

SEVIER

County School System



Stephanie M. Huskey, Superintendent

*226 Cedar Street
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MEMORANDUM OF UNDERSTANDING (Non-Teaching / Clinical Placements)

This Memorandum of Understanding ("Memorandum") serves as a legal agreement between the Sevier County School System ("LEA") and Educator Preparation Providers ("EPP") as it pertains to non-teaching and/or clinical field placements (e.g., speech therapy; occupational therapy; human services, etc.).

- The LEA under the terms and conditions of this Memorandum will accept EPP students for field placements for times and durations set forth by the EPP and agreed to by the LEA. The LEA reserves the right to accept only the number of candidates it deems to be feasible in light of available LEA faculty at any given time and also reserves the right to not accept a student for placement or to remove a student from placement.
- The EPP is responsible for ensuring that each EPP student shall have undergone a successful background check (Tennessee State Requirement) within the twelve (12) months prior to a student's placement. It is the responsibility of the student to obtain the required background check (including fingerprinting) and to pay all costs associated with such checks.
- In accordance with Tennessee Code Annotated 49-5-5610, the EPP certifies that a criminal history background check conducted by the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI) will be performed for all student candidates, and that the results indicated no criminal convictions that would preclude the candidate being placed in schools within the LEA, especially any convictions related to violent crimes.
- Further, the EPP agrees that it or the LEA may remove a student from field placement should any criminal charges and/or convictions occur during the period of placement.
- The EPP shall inform candidates excluded from field placements on the basis of a criminal background check of any review or appeal process available pursuant to the Fair Credit Reporting Act, or any other law or policy (if applicable).
- Though the candidates will not be employees of the LEA, candidates will be required to comply with the LEA's rules, policies, procedures, and directives, and to follow the school calendar of the LEA or a calendar agreed upon between the EPP and LEA.

- EPP requests for placing students for field placements shall work solely through the LEA's appointed representative or designee. This designee will assume the responsibility for collaborating with the EPP to establish procedures for placements within the LEA.
- The LEA shall appoint a Supervising Employee for each candidate placed. All Supervising Employees shall meet the following criteria:
 - The Supervising Employees will be full-time employees of the LEA, and fully certified/licensed by the State of Tennessee, and practice in the area in which they hold certification/license.
 - The Supervising Employee must have practiced for a minimum of three years and been employed by the LEA for at least two years.
 - The Supervising Employee must be recommended by the building level principal as an exemplary professional educator, or by a relevant central office administrator.
 - The Supervising Employee must approve of having a candidate assigned to him/her for the period of time identified.
- Either the LEA or the EPP may remove a candidate from a placement for lack of competency, failure to comply with the rules or policies of the LEA or the EPP, or for any other reason where either party believes that it is not in the best interest of the student, the candidate, or any students or employees in the LEA to continue the placement. If the LEA requests the removal of the candidate, its decision shall be final and immediate.
- Both parties will comply with Title VI and Title IX of the Civil Rights Act of 1964, and other similar laws regarding unlawful discrimination, as well as equivalent state primary laws.
- Candidates and the EPP will abide by the Family Educational Rights and Privacy Act (referred to herein as FERPA), with all school system information.
- To the extent that candidates will have access to or the ability to access student records, including education and discipline records, this information will be kept confidential and accessed only on an "as needed" basis in accordance with the Federal Education Records Privacy Act ("FERPA"). Should the candidate have any questions regarding the same, they shall ask their supervisor prior to accessing any student records.
- The term of this Memorandum shall be in effect for one year from the date of the LEA and EPP signing. Either party may terminate this Memorandum upon thirty (30) days written notice, however, the LEA may permit a candidate currently participating in a placement to complete that program. In the event that a candidate continues participating in the program subsequent to either party terminating this Memorandum, the terms of this Memorandum shall survive as to any candidate continuing to participate in the program until the end of the school year.
- Neither party shall be responsible for personal injury or property damage or other loss, except that resulting from its own negligence or the negligence of its employees, candidates, or others for whom the party is legally responsible. The parties acknowledge that candidates of EPPs will be responsible for procuring and maintaining, at their own expense, any required professional liability and auto liability coverage.

IN WITNESS THEREOF, the parties hereto have entered in the Memorandum of Understanding as of the later date of the signatures below.

Educator Preparation Program ("EPP"): Johnson University

By: [Signature]

Title Dean

By: _____

Title _____

Date: 7/26/24

Sevier County School System ("LEA"):

By: [Signature]

Title Asst. Superintendent

By: _____

Title _____

Date: 7-31-24

SEVIER County School System

Stephanie M. Huskey, Superintendent

*226 Cedar Street
Sevierville, Tennessee 37862*

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MEMORANDUM OF UNDERSTANDING (Teaching Placements)

This Memorandum serves as a legal agreement between the Sevier County School System ("LEA") and Educator Preparation Providers ("EPP") as it pertains to Field Placements, Student Teaching Placements, School Counselor Intern Placements, and/or other field placements requested by an EPP with whom the LEA possesses an approved, State-Recognized Partnership Agreement. This Memorandum is intended to provide requirements, policies, and protocols for the placement of EPP students in field experiences, student teaching, and/or in school counselor intern placements within the LEA.

