

Community Relations

JOINT USE AGREEMENTS

AR 1330.1

Guidelines for Joint Use Agreement for Facility Use with School and Community Partnerships

The following procedures should be used to carry out Board Policy 1330.1 regarding school and community partnerships.

The procedures outline the following:

- I. Establishing a Partnership to Provide Programs and Services for Students and Schools
- II. Categories of Partnerships
- III. Requirements and Options for Before and After School Activities at Schools

I. Establishing Partnerships to Provide Programs and Services for Students and Schools

There are multiple ways to create a partnership with a school(s) or the District. A partnership can be initiated at an individual school with a member of the staff, student, family, or principal or at the main office. It is important that the partnership is documented at the school or central office when **any** of the following are required:

- There is direct contact with students; and/or
- Programs or services are provided directly to students; and/or
- There is a need for a school or district resources (i.e. financial, space, technology, etc.) to support the partnership; and/or
- Contracts are required; and/or
- Student data is requested; and/or
- The agreement is multi-year; and/or
- The agreement meets or exceeds \$250,000.

Each year, schools shall do an inventory of partners providing programs and services. This information will be reported to the Facilities Office, Civic Center Permits Department for School & Community Partnerships. The Office will work with principals, district staff, and partners to conduct this inventory. The inventory will become a district-wide database of existing partnerships.

Steps for Establishing a Partnership:

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1. Ensure that the principal and individual/organization have a written agreement and share an understanding for the purpose of the partnership;
2. Ensure that the partnership is within the required parameters noted below;
3. Complete the appropriate Department of Justice Livescan process for adults that will be working with students;
4. Submit appropriate paperwork to document partnership;
5. Follow established procedures for accessing student data when appropriate.

Required Parameters for Partnership:

- Services and programs offered in partnership must be accessible and affordable to students, families, and the school community.
- Partnerships must be documented and partners have the approval of the principal(s) in the schools in which they serve.
- Partnerships should/must have measurable outcomes related to the mission of the Pasadena Unified School District (PUSD) and the individual school goals, which will be monitored through an annual reporting process.
- When a school enters into a partnership agreement, it is the responsibility of the principal and school staff to follow all District policies relating to partnership, including any policies on building usage and student safety.
- If the partnership is not demonstrating a substantial positive impact, or for other reasons the partnership is determined to be unsatisfactory, PUSD reserves the right to terminate the partnership.

If an organization is interested in having a reserved space to work in a school, it is important that this is first cleared by the principal, then by the Department of Facilities, Planning, Maintenance & Operations.

If an organization would like to request access to student data, the appropriate form must be used. This ensures that the request is in compliance with FERPA, that the parent signs a release form, and that there is a record of this request at the District office.

II. Categories of Partnerships

Partnerships fall into different categories based on the type or scope of programs and services offered by the partner to schools and students; the

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amount of contact time the partner has with students; the number of schools served; the degree to which the partner accesses district resources; as well as the type of data shared between the District and the partner.

Generally, partnerships fall into the following these categories:

- Low intensity partnerships
- Medium intensity partnerships
- High intensity partnerships

Low Intensity	Medium Intensity	High Intensity
Little to no direct contact with students	School based programs or services; one site or multiple sites	Significant contact with students and schools; one site or multiple sites
Agreements with school or district staff; documentation as appropriate	Documented partnership with school <u>and</u> central office; often linked to individual school goals	Documented partnership with school and central office. Directly linked to school and district goals
<u>Examples:</u> school assemblies, donations, guest speakers etc.	<u>Examples:</u> Volunteers, tutors, mentoring programs, etc.	Examples: Lead Partners, Community Learning Center sites; Full Service Community Schools; City partners, etc.

