SAN LEANDRO UNIFIED SCHOOL DISTRICT AFFILIATION AGREEMENT
BETWEEN
THE ALAMEDA HEALTH SYSTEM

THIS AFFILIATION AGREEMENT is made and entered into as of the day of July 1, 2021 by and between the **Alameda Health System**, a Public Hospital Authority, organized and existing under the laws of the State of California, hereinafter referred to as "**AHS**" and , hereinafter referred to as "**San Leandro Unified School District**", with reference to the following facts:

WITNESSETH:

WHEREAS, **San Leandro Unified School District** will work with **Alameda Health System** to conduct high school health career training and work-based learning programs (such students hereinafter collectively referred to as "STUDENTS") desires access to facilities in which STUDENTS can obtain broader healthcare learning experience; and

WHEREAS, **AHS** maintains facilities which can be used for department rotation experiences for STUDENTS and **AHS** desires to have their facilities so used; and

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants set forth below, the parties agree as follows:

I. **RESPONSIBILITIES OF San Leandro Unified School District**

San Leandro Unified School District agrees that it shall:

A. Submit all department rotation requests to the HealthPATH Department prior to the rotation start date;

B. Perform PRIMARY SOURCE VERIFICATION for the health screenings and mandatory requirements as listed in Exhibit F; **San Leandro Unified School District** will be responsible for ensuring all student health screenings and mandatory requirements are cleared prior to starting department rotation.

   a. Provide all health clearance documentation to the HealthPATH Department using the required template at least four to six weeks prior to the program start date Adhere to all guidelines in the HealthPATH *On-boarding Manual.*

C. Require all school faculty and students to wear Photo ID name badge identifying him/herself as a student/instructor of the **San Leandro Unified School District or HEAL Program** when on duty at **AHS** facilities.

D. Complete an orientation to **AHS** facilities, as mutually agreed upon by the **AHS** and **San Leandro Unified School District** primary contacts; orientation must be fully completed prior to any student being assigned to patient care; agree to abide by **AHS** Affiliation Agreement terms.

E. Establish the educational goals and objectives of its student education programs in a manner consistent with the standards and requirements set forth for **San Leandro Unified School District's** program accreditation. Such goals and objectives shall reflect **a** commitment to providing education and training programs to STUDENTS.

1. Designate appropriate **San Leandro Unified School District** representative(s) to support coordination with the HealthPATH designee for STUDENTS' educational activities and assignments while at **AHS**. Such person(s) shall act as liaison(s) with **AHS**, per **San Leandro Unified School District** polices.

F) Recruit and select STUDENTS who fit the selection criteria to participate in **San Leandro Unified School District'**s Program.

G) Provide the names of STUDENTS to **AHS** sufficiently in advance to allow AHS for convenient planning of department rotation schedules.

H) Maintain records and reports concerning the education of STUDENTS and of STUDENTS' time spent in the various educational activities referred to in this Agreement, as may be required by **AHS** or for compliance with the regulations, guidelines, and policies of third-parties.

I) Share basic student data, as specified in the evaluation design, with the HealthPATH Department for evaluation purposes on a mutually determined schedule.

J) Require assigned STUDENTS to:

1. Comply with **AHS**' policies, procedures and guidelines, state and federal laws and regulations, and the standards and regulations of The Joint Commission (TJC), and the ethical standards of the applicable Professional Association;

2. Participate, consistent with the terms of this Agreement, in quality assurance and risk management activities designed to identify, evaluate and reduce risk of patient injury;

3. If STUDENTS have access to any patient medical records the medical record shall, at all times, remain the property of **AHS**.

II. RESPONSIBILITIES OF AHS

AHS agrees that it shall:

A. Assign a HealthPATH designee to be on-site to oversee the program while the STUDENTS are on AHS facilities.

B. Maintain adequate staff and facilities, at Alameda Health System facilities, to meet the educational goals and objectives of the **San Leandro Unified School District'**s Program in a manner consistent with the standards and requirements established by **San Leandro Unified School District**. AHS shall maintain at all times full responsibility for patient and client care.

