

**Raleigh County and Concord University EPP
Memorandum of Understanding
For
Clinical Students: Field Placement, Student Teachers and Resident Teachers**

This agreement made by and between **Raleigh County Board of Education** and **Concord University EPP** is for setting forth the responsibilities of the institution of higher education and the **Raleigh County Board of Education** and shall be a continuing agreement until June 30, 2023, at which time it shall be renewed or dissolved by mutual consent of both parties.

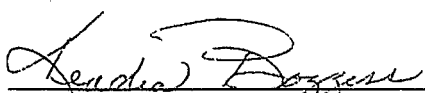
I. Concord University EPP

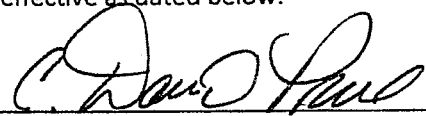
- A. Affirms that all teacher candidates are bona fide students of the institution and requesting placement in this county.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates and resident teachers) will be placed at instructional sites and resident hubs by collaboratively following the county's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, *including but not limited to successful completion of approved training or exemption.*
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by Concord University EPP personnel.
- G. Affirms that Concord University EPP personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that Concord University EPP may provide services and assistance to **Raleigh County Board of Education** and partnership schools.
- I. Affirms that all teacher candidates working in **Raleigh County Schools** have background screening either by the county or affidavits are supplied by Concord University EPP that show such has been completed prior to the first field experience and again at admissions to the education program.
- J. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- K. Affirms that if warranted, after collaboration between Concord University EPP and **Raleigh County Schools**, a pre-service teacher candidate, student teacher or a resident teacher maybe relocated to a different placement.
- L. Affirms that each teacher candidate, student teacher and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

II. **Raleigh County Board of Education**

- A. Affirms that it will permit pre-service teacher candidates, student teachers and yearlong resident teachers to complete various clinical and field experience and become collaboratively involved in other educational activities in the county to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the county a part of the board minutes, thereby recognizing the official acceptance in the county school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers and resident teachers by addressing county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers and Concord University EPP in professional learning opportunities and provide high quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from Concord University EPP in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate Concord University EPP personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- H. Affirms Concord University EPP has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- I. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- J. Affirms that each Residency II student who is recommended by the EPP may be hired on a Long-Term Residency Permit by the **Raleigh County Board of Education** as a substitute allowing Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- K. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.
- L. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the county during the residency clinical experience pursuant to requirements set forth in WVBE Policy 5100.

This agreement is signed by both parties and shall become effective as dated below:


Kendra Boguess, Ph.D.
President
Concord University


Superintendent
Raleigh County Schools
School System

Effective Date: July 1, 2022

**Fayette County and Concord University EPP
Memorandum of Understanding
For
Clinical Students: Field Placement, Student Teachers and Resident Teachers**

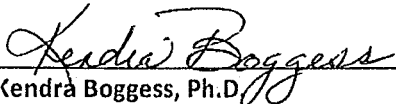
This agreement made by and between Fayette County Board of Education and Concord University EPP is for setting forth the responsibilities of the institution of higher education and the Fayette County Board of Education and shall be a continuing agreement until June 30, 2023, at which time it shall be renewed or dissolved by mutual consent of both parties.

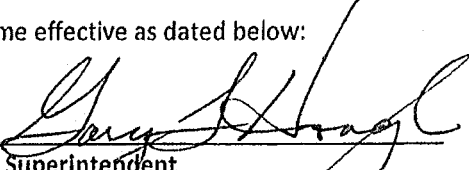
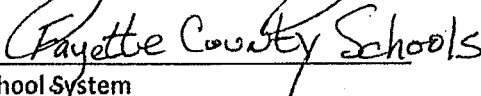
- I. **Concord University EPP**
 - A. Affirms that all teacher candidates are bona fide students of the institution and requesting placement in this county.
 - B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in programmatic and content area that will not be covered during the yearlong clinical placement.
 - C. Affirms that all teacher candidates (pre-service teacher candidates and resident teachers) will be placed at instructional sites and resident hubs by collaboratively following the county's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, *including but not limited to successful completion of approved training or exemption.*
 - D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
 - E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
 - F. Affirms that the teacher candidates will be properly supervised by Concord University EPP personnel.
 - G. Affirms that Concord University EPP personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
 - H. Affirms that Concord University EPP may provide services and assistance to Fayette County Board of Education and partnership schools.
 - I. Affirms that all teacher candidates working in Fayette County Schools have background screening either by the county or affidavits are supplied by Concord University EPP that show such has been completed prior to the first field experience and again at admissions to the education program.
 - J. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
 - K. Affirms that if warranted, after collaboration between Concord University EPP and Fayette County Schools, a pre-service teacher candidate, student teacher or a resident teacher may be relocated to a different placement.
 - L. Affirms that each teacher candidate, student teacher and resident teacher will acknowledge and agree to maintain confidentiality with regards to PK-12 student records and information.

