

MICROSFT TEAL MOU

Memorandum of Understanding – School Partnership

Each of the three models used by TEALS for the 2018/19 school year has its own partner Memorandum of Understanding (MOU). Please read the MOU text for the model(s) applicable to your school and sign the combined signature form at the bottom of the page.

School - Pioneer Technology & Arts Academy

School Year - 2018/19

Sections per Model (Co-Teach, Lab Support, Classroom Enrichment)

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TEALS Co-Teaching Model Partner MOU 2018-19

The purpose of this document is to outline the responsibilities and outcomes of partnership between the school and district administration, the Partner Classroom Teacher (PCT), the TEALS program and TEALS volunteer teaching team. This document outlines the shared goals and responsibilities to ensure a successful TEALS partnership. For detailed implementation and best practices, see the Implementation Guide.

School and District Administration Role and Responsibilities

Logistical Support

- School administration shall ensure that the TEALS model and partnership fit with district and school policies
- Provide TEALS with main points of contact for the school and district to ensure issues are addressed in a timely manner
- Coordinate and provide logistics for students traveling to TEALS field trips
- Provide (if requested) non-personally identifiable student information and AP scores for TEALS 3rd party data collection and evaluation
- Assist TEALS in collecting student media release forms for photos and videos used in TEALS publicity

Teacher Selection and Support

- School Administration shall select a PCT committed to learning the curriculum and teaching CS independently within 2 years

- Provide PCT funding and support for PD workshops through TEALS and related opportunities
- Recognize PCT PD credit hours upon completion of the partnership, as best interpreted by local policies

Class Scheduling and Student Enrollment

- School Administration shall offer and list CS classes as regular for-credit courses during the school day, as outlined in the Implementation Guide
- Schedule TEALS CS classes at a time conducive to volunteers. Classes should end no later than 9:30AM to allow TEALS volunteers time to commute to their places of work, unless prior approval is received in writing from a TEALS Regional Manager
- Provide all required lab hardware and class supplies, including textbooks and district IT personnel, as defined in the Implementation Guide
- Refer to TEALS Guide to Enrolling Diverse Students for strategies and suggestions to recruit and place interested and diverse students in CS classes and maintaining enrollment. The diversity of your computer science class's students should reflect the diversity of your school

Volunteer Recruitment and Support

- School Administrations shall help recruit volunteers through district, principal, PTA, and foundation-level communications to all school communities

- Integrate the TEALS teachers and TAs into the school system as appropriate, including school events, publications, and access to relevant school and district teaching resources
- Sign volunteer stipend contract directly with the TEALS volunteers: \$5,000 total per course per year to be divided equally between TEALS volunteers
- Observe TEALS classroom and provide observation feedback to the TEALS program and TEALS volunteers
- Clear the volunteers for working with students so that you are in compliance with your school's and district's policies (for example: perform background and reference checks, fingerprinting, etc.)
- Expedite volunteers' building entry through ID cards and convenient parking spaces (as appropriate)

Partner Classroom Teacher Role and Responsibilities

- Commit to learning and teaching CS with successful progress made towards increased CS teaching capacity
- Help recruit interested and diverse students for CS classes. The diversity of your computer science class's students should reflect the diversity of your school
- Attend summer PD as described in the Implementation Guide
- Attendance at summer orientation (new partner teachers only) and summer check-in meetings (all teachers)
- Mentor TEALS teaching team during the summer and school year

- Manage the planning and teaching of the class in collaboration with teaching team
- Participate in the TEALS community, online and offline

TEALS Volunteers Role and Responsibilities

- TEALS Volunteers shall complete a volunteer interview with TEALS staff and (optionally) school representatives
- Successfully complete the TEALS summer training program (approximately 50 hours)
- Participate in planning and coordinating class
- Attend class approximately twice per week
- Give their time, subject matter expertise, and passion for teaching
- Participate for a full school year (36 weeks)

TEALS Program Role and Responsibilities

- Identify and make available training and program support for enthusiastic volunteers with backgrounds in computer science and software engineering
- Provide a comprehensive summer volunteer training program
- Conduct regular observations of the TEALS teaching team and provide feedback
- Help partner high schools build up CS program capacity

- Share expertise in teaching of computer science with proven curriculum derived from UC Berkeley and UW CS courses
 - Build connections between school industry, academia, and CS opportunities
 - Build student excitement for CS through program events such as CS opportunity fairs, career talks, college or university talks, interaction with industry experts
 - Continuously evaluate the effectiveness of the program
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Existing Signatures

- **Shubham Pandey, Principal on September 16, 2018** authorized:
Standard Memorandum of Understanding, Gift and Ethics Agreement