Memorandum of Agreement

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

and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Schools

1. **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.

1. **Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to:**
2. Develop and provide integrated support services for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Schools children with the overall mission aimed at helping students stay in school and achieve in life.
3. Ensure timely and consistent communication regarding services or issues related to their effective delivery.
4. Provide opportunities for the identified CIS schools to access services for students, families and teachers. Support services are focused on improving attendance, behavior and coursework as well as engaging parents and families.
5. Conduct a needs assessment at each CIS school site to determine resources that may be provided through fully implementing the CIS Model which includes the following tiers of support:
	1. Tier I – Widely available services designed to foster a positive school climate and address school level risk factors.
	2. Tier II – Targeted services typically provided in a group setting to students with a common need.
	3. Tier III – Intensive, individualized services typically provided in a one-on-one setting to students with highly specific needs.
6. Measure progress on agreed upon outcomes. Gather data related to outcome measurement and goal planning and enter into the CIS Data Management System (CISDM).
7. Provide volunteers to serve as tutors, mentors or in other roles as needed. CIS\_\_ will ensure that all volunteers have undergone thorough background checks and participate in an orientation process.
8. Develop an Annual School Support Plan, agreed upon by the principal, for each school where CIS\_\_ has a presence, which provides written goals for each school year by which the effectiveness of the services delivered can be evaluated.
9. Provide periodic reports to school site leadership, based on progress toward implementing goals in the Annual School Support Plan.
10. Maintain the security and confidentiality of all student information.
11. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Schools will:**
12. Provide a staff person as point of contact and serve as liaison to Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
13. Develop and continue open communication with the CIS Executive Director and CIS Student Support Specialist on a frequent basis to provide timely and consistent information regarding problems or issues and progress toward implementing the Annual School Support Plan.
14. Ensure that CIS Student Support Specialist has access to a workspace location at each school site for the appropriate delivery of services, including telephone and Internet service.
15. Make relevant student data available to CIS in a timely manner for the purpose of monitoring and evaluating student progress, including items such as student attendance, grades, behavior incidents, and promotion and/or graduation status. Allow CIS to enter relevant student data into the CIS Data Management System (CISDM).

 5. It is understood if the Communities In Schools (CIS) Executive Director is paid by \_\_\_\_\_\_\_\_\_\_\_\_ County Schools, that he or she is responsible to the CIS Board of Directors insofar as CIS activities are concerned. Additionally, repositioned school-based staff members are responsible to CIS leadership insofar as CIS activities are concerned.

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Schools agrees to perform the background checks for

 all new staff hired through CIS \_\_ and volunteers for CIS \_\_. The background checks will

 be consistent with those performed on new \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Schools

 employees. Cost of the background checks will be paid by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 County Schools. All records for the staff and volunteer background checks will remain on

 file in the school district central administrative office.

#### Overall Partnership Goals

Create a collaborative partnership between Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Schools, allowing for resources from CIS Student Support Specialists, community partners and volunteers to be delivered to the students within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Schools.

#### Duration

This agreement will cover services provided during the time period between July 1, 201\_\_ and June 30, 201\_\_.

#### Modifications

This agreement may be amended at any time by an agreement in writing executed by authorized representatives of Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Schools.

CIS of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Schools

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

Printed Name Printed Name

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

Authorized Title/Position Authorized Title/Position

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

Signature Signature

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

Date Date