

**Attachment A – Section 1**

<p><b>Multnomah County, Department of County Human Services</b>  <b>Program Instructions</b>  <b>SUN Community School Services</b>  <b>Regional Service Center or TOP</b>  <b>Provider _____</b>  <b>Effective July 1, 2010 to June 30, 2011</b></p>
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**Statement of Work**

Service Description	Type of Funding for SUN Community Schools	Amount of Funding	Validity Dates	Payment Method
			7/1/10-6/30/11	Per Invoice, Cost Reimbursement
			7/1/10-6/30/11	Per Invoice, Cost Reimbursement
			7/1/10-6/30/11	Per Invoice, Cost Reimbursement
			7/1/10-6/30/11	Per Invoice, Cost Reimbursement
	Total Funding			

The following program instructions are required protocols for SUN Community School (SUN CS) services. All services in the SUN Service System are to be delivered in accordance with SUN Service System Models: for Regions, the model is dated 1/16/09 (RFP P09-9745); and for Target Outreach Populations, the model is dated 2/22/08 (RFP P08-9329). A full description of SUN Community School services can be found in the models.

**Target Population**

SUN Community School services and programs are not exclusive to a particular target group; they serve a broad range of students and families both from the school site and surrounding community. The intent behind this is to bring together youth with varying abilities and life situations to support their development and success. However, targeted recruitment of students at risk of academic failure is required.

Circumstances that may lead to adolescents being considered at risk of academic failure include: poor academic performance, poor class attendance, suspension/expulsion, behavioral issues, English not the primary language, foster care placement, gang involvement, homelessness, individualized education plan (IEP), poverty, substance abuse and teen pregnancy.

**Required Services**

SUN CS services are broadly broken down into the following Core Service Categories. All five Core Service Categories are required as part of the contracted SUN Community School services along with the following Required Service Components:

Core Service Category	Required Service Components
1. Academic Support and Skill Development (for youth and adults)	<ul style="list-style-type: none"> <li>● Academic classes</li> <li>● Homework assistance</li> <li>● Enrichment &amp; Recreation</li> <li>● Tutoring/Mentoring</li> <li>● Summer Programs</li> <li>● Life Skills Development</li> <li>● Adult Anti-Poverty Education and Support (ESL, GED, Parenting, etc.)</li> </ul>

Core Service Category	Required Service Components
2. Family Engagement/ Involvement	<ul style="list-style-type: none"> <li>● Outreach</li> <li>● Parent support and life skills development</li> <li>● Family educational nights</li> <li>● Family/community events</li> <li>● Access to resources</li> </ul>
3. Community & Business Involvement	<ul style="list-style-type: none"> <li>● SUN Community Schools Advisory Body</li> <li>● Family/community events</li> </ul>
4. Service Integration	<ul style="list-style-type: none"> <li>● Partner coordination</li> <li>● Coordination of communication and service for specific students and families</li> <li>● Service Access, I &amp; R and Linkage to a wide range of services including: <ul style="list-style-type: none"> <li>● Housing Stability services</li> <li>● Economic Self-Sufficiency services</li> <li>● Basic Needs services</li> <li>● Health services</li> <li>● Mental Health services</li> </ul> </li> </ul>
5. Site Management & Providing Services/ Activities	<ul style="list-style-type: none"> <li>● Site Management</li> <li>● Annual Planning</li> <li>● Service/Activity Coordination and Delivery</li> </ul>

More detailed description of these services, including optional service components, can be found in the SUN Service System Model beginning on page 17.

**Program Requirements**

- 1) The agency will collaboratively manage SUN CS services with the school. This includes conducting the hiring process of the SUN CS Site Manager jointly with the school principal and appropriate SUN advisory committee members and/or parents. The agency, with the established advisory group(s), the School(s), and other participants, will develop a job description outlining the responsibilities and roles of the SUN CS Site Manager.

The focus of the Site Manager role is on coordinating a system to ensure access to County-funded and community human and health services. SUN CS Site managers act as the coordinator of all extended-day services and partners within a school building, following the protocol in Attachment 1. In SUN CS where the district is required to provide Supplemental Education Services (SES), the SUN CS Site Manager will follow the specific protocol for SES sites (Attachment 1).

