

**STUDENT TEACHING AGREEMENT**  
**SAN FRANCISCO STATE UNIVERSITY**  
**AND**  
Redwood City Unified School District

THIS AGREEMENT is entered into by and between the Trustees of the California State University (the University), which is the State of California acting in a higher education capacity through its duly appointed and acting officer on behalf of San Francisco State University, hereinafter called "the University" and the above named School District, hereinafter called "the District".

WHEREAS, the California Commission on Teacher Credentialing is an agency in the Executive Branch of California State Government, created in 1970 by the Ryan Act as the autonomous state standards boards for educator preparation for the public schools of California, the licensing and credentialing of professional educators in the State, the enforcement of professional practices of educators, and the discipline of credential holders in the State of California;

WHEREAS, pursuant to the provisions of the California Education Code, the governing board of any school district is authorized to enter into agreements with any California State University, the University of California, or any other university or college accredited by the California Commission on Teacher Credentialing as an educator preparation institution to provide teaching practicum and administrative experience to University students enrolled in the credential curricula of such institutions (to include but not exclusive to Multiple Subjects Credential, Single Subjects Credential, Education Specialist; Clinical Rehabilitation Services Credentials; Added Authorizations in Adapted Physical Education, Bilingual Education, and others; and Administrative Services Credential); and

WHEREAS, the University represents that it is accredited by the California Commission on Teacher Credentialing as an educator preparation and credentialing institution.

NOW THEREFORE, it is mutually agreed between the parties hereto as follows:

**GENERAL PROVISIONS**

1. The term of this agreement shall be from July 1, 2025 to June 30, 2030.
2. The District shall provide practicum experience through practice teaching or administrative experience in schools and classes of the District in accordance with California Commission on Teacher Credentialing Standards. Students of the University shall be assigned by the University to practice teaching or administrative experiences in schools or classes in the District for the term as set forth in special provisions. Such practice teaching or administrative experiences shall be provided in such schools or classes of the District, and under the direct supervision and instruction of such employees of the District as the District and the University through which their duly authorized representatives may agree upon. The assignment of a student teacher or administrative intern is the joint responsibility of the District and the University.

The District may, for good cause, refuse to accept any student of the University assigned to practice teaching or administrative duties in schools or classes of the District. The University may, for good cause, terminate the assignment of any student of the University to practice teaching or administrative duties in the District.

"Practice Teaching" or "Administrative Internship", as used herein and elsewhere in this agreement, means active participation in the duties and functions of the classroom teaching or school site under the direct supervision and instruction of employees of the District. These employees shall hold valid life diplomas or credentials issued by the State Commission on Teacher Credentialing, other than emergency, intern, or provisional credentials, and be authorized to serve as classroom teachers or principals in the schools or classes in which the practice teaching or administrative internship is provided. Employees shall stay current with changing program requirements, including program alignment to the Literacy Standards and TPEs, as well as the expectation that the candidate will take and pass a commission approved Literacy Performance Assessment that includes a focus on foundational literacy skills, and the additional crosscutting themes in literacy.

3. Each "semester unit of practice teaching or administrative experience" as used herein and elsewhere in this agreement for elementary and secondary schools equals approximately twenty (20) minutes of practice teaching daily for five (5) days a week for sixteen (16) weeks. Other components of the student teaching experience, based on standards for educator preparation determined by the CTC shall include:
  - Students should be given ample time to participate in the school activities from the beginning to the end of the year.
  - Students should be given ample time to participate in multiple placements per elementary, middle and high school settings, based on specific credential requirements.
  - Students should have at least 12 to 16 hours for Adapted Physical Education teachers and 20-25 hours per week for elementary, secondary and special education candidates to work in specified site.
  - Students should be allowed to experience two full weeks (all day) of student teaching or administrative experience. Students should be allowed to participate in school settings for a maximum of 16 weeks per semester of teaching or administrative experience.
  - Students should participate in inclusive education programs that provide the Least Restrictive Environment (LRE) for all TK-12<sup>th</sup> grade students.
  - Students should participate in robust programs and support for English learners that provide opportunities that reflect, to the extent possible, socioeconomic and cultural diversity.
  - Students should be permitted the opportunity for video capture for candidate reflection and Teaching Performance Assessment (TPA) completion, following appropriate parental and school consent procedures.
  
