



KEYS Career and College Prep Educational Agreement (MOU)

Student name: _____ Parent name: _____

ES: _____ Semester/School year: _____

River Springs Charter School is a California public school where the parent and student accept responsibility for the child's education. The KEYS Career and College Prep Program will provide an ES to help guide the student, assign schoolwork, and grade the assignments for or with the student. The Keys ES will meet with the student weekly in order to teach independent study skills, discuss assignments with the student, and encourage him/her to do their best.

PARENT: Please print your name below and initial each item as you review it with your ES.

I, the parent/guardian, _____, agree to:

____ Make sure that my student fills out his/her attendance activities in OASIS daily.

____ Monitor that my student is working at least 1 hour per school day on each class, and has completed and submitted 100% of assigned schoolwork each week.

____ Ensure that my student meets face-to-face with the ES every week at the scheduled time OR give the ES advance notice if a meeting cannot be made AND arrange to have the student's assignments submitted within two school days. The student's percentage of work submitted will be calculated at the end of the 2nd school day after a missed meeting.

____ Understand that an unexcused meeting means: a student misses, or is more than 15 minutes late, for the scheduled meeting without advance notice, gives advance notice and submits less than 70% of the assigned work within two school days, or that a student shows up at the meeting with less than 50% of the assigned work completed.

____ Understand that an excused meeting means that notice was given in advance and 70% or more of assigned work was submitted within two school days of the weekly ES meeting.

____ Understand that only assignments with grades higher than 70% are counted toward weekly percentage calculations. Students are expected to ask for help when they don't understand content and may re-submit work to increase their grades.

____ Understand that students with 3 unexcused meetings in a school semester may be withdrawn from the school.

____ Understand that my student is required to attend Expert Academy to learn about the program and processes.

____ Implement my ES's educational suggestions and ensure that my student is attending extra meetings, math lab, and extra time in Study Zone (as recommended).

____ Understand that my student will annually demonstrate his or her attainment of skills in one of the following ways: a) take the state sponsored standardized grade level assessment (CAASPP) as administered in the spring of each year or b) take the Springs Charter Schools grade level assessment.

____ Understand that students whose Home Language Survey indicates a language other than English must take the state-mandated ELPAC annually until it is determined that they are English proficient.

___ Understand that KEYS students do not receive IF funds for lessons or other extracurricular activities. Keys students may attend 2 core classes on site, CTE classes, and attend two field trips per school year.

___ Understand that RTI meetings will be held for students who are struggling in one or more subjects, struggling with behavior issues, or if the student is in inadequate progress.

___ Understand that if my student needs more than two on-site core classes, an appointment will be made with a guidance counselor to determine if an academy-based program may be better for the student's needs.

___ Understand that if my student damages or loses a school's computer or any other instructional materials, including textbooks, that I will be responsible to pay for the damage or replacement or work the debt off. I understand that insurance is available for the computer and must be purchased prior to the computer breaking.

Parent Signature: _____ **Date:** _____

STUDENT: Please print your name below and initial each item as you review it with your ES.

I, the student, _____, **agree to:**

___ Complete a daily attendance activity sheet in OASIS each week, documenting an educational activity for each day that school is scheduled.

___ Complete and submit 100% of the assigned school work each week. I agree to do this work to the best of my ability, even if some assignments are boring or difficult.

___ Work a minimum of 1 hour per subject each school day. I agree to contact my ES immediately if I am not sure what to do. I understand that all confusion or questions on assignments must be cleared up BEFORE the day of my meeting.

___ I agree to attend math lab weekly and study zone as recommended/mandated by my ES.

___ Finish all my school work before my scheduled meeting each week. I understand that my percentage is calculated when my meeting starts, and that any missing work will be marked in the gradebook as missing. Missing work may cause me to be in inadequate progress.

___ Understand that plagiarism is not acceptable in any form. I understand that cheating on any assignment will result in disciplinary action.

___ Attend my weekly meetings as scheduled for the entire time, unless my ES releases me early. I understand that students who arrive more than 15 minutes late or do not stay the full meeting time will be documented as unexcused, unless a minimum 70% of the work with passing quality is submitted the day of the meeting.

___ Understand that I will receive grades on any work emailed/mailed/or submitted within a week after I come in for my weekly meeting.

___ Understand that if I cannot meet at the assigned time, my parent or I will contact my ES before my scheduled meeting AND submit my assigned work to my ES within two school days. I understand that I am still required to submit my work for the week or it will be considered an unexcused meeting.

___ Take good care of all schoolbooks and school materials (including chromebook) and return them in good condition at the end of the year or when I withdraw or graduate from the school whichever comes first.

Student Signature: _____ **Date:** _____

I, the ES, _____ **, agree to:**

___ Faithfully keep weekly appointments with the student in order to support his or her educational progress.

___ Instruct the student how to organize their weekly assignments, train them to use the programs and processes, and to navigate the online programs and expectations.

___ Evaluate the student’s educational progress and provide feedback, support and assistance at each meeting and by email or phone as needed.

___ Provide academic warning and inadequate progress notices to let the parent know when a student is in danger of getting partial units or an Incomplete for any course.

___ Discuss assessments, and state test results with parent and student.

___ Inform the student and parent of the ES’s office hours and be available to discuss by phone, text, or email during those hours.

___ Return all phone calls or emails within 24 hours during regular school days.

___ Assign and grade work within 7 days of receiving it, and provide up to date information in Canvas Gradebook.

___ Keep the family informed of news and upcoming events with Springs Charter Schools.

___ Keep the student’s best interest in mind when making decisions that affect him or her.

___ Assign grades and units based on the student’s performance on work submitted, which will be posted on the school transcripts and report cards.

ES Signature: _____ **Date:** _____

For additional information, contact:

- Catherine Hanson, Keys Director: 951-225-2852 catherine.hanson@springscs.org
- Guidance Department: 951-252-8831