III. The City/School Partnership Initiative “The Alignment Initiative”

The City/Schools Partnership Initiative is a partnership between the Pasadena Unified School District and the cities that the District serves (City of Pasadena, City of Altadena, and City of Sierra Madre) and providers of school-based preschools, childcares, and after-school programs. This is also a tool to ensure that schools, preschools (if applicable), afterschool programs and health centers reflect, holistically, the developmental needs of children and youth and that afterschool programs complement the teaching and learning happening during the core school day. It also helps preschool programs prepare children to participate to the best of their advantage in the schools and afterschool programs they will soon attend.

Board Policy 1330.1 supports this partnership which allows for rent, or a portion thereof, to be waived to out-of-school time (OST) providers (childcare/pre-k, early learning programs, before and after school programs,

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community learning centers, summer enrichment programs and health centers) that can demonstrate alignment of their programs with school curriculum and thus increase standards-based instructional time to PUSD students.

Agreements with city partners should be updated annually. The forms and a more detailed description of this process can be found on the District website: www.pusd.us

IV. **Before and After School Activities at Schools**

The following information is provided to outline the options and requirements for providing before-and-after school activities at schools. The District's existing policies govern how such programs may be provided. Under existing policies, schools have the following options for before-school activities or after-school activities.

Option 1: "School Related" Activities Provided by Private Organizations

Programs may be provided by a private organization (non-profit or for profit). The organization/person providing the activity must fill out the Pasadena Unified Use of Facilities Permit Application. The group pays no rental fee if it qualifies as a "school-related" activity; i.e., they provide a "youth character building activity" or other organized youth club activity." If the organization desires free rent, this requires that the activity be "open to all interested participants." The District interprets this language to mean that all students who want to participate will have an opportunity to participate (on a first-come, first-served basis) and that tuition or fees may be waived for students/families that cannot afford the cost of the activity. If the organization chooses not to pay the fee for students who request a waiver, the organization must utilize Option 2. This is **NOT** a District-operated activity. Payment for this activity is made directly by families to this outside group. This is a private activity and parents should be informed accordingly.

Option 2: "Non-School Related" Activities Provided by Private Organizations

Programs may be provided by private organizations that are not considered "school-related" activities under Option 1. The organization/person providing the activity must fill out the PUSD Use of Facilities Permit. The

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organization must pay the normal building rental fee. They need to comply with any insurance requirements of the Facilities, Planning, and Maintenance & Operations Department. They are considered a private group and they can charge the price of their program; students/families wishing to participate must be able to cover the full cost of the program. This is **NOT** a District-operated activity. The activity is supervised by the private organization/person. Payment to participate in this activity is made directly by participating families to the outside group. This is a private activity and parents should be informed accordingly.

Option 3: PTA Sponsored Activities

In some circumstances, school PTA's may supervise and operate after-school programs. Rent is provided free if the activity is "school related" – a "youth character building activity," or "other organized youth club activity." PTA sponsored events do not automatically qualify for rent-free activities. Upon agreement between a PTA and a school, the PTA will supervise the activity and payment is made directly by families to the school PTA. This is **NOT** a District-operated activity. The activity is supervised by the PTA and the person they hire to run the activity. This is a private activity and parents should be informed accordingly.

Option 4: School –Sponsored Activities

Schools can sponsor activities and pay a staff person, an hourly person, or the organization to operate the activity. For example, a staff member or a parent can be paid a stipend or the approved hourly rate to run an after-school program such as "yoga" or "aerobics." The form: "Pasadena School District Functions Only" must be completed. Because this is a school-sponsored event, no rental fee is charged, but the activity must be open to all students on a first-come, first-served basis. Insurance is not required because this is a District activity. The person running the activity is a District employee and the principal or other school administrator is responsible for approving time and for supervising the activity. Payment for the activity is made directly by families to the school. In keeping with District practice, tuition or fees should be waived for students/families that cannot afford the cost of the activity. This **IS** a District-sponsored activity.

Regulation
Approved: February 14, 2012

PASADENA UNIFIED SCHOOL DISTRICT
Pasadena, California