4. Responsibilities of the University program in provision and preparation of student teaching and/or administrative experiences for candidates placed in the District shall include the following, as per CTC educator preparation standards:
  - The University provides initial orientation for preparation of University supervisors and district-employed supervisors (referred to hereafter as cooperating teachers) of clinical practice experiences to ensure all supervisors understand their role and expectations.
  - The University provides cooperating teachers a minimum of 10 hours of initial orientation to the program curriculum, about effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices. The University ensures that cooperating teachers remain current in the knowledge and skills for candidate supervision and program expectations, specifically the program curriculum and

assessments, including the Teaching Performance Expectations (TPEs) and the Teaching Performance Assessment (TPA) model chosen by the program.

- University supervisors will minimally provide formal evaluation of each candidate 6 times per semester.
- University supervision may include an in-person site visit, video capture or synchronous video observation, but it must be archived either by annotated video or scripted observations and evaluated based on the Teaching Performance Expectations (TPEs), that produce data that can be aggregated and disaggregated.

5. District responsibilities in the preparation of student teacher and administrative candidates include the following, as per CTC educator preparation standards:

- Following a collaborative process of placing student teachers and administrative intern candidates with selected cooperating teachers, the cooperating teachers in the District minimally provide 5 hours per week of support and guidance to each candidate during the final semester of student teaching or internship experience.
- Assurance that each school site employs a fully qualified site administrator (principal or equivalent).
- Assurance that each selected cooperating teacher holds a Clear Credential in the content area for which they are providing supervision and have a minimum of three years of content area K-12 teaching experience, and will stay current with changing program requirements, including program alignment to the Literacy Standards.
- Student teachers placed within the participating district must be at sites that allow the Student teacher to provide effective literacy instruction for all students. Specifically, the student teacher shall be at sites that allow for instructing students in literacy areas of meaning making, language development, and effective expression.
- Student teachers hired within the Participating district must be at sites that ensure Student Teachers can practice and implement screening and diagnostic techniques that inform teaching and assessment and early intervention techniques
- Student teachers hired within the Participating district must be at sites that provide opportunities to practice strong literature, language, and comprehension component with a balance of oral and written language, effective expression, and to the extent practicable, opportunities for candidates in clinical practice settings to observe and practice concepts and strategies included in the California Dyslexia Guidelines

6. Collaborative responsibilities of the University and the District in the selection of school sites and supervisors include the following, as per CTC educator preparation standards:

- Collaborative selection of clinical sites (schools) will be conducted by University and District personnel that demonstrate commitment to evidence-based practices and continuous program improvement, have partnerships with other appropriate educational, social, and community entities that support teaching and learning, place students with disabilities in the Least Restrictive Environment (LRE), provide robust programs and support for English learners, that reflect, to the extent possible, socioeconomic and cultural diversity, and permit video capture for candidate reflection and TPA completion.
- The University and District will collaboratively select cooperating teachers who are credentialed or who have equivalent experience in educator preparation, based on mutually agreed upon criteria that are consistent with CTC standards. Supervisors should be experts in

the content area of the candidate being supervised and should have recent professional experiences in school settings where the curriculum aligns with California's adopted content standards and frameworks, and the school should reflect the diversity of California's student population.

- The University and District collaboratively match candidates and district-employed supervisors.
7. An assignment of a student of the University to practice teaching or administration in the District shall be deemed to be effective for the purposes of this agreement as of the date student presents to the proper authorities of the District the assignment card or other document given by the University effecting such assignment, but not earlier than the date of such assignments as shown on such card or other document. Absences of a student from assigned practice teaching or administrative practicum shall not be counted as absences in computing the semester units of practice teaching or APE or administrative practicum provided the student by the District.
  8. District shall be responsible for damages caused by the negligence of its officers, employees and agents. University shall be responsible for the damages caused by the negligence of its officers, employees and agents. The intent of this paragraph is to impose responsibility on each party for the negligence of its officers, employees and agents.
  9. University shall maintain a policy of commercial general liability insurance (including personal injury and property damage) with limits not less than \$5 million per occurrence, \$2,000,000 aggregate, with no exclusion for sexual abuse or molestation. University shall maintain an Excess Liability policy of \$25,000,000 per occurrence, \$25,000,000 aggregate including abuse. General Liability and Excess Liability policies will name District as an additional insured under such insurance policy or policies. Further, University agrees to maintain professional liability insurance, for limits not less than \$2,000,000 per occurrence, \$4,000,000 aggregate on a claims-made basis and maintain coverage for 3 years after the Agreement terminates.  
  