- 2) SUN CS site managers work collaboratively with the Principal and the advisory body to use local needs assessment to establish a SUN Community School Annual Plan and budget. The Plan is for a comprehensive aligned service system that addresses the unique needs of the school site and supports the school improvement plan. The school Principal shall have the final decision on what services will be provided in the school. The principal and advisory committee will sign off on the final annual plan and have access to the budget.
- 3) Extended-day activities are required to emphasize academic support over enrichment activities; at least one-third (1/3) of extended-day activities offered for youth must be academically focused. 30 minutes per program day of homework assistance or other academic support appropriate to the age level is required at each site.
- 4) The agency will ensure that the following functions are fulfilled as part of the SUN CS effort: **Advisory, Operating** (handling day to day operations of SUN CS, typically the principal, lead agency supervisor and co-manager), **Student Support** (fostering communication

between various services to collaborate in supporting specific students and families), **Partner Coordination** (linking all service and program partners for coordination and information sharing purposes) and **Service Access/Information & Referral** (providing and linking to resources). The manner in which these functions are fulfilled at individual schools will be based upon existing and developed structures.

### **Advisory Structure**

A structure will be established to solicit input from a broad array of stakeholders to guide the SUN CS development and work. Efforts must engage members from the following groups: teachers, youth, parents & family members, and community members. An existing committee such as a site council or PTA can be used as an advisory body, if the committee is able to act in an advisory capacity for SUN CS. Input needs to be solicited on SUN CS issues at least four times annually.

### **Coordination of Communication about Students and Families**

In their role of service integration and coordination, SUN CS site managers develop and maintain a communication and referral system among partners to ensure the linkage of students and families to a range of services. As part of this, SUN CS Site Managers are to connect with existing groups of school staff and/or service providers (such as Student Success Meetings) in order to support collaboration and integration of services for specific students and families.

### **Partner Coordination**

The SUN CS Site Manager facilitates and provides leadership for the collaborative process and development of a continuum of services for children, families and community members within a school neighborhood. As part of this the site manager is expected to connect with all school-based and school-linked service and program partners in that school for coordination and information sharing purposes. This coordination may happen individually, in small groups or through the convening of larger Partner Coordination Meetings.

### **Service Access/Information & Referral**

The SUN CS Site Manager will provide a wide range of social, mental and health services and/or link students and families with resources such as School-Based Health Clinics, Immunizations and Regional Service Centers that can provide these services.

- 5) SUN CS services are expected to involve youth in meaningful ways in advisory and implementation roles, such as through the formation of a SUN Youth Advisory Committee.
- 6) The agency must collect and maintain school district-approved Release of Information from parents/guardians for all enrolled students involved in extended-day activities.
- 7) The agency must ensure that all staff that obtain or learn confidential information while providing SUN CS services not disclose this information to third parties unless the Release of Information from the parent/guardian has been obtained.
- 8) The agency must include the following information in its registration form: name, date of birth, gender, ethnicity (using the designated options from ServicePoint), grade, address, emergency contact information, behavioral language, SUN required yearly release of information and any additional partner release of information language.
- 9) The agency must adopt and implement behavioral expectations and discipline protocols that represent best practice and share such expectations and protocols with parent(s) and/or guardian(s) at the time of registration, prior to participation. (This includes using the County-required behavioral language in all registration materials.)
- 10) The agency must comply with any criminal records check and fingerprinting requirements

as stipulated by the School District(s). If the District(s) stipulate changes, the agency will implement changes immediately and have two months to come into total compliance with requirements. In PPS, agencies are to comply with the district's Criminal History Verification requirements for all employees who will have unsupervised contact with students.

