

Partnership Guidelines

Engagement Governmental Relations, Partnerships & Grants

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Overview of Engagement Governmental and Partnerships

The Clayton County Public Schools (CCPS) Office of Engagement Governmental Relations & Partnerships was established as part of Superintendent Dr. Morcease Beasley’s commitment to “High Performance” where students are prepared to compete in a global economy, educators are professionalized, families are engaged and stakeholders are partners. The department’s purpose is to focus on securing vital resources, community partners and support that ensures CCPS’s goal of ensuring a better future for all students in every classroom, every school and every neighborhood. CCPS values its relationships with Clayton County’s anchor institutions and realizes that it is only with the support of the surrounding communities, will we be able to graduate every student college or career ready.

As such, our aim is to enter into strategic partnerships that result in substantive activities. The following guidance is provided to assist CCPS and potential partners in developing and implementing partnership agreements.

This guidance also:

- Seeks to achieve uniformity and consistency in developing, processing and implementing strategic partnerships.
- Establishes parameters for potential partners and partnership agreements at three levels—district-wide, cluster-wide, and school-based.
- Facilitates a process to ensure timely and efficient processing of strategic partnership agreements.

While this document may not cover every potential partnership scenario, it is intended to be informative and to serve as a guide to help provide a framework for partnership engagement between CCPS and the public. CCPS considers anyone who volunteers their time, talents or treasures to the district, free-of-charge, to be a partner.

Partnership Guidelines

For additional information, as well as questions or concerns, please contact the Engagement Governmental Relations & Partnerships team at 770-515-7575.

Partnering with Clayton County Public Schools:

Engagement Governmental Relations and Partnerships manages partnerships for the Office of the Superintendent, individual and/or groups of schools, and the district at large, and will be happy to discuss how best to engage with CCPS.

The process for partnering with CCPS (generally) includes the following steps:

- First, the partner must complete a ***Partnership Interest Form*** and return it to the Engagement Governmental Relations & Partnerships department.
- A preliminary conversation is held with a member of Engagement Governmental Relations & Partnerships team, either by phone or in-person, where the potential partner provides all pertinent information
- Next, outreach is made by a member of the Engagement Governmental Relations & Partnerships team to School Leaders to Discuss and assess the need for and interest in the potential partnerships. *Please note: All decisions surround school-based partnerships are made at the school level.*
- Next, the potential partner and school leader are convened to delve deeper into partnership opportunity and outline terms of partnership.
- Next, the Engagement Governmental Relations & Partnerships team works with the partner and school leader to create an official MOU/Partnership Agreement
- Lastly, the MOU is submitted to the approval process—reviewed by the legal teams of all parties involved, and then submitted for district approval/signature of Superintendent.

Guiding Principles:

The following serve as the fundamental guiding principles for all CCPS partnerships.

- Partnerships are intended to advance student achievement, must provide educational value, and must align with signature learning models and cluster plans of the respective clusters. Additionally, all partnerships must have alignment with one of the four strategic goals of the CCPS strategic

Partnership Guidelines

plan: *Academic Program, Talent Management, Systems and Resources, or Culture.*

- CCPS does not pay for partnerships. Organizations, companies or individuals interested in receiving compensation, fees, or a contract for services now or in the future, are considered a potential vendor and must follow the CCPS public procurement process. Individuals or companies interested in pursuing vendor relationship instead of a partnership should visit www.clayton.k12.ga.us/departments/purchasing for more information on how to become a registered CCPS vendor. Partnership status has no impact on vendor status.
- CCPS does not offer assistance in helping partners fund projects or programs that work with or benefit CCPS students. In order for an individual, business or organization to be considered for a partnership, the program or project must already be fully funded and be at no cost to students, their families, schools or the district.
- Partnerships operate at the discretion of the district, Engagement Governmental and Partnerships and the respective school's leadership. CCPS reserves the right to reject sponsorships, partnerships, or partnership activities at any time.

Memorandum of Understanding (MOU)

Certain partnership relationships and activities may necessitate a formal memorandum of understanding (MOU) between or among partners and Clayton County Public Schools. MOUs help to outline the responsibilities of each party and establish parameters for the types of partnership activities that the district will permit to occur on CCPS property or with CCPS students.

