

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

OTTA WA UNIVERSITY
CONTRACT FOR STUDENT TEACHING, PRACTICUMS, and INTERNSHIPS
For Years 2025-2026

This "Contract" is entered into by and between Ottawa University, hereinafter referred to as the "University" and Broken Arrow Public Schools, State of Oklahoma, hereinafter referred to as the "District". Both parties to this Contract shall comply with all federal, state, and local laws, rules, regulations, and ordinances, including the applicable rules and regulations set forth by the Kansas State Board of Education.

The official representative of the University shall be the Dean of the School Education or his/her designee. The official representative of the District shall be the Superintendent or his/her designee.

The University shall submit to the District the names of education candidates eligible for building-level classroom placements with a recommendation for the level and field of assignment for each candidate. Specific assignments for both mentor educators and education candidates will be made in cooperation between the University and the District. Such assignments shall be subject to the approval of the parties concerned. Change of assignment or withdrawal of an education candidate shall be an option of the University or the District when it is deemed that the presence of that education candidate is not in the best interest of either the University or the District.

The University shall be responsible for reviewing the education candidate's background check before placement. This background check will be sent to the district by the education candidate before the placement.

The building principal will coordinate an orientation period for both education candidates and mentoring teachers when an assignment is made. University supervisors for education candidates (student teachers, practicum students, or interns), District administrative and supervisory personnel, building principals, and mentoring teachers/educators shall work cooperatively to provide adequate guidance, facilities, and supplies to promote a sound education program. The education candidate shall be legally liable for his/her own acts and conduct. Visitations by the University personnel shall be coordinated with the cooperating school principal or mentor educator. The cooperating school principal and mentoring teacher shall perform evaluative services as requested by the University or the District.

In the case of student teaching, the University shall reimburse the mentor educator for each full-time student teacher participating. The arrangements for payments will be made through mutual agreement between the University and the District.

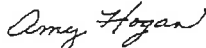
This Contract shall be construed, interpreted, and enforced in accordance with, and governed by, the laws of the State of Kansas applicable to agreements made and to be entirely performed therein. In the event of any dispute arising under this Contract, the parties agree to submit to the exclusive jurisdiction of state courts located in Franklin County, Kansas, and to federal courts located in the State of Kansas. Further, the parties agree that venue is properly in said courts. Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Ottawa University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Ottawa University has designated the following person as the one responsible for the University's compliance with the regulations implementing Title VI, Title IX, or Section 504 insofar as these regulations have relevance to and implications for the University's academic program. Persons having questions concerning the University's compliance with these regulations should contact Carrie Stevens, Ottawa University, 1001 S Cedar, Ottawa, KS, 785-248-2326. Persons may also contact the Assistant Secretary of Civil Rights, The U.S. Department of Education, regarding the institution's compliance with these regulations.

Ottawa University Representee: Amy Hogan

School District Representative:

Title: Dean, School of Education

Title:

Signature: 

Signature: