

Toronto District School Board

Operational Procedure PR700

Title: **EDUCATIONAL PROGRAMMING PARTNERSHIP CRITERIA**

Adopted: October 9, 2012

Revised: February 9, 2015, **October 25, 2016**

Reviewed: September 2016

Authorization: Executive Council

1.0 RATIONALE

This procedure implements the *Educational Programming Partnerships Policy (PO24)* by outlining a standard set of criteria by which proposals for partnership are assessed.

2.0 OBJECTIVE

To detail the criteria by which partnership proposals and prospective partners are assessed; and, the procedures for appropriate documentation of proposals that do not require an Educational Programming Partnership Agreement.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “TDSB”.

Educational Partnership Office (EPO) is the office through which proposals for programs or services from external agencies are received; assessed; documented; and, accepted, or declined as partnerships. It is the office through which partnerships are monitored, and renewed or closed.

Educational Programming Partnerships are formal arrangements with external agencies that support student engagement, well-being, and achievement through the provision of services or programs that enhance curriculum and help students expand their learning opportunities. These arrangements shall not be interpreted as forming legal partnerships under the Partnership Act or any Canadian jurisprudence.

Partnership Agreement is a document defining the terms by which an external agency implements educational programming or services in the schools.

TDSB is the Toronto District School Board.

4.0 RESPONSIBILITY

Associate Director, School Operations and Service Excellence.

5.0 APPLICATION AND SCOPE

The procedure applies to any staff who engages with external agencies seeking to formalize educational, business, or facilities arrangements; and any staff who engage with external agencies seeking to submit a proposal for Educational Programming Partnership.

6.0 PROCEDURES

6.1 Educational Programming Partnerships with External Agencies will:

- Consistently reflect the TDSB mission statement and values
- Address one or more TDSB strategic direction
- Enhance one or more TDSB Focus Area for Partnerships:
 - Academic Improvement
 - Career Awareness and Development
 - Community Involvement
 - Curriculum Enhancement
 - Interpersonal and Social-Emotional Skills
 - Health and Well-Being
 - Student Engagement
 - Parent Engagement
 - Professional Development
- Identify relevant educational goals and measurable learning outcomes
- Respond to the needs and goals identified in the Board Improvement Plan for Student Achievement (BIPSA) and/or in local School Improvement Plans (SIP)
- Support and enhance student engagement, achievement, and student success
- Contribute to the quality and relevance of learning during instructional time
- Not exploit students, staff or the school, commercially or in any other way
- Be documented
- Be evaluated on a regular basis to ensure ongoing educational benefit; and to assess if anticipated outcomes have been achieved, activities are successfully implemented, resource and financial implications are value-added contributions, and the working relationship between partners is productive
- Meet the requirements of TDSB policies and procedures, including but not limited to, the following:
 - Mission and Values
 - Equity Foundation Statement

- Supplemental Support Services
- Excursions
- Police Reference Checks
- Facilities and Space Use Agreements
- Risk Management
- Communications
- External Research Review
- Advertising
- Fundraising
- Purchasing
- Conflict of Interest.

6.2 External Agency Partners will:

- Reflect good citizenship and commitment to public education
- Exhibit mission and values statements congruent with that of the TDSB
- Demonstrate experience and capacity to deliver new programs or services effectively; and/or past documentation with the TDSB warrants renewal or continuation of partnership programming
- Not market, engage in activities, or manufacture products that are deemed inappropriate for students
- Be established organizations with legal and/or charitable status, without religious or political affiliation
- Maintain sufficient resources to deliver the partnership program
- Engage staff/volunteers who have relevant certification/training for the program being offered and with the primary audience being served
- Engage staff/volunteers, who have Police Reference Checks, full disclosure vulnerable sector screening reports; and sufficient insurance
- Disclose all known associations between organization's staff/board members and TDSB staff/board members
- External partners are not TDSB employees.

6.3 Exclusions from Educational Partnership Agreements

- The Educational Partnership Office (EPO) is the administrative department for educational programming partnerships. The EPO also redirects external agencies that are uncertain of the department and application process through which they are to be working in the TDSB.
- The words 'partner' and 'partnership' are used in various contexts with differentiated meaning. Both in the community and in TDSB, many working relationships are referred to as partnerships. In TDSB, we often speak colloquially of parents and guardians, guests in our schools, donors to our programs, and permit or lease holders using school facilities, as 'partners'. And

likewise, in the community, schools, and the TDSB are often referred to as ‘partners’ in neighborhood initiatives. The TDSB engages with community organizations, post-secondary institutions, businesses, charitable foundations, health agencies, arts organizations, and social service agencies. These working relationships with external agencies are considered either educational, business and/or facilities arrangements.

- For administrative purposes, to ensure co-ordination, appropriate resource support, communication and consistency system-wide, chart 6.3.1 indicates examples of educational, business, and facilities arrangements, how they are referenced and governed in the TDSB. In addition, chart 6.3.2 reflects educational programming that does not require documentation in the form of a partnership agreement and to where those proposals will be redirected by the EPO for processing.

