

SCHOOL PARTNERSHIPS

Definitions

A “**community organization**” includes, but is not limited to, businesses, unions, government and service groups.

A “**partnership**” is an ongoing involvement between schools and community organizations. The partners work collaboratively toward shared goals. Partnerships can vary in size, scope, and focus, and reflect the diversity of the communities and individual needs.

Regulations

1. In determining if an ongoing partnership is of significant enough scope to be covered by this administrative procedure, the principal of a school should consult with an Associate Superintendent.
2. Before entering into a formal partnership agreement, the principal should consider:
 - 2.1 The formation of a partnership planning committee, which may include representation from the school staff, student body, prospective partner, and parents.
 - 2.2 The nature and outcomes expected of the partnership.
 - 2.3 The establishment of guidelines with respect to the nature of the activities to be undertaken in the partnership.

Procedures

1. When developing a formal partnership, the following guidelines should receive consideration:
 - 1.1 A meeting of the prospective partner representative and the school representative to articulate clearly the requirements and expectations of the prospective partners.
 - 1.2 The formation of a partnership planning committee, which may include representatives from the school staff, student body, the prospective partner and parents. This partnership planning committee should consider the following steps in developing a partnership plan:
 - 1.2.1 Seek input from groups such as students, employees, support staff, teachers, parents and community groups prior to formulating the plan for a partnership.

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- 1.2.2 Develop a broad statement of what the partnership is intended to accomplish (mission statement).
 - 1.2.3 Develop goal statements and objectives that articulate the intended outcomes.
 - 1.2.4 Develop a specific action plan to achieve the goals and objectives.
 - 1.2.5 Develop a timeline for the specific action plan.
 - 1.2.6 Develop a budget (if necessary) for the action plan.
 - 1.2.7 Determine the roles and responsibilities of each of the participants in the partnership.
2. Upon successful completion of a formal partnership agreement, the school principal shall forward a copy of the agreement to the Office of the Superintendent / Board of Education.