

**COORDINATED SCHOOL HEALTH DEPARTMENT
SCHOOL AND COMMUNITY BASED ORGANIZATION PARTNERSHIPS
FAQ**

1. What do I do if my school needs certain services/support but has no idea how to find a partner?

Please contact the Manager of Strategic Partnerships at nestor.costales@aps.edu.

2. This is my first year as Principal in this school. Do I have to maintain all of the partnerships that were there in the past?

It is your choice, as the current Principal, to approve which partnerships you would like to have with your school. However, it is important to note that those served by a previous partnership (e.g. students, families, staff) may be utilizing the services offered by the partner. Another consideration is whether or not the partnership is based on a grant or other long-term understanding. It is recommended that you meet with the partner and reflect on the impact / return on investment of their support and that you talk to your school community about the partnership support/services. Changes should be made with prior notice to the school community and, if possible, at a logical juncture (e.g. beginning/end of the school year or at the end of a semester) to be the least disruptive.

3. What if I want to end a partnership?

It is best to have periodic meetings with your school's partners where you discuss issues and concerns, review outcomes related to school goals, etc. If concerns aren't addressed and/or the services/support are no longer needed, you can terminate the partnership. It is recommended that you identify the impact on your school community and that there is prior notice given. Prior to ending a partnership, you should also determine if there is a formal district agreement in place before terminating. Some agreements require prior written notice of termination. If you need support identifying possible new partner organizations and/or engaging your school community in the process and need support, please contact the Manager of Strategic Partnerships at nestor.costales@aps.edu.

4. One of my staff came to me stating that a partner is asking for information about one or more of our students, what do I do?

APS personnel cannot share information about students, families, or staff to anyone outside of the district without research approval and possibly a district data sharing agreement. Direct the partner to the Strategic Analysis and Program Research (SAPR) website. Then, if they cannot get the data that they need there, direct them to the

“Research in APS” website so they can obtain permission to conduct research. For partners with research approval and/or a district data sharing agreement, please ensure that ONLY the approved data is provided.

5. Do I have to say yes to every community based organization that wants to partner with my school?

School Administrators reserve the right to exclude any or all services and/or providers from campus, may refuse services, limit the time that services are offered, assign and/or limit the locations in which services will be provided, limit the number or types of services that are allowed in the school, and/or request a change in the provider. All community partnerships should be built upon the goals, priorities, and capacity of your school. Thus, if an organization is not partnering with your school on services, supports, resources, and opportunities that support your school’s goals, and/or if your school does not have the capacity (e.g. space, coordination, etc.) to support and manage the partnership, then you can opt out of the partnership.

6. Can I ask my partners to adapt, alter, or expand their support to the school?

All school and community partnerships should be mutually beneficial. However, the primary reason for the partnership is to help you meet school goals. Thus, you can always ask partners if they are willing and able to help more or in new ways. It doesn’t hurt to ask, and oftentimes when partners understand the importance and relation of the service/support to school goals, they will at least consider it. IF there is a formal agreement in place with the partner and additional support is being added, you will need to check to see if the agreement has to be amended to add additional support/services.

7. How do I ensure that my partners’ services/programs are equitable and that they provide accommodations to students, families or staff (depending on their services)?

Oftentimes, in order to help us meet school goals, there are groups of students/families that would benefit the most by a partner’s services/support. It is important that each partner is aware of these target populations and that you work with them to conduct specific recruitment strategies to groups of stakeholders (without breaching confidentiality of students/families). As well, it is important for your partners to utilize various methods and languages in marketing their services.

All partnerships services and supports should have equal access, and never discriminate nor condone discrimination on the basis of ethnic identity, religion, race, color, national origin, sex, gender identity, sexual orientation, HIV status, mental or physical disability, marital status, or pregnancy. If partner services include use of a registration form, the form should inquire if the participant has a need for informal or

formal accommodation. The partner should have a process for reviewing and addressing this information.

8. My partner wants me to sign an agreement with them, what do I do?

District policy reflects that Principals do not have the authority to sign agreements. If an agreement is required, the partner can contact the Executive Director of the Student, Family, and Community Supports division (at kristine.meurer@aps.edu) in order to establish a district agreement.

