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HUMAN RESOURCES

STUDENT TEACHING AGREEMENT
SAN FANCISCO STATE UNIVERSITY
AND
SAN LEANDRO UNIFIED SCHOOL DISTRICT

THIS AGREEMENT is entered into by and between The Trustees of the California State University (the University), which is the State of California acting in a higher education capacity through its duly appointed and acting officer on behalf of San Francisco State University, hereinafter called "the University" and the above named School District, hereinafter called "the District".

WHEREAS, the District is authorized to enter into agreement with a state university, the University of California or any other university or college accredited by the State Board of Education as a teacher education institution, to provide teaching, clinical and administrative experiences through practice teaching or clinical or administrative supervision to students enrolled in teacher and clinical training or administrative internship curricula of such institutions;

NOW THEREFORE, it is mutually agreed between the parties hereto as follows:

GENERAL PROVISIONS

1. The term of this agreement shall be from July 1, 2014 to June 30, 2017

2. The District shall provide teaching or clinical or administrative experience through practice teaching or clinical experience or administrative internship in schools and classes of the District in accordance with California Commission of Teacher Credentialing Standards. Students of the University shall be assigned by the University to practice teaching or clinical or administrative experiences in schools or classes in the District for the term as set forth in special provisions. Such practice teaching or clinical or administrative experiences shall be provided in such schools or classes of the District, and under the direct supervision and instruction of such employees of the District as the District and the University through which their duly authorized representatives may agree upon. The assignment of a student teacher or clinical or administrative student is the joint responsibility of the District and the University.

   The District may, for good cause, refuse to accept for practice teaching or clinical experience any student of the University assigned to practice teaching or perform counseling or clinical duties in schools or classes of the District. The University may, for good cause, terminate the assignment of any student of the State University to practice teaching or to perform counseling or clinical duties in the District.

   "Practice Teaching" or "Administrative Internship" as used herein and elsewhere in this agreement means active participation in the duties and functions of the classroom teaching or school site under the direct supervision and instruction of employees of the District holding valid life diplomas or credentials issued by the State Commission on Teacher Credentialing, other than emergency, intern, or provisional credentials, authorizing them to serve as classroom teachers or principals in the schools or classes in which the practice teaching or administrative internship is provided.

   "Clinical or counselor Practicum" as used herein and elsewhere in this agreement means active participation in the duties and functions of the counseling or clinical unit under the direct

supervision and instruction of employees of the District or agency holding a valid life diplomas or certification issued by the State Commission on Teacher Credentialing, other than emergency, intern, or provisional credentials or certification, authorizing them to serve as counselors in the schools or classes in which the clinical experience is provided.

3. "Semester unit of practice teaching" as used herein and elsewhere in this agreement for elementary and secondary schools equals approximately twenty (20) minutes of practice teaching daily for five (5) days a week for sixteen (16) weeks. For Junior Colleges and/or Adult Schools, semester unit equals approximately twenty (20) minutes of practice teaching daily three (3) days per week for eighteen (18) weeks during regular session. Other components of the student teaching experience shall include:

   - Students should be given ample time to participate in the school activities from the beginning to the end of the year.
   - Students should be given ample time to participate in multiple placements per elementary, middle and high school settings.
   - Students should have at least 12 to 16 hours for counselors and 20-25 hours per week for elementary, secondary and special education candidates to work in specified site.
   - Students should be allowed to experience two full weeks (all day) of student teaching.
   - Students should be given ample opportunity to work within classrooms and schools that are comprised of English Language Learners and in diverse school settings.
   - Students should be allowed to participate in school settings for a maximum of 16 weeks per semester of clinical or teaching.

4. An assignment of a student of the University to practice teaching or counseling or administration in the District shall be deemed to be effective for the purposes of this agreement as of the date student presents to the proper authorities of the District the assignment card or other document given by the University effecting such assignment, but not earlier than the date of such assignments as shown on such card or other document. Absences of a student from assigned practice teaching or counseling or administrative practicum shall not be counted as absences in computing the semester units of practice teaching or counseling or administrative practicum provided the student by the District.

