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## South Washington County Schools

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Keith Jacobus, Ph.D., Superintendent

**District Service Center**

7362 E. Point Douglas Rd. S.

Cottage Grove, MN 55016

Phone: 651-425-6300 Fax: 651-425-6318

### **ADMINISTRATIVE REPORT**

TO: Members of the School Board  
Keith Jacobus, Superintendent

FROM: Theresa Lenarz, Assistant Director of Human Resources

DATE: 5/18/17

TOPIC/PURPOSE OF REPORT: Student Teacher Placement Agreement/ Clinical Placement  
Affiliation Agreement

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: 5/25/17

### **REPORT**

Luther College and South Washington County Schools, ISD #833, have a student teaching placement partnership that provides student teacher placement experiences in various classrooms throughout ISD 833.

After periodic review of placements in our district, Luther College is requesting that this collaborative relationship remain in place for the 2017-2018 school year.

The administration recommends approval of this agreement.



**Memorandum of Understanding  
2017 – 2018**

**South Washington County School District**

This contract is made and entered into between Luther College, Education Department, 700 College Drive, Decorah, Iowa 52101 and South Washington County School District, 7362 East Point Douglas Rd S, Cottage Grove, MN 55016-3025.

*PROVISIONS:*

1. Luther College and South Washington County School District agree to participate, if placements are available in the district, in a clinical field experience program, which includes, but is not limited to: student teaching, student observations, and other field experiences.
2. Luther College will provide supervision, by one or more Luther faculty member(s) or a credentialed specialist in education, for students participating in clinical field experiences that are placed in South Washington County School District.
3. Student teachers and other field experience enrollees of the Luther College Education Department are to comply with all the contracted school district's rules, regulations, and policies. Termination or change in assignment will be the option of South Washington County School District, as well as the option of Luther College, should circumstances warrant such an action.
4. Cooperating teachers must have at least three years of teaching experience in the appropriate subject area. It may not be their first year in their current assignment/building.
5. Luther College's clinical field experience program requires all students to be screened for any history of criminal behavior. Students are required to follow the guidelines set by South Washington County School District for this process. If the school does not have a system in place by which the student can complete this requirement, Luther College will process an extensive National background check for the student. The student will be required to pay the processing fee and submit the completed report to South Washington County School District. This background check will include:
  - National Sex Offender Registry
  - National Criminal Database
  - Criminal Search – County
  - ID Trace Pro
6. South Washington County School District and Luther College agree to provide equal educational opportunities and equal access to facilities for all qualified persons. To not discriminate in employment, educational programs, and activities on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal or state law. This commitment includes the provision of a campus environment that is free from discrimination and harassment. The college will not tolerate any form of illegal discrimination or harassment and will not condone any actions or words that constitute such.

7. Luther College pays cooperating teachers a stipend for each student placed in a clinical field experience. Payment is to be made at the end of each semester after the Luther College Education Department receives the completed Student Teacher Evaluation from the cooperating teacher. Payment for a student teacher who has withdrawn prior to the middle of the term shall be one-half of the normal reimbursement with payment to be made at the end of the period.

- January Term beginning practicum (EDUC 185 & EDUC 215) - \$75
- January Term developing practicum (Methods) - \$100
- Student teaching
  - 4 weeks - \$100
  - 6-9 weeks - \$175

Luther College will send the stipend payment to the cooperating teacher's home address.

Please check here if South Washington County School District requires that payment be sent directly to the District.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Representative, South Washington County School District

Signature: Barbara Boback Date: 4/17/17  
Department Chair, Luther College Education Department

Signature: Kevin Kraus Date: 4/11/17  
Academic Dean, Luther College