If your proposed partnership requires a MOU, your business or organization will be asked to draft the agreement, using the CCPS MOU template, and submit it for departmental and legal review prior to superintendent signature. Engagement Governmental and Partnerships will provide partners with assistance in getting the MOU approved and signed. Please be aware that CCPS has a small legal department and only final documents that have been approved by the relevant departments and signed by the partner will be reviewed. Legal will not review draft documents. Please allow a minimum of 20-30 working days to have documents approved as to legal form.

Partnership Guidelines

Food & Beverage

CCPS is prohibited by state law O.C.G.A. § 20-2-411 from using local school funds or general fund dollars to pay for the purchase of food for employee meetings, volunteer events or school district events. Schools welcome the opportunity to have partners cover the expense of food and beverages for their students and staff. Students are particularly grateful when after-school snacks are provided by a partner during partnership activities. Having partner sponsored breakfast or lunch is a real treat for students, teachers and staff who typically cannot leave the building during the day. CCPS is happy to recognize your sponsorship on signage and in programs as appropriate.

Partners are expected to provide complementary lunch for students and chaperone staff when the partnership activity requires students to be off-campus during their regular breakfast or lunch service.

District personnel requesting assistance with covering the cost of food or beverage for school-based or district-wide events should submit those requests directly to Engagement Governmental and Partnerships. Any partner organization that is interested in donating or underwriting the cost of food or beverage for Clayton County Public Schools functions, should contact Engagement Governmental and Partnerships as well.

Advertising Policy

The Clayton County Board of Education (BOE) prohibits outside organizations or individuals from conducting advertising of any nature through CCPS communications, facilities or on any property owned or operated by the Board, unless it is unavoidable because of its being affixed to items or equipment having some school use or function (such as equipment, dispensing machines, and instructional tools) where the sponsor or advertising is inconspicuously displayed and/or is not its primary purpose. However, businesses that become official partners of schools may be permitted to identify their companies or organizations as such at the respective schools. Nothing in this policy is intended to apply to advertising that may take place in connection with the operation of the Board's television and radio stations.

Partnership Guidelines

Distribution of Advertising Materials

The distribution of advertising flyers, brochures, pamphlets, and other written or printed notices in school is largely prohibited. The BOE prohibits outside organizations or individuals from advertising or otherwise distributing literature in Clayton County Public Schools facilities, schools, events, meetings, etc. except as shall be authorized by, and consistent with, administrative regulations set forth by the superintendent and policies approved by the Board.

Photography, Media and Press

No student may be photographed without the expressed written permission of the student's parent or legal guardian. Students, who participate in partnership programs where photographs or video will be taken, cannot be photographed unless they have a signed CCPS Media Release on file with the school from the student's parent or legal guardian. At the discretion of the district, photos taken at partnership events may be made available to the public and partners on the district's website as a courtesy but, remain the property of Clayton County Public Schools. Use or reproduction of these materials is prohibited without expressed written permission. Engagement Governmental and Partnerships will work with CCPS' Office of Communications and partnering public relations and marketing contacts to approve quotes, press releases or any marketing material about partnership programs and activities as appropriate.

Transportation

Per Georgia law, CCPS is prohibited from spending public funds to transport children to partnership activities, unless those funds and any additional insurance costs are reimbursed by private or public funds other than public school funds. In order to facilitate off-campus partnership activities, partners will be asked to cover transportation expenses for students and chaperone staff. In most cases, students must be returned to campus in time for their regular transportation home.

Partners or third-party sponsors who wish to subsidize the transportation of students to partner events must do so on CCPS buses or via approved CCPS contracted motor coach. Cost for transportation to partnership events or activities will be incurred by the partner at cost. Please contact Engagement Governmental and Partnerships to discuss transportation options.