II. Fayette County Board of Education

- A. Affirms that it will permit pre-service teacher candidates, student teachers and yearlong resident teachers to complete various clinical and field experience and become collaboratively involved in other educational activities in the county to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the county a part of the board minutes, thereby recognizing the official acceptance in the county school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers and resident teachers by addressing county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers and Concord University EPP in professional learning opportunities and provide high quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from Concord University EPP in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate Concord University EPP personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- H. Affirms Concord University EPP has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- I. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- J. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the Fayette County Board of Education as a substitute allowing Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- K. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.
- L. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the county during the residency clinical experience pursuant to requirements set forth in WVBE Policy 5100.

This agreement is signed by both parties and shall become effective as dated below:


Kendra Boggess, Ph.D.
President
Concord University


Superintendent

School System

Effective Date: July 1, 2021

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**Putnam County and Concord University EPP
Memorandum of Understanding
For
Clinical Students: Field Placement, Student Teachers and Resident Teachers**

This agreement made by and between **Putnam County Board of Education** and **Concord University EPP** is for setting forth the responsibilities of the institution of higher education and the **Putnam County Board of Education** and shall be a continuing agreement until June 30, 2023, at which time it shall be renewed or dissolved by mutual consent of both parties.

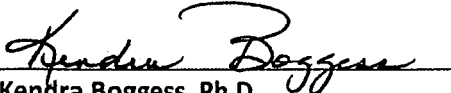
I. Concord University EPP

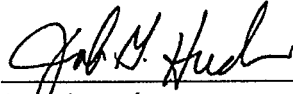
- A. Affirms that all teacher candidates are bona fide students of the institution and requesting placement in this county.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates and resident teachers) will be placed at instructional sites and resident hubs by collaboratively following the county's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, *including but not limited to successful completion of approved training or exemption.*
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by Concord University EPP personnel.
- G. Affirms that Concord University EPP personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that Concord University EPP may provide services and assistance to **Putnam County Board of Education** and partnership schools.
- I. Affirms that all teacher candidates working in **Putnam County Schools** have background screening either by the county or affidavits are supplied by Concord University EPP that show such has been completed prior to the first field experience and again at admissions to the education program.
- J. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- K. Affirms that if warranted, after collaboration between Concord University EPP and **Putnam County Schools**, a pre-service teacher candidate, student teacher or a resident teacher maybe relocated to a different placement.
- L. Affirms that each teacher candidate, student teacher and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

II. **Putnam County Board of Education**

- A. Affirms that it will permit pre-service teacher candidates, student teachers and yearlong resident teachers to complete various clinical and field experience and become collaboratively involved in other educational activities in the county to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the county a part of the board minutes, thereby recognizing the official acceptance in the county school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers and resident teachers by addressing county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers and Concord University EPP in professional learning opportunities and provide high quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from Concord University EPP in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate Concord University EPP personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- H. Affirms Concord University EPP has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- I. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- J. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the **Putnam County Board of Education** as a substitute allowing Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- K. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.
- L. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the county during the residency clinical experience pursuant to requirements set forth in WVBE Policy 5100.

This agreement is signed by both parties and shall become effective as dated below:


Kendra Boggess, Ph.D.
President
Concord University


Superintendent
Putnam Co. Bd. of Ed.
School System

Effective Date: July 1, 2022

Kanawha County and Concord University EPP
Memorandum of Understanding
For
Clinical Students: Field Placement, Student Teachers and Resident Teachers

This agreement made by and between **Kanawha County Board of Education** and **Concord University EPP** is for setting forth the responsibilities of the institution of higher education and the **Kanawha County Board of Education** and shall be a continuing agreement until **June 30, 2023**, at which time it shall be renewed or dissolved by mutual consent of both parties.

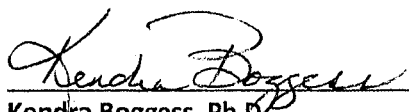
I. Concord University EPP


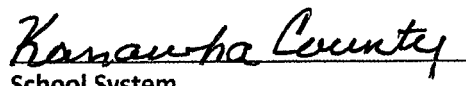
- A. Affirms that all teacher candidates are bona fide students of the institution and requesting placement in this county.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates and resident teachers) will be placed at instructional sites and resident hubs by collaboratively following the county's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, *including but not limited to successful completion of approved training or exemption.*
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by Concord University EPP personnel.
- G. Affirms that Concord University EPP personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that Concord University EPP may provide services and assistance to **Kanawha County Board of Education** and partnership schools.
- I. Affirms that all teacher candidates working in **Kanawha County Schools** have background screening either by the county or affidavits are supplied by Concord University EPP that show such has been completed prior to the first field experience and again at admissions to the education program.
- J. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- K. Affirms that if warranted, after collaboration between Concord University EPP and **Kanawha County Schools**, a pre-service teacher candidate, student teacher or a resident teacher maybe relocated to a different placement.
- L. Affirms that each teacher candidate, student teacher and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

II. **Kanawha County Board of Education**

- A. Affirms that it will permit pre-service teacher candidates, student teachers and yearlong resident teachers to complete various clinical and field experience and become collaboratively involved in other educational activities in the county to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the county a part of the board minutes, thereby recognizing the official acceptance in the county school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers and resident teachers by addressing county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers and Concord University EPP in professional learning opportunities and provide high quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from Concord University EPP in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate Concord University EPP personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- H. Affirms Concord University EPP has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- I. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- J. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the **Kanawha County Board of Education** as a substitute allowing Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- K. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.
- L. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the county during the residency clinical experience pursuant to requirements set forth in WVBE Policy 5100.

This agreement is signed by both parties and shall become effective as dated below:


Kendra Boggess, Ph.D.
President
Concord University


Superintendent

School System

Effective Date: July 1, 2022

**School System and Institution of Higher Education
Articles of Agreement
For Teacher Candidate Clinical Experiences and Student Teaching**

This agreement made on the **1st day of April, 2022**, by and between **Concord University and Mercer County Public Schools** will set forth responsibilities relating to the placement of teacher candidates for clinical experience and student teaching in the public schools during the 2022-2023 fiscal year. This agreement shall be effective from July 1, 2022, through June 30, 2023.

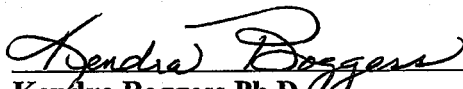
I. The Institution of Higher Education

- A. Affirms that all teacher candidates are bona fide students of the institution requesting placement in the county.
- B. Affirms that all teacher candidates will be placed at teaching stations following the school system's procedure for securing proper placements and selection of professionally certified cooperating teachers.
- C. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for clinical or student teaching experience(s), have obtained a WVDE Student Teacher Permit prior to placement and have submitted Permit and Results of Background Check to Mercer County Board of Education prior to placement.
- D. Affirms that the teacher candidates will be properly supervised, a minimum of five (5) visits per placement, by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper school system administrators and teachers on the progress or lack of progress of teacher candidates during the clinical or student teaching experience(s).
- F. Affirms that teacher candidates will abide by all regulations of the school system.
- G. Affirms that teacher candidates have been instructed about employee confidentiality and confidentiality of student records and will fully comply with county practices as outlined in Mercer County Policies J-4, BFH, and G-24 section 3.1.7.
- H. Affirms that any compensation or tuition waiver for principals and/or teachers of cooperating schools is provided throughout the school system unless otherwise agreed.

II. The School System Board of Education

- A. Affirms that it will permit teacher candidates as approved by the Board to practice teach and become involved in other educational activities.
- B. Affirms that it will place all teacher candidates (both clinical and student teaching) on the Board's agenda and make their presence and assignment(s) in the school system a part of the board minutes, hereby recognizing their official acceptance in the school system as being placed.
- C. Provides adequate counseling/in-service for teacher candidates by addressing school system and building policy to enhance the teacher candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will cooperate with the personnel from the Institution of Higher Education in the selection of the site(s) and station(s) for the teacher candidates, both clinical and student teaching.
- E. Affirms that if a conflict shall arise during a teacher candidate's clinical or student teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to students, the teacher candidate and staff members.

This agreement is signed by both parties and shall become effective when approved by the Mercer County Board of Education.


Kendra Boggess Ph.D.

**President
Concord University**

5/27/2022

Date

Superintendent, MCS

Date

**McDowell County and Concord University EPP
Memorandum of Understanding
For
Clinical Students: Field Placement, Student Teachers and Resident Teachers**

This agreement made by and between **McDowell County Board of Education and Concord University EPP** is for setting forth the responsibilities of the institution of higher education and the **McDowell County Board of Education** and shall be a continuing agreement until June 30, 2023, at which time it shall be renewed or dissolved by mutual consent of both parties.

