

What's New with MOUs

- ✓ **MOUs can now be for one, two or three fiscal years** (July 1–June 30). Please indicate the proposed term for your MOU when you fill out the online form.
- ✓ Community organizations and agencies completing a standard MOU through the online system now need to **provide only one hard copy** – with original signatures from either the principal (for an MOU serving one site) or the central administrator (services for multiple sites) - rather than three hard copies.
- ✓ Insurance certifications must be provided at the same time/along with the signed, hard copy of the MOU.
- There are some changes to the MOU terms and conditions. Please be sure to read the entire MOU before signing it, as this is a formal legal document. Here are some of the changes:
 - Section 3 b. (15): All instruction and/or tutoring related to literacy must align with SFUSD's **Comprehensive Approach to Literacy**. Staff in the Humanities department of SFUSD's Curriculum & Instruction division may request to review your program's curriculum and other materials as part of the process for approving an MOU.
 - Section 8 (3): Organizations requesting access to student information must ensure that all employees, volunteers and/or agents sign the SFUSD **Oath of Confidentiality** before receiving any confidential information about students or their families.
 - Section 24: **SFUSD Wellness Policy**. Organizations providing food and/or beverages to students must be consistent with the SFUSD Wellness Policy. Organizations that intend to donate, serve or sell food and/or beverages more than once a week (at a single location) **must complete an application** through Student Nutrition Services.
 - Section 25: **Professional Adult/Student Boundaries**. Service providers must require each individual employee or volunteer providing services under their MOU to sign and acknowledge receipt of the SFUSD's **Board Policy 4019.1**, which outlines appropriate and safe boundaries between adults and students.
 - Downloadable versions of the Oath of Confidentiality and Board Policy 4019.1, and a link to the Student Nutrition Services application to provide food and/or beverages to students, are provided on SFUSD's website at **www.sfusd.edu/mou**
- Approval from the Board of Education will now occur only after the MOU has been signed and approved by all SFUSD administrators, including the Contracts office. We will no longer put B Reso's on the Board agenda while details of the MOU are being worked out.