**Memorandum of Agreement**

**Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**and**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I. Background and Introduction**

Communities In Schools is the nation’s largest and most effective organization dedicated

 To removing barriers that prevent students from succeeding, thus keeping them in school. Our mission is to surround students with a community of support, empowering

 them to stay in school and achieve in life.

 By mobilizing community resources and bringing them into schools to address students’

 unmet needs, Communities In Schools creates a system of integrated student supports focusing on the ABC + P model. Increased attendance, improved behavior and satisfactory coursework, as well as engaging parents and families, are the focus areas guiding the work of Communities In Schools. School-based Student Support Specialists identify students at risk of not achieving their potential, assess student needs and provide wrap-around interventions and resources to change outcomes.

In the spirit of creating a collaborative partnership on behalf of students, families and the community, Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CIS\_\_) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Schools agree to collaborate toward accomplishing the CIS mission and assume the responsibilities defined in this agreement.

**II. Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to:**

* Provide a designated contact person at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School to which \_\_\_\_\_\_\_\_\_\_\_\_\_\_ may direct all questions, suggestions and concerns regarding the services provided or any other matters which fall within this agreement
* Facilitate problem resolution for issues that arise in the delivery of on-site services.
* Develop and secure additional resources as possible to meet unmet student and/or family needs
* Refer appropriate students for receiving services
* Maintain electronic student files, as required by CIS standards

**III. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to:**

* Provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ services to identified students at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ School according to professional and ethical standards
* Provide above-mentioned services to XXX number of students at least XXX number of times during each school semester
* Coordinate all functions with the designated contact person at \_\_\_\_\_\_\_\_\_\_\_\_\_ School.
* Respect and operate within the policies, procedures and guidelines of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Schools.
* Maintain the maximum safety and well-being of all students served under this agreement.
* Ensure that student behavior is managed positively and in keeping with the identified best practices and policies established by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Schools
* Collaborate effectively with parents, school staff and CIS\_\_\_ staff on behalf of the students served
* Collect and provide service data to CIS of \_\_\_\_\_\_\_\_\_\_\_\_ twice during the first school semester and twice during the second school semester, including a final report in June which provides confirmation that deliverables hereby agreed upon have been met
* Maintain confidentiality, understanding that delivery of services under this agreement is considered private and confidential and is not to be shared outside the program without specific written authorization of the parent/legal guardian. This includes all forms of information – verbal, written or electronic
* Service providers acting on behalf of the partner named in this Memorandum of Agreement will sign and abide by the CIS Confidentiality Agreement, CIS Code of Conduct and CIS Mandatory Reporter Policy upon completion of the CIS orientation process
* Affiliate to determine screening/background check, insurance and liability issues and include details in MOA

**IV. Duration of the Agreement**

* This agreement will cover supports and services provided during the time period between July 1, 201\_\_ and June 30, 201\_\_.
* This agreement may be terminated by either party with 30 days written notice sent to the Executive Director/Chief Executive Officer of the respective organization.

**V. Modifications**

* This Letter of Agreement may be amended at any time by an agreement in writing executed by authorized representatives of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or CIS\_\_\_.

Signed on behalf of CIS \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Printed Name Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Title/Position Authorized Title/Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Signature

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Date Date