

**CARLOW UNIVERSITY EDUCATION DEPARTMENT
3333 FIFTH AVENUE
PITTSBURGH, PA 15213**

SCHOOL DISTRICT AFFILIATION AGREEMENT

THIS AGREEMENT MADE BY AND BETWEEN the **Carlow University, Education Department**, 3333 Fifth Avenue, Pittsburgh, Pennsylvania 15213, (hereinafter referred to as the “University”) and the **Pittsburgh Public School District, 341 S. Bellefield Ave., Pittsburgh PA 15213** (hereinafter referred to as the “School District”) as of this 19th day of February 2025.

WHEREAS, the School District has determined its intention to receive the University’s undergraduate and graduate students for field observations, practicum experiences, student teaching and internships in its facility, the following is understood and agreed between both parties. Chapter 354, titled “Institutional Preparation of Professional Educators,” requires teacher preparation institutions to develop agreements with public schools and their cooperating professionals to ensure that field observations, practicum experiences, student teaching and internships are collaboratively designed and implemented. It also requires that teacher preparation institutions provide on-going support to novice educators in partnership with public schools during their induction period. In consideration of the aforementioned, the University and the School District concur the following is understood and agreed between both parties:

I. **DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY**

The University agrees to:

- a. *(Selection of Students.)*
Be responsible for the selection of qualified students to participate in field observations, practicum experiences, student teaching and internships. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the School District.
- b. *(Education of Students.)*
Assume full responsibility for the classroom and classroom education of its students. The University shall be responsible for the administration of the program, the program curriculum content, the requirements of matriculation, grading and graduation.
- c. *(Submission of Candidates.)*
Submit the names of the students to the School District or a designated representative prior to the field observations, practicum experiences, student teaching and internships.
- d. *(Advising Student of Rights and Responsibilities.)*
Be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligation to abide by the policies and procedures of the School District and should any student fail to abide by any policy and/or procedure, he or she may be expelled from the program.

II. DUTIES AND RESPONSIBILITIES OF THE SCHOOL DISTRICT

The School District agrees to:

- a. *(Establishment of Field Placements, Practicum Experiences, Student Teaching, and Internships)*
Authorize the use of its facilities as may be agreed upon by the School District and the University for field observations, practicum experiences, student teaching and internships for students enrolled in the University's B.A. in Education, M.A. in Education, and M.Ed. in Education.
- b. *(Policies of School District.)*
Provide the University with any and all of the applicable policies, codes or confidentiality issues related to the experience prior to the student's participation. The University will review the aforementioned with the student in advance of the student's experience.
- c. *(Administration.)*
Have sole authority and control over all aspects of student services. The School District will be responsible for and retain control over all the organization and operation of its programs.
- d. *(Removal of Noncompliant Student.)*
Have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, the School District should immediately contact the responsible University Supervisor, Student Teaching and Field Experience Director or Chair of the Education Department.
- e. *(Designation of Representative(s).)*
Designate a person(s) to serve as a liaison(s) between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the experience of the student(s).
- f. *(Supervision of Students.)*
Provide either a site supervisor or a cooperating teacher who will supervise student activities during field observations, practicum experiences, student teaching and internships.
- g. *(Reporting of Student Progress.)*
Have cooperating teachers from the School District provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the cooperating teacher.

- h. *(Student Records.)*
Protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

III. **MUTUAL TERMS AND CONDITIONS**

- a. *(Number of Participating Students.)*
The parties will mutually agree upon the number of students that shall be assigned to the School District for field observations, practicum experiences, student teaching and internships.
- b. *(Term of Agreement.)*
The term of this Agreement shall be five (5) years from the date of execution.
- c. *(Termination of Agreement.)*
The University or School District may terminate this Agreement for any reason with thirty (30) days' notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the School District terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.
- d. *(Nondiscrimination.)*
The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972, and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
- e. *(Interpretation of the Agreement.)*
The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- f. *(Modification of Agreement.)*
This Agreement shall only be modified in writing with the same formality as the original Agreement.
- g. *(Relationship of Parties.)*
The relationship between the parties to the Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.

h. *(Liability.)*

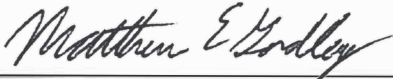
Neither the School District nor the University assumes any liabilities to each other. As to liability for damage or injury to persons or property, the University and the School District do not waive any defenses as a result of entering into this agreement.

i. *(Entire Agreement.)*

This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises to exist in regard to this relationship.

Intending to be legally bound, the parties have caused this Agreement to be executed by their duly authorized representatives.

FOR THE UNIVERSITY

By 
(Authorized Signature)

Matthew E. Gordley, PhD
Interim Provost & Dean, College of Arts &
Sciences of Academic Affairs
(Print Name/Title)

Date 9/22/2025

FOR THE SCHOOL DISTRICT

By 
(Authorized Signature)

Title Gene Walker
(Print Name/Title)

Date 9/17/2025

By 
(Authorized Signature)

Title Solicitor
(Print Name/Title)

Date 9/17/2025