

2020-21 SCHOOL PARTNER AGREEMENT – Generic – New School

Our goal is to serve at least 50 students across grades 1 – 5 and be an important partner in the school’s math intervention efforts. One of Heart’s operating principals is to minimize any extra work for school staff. We provide the curriculum and manage the volunteers so that, on a day-to-day basis, no additional work is created for teachers and administrators. That said, for the program to be effective, important commitments are needed from school partners.

Heart needs from schools:

* Time with students:
  + Two hours within the school day when students can attend tutoring (1 early morning hour, 1 midday hour, likely an even split in student enrollment)
  + 3-4 days in August/September and April/May when Heart students can be pulled for Pre-Assessments and Post-Assessments (~30 minutes per student)
* Space:
  + Materials storage space (8’ x 4’ x 3’ cart on wheels)
  + Designated tutoring space during tutoring times that can fit up to 14 tutor/student pairs (28 people, *e.g., cafeteria, media center, vacant classroom)*
* Assistance in program startup and student selection:
  + Identify ~60 students who are 1 – 2 years below grade level in math (end of August)
  + Help collect parental consent via permission forms (late August, early September)
  + Confirm volunteer background checks by logging into CMS database
* 30-45 minute check-ins between Principal and Heart staff in August, November, February, and June
  + Feedback; Data presentations from Heart; Planning for program success
* Surveys and Feedback:
  + 1 – 2 surveys per year for administrators and teachers
  + Letter of endorsement from Principal, if applicable
* Key Point of Contact from School (Math Facilitator, Teacher, Other)
* Financial contribution of $10,000 (20% of full program cost) – In Year 1 of Partnership, cost is $5,000

Schools can expect from Heart:

* Heart Program Coordinator on site during tutoring and other selected opportunities for collaboration
* 50 students receive tutoring 2x per week for 30 minutes, from September – April
* Streamlined communication to teachers regarding volunteer scheduling
* Student progress reports, Quarterly; Heart assessment results (October, June)
* Parent outreach preceding Winter Break and Summer Break

Heart operates in a spirit of collaboration. We make every effort to understand the unique needs of each partner school and be a positive presence to the school community. We collaborate with CIS Coordinators, school social workers, office staff, and teachers to make sure we are collectively meeting students’ needs.

*A signature below indicates willingness to meet the expectations stated above.*

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Principal / Date Heart Contact / Date*



PLANNING SHEET – School / Heart

Heart hires staff and recruits volunteer tutors based on the agreed upon tutoring times and assurance of available students. This document will allow a successful, smooth program!

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|  | **Plans as of**  **Spring 2019** | **Reviewed in**  **August 2019** |
| **Tutoring Hour 1** |  |  |
| **Time –** 60 minutes during school day | *[ ]AM (Mon – Thurs)* |  |
| **Location –** Can fit 15 tutor/student pairs while Coordinator circulates |  |  |
| **Grade Levels Available –** 30 minute sessions within the tutoring hour | *[30 min] – Grades [ ]*  *[master schedule designation]*  *[30 min] – Grade [ ]*  *[master schedule designation]* |  |
| **Tutoring Hour 2** |  |  |
| **Time –** 60 minutes during school day | *[ ]AM/PM (Mon – Thurs)* |  |
| **Location –** Can fit 15 tutor/student pairs while Coordinator circulates |  |  |
| **Grade Levels Available –** 30 minute sessions within the tutoring hour | *[30 min] – Grades [ ]*  *[master schedule designation]*  *[30 min] – Grade [ ]*  *[master schedule designation]* |  |
| **Other Notes** |  |  |
| **Key Point of Contact for Heart -** responsible for coordinating student nominations and parental permission, providing school info to Coordinator including master schedule, and day-to-day coordination with Program Coordinator, as needed. |  |  |
| **Materials Storage Location** – 8’ x 4’ x 3’ cart on wheels, reasonable proximity to tutoring location |  |  |
| **Existing School Partners –** any current partnerships with businesses, faith groups, or civic organizations that may be a source of tutors |  |  |

**June Meeting/Phone Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pre-Assessment Dates:** ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**August Meeting Date:** ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First draft of Student Nominations Google Doc (bitly) due:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_