C. **AHS** shall conduct formal quality assurance programs and review patient complications and deaths as follows:

1. All STUDENTS shall receive instruction in quality assurance/performance improvement. To the degree possible and in conformance with state law, STUDENTS shall participate in appropriate components of **AHS**' quality assurance/performance improvement program.

2. **AHS** shall have a medical records system that assures the availability of medical records at all times and documents the course of each patient's illness, and care. The medical records system must be adequate to support the education of STUDENTS and quality-assurance/performance improvement activities and to provide a resource for scholarly activity.

3. **AHS** shall organize and assign the department rotation for the STUDENTS. The structuring of department rotation hours must focus on the needs of the patient, continuity of care, and the educational needs of the STUDENTS. Department rotation hours shall be consistent with the institutional and ACOE program requirements that apply to each program.

C. Protect the health and safety of STUDENTS on rotation at **AHS**' facilities by providing STUDENTS with the following:

1. Orientation of the type and scope provided by **AHS** to its new employees, including, but not limited to, information about **AHS**' security measures, fire safety

and disaster protocols, and any additional recommended personnel safety and security precautions.

2. Instruction in **AHS**' policies and procedures for infection control, including the handling and disposal of needles and other sharp objects, and in **AHS**' protocols for on-the-job injuries including those resulting from needle stick injuries and other exposures to blood or body fluids or airborne contaminants.

3. First aid and other emergency treatment on-site, including, but not limited to, immediate evaluation for risk of infection and appropriate follow-up care of TRAINEE in the event of a needle stick injury or other exposure of STUDENTS to blood or body fluids or airborne contaminants. In the case of suspected or confirmed exposure to the human immuno-deficiency virus (HIV) or hepatitis, such follow-up care shall be consistent with the current guidelines of the Centers for Disease Control ("CDC") and the community's standard of care. Information regarding the CDC may be obtained by calling (800) 342-2437. The initial care and administration of testing and prophylactic therapy shall be paid for by **AHS**. Subsequent care shall be paid for pursuant to the mutual agreement of the parties.

4. Information concerning availability of parking, meals, and appropriate access to bathroom/shower facilities.

D. Maintain its license as a general acute care facility and comply with all applicable laws, regulations, TJC, and ACOE requirements. **AHS** shall notify **San Leandro Unified School District** within five days of receipt of notice that **AHS** is not in compliance with any such laws, regulations, TJC or ACOE requirements.

E. Permit inspection of its department and related facilities by individuals charged with the responsibility for accreditation of **San Leandro Unified School District** and/or its education programs.

F. With respect to any professional services performed by STUDENTS under this Agreement, **AHS** agrees to inform **San Leandro Unified School District** as follows:

1. Immediately upon initiation of an investigation of STUDENTS or **San Leandro Unified School District**'s instructor.

2. Within ten days after receipt of service of a complaint, summons or notice of a claim naming STUDENTS or **San Leandro Unified School District** s instructor.

3. Prior to making or accepting a settlement offer in any lawsuit or legal claim in which **San Leandro Unified School District** instructor or STUDENTS has been named or in which a settlement is being proposed on their behalf; or

4. Prior to making a report to the National Data Bank or the any applicable California State Board in which San Leandro Unified School District instructor or STUDENTS are named.

G. Provide:

1. Patient support services in a manner appropriate to and consistent with educational objectives and patient care.

2. Provide administrative support when necessary and required.

3. Appropriate security measures to protect STUDENTS in all locations, including but not limited to, parking facilities, hospital and institutional grounds, and related clinical facilities (e.g., medical office building).

III. MUTUAL RESPONSIBILITIES

AHS and **San Leandro Unified School District** agree that they shall:

A. Coordinate and review department rotation schedules of STUDENTS while at **AHS**. Such schedules shall reflect educational missions and shall not be compromised by a reliance on STUDENTS to fulfill institutional service obligations. **AHS** and **San Leandro Unified School District** shall ensure that the student education programs provide appropriate supervision for all STUDENTS, and a work environment that is consistent with proper patient care, the educational needs of STUDENTS, and the applicable Program Requirements.

