



Brant Haldimand Norfolk Catholic District School Board

POLICY: EDUCATIONAL PARTNERSHIPS

Adopted: March 23, 2010	Policy No: 400.18
Revised: (to be reviewed annually)	Former Policy #:
Subsequent Review Dates: reviewed Dec 2016	Policy Category: Operations
	Pages: 2

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes that partnerships are integral to the education of its students. The goal of any educational partnership must be to positively impact student learning and well being.

The Brant Haldimand Norfolk Catholic District School Board supports the implementation of educational partnerships with parishes, community groups, government agencies, business and industry. The board will continue to engage in mutually beneficial partnerships with those who respect the vision of the Board's Strategic Plan.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to:

1. Creating and implementing agreements with external agencies for provision of services by regulated professionals, professionals and paraprofessionals.
2. Partnerships that:
 - Empower students to achieve excellence
 - Motivate students to remain faithful to gospel values
 - Provide resources, expertise and personnel
 - Provide opportunities for whole school learning and development
 - Demonstrate real-world curriculum applications
 - Give students access to appropriate and extended resources
 - Are consistent with Catholic Graduate Expectations
3. Partnerships that are mutually beneficial to all parties; therefore all parties have the same rights.
4. Partnerships which are consistent with the mission and vision statements of the Brant Haldimand Norfolk Catholic District School Board and existing policies and procedures.
5. The evaluating of partnerships. Data will be collected, collated and assessed by the school board in collaboration with the partner to determine the impact on student learning and well being.
6. Partnerships that enhance student learning and well being.
7. Ensuring consistency and safeguarding the Board mission and values.

Definitions:

1. The partnerships can generally be classified as:
 - a) Educational, *that is, to provide experiences for students to enhance learning and well being*
 - b) Commercial, *that is, to procure goods or services required by the educational system*
 - c) *Service partnership, that is provide support based on the holistic needs of a student*
2. *External agency* – an organization not internal to the Board that employs regulated health professionals, regulated social service professionals and paraprofessionals.

References:

Ontario Ministry of Education Policy/Program memorandum No. 149: Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149).

Criminal Background Checks Policy 300.15

Distribution of Materials Policy 400.08

Volunteers Policy 300.12

Fundraising Policy 700.05



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: EDUCATIONAL PARTNERSHIPS

Adopted:	March 23, 2010	Policy No:	400.18
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- 1.0 Partnerships shall be formalized through written agreements, stating clearly the conditions and benefits to the parties, detailing specifics and signed by appropriate personnel, including the Superintendent in whose portfolio the partnership is shaped. See Appendix A and Appendix B.
- 1.1 It is the responsibility of both parties to ensure that all of their pertinent staff have a copy of any agreement and adheres to its guidelines and intent.
- 1.2 When a service partnership is being considered, discussion with union representatives and non-union representatives will assist in clarifying role expectations and generate ideas about how existing staff can facilitate the implementation of the proposed service delivery model. Ongoing consultation with the appropriate union representatives and the partner will assist in the referral, intervention and termination process.
- 1.3 The community partners will obtain and/or maintain, at their own expense, commercial general liability insurance with a limit of not less than \$2,000,000 per occurrence without an aggregate, or such greater amount as the BHNCD SB may reasonably require. The policy will remain in effect for the duration of this agreement and shall include the following:
- the BHNCD SB as additional insured
 - a cross-liability clause
 - contractual liability coverage
 - automobile coverage for owned, hired, and non-owned vehicles
 - 30 day written notice of cancellation
- A copy of the Insurance Certificate, including professional liability (errors and omissions) and general liability, will be kept on file at the school and/or Board Department depending upon the affiliation, and a copy forwarded to the superintendent responsible for the partnership and to Business Services.
- 2.0 The Board is not responsible for any loss arising from any act or omission on behalf of the partnership organization.
- 3.0 All partnerships must be transparent, with expectations and timelines clearly articulated within the project plan. The project supervisors maintain a copy of the project plan.
- 4.0 Consent/Confidentiality – Before any service is provided, it is important that written consent be obtained from parents when service involves student specific information sharing if the student is under 16 years of age, and from students themselves if they are over 16 years. (Please note that this may vary depending upon the legislation governing the external agency). Consent must be informed and time-limited with parents/students being advised about the type of service offered, who is delivering it, the timelines involved and their ability to access information. If the service providers require access to specific student information, informed consents must be completed for this as well. In any and all circumstances, confidentiality will be maintained.

- 5.0 Criminal Background Checks are required before any service is provided. Please reference Brant Haldimand Norfolk Catholic District School Board Policy 300.15 - Section B - Criminal Background Checks for Service Providers.
- 6.0 The Board will continually assess the number and type of partnerships within which it will engage in order that we meet the needs of all students and availability of staff budget permits. Some partnerships have limited time involvement while others will require intensive involvement for a longer period of time.
- 7.0 In an educational partnership with a commercial enterprise, there will be a clear understanding that the purpose is the education of students with no promotion of brand names or products.
- 8.0 Governance of the schools will remain firmly and clearly with the trustees and administrators of the board and all agreements will follow board policy.
- 9.0 There shall be a clear statement of the nature and intent of the partnership with appropriate means of disengagement through a memorandum of agreement signed by both (or all) parties.
- 10.0 A report will be provided to the Board annually of all such partnerships.

