



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 9610

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CATEGORY: **Community-District Programs**

EFFECTIVE: **8-01-84**

SUBJECT: **Partnerships In Education**

REVISED: **9-13-04**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing participation in the district Partnerships in Education Program, to provide guidelines for appropriate activities, and to define school and community participation in partnerships.
2. **Related Procedures:**
  - Fundraising activities by nondistrict organizations ..... 9325
  - Acceptance of gifts ..... 9300
  - Professional responsibilities of certificated employees ..... 7046
  - Field trips, single-day within state ..... 4585
  - School volunteer programs ..... 4595

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-2000, B-6000, D-3000, D-6000, D-6700, F-1100, F-1500, F-2810, F-5000, F-5750, F-5800, F-8800, K-1000, K-1500, K-2000, K-2100, K-6500, K-9500.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Community Relations Department, Office of the Superintendent.
2. **Definition. Partnership in Education:** A partnership recognized by the Board of Education, formalized by a written agreement, between a school, a school program, or a central office program and a business, a community organization (service, educational, or cultural), a government agency, or a military command. The intent of a partnership is to provide mutual assistance and resources to improve student achievement by supporting teaching and learning in the classroom.
3. **The major emphasis of partnerships** is the utilization of human resources, not the donation of funds. Activities focus on four major areas: tutor/mentor recruitment, educational technology, curriculum, and school-to-career, as well as the subject areas of literacy, mathematics, physical education, science, social studies, and visual and performing arts (VAPA). "Building Reform Level Partnerships through Strategic Activities" (E.4.) is a guide that includes menus of partnership activities developed from school/partner feedback and reviewed by appropriate department program managers/directors. Subject area menus include activities linked to state standards. All activities in a partnership are based on the mutual needs and resources of the school and partner. They are conducted with the consent of the school and its partner(s).

4. **Names.** Projects and activities of a partnership may display the name or logo of the school and its partner. It is suggested that the word “partner” accompany names.

## **D. IMPLEMENTATION**

### **1. Formation of Partnerships**

#### **a. Site or program administrator and/or business/organization representative**

- (1) Contacts Community Relations Department Director and indicates interest in developing a partnership. Site administrators should contact the Community Relations Department *prior to* attempting to recruit a new partnership in the community.
- (2) Completes appropriate survey (E.1., E.2., or E.3.) provided by the Community Relations Department, suggesting areas of special interest and/or need.

#### **b. Community Relations Department Director**

- (1) Contacts interested businesses, community organizations, government agencies, or military commands or school site/program to provide program information and to seek potential partners.
- (2) Provides prospective partners with the appropriate interest survey (E.1., E.2., or E.3.) asks for their completion of the survey, and suggests areas of special interest and/or need.
- (3) Meets informally with potential partners to determine interests, resources, and needs.
- (4) Holds initial planning meeting between school/program and prospective partner to draft agreement, which will be renewed each year.
- (5) Continues to meet periodically with school/program and partner organization until a written partnership agreement (E.5.) has been formalized.
- (6) Provides ongoing support and quality review for partnerships.
- (7) Plans districtwide recognition events for all schools/programs and their respective partners.
- (8) Organizes district inservices for partnership enrichment.

2. **Official Recognition.** Upon completion of a written agreement, each partnership is officially recognized and announced to the community at a Board of Education meeting.
3. **Continuing Participation**
  - a. Activities will continue with ongoing communication and planning between partners. Beginning with the 2004-2005 school year, schools/district programs and their partners will be asked to complete an End-of-Year Survey *every two years*. The survey will be available online and hard copies will be available upon request.
  - b. Participation in each succeeding year of a partnership is subject to willingness of both partners to continue. A written renewal agreement for each succeeding year must be submitted by partners to the Community Relations Department.

**E. FORMS AND AUXILIARY REFERENCES** (Available from the Partnerships in Education Department)

1. School Interest Survey
2. Organization Interest Survey
3. Program/Department Interest Survey
4. "Building Reform-Level Partnerships through Strategic Partnership Activities"  
(Menus of partnership activities)
5. Partnership Agreement Form
6. Partnerships in Education Toolkit (a "how to" guide)
7. Partnerships in Education Program brochure
8. Partnerships in Education Video
9. Partnerships in Education Recruitment Packet
10. School Volunteer Application (available in English and Spanish)
11. Tuberculosis Examination Card
12. Volunteer Coordinator's Handbook
13. Volunteer Handbook (available in English and Spanish)

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14. Mentor Program Guide

15. Mentor Handbook

16. Community Relations Department web site: <http://www.sandi.net/partners>

**F. REPORTS AND RECORDS**

1. A record of all partnership agreements and end-of-year evaluations is maintained by the Community Relations Department.

**G. APPROVED BY**

*Kerry B. Flanagan*

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For the Superintendent of Public Education