- 11) The agency must ensure for any program operating under the auspices of SUN Community Schools in the school that the program is in compliance with the District's Criminal History Verification requirements. Verification will be done at the program's expense for all employees who will have unsupervised contact with students as a result of the provision of services as part of SUN CS. Agencies are encouraged to develop Memoranda of Understanding with partners that include this requirement.
- 12) The agency will provide the following information to the school principal at the beginning of each session of programming (unless the timing is otherwise specified): access to Releases of Information forms, a list of registered students with schedules, and a list of instructors' schedules. Information will be shared in a timeline and manner agreed upon by both parties.
- 13) The agency is to follow the Community Use of Buildings Guidelines for their district when scheduling the use of district buildings.
- 14) At each SUN CS site, a Safety Plan is to be in place prior to the start of programming. A Safety Notebook is to be developed and maintained. The notebook should be kept in a designated location and made available to the School, District, and/or SUN SS upon request. Contents of the notebook are to include: emergency procedures, staff and partner information, and student behavior expectation information so that someone can back up the site manager as necessary in an emergency. An outline for a safety plan is included in the SUN CS Orientation Manual.
- 15) SUN CS must comply with the SUN CS PR Standards established by the City and County, including using all required logos and tagline in any outreach or marketing materials. Contact SUN SS PDS staff for a copy of the Standards.
- 16) SUN CS are to engage in community awareness efforts including outreach for activities, events and services.
- 17) In the event of a furlough of more than 2 weeks in any of the County's school districts, the agency will work with SCHOOL, parents and community to identify needs during the furlough time. SUN CS furlough activities and services are to reflect the identified community priorities with a focus on providing safe places for children. During the furlough period, agency SUN CS staff will provide a reasonable level of direct programming either through coordinating activities themselves or contributing to a partnership effort. The level of programming will be related to the resources available within the contract. The agency will develop furlough plan according to direction from SUN SS.
- 18) SUN CS Program Supervisors are expected to attend all SUN CS Program Supervisor meetings and SUN CS Site Managers are expected to attend all SUN CS Site Manager meetings. Representatives at network meetings have the responsibility and authority to update the County on agency's activities that have an impact on the SUN Community School services.
- 19) Fee Structure: Providers must operate under the fee structure established by the System partners to promote consistency and equity across the County. The structure was developed to allow those families who are able to pay fees a mechanism through which to

do so. It is essential that efforts are made to ensure that any fees are not a barrier to participation. The fee structure is as follows:

- There are two tiers of fees within the structure. Tiers are based on poverty with the determining criteria being the % of FRL in a school.
- The tier a school falls into determines the fee amount for the entire school. (i.e. some schools won't charge fees to any students and some will charge on a sliding fee scale basis to all students.)
- The fee amount relates to fees for ongoing extended day activities. All schools still may charge for special events or activities (field trips, individual specialty classes, etc.) and may determine what is appropriate based on their community.
- At all schools, any fees are to be collected using a sliding scale fee that starts at \$0.
- The fee range for on-going extended-day activity/class charges is developed at the individual school and must begin at \$0.

<b>Tier</b>	<b>Poverty Criteria</b>	<b>Fee Amount for Extended-Day Activities</b>
Tier 1	High Poverty Schools (those at 50% or higher FRL*) and High Schools	No Fees
Tier 2	Lower Poverty Schools (those with 49% or lower FRL*)	Fees charged by activity or class using sliding scale beginning at \$0

\* Tier status will be determined using [09-10](#) FRL data and will be reviewed every 3 years.

For Portland Public Schools SUN CS sites only:

- 20) The agency will provide copies of all the executed parental Release of Information forms to the District Liaison at the end of the year if the agency chooses not to participate in the eSIS access protocols as defined by the District.
- 21) The agency will provide the following information to the school principal at the beginning of each session of programming (unless the timing is otherwise specified):
  - a. A list of all students with signed Release of Information forms.
  - b. Copies of the signed Release of Information forms if the Lead Agency or County chooses not to participate in the eSIS access protocols as defined by the District.
  - c. A list and schedule of students served and their SUN CS activity schedule.
  - d. A list of instructors indicating which are district staff which are paid employees and which have successfully completed Criminal History Verification. See Attachment 2.
  - e. A list of the schedule of classes including the instructor and location.