1. STUDENTS must be supervised by **San Leandro Unified School District** Instructor or **AHS** preceptor in such a way that STUDENTS assume progressively increasing responsibility according to their level of education, ability, and experience. The level of responsibility accorded to STUDENTS must be determined by **AHS** preceptor,

B. Designate after consultation with **San Leandro Unified School District**, a person to coordinate STUDENTS' department rotation schedules and activities while at **AHS**. Such person shall be designated by **AHS** and shall act as liaison with **San Leandro Unified School District**.

C. Implement department rotation schedules for STUDENTS in conjunction with **San Leandro Unified School District'**s designee and in accordance with Program educational goals and objectives.

D. **AHS** shall support the Program's educational goals and ensure STUDENTS' learning objectives are not to be compromised by reliance on STUDENTS to fulfill institutional service obligations.

E. Review resources available in relation to the program's written learning objectives regularly. In the event that resources or objectives change, the program will be reevaluated, with student placement commencing only when resources and objectives are compatible.

F. **San Leandro Unified School District**'s instructors in conjunction with an **AHS Preceptor** will be responsible for supervision of student practice. Because **AHS** retains the responsibility for patient care, **AHS** staff is free to observe student practice as needed. STUDENTS however, must have explicit permission to perform a procedure under the guidance and/or direction of **AHS** staff in the absence of **San Leandro Unified School District** instructor. This provision does not negate **AHS**' right to refuse/terminate placement of a student based on prerequisite preparation or performance. Neither does this provision negate the **AHS**' right to apply general restrictions/limitations on student practice vis-á-vis specific procedures (e.g., handling controlled substances, performing venipuncture). **AHS** will be responsible for selection of student patient assignments with input from **San Leandro Unified School District** staff as needed.

   Regarding STUDENTS enrolled in Preceptorship Practicum, **San Leandro Unified School District** retains overall responsibility for instruction, supervision, evaluation, and coordination. Daily supervision will be provided by the **AHS** preceptor.

G. **San Leandro Unified School District**'s representatives and appropriate **AHS** personnel will establish a plan for continuing communication at the beginning of each year.

IV. COMPENSATION

A. **San Leandro Unified School District** shall compensate **AHS** for serving students. The compensation will be determined between AHS and the San Leandro Unified School District. For the usage of the Simulation Center, AHS and the San Leandro Unified School District shall come to an agreement on the pricing structure during the time of request.

V. STATUS OF STUDENTS

A. During the period in which STUDENTS are assigned to the **AHS**, STUDENTS shall be under the direction and control of the **AHS/HealthPATH**' liaison or designee(s).

B. It is expressly agreed and understood by **San Leandro Unified School District** and **AHS** that STUDENTS are present at **AHS**' facilities to participate in activities and assignments that are of educational value to STUDENTS, and are appropriate to the course and scope of **the** program and consistent with the requirements of the **San Leandro Unified School District**

C. **San Leandro Unified School District** and **AHS** shall ensure that STUDENTS have the opportunity to:

1. Develop a program of learning to foster continued professional growth with guidance from the teaching staff;

2. Participate in safe, effective, and compassionate patient care, under supervision, commensurate with their level of advancement and responsibility, as determined by **AHS**;

3. Participate fully in the educational and scholarly activities of their program; participate, as appropriate, in **AHS** programs and nursing activities and adhere to established practices,

4. Submit to **AHS**' liaison, at the end of each rotation, confidential evaluations of their educational experience at **AHS**

VI. ASSIGNMENT OF STUDENTS

Commencing on the date of execution of this Agreement San Leandro Unified School District shall assign STUDENTS for rotations at **AHS**' facilities as described in this Agreement.

VII. DISCRIMINATION - PROHIBITION

San Leandro Unified School District and **AHS** agree not to discriminate in the selection or acceptance of any TRAINEE pursuant to this Agreement because of race, color, national origin, religion, sex, sexual orientation, mental or physical disability, age, veteran's status, medical condition (cancer-related) as defined in section 12926 of the California Government Code, ancestry, or marital status; or citizenship, within the limits imposed by law.