- The LEA under the terms and conditions of this Memorandum will accept EPP students for field placements for times and durations set forth by the EPP and agreed to by the LEA. The LEA reserves the right to accept only the number of candidates it deems to be feasible in light of available LEA faculty at any given time and also reserves the right to not accept a student for placement or to remove a student from placement.
- The EPP is responsible for ensuring that each EPP student shall have undergone a successful background check (Tennessee State Requirement) within the twelve (12) months prior to a student's placement. It is the responsibility of the student to obtain the required background check (including fingerprinting) and to pay all costs associated with such checks.
- In accordance with Tennessee Code Annotated 49-5-5610, the EPP certifies that a criminal history background check conducted by the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI) will be performed for all candidates in field experience and/or student teaching placements, and that the results indicated no criminal convictions that would preclude the candidate being placed in schools within the LEA, especially any convictions related to violent crimes.
- Further, the EPP agrees that it or the LEA may remove a student from field experience or any student teaching placement should any criminal charges and/or convictions occur during the period of placement.
- The EPP shall inform teacher candidates excluded from field placements on the basis of a criminal background check of any review or appeal process available pursuant to the Fair Credit Reporting Act or any other law or policy, if any.

- Though the candidates will not be employees of the LEA, candidates will be required to comply with the LEA's, rules, policies, procedures, and directives as may be provided to them and follow the school calendar of the LEA or a calendar agreed upon between the EPP and LEA.
- EPP requests for placing students for field placements shall work solely through the LEA's appointed representative or designee. This designee will assume the responsibility for collaborating with the EPP to establish procedures for placements within the LEA.
- The LEA shall appoint a Supervising Teacher for each Candidate placed in field experiences or student teaching. All Supervising teachers shall meet the following criteria:
 - The Supervising Teachers will be full-time employees of the LEA and fully certified by the State of Tennessee, and teach in the area in which they hold certification.
 - The Supervising Teacher must have taught for a minimum of three years and been employed by the LEA for at least two years.
 - The Supervising Teacher shall have achieved evaluation ratings of above expectations or higher for the prior school year through the State of Tennessee's TEAM evaluation or an approved alternative model {5.504 9 (a) 2}.
 - The Supervising Teacher must be recommended by the building level principal as an exemplary professional educator.
 - The Supervising Teacher must approve of having a teacher candidate assigned to him/her for the period of time identified.
- Either the LEA or the EPP may remove a candidate from a placement for lack of competency, failure to comply with the rules or policies of the LEA or the EPP, or for any other reason where either party believes that it is not in the best interest of the student, the candidate, or any students or employees in the LEA to continue the placement. If the LEA requests the removal of the candidate, its decision shall be final and immediate.
- Both parties will comply with Title VI and Title IX of the Civil Rights Act of 1964 and other similar laws regarding unlawful discrimination, as well as equivalent state primary laws.
- Candidates and the EPP will abide by the Family Educational Rights and Privacy Act (referred to herein as FERPA), with all school system information.
- To the extent that candidates will have access to or the ability to access student records, including education and discipline records, this information will be kept confidential and accessed only on an "as needed" basis in accordance with the Federal Education Records Privacy Act ("FERPA"). Should the candidate have any questions regarding the same, they shall ask their supervisor prior to accessing any student records.
- The term of this Memorandum shall be in effect for one year from the date of the LEA and EPP signing. Either party may terminate this Memorandum upon thirty (30) days written notice, however, the LEA may permit a candidate currently participating in a placement to complete that program. In the event that a candidate continues participating in the program subsequent to either party terminating this Memorandum, the terms of this Memorandum shall survive as to any candidate continuing to participate in the program until the end of the school year.

- Neither party shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible. The parties acknowledge that teacher candidates of EPPs will be responsible for procuring and maintaining, at their own expense, any required Professional Liability and Auto Liability coverage.
- The EPP will consider candidates being utilized as a before, during, or after school tutors for targeted students as part of its responsibility and as a joint-effort to accelerate student learning and address any unfinished learning.
- The EPP will comply with the Educator Preparation Policy 5.504 that requires the development of a formalized partnership agreement with the LEA. Partnership agreement tools and guidelines are available for EPP use and can be found on the Tennessee Department of Education website [HERE](#).

IN WITNESS THEREOF, the parties hereto have entered in the Memorandum of Understanding as of the later date of the signatures below.

