high expectations

Bridging the gap between home and school

Memorandum of Understanding

HIGH EXPECTATIONS PARENTAL SERVICE
and
SAN LEANDRO UNIFIED SCHOOL DISTRICT

This Memorandum is entered into between High Expectations Parental Service and San Leandro Unified School District.

High Expectations is an educational consulting firm whose purpose is to significantly impact student achievement through increased parental involvement in the educational process.

San Leandro Unified School District enters into this agreement with High Expectations to deliver a tailored secondary parent education program that will improve academic outcomes for Lincoln Alternative Education Center (LAEC) students through the ASSETS Family Literacy grant. We will equip parents with the skills and tools needed to fully support their child's success in school and ensure that they are prepared to excel in their next step beyond high school. With training and targeted support, parents will understand how to partner with the school and keep their children on the road to academic excellence. This program, "Parents for Success!" offers parent leadership workshops and parent and student case management to parents/guardians of students attending any of the three LAEC programs (Lincoln High School, Lighthouse Independent Study Center or Alternative Contract Education program). We will work with school administration, LAEC staff and various SLUSD departments to carefully align the program with district standards and goals.

High Expectations agrees to provide:

This proposal is based on a year-long, ongoing cohort of 40 families from Lincoln High School, Lighthouse Independent Studies and the Alternative Contract Education (ACE) program.

Development of Parent Education Program and Curriculum – "Parents for Success!"
High Expectations will work with the LAEC ASSETS program to adapt the "Parents for Success!" parent education series to address the specific needs of LAEC school parents. The, "Parents for Success!" program is currently offered to elementary school and SLHS parents.

The "Parents for Success!" series will help parents understand how to ensure their child's success in high school. Parents will understand the requirements for high school graduation and entrance into college, with a special focus on the needs of alternative education students, including community college programs, vocational training programs and transfer to four-year universities. High Expectations will develop the parent education program according to SLUSD goals and academic standards. We will work with all necessary stakeholders to tailor a program that is aligned with the District's vision for academic excellence. These key stakeholders include the District ASSETS Grant Coordinator, High School Administration, Site ASSETS Coordinator and School Counselor.

Facilitation of Parent Education Curriculum
Parent Educators from High Expectations will facilitate the "Parents for Success!" curriculum for the first year of implementation. We will recruit parents, facilitate workshops and ensure retention. The ASSETS Site Coordinator will observe the workshops and will be trained to recruit parents and facilitate the program.

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Program Management and Evaluation Support

High Expectations Parental Service will provide all program management services needed to ensure the high quality implementation of the parent education program. We will also provide ongoing support to the ASSETS and school staff to recruit families. We will provide oversight of the entire program for 10 months.

Evaluating the success of this program is first priority. Studies show that increased parent involvement is directly linked to increased student achievement. This program was designed to ensure key behaviors in its participants. High Expectations will work with ASSETS and LAEC staff to develop an evaluation tool that will clearly link increased parent involvement to increased academic performance. Through surveys and academic performance we will create a data-driven program where each activity, workshop and support given to parents is based on data.

In addition, High Expectations agrees to:

- Obtain fingerprint clearance (DOJ and FBI) and TB testing for parent educators.
- Maintain attendance and enrollment forms on each participant.
- Respect and maintain cleanliness of classroom space.
- Ensure clear infrastructure for program delivery (i.e. supporting program start and end time, creation of focused curriculum)
- Maintain ongoing, open communication with school administration and ASSETS Coordinators.
- Comply with the child abuse and Neglect Reporting Act guidelines as Mandated Reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in the California Penal Code 11164-11174.

San Leandro Unified School District agrees to:

- Provide adequate and appropriate classroom space for program delivery.
- Determine schedule for programs.
- Assist with the program promotion through the distribution of flyers and referrals of families.
- Collaborate with High Expectations to promote student/parent awareness of program.
- Ensure clear infrastructure for program delivery (i.e. supporting program start and end time, notification of school schedules and events that would impact program delivery).

San Leandro Unified School District will reimburse High Expectations $20,600 for program related expenses. High Expectations will invoice San Leandro Unified School District in 3 installments of $6,866. Either party, upon 30 days written notice to each other, may cancel this agreement at any time. During the term of this agreement, either party may request a review in writing to the other. A review meeting shall convene within 30 days. Revisions to this agreement shall be of mutual consent.

_____ _____

Teneh Weller, Executive Director
High Expectations Parental Service

Date

_____ _____

Cindy Cathey, Superintendent/Designee
San Leandro Unified School District

Date

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June 14, 2011
Revised: August 2, 2011

Heather Payne
Counselor, Lincoln Alternative Education Center (LAEC)
2600 Teagarden Street
San Leandro, CA 94577

Dear Ms. Payne,

High Expectations Parental Service is excited about being able to support LAEC After School (ASSETS) Program in its efforts to create a comprehensive parent education program for the 2011-2012, school year. It is our goal to increase parental involvement and engagement in the academic process. With parent education workshops, leadership development and case management, parents will understand how to support their child academically and socially to ensure that they are prepared for life success beyond high school.

SCOPE OF SERVICES

Monthly parent education workshops entitled "Parents for Success!" – This is a comprehensive parent education series that gives parents the tools needed to ensure the academic and social success of their child in high school and beyond. We will offer one workshop per month and cover topics specifically geared towards the needs of Lincoln, Lighthouse and ACE families. Workshops will be offered for English-speaking and Spanish-speaking parents. High Expectations will be responsible for the recruitment and retention of parents.

High Expectations will work with LAEC staff to determine the workshop topics. Some initial topics may include: College financial aid, Stress Management, Effective Communication, Teen Brain Development, Motivating Your Teen, and Positive Discipline.

It is our goal for parents to build a network of support as they guide their children towards academic success. Parents will be encouraged to act as role models, not only for their children, but for other parents as well. Parent graduates will determine how they want to support the success of the Lincoln and Lighthouse program and be equipped to implement the changes they want to see.

Fee includes:

- All workshop materials – parent handouts, hands-on materials, and facilitator fee
- A certificate for each participant
- Framed vision statement for each family
- Parent recruitment and retention
- E-flyers sent to school
- Teacher orientation to discuss program goals
- Graduation cake, napkins, forks

Family Case Management – Lincoln High School addresses the needs of our most at-risk students and their parents. We believe that parents and students will need individualized case

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management to help students reach their academic and behavioral goals. The case management would happen in the family's home or at school and would entail goal setting, action planning and problem-solving support. Parents will be supported in setting up study routines, behavior contracts and developing strategies for holding their children accountable.

High Expectations would provide 10 hours of case management per month.

Fee includes:

- Individual case management meetings with each family to develop action plans for achieving academic and behavioral goals.
- Monthly follow-up with each family to support action-planning progress and provide resources as needed.
- Revision of action plans to ensure that each student's plan is effective
- Outreach for workshops, school events, and other important school information
- Working with school counselor to align information shared with family and ensure that action plans are aligned with schools' academic plan for student success.
- Consistent contact with school counselor to tailor programming



PROPOSAL

DATE: July 14, 2011 **TO:** Heather Payne

PRODUCT: Parent Education Program

Service	September 2011-June 2012
Family Case Management (100 hours)	$10,000
Parents for Success! (9 monthly workshops in English, 9 monthly workshops in Spanish)	$10,600
TOTAL	**$20,600**