References:

Ontario Ministry of Education Policy/Program memorandum No. 149: Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149).

SAMPLE PARTNERSHIP AGREEMENT

between

Name of School

and

Name of External Partner

This educational partnership is a mutually supportive reciprocal agreement between school / board and external partner to provide the following service:

External partner agrees to abide by the mission and vision statements of the Brant Haldimand Norfolk Catholic District School Board.

External partner agrees that no fees are payable to it by the Board, and neither the Board, students/parents or staff of the Board are responsible for any expenses of external partner in connection with this provision of service.

Both parties acknowledge and agree that external partner is not an agent of the Board and none of the service providers are employees or agents of the Board.

Timeline: The service will be provided by external partner effective from date until date; however, either the school/board or external partner may terminate this agreement for any reason with reasonable notice to the other. Reasonable notice shall be 30 days.

During the time of this agreement, the following responsibilities are agreed upon:

EXTERNAL PARTNER

1. **Procedures**
Operates within the context of the Brant Haldimand Norfolk Catholic District School Board Policies, operating procedures and collective agreements, including but not limited to the Certificate of Insurance (professional liability (errors and omissions) and general liability), Criminal Background Checks, Reporting Children in Need of Protection, and the Code of Conduct for the school. The Board's Policies are available on the Board's website at www.bhncdsb.ca.
2. **Accountability**
Provide credentials of service providers to the school and ensure that they comply with the rules of professional conduct for their profession and the required criminal background checks are on file.

Service providers must contract through the OESC to obtain clearance.

3. **Liability**
Provide the board with a copy of a current Certificate of Insurance for a minimum of two million dollars relating to professional liability (errors and omissions) coverage and general liability. The Brant Haldimand Norfolk Catholic District School Board must be named on the Certificate of Insurance as additional insured.
4. **Loss**
The Brant Haldimand Norfolk Catholic District School Board is not responsible for any loss arising from any act or omission on behalf of the partnership organization.
5. **Location**
Service providers meet with students on school premises only in a specified location unless prior written consent is obtained from the parent/guardian of the student, and the principal is given prior notice.
6. **Identification**
Service providers sign in at the school office for each visit and must wear proper identification (OESC identification card, along with a government issued photo identification, and visitor's badge as well as agency identification) while in the school.
7. **Records**
Partners maintain a record of services provided, and monitor access.
8. **Evaluation**
Partners cooperate with the board in evaluating the effectiveness of the partnership.

SCHOOL

1. **Consent**
Obtains appropriate written informed consent/release of information.
2. **Location**
Provide a private room for the provision of service recognizing the need to co-ordinate the use of space with staff allocated to the school.
3. **Monitor**
Monitor along with the partner the service and provide advice to service providers and to the school when necessary.
4. **Evaluation**
Cooperate with the external partner in evaluating the effectiveness of the services provided.

Both the Brant Haldimand Norfolk Catholic District School Board and external partner agree that all information obtained during the provision of services will remain confidential.

Administrator	Director of Education (or designate)	External Partner
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Date	Date	Date
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Checklist for Educational Partnerships

INITIAL STAGE

- Identify specific needs to be addressed
- Identify how specific services will address needs. How will student achievement and well being be positively impacted?
- Create overview/synopsis of plan
- Ensure that plan recognizes Catholic dimension and maintains ethical business principles as outlined by the Institute for Catholic Education Guidelines for Partnerships in Catholic Education
- Inform key personnel (Superintendent of Education) and provide project plan descriptor
- Involve appropriate staff and union representation in initial and on-going discussions
- Develop service agreement
- Review credentials of service providers
- Ensure criminal background checks are on file
- Obtain a copy of current Certificate of Insurance naming the Brant Haldimand Norfolk Catholic District School Board and ensuring a minimum of one million dollars liability coverage for professional liability (errors and omissions and general liability)
- Decide on location for service
- Determine how students will be selected (if applicable)
- Delineate roles of all staff involved in conjunction with external partner and continue to review service delivery model jointly
- Director of Education (or designate) signs partnership agreement
- Ensure Conflict of Interest policy is followed
- Establish adequate resolution process

IMPLEMENTATION STAGE

- Develop schedule for specific hours of service
- Ensure all staff at school are aware of the service being provided
- Provide identification badges for service providers
- Determine type of documentation and records, location of records and who has access to records
- Ensure that all documentation and sharing of information is compliant of the Freedom of Information Act

REVIEW STAGE

- Establish specific meeting times during service provision to review progress
- Develop a communications plan for sharing information with parents (if applicable)
- Develop an evaluation plan
- Monitor progress-celebrate successes and address any challenges