

Superintendent Procedure 4265SP School and Community Partnerships

Approved by: s/S. Enfield Date: 9/14/11

Dr. Susan Enfield, Interim Superintendent



The following procedures shall be used to carry out School Board policies regarding school and community partnerships.

- It is expected that these procedures are updated, as appropriate, to ensure that the policy is implemented as intended.
- One goal of these procedures is to develop a district-wide database of partners that work with Seattle Public Schools. Knowing that currently this information is held at individual school sites, it will take the 2011-12 school year to develop this data base.

These procedures outline the following:

- I. Establishing a Partnership to Provide Programs and Services for Students and Schools
- II. Categories of Partnership
- III. “Alignment Initiative” Partners
- IV. Options and Requirements for Before and After School Activities at Schools

I. ESTABLISHING PARTNERSHIPS TO PROVIDE PROGRAMS AND SERVICES FOR STUDENTS AND SCHOOLS

There are several ways to create a partnership with a school/s or the District. A partnership can be initiated at an individual school with a member of the staff, student, family, principal, or at the central office. It is important that a partnership is documented at the school or central office when **any** of the following are required:

- There is direct contact with students and/or
- Programs or services are provided directly to students and/or
- There is a need for school or district resources (financial, space, technology, etc.) to support the partnership and/or
- Contracts are required and/or
- Student data is requested and/or
- The agreement is multi-year and/or
- The agreement meets or exceeds \$250,000

Each year schools shall do an inventory of partners providing programs and services. This information will be reported to the Office for School & Community Partnerships. This

Office will work with principals, district staff, and partners to conduct this inventory. The inventory will become a district-wide database of existing partnerships.

Steps for Establishing a Partnership:

1. Ensure that the principal and individual/organization have a written agreement and share an understanding for the purpose of partnership
2. Ensure that the partnership is within the required parameters noted below
3. Complete the Washington Access to Criminal History (WATCH) check for adults that will be working with students
4. Submit appropriate paperwork to document partnership
5. Follow established procedures for accessing student data

Required Parameters for Partnership:

- Services and programs offered in partnership must be accessible and affordable to students, families, and the school community.
- Partnerships must be documented and partners must have the approval of the Principal in the schools in which they serve.
- Partnerships must have measureable outcomes related to the mission of SPS and individual school goals, which will be monitored through an annual reporting process.
- When a school enters into a partnership agreement, it is incumbent on the principal and school staff to follow all District policies relating to partnership, including any policies on building usage and student safety.
- If the partnership is not demonstrating a substantial positive impact, or for other reasons is determined to be unsatisfactory, SPS reserves the right to terminate the partnership.

If an organization is interested in having a reserved space to work in a school it is important that this is first cleared by the principal, then by either the Building Rentals Office or through the Leasing Office.

If an organization would like to request access to student SOURCE data, the SOURCE Data Request form must be used. This ensures that the request is in compliance with FERPA, that the parent signs a release form, and that there is a record of this request at the District office.

II. CATEGORIES OF PARTNERS

Partnerships fall into different categories based on things such as the type or scope of programs and services offered by the partner to schools and students; the amount of contact time the partner has with students; the number of schools served; the degree to which the partner accesses district resources; and the type of data shared between the District and the partner.

Generally, partnerships fall into the following these categories:

- Low intensity Partnerships

- Medium intensity Partnerships
- High intensity Partnerships
 - Including Lead Community Partners (E 04.00)

Low Intensity	Medium Intensity	High Intensity
Little to no direct contact with students	School based programs or services; one site or multi-site	Significant contact with students and schools; one site or multi-site
Agreements with school or district staff; documentation as appropriate	Documented partnership with school <u>and</u> central office; often linked to individual school goals in C-SIP	Documented partnership with school <u>and</u> central office. Directly linked to school and district goals
<u>Examples:</u> School assemblies, donations, guest speakers, etc.	<u>Examples:</u> Volunteers, tutors, mentoring programs, etc.	<u>Examples:</u> Lead Partners, Community Learning Center sites; Full Service Community Schools; Alignment Partners, etc.

