



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Board and Community **Regulation Code: B-8.1.1**
• **Community Use of Facilities/Partnerships Policy Code Reference: B-8.1**
Regulation: PARTNERSHIPS IN EDUCATION **Page 1**

This administrative regulation is written in accordance with the guiding principles in Board Policy No. B-8.1, Partnerships in Education.

1. Partnerships in Education Definitions

1.1 Partnership

A partnership is a joint venture for educational benefit between a school and/or the Board, and a community-based organization, a business, a government or another educational institution. For the purposes of this policy, “partnerships” or “partner” does not mean the relationship that exists between persons or parties carrying on business in common with a view to profit, or facility partnerships that exist or may exist as defined within Board Policy No. B-8.3, Facility Partnerships.

1.2 Sponsorship

A promotional sponsorship is a written agreement between a school or the Board and a company or a community-based organization designed to benefit both parties within the context of this administrative regulation.

1.3 Donations

A donation is a contribution of money, goods, or services within the context of this administrative regulation.

2. Program Partnerships

2.1 Conditions and Terms of Program Partnerships

Prior to entering into a program partnership agreement, the participating school(s), area, or Board staff shall clearly determine the expectations of the partnership.

The following information shall be collected to determine the eligibility and/or viability of the partnership and shall form the details to be outlined in a partnership agreement:

2.1.1 the purpose of the program partnership;

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- 2.1.2 the duration;
- 2.1.3 the details of the student program outcomes;
- 2.1.4 the roles and responsibilities of the program partners, including students;
- 2.1.5 the program materials and/or support services and costs for each of the partners; and
- 2.1.6 how the curriculum and student outcomes will be assessed and evaluated.

3. Program Partnership Approvals

Approval of program partnerships shall be provided in the following manner:

- 3.1 Board-level partnerships, involving significant monetary implications, must receive the approval of the Board;
- 3.2 partnerships without significant monetary implications, must receive the approval of the Director, or designate, after discussion at Administrative Council prior to approval so that all implications are explored and understood;
- 3.3 partnerships involving groups of schools or a regional area of the Board must receive the approval of the appropriate Superintendent of Student Achievement after discussion at Administrative Council prior to approval so that all implications are explored and understood;
- 3.4 individual school partnerships must receive the approval of the principal in consultation with staff, parent(s)/guardian(s) and the appropriate Superintendent of Student Achievement after discussion at Administrative Council prior to approval so that all implications are explored and understood; and
- 3.5 partnerships may require consultation with, and involvement of, Board departments such as Operations, Business and Corporate Services, Human Resource Services or Teaching and Learning, depending on the nature of the partnership.

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4. Partnership Sponsorships

4.1 Conditions of Sponsorship

Prior to entering a sponsorship agreement, the participating school(s), area, or Board staff shall clearly determine the sponsor's expectation.

The following information shall be collected to determine a sponsor's eligibility

- 4.1.1 the nature, and product or service, of the sponsor;
- 4.1.2 information about the sponsor's history and ownership;
- 4.1.3 reason for the sponsor's interest in the Board;
- 4.1.4 the activity or event involved in the sponsorship agreement; and
- 4.1.5 knowledge of the sponsor's representatives, with whom Board staff will work, including those of an outside advertising or communications agency.

4.2 Terms of Sponsorship Agreements

The following details shall be documented prior to establishing a sponsorship agreement:

- 4.2.1 the duration of the agreement;
- 4.2.2 the roles, responsibilities and rights of the partners; and
- 4.2.3 the details of the proposed outcomes of the sponsorship.

4.3 Financial Reports

Financial reports for projects and events should be in accordance with fundraising administrative regulations.

4.4 Approval of Sponsorships

Approval for sponsorships shall be provided in the following manner:

- 4.4.1 Board-level sponsorships, involving significant monetary implications, must receive the approval

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of the Board;

- 4.4.2 sponsorships without significant monetary implications, must receive the approval of the Director, or designates, after discussion at Administrative Council prior to approval where all implications are understood and explored;
- 4.4.3 sponsorships involving groups of schools or an area of the Board must receive the approval of the appropriate Superintendent of Student Achievement after discussion at Administrative Council prior to approval where all implications are understood and explored;
- 4.4.4 individual school sponsorships must receive the approval of the principal in consultation with staff, parent(s)/guardian(s) and the appropriate Superintendent of Student Achievement after discussion at Administrative Council prior to approval where all implications are understood and explored; and
- 4.4.5 sponsorship agreements may require consultation with, and involvement of, Board departments such as Operations, Business and Corporate Services, Human Resource Services or Teaching and Learning, depending on the nature of the partnership.

5. Partnership Donations

5.1 Conditions of Donations

Consultation with Facilities Services and Occupational Health and Safety is required prior to accepting donations in the following categories:

- 5.1.1 creative or adventure playgrounds or equipment; and/or
- 5.1.2 items which require modifications to buildings or grounds.

