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Washington, DC 20006  
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August 30, 2019

William S. Hart UHSD  
21380 Centre Point Pkwy  
Santa Clarita, CA 91350

We are delighted that you are considering serving as a placement site for clinical practice teaching as part of the TEACH-NOW, Inc. teacher preparation program. The TEACH-NOW program has been reviewed and approved by the Departments of Education of the District of Columbia and the State of Arizona and is included in their list of approved programs.

TEACH-NOW is a nine-month virtual, collaborative, project-based learning program that leads to a teaching license and certificate in the United States. The TEACH-NOW program is designed for teacher candidates to apply what they learn throughout the program. The first six months of the program include completing collaborative, project activities that include field experiences such as observing, surveying, interviewing, and teaching supervised mini-lessons. After completing the first six months, teacher candidates move to the culminating clinical practice portion of the program, where they transition to practice teaching in a classroom for 12 weeks under the guidance of a qualified, experienced mentor (classroom teacher).

Throughout this period, the teacher candidate will be working with a qualified, experienced teacher in your school who will serve as a mentor. As you know, the clinical practice teaching portion of the program is critical in preparing candidates to teach and will assist us in knowing that he or she is ready to be recommended for a teaching license. Mentor teachers observe candidates as they teach, provide feedback on their practice, and conduct informal and formal evaluations of teaching practice on a set of rubrics we provide.

TEACH-NOW works with candidates and mentor teachers to ensure a successful clinical practice experience that will begin with a brief orientation to the process. We then continue that partnership throughout the 12 weeks of clinical practice with weekly interaction and support from our instructors. On completion of the program, along with passing all required state licensure examinations, the candidate will be eligible to apply for a teaching certificate from the District of Columbia or the State of Arizona.

In order to be as clear and as transparent as possible, we have tried to communicate our role (TEACH-NOW) and your role (the Placement Site):

#### TEACH-NOW's Role

- 1) Based on successful completion of program requirements, we will determine when a candidate is eligible to participate in clinical practice teaching.
- 2) We are ultimately responsible for ensuring that all candidates demonstrate an acceptable level of

proficiency before they are allowed to complete their program. This includes monitoring and evaluating the individual candidate's progress during clinical practice. To help us on-site, we typically seek the Placement Site's assistance in securing a qualified, experienced teacher within the Placement Site to serve as a mentor for the candidate. Mentors observe candidates as they teach, provide feedback on their practice, and conduct informal and formal evaluations of teaching practice on a set of rubrics that we will provide. Mentors also communicate any concerns with the candidate's Module 8 instructor in order to support the candidate's growth and provide remediation if needed. If no mentor can be secured on-site, we will assign a virtual mentor to the candidate.

- 3) The candidate's TEACH-NOW clinical officer will serve as the first point of contact during the clinical placement process. If needed, the clinical officer will coordinate with other TEACH-NOW staff or administration to provide additional support or assistance.
- 4) The candidate's Module 8 instructor shall serve as the first point of contact for communication during the clinical practice experience. If needed, the instructor will coordinate with other TEACH-NOW staff or administration to provide additional support or assistance.
- 5) The candidate will have Fingerprints done with the California Teaching Commission Live Scan prior to starting the placement with William S. Hart USD.

#### Placement Site's Role

- 1) You will provide structured, supervised educational learning experiences in a safe environment to our candidate throughout his or her minimum 12-week, 200 clock hour clinical practice.
- 2) You will make every effort to secure a qualified, experienced teacher who will serve as a mentor to our candidate. The mentor will complete our orientation and adhere to the guidelines published in our Mentor Handbook, including our evaluation procedures for assessing the candidate's teaching performance.
  - a) A highly-qualified mentor has the appropriate education background and credentials, but, more importantly has a record of effective teaching that results in student learning. Having national board certification would be one way to demonstrate outstanding performance in the classroom. However, many outstanding teachers have not had the opportunity to seek that advanced certification. At a minimum, the mentor teacher must:
    - i) Have at least three years of outstanding teaching experience at the P-12 school level;
    - ii) Have taught at the level (e.g., elementary or secondary) at which the candidate is seeking certification, and preferably in the same subject field as the candidate;
    - iii) Be recommended by the school district or school, and
    - iv) Complete the virtual training provided by TEACH-NOW staff
- 3) You will assign and designate a point of contact who is to be responsible for planning and administering clinical practice teaching at the Placement Site; this typically is the classroom teacher (mentor) but could also be the building principal or other designee.
- 4) You will provide adequate space, equipment and supplies to enable our candidate to meet the requirements of his or her clinical practice teaching.