6.3.1 Chart of Educational, Business, and Facilities Arrangements

‘Arrangements’ Category	Named Internally as:	Examples	Application	Documentation	Administrative Department
Educational	Partners	Programs Presentations Workshops Seminars Placements Performances OR, initiatives that combine any/all Categories Of Partnership, inclusive of Educational Programming	Partnership Proposal	Partnership Agreement - Memorandum of Understanding (MOU)	Educational Partnership Office (EPO)
Business	Vendors	Distribution of Flyers (Information or Promotional) materials to TDSB schools or admin sites	Business Development (BD) Forms	Approval to Distribute	Business Development (BD)
	Donors (In-kind or Monetary)	Donations to the TDSB	BD Forms	Donation Agreement	
	Employee Discount Vendors	Offers for TDSB Employee Discounts	Application Process – BD Forms	Employee Discount Program Agreement	
	Fundraising Vendors	Vendors of products and services used by schools’ fundraising for the TDSB	Application Process – BD Forms	Fundraising Vendor Agreement	
	Funders	Grant Opportunities for	Solicited by the TDSB	Grant Agreement	

'Arrangements' Category	Named Internally as:	Examples	Application	Documentation	Administrative Department
	Sponsors	the TDSB Sponsorships of TDSB Initiatives	Initiated by external organizations; or Solicited by the TDSB	Sponsorship Agreement	
Business	Vendors Excursions	Products, Resources & Operational Services Excursion/Field Trip Destinations	Request for Proposals (RFP) Call for Expressions of Interest (EoI) School Activities Directory Application	Contract School Activities Directory Listing; AND, Forms as per Excursion Policy filed locally	Purchasing Services
Facilities <i>(Space Use Requests)</i>	Leaseholders Permit-holders	Community Planning & Partnerships request for use of surplus space Lease Requests Facilities Enhancement Projects Use of space outside of instructional time	Expression of Interest Submission (EoI) EoI Viability Review Request Form completion Permit Application	Lease Lease or Licensing Agreement Contract Permit	Planning Department Capital Projects & Building Department Facilities Services, Sustainability Office Permit Unit

6.3.2 Chart of Educational Arrangements that do not require an Educational Partnership Agreement

Prospective Partner/ Proposed Programming	Application	Documentation	Procedural Notes	Administrative Department
After-School and Lunch-Time Programs	Permit Application	Permit	As per Permit policies and procedures	Permit Unit Local School(s)
Artists-in-Residence	Arts Department and Aboriginal Education Centre Postings	Casual Assignment Contract	Arts Department and AEC interview and hire Artists for their rosters. They assign these artists to schools for particular projects Artists as guests follow procedures for Guests/Visitors	Arts Department or Aboriginal Education Centre Employee Services or Purchasing Services
Authors/Illustrators Readings	By invitation	Documentation as per Guest/Visitors	Schools schedule online through www.authorsbooking.com Schools may also invite author as Guest/Visitor Guest/Visitor procedures apply	Local School(s)
Before and After-School Programs for Full-Day Kindergarten, Early Years, and Daycare Centres in schools	Lease/License Request	Lease/License, or third party procurement of service contract	As per Early Years and 'Childcare in Schools' policies and procedures	Capital Projects & Building Early Years
Community Initiatives in which schools participate as a civic partner (i.e., celebratory or commemorative activities)		No standard documentation	Local School(s)' decision If, however, the external organizing body of the initiative has a contract they require the school/Board to sign, it should be redirected to the Business Development department for review, to be signed centrally	Local School(s) Business Development
Community Service Hours opportunities for students		Students' Service Hours Tracking Sheets	Agencies encouraged to post on www.volunteertoronto.ca TDSB Guidance encourages students to research community service opportunities through Volunteer Toronto	Local School(s)
Contests/ Competitions	BD Forms	Permission to distribute	Business Development department processes as a DOM request Local decision regarding participation/submission	Business Development Local School(s)
Co-op Placements (including co-op; apprenticeship; work experience programs)	Experiential Learning Forms Adult Education	Experiential Learning Contract or Agreement Work Experience	As per Ministry of Education, Experiential Learning policy and procedures; filed in the Experiential Learning Office For Adult Learning Centres, as per Continuing Education & the	Teaching & Learning, Experiential Education Continuing Education, and Adult Learning