5. District shall be responsible for damages caused by the negligence of its officers, employees and agents. University shall be responsible for the damages caused by the negligence of its officers, employees and agents. The intent of this paragraph is to impose responsibility on each party for the negligence of its officers, employees and agents.

6. University shall ensure that all students maintain an insurance policy called Student Professional Liability Insurance Program which will be procured by the University prior to the student reporting to District site.

7. District and University each shall maintain in full force Commercial Liability Insurance and Professional Liability Insurance with limits no less than $1,000,000/$3,000,000 aggregate. Evidence of such coverage shall be furnished upon request by District and University.

8. It is understood and agreed by the parties that all students shall be considered learners and are not covered by Workers Compensations of either party. They shall not replace District staff except as may be necessary as a part of their educational training.

9. Notwithstanding any other provision to the contrary, this Agreement may be terminated without cause at any time by either party upon ninety (90) days' prior written notice to the other party or upon completion of the students' rotation, whichever is greater. In the event of a material breach of this Agreement, the aggrieved party may terminate this Agreement by giving thirty (30) days' prior written notice of termination to the breaching party.

10. This agreement may be amended or modified at any time by mutual written consent of both parties.

IN WITNESS WHEREOF, the undersigned have executed this agreement on the date and year set forth below.

By _____
Megan Dobbyn
Associate Procurement Officer

_____
(Date)

"University"
San Francisco State University
1600 Holloway Avenue, CY140
San Francisco, CA 94132
Tel: 415-338-1837
mdobbyn@sfsu.edu

By_____
Mike McLaughlin
Superintendent

_____
(Date)

"District"
San Leandro Unified School District
14753 Jiniper St.
San Leandro, CA 94579
Tel: 510-895-4199
mmclaughlin@slusd.us

SCHOOL BOARD CERTIFICATION

I, the duly appointed and acting Clerk or Secretary of the Governing Board of the School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on _____, 2014.

(month/day)

"It was moved, seconded and carried that the attached contract with the Trustees of the California State University for the State University, whereby the University may assign students to the schools in the _____ District for practice teaching be approved."

_____

School

_____

County

By _____

Clerk, Secretary (circle one)
Of the Board of Trustees

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HUMAN RESOURCES

CalStateTEACH | *California State University Teacher Preparation Program*

TERMS OF AGREEMENT
PUBLIC SCHOOL DISTRICTS

Field Experience Participant / Student Teaching

CalStateTEACH and the San Leandro Unified School District

About CalStateTEACH: CalStateTEACH is a multiple subject credential program of the California State University. Its goal is to prepare creative, collaborative, and reflective teachers for California's future. It offers an Intern, as well as, a Student Teaching option and is managed through Regional Centers located on the following CSU campuses: Fresno, Fullerton, Los Angeles, and Monterey Bay.

Purpose of the Agreement:

To engage the **San Leandro Unified School District and CalStateTEACH** in a partnership to provide support for the preparation of CalStateTEACH candidates in the District. This partnership will be concentrated in the activities of three individuals: the CalStateTEACH Field Experience Participant / Student Teacher, the faculty representative of the CSU, hereinafter referred to as the assigned Faculty, and a mentor teacher from the School, hereinafter referred to as the Cooperating Teacher or Master Teacher. CalStateTEACH does not demand or require any exclusive arrangement with the District. The District is obligated only to provide appropriate support for CalStateTEACH credential candidate and staff to reach the common goal of placing fully credentialed teachers in California classrooms.

Overview of this Agreement:

CalStateTEACH agrees to provide multiple subjects coursework, student professional liability insurance, and university supervision for each participating candidate, and the District agrees to provide them with a faculty mentor and appropriate support.

