

Human Resources
Maurene Stanton
Executive Director of Human Resources

Date: March 15, 2016

To: Board of Directors

From: Maurene Stanton

RE: Memorandum of Agreement with Lake Washington Institute of Technology interns

According to Board Policy 5641, our district is to accept student interns only from accredited institutions of higher learning with which we have a cooperative agreement approved by the Board.

I have attached an agreement for your review which will affirm an agreement with Lake Washington Institute of Technology Allied Health Occupational Assistant Program and allow our school district to help prepare interns for certification. This agreement was prepared and approved by Stanwood-Camano legal counsel. The duration of this agreement will be for 5 years beginning April 4, 2016.

If you have any questions, please contact me at your convenience. I am recommending your approval of the attached agreement.

**STANWOOD-CAMANO SCHOOL DISTRICT
MEMORANDUM OF AGREEMENT**

Concerning Student Teaching and Intern Experiences
and Related Educational Service Programs

This agreement made and entered into by and between **STANWOOD-CAMANO SCHOOL DISTRICT NO. 401**, hereinafter called the "**District**" and **LAKE WASHINGTON INSTITUTE OF TECHNOLOGY** represented by the Allied Health Occupational Therapy Assistant Program, hereinafter called the "**Institute**", is for the purpose of providing cooperative arrangements for student teaching, internship experiences and other related educational experiences for students enrolled at Lake Washington Institute of Technology's Allied Health Occupational Therapy Assistant Program.

1. The District agrees:

- A To provide laboratory resources and related educational services to students enrolled in the programs of the Institute.
- B To assist/cooperate in the collection of data/research which helps the Institute evaluate its programs and potential success of its student teachers and/or administrative interns.
- C To insure that cooperating teachers and staff provide appropriate supervision of student teachers and administrative interns. Student teachers and administrative interns should be treated as professionals and be expected to follow all rules and regulations established by the District. It will be the District's responsibility to see that they are made aware of such rules and regulations. The District may, at its sole discretion, remove an intern or student teacher from placement for violating District rules and regulations or for such actions the District views as detrimental to the District. The Institute will be informed before final action is taken.
- D The District shall, at its cost and expense, protect, defend, indemnify, and hold harmless the Institute, its officers, employees, students, and agents, from any and all costs, claims, judgments, or awards of damages, arising out of or in any way resulting from the acts or omissions of the District's officers, employees, students, and agents relating in any way to this agreement. The District's duties to the Institute under this paragraph shall survive the termination of this agreement and not be diminished or extinguished by such termination.

2. The Institute agrees:

- A That in accordance to RCW 43.43.830, student teachers/interns will not be placed in field experiences in the District with unsupervised access to children until a background check by the Washington State Patrol and Federal Bureau of Investigation, including fingerprint clearance, is complete and the Office of Professional Practices of the State Superintendent of Public

Instruction has notified the Institute that the candidate is cleared for such placement. Any reasonable accommodation needed by a student with a disability will be provided and/or paid for by SPU .

- B To make assignments for student teaching/internships or administrative internships that will adhere to the following criteria of WAC Title 180-Chapter 78A and the Department of Teaching and Learning:
- Field experiences integrated throughout the preparation program and include experience with diverse populations in a variety of settings.
 - Student teaching/internship experience is performance-based and students are expected to demonstrate a positive impact on student learning.
 - The student teaching/internship experience is a semester in length and is under the supervision of persons with a minimum of three years experience in the classroom.
 - A minimum of 12 hours of observation/consultation by a Institute supervisor.
- C May provide a stipend or clock hours per semester for teacher or teacher(s) who supervise a student teacher. (The Institute may add an addendum indicating amount and procedure if applicable.)
- D To provide participating teachers with a Student Teaching Handbook and Resource Guide and evaluation materials.
- E To be responsible, in cooperation with the District teacher(s) to whom the candidate is assigned, for the final evaluation of the candidate's completion of student teaching.
- F To place Institute students participating in field experiences other than student teaching (practica, observations, research projects, tutoring) through the Field Experience Office, utilizing appropriate forms for placement and evaluation of each experience. (No remuneration will be paid by the Institute for such experiences.)
- G To meet as needed with District and Institute personnel to plan, evaluate, and modify the student teacher program and field experiences.
- H To arrange placements and remuneration made as part of the counseling and administrative internship programs through the Department of Educational Leadership and Counseling Psychology.
- I The Institute shall, at its cost and expense, protect, defend, indemnify, and hold harmless the District, its officers, employees, and agents, from any and all costs, claims, judgments, or awards of damages, arising out of or in any way resulting from the acts or omissions of the Institute's

officers, employees, students, and agents relating in any way to this agreement. The Institute's duties to the District under this paragraph shall survive the termination of this agreement and not be diminished or extinguished by such termination.

3. It is mutually agreed that:

- A The central administration of the District and the Coordinator of Field Placement, appointed by the Institute, will be responsible for assigning student teachers/interns, selecting cooperating teachers who have a minimum three years teaching experience, and working out the student's program of experience in cooperation with principals and cooperating teachers; provided, however that the District may, at its sole discretion, remove an intern or student teacher from placement for violating District rules and regulations or for such actions the District views as detrimental to the District.
- B In assigning student teachers/interns, it is recognized that, in many instances, it may be desirable for the student teacher/intern to work with more than one cooperating teacher, and in more than one field.
- C When student teachers are assigned exclusively to certain specialized fields and with directors and consultants who act as direct supervisors of such student teachers with responsibility comparable to that of a high school department head, it will be possible to allocate a proportion of the administrative fee to the supervisor.
- D The representative of the Institute who supervises the student teacher program is responsible for working with the District to provide itemized billing to the Institute for each student teacher and the allocation of funds to be paid. Payments by the Institute are to be due at the conclusion of each student teaching period.
- E Liability Coverage Provisions: 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 and 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 except as described in Article 1, paragraph D and Article 2, paragraph I, above. The District will accept placement of only those student teachers or interns who are insured against liability for actions or inactions occurring in the internship setting. The limits on the liability policy shall be, at minimum, \$1,000,000 per occurrence. Certificates of such coverage will be provided to the District upon request. Should proof of insurance not meet with the District's approval and satisfaction, the District can refuse to accept any student teacher for placement.

- F The term of this agreement shall be for five years, beginning April 4, 2016. This agreement may be renewed for additional periods if approved by both parties in writing. Notwithstanding, the term stated, this agreement may be renewed and amended at the end of each school year. The Institute reserves the right to cancel this agreement at any time in the event funds are not appropriated by the State for the teacher preparation program at the Institute.

Any party may terminate this agreement by written notice to the other party at least thirty days in advance of the beginning of any Institute quarter, however, such termination shall not become effective for the interns then enrolled in the internship if such termination prevents completion of their course or degree requirements. Nothing in this Article shall be construed to permit either party to require such termination to occur during any Institute quarter.

IN WITNESS WHEREOF the parties have caused these presents to be executed by their appropriate signators.

Date

School Board Designated Signature of
STANWOOD-CAMANO SCHOOL DISTRICT No. 401

Print Name and Title

Lake Washington Institute of Technology
Occupational Therapy Assistant Program:

Date

William F. Thomas
Vice President, Administrative Services
Lake Washington Institute of Technology

Approved:

Date

Other?
Business Department
Western Washington Institute

Return to: Stanwood-Camano School District
Human Resources Department
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Stanwood, WA 98292-9548