Prospective Partner/ Proposed Programming	Application	Documentation	Procedural Notes	Administrative Department
	Work Experience Forms	Agreement	Ministry of Education 'work experience' policy and procedures; filed in Continuing Education office/Adult Learning Centres	Centres
Dignitaries – Visits, Presentations, Events	Email requests	No standard documentation	Dignitaries' visits, presentations are planned as media events through Government, Public and Community Relations	Government, Public and Community Relations
Delegations – Group Visits	Email requests	No standard documentation	Delegations' Visits are arranged through Associate Director's Office	Associate Director's Office
Film, Television, Video Productions	Filming Permit application	Film License/ Permit	If use of school during instructional time; and/or students/staff in production, application also reviewed by the Government, Public and Community Relations Department and applicable school/central academic departments	Permit Unit
Funding application <i>letters of support</i> requested from partners	Request sent to TDSB Contact department	Letter of Support	Redirected to the TDSB contact department that is, or would be, responsible for partnership program if funding is secured by agency <i>(EPO neither writes nor signs letters of support)</i>	TDSB Contact department
Fundraising Recipient Organizations	By invitation	As required by recipient organization	Local decision as per Fundraising Policy School/s liaise with Financial Services, Budget/Audit re: appropriate documentation and cheque/s	Local School(s) Financial Services, Budget/Audit Risk Management
Guests/Visitors	By invitation	Sign-in/Sign-out at office (or reception) as per all visitors Visitor ID Badge worn	Local decision Accompanied throughout time on site As per Guest/Visitor policy and procedures	Local School(s)
Initiatives led by groups considered 'Internal' to the TDSB (i.e., Advisory Committees, School Councils, Community Liaison Groups, CUPE)		No standard documentation	As per PR558, Parent and Community Involvement Local, or central contact department, decision	Local School(s) Central department, applicable to nature of initiative
International Student Recruitment Agencies, and Home Stay Agencies	Request for Proposals, as necessary	Contract	As per International Programs and Admissions Office policies and procedures	International Programs and Admissions Office
Interns – individual graduate students from post-secondary	Request sent to Professional Support	Contract	Internships are paid; (otherwise requests are considered as all other	Professional Support Services

Prospective Partner/ Proposed Programming	Application	Documentation	Procedural Notes	Administrative Department
programs in Professional Services seeking internships	Services		university field placements and require a partnership agreement) Redirect to PSS and Employee Services; contract as negotiated with PSS Chief(s)	Employee Services
Learning Resources - Products	RFP or EOI, or applicable submission to Purchasing Department	Contract	Redirected to appropriate Teaching and Learning and/or other central department/s for review as per PR531 If resource(s) accepted, decision of promotion/ distribution through central department(s) to schools, or through Business Development, is determined by contact department If resource(s) accepted for purchase, purchasing & procurement policies and procedures are followed	Purchasing Services
Learning Resources - Marketing Presentations (i.e., agency demonstrating learning resource, product, software, and/or providing training for product use)	RFP or EOI, or applicable submission to Purchasing Department	Contract	Follow procedure for Learning Resources PR.531 Redirected to appropriate academic department If resource accepted, Purchasing & Procurement procedures and documentation apply If resource is accepted, decision of promotion/ distribution through Teaching and Learning, Purchasing or through Business Development, is determined by the academic department	Purchasing Services
Offsite Special Events		Excursion Forms	Local decision, as per Excursion Policy	School/s
Professional Learning and Compliance Training		Contract	Compliance Training - Redirected to Professional Learning, Training and Leadership Development Professional Learning – whether administration stays with EPO or is Redirected depends on scope and Contact department on proposal file	Professional Learning, Training and Leadership Development
Research Project	External Research Review	External Research Review	Redirect to External Research Review Committee (online link)	Research Department

Prospective Partner/ Proposed Programming	Application	Documentation	Procedural Notes	Administrative Department
	Application	Committee (ERRC) approval letter		
Section 23 Programs		Ministry required documents	As per Ministry policy and procedures for Section 23	Special Education, Section 23 Department
Single time/ single site performances, presentations, readings, special events	By invitation	Sign-in at office or reception as per all visitors; Visitor ID Badge worn; accompanied throughout their time on site	Local decision School/s follow procedures for Guests/Visitors May include a waiver required by TDSB Risk Management-Insurance Office, depending on activity	Local School(s)
Student Nutrition Program (SNP) (i.e. agencies or individual volunteers who implement SNP)	Requests sent to SNP Office	Lists of locations, volunteers and/or agencies	As per SNP and Volunteer policies/procedures	Teaching & Learning; Student Nutrition Program Office
Teacher Pre-Service Placements		Employee Services' documentation	Employee Services and Police Reference Check (PRC) Office documentation filed centrally; and placements provide copies for Principal review as needed	Employee Services
Teacher Exchange Programs		Employee Services' documentation	Redirect to Employee Services	Employee Services
Transitional Support/ Articulated Entry to Post-secondary Education for International Students and Adult Education Students		Articulation Agreements	For International Students, filed in International Programs and Admissions Office For Adult Education students, filed in Adult Learning Centres and/or in Continuing Education office, as appropriate	International Programs and Admissions Office Continuing Education office and/or Adult Learning Centres
Volunteer activities as arranged between school and community members	By invitation	Local sign-in/ sign-out book; Visitor ID badges	Local decision PRC clearance filed in TDSB Police Reference Check Office	Local School(s) Police Reference Check Office

7.0 EVALUATION

Effectiveness and relevance of the procedure will be reviewed bi-annually.

8.0 APPENDICES

Not applicable

9.0 REFERENCE DOCUMENTS

Policies:

- Educational Programming Partnerships (P024)

Operational Procedures:

- Educational Programming Partnership Procedure (PR667)
- Employee and Community Partners Conflict of Interest (PR673)
- External Partnerships: Supplemental Support Services (PR578)