

**Proposed Concepts for a  
Memorandum of Understanding Between  
Tucson Unified School District 1010 East 10<sup>th</sup> Street Tucson, Arizona 85719  
And, American Education Development Organization, Inc. (AEDO)  
P.O. Box 764 Chandler, AZ 85244**

This Memorandum of Understanding represents a **two (2) year agreement (2018-2020)** between Tucson Unified School District and American Education Development Organization, Inc. (AEDO). The terms, intent, and proposed clauses of this agreement are listed here-in and represent a cooperative structure between the two parties.

**Terms-**

In this document:

MOU is Memorandum of Understanding

TUSD is Tucson Unified School District

AEDO is American Education Development Organization, Inc.

Jiao Tong High School or Jiao Tong is The High School Affiliated to Shanghai Jiao Tong University (HSASJTU)

Other high schools in China refers to high schools that are other than (HSASJTU) where AEDO may recruit students for attendance at Tucson High School

SEVIS is the Student and Exchange Visitor Information System

TOEFL is the Test of English as a Foreign Language

SAT is the Scholastic Assessment Test

**Intent:**

Tucson Unified High School District has agreed to enter into a Memorandum of Understanding with American Education Development Organization, Inc. for AEDO to place up to four (4) Jiao Tong High School students at TUSD's University High School and up to six (6) other students from China in Tucson High School for the 2018-2019 and 2019-2020 school year. This MOU can be renewed if both parties agree in writing.

**Proposed Clauses:**

American Education Development Organization, Inc. agrees to:

1. Annually recruit students for TUSD for placement at University High School and Tucson High School
2. Obtain from TUSD their annual tuition rate for international students and include this amount in the High School Affiliated to Shanghai Jiao Tong University (HSASJTU) annual fees and other high schools from China approved "Yearly Student Program Fees"
3. Ensure that TUSD receives the federally required tuition payment prior to Jiao Tong High School's and other high schools students from China's request for the TUSD's issuance of the Federally required SEVIS I-20 letters
4. If requested, provide letters of recommendations from the student's biological parents or their school(s) that certify that each student is emotionally mature enough and has the academic ability that will enable them to be successful at TUSD University High School and Tucson High School

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5. Provide English translated transcripts and Chinese transcripts to TUSD or to Tucson University High School and to Tucson High, depending on the preference of the School District
6. Provide immunization documentation and medical history information to University High School and Tucson High School for placement in the student medical files
7. Provide TUSD or University High School or Tucson High School with copies of students passports and birth certificates that certify students' name and birthdates
8. Assign students to TUSD volunteer teachers or certificated staff or school office staff or school administrators or District administrators or staff that are to serve as host parents
9. Pay a monthly stipends to TUSD volunteer teachers or certificated staff or school office staff or school administrators or District administrators or personnel that are to serve as host parents
10. Provide a summer orientation to TUSD personnel who are to receive stipends to be host parents for the students
11. Monthly monitor students and host parents relationships and home conditions and record evaluation write ups and maintain on an as need basis student and family assistance and include the host parents in other AEDO host parent meetings
12. Require from the host parents: an application, an interview assessment, a signed confidentiality agreement, a stipend agreement, a host parent agreement, a copy of their driver's license and finger print card as a required background check for all person's in the host family's home who are 18 years old or older or who will become 18 years old during the time of the international student(s)' home stay
13. Provide the host parents with: rules and regulations for their responsibilities to students, out of town travel procedures, emergency medical situations procedures, medical claims forms, procedures for reporting student misconduct, copies of student behavioral expectations, and a student bio write up prior to students arrival
14. Assist the host parents with monitoring students' academic performance and college application process and will assist the host parents with communicating these results to the students biological parents as well as to their high school(s) in China, if appropriate
15. Provide the students with weekend TOEFL and SAT test tutoring for up to ten (10) weekends during the first semester of the school year and assistance with writing college application personal statements as well as assistance to them with completing college applications, if the students biological parents agree
16. Provide all internationals students with accident and medical insurance and share this information with the students host parents and students
17. Meet with school(s) principal(s) to describe the program and meet with students' teachers to describe the program and/or to learn about teacher expectations and students' needs
18. Form a cooperative management process with TUSD that establishes parameters for a TUSD and China schools student cultural and academic exchange program where TUSD students will be provided opportunities to live in a dormitory setting for up to three (3) months at a Chinese school or with Chinese host parents of students who are enrolled in the school of their attendance or with Chinese citizens that are deemed appropriate by the Chinese high school administration and agreed to by TUSD
19. Establish an agreement which incorporates TUSD parameters and AEDO's involvement with Jiao Tong High School or with another high school in China to accept a later to be determined number of TUSD high school students as academic and cultural exchange students

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**Tucson Unified High School District Agrees to:**

