



"OUR CHILDREN – OUR FUTURE"

Ravenswood City School District

ADMINISTRATIVE OFFICE

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Board Members:

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Stephanie Fitch, Vice- President
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Sharifa Wilson, Member

Gina Sudaria

Interim Superintendent

Memorandum of Understanding

BETWEEN

Ravenswood City School District

AND

Nature Bridge

This Memorandum of Understanding (MOU) describes and confirms an agreement between the ***Ravenswood City School District (DISTRICT)*** and ***Nature Bridge***. The purpose of this agreement is to formalize and clarify any expectations of and the relationship between the parties involved, thereby ensuring an effective working relationship for the implementation of the environmental science program at Yosemite.

I. DESCRIPTION OF SERVICES and PURPOSE OF COLLABORATION

Nature Bridge overnight environmental science programs in Yosemite National Park offer students the opportunity to engage in inclusive, hands-on learning experiences in one of the world's most iconic national parks. Students explore the deep valleys, grand meadows, and sequoia forests, while challenging themselves physically, building meaningful relationships and discovering a caring relationship with the natural world. They will collaborate with Cesar Chavez Ravenswood Middle School to ensure the program experience meets our educational goals. There will be two group trips to accommodate the entire 7th grade class. The first will take place February 5th-7th and the second will be February 12th -14th.

II. TERMS OF UNDERSTANDING

This agreement is effective on **February 5, 2020** and will remain in effect until **February 14, 2020**, unless terminated pursuant to Section IX. The MOU shall be reviewed quarterly to ensure that it is fulfilling its purpose and to make any necessary revisions.

Amendments to this MOU must be provided to all signing persons and will become effective upon the signed approval of all parties.

III. SCHOOL and DISTRICT OBLIGATIONS

- A. The DISTRICT will ensure that an appropriate administrator will be designated for assistance in implementing the environmental science program. The administrator will perform, but is not limited to, the following functions:

Planning, arranging transportation, parent information meetings, ensuring the students have the proper clothing for winter, aligning lessons to the trip, and follow the chaperone requirements set by Nature Bridge.

- B. The DISTRICT agrees to appoint District staff, as necessary, to act as the primary point of contact between *and* RCSD for the development of a strategic plan for serving Ravenswood students.

- C. The DISTRICT agrees that District staff will help facilitate the process to gain access to program needs such as appropriate space, student information, etc.
- D. The DISTRICT agrees that *Ravenswood City School District* will act as primary reporting agency when a staff person informs school staff of reasonable suspicion of child abuse, child neglect, harm to self or harm to others of a student residing in the district.

RCSD agree to the reporting process outlined in Appendix A.

IV. *Nature Bridge*

- A. *Nature Bridge* agrees to provide stated service as in Section I to the schools identified in section III.A.2. Activities outside those specified in the stated services (section I) will be determined jointly by representatives from DISTRICT and *Nature Bridge* (e.g. field trips, etc.).
- B. *Nature Bridge* agrees to collaborate with the Director of Student Services and/or District Summer Program Coordinator and other RCSD staff in providing timely attendance reports, programming updates, student reports, accountability reports, and other unspecified reporting.
- C. *Nature Bridge* agrees that services provided by *Nature Bridge* pursuant to this MOU may be supervised and evaluated by staff from the Ravenswood City School District as a supplement to *Nature Bridge* primary oversight.
- D. *Nature Bridge* staff will ensure that there is **12:1 student to supervisory¹ staff ratio** at all times.
- E. *Nature Bridge* agrees to provide orientations/presentations to district representatives, program staff, school staff and parents for informative purposes.
- F. *Nature Bridge* agrees to provide the DISTRICT with a schedule and calendar of daily activities and upcoming events and to coordinate with the Director of Curriculum & Instruction and/or other District Staff in the planning and coordination of these events.
- G. *Nature Bridge* agrees that when its interns and volunteers are utilized, staff from *Nature Bridge* will be responsible for their training, supervision, TB clearance, fingerprinting, federal criminal background check, and of ensuring that such person fulfills all district requirements for instructional aid status if this person is in a supervisory position within the 20:1 student to staff ratio.
- H. *Nature Bridge* agrees to ensure that all of their staff who will be on school property or work with students has proof of a negative skin test or chest x-ray for Tuberculosis.
- I. *Nature Bridge* will provide RCSD with written verification that program staff has been cleared.
- J. *Nature Bridge* agrees to ensure that all program staff that will be on school property has proof of FBI and Department of Justice Child Abuse Index fingerprint clearance. *Nature Bridge* will provide RCSD with written verification that program staff has been cleared.
- K. *Nature Bridge* agrees that in every case where a program staff person has reasonable suspicion of child abuse, child neglect, harm to self or harm to others of a student residing in the district, the staff person will comply with the reporting process outlined in Appendix A.