VIII. TERM

The term of this Agreement shall be from through July 1, 2021 through June 30, 2024.

IX. **TERMINATION**

A. Termination Without Cause. Notwithstanding any other provision to the contrary, this Agreement may be terminated without cause at any time by either party upon thirty (30) days' prior written notice to the other party.
B. Termination for Cause. 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.

X. **INSURANCE**

A. **San Leandro Unified School District** at its sole cost and expense, shall insure its activities in connection with this Agreement and obtain, keep in force and maintain insurance with financially-sound and reputable companies or a properly funded self-insurance program as follows:

1. Professional Liability Insurance with minimum limits of one million dollars ($1,000,000) per occurrence and a general aggregate of three million dollars ($3,000,000); If such insurance is written on a claims-made form, it shall continue for five (5) years following termination of this Agreement. The insurance shall have a retroactive date prior to or coinciding with the effective date of this Agreement and a deductible of no more than five hundred thousand dollars ($500,000). In the event that a claims-made policy is canceled or non-renewed, then San Leandro Unified School District shall obtain extended reporting (tail) coverage for the remainder of the five (5) year period

2. Comprehensive or Commercial Form General Liability Insurance (contractual liability included) with a minimum limit of one million dollars ($1,000,000) per occurrence and a general aggregate of two million dollars ($2,000,000). If such insurance is written on a claims-made form, it shall continue for three years following termination of this Agreement. The insurance shall have a retroactive date prior to or coinciding with the effective date of this Agreement

3. The coverages referred to under Section IX. of this Agreement shall include **AHS** as an insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of **San Leandro Unified School District**, its officers, agents, STUDENTS and/or employees

4. Workers' Compensation Insurance in a form and amount covering full liability as required by law under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time

5. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the parties against other insurable risks relating to performance

6. **San Leandro Unified School District** upon execution of this Agreement, shall furnish **AHS** with Certificates of Insurance evidencing compliance with all requirements. **San Leandro Unified School District** shall further provide for thirty (30) days' advance written notice to AHS of any modification, change or cancellation of any of the above insurance coverage's

7. The insurance/self-insurance limit required does not limit the **San Leandro Unified School District'**s liability to that amount

8. Summary of Insurance provided for students under the California State University Student Professional Liability Insurance Program ("SPLIP") is acceptable per this agreement. STUDENTS who do not obtain and maintain, or who are not otherwise covered by, SPLIP with limits comparable to those articulated in Paragraph A.1 of this Section IX shall be prohibited from participation in all aspects of the educational program, including but not limited to department rotations, at all **AHS** facilities. Failure to maintain or provide proof of adequate SPLIP coverage shall be grounds for immediate dismissal from **AHS** facilities

B. **AHS** shall maintain insurance or self-insure its activities in connection with this Agreement by maintaining programs of self-insurance as follows:

1. Professional Medical and Hospital Liability self-insurance with limits of one million dollars ($1,000,000) per occurrence, with a general aggregate of three million dollars ($3,000,000). If such insurance is written on a claims-made form, it shall continue for five years following termination of this Agreement. The insurance shall have a retroactive date prior to or coinciding with the effective date of this Agreement and a deductible of no more than five hundred thousand dollars ($500,000). In the event that a claims-made policy is canceled or non-renewed, then the **AHS** shall obtain extended reporting (tail) coverage for the remainder of the five (5) year period

2. General Liability Self-Insurance Program with a limit of one million dollars ($1,000,000) per occurrence and a general aggregate of two million dollars ($2,000,000). If such insurance is written on a claims-made form, it shall continue for three years following termination of this Agreement. The insurance shall have a retroactive date prior to or coinciding with the effective date of this Agreement

3. Workers' Compensation Self-Insurance Program covering full liability as required by law under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time

4. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the parties against other insurable risks relating to performance

5. It should be expressly understood, however, that the coverage required under this Section IX.B.1 and 2 shall not in any way limit the liability of **AHS**

XI. INDEMNIFICATION

A. **AHS** shall defend, indemnify and hold **San Leandro Unified School District**, its officers, employees, STUDENTS and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or third party claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of **AHS**, its officers, employees, or agents.