CalStateTEACH agrees to do the following:

1. Give highest priority in admissions to qualified applicants whom the District may ultimately wish to offer position(s) as a Multiple Subjects teacher(s).
2. Provide candidates with student professional liability insurance through the CSU Student Professional Liability Insurance Program which shall cover general liability, professional liability, and educator's errors & omissions liability. More information about the insurance policy can be found at http://bfa.sdsu.edu/prosrvcs/pdf/splip.pdf .
3. Cooperate to the fullest extent possible to assist the School and District to reach its goals of providing quality educational experiences for its students by conducting all activities with respect to preparing candidates in an unobtrusive, efficient, and supportive manner.
4. Provide a subject-matter competence evaluation of the applicant's transcripts, an on-line diagnostic to determine candidates' subject matter preparation or candidates' readiness to pass CSET.
5. Provide assistance to all candidates who are not yet subject matter qualified to reach subject matter competence.

6. Provide each candidate with a high quality program of study which integrates program assignments with the candidate's classroom teaching.
7. Establish a Central Advisory Board for the CalStateTEACH program and encourage the District to participate on the Board.
8. Provide each candidate with an assigned Faculty member who will make regular visits to the classroom, evaluate lessons and give specific feedback, confer with the principal and staff as needed, and act as program advisor.
9. Provide orientation materials and training to both the school cooperating or master teacher and the principal.
10. Communicate regularly with the principal and the school cooperating or master teacher, as well as provide the opportunity for them to give feedback on any aspect of the program and staff.
11. Provide an on-going, faculty-facilitated online forum for all candidates in the group, with regular opportunities for discussion, problem solving, peer interaction and access to the assigned Faculty member.
12. Assist District candidates in processes related to enrollment, financial aid, and ultimately a preliminary credential application.

The School and District agree to do the following:

1. Nominate a fully credentialed teacher with at least 3 years teaching experience and authorization to work with English learners to serve as a cooperating or master teacher for each participating candidate. This should be a current elementary teacher in the School.
2. Ensure that cooperating or master teachers have sufficient opportunity to observe, coach and guide the candidate.
3. Upon the request of the assigned Faculty, assure the participation of the school principal in specific CalStateTEACH candidate progress reviews or evaluations.
4. Provide additional resources (such as staff development, exemplary classroom observations, additional mentoring) as needed to promote the success of candidates in difficult assignments.
5. Ensure that each candidate has access to technological resources available at the school site.

Signature of School Principal, District Superintendent, or Authorized Representative

Date Signed

Alice Flores

5/5/14

Signature of the CalStateTEACH Regional Director

Date Signed

csurma
California State University Risk Management Authority

STUDENT PROFESSIONAL LIABILITY INSURANCE PROGRAM (SPLIP)

Coverage Summary

This is a "claims- made" policy. Coverage is only provided for claims which are both: (1) first made against the Insured during the Policy Period; and (2) reported to the Carrier as soon as practicable, but not later than 3 years after the Policy Period. Coverage is only provided for claims arising from Professional Services which are rendered or Incidents which occurred during the Policy Period.

Named Insured:	The California State University (CSU), all campuses
Carrier:	Lloyd's, London
Policy #:	B0621PTRU00713001
Coverage Period:	July 1, 2013 to July 1, 2014
Insureds:	California State University (CSU) All campuses of the CSU Employees, Faculty, Staff of the CSU CSU Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU. *Enrolled Students mean students who are enrolled and in good standing while completing an internship and registered/enrolled in a course that requires the internship experience, including academic breaks during the policy period. Enrolled Students also include students who have not received a letter grade in a course (e.g., assigned an "Incomplete"), but remain registered for that course until the Incomplete objectives are met, but for no more than one (1) year from the granting of the Incomplete.

