MEMORANDUM OF AGREEMENT
CONCERNING PRACTICUM AND STUDENT TEACHING FIELD EXPERIENCES
BETWEEN THE PUYALLUP SCHOOL DISTRICT
AND
Board of Supervisors of Louisiana State University and Agricultural and Mechanical College

This agreement is made between the Puyallup School District ("District") and the above-named University/College. Whereas the District and the University/College, enter into this agreement to provide for the placement and supervision of university students ("candidates") in schools within the District.

1. Definitions

Candidate: A student in the University's Education Program who is placed in a District school pursuant to this agreement. "Candidate" includes administrative, counseling, social workers, practicums, internships, and student teaching candidates.
Cooperating Teacher: A classroom teacher, employed by the District, with whom a practicum or student teaching candidate is placed. Qualification requirements in Appendix A.
Counseling or Social Worker Candidates: A student who is placed in a school's counseling office or the District's central office.
Education Program: The Education Program of the University.
Field (University) Supervisor: A University employee who supervises, consults with, and evaluates candidates. Qualification requirements in Appendix A.
Mentor (Host) Teacher: A teacher employed by the District, with whom a student teaching candidate is placed. Qualification requirements in Appendix A.
Partner School: A school in the District that agrees to accept one or more candidates.
Placement Coordinator: A University employee who coordinates and monitors all placements of student teaching candidates with the District's Placement Coordinator
Practicum Candidate: A student in the University's Education Program who is placed in a school for pre-student teaching field work.
Practicum Coordinator: A University employee who coordinates and monitors all placements of practicum candidates with the District's Placement Coordinator
Student Teaching Candidate: A student in the University's Education Program who is placed in a school for student teaching experience.

2. General Provisions

a. The District and the University agree that contemporaneous with or following execution of this Agreement and within the scope of its provisions, the University may develop letter agreements with District to formalize operational details of the directed fieldwork program.

These details will include, but are not limited to, the following:

- Beginning dates and length of experience
- Specific allocation of responsibilities for the cooperating teacher or mentor.
- Deadlines and format for candidate progress reports and evaluation forms.

b. Any such letter agreements will be considered attachments to this Agreement, will be binding when signed by authorized representatives of each party, and may be modified by subsequent letter agreements signed by authorized representatives of each party.

c. There will be no discrimination against any program participant or applicant covered under this agreement because of race, color, religion, national origin, age, handicap, status as a Vietnam era or disabled veteran, sex, or sexual orientation, nor will the University or District engage in such discrimination in their employment or personnel policies.

d. Prior to photographing or video recording students for any purpose, including student-teacher evaluations, student teachers must provide parents/guardians and students the option to opt out of any photography or recording. Student teachers must provide to parents/guardians written notice that: (i) classroom activities will be recorded for the purpose of student teacher evaluations; (ii) videos may be viewed only by school district personnel, education faculty, and official scorers or trainers; (iii) under no circumstances may videos be shared or posted online (e.g., YouTube, Facebook, blogs, etc.); (iv) a refusal to grant such permission will not impact the child's education and other opportunities; and (v) set forth steps taken by the student teachers to protect classroom students' personally identifiable information including, but not limited to, focusing the frame on the student teacher and refraining from utilizing student names during the recording.

3. Responsibilities of the University

a. The University will assign to a partner school or the district, only candidates who, in the opinion of the University, have the required academic background and basic skills to be trained in the District. Candidates will not be placed in settings that present conflict of interest or in which personal relationships could interfere with objective evaluation of candidates.

b. The University, through the director of the Educational Program, shall outline the University's educational goals and objectives to be attained within the District.

c. The University agrees to schedule regular meetings by the field supervisors with the candidates and the Cooperating Teachers, Mentor Teachers or Cooperating Counselor.

d. *Insurance.* The University shall maintain an occurrence policy with the minimum general liability including sexual misconduct limits of $2,000,000 each occurrence and $4,000,000 aggregate. University shall maintain professional liability insurance, covering all University students, with limits of one million ($1,000,000) per claim and three million dollars ($3,000,000) in aggregate.

e. The University requires that every candidate complete a State Character and Fitness Supplement and submit a request for a background check to the Washington State Office of the Superintendent of Public Instruction (OSPI). The University agrees to check the OSPI database and confirm clearance for each candidate considered for placement at District. The University acknowledges that placement of each candidate at the District is contingent upon provision of background check information dated less than two years before the commencement of the clinical education placement. District acknowledges that the University is not responsible for the

accuracy of the information provided in the Character and Fitness Supplement or other information provided by the Candidate and, except for checking the OSPI database; it has no obligation to do any further investigation into the Candidate's background, including checking other records of the University. District further acknowledges that the University is not responsible for the accuracy of the information provided through this OSPI background check and that the University's provision of this OSPI background check information does not relieve District of any of its legal obligations related to these background checks. District understands and agrees that any information forwarded to it by the University has been procured through this process. The University does not certify the veracity of the records provided and, furthermore, the obligation to conduct appropriate background checks and the liability for non- compliance remains the responsibility of District.

