce College. Practicum/Field Experience Students and Teacher Candidates will not retain the photos. After one year the photos and videos will be archived and remain confidential.
- k. Pierce College will maintain an insurance program during the entire term of this Agreement that applies to the negligent acts or omissions by Pierce College and its trustees, employees and agents. Practicum/Field Experience Students and Teacher Candidates will be required to obtain liability insurance for the course and scope of their Pierce College practicum/field experience placement.

6. Limitation of Liability

Each party to this Agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

7. Independent Capacity

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

8. Governance

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

9. Term and Termination

This Agreement will be reviewed by each Pierce College and the District every three years. This Agreement shall terminate on June 30, 2020, and may be extended with mutual agreement of the parties.

Either party may issue a written warning of termination if the other party has not, in reasonable judgement, fulfilled or has breached any provision of this Agreement. The receiving party has 30 days to respond and /or bring themselves into compliance with this Agreement. Failure to do so will result in a 30 day written notice of termination of this Agreement.

10. Agreement Alterations and Amendments

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

11. Entire Agreement

This Agreement constitutes the entire agreement between Pierce College and the District with respect to the subject matter of this Agreement. No other statements or representations, written or oral, shall be deemed a part of the Agreement.

12. Severability

If any provision of this Agreement is held to be wholly or partially invalid or unenforceable under applicable law, that provision will be ineffective to that extent only, without in any way affecting the remaining provisions of the Agreement.

13. Contract Management

Each of the parties shall designate an individual who shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement.

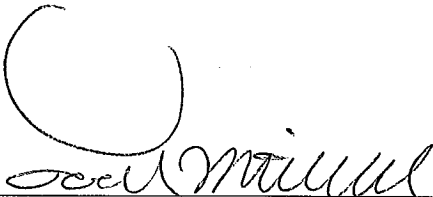
This individual for Pierce College is the Field Placement Manager:
Leiani Sherwin, Field Placement and Teacher Certification Manager
Pierce College
9401 Farwest Drive SW
Lakewood, WA 98498
253-912-2335; lsherwin@pierce.ctc.edu

14. Authority to Bind

The parties (and signatories) affirm that the individuals signing this Agreement have been granted the authority to do so, and by their signatures affirm that the parties will comply with the terms and conditions of this Agreement.

Choi Halladay
Vice President of Administrative Services
Pierce College

Date



Name *Todd Mitchell*
Title *Executive Director of Human Resources*
District Name *Bethel School District*

8/7/17

Date