

***AMERICA READS and AMERICA COUNTS PROGRAM***  
**LETTER OF AGREEMENT**  
**BETWEEN ALVORD UNIFIED SCHOOL DISTRICT**  
**& LA SIERRA UNIVERSITY**

This letter of agreement is between La Sierra University, hereinafter known as “LSU”, and Alvord Unified School District, hereinafter known as the “District”, for the purpose of placing university students, herein known as “Students”, who are eligible in the Federal Work-Study Program operated by La Sierra University.

Students will be made available to the District by LSU to perform tutoring in the after school programs in reading only for the *America Reads Program* and in math only for the *America Counts Program*.

For the purpose of placing Students in tutoring assignments LSU will make schedules available to the District. Schedules will be signed by an authorized LSU official and will set forth the following:

1. A brief description of the work to be performed by Students under this agreement;
2. The total number of students to be assigned;
3. The hourly rates of pay; and,
4. The average number of hours per week each Student will tutor.

Schedules will also state the total length of time the project is expected to run. LSU will inform the District of the maximum number of hours per week a Student may tutor.

The District has the right to control and direct the services of the students in the *America Reads and America Counts Program*, not only as to the results to be accomplished, but also as to the means by which the results are to be accomplished. On a

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monthly basis LSU will check on the progress of all Students assigned to the District. The District representative will evaluate each student monthly.

Students may be removed from a particular assignment or from the District by LSU, either on its own initiative or at the request of the District. The District agrees that no Student will be denied a tutoring assignment or be subject to different treatment under this agreement on the grounds of race, color, national origin, religion or sex. It further agrees that it will comply with the provision of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education which implement those Acts.

LSU will compensate students from the Federal Work Study Program for work performed under this agreement and will disburse all payments due as an employer's contribution under State or local workers' compensation laws, under Federal or State social security laws, or under other applicable laws.

Students will complete time reports indicating the total hours worked each week in clock time sequence and containing the supervisor's signature as to the accuracy of the hours reported. Each Student is responsible to turn his or her own reports (time cards) into the Payroll Department at LSU to ensure the Student receives a pay check for each pay period.

Students are solely responsible for their own transportation to and from their tutoring site.

LSU and the District agree to hold each other harmless from liability or damages resulting from acts or omissions including those of its officers, employees, or agents in the performance of this agreement.

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The terms of this agreement shall be July 1, 2020 to June 30, 2021.

This agreement may be terminated by either party upon immediate notice.

Sherrí Kemp, Assistant Superintendent \_\_\_\_\_  
Alvord Unified School District Representative (*Please print*)                      Date

\_\_\_\_\_  
Alvord Unified School District Representative (*Signature*)

\_\_\_\_\_  
La Sierra University Representative (*Please print*)                      Date

\_\_\_\_\_  
La Sierra University Representative (*Signature*)