



# PROCEDURE

# SO-008

## Community Partnerships

**Board Received:** February 28, 2022

**Review Date:** March 2026

### Guiding Principles:

Partnerships may:

- improve services and programs for students
- motivate students
- build relationships and promote understanding
- increase public support for education
- increase parental and community involvement in, commitment to and responsibility/accountability for student learning
- increase efficiency and effectiveness through sharing of services and resources
- recognize the contributions of all partners
- promote equity and inclusiveness in our schools
- be built on open communication and trust
- include defined problem-solving and decision-making process
- include mechanisms for reflection and assessment

1.0 Working with school staff keeping the focus on students, principals may:

- 1.1 encourage partnerships where appropriate
- 1.2 protect the interests of students by being selective about partnerships
- 1.3 be open to proposals from a variety of partners
- 1.4 seek input from the school council regarding potential partnerships
- 1.5 clarify the purpose of the partnership by defining the roles and responsibilities
- 1.6 carry out a regular review of the partnership
- 1.7 celebrate the contributions of partnerships, e.g., appropriately acknowledge the partner in school newsletters and at public events
- 1.8 always have donated goods and services evaluated by a third party when a tax receipt is to be issued
- 1.9 contact the appropriate Education Centre support staff for assistance

2.0 Police Record Check: If community partners are working in schools with students, they must provide the original copy of a Police Record Check that includes a Vulnerable Sector Search subject to availability, completed within the previous six (6) months and acceptable to the Board, prior to commencement of duties.

- Police Record Checks will remain valid for a three-year period from the date they are received by the school.
- Police Record Checks can be transferred within the three-year period between schools.
- If the community partner does not have a current Police Record Check and Vulnerable Sector Search, the principal will provide the prospective partner with a copy of the appropriate forms to be taken to the Police Service in the jurisdiction in which the community partner resides. (see SO-126 – Volunteers)

3.0 Accessibility for Ontarians with Disabilities Act (AODA) Training

- 3.1 All community partners are required to complete an online AODA training module and proof of completed AODA training will be provided to the school principal. If a community partner has not completed AODA training, they may access the training on the Grand Erie District School Board website.

- 4.0 COVID-19
- 4.1 All community partners will follow all COVID-19 requirements and protocols as outlined by the Grand Erie District School Board
- 5.0 Record Keeping
- A community partner's Police Record Check (original or true copy) that includes a Vulnerable Sector Search will be kept in a secure location in the principal's office. Files will be accessed by the principal, vice-principal or designate only. Files will be maintained while the community partner provides services to the school and for a two-year period thereafter, after which time they will be shredded.

**Reference:**

- Community Partnerships (SO-08)
- Use of Board Logo, Grand Erie Name (BL19)
- Community Use of School (FT4)
- Supplier Exclusivity: Food Services and Vending Machines in Schools (F1)
- Capital Related Funding and Community Donations (F3)
- Purchasing (F6)
- Fundraising (SO1)
- Distribution of Materials in Schools (SO4)
- Access to School Premises (SO13)
- Privacy and Information Management (SO19)
- School Food and Beverages (SO21)
- Visual Identity (SO25)
- Event Planning and Organization (SO26)
- Accessibility (SO31)
- Playground Equipment (FT105)
- School Initiated Facility Upgrades (FT111)
- Hospitality and Food Expenses (F101)
- Advertising (F104)
- Receipt of Charitable Donations (F106)
- Community Service Providers and Schools Working Together (SO108)
- Student and Visitor Injuries/Accidents (SO120)
- Signing Authorities for Short-Term Agreements (SO133)