FUNDING AND DONATIONS

Partnership Guidelines

Grant-Funded “Partnership” Programs

Grant funded partnership opportunities must be pre-approved by school leaders, the Chief Academic Officer and Chief Schools Officer. Entities that have received grant funding to provide services or resources at no cost to CCPS must be approved in advance of funding to determine whether the district has identified a potential grant-funded partnership need. Grant funded partnership programs may have additional stipulations and must meet all criteria for partnership. The district reserves the right to refuse to participate in grant funded opportunities for which CCPS has not expressed a need, that the district feels have limited educational value, could violate student privacy, or which may cause undue administrative or financial burden for the district, staff and for other reasons. On occasion, CCPS seeks partners to co-write grant applications together. CCPS can also provide data, letters of support, and other supplemental information for grants if approved. The CCPS Engagement Governmental and Partnerships requests lead time of at least two weeks for signatures, letters of support and other required grant documents. For more information about grants please contact Lonnie Smith, at 770-515-7575 or via email at lonnie.smith@clayton.k12.ga.us

Fundraising

CCPS does not participate in fundraising opportunities that require the district to share profits from the sale of products or services. Parent teacher associations may choose to host fundraising activities at individual schools however; these are not district sponsored activities.

Tax-Deductible Donations

Tax-deductible donations can be made to the district, individual student(s), CCPS events, initiatives or schools, via our 501c3 partnership with the Clayton County Public Schools Foundation either restricted or unrestricted use. Donations can be sent to:

ATTN: Sandra Hayes
Clayton County Public Schools Foundation
1058 Fifth Avenue
Jonesboro, GA 30236

Partnership Guidelines

In-Kind, Technology or Computer Donations

While CCPS appreciates in-kind donations, the district wants to make sure that there are no unforeseen costs associated with accepting a donation (such as ongoing maintenance, up-keep, required software upgrades etc.) and that any donations received can be placed to good use by our students or staff. Donations that require CCPS to provide on-going maintenance or up-keep as well as in-kind donations such as musical instruments, computer equipment, technology and other items must be approved in advance by Engagement Governmental and Partnerships.

Donors will be responsible for making arrangements to deliver or have items delivered to the Engagement, Governmental Relations & Partnerships office, the school or CCPS warehouse as appropriate.

If an organization is interested in making an in-kind donation to CCPS, they should contact Lonnie Smith at 770-515-7575.

PROGRAM TIMING AND DURATION

In-School vs. After-School Partnership Activities

CCPS strives to minimize disruption during the instructional day. Partnership activities that are aligned to state and common core standards and that foster student achievement in one or more impact area (literacy, social science, STEM, college & career readiness, and attendance) are given priority consideration. Partnership opportunities are offered at the discretion of the district and school(s), and typically occur outside of the instructional day. In addition, while the district acknowledges that there are many valuable partnership opportunities, CCPS may respectfully decline to participate at a given time, due to capacity, scheduling or for other reasons.

Prior to planning dates for partnership activities, please consult the CCPS Calendar on the district website and the school calendar(s) or contact Engagement Governmental and Partnerships at 770-515-7575.

Weekends and After-hours Activities

Use of CCPS facilities during the weekends or after hours may incur a cost for custodial or security staff to open and close the facility and to provide for the

Partnership Guidelines

safety of students, staff and guests. For use of a CCPS facility please visit <http://www.clayton.k12.ga.us/cms/One.aspx?portalId=54515&pageId=1587197>
Use of a school facility must also be approved by the principal.

Like you, our staff members have family and personal obligations, and CCPS respects the needs of staff to have personal time. While many employees choose to donate their time outside of regular business hours, the district cannot compel school staff to work before or after hours, or on weekends, holidays or furlough days in order to facilitate partnership activities.

School Calendar(s), Testing, Blackout Dates and Approved Educational Value

As a district, the primary concern for CCPS is always to preserve the academic, physical and mental wellbeing of our students. Just like many industry sectors, in education there are certain times of the year in which students, schools and administrative staff members are particularly focused on the core business—of educating students and preparing them to be academically successful. To that end, CCPS may restrict partnership activities at schools during certain times of the year including: the first 40 days of school, end-of-year closeout and most especially during academic testing (End of Course Testing (EOCT) and in April/May). A copy of the Districts Test Calendar is available on line at http://www.clayton.k12.ga.us/departments/research_evaluation_assessment_and_accountability/testing_calendar_2016_-_2017/

The district or individual principals may enforce additional “black-out dates,” during which partnership activities are restricted. Limited partnership activities are initiated during the summer, but it is a great time to plan for the upcoming school year or to have special activities for students in summer school or year-round schools.