5.2 Consultation with Purchasing Services and Occupational Health and Safety is required prior to accepting donations in the following categories:

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- 5.2.1 all electronic equipment which requires Canadian Standards Association (CSA) approval under the Occupational Health and Safety Act,
 - 5.2.2 all creative playground equipment which requires CSA approval and complies with current Accessibility for Ontarians with Disabilities Act, and/or
 - 5.2.3 all chemicals legislated under the Workplace Hazardous Materials Information System (WHMIS); e.g., art supplies and paint.
- 5.3 Approval of the Information and Communications Technology Department is required prior to accepting donations in the following category:
- 5.3.1 technology; e.g., computers, multimedia equipment, printers and software.
- 5.4 Consultation with Teaching and Learning may be required, following a review of the material under applicable Board policies and guidelines, in the following categories:
- 5.4.1 program software; and/or
 - 5.4.2 commercially produced curriculum.
- 5.5 Terms of Donation Agreements
- The following details shall be confirmed prior to soliciting or receiving a donation:
- 5.5.1 the purpose of the donation;
 - 5.5.2 the details of the proposed outcome of the donation; and
 - 5.5.3 the roles, responsibilities and rights of the partners.
- 5.6 Approval of Donations
- Approval for donations shall be provided in the following manner:
- 5.6.1 Donations with significant monetary implications must be approved by the Board;

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- 5.6.2 donations without significant monetary implications, must be approved by the Director, or designate, after discussion at Administrative Council prior to approval where all implications are understood and explored;
- 5.6.3 donations involving an area, or a group of schools, must receive the approval of the appropriate Superintendent of Student Achievement after discussion at Administrative Council prior to approval where all implications are understood and explored;
- 5.6.4 donations to an individual school must receive the approval of the principal in consultation with the staff, parent(s)/guardian(s) and the appropriate Superintendent of Student Achievement after discussion at Administrative Council prior to approval where all implications are understood and explored;
- 5.6.5 donation agreements may require consultation with, and involvement of, Operations, Business and Corporate Services, Human Resource Services or Teaching and Learning, depending on the nature of the agreement; and
- 5.6.6 records of donations shall be kept by Board staff according to the administrative regulations.

6. Partnership Advertising

The Board recognizes the contribution of carefully selected curricular and co-curricular advertising e.g., school uniforms, planners, musical instruments and student planners. Advertising should promote student learning, involve staff in the decision-making process, be sensitive to community values and be conducted according to Board policy and this administrative regulation. The following criteria should also be considered before entering formal or informal advertising agreements:

- 6.1 announcements of school or Board activities or programs should be routinely posted;
- 6.2 union or teachers' federation notices may be posted as provided by the collective agreements;
- 6.3 advertising may be supportive of local charities or community partners;

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- 6.4 the advertising partner is generally recognized locally, nationally or internationally, as a respectable organization with goals that are compatible with the Board, school and community;
- 6.5 the advertising agreement may offer materials for the educational use of staff and students;
- 6.6 advertising agreements should be entered voluntarily with terms that are clearly stated, and understood, according to the nature of the partnership.

6.7 Approval of Advertising Partnerships

Advertising partnerships shall be approved in the following manner:

- 6.7.1 system-wide advertising, or system-wide promotions involving the distribution of commercial materials, shall be approved by the Director, or designate, after discussion at Administrative Council prior to approval where all implications are understood and explored;
- 6.7.2 advertising, or the distribution of commercial materials to an area or group of schools, shall be approved by the appropriate Superintendent of Student Achievement after discussion at Administrative Council prior to approval where all implications are understood and explored;
- 6.7.3 advertising, or the distribution of commercial materials, within an individual school shall be approved by the principal in consultation with the staff, parent(s)/guardian(s) and the appropriate Superintendent of Student Achievement after discussion at Administrative Council prior to approval where all implications are understood and explored; and
- 6.7.4 refer to Section 5, Partnership Donations, in terms of the approval of some types of donated materials.

7. Partnerships Providing Gifts and Memorials of a Non-Monetary Nature

The Board recognizes the value of gifts and memorials that will enrich the experience of students or enhance the appearance of school property.

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7.1 Approval of Partnerships Providing Gifts and Memorials of a Non- Monetary Nature

Prior to entering into any partnership resulting in the acceptance of gifts and memorials of a non-monetary nature, approval must be provided as follows:

- 7.1.1 offers to the Board must be approved by the Director, or designate, after discussion at Administrative Council where all implications are understood and explored;
- 7.1.2 offers that affect an area or a group of schools shall be approved by the appropriate Superintendent of Student Achievement after discussion at Administrative Council prior to approval where all implications are understood and explored;
- 7.1.3 offers to an individual school shall be approved by the principal in consultation with the staff, parent(s)/guardian(s) and the appropriate Superintendent of Student Achievement after discussion at Administrative Council prior to approval where all implications are understood and explored;
- 7.1.4 where a proposal involves a change in the physical characteristic of a school building or grounds, approval must be received through the Director, or designate, after discussion at Administrative Council prior to approval where all implications are understood and explored; and
- 7.1.5 where a project, or proposal, involves fundraising, it must conform to all requirements of the appropriate Board policy.

8. Partnership Ownership/Responsibility

Any items received by the Board or by schools, as a result of partnerships, sponsorships or donations, shall be retained at the receiving school or Board facility under the ownership of the Board. The Board shall retain the right to remove, repair, or modify any item as required.

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9. Partnership Tax Receipts

The issuance of tax receipts will be in accordance with the Income Tax Act as set out in Canada Revenue Agency publications.

Such tax receipts will be issued by the Superintendent of Business and Corporate Services, or designate, according to the administrative regulation and guidelines established by Business and Corporate Services.

10. Partnership Initiatives

This administrative regulation will be used by Board staff and schools in the planning, implementation and evaluation of program partnerships, operations partnerships, sponsorships, donations, advertising agreements and for the provision of gifts and memorials of a non-monetary nature.

Established:	January 20, 2000	Revised/Reviewed:	March 39, 2006 April 27, 2010 April 25, 2019
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