NOTES:

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
2. *Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.

csurma
California State University Risk Management Authority

Additional Insureds:	Any affiliate institution to whom the Named Insured is obligated by written agreement to provide such coverage as is afforded by this policy.
Coverage:	A. General Liability B. Professional Liability C. Educator's Errors & Omissions Liability
Cost:	$20.00 per student in Nursing, Allied Health, Social Work, or Education This flat rate is non-refundable, and is not subject to a prorate premium return if student is enrolled for less than one year.
Coverage Limits:	$2,000,000 each Loss $4,000,000 Aggregate for all Covered Parties, and not per student.
Member's Deductible:	None
Description:	Covers General Liability and Professional Liability of CSU students enrolled in a Health Profession practicum, Social Welfare program, Social Work program, or Education Credential program of the CSU who are required by a host institution to obtain general liability and/or professional liability insurance for participation in the institution's affiliation program.
Coverage Extensions:	1. **Legal Representation**: defense cost included for covered claims. 2. **Personal Injury Liability**: protects up to the Coverage Limits against covered claims arising from charges of privacy violation, libel, slander, assault & battery, and other alleged personal injuries. 3. **School Grievance/ Academic Disciplinary Hearings**: reimburses for expenses incurred for defense of a school grievance or academic disciplinary hearing or proceeding; $5,000 per proceeding; $100,000 aggregate.

NOTES:

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
2. *Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

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csurma
California State University Risk Management Authority

Coverage Extensions (cont'd):

4. **Damage to Property of Others**: for damage caused accidentally by a Covered Party to the property of others at your location; $5,000 per incident; $100,000 aggregate.
5. **Assault Coverage**: covers your medical expenses or reimburses you for damage to your property if you are assaulted at your location; $5,000 per incident; $100,000 aggregate.
6. **Medical Payments**: reimbursement of medical expenses to others injured on your location; $5,000 per incident; $100,000 aggregate.
7. **First Aid Expenses**: for expenses you incur in rendering first aid to others: $5,000 per defendant; $100,000 aggregate.
   Defendant Expense Benefit: reimburses you for lost wages and other expenses incurred when you attend a required trial, hearing or proceeding as a defendant in a covered claim: $5,000 per defendant; $100,000 aggregate.

No Exclusion for: Sexual Harassment, Abuse or Molestation
Corporal Punishment

Claims/Incident Reporting: Enrolled Student shall immediately provide written notice of any incident which may result in a claim under this policy to:

Office of Systemwide Risk Management
The California State University
Office of the Chancellor
401 Golden Shore Blvd., 5th Floor
Long Beach, CA 90802-4210

Phone: 562-951-4580
Fax: 562-951-4859

NOTES:

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
2. *Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/28/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Alliant Insurance Services, Inc. 100 Pine Street - 11th Floor San Francisco, CA 94111	PHONE (A/C, No, Ext): 415-403-1400	FAX (A/C, No):
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Lloyds of London	0
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

The California State University (CSU)
401 Golden Shore, 5th Floor
Long Beach, CA 90802

COVERAGES **CERTIFICATE NUMBER:** 486245888 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**GENERAL LIABILITY** X COMMERCIAL GENERAL LIABILITY X CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY ☐ PRO-JECT ☐ LOC			B0621PTRU00713	7/1/2013	6/30/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$2,000,000 $ $ $2,000,000 $4,000,000 $2,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB ☐ OCCUR **EXCESS LIAB** ☐ CLAIMS-MADE DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N ☐ **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					WC STATU-TORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A	Student Professional Liability Insurance Program (SPLIP)			B0621PTRU00713	7/1/2013	6/30/2014	$2,000,000 $4,000,000	Each Claim Policy Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THIS CERTIFICATE IS PROVIDED FOR EVIDENCE ONLY. General Liability and Professional Liability coverage is provided on a claims-made basis including a 3 year extended reporting period. Coverage extends to students enrolled in covered academic courses. Coverage extends to any affiliate institution to whom the Named Insured is obligated by written agreement to add as Additional Insured. Coverage applies only when there exists a written agreement between the University and the affiliate institution, which is executed prior to an incident giving rise to a claim for a covered loss.

CERTIFICATE HOLDER

EVIDENCE OF COVERAGE

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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