4. Responsibilities of the District

a. The District shall appoint one or more persons to act as liaisons with the University with regard to all activities undertaken in performance of this Agreement, specifically assuming administrative, educational, supervisory, and evaluation responsibility for rotating candidates. The Practicum Coordinator shall be the University's liaison. Each party shall provide the other with the names, addresses, and telephone numbers of their respective liaisons.

b. The District shall make its facilities available to be used for educational purposes and shall supervise candidates, provide guidance, and help the candidates acquire and demonstrate initial skills as professional educators, administrators, counselors.

c. The District shall provide the candidates access to available information or sources of information that will further their education while they are assigned to the District.

d. The District shall also have the right to immediately limit or withdraw the use of its facilities by an individual candidate whenever in the opinion of the District use of the facility by that particular candidate endangers the operations of the District. If use of the facility by an individual candidate is limited or withdrawn in whole or in part because the District believes that its operations have been endangered, the District agrees to immediately notify the University and to use reasonable efforts to reach agreement with the University on terms under which District would permit use of its facilities by that candidate under this Agreement to resume. Notwithstanding any other provision of this Agreement, the District reserves the right to terminate the use of its facilities by a particular candidate where necessary in District's reasonable opinion to maintain its operations free of disruption.

e. The District will indemnify, defend, and hold harmless the University and its board of trustees, employees, officers, candidates, and students from any liability, claim, or damage (including without limitation reasonable attorney's fees and litigation costs) arising from or alleged to arise from the negligent acts or omissions of District's trustees, officers, employees, and agents, including the negligent supervision of candidates. The University shall defend, indemnify and hold the District, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the District.

f. The District shall maintain at its own expense general liability insurance with limits of not less than $1,000,000 per occurrence and $3,000,000 annual aggregate. Proof of such coverage shall be provided to University before execution of this Agreement. The District may, where permitted by law, satisfy its insurance obligations with an equivalent program of self- insurance.

5. Workers' Compensation

This agreement shall not create an employer-employee relationship between the University candidates and the District. Unless the District and a candidate have entered into a separate employer-employee relationship, the District does not assume and shall not assume any liability under any law relating to workers' compensation on account of any injury or illness suffered by any candidate performing, receiving training, or traveling pursuant to this Agreement.

6. Term of the Agreement

This Agreement shall commence on August 20, 2024 and shall continue until June 18, 2025, unless the University sooner terminates the agreement. This Agreement may be modified by mutual consent of the parties in writing.

7. Governing Law

The parties' rights or obligations under this Agreement will be construed in accordance with, and any claim or dispute relating thereto will be brought under the laws of the court-determined jurisdiction.

8. Notices.

All notices, demands, requests, or other communications required to be given or sent by School or District will be in writing and will be mailed by first-class mail, postage prepaid, or transmitted by hand delivery or facsimile, addressed as follows:

To University:
LSU School of Social Work
Attn: Office of Field Education
50 Fieldhouse Drive
Baton Rouge, LA 70803

To District:
Tonya Middling, Director of Student Support
Puyallup School District
302 2nd Street SE
Puyallup, WA 98372

Each party may designate a change of address by notice in writing. All notices, demands, requests, or communications that are not hand-delivered will be deemed received three days after deposit in the U.S. Mail, postage prepaid; or upon confirmation of successful facsimile transmission.

9. Survival

The University and District expressly agree that the liability coverage provisions of this

Agreement will survive the termination of this Agreement.

10. Severability

If any provision of this Agreement is held to be wholly or partially invalid or unenforceable under applicable law, that provision will be ineffective to that extent only, without in any way affecting the remaining provisions of the Agreement.

11. Waiver

Neither the waiver by any of the parties of a breach of or a default under any of the provisions of this Agreement, nor the failure of either of the parties to enforce any of the provisions of this Agreement or to exercise any right or privilege hereunder, will be construed as a waiver of any subsequent breach or default of a similar nature, or as a waiver of any provisions, rights, or privileges hereunder.

12. Board Approval

School Board approval is required for all contract-based services prior to the service being provided. This contract is not legally binding on the District until Board approval has been granted.