**Service Locations**

<b>SUN Community School Sites</b>	<b>Tier</b>

## **Outputs and Outcomes**

Where the contract is awarded for less than a 12 month period, required output and outcome targets are figured proportionately to the yearly requirements.

<b>SUN Service System</b>	<b>Output or Outcome</b>	<b>100% funding level</b>	<b>75% funding level</b>	<b>Source</b>
SUN Community School Services	Extending the hours that the school is open to the community to provide service	15 hours per week	12 hours per week	ServicePoint
SUN Community School Services	A significant number of school enrollment will be served in enrolled extended-day activities or individual, group and family support	200 students	150 students	ServicePoint
SUN Community School Services	Students involved with SUN CS will participate regularly (attending 30 days or more per year)	100 students	75 students	ServicePoint
SUN Community School Services	Students who are at risk of academic failure (not meeting established state or district standards, performing below grade level, ELL, living in poverty (qualified for Free/Reduced lunch) or teacher/staff referral) will be recruited and served	100 students	75 students	ServicePoint
SUN Community School Services	Families will be served in extended-day family programs & services (children & adults)	3 family non-enrollment events	3 family non-enrollment events	ServicePoint
SUN Community School Services	Adults (parents and community members) will participate in adult education	50	35	ServicePoint
SUN Community School Services	Regular attendees will meet reading and math benchmarks or show increase in benchmark scores	75%	75%	SUN SS will gather data from District
SUN Community School Services	Regular attendees attend school regularly	90% average daily attendance	90% average daily attendance	SUN SS will gather data from District
SUN Community School Services	Regular attendees will show improvement in developmental and interim academic indicators including: <ul style="list-style-type: none"> <li>• Turning in homework on time</li> <li>• Homework completion to teacher's satisfaction</li> <li>• School attachment/engagement</li> <li>• Participation in class</li> <li>• Attentiveness in class</li> <li>• Classroom academic performance</li> <li>• Positive self-identity/confidence</li> <li>• Behavior</li> <li>• Working well with others/relational skills</li> <li>• Positive adult relationships</li> <li>• Intention to graduate or stay in school</li> </ul>	75%	75%	Teacher & Student Survey

## **Reporting**

Required reporting for SUN CS services includes: the SUN CS Annual Plan, Half-Yearly Progress Report, Final Yearly Progress Report, and Annual Teacher and Student Surveys.

Data requirements include having the minimum data set electronically entered in ServicePoint no later than the specified dates below.

A Teacher Survey is required to be administered to solicit feedback on all regularly attending participants. The Teacher Survey will be administered in May. A Student Survey will also be administered in late May to students participating at that time. SUN SS staff will communicate with contractors about the format, timing and logistics of the Teacher and Student surveys.

Reports and data are due according to the following schedule:

Report	Due Date
<b>Final Annual Plan &amp; Signature Sheets</b> (Initial Plan due 6/30/2010)	October 15, 2010
<b>ServicePoint Data Due</b> (for period July 1, 2010– September 30, 2010)	October 15, 2010
<b>ServicePoint Data Due</b> (for period October 1, 2010 – December 31, 2010) <b>Half-Yearly Progress Report</b> (for period July 1, 2010– December 31, 2010)	January 31, 2011
<b>ServicePoint Data Due</b> (for period January 1, 2011– March 31, 2011)	April 15, 2011
<b>Teacher Surveys &amp; Student Surveys</b>	May/June 2011 June 30, 2011
<b>ServicePoint Data Due</b> (for period April 1, 2011 – June 30, 2011) <b>Final Yearly Progress Report</b> (for period January 1, 2011- June 30, 2011)	July 29, 2011

**Extended-Day Definition:**

Within SUN CS, Extended-Day is considered to be the time before or after the official school day for students or at lunch. This can be any out of school time - before school, after school, evening, weekend or summer hours. The exact hours that define the extended day will depend on the specific school start and end times and student schedules.

