



## **ADMINISTRATIVE PROCEDURE**

CATEGORY: **Community-District Programs**

SUBJECT: **Business and Community Partnerships**

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### **A. PURPOSE AND SCOPE**

1. To provide guidelines for establishing business and community partnerships with district schools or departments. Such partnerships are vitally important in creating schools as centers for community services that connect families to wrap-around services (including academic and social services) and/or resources needed by students and communities to ensure equity.
2. **Related Procedures:**

Volunteer Programs .....	4595
Professional Responsibilities of Certificated Employees .....	7046
Civic Center Use of Buildings, Grounds, and Equipment .....	9205
Acceptance of Gifts .....	9300
Fundraising Activities by Non-district Organizations .....	9325

### **B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policies B-6000, D-3000, D-6700, F-1100, F-5800, K-1000, K-2100, K-6500, and K-9500.

### **C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Public Information Office.
2. **Definition.**
  - a. **Business or Community Partnership:** An agreement by a local business or community organization to provide assistance to a district school or department, usually through an in-kind or service donation. Services can impact students' academic development directly, such as tutoring or after school programs, or indirectly such as services to address physical or emotional growth.
3. Should individuals from local businesses or community organizations have direct contact with students through the partnership parameters, refer to Administrative Procedure 4595.
4. Regulations for use of district facilities by local business or community organizations in partnership agreements with district schools or departments are outlined in Administrative Procedure 9205.
5. Projects and activities conducted under a partnership may utilize the name or logo of the school and its partner.

### **D. IMPLEMENTATION**

1. It is recommended that prior to entering into a business or community partnership, the site principal/administrator or department head review the proposed partnership with the appropriate Area Superintendent and the Public Information Office to ensure alignment with district instructional goals and initiatives.

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REVISED: **6-4-15**

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2. Site principal/administrator or department head completes partnership agreement form, and forwards original to the Public Information Office.
3. Public Information Office obtains Superintendent's signature on partnership agreement, keeps a copy and returns signed agreement to site or department.
  - a. If use of district facilities is indicated on the partnership agreement, a copy is provided to the Rentals Office.
4. Site or department provides a fully signed copy to the business or community organization partner.
5. Public Information Office prepares a regular report to the Board of Education with information on new partnerships formed between district schools or departments and local businesses or community organizations.
6. The Board of Education may provide special recognition to business and community partners at regular intervals throughout the school year.

**E. FORMS AND AUXILIARY REFERENCES**

1. Sample partnership agreement (Attachment 1)

**F. REPORTS AND RECORDS**

1. Report to the Board of Education

**G. APPROVED BY**



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General Counsel, Legal Services  
As to form and legality

**H. ISSUED BY**



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Chief of Staff