PUYALLUP SCHOOL DISTRICT

Tonya Middling — 08/25/25

Tonya Middling — *Date*

Director, Student Support

Louisiana State University and
Agricultural and Mechanical College

Ashley Arceneaux — 9/5/25

Signature — *Date*

Ashley Arceneaux, Chief of Staff
Office of the President

Appendix A

Cooperating Teachers, Counselors or Social Workers

Criteria for selection of cooperating teachers in practica include:

- Holds a valid residency teacher certificate or other specialized licenses for social work
- Has had three years of successful teaching or social work experience
- Is willing to accept a practicum student in the classroom, school, or district level
- Is recommended by the school principal or school district administrator
- Is willing to accept the roles specified in the field experience manual provided by the university.

Criteria for selection of cooperating teachers, counselors, or social workers in student teaching and/or internship include:

- Holds a Continuing or Professional Certificate
- Has at least three years of successful teaching or social work experience
- Is recommended by the principal or school district
- Meets school district criteria for cooperating teachers
- Is willing to accept a student teacher
- Shows an aptitude for working with beginners who are learning to teach or conduct supports for social services
- Is willing to accept the responsibilities outlined for cooperating teachers and/or social workers

WASHINGTON SCHOOLS RISK MANAGEMENT POOL

September 1, 2025

Re: **Inability to Grant Additional Insured Status**

To Whom It May Concern,

Public entities in the State of Washington are authorized by RCW 48.62 to individually or jointly self-insure, purchase insurance coverage, and obtain risk management, claims and administrative services. Washington Schools Risk Management Pool (WSRMP) is a self-funded, public entity inter-local cooperative among school and educational service districts formed under that statute.

Under RCW 48.62.061, the state risk manager (not insurance commissioner) shall adopt rules governing the management and operation of both individual and joint local government self-insurance programs covering property or liability risks. The rules are contained in the Washington Administrative Code (WAC) 200-100 and summarized as follows:

1. Only **members** may participate in the self-insured retention layer, and only **members** may participate in the joint purchase of insurance or reinsurance (WAC 200-100-02005).
2. Nonmembers shall not participate in any coverages of the joint self-insurance program including the self-insured retention layer and the excess insurance or reinsurance layer (WAC 200-100-02007).
3. "**Member**" is defined by WAC 200-100-020.
   (17) "**Member**" means
   (a) A local government entity that:
   (i) Is a signatory to a joint insurance program's interlocal agreement;
   (ii) Agrees to future assessments or reassessments as part of the program's joint self-insurance program; and
   (iii) Is a past or present participant in the excess or self-insured retention portion of the pool's insurance program subject to regulation under chapter 48.62 RCW.

The state risk manager and the Washington Administrative Code prohibits WSRMP from granting additional insured status to nonmembers.

Other public entities such as cities, counties, towns, municipal courts, and state colleges and universities are also bound by state statutes and are prohibited from granting additional insured status.

Best Regards,

Deborah Callahan, SCLA
Executive Director

PO Box 88700 · Tukwila, WA 98138-2700 · Phone: 206.394.9737 · Fax: 206.394.9712

WASHINGTON SCHOOLS RISK MANAGEMENT POOL

Evidence of Coverage – General Certificate

This Evidence of Coverage is issued as a matter of information only and confers no rights upon the evidence holder. This evidence does not amend, extend, or alter the coverage afforded by the coverage agreement below and is subject to all the terms, exclusions and conditions of such coverage agreement. As a statutorily authorized and self-funded public entity interlocal cooperative among school and educational service districts, there is no insurance policy involved. Because WSRMP is not an insurance company, we cannot grant "additional insured" status (WAC 200-100-02005 and 02007).

This is to certify that the coverage listed below has been issued to the named Covered Member for the period indicated.

Coverage Afforded By:	**Covered Member:**
Washington Schools Risk Management Pool **PO Box 88700** **Tukwila, WA 98138-2700**	**Puyallup School District** **302 - 2nd St. S.E.** **Puyallup, Washington 98372** **Member #: 27003**
Coverage Agreement #:	**COV 2025-2026**
Coverage Period:	**September 1, 2025 through August 31, 2026**
Effective Date of Evidence of Coverage:	**September 1, 2025**
Expiration Date of Evidence of Coverage:	**August 31, 2026**
Limits Available General Liability Per Occurrence:	**$1,000,000**
Limits Available General Liability Aggregate:	**$2,000,000**
Limits Available Property:	**$1,000,000**
Limits Available Auto Liability:	**$1,000,000**
Description of Operations/Locations/Vehicle:	
Activities under the direct supervision of personnel as respects to the coverage period September 1, 2025 through August 31, 2026.	
Evidence of Coverage Holder:	**Issue Date: September 1, 2025**
To Whom It May Concern	Authorized Signature

Cancellation: Should the above described coverage agreement be cancelled before the expiration date, WSRMP will send 30 days written notice to the evidence of coverage holder named above.

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