1. Give permission to AEDO to recruit host parents from University High School's or Tucson High School's teachers, certificated staff or office personnel or school administration or District administration or office staff
2. Annually inform AEDO of TUSD's tuition rate for international students by the second week in November
3. Accept up to four (4) Shanghai Jiao Tong student to attend University High School and up to six (6) students from other schools in China for attendance at Tucson High School
4. Accept The High School Affiliated to Shanghai Jiao Tong University (HSASJTU) student tuition payment either from the students' biological parents or from AEDO prior to the issuance of the students I-20 letters
5. Issue federally required SEVIS I-20 letters by the end of the first week in April to the international students or their schools who are to be placed at TUSD's University High School or Tucson High School
6. Analyze The High School Affiliated to Shanghai Jiao Tong University (HSASJTU) students English translated transcript to determine class schedules and compliance with District and State graduation requirements needs
7. Allow The High School Affiliated to Shanghai Jiao Tong University (HSASJTU) students and other schools in China's students to participate in graduation exercises and to issue them diplomas if they meet District and State requirements
8. Permit Jiao Tong High School students and other high schools students in China to enroll in AP, IB or Cambridge classes or other classes that are determined to be rigorous upper level courses and courses that the international students or AEDO determine are specific to areas associated with the students' intended college degrees
9. Permit students to have access to all district resources for example but not limited to college counseling, early college intervention counseling, social and emotional counseling if needed, Reading courses if needed, extracurricular programs and interscholastic activities if appropriate, participate in school field trips and take part in school or district college fairs/activities
10. Grant The High School Affiliated to Shanghai Jiao Tong University (HSASJTU) students and the other high school students in China permission to participate in before school, after school and lunch time school sponsored academic tutoring activities
11. Grant The High School Affiliated to Shanghai Jiao Tong University (HSASJTU) students and the other high schools in China students access to weekend and recess days academic tutoring
12. Provide The High School Affiliated to Shanghai Jiao Tong University (HSASJTU) students the same access to text books as TUSD's resident students
13. Provide The High School Affiliated to Shanghai Jiao Tong University (HSASJTU) students and the other high schools in China students the same access to school free breakfasts and free lunches programs as are available to TUSD's resident students
14. Enable The High School Affiliated to Shanghai Jiao Tong University (HSASJTU) students and the other high schools in China students to qualify for District insurances as does TUSD resident students
15. Allow AEDO to: visit students while on campus, observe their performance during class time as permitted by District and school policies; call slip them from classes; excuse their absences; have input into their class schedules; receive copies of their class schedules and school transcripts; have discussions

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with their school counselor(s) and/or school administration or school office staff; and have input into their academic or college intervention plans

16. Establish a policy that students who do not attend any classes are eligible to have their tuition refunded within 30 days from the start of school and students who attend classes for one days or more are not eligible for tuition refund
17. Form a cooperative management relationship with AEDO to establish a TUSD and China schools student cultural and academic exchange program where TUSD students will be granted the opportunity to live in a dormitory setting at a Chinese school or with Chinese host parents of students who are enrolled in the school of their attendance or with Chinese citizens that are deemed appropriate by the Chinese high school administration and agreed to by TUSD
18. Establish parameters with AEDO to define a cultural and academic Chinese student exchange program
19. Establish an agreement which incorporates TUSD parameters and AEDO's involvement with Jiao Tong High School or with another high school in China to accept a later to be determined number of TUSD high school students as academic and cultural exchange students

**Shared Responsibilities:**

- A. The term of this MOU is for the 2018-2019 and 2019-2020 school years but may be renewed for additional school years if both parties agree and with a written request from either party minimally prior to 60 days to the end of the current agreement. The agreement may also be terminated by either party with a 60 day written notice to the other party with the stipulation that the agreement will terminate at the conclusion of the current school year or current agreement period
- B. To the extent permitted by law, each party shall defend, hold harmless, and indemnify the other party and its agents, employees, officials, and officers from and against all claims, damages, expenses, and losses (including but not limited to attorney fees and court costs) arising from the acts or omissions of the indemnifying party, its agents, employees, or students in the performance of this MOU.
- C. The parties have memorialized herein the intent of this MOU. The parties agree that they shall memorialize any addition, change, or exception to this MOU in a separately written document signed by both parties and that they may implement any addition, change, or exception only after both parties have given written consent.
- D. This MOU goes into effect on the date when duly authorized representatives of each party sign it. If signed on different dates, the MOU goes into effect on the last signature date set forth below. The parties agree to accept in person computerized signatures as official affixtures.
- E. This MOU ends as of June 30, 2020.

The individuals signing below on behalf of Tucson Unified School District (TUSD) and American Education Development Organization, Inc. (AEDO) hereby represent and warrant that they are duly authorized to execute and deliver this MOU.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dr. Gabriel Trujillo TUSD Superintendent or Board Member

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thomas J. Jenkins AEDO President or Yunbo Gu AEDO CEO/Founder