9. What are the basic requirements for every partnership?

- Every partnership should be developed in order to help meet school goals.
- All partnership staff working with APS students and/or in a school must have an appropriate level of background clearance. They must wear the appropriate sticker/badging for their level of clearance at all times. Those with a supervised level of clearance must be supervised by an APS staff member at all times.
- All partnership services on campus must have a current facilities usage agreement. Note: This supports safety, as APS Police will be aware of who is on campus.
- Partners must abide by public health orders and related APS protocols, including notifications of COVID positive cases while working with/in APS.
- Partnerships must abide by district policy.

10. An organization came to me and showed me a Memorandum of Understanding between them and APS. What does that mean?

That means that the community based organization has an agreement with the district around the specific scope of work and schools noted in the document. If support to your school meets these elements, then your school can choose whether or not to partner with the organization, knowing that district personnel are also keeping an eye on / partnering with the organization and their services.

11. How do I know if there needs to be a formal agreement with APS with a partner?

Not all partnerships require a formal agreement with APS. Partners who are providing mental or physical health support to students should have a formal agreement with APS. APS does not enter into formal agreements with partners who charge students/families for services. Partnerships with services that are being paid for by the school, require professional service agreements / contracts. If you are unsure if a partnership needs a formal agreement contact the Executive Director of the Student, Family, and Community Supports division (at Kristine.meurer@aps.edu).

12. How do I know if the partner has a formal agreement with APS.

The partner would have a copy of the agreement, and you can ask to see it. You can also contact the Student, Family, and Community Supports (at michele.apadoca@aps.edu) and ask if the partner has an agreement on file and for a copy. If a partner has a district agreement and your school chooses to partner with them, it is important that you are aware of and work within the terms of services allowed in the agreement.

13. What do I need to know about managing partnerships with faith-based organizations?

The district is interested in partnering with a variety of organizations, including faith-based ones. Faith-based organizations are not allowed to proselytize, pray, or recruit for membership in their organization while working with APS and/or in our facilities. Just as with all partnerships, they must meet all partnership requirements. Note: There are some organizations that rent facilities in order to conduct their faith-based services. At these times, they are not considered a partner.

14. One or more of my partner organizations are requesting that I help them advertise their services, what do I do?

Partners should be referred to Peachjar for all advertising and marketing.

15. What should be discussed with new partners?

Here are some questions/topics to consider when establishing a partnership:

- Questions:
 - Who are the services/support targeted for? How many can be served? When will services/supports/programs take place? Before, during, and/or after school? Will student's need to be pulled from instructional time? How are they served?
 - What are the goals of your services/support? How do you monitor them? How and when will you report the progress and outcomes to me?
 - How do these goals align with the school's goals?
 - How do you sustain the services/supports? What is the timeframe by which I will be notified if your services/supports will be reduced or eliminated?
 - Are there other ways the partner can support school priorities and goals?
 - Is there a charge for the service?
 - What is the school's responsibility?
- Topics
 - APS requirements of partners
 - Schedule periodic check-ins

- Emergencies / Other critical site safety plan elements

16. One of my partners has written or will be writing a grant and is asking for support, what do I do?

If a proposed or current partner has already written and has been awarded a grant and did not previously collaborate with you or a district department on it, you are not obligated to partner with them on it. However, if it will support school goals and the school (and possibly the district) has the capacity to support the grant, then the partnership may be an option. It is recommended that you contact the Manager of Strategic Partnerships for support, as there are a variety of factors (e.g. data, expectations of the school and/or district, etc.) to consider. Please review the grant closely and discuss outcomes and expectations with the partner.

If a current partner is planning on writing a grant and would like to reflect the support of your school and/or the district, it is recommended that they contact the Executive Director of Student, Family, and Community Supports (at kristine.meurer@aps.edu) to access a letter of support.

17. Can my staff and I refer students/families to a partner organization's services?

Approval of staff referrals to partners depends on the type of services they offer. Partnerships that require referrals should have formal agreements with APS, so they should contact the Executive Director of Student, Family, and Community Supports (at kristine.meurer@aps.edu). Partners that are requesting mental health related referrals must contact the Senior Director of Counseling at price_v@aps.edu for approval. Note: All mental and/or physical health referrals must go through the school's Health and Wellness Team.

FOR QUESTIONS OR SUPPORT
RELATED TO THIS DOCUMENT
OR
SCHOOL AND COMMUNITY PARTNERSHIPS IN APS
PLEASE EMAIL NESTOR.COSTALES@APS.EDU