Educator Preparation Program ("EPP"): Tennessee University
(Name of College/University)

By: [Signature] Title Dean

By: _____ Title _____

Date: 7/26/24

Sevier County School System ("LEA"):

By: [Signature] Title Asst. Superintendent

By: _____ Title _____

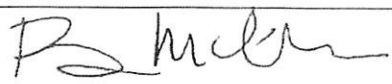
Date: 7-31-24

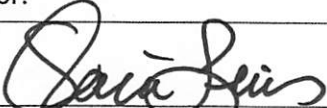
Educator Preparation Provider/Local Education Agency State Recognized Partnership Agreement

Educator Preparation Provider (EPP)	Johnson University, Templar School of Education
Local Education Agency (LEA)	Sevier County Schools
Academic Year of Agreement	2024-2025

EPP Contact/Designee	
Name: Roy Miller	Title: Dean, Templar School of Education
Email: RMiller@JohnsonU.edu	Phone Number: 865-251-2348

LEA Contact/Designee	
Name: Stacia Lewis	Title: Assistant Superintendent
Email: StaciaLewis@Sevier.org	Phone Number: 865-453-4671

Certification (signatures verify partnership)	
EPP Head Administrator: Roy Miller	Title: Dean, Templar School of Education
Signature: 	Date: 7/26/24

LEA Head Administrator: Stacia Lewis	Title: Assistant Superintendent
Signature: 	Date: 7-31-24



**Prompt
1**

Describe the strategies and actions in place to co-select clinical educators and collaborate to prepare, evaluate, and support high-quality clinical educators, both provider and school-based, who demonstrate a positive impact on candidates' development and pre-k-12 students. *NOTE: Responses should not exceed one page per prompt.*

To support high-quality clinical educators, Templar School of Education (TSoE) is committed to working collaboratively with Sevier County Schools (SCS) to identify and recruit outstanding teacher candidates. Over the last seven years, Johnson University's Admissions Offices and Templar School of Education have worked to develop a collaborative partnership focused on creating strategies and goals focused on the recruitment of clinical educators. Templar School of Education will work closely with the JU admissions office to update the admissions process to prioritize the recruitment of outstanding teacher educators with the Sevier County School System.

Johnson University will continue to send representatives to attend SCS's school-based college and career days to increase students' awareness of TSoE's degree programs and to educate students about available careers in the field of education. Recruiting materials will be designed to attract a diverse range of potential candidates.

The Board of Advisors (BOA) includes key local school personnel such as Assistant Superintendent, Chief of Staff, and Director, as well as principals and other school-based leaders. Board members will participate in the admissions process by reviewing applications and participating in prospective student interviews. BOA members will help TSoE faculty in identifying specific recruitment activities to increase enrollment of students.



**Prompt
2**

Describe the design and implementation of clinical experiences, utilizing various modalities, of sufficient depth, breadth, diversity, coherence, and duration to ensure candidates demonstrate their developing effectiveness and positive impact on pre-k-12 students (For instructional leader programs, ensure how clinical experiences allow opportunities for candidates to practice applications of content knowledge and skills.). *NOTE: Responses should not exceed one page per prompt.*

Templar School of Education and Sevier County Schools will continue to collaborate on the selection, preparation, evaluation, support, and retention of high-quality clinical educators. Annually, TSoE faculty and SCS personnel, will meet to review expectation for the selection, preparation, and evaluation of clinical educators.

All clinical supervisors are under the direct supervision of the dean of the TSoE and are required to hold a minimum of a master's degree, be certified in a TEAM evaluation model, and have professional experience in the area supervised. Exceptions may be made in unique circumstances if agreed upon by both SCS and TSoE. Clinical supervisors receive TEAM training and certification annually under the direction of the dean utilizing NIET resources. Clinical supervisors are provided with opportunities for high-quality professional development and are evaluated using an annual performance review conducted by the dean.

Clinical educators are selected by SCS principals and must have three years of experience, a high level of effectiveness score for the prior school year and hold an active Tennessee license with an endorsement in the area or closely related area where they will be mentoring the candidate, per state board policy. It is the goal of both SCS and TSoE that clinical educators will be recognized for their contributions at the end of the year where they are recognized and provided with the gift cards as a token of appreciation for their support of TSoE's students.

To foster support and collaboration, a more formal process for providing feedback to clinical educators and supervisors has been developed. Until recently, informal measures (i.e. conversations with SCS administrators, and continued requests for interns and student teachers) have been used to evaluate clinical experiences. To better evaluate clinical mentors and supervisors, a survey has been created for mentors and supervisors to provide feedback. Survey data will be used to guide and inform the need for additional supports, trainings or professional development opportunities for clinical supervisors and mentors. The survey will be administered by TSoE, and the results will be shared with the principals for review with their school's clinical mentors.