

<b>Date of Issue</b>	January 2018
<b>Original Date of Issue</b>	January 2018
<b>Subject</b>	<b>EDUCATIONAL PARTNERSHIPS</b>
<b>References</b>	Policy 2345 – Community Planning and Partnerships Policy 2250 – Donations Policy 4320 – Fundraising APM A5015 – Facility Partnerships APM A2600 – Fundraising & Financial Accountability APM A2610 – Donations to Schools APM A2140 – Scholarships and Awards APM A7250 – Advertising in Schools and in School Newsletters APM A2500 – Purchasing Procedures <a href="#">Conference Board of Canada – Ethical Guidelines for Business-Education Partnerships</a>
<b>Contact</b>	Business Services, School Services

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## 1. Purpose

This Administrative Procedure Memorandum (APM) provides information regarding the process to enter into mutually beneficial educational partnerships between schools and/or the board and the larger community to support the strategic priorities of the system. The Simcoe County District School Board (SCDSB) welcomes, values and facilitates the development of purposeful partnerships supporting student learning, achievement and well-being with due sensitivity and regard for the legitimate needs of all parties involved. The main purpose of seeking out and building partnerships is to extend our capacity to provide enhanced services and programs for students. We need to share expertise and resources between the partners for mutual benefit.

## 2. Responsibility

- 2.1 Director of Education;
- 2.2 superintendents;
- 2.3 principals; and,
- 2.4 managers.

## 3. Definitions

- 3.1 **Educational Partnerships** - cooperative and mutually beneficial relationship developed between the board and/or schools and individuals, community groups, organizations, business, industry, post-secondary institutions and government. Such agreements involve shared values, objectives, human, intellectual and/or material resources, roles and responsibilities to achieve desired learning outcomes. Partnerships are not single events, but long-term commitments reviewed on an annual basis and maintained in accordance with the terms and conditions provided in a Partnership Memorandum of Understanding.

- 3.2 **Facility Partnership** - a mutually beneficial relationship developed to improve services and supports available to students and to maximize the use of school board facilities (APM A5015 – Facility Partnerships).
- 3.3 **Fundraising** - any solicitation for the purpose of obtaining funds that is initiated or endorsed by the principal and endorsed by the school council and/or school fundraising organization operating in the name of the school and includes activities carried out by students both on or off school property (APM A2600 – Fundraising and Financial Accountability).
- 3.4 **Donations** - includes gifts of funds, equipment, materials or services by an individual, community group or a business, which may involve the provision of a charitable donation receipt for income tax purposes and/or a public statement of appreciation (APM A2620 – Donations to Schools).
- 3.5 **Advertising** - the provision of advertising space and/or access to the school community on behalf of a commercial concern (e.g. announcement, poster display, yearbook ads) preapproved by the superintendent overseeing the advertising portfolio (APM A7250 – Advertising in Schools).
  - 3.5.1 Sponsorships are the provision of funds, price reductions, equipment, materials or services in exchange for some form of exclusivity and/or product recognition for a specified period of time and in accordance with the terms and conditions agreed upon.

#### 4. **Ethical Guidelines**

To provide a general framework, the SCDSB subscribes to the following ethical guidelines from the Conference Board of Canada.

Partnerships:

- 4.1 are mutually beneficial to all partners;
- 4.2 enhance the quality and relevance of education for learners;
- 4.3 share knowledge, ideas and perspectives to benefit participants;
- 4.4 are based on shared or aligned objectives that support the goals of the partner organizations;
- 4.5 are developed and structured in consultation with all partners;
- 4.6 are based on trust and openness among all partners;
- 4.7 recognize and respect each partner's expertise and contributions;
- 4.8 respect differences among partners;
- 4.9 allocate resources to complement and not replace public funding for education;

- 4.10 measure and evaluate partnership performance to make informed decisions that ensure continuous improvement.

## **5. Partnerships**

- 5.1 Schools and/or board departments are required to complete the online Educational Partnership Form to register the agreement with Business Services. The online form can be found on the Staff Website – Departments – Partnerships. A Partnership Memorandum of Understanding may be provided for completion after the online form is submitted.
- 5.2 Partnerships must comply with all board policies, administrative procedures, curriculum guidelines and legal requirements.
- 5.3 The main purpose of seeking out and building partnerships is to extend our capacity to provide enhanced services and programs for students. We need to share expertise and resources between the partners for mutual benefit.
- 5.4 Educational partnerships should include some or all the following purposes:
- 5.4.1 improve services, programs and transitions for students;
  - 5.4.2 motivate students;
  - 5.4.3 build relationships and promote understanding;
  - 5.4.4 support students attaining twenty first century/global competencies;
  - 5.4.5 increase support for public education;
  - 5.4.6 increase parental and community involvement in commitment to, and responsibility for, student learning.
- 5.5 The principal should consider input from the school council regarding potential purposeful partnerships to support student success and well-being.
- 5.6 An annual review of partnership memorandums of understanding will be completed by the principal and Business Services.
- 5.7 Allow for acknowledgment and celebration of each partner's contribution through appropriate forms of recognition supported in the Partnership Memorandum of Understanding.
- 5.8 Board employees, their immediate families, school council members and trustees shall not benefit materially, financially or personally from educational partnerships.
- 5.9 Purchasing procedures (APM A2500 – Purchasing Procedures) shall not be influenced by educational partnerships.

## **6. Insurance**

- 6.1 Schools and/or board departments involved in educational partnerships must ensure that all parties to the Partnership Memorandum of Understanding are responsible for providing insurance coverage for their perspective contribution to the partnership.

- 6.2 Each partner shall carry commercial general liability (CGL) insurance.
- 6.3 Questions relating to insurance coverage should be directed to Corporate Risk.

## **7. Standard Terms and Agreements**

- 7.1 The board reserves the right to terminate partnership agreements upon breach of any covenants contained in the Partnership Memorandum of Understanding.
- 7.2 Standard terms of all partnership agreements will include but are not limited to:
  - 7.2.1 the partnership will not compromise the board's student achievement strategy;
  - 7.2.2 compliance with other board policies that govern use of facilities;
  - 7.2.3 timely payment of fees;
  - 7.2.4 full compliance with health, building code, fire code regulations and all other municipal, provincial and federal laws and regulations;
  - 7.2.5 the partner shall communicate, cooperate and consult with board administration and school principals regarding services and/or programs offered by the partner; and,
  - 7.2.6 the partner shall meet board minimum insurance coverage requirements.

## **8. Record Keeping**

- 8.1 Schools and/or board departments are to complete the online Educational Partnership Form to ensure that an appropriate record is maintained to support the partnership and to ensure the partnership is in accordance with board policy and procedures.
- 8.2 A copy of each Partnership Memorandum of Understanding will be maintained by Business Services to provide an up-to-date inventory of educational partnerships.
- 8.3 It is the responsibility of the principal to inform Business Services when a partnership is terminated.

**First Issued**      January 2018  
**Revised**

***Issued under the authority of the Director of Education***