Memorandum of Understanding

Programs and Services Available to School Systems

This memorandum describes the programs and services that are available to the below noted education agency through the School of Education at William Carey University. These programs and services are available at no cost to the education agencies in the indicated service area of the University, and are available on request.

The following programs and services are available to **COAHOMA COUNTY SCHOOL DISTRICT**.

1. **Residence Program** - The residence program at WCU involves 20 weeks of full and half-time placement in the public schools. Most residence teacher candidates at WCU undergo two separate placements at different grade levels, usually in two different schools occurring over 2 separate trimesters. The WCU Residence Pre-Service Operating Guidelines that describes all residence policies, evaluation procedures, and Host teacher responsibilities is provided to all schools.

2. **Pre-Residence Program** – The pre-residence program at WCU involves approximately 235 hours partial time placement in the public schools. Most pre-residence programs are (but not limited to) tutoring, observing, and/or service learning determined in cooperation with the education agency.

2. **Clinical Schools** - WCU may enter into special clinical relationships with selected education agencies within the indicated service area, based on mutual interest and consent. The purpose of the clinical schools is four-part: (1) to enhance the learning environment for the students in the education agency, (2) to provide intensive and broad based field experiences for teacher candidates, (3) to offer professional growth experiences for both education agency and university faculties involved in the clinical school, and (4) to offer joint school-based research opportunities that contribute to the profession.

3. **First Year Teacher Program** - WCU offers services for First Year Inservice Training Programs. Special meetings and/or workshops are offered and special invitations are extended to first year teachers. In addition, WCU professors and residence supervisors are available to assist first year teachers in schools where they are assigned or to conduct a workshop in the school, upon the request of the school principal.
Notwithstanding any such termination, all teacher candidates already enrolled in and participating in education experiences at a school at the time of the notice of termination shall be given a period of time not to exceed six (6) months from the date of the notice of termination during which to complete their education experiences with the education agency.

4. This Agreement is not intended to create any rights or interests for any person or entity other than WCU and the education agency, and no teacher candidate shall have any right or interest arising out of any term or provision of this agreement.

Additional provisions:

1. The education agency will plan with WCU, in advance, to schedule teacher candidate assignments to the designated areas, including dates and numbers of teacher candidates. Teacher candidates are required to obtain approval from WCU and/or the appropriate WCU official prior to the start date of their field experience(s).

2. WCU will require each teacher candidate, as a condition of participating in any program at any education agency, to submit to a criminal background check and to affirm that he or she is not listed as a sex offender on Mississippi’s Sex Offender Registry or any other state. Additionally, WCU will require that each teacher candidate have a criminal background check pursuant to Mississippi Code. Furthermore, the education agency will be provided with written verification that each teacher candidate has a cleared criminal background check prior to requesting a field experience placement with the education agency.

3. WCU agrees to inform its teacher candidates that they shall be responsible for following the rules and regulations of the education agency, including recognition of the confidential nature of information regarding pupils and their records.

4. WCU will keep all records and reports on teacher candidate experiences in accordance with the policy and regulatory requirements.

Provisions Applicable to the education agency:

1. The education agency shall retain the right, in its sole discretion, to request the removal of any teacher candidate from any education agency property and/or the teacher candidate’s termination from the field experience placement in the indicated education agency. Teacher candidates shall be instructed by WCU to promptly and without protest leave the education agency property whenever they are requested to do so by an authorized education agency representative and/or a WCU representative.

2. The education agency, upon request by the teacher candidate or the Institution, will provide policies and procedures and other relevant materials to allow the teacher candidate to function appropriately within the education agencies.

3. Teacher candidates observing in the education agency shall follow the education agency’s protocols for health and safety.

4. Teacher candidates may not remove materials from any of the education agency’s property without appropriate approval.

5. The education agency shall keep confidential and shall not disclose to any person or entity (a) teacher candidate’s applications; (b) teacher candidate’s health records or reports; and/or (c) any teacher candidate records as defined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 123G, concerning any teacher candidate