

Use of District Facilities by Co-operative Programs and Community Partners

This procedure governs all co-operative programs and partnerships between the Bellevue School District (District), and its schools that work together in partnership with an outside organization or agency to deliver services for students where the partner organization or agency and their staff will deliver direct services to students. All partnerships with outside organizations and agencies must ensure equal access for all students without discrimination based on race, religion, creed, color, national origin, age, sex, sexual orientation (gender expression or identity), honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal.

This procedure does not apply to the following:

- (1) activities sponsored by the Bellevue School District including the Department of Early Learning (DEL);
- (2) activities sponsored by a PTSA including those activities where a PTSA contracts with a third party vendor and where activity costs to students are paid by or to the PTSA. Please refer to Procedure 4260.1P – Community Use of District Facilities;
- (3) contractual arrangements where there is payment made by the school or District to an outside agency or organization; and
- (4) programs or groups that rent District facilities independent of school or District programs.

Approval Process

1. All requests for a school-based co-operative program or partnership must be directed to the Principal and then the Executive Director of Schools assigned to that school.
2. For any school-based co-operative program or partnership, the Principal will communicate with the appropriate Executive Director of Schools regarding the proposed activity and resolve any outstanding issues. The Principal will then complete a *Memorandum of Understanding for Services to Students (MOU)*. The template is available from the Executive Directors. Once the MOU is complete it is approved by the Executive Director.
3. If a co-operative program or partnership is proposed for multiple school sites, a representative from the outside agency or organization may make a request to an Executive Director to complete one MOU for the proposed sites.
4. If the request for a school-based co-operative program or partnership includes disclosure from the District of student information, the Director of Research, Assessment and Accountability must be notified and approve the request for disclosure of student information. The Director of Research, Assessment and Accountability will determine whether a District Data Sharing Agreement is required and, if so, ensure that a District Data Sharing Agreement is attached to the MOU.

5. Upon approval of the Executive Director and, if applicable, the Director of Research, Assessment and Accountability, the proposed MOU will be submitted to the General Counsel for review. Once the General Counsel has completed a review as to form, the MOU is submitted to the Executive Director for signature and final approval.
6. Once the Executive Director has signed the MOU, the signed MOU is submitted to Human Resources for processing. If students are not under the supervision of District employees at all times, a background check and fingerprint check must be completed by each employee or volunteer of the organization.
7. No services will be provided until Human Resources confirms that all required clearances of MOU employees and volunteers has been completed.
8. Each District approved co-operative program and partnership will require a completed *Application for Building Use* form. No fees will be charged for co-operative programs or partnerships and building use and will be considered as BSD use on the *Building Use Fee Schedule*.

District staff involved at any step of this process will be trained on an annual basis. Staff will include but not be limited to principals, assistant principals and office managers.

Date: 10.17, 10.18