

# Memorandum of Understanding – TEALS School Joint Engagement

School - Del Valle High School

School Year - 2021/22

Sections per Model (Co-Teach, Lab Support) - 0, 1

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.

## MICROSOFT PHILANTHROPIES TEALS Joint Engagement MOU 2021-22

The purpose of this document is to outline the responsibilities and outcomes of the joint engagement between the school and district administration, the Partner Classroom Teacher (PCT), the Microsoft Philanthropies Technology Education and Literacy in Schools (TEALS) Program, and the TEALS volunteer teaching team. This document, together with the [Implementation Guide](#), outlines the shared goals and responsibilities of Microsoft Philanthropies (an organization within Microsoft Corporation) and the School to ensure a successful TEALS joint engagement.

### School and District Administration Role and Responsibilities

#### Logistical Support

- School administration shall ensure that the TEALS model and joint engagement 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 and from TEALS field trips (if applicable).
- Provide (if requested) non-personally identifiable student information and AP scores for TEALS 3rd party data collection and evaluation, including agreeing (as applicable) to the provisions of the AP Score Permission detailed below.
- Assist TEALS in collecting student media release forms for photos and videos used in TEALS publicity and for TEALS teacher training purposes.

#### Teacher Recruitment and Support

- For Co-Teach classes,
  - School Administration shall recruit a PCT committed to learning the curriculum and teaching CS independently within 2-4 years (including the co-teach and lab support models).

- Provide PCT funding and support for Professional Development (PD) workshops through TEALS and related opportunities.
- Recognize PCT PD credit hours upon completion of the joint engagement, as best interpreted by local policies.
- For Lab Support classes,
  - School administration shall recruit a PCT who is capable of and committed to leading 80% or more of in-class lessons and grading.

## 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 9:30 AM to allow TEALS volunteers time to commute to their workplaces, 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 this linked [Implementation Guide](#).
- Review the D&I resources that have been shared with you by TEALS and commit to taking action in these three areas: Diversity in enrollment, Inclusive Learning Space, and Inclusive Instruction.

## Volunteer Recruitment and Support

- School Administration shall help recruit volunteers through district, principal, PTA, and foundation-level communications to all school communities.
- Integrate the TEALS volunteers into the school system as appropriate, including school events, publications, and access to relevant school and district teaching resources.
- Observe TEALS classroom and provide observation feedback to the TEALS Program and TEALS volunteers; twice per semester for Co-Teach classes and once per semester for Lab Support classes via the online observation form on the TEALS dashboard.
- Partner schools are required to cover the costs related to volunteers being onsite. This includes school mandated background checks, medical requirements (vaccines, TB tests, etc.), fingerprinting, and costs associated with parking on school grounds (if applicable). Volunteers must be onboarded into the school system in advance of class starting.
- Clear the volunteers for working with students so that you comply 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

- Help recruit interested and diverse students for CS classes; teacher recruiting efforts have a significant impact on increasing student diversity in computer science classes.
- Attend summer PD and summer check-in meetings as described in the Implementation Guide.
- Mentor TEALS teaching team during the summer and school year.
- Manage the planning and teaching of the class in collaboration with the teaching team.
- Participate in the TEALS community, online and offline.
- Commit to learning and teaching CS with successful progress made towards increased CS teaching capacity.
- Distribute TEALS anonymous program surveys to students at the beginning and end of each school year (or the end of each semester for semester-long classes).

- Complete TEALS teacher surveys at the beginning and end of the school year.
- For Lab Support classes, the school administration shall select a PCT who is capable of and committed to leading 80% or more of in-class lessons and grading.

## TEALS Volunteers Role and Responsibilities

- TEALS Volunteers shall complete a volunteer interview with TEALS staff.
- 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 and teacher 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 the teaching of computer science.
- Build connections between school, industry, academia, and CS opportunities.
- Build student excitement for CS through program events such as CS opportunity fairs (if applicable), career talks, college or university talks, interaction with industry experts.
- Continuously evaluate the effectiveness of the program.

## Permission for Microsoft to Receive The College Board AP Scores

If an AP class is being taught at the school, the signer below grants permission for Microsoft to receive from The College Board the following data:

2022-2024 AP Computer Science A and/or Computer Science Principles exam data (only schools with 10 or more exams taken per AP CS subject will be reported in itemized detail)

# of students taking AP Computer Science A and/or Computer Science Principles exams

# of students scoring 1, 2, 3, 4, 5

# of Hispanic, African American, Native American, and Pacific Islander students, including score breakdown

# of all gender options, including score breakdown

Additionally, a gender breakdown will be received by Microsoft for all AP classes, but only those AP classes with 10 or more exam takers will also have the exam score breakdown and the demographic breakdown as specified above.

The data will be forwarded to the TEALS recipient designated by Microsoft Corporation.

The College Board computer science AP exam data points may be used by Microsoft Corporation solely for the purpose of providing its Microsoft Philanthropies TEALS Program with information about AP performance by the school to assess the effectiveness of the TEALS Program, teacher professional development, and intervention.

This permission does not extend to Microsoft Corporation using the College Board data for any reason other than as specifically stated above.

This permission does not grant Microsoft the right to receive any data from The College Board that includes name, social security number, or other student identifiers in any manner, nor may Microsoft receive or use any school performance summary where the value of a cell is less than ten (10).

This permission may be terminated by the school for any and no reason by sending termination notice at least sixty (60) days in advance to:

Microsoft Corporation (at ATTN: TEALS, 1 Microsoft Way, Redmond, WA 98052)

Microsoft will notify The College Board of such termination. As of that termination date, Microsoft Corporation will no longer have permission or the right to accept data about the school from The College Board.

## Compliance with Gift and Ethics Rules

Microsoft Corporation desires to ensure compliance with the applicable gift and ethics rules and seeks no favoritism or exclusivity in any bidding arrangement. The authorized representative signing this School Joint Engagement Memorandum of Understanding confirms that there is no violation of applicable gift and ethics laws, regulations, or policies if the school's teachers or other representatives:

1. Accept Microsoft promotional items not to exceed \$20 in value (e.g. a TEALS branded t-shirt).
2. Participate in a TEALS status update meeting in which Microsoft pays for a meal not to exceed \$50 per person.
3. Attend a TEALS sponsored Computer Science Fair (if applicable) or other similar event at which Microsoft provides snack and refreshments with a value not to exceed \$20 per attendee.

## Existing Signatures

- **Daniel Gutierrez, Assistant Principal on June 3, 2021**
- **Antonio Acuna, Principal on July 14, 2021**

## Your Signature

You signed this agreement as **Daniel Gutierrez, Assistant Principal on June 3, 2021**. You can use the form below to edit your signature.

**\* Indicates required field**

### Select Your Role \*

Assistant Principal



By signing below, I confirm that I am duly authorized to sign this Memorandum of Understanding on behalf of the school and that I (i) have read and understand all TEALS material included in the packet for the joint engagement for the 2021-22 school year, (ii) am fully committed to the TEALS joint engagement described in this Memorandum of Understanding and continuing to grow the CS program at our school and (iii) confirm there is

no violation of applicable gift and ethics laws, rules or policies in accepting the gifts as stated in the section above entitled Compliance with Gift and Ethics Rules.

**Your Signature (Full Name) \*****Date**[Return to Dashboard](#)

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Microsoft Philanthropies TEALS

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