B. **San Leandro Unified School District** shall defend, indemnify and hold **AHS**, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of **San Leandro Unified School District**, its officers, employees, STUDENTS or agents.

XII. COOPERATION IN DISPOSITION OF CLAIMS

AHS and **San Leandro Unified School District** agree to cooperate with each other in the timely investigation and disposition of audits, peer review matters, disciplinary actions and third-party liability claims arising out of any services provided under this Agreement or in the operation of the Program. The parties shall notify one another as soon as possible of any adverse event, which may result in liability to the other party. It is the intention of the parties to fully cooperate in the disposition of all such audits, actions or claims. Such cooperation may include, but is not limited to, timely notice, joint investigation, defense, disposition of claims of third parties arising from services performed under this Agreement, and making witnesses available. **San Leandro Unified School District shall** be responsible for discipline of STUDENTS in accordance with **San Leandro Unified School District**'s applicable policies and procedures.

To the extent allowed by law, **AHS** and **San Leandro Unified School** shall have reasonable and timely access to the medical records, charts, applicable Medical Staff minutes and/or quality assurance data of the other party relating to any claim or investigation related to services provided pursuant to this Agreement; provided, however, that nothing shall require either **AHS** or **San Leandro Unified School District** to disclose any peer review documents, records or communications which are privileged under Section 1157 of the California Evidence Code, under the Attorney-Client Privilege or under the Attorney Work-Product Privilege.

XIII. PATIENT RECORDS

Any and all of **AHS** medical records and charts created at **AHS** facilities as a result of performance under this Agreement shall be and shall remain the property of **AHS**. Both during and after the term of this Agreement, **San Leandro Unified School District** shall be permitted to inspect and/or duplicate, at **San Leandro Unified School District**'s expense, any individual charts or records which are: (1) necessary to assist in the defense of any malpractice or similar claim; (2) relevant to any disciplinary action; and/or (3) for educational or research purposes. Such inspection and/or duplication shall be permitted and conducted pursuant to commonly accepted standards of patient confidentiality in accordance with applicable federal, state and local laws.

XIV. ARBITRATION

In the event of any dispute arising between the parties concerning the interpretation or enforcement of the provisions of this Agreement, the parties agree to first attempt in good faith to resolve the dispute between themselves. If the parties are unable to resolve the dispute within thirty (30) days, then all matters in controversy shall be submitted to arbitration pursuant to California Code of Civil Procedure section 1280, et seq., using the offices of the American Arbitration Association. Arbitration shall be initiated by either party making a written demand for arbitration on the other party. Unless the parties can agree on a single arbitrator within ten (10) days from the receipt of the written demand for arbitration, each party shall designate an arbitrator within fifteen (15) days of receipt of the written demand for arbitration. Within seven (7) days of the appointment of two arbitrators, those arbitrators shall designate a third arbitrator. The parties agree that either party to an arbitration may seek judicial review by way of a petition to the court to confirm, correct or vacate an arbitration award pursuant to the provisions of Code of Civil Procedure sections 1285 and 1294.2.

XV. INTERRUPTION OF SERVICE

Either party shall be excused from any delay or failure in performance hereunder caused by reason of any occurrence or contingency beyond its reasonable control, including, but not limited to, acts of God, acts of war, fire, insurrection, labor disputes, riots, earthquakes, or other acts of nature. The obligations and rights of the party so excused

shall be extended on a day-to-day basis for the time period equal to the period of such excusable interruption. In the event the interruption of a party's services continues for a period in excess of thirty (30) days, the other party shall have the right to terminate this Agreement upon ten (10) days' prior written notice to the other party.

XVI. **ATTORNEYS' FEES**

In the event of any action, suit or proceeding, between the parties hereto, the cost of such action, suit or proceeding, including reasonable attorneys' fees, shall be borne by the losing party or, in the case of an arbitration, as determined by the arbitrator.

XVII. **ASSIGNMENT**

Neither **AHS** nor **San Leandro Unified School District** shall assign their rights, duties, or obligations under this Agreement, either in whole or in part, without the prior written consent of the other. **AHS** may not assign STUDENTS to locations other than those under **AHS**' governance without the prior written consent of **San Leandro Unified School District**.