¹ Supervisory is defined as any one adult on school grounds in charge of 20 students or less, regardless of their status as an employee or volunteer.

- L. *Nature Bridge* has in force, and during the term of this Agreement shall maintain in force, a Comprehensive General Liability Insurance policy with limits not less than \$1,000,000.00 (one million dollars) each occurrence combined Single Limit for Bodily Injury and Property Damage. The policy shall name as additional insured the Ravenswood City School District, its Board, officers and employees. The policy shall require the insurer to provide to the District a thirty-(30) day notice of any cancellation or reduction of such insurance.

V. **CONFLICT RESOLUTION**

The Parties agree that differences of opinion regarding personnel or service practices or Parties will be discussed. If resolution is not obtained then, decisions will be made after discussion between the Director of Student Services, Director of Curriculum & Instruction, and *Nature Bridge* management representatives.

VI. **NON-DISCRIMINATION**

Nature Bridge and the DISTRICT shall not discriminate against any person rendering or receiving services pursuant to this Memorandum, on the basis of race, color, age, marital status, national origin, sex, creed, sexual orientation, or physical or mental disability, including HIV disease, as provided by State and Federal Law.

VII. **HOLD HARMLESS**

Each party is an independent contractor responsible for its acts and the acts of its officers, agents, and employees. Each party agrees to indemnify, defend, and hold harmless the other party, its officers, agents, and employees from any and all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

VIII. **CONFIDENTIALITY**

The parties shall maintain the confidentiality of all records generated during the period of this agreement pursuant to applicable Federal and State laws.

IX. **TERMINATION**

This Agreement may be terminated by either party by giving a minimum of thirty (30) days advance written notice to all parties.

X. **NOTICES**

All notices of the parties shall be in writing and shall be addressed as set forth below:

Nature Bridge
Madeline Patton
Yosemite

TO SCHOOL DISTRICT:
Superintendent
Ravenswood City School District

mpatton@naturebride.org
28 Geary St., Suite 650
San Francisco, CA 94108

2120 Euclid Avenue
East Palo Alto, CA 94303

Copy to:

Business Services
Ravenswood City School District
2110 Euclid Avenue
East Palo Alto, CA 94303

SIGNATURE PAGE

XI. AUTHORIZATION

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

RAVENSWOOD CITY SCHOOL DISTRICT

Gina Sudaria, Superintendent

Date

Nature Bridge

Executive Director

Date

APPENDIX A

REPORTING PROCESS OF CHILD ABUSE, CHILD NEGLECT, HARM TO SELF OR HARM TO OTHERS

RAVENSWOOD CITY SCHOOL DISTRICT and *Nature Bridge*

The DISTRICT and the schools within the district and *Nature Bridge* agree to the following process in the case of a student within the district reporting child abuse, child neglect, harm to self or harm to others:

1. In the case of harm to self, harm to others, or reporting of child abuse, *Nature Bridge* will immediately contact and inform the appropriate program coordinator and/or school administrator to initiate the school's reporting process and *Nature Bridge* staff-person will make a verbal and written report to that after school program site coordinator and/or school administrator.
2. The district's school sites shall carry out the reporting responsibilities (reports to law enforcement/child protective agencies) required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) These include reports of the known or suspected instance of abuse to the child protective agency immediately, or as soon as practically possible, by telephone and by sending a written report within 36 hours of receipt of information by *Nature Bridge*.
3. Within 24 hours, the school will send a facsimile transmission immediately, or as soon as practically possible, to *Nature Bridge* confirming that the verbal report was made, as required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.), to the appropriate child protective agency.

The school will also send a facsimile transmission immediately, or as soon as practically possible, to *Nature Bridge* confirming that a written report was made, as required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.), to the appropriate child protective agency within thirty-six (36) hours.

4. *Nature Bridge* staff will send a letter concerning the incident within twenty-four (24) hours to the Director of Student Services. (Director should be notified immediately along with site coordinator-Director should be aware and will be consulted in the event that a report is made – probably move this up in your process...)