- 5) Consistent with any required consents, you will permit the candidate to video his or her teaching. The primary purpose of these recordings is to assess the teacher candidate and provide feedback regarding his or her performance. The recording may also be used to help improve our curriculum, instruction, and faculty training. The recordings will typically be viewed only by the teacher candidate, our faculty, administrators, other TEACH-NOW candidates, and, if needed, the mentor (classroom teacher) or administrators at the school. Video recordings will be shared ONLY for instructional or program improvement purposes. We will share videos with third parties only if, in its good faith opinion, doing so is required by law or needed to protect the safety or rights of any person or entity. These videos will capture typical classroom activities, and students in the classroom may therefore be seen, heard, and/or referenced by his/her name in the recordings as part of his or her normal class participation.
- 6) You will communicate with us and let us know of any significant staff or administrative changes that may impact our candidate's placement.

#### Indemnification and Insurance

- 1) TEACH-NOW (We) agrees to indemnify and hold the placement site and its officers, directors, agents, employees and trustees harmless from and against any and all third-party tort liabilities, claims, actions, causes of action, losses, damages or expenses, including reasonable attorneys' fees, caused or arising out of the negligent or fraudulent act(s) and/or omission(s) of TEACH-NOW incident to its participation in this program at the placement site under this agreement.
- 2) The Placement Site (You) agrees to indemnify and hold TEACH-NOW and its officers, directors, agents, employees and trustees harmless from and against any and all third-party tort liability, claims, actions, causes of action, losses, damages or expenses, including reasonable attorneys' fees, caused or arising out of the negligent or fraudulent act(s) and/or omission(s) of the Placement Site incident to its/their participation in this Agreement.
- 3) Each party agrees to maintain commercial general liability insurance including contractual liability, and professional liability, with limits not less than \$1 million per occurrence and \$2 million annual aggregate. Each party further agrees that, with respect to insurance coverage maintained by it, it will provide evidence of such insurance upon request and notify the other as soon as possible and cooperate with the other in the investigation and/or settlement of any loss or damage or potential loss or damage arising out of this agreement. In addition, TEACH-NOW shall maintain Workers Compensation according to statutory limits as required by law.

#### Miscellaneous

- 1) We both can enter into agreements with other institutions at any time.
- 2) We both accept candidates without regard for race, sex, color, religion, national origin or ancestry, age, marital status, disability, veteran's status, personal appearance, gender identity or expression, sexual orientation, familial status, family responsibilities, political affiliation, source of income, or any other protected status in accordance with the laws of California and of the United States.
- 3) We can amend the terms and conditions of this agreement, but only if it's done in writing and agreed to by both parties.

- 4) Our agreement shall begin on October 1, 2019 and it shall continue until it's terminated by either party. Termination of the agreement requires ninety (90) days prior written notice. Should notice of termination be given, any candidates who are already assigned to complete their clinical practice at the placement site shall be allowed to continue until the experience is finished. Per William S. Hart UHSD the agreement will be terminated on October 1, 2022. Notice under this agreement shall be as follows:

To the Placement Site: William S. Hart UHSD  
21380 Centre Point Pkwy  
Santa Clarita, CA 91350

To TEACH-NOW: TEACH-NOW Graduate School of Education  
1701 K Street NW, Suite 250  
Washington, DC 20006

- 5) This agreement shall be governed in accordance with the laws of California. The parties understand and expressly agree that certain claims asserted against TEACH-NOW are subject to the exclusive jurisdiction of the California Superior Court. Notwithstanding any other provision in this agreement, both placement site and TEACH-NOW preserve all rights, defenses, privileges, and immunities as provided by law.
- 6) This agreement shall supersede any and all prior agreements between us regarding the placement and supervision of candidates for clinical practice. This agreement is for the sole benefit of the placement site and TEACH-NOW; no candidate or other third party shall be a beneficiary of, or have any right to enforce the terms of this agreement.
- 7) This agreement and any addenda may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

Signed and agreed to by:

**TEACH-NOW, INC.**

**WILLIAM S. HART UHSD**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_