Engagement Governmental and Partnerships will work with potential partners and schools to coordinate and suggest partnerships with approved education value, and help partners to determine the best time for partnership activities that will maximize student/school participation and engagement.

VOLUNTEERING PROTOCOLS AND PROCEDURES

Volunteers are an integral part of our instructional program and valuable component of strategic partnerships. The following offers guidance regarding the use of volunteers in Clayton County Public Schools.

Partnership Guidelines

Volunteers are Mandatory Reporters

In Georgia, school volunteers are considered mandatory reporters of abuse and neglect. O.C.G.A. §19-7-5(c)(1). If a partner or volunteer has reasonable cause to believe that a child has been abused, they must make a report, immediately but no later than 24 hours, to the local DFCS office or law enforcement and are subject to criminal penalty for failing to do so. Please visit https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-andinstruction/Documents/SAFE%20AND%20DRUGFREE/Training%20Manual_v2_10-24-12.pdf to review the state department of education's presentation on identifying and reporting potential child abuse. To schedule a presentation/ training on child abuse prevention and reporting for your volunteer group or company, or for more information about the requirements for mandatory reporters, please visit <http://www.clayton.k12.ga.us/cms/One.aspx?portalId=54515&pageId=9798503>

Volunteer/Partner Contact with Students: Partners and volunteers are prohibited from having any contact, including but not limited to in person, via e-mail, phone or written communication, with students outside of school property without the expressed written permission of the school and/or the students' parents or legal guardians.

Volunteer Background Checks: Volunteers will be grouped into three levels.

- **Level 1:** volunteers are non-district personnel who will have no direct interaction with students
- **Level 2:** volunteers are non-district personnel who will have direct interaction with students with other adults present at all times. For level 2 volunteers, school personnel will go to the Georgia and federal sex offender registry websites
 - **Georgia Sex Offender Registry:** <http://services.georgia.gov/gbi/gbisor/>
 - **Federal Sex Offender Registry:** <http://www.nsopw.gov/>
- **Level 3:** volunteers are non-district personnel who will have direct, unsupervised interaction with students. Level 3 volunteers must be fingerprinted by the district and have GBI/FBI criminal background checks on file prior to service.

Partnership Guidelines

Payment for the record check must be provided by the volunteer or a sponsoring organization. To schedule level 3 background check(s) and fingerprinting visit, <http://www.clayton.k12.ga.us/common/pages/UserFile.aspx?fileId=3894556>

For questions regarding CCPS policies or regulations, contact Human Resources at 770-473-2700

CCPS Volunteer Registration Process

Below is the CCPS procedure for registering school volunteers.

Procedure:

1. Each school will determine the level of the volunteer's planned activities, based on need.
2. If volunteer's activities will include level 3 activities (unsupervised interaction with students), a designated school employee will contact HR to arrange for fingerprinting/background check. Volunteers may not participate in level 3 activities until they have been cleared by HR. Volunteer background checks must be repeated once every five (5) years.
3. Each school will advise the volunteer to complete a volunteer release form.
4. Designated school personnel will make a copy of the volunteer's state-issued photo identification.
5. For level 2 volunteers, school personnel will go to the Georgia and federal sex offender registry websites, search for the individual and complete the bottom portion of the volunteer release form.
6. If the prospective volunteer is a registered sex offender or fails the background check, the volunteer is disqualified from all volunteer activities. The school will keep **Volunteer Form** for disqualified volunteers on file in the main office.
7. Once approved, the school will keep all volunteer release forms (including copy of photo ID) on file in main office. The school will ensure that level 2 volunteers and the staff members that volunteers will be assisting are aware that an CCPS employee or at least two (2) other adult volunteers must be present with them at all times.

Get started today. For more information, please visit the Clayton County Public Schools website at http://www.clayton.k12.ga.us/resources/volunteer_information to access volunteer release forms, as well as to view CCPS's volunteer child abuse training.

Partnership Guidelines

**Please note that these protocols may be revised without notice. CCPS policies are subject to change per the authorization of the superintendent and approval of the Clayton County Board of Education (BOE). CCPS regulations shall be authorized by, and consistent with, administrative regulations set forth by the superintendent.