III. The “ALIGNMENT INITIATIVE”

The Alignment Initiative is a partnership between Seattle Public Schools, The City of Seattle, and providers of school-based preschools, childcares, and afterschool programs. It is also a tool to ensure that schools, preschools, afterschool programs and health centers reflect, holistically, the developmental needs of children and youth and that afterschool programs complement the teaching and learning happening during the core school day. It also helps preschool programs prepare children to participate to the best of their advantage in the schools and afterschool programs they will soon attend.

Seattle School Board Policy E 51.00 supports this partnership which allows for rent, or a portion thereof, to be waived to out-of-school time (OST) providers (childcare/pre-k, early learning programs, before and after school programs, community learning centers, summer enrichment programs and health centers) that can demonstrate alignment of their programs with school curriculum and thus increase standards-based instructional time to Seattle Public Schools students.

Agreements with Aligned partners are updated annually. The forms and a more detailed description of this process can be found on the District website:
<http://www.seattleschools.org/area/ocl/caipacket.htm>

IV. BEFORE and AFTER SCHOOL ACTIVITIES AT SCHOOLS

The following information is provided to outline the options and requirements for providing before-and-afterschool activities at schools. The District’s existing policies govern how such programs may be provided. Under existing policies, schools have the following options for before-or after-school activities:

Option 1: “School Related” Activities Provided by Private Organizations

Programs may be provided by a private organization (non-profit or for profit). The organization/person providing the activity must fill out the SPS Building and Grounds Use Permit Application. The group pays no rental fee if it qualifies as a “school related” activity, i.e., they provide a “youth character building activity,” “youth sports activity,” or “other organized youth club activity.” These phrases have historically been interpreted broadly. If the organization wants free rent, this requires that the activity be “open to all interested participants.” The District has interpreted this language to mean that all students who want to participate get to participate (on a first-come, first serve basis) and that tuition or fees must be waived for students/families that cannot afford the cost of the activity. If the organization does not want to waive fees for the activity or if the PTSA will not agree to pay the fees for students who request a waiver, the organization must use **OPTION 2**. This is **NOT** a District-operated activity. Payment for this activity is made directly by families to this outside group.. This is a private activity and parents should be informed of such.

OPTION 2: Non-“School Related” Activities Provided by Private Organizations

Programs may be provided by private organizations that are not considered “school-related” activities under Option 1. The organization/person providing the activity must fill out the SPS Building and Grounds Use Permit Application. The organization must pay the normal building rental fee. They need to comply with any insurance requirements of the Building Rental Department. They are considered a private group and they can charge whatever price they want to charge and they can allow only those students who can pay the full cost to attend. This is **NOT** a District-operated activity. The activity is supervised by the private organization/person. Payment for this activity is made directly by families to this outside group. This is a private activity and parents should be informed of such.

OPTION 3: PTSA Sponsored Activities

In some circumstances, school PTSA's may supervise and operate after-school programs. Rent is provided free if the activity is “school related” – a “youth character building activity,” “youth sports activity,” or “other organized youth club activity.” Just because the PTSA sponsors the activity does not necessarily mean the activity automatically qualifies as a rent-free activity. Upon agreement between a PTSA and a school, the PTSA will supervise the activity, collect the activity fees, and pay the provider of the activity. Payment of this activity is made directly by families to the school PTSA. This is **NOT** a District-operated activity. The activity is supervised by the PTSA and the person they hire to run the activity. It is a private activity and parents should be informed of such.

OPTION 4: School-Sponsored Activities

Schools can sponsor activities and pay a staff person, an hourly person, or the organization to operate the activity. For example, a staff member or a parent can be paid a stipend or the approved hourly rate to run an after-school program such as “unicycle” or “yoga.” The form: “Principal/Program Manager Request Form for Seattle School District Functions Only,” must be completed. Because this is a school-sponsored event, no rental fee is charged, but the activity must be open to all students on a first-come, first-serve basis. Insurance is not required because this is a District activity. The

person running the activity is a District employee and the principal or other school administrator is responsible for approving time and for supervising the activity. Payment for this activity is made directly by families to the school. Keeping with District practice, tuition or fees should be waived for students/families that cannot afford the cost of the activity. This **IS** a District-sponsored activity.

Approved: September 2011

Revised:

Cross Reference: Policy Nos. 4260; 4270