



## Gwinnett County Public Schools

### Memorandum of Understanding for Field Placements

This Memorandum of Understanding for Field Placements (hereinafter referred to as the "MOU") is made and entered into this **28th day of January, 2025** by and between **the Gwinnett County Public Schools**, located in Suwanee, Georgia (hereinafter referred to as "GCPS") and **Tennessee State University** (hereinafter referred to as the "University").

Witnesseth, the purpose of this MOU is to establish conditions for students to participate in field placements in the Gwinnett County Public Schools. This MOU will remain in effect for three (3) years from **January 28, 2025 – January 28, 2028**. This MOU may be terminated by either party upon thirty (30) days written notice to the other party.

#### I. RESPONSIBILITIES OF THE UNIVERSITY

1. The University or its appropriately designated responsible department shall do or cause to be done the following:
  - Verify completion of criminal background checks on all students.
  - Ensure that the student has met all prerequisite requirements before the onset of field placement, including a pre-service certificate issued through the Georgia Professional Standards Commission (GaPSC).
  - Provide information to students about the acquisition of liability insurance as needed.
  - Meet NCATE/TEAC accreditation requirements, or requirements designated by the Georgia Professional Standards Commission with approved programs leading to Georgia certification, in accordance with applicable laws.
  - Provide all information needed by the school district for the appropriate placement of students including, but not limited to, completed GCPS Placement Request Form; student resume; description of placements; description of supervisor responsibilities, etc.



- Communicate to students the need to comply with the district's rules, regulations, policies, and procedures: adhere to the daily schedule required of staff at the local school; maintain confidentiality relative to all matters involving students. Students participating in field placements are expected to attend school functions (faculty meetings, Individual Education Plan (IEP) meetings, PTA meetings, etc.) with the assigned supervising teacher.
- Utilize the GCPS Student Video Release template without student contact information, i.e., address, telephone number, and birth date.
- Provide a University supervisor, not employed by GCPS, who has the following qualifications:
  - A. College/university faculty member at an educational institution with a teacher education program approved by the GaPSC.
  - OR**
  - B. University Supervisor, not employed by GCPS, who has all of the following qualifications:
    - Master's degree in Education. Ed. D/Ph. D preferred.
    - Five to eight years' experience in instructional leadership in a K-12 setting (ex. Principal, Assistant Principal, Special Education Coordinator, Lead Teacher, Instructional Coach, Department Chair). The University agrees to provide GCPS with a curriculum vitae/resume of all University supervisors.
- Require students participating in field placements to review the Georgia Code of Ethics for Educators.  
[www.gapsc.com](http://www.gapsc.com)

## II. RESPONSIBILITIES OF THE GWINNETT COUNTY PUBLIC SCHOOLS (GCPS)

1. GCPS shall provide to do or cause to be done the following:
  - Principal/designee of local schools will determine field placements (supervising teacher, grade level, subject, etc.) As these decisions are made the following will be considered: degree(s), certification, number of years of teaching/mentoring experience, successful prior experience with observing/evaluating student teachers, and teacher effectiveness as determined by student success. Students

may not be placed in schools where their family members are present.

- GCPS shall have the right, in its sole discretion, to refuse to allow any student to participate in field placement and/or to immediately remove any placed student from any GCPS premise with or without cause.
- GCPS will retain the responsibility for the education of its students and will maintain administrative and professional supervision of the University students insofar as their presence and program assignments affect the operations of the school district.
- Appropriate school staff, upon request, will assist the University in the evaluation of the learning and performance of students participating in field placements.

### III. RESPONSIBILITIES OF THE STUDENT PARTICIPATING IN FIELD PLACEMENTS

1. Students participating in field placements shall do or cause to be done the following:

- Acquire liability insurance.
- Students may request a specific GCPS placement (school, supervising teacher, etc.), but these requests cannot be guaranteed.
- Complete a Confidentiality Agreement.
- Submit to additional screening processes as necessary.
- GCPS employees may not work during the student teaching assignment period.
- Read and adhere to school and University policies, procedures, programs, and operating standards (hours of school operation, reporting absence/tardy, making required reports, etc.).
- Follow all reasonable and lawful directions from school officials.
- Act professionally and ethically while maintaining confidentiality.
- Financial remuneration is not provided. Travel to and from the school is the responsibility of the student participating in field placements.
- Complete all documentation/reports required by the University and the school.



- Prepare and participate in regular evaluation conferences and seminars as required by the University and/or school.
- Review the Georgia Code of Ethics for Educators ([www.gapsc.com](http://www.gapsc.com)).

#### IV. MUTUAL AGREEMENT

1. The University and GCPS will be mutually responsible for the following:

- The parties agree to comply with all applicable federal, state, and local laws and regulations. The parties acknowledge that students' education records are protected by the Family Educational Rights and Privacy Act ("FERPA") and will comply with FERPA provisions if accessing such records. Student education records shall only be used for the purposes of carrying out this MOU.
- This MOU does not require either party to assume any financial obligations. The sole remedy for breach of this MOU shall be immediate termination.
- As an entity of the State of Tennessee, the University is subject to certain limitations and restrictions and only has such authority as is granted to it under the laws of the State of Tennessee and federal law. Thus, the provisions of this MOU as they pertain to the University are enforceable only to the extent and authority authorized by such laws.
- There shall be no discrimination on the basis of gender, age, race, color, disability, religion, or national origin in any educational program or other program, activity, or service or admissions to facilities operated by the GCPS Board of Education or in the employment practices of the Board. The University and/or the school district may withdraw any student at any time, due to lack of competency, failure to comply with the rules and policies of the school/district or the University, or for any other reason where either party reasonably believes that it is not in the best interest of the program for the student to continue. Performance issues should be addressed to:

**Sonya Harris – GCPS Human Resources Recruitment**

Sonya.harris@gcpsk12.org

Phone: 678-301-6120

Fax: 678-442-5316



## Memorandum of Understanding for Field Placements

### Gwinnett County Public Schools Acknowledgments

I hereby acknowledge that I have read, understand, and agree to the terms and conditions outlined in Gwinnett County Public Schools Memorandum of Understanding for Field Placements.

#### Tennessee State University Representative

Signature: Dwight Tucker Date: 2/28/25

Printed

Name: **Dwayne Tucker** Title: **Interim President**

#### GCPS Human Resources Representative

Signature: Hollie Marcus Date: 3/4/2025

Printed

Name: **Hollie Marcus**

Title: **Director of Recruitment & Retention**

#### GCPS Purchasing & Property Representative

Signature: Kevin Kriews Date: 3/3/25

Printed

Name: **Kevin Kriews**

Title: **Director of Purchasing & Property**