I. Concord University EPP

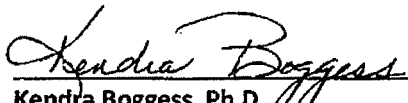
- A. Affirms that all teacher candidates are bona fide students of the institution and requesting placement in this county.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates and resident teachers) will be placed at instructional sites and resident hubs by collaboratively following the county's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, *including but not limited to successful completion of approved training or exemption*.
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by Concord University EPP personnel.
- G. Affirms that Concord University EPP personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that Concord University EPP may provide services and assistance to **McDowell County Board of Education** and partnership schools.
- I. Affirms that all teacher candidates working in **McDowell County Schools** have background screening either by the county or affidavits are supplied by Concord University EPP that show such has been completed prior to the first field experience and again at admissions to the education program.
- J. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- K. Affirms that if warranted, after collaboration between Concord University EPP and **McDowell County Schools**, a pre-service teacher candidate, student teacher or a resident teacher maybe relocated to a different placement.
- L. Affirms that each teacher candidate, student teacher and resident teacher will acknowledge and agree to maintain confidentiality with regards to PK-12 student records and information.

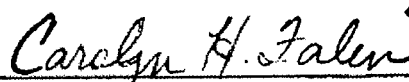

II.

McDowell County Board of Education

- A. Affirms that it will permit pre-service teacher candidates, student teachers and yearlong resident teachers to complete various clinical and field experience and become collaboratively involved in other educational activities in the county to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the county a part of the board minutes, thereby recognizing the official acceptance in the county school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers and resident teachers by addressing county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers and Concord University EPP in professional learning opportunities and provide high quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from Concord University EPP in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate Concord University EPP personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- H. Affirms Concord University EPP has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- I. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- J. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the **McDowell County Board of Education** as a substitute allowing Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- K. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.
- L. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the county during the residency clinical experience pursuant to requirements set forth in WVBE Policy 5100.

This agreement is signed by both parties and shall become effective as dated below:


Kendra Boguess, Ph.D.
President
Concord University


Superintendent

School System

Effective Date: July 1, 2022

Greenbrier County and Concord University EPP
Memorandum of Understanding
For
Clinical Students: Field Placement, Student Teachers and Resident Teachers

This agreement made by and between **Greenbrier County Board of Education and Concord University EPP** is for setting forth the responsibilities of the institution of higher education and the **Greenbrier County Board of Education** and shall be a continuing agreement until June 30, 2023, at which time it shall be renewed or dissolved by mutual consent of both parties.

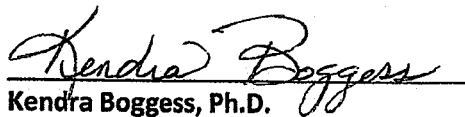
I. Concord University EPP

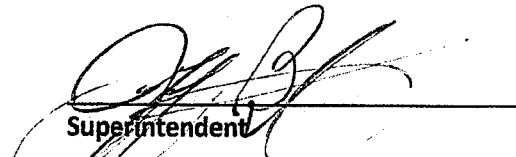
- A. Affirms that all teacher candidates are bona fide students of the institution and requesting placement in this county.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates and resident teachers) will be placed at instructional sites and resident hubs by collaboratively following the county's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, *including but not limited to successful completion of approved training or exemption.*
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by Concord University EPP personnel.
- G. Affirms that Concord University EPP personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that Concord University EPP may provide services and assistance to **Greenbrier County Board of Education** and partnership schools.
- I. Affirms that all teacher candidates working in **Greenbrier County Schools** have background screening either by the county or affidavits are supplied by Concord University EPP that show such has been completed prior to the first field experience and again at admissions to the education program.
- J. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- K. Affirms that if warranted, after collaboration between Concord University EPP and **Greenbrier County Schools**, a pre-service teacher candidate, student teacher or a resident teacher maybe relocated to a different placement.
- L. Affirms that each teacher candidate, student teacher and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

II. **Greenbrier County Board of Education**

- A. Affirms that it will permit pre-service teacher candidates, student teachers and yearlong resident teachers to complete various clinical and field experience and become collaboratively involved in other educational activities in the county to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the county a part of the board minutes, thereby recognizing the official acceptance in the county school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers and resident teachers by addressing county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers and Concord University EPP in professional learning opportunities and provide high quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from Concord University EPP in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate Concord University EPP personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- H. Affirms Concord University EPP has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- I. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- J. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the **Greenbrier County Board of Education** as a substitute allowing Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- K. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.
- L. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the county during the residency clinical experience pursuant to requirements set forth in WVBE Policy 5100.

This agreement is signed by both parties and shall become effective as dated below:


Kendra Boggess, Ph.D.
President
Concord University


Superintendent
GREENBRIER
School System

Effective Date: July 1, 2022