

LOUISIANA STATE UNIVERSITY AT ALEXANDRIA
SCHOOL SYSTEM AGREEMENT CONTRACT

All persons pursuing a degree in elementary education at Louisiana State University at Alexandria are required to be involved in a comprehensive program of structural laboratory experiences beginning with observation and participation in the sophomore year and progressing to student teaching in the senior year. The _____ School Board hereby agrees to participate in the teacher education program of Louisiana State University at Alexandria by providing personnel and facilities for student teaching and other related laboratory experiences.

This agreement shall remain in effect until such time as it is cancelled by mutual consent of Louisiana State University at Alexandria and the _____ Parish School Board. Such termination may occur at the end of any semester.

I. Responsibility of the Participating Schools

The participating schools retain their legal responsibility for the safety and welfare of the students. They also have the responsibility to insure that the student teacher and the supervising teacher understand and follow school board policies. The placement of a student teacher in the classroom does not relieve the supervising teacher or the participating school of the ultimate responsibility for the operation of the classroom. Student teachers shall not be used as substitute teachers during the semester of student teaching.

II. Assignment of Student Teachers

The Director of Student Teaching shall have the responsibility of assigning student teachers to the supervising teachers who meet the requirements for certification. These supervising teachers will receive a stipend of \$200.00 per semester per student teacher. Each semester, the Director of Student Teaching will initiate the request for payment for the supervising teachers through Accounting Services and Bursar Operations on the LSUA campus. Payment to the designated school system will reflect the total amount due the supervising teachers in that system as well as the employer's contribution to teacher retirement.

III. Responsibilities of Supervising Teachers

Each supervising teacher shall have the responsibility of:

- A. Seeing that safety, welfare, and adequate instruction are provided to the pupils involved and to provide adequate direction and educational experience for the student teacher. The supervising teacher shall have the responsibility for no more than one (1) student teacher.
- B. Determining the extent to which the student teacher is able to perform assigned duties in keeping with the health, safety, and education of the pupils.

- C. Providing increasing amounts of teaching responsibilities for the student teacher. After a preliminary period of observation and participation and as the student teacher develops ability and self-confidence, he/she will be given additional responsibilities.
- D. Completing mid-semester and final evaluations related to the performance of the student teacher. The university supervisor and the supervising teacher should discuss the evaluations prior to sharing them with the student teacher. These evaluation forms must be signed by the student teacher, the supervising teacher, and the University Supervisor before being submitted to the Director of Student Teaching. All other documents pertinent to the student teaching experience should also be sent to the Director of Student Teaching.

IV. Responsibilities of the Student

Each student teacher shall be responsible for:

- A. Making adequate preparation for the duties assigned by the supervising teacher and the university supervisor.
- B. Requesting supervisory assistance from the supervising teacher and/or university supervisor when assigned teaching activities that present an element of risk to the pupils or when the student teacher is uncertain as how to proceed.
- C. Working cooperatively with the supervising teacher in planning and conducting an educational program that will benefit the pupils assigned to the class.
- D. Handling the discipline of pupils with the guidance and consent of the supervising teacher. Under no circumstances will the student teacher administer corporal punishment.
- E. Participating in those professional activities expected of the regular faculty members provided such activities are in keeping with scheduled requirements of the university.
- F. Being present at the school for the entire school day and teach a minimum of 180 hours throughout the semester, with a substantial portion of these hours being devoted to a full-day teaching responsibilities. Three weeks should be devoted to full-day teaching responsibilities. These weeks should not be three successive weeks. More than 180 hours of teaching is preferred.
- G. Following the dress code of the assigned school.
- H. Arranging his/her schedule so there will be no conflict with meetings of student teachers on the university campus.

V. Responsibilities of the University Supervisor

- A. Acting as a liaison between the participating school and the LSUA Department of Education.

- B. Visiting the student teacher a minimum of seven (7) times per semester, with four of these times being to observe actual teaching.
- C. Conferring with the supervising teacher on each visit to the school as well as when requested by either the student teacher or the supervising teacher.
- D. Conferring with the student teacher following each classroom visit.
- E. Meeting with the principal of the school when deemed necessary or when requested.

VI. It is the responsibility of the _____ Parish School Board and LSUA to ensure that all parties involved under the conditions of this agreement are informed of these conditions and responsibilities.

Superintendent, Parish School Board

Date

Chancellor, LSUA

Date

Vice Chancellor for Academic Affairs, LSUA

Date

Dean, College of Professional Studies, LSUA

Date

Chair, Education Department, LSUA

Date

Director of Student Teaching, LSUA

Date