This focus of the SUN CS funding comes from the desire of the funders to support schools by wrapping services around the school day (not funding schools directly) and is reflected in the target number of 15 extended (as defined above) hours per week. It also fits with requests from schools that we not interrupt class time by pulling students out of class.

In some cases, the SUN CS Site Manager may include in the SUN CS Annual Plan limited services during the school day if that is the only time a population can meet and/or if this meets the needs of a given school. For contracted SUN CS providers, permission must be requested from SUN SS to deliver services during the day and the SUN CS Annual Plan must indicate how the target # of extended hours will be met, since daytime hours do not extend the amount of time the school is open to the community. Any students, parents or adults served during the day do count as part of the # served. Daytime activities are considered the exception and not the rule in SUN CS programming.

## Attachment 1

### SUN Community Schools Program

Effective July 1, 2010

#### **General and SES (Supplemental Education Services) Role Protocols: SUN CS Site Managers, School Districts, Multnomah County and City of Portland 2010/2011**

##### **Multnomah County/City of Portland – SES Specific**

- ◆ Has the obligation for ensuring that the SUN CS lead agency within a specific region does not provide SES services at a school designated to receive such services through the State AYP measures.
- ◆ Is responsible for the contractual or direct oversight of the SUN CS Lead agency at specific school sites that are eligible to receive SES services. This oversight includes monitoring the Lead Agency to ensure compliance with the protocols listed for SUN CS Site managers.

##### **District – SES specific**

- Is responsible for following all guidelines and expectations for a local educational agency as set forth in the provisions in NCLB, Title I, Part A, Subpart 1, Sec. 1116, the Supplemental Educational Services Non-Regulatory Guidance and Oregon Department of Education's approval and monitoring processes.
- Information will be shared between the District and the SUN CS Site Manager as it relates to the SUN CS Site Manager role defined below.
- Determine who the primary District SES contact person is for each school.
- Work with SES providers and SUN CS Site Manager to support the SES program, recruitment and retention strategies, and resolve issues as they are identified.

##### **SUN CS Site Manager – General**

- The SUN CS Site Manager will act as coordinator of all extended-day activities and extended-day partners within a school building. The District will require that other agencies who seek to provide extended-day services in a school site with a SUN CS program coordinate with the SUN CS Site Manager.
- The SUN CS Site Manager will develop a memorandum of understanding (MOU) for each extended day partner to define the specific roles and responsibilities of all parties. The roles and responsibilities may include building usage, recruitment and registration, fingerprinting/background checks, supplies, staffing, applicable fees and payments, and other program logistics.

##### **SUN CS Site Manager – SES specific**

- The SUN CS Site Manager will work with all SES providers in the same manner (a standard MOU for each SES provider providing services on-site):
  - Distribute official SES materials approved by the district. If materials are developed by the SUN CS Site Manager, the materials must be approved by the district prior to usage.
  - Will not conduct specific recruitment for any one SES program. Only general SES information and registration information will be provided by the SUN CS Site Manager.
  - If the SUN CS Site Manager receives general inquiries about SES programs, s/he will provide only district approved SES information about each program.
  - Student information obtained through SUN CS will not be shared with SES providers unless a release of information is signed by a parent or guardian.
  - SUN CS Site Manager will not refer a student or family to a specific SES provider.



### **Definition of “Extended-day Partners”**

Extended-day Partners are individuals or organizations who provide services outside the academic school day.

This definition is used for the purposes of clarifying roles and responsibilities between Multnomah County/City of Portland, the SUN CS Lead Agency, the SUN CS Site Manager and school districts as it relates to the delivery of Supplemental Educational Services and is not intended to define other aspects of the SUN Service System and its relationships to its partners or districts, for example the Health Clinics.

**ATTACHMENT 2  
SUN Community Schools**

**EXAMPLE SUN Community School Instructor List  
Fall 2010**

<b>Instructor Name</b>	<b>Paid employee of SUN</b>	<b>District Staff</b>	<b>Cleared Background ✓/ Fingerprinting</b>	<b>Notes</b>
Diana Hall			X	
Yoyo Ma	X	X		

To be given to school principal and/or office staff each term.