XVIII. **SEVERABILITY**

If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws effective during the term hereof, such provision shall be fully severable. This Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been a part of the Agreement, and the remaining provisions shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this Agreement.

XIX. **WAIVER**

Waiver by either party of any breach of any provision of this Agreement or warranty of representation herein set forth shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right hereunder shall not operate as a waiver of such right. All rights and remedies provided for herein are cumulative.

XX. **EXHIBITS**

Any and all exhibits attached hereto are incorporated herein by reference and made a part of this Agreement.

XXI. **MODIFICATIONS AND AMENDMENTS**

This Agreement may be amended or modified at any time by mutual written consent of the authorized representatives of both parties.

XXII. **ENTIRE AGREEMENT**

This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersedes any prior agreements, oral or written, and all other communications between the parties relating to such subject matter.

XXIII. **GOVERNING LAW**

This Agreement shall be governed in all respects by the laws of the State of California.

XXIV. **NOTICES**

All notices relating to this Agreement shall be in writing and shall be deemed given (i) upon receipt by hand delivery or overnight courier, or (ii) three (3) business days after mailing by registered or certified mail, postage prepaid, return receipt requested. All notices shall be addressed as follows:

Alameda Health System
1411 East 31st Street
Oakland, CA 94602
Attention: Healthcare Contracting Department

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed.

ALAMEDA HEALTH SYSTEM
A PUBLIC HOSPITAL AUTHORITY

BY: _____

_____
Joanne Clark, Senior Director of Educational Services

_____
2251 Bancroft Ave

_____
San Leandro, CA 94578

Phone: 510-618-4469

Date: _____

BY: _____

_____
Lorna Jones
Chief Human Resources Officer

Date:_____

Version Approved as to form on 02/06/2017
Ahmad Azizi, Associate General Counsel, AHS

BY:

_____
Print Name and Title

Date: _____

BY:

_____
Print Name and Title

Date: _____

EXHIBIT F
HEALTH SCREENING CLEARANCE and MANDATORY REQUIREMENTS

San Leandro Unified School District will perform PRIMARY SOURCE VERIFICATION for the health screenings and mandatory requirements as listed below **San Leandro Unified School District** will be responsible for ensuring all STUDENTS health screenings and mandatory requirements are cleared prior to starting department rotation:

1. **Tuberculosis (TB) clearance**
    A. A two-step Tuberculin skin test is initially required. Documentation of TB skin test administered within the last twelve months shall be considered as step one. The second TB skin test must be completed at least one week after the first TB skin test.
    B. If there is a history of a positive TB skin test, documentation of a positive TB skin test is required. *Documentation of a chest x-ray (CXR) within the last 12 months and completion of a TB symptom review is required.* BCG vaccine does not preclude the need for TB skin testing or CXR. After one baseline of a negative CXR, annual symptom review is sufficient.
    C. Annual verification indicating freedom from the presence of infectious tuberculosis is required.
2. **Rubella, Rubeola and Mumps**
    Immunity can be demonstrated via serological evidence or documentation of vaccination (MMR).
3. **Varicella (Chicken Pox)**
    Immunity can be demonstrated via report of disease, serological evidence or documentation of vaccination.
4. **Hepatitis B**
    Immunity can be demonstrated via serological evidence or documentation of the vaccine series. Hepatitis B vaccination is highly recommended for personnel with potential for exposure to blood or other potentially infectious materials.
5. **Influenza**
    CDC guidelines for influenza must be met annually by vaccination or attestation that vaccination has been declined.
9. **Student Handbook**
    Completion, understanding and signed acknowledgment of the student handbook
10. **Unit Orientation Document**
    Completion of Unit Orientation Document and Clinical Experience Form

In accordance with this Agreement, **AHS** designee will conduct random audits requesting that **San Leandro Unified School District** submit STUDENTS files or documents verifying that all mandatory requirements are being met. **San Leandro Unified School District** must provide requested files/documentation within 24 business hours of request.