Evidence of such coverage shall be furnished upon request by District. If the coverage is on a claims-made basis, University hereby agrees that not less than thirty (30) days prior to the effective date of termination of University's current insurance coverage or termination of this Agreement, University shall either purchase three (3) year tail coverage per claim or provide proof of continuous coverage in the above stated amounts for all claims arising out of incidents occurring prior to termination of University's current coverage or prior to termination of this Agreement, as applicable, and provide District a certificate of insurance evidencing such coverage.  
  
University is permissibly self-insured for its motor vehicle liability and worker's compensation and property exposures.
  10. District is a member of The San Mateo County Schools Insurance Group Risk Pool. As a member of the Risk Pool the Center has coverage of \$55 million per occurrence limit for Liability. Liability coverage includes General Liability, Auto Liability, and Errors & Omissions Liability. Coverage is occurrence based except for abuse or molestation coverage which is claims made with 7/1/2021 retroactive date. Evidence of such coverage shall be furnished upon request by University.
  11. It is understood and agreed by the parties that all students shall be considered learners and are not covered by Workers Compensations of either party. They shall not replace District staff except as may be necessary as a part of their educational training.

The Parties agree that the District is not to assume, nor shall it assume by this Agreement, any liability under the California Workers' Compensation Insurance and Safety Act for, by or on behalf of any University student teachers or employees while they are on the premises of the District or while performing any duty whatsoever under the terms of the Agreement or while going to or from any of the placement sites. University shall provide written notice to each University employee and student participating in this program regarding the lack of coverage of Workers' Compensation insurance by the District.

12. Notwithstanding any other provision to the contrary, this Agreement may be terminated without cause at any time by either party upon ninety (90) days' prior written notice to the other party or upon completion of the students' rotation, whichever is greater. In the event of a material breach of this Agreement, the aggrieved party may terminate this Agreement by giving thirty (30) days' prior written notice of termination to the breaching party.
13. This agreement may be amended or modified at any time by mutual written consent of both parties.
14. Exhibit A is incorporated herein by reference and made a part of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this agreement on the date and year set forth below.

DocuSigned by:  
  
33A475C5B463437...  
By \_\_\_\_\_  
Deanna Tam  
Buyer III  
07/31/2025 | 1:26 PM PDT  
\_\_\_\_\_  
(Date)

“University”  
San Francisco State University  
1600 Holloway Avenue, CY140  
San Francisco, CA 94132  
Tel: 415-405-3511  
dynam@sfsu.edu

By \_\_\_\_\_  
John R. Baker, Superintendent  
By \_\_\_\_\_  
RE Rick Edson  
Chief Business Official  
\_\_\_\_\_  
(Date)

“District”  
Redwood City Unified School District  
750 Bradford St, Redwood City, CA 94063  
Tel: 650-482-2211  
wkelly@rcsdk8.net

**SCHOOL BOARD CERTIFICATION**

I, the duly appointed and acting Clerk or Secretary of the Governing Board of the School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on 8/19/25. (month/day/year)

“It was moved, seconded and carried that the attached contract with the Trustees of the California State University for the State University, whereby the University may assign students to the schools in the Redwood City School District District for practice teaching be approved.”

Redwood City School District  
School

San Mateo County  
County

By \_\_\_\_\_  
Clerk, Secretary (circle one)  
Of the Board of Trustees

**Exhibit A**  
**COVID-19 Representation**

DISTRICT is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as “COVID-19”. DISTRICT is familiar with and informed about the Centers for Disease Control and Prevention (“CDC”) current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. DISTRICT, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, DISTRICT will take steps to comply with the modified, changed or updated guidelines or directives.

If at any time DISTRICT becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify UNIVERSITY of that fact.