

**Manor Independent School District
Partner in Education
Campus/Department Toolkit**



2017-2018

Planning Process

When working to create to formalize a partnership with an organization outside of the school system, use the following to guide the planning process.

1. Identify school needs and partnership opportunities

Create a partnership team to identify your school's needs and opportunities. A good place to start is with your Campus Improvement Plan that focuses on student achievement and improvement. Review the school partnership strategies and activities listed on the following page for ideas on potential opportunities. Be clear about what you want to achieve and that the activities are manageable.

2. Identify potential business / community resources

Define what you want in a partner and brainstorm possibilities. What are the businesses, non-profits, city groups, government, etc. close to your school? Where do your parents work? What about employee spouses? Ask others for suggestions.

3. Make Contact

Write, call or stop by the partner location. Phone calls are more effective than letters and visits are more effective than either calls or letters. Schedule a meeting and present a preliminary partnership outline. If the partner is interested, continue to step #4.

4. Partnership Development/Agreement

Determine who should be included in partnership planning activities. The team should have representatives from both partners and include members who will champion and support activities. Collaborative planning must operate from the beginning of a partnership. Involvement by key team members will minimize misunderstandings and problems during the implementation phase of your plan. Complete the School Partnership Agreement Form.

5. Track the Relationship and Keep it Healthy

Maintain regular contact with your partner(s) and ensure that projects are on time and on target. Track the value of cash, and in-kind (equipment, value of services, or merchandise) donations. If changes need to be made to the agreement, complete a revised agreement form. Remember to thank your partners on a regular basis.

6. Annual Partnership Review/Evaluation

See the Activity Evaluation Forms, Annual Partnership Evaluation Form and Original Partnership Agreement.

Ideas for Activities – Partnership Categories

Identify 2-4 potential partnership projects from the ideas listed below or create your own. Partner contributions could be funding, equipment or product donations, or partner time / expertise.

1. Academic Enrichment

- Academic tutors
- Develop projects to support real-world oriented connections to math and science
- Develop project-based learning units to solve real-world and/or community issues
- Lead class presentations on financial management
- Serve as judges for various school events
- Sponsor field trips based on specific academic area
- Provide a classroom demonstration on your business skill

2. Student Development/Citizenship

- Join food drive efforts, clean up days, support school character-education activities
- Student mentoring programs

3. College/Career Readiness

- Classroom speakers
- Organize site visits
- Speakers for school-based career days
- Mentoring based on school initiatives
- Career Shadowing
- Internships & worksite Experiences

4. Student Incentives/Motivation

- Sponsor contests in art, writing, math, reading, etc.
- Support Student of the Month, academic all-stars, random acts of kindness, etc.
- Sponsor student scholarships

5. Support for Families in Need

- Sponsor needy families at holiday times
- Back to school supply drive
- Contribute to fund student necessities

6. Teacher/Staff Support and Recognition

- Provide food/supplies for staff recognition
- Publicize/promote the school in company communications, community events, etc.
- Establish grant program for teachers to implement special projects in their classroom

7. Support School Administrative or Building Functions

- Participate on committee work
- Fundraising
- Assist in school publications
- School cleanup activities
- Create/enhance parenting library
- Create/enhance a parent resource center

8. How Schools Can Support Partners

- Recognition on a marquee or at a public meeting
- Nominate your partners for state and district awards
- Send notes from students to thank partners for their activities
- Have a special place in the school to announce and highlight partnership activities
- Have choral or musical performances at the partners' business during the holidays
- Provide student art work for a partner's lobby or for holiday cards
- Media coverage by sending news releases and notifying media of special events
- Appreciation at breakfast or luncheon programs
- Include Partners in Education column in the school newsletter
- Share or provide photographs of students and partners working together
- Plaques and banners to thank the partner for their commitment
- Free tickets to school sporting events or other activities
- Volunteer to assist at a special company event
- Invite your partner to shadow a teacher or administrator

Tips for Planning a Successful Partner Visit

Site Visit Goals

- Give your partner a chance to experience the look, feel, and culture of your school
 - Learn more about your partner and share interests
 - Identify next steps
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Partner Travel

- Provide the street address and phone number and map or instructions, if possible
 - Tell the visitors where to park and the specific school entrance to use
 - Share your site's visitor sign-in and/or security procedures
 - Inform the receptionist of the meeting and come out to greet the visitors when they arrive
 - If possible, post a welcome sign to greet your visitors
 - Offer simple refreshments
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Preparing for the Visit

- Note the names and titles of all individuals who will be introduced
 - Plan a tour of your school or site – classrooms and activities in action to give visitors a taste of classroom and school realities.
 - Share basic information about your school/site
 - Include staff members and possible other speakers
 - Be able to articulate your sites needs and interests in a compelling manner related to a possible partnership and be prepared to share school goals and needs
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The Exchange Visit(s)

- Start and finish your meeting on time – make sure to schedule enough time for each agenda item. Take minutes and share minutes in a timely manner
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Sample First Meeting Agenda

- a. Discuss all parties and individuals' interested in partnering
- b. Discuss school needs, business interests and brainstorm possibilities.
- c. Identify other staff or organizations to participate in continued partnership development.
- d. Schedule the next meeting

School Action Team for Partnerships

Who should be Involved?

Put together a team of representative school and community stakeholders (including all partners: school / community / parents). These people are:

- Big picture and detail-oriented
- Thinkers and doers
- Management and staff

On the community business / organization side, this may include people from:

- Human resources
- Executive representative
- Public relations
- Staff directly involved

On the school side, committee members may represent:

- The principal
- Teaching staff
- Parents
- Campus Advisory Council
- Youth and family coordinators
- Students

What Responsibilities are involved?

Campus Partnership Contact: Acts as main contact of the partnerships. Communicates with administration regarding the partnership and monitors the outcomes; Shares partnership with school staff and stakeholders; Completes partnership documents.

Campus Principal: Provides support partnership activities, such as release time for staff, orientation sessions and recognition activities; Needs to be involved in, or approve of, the partnerships structure and activities.

Community and school participants: Serve as the most important players in the partnership; Clearly define the role of partner volunteers in planning and implementing your activities.

School / Community Partner Agreement

This agreement is to be completed by the principal and campus partnership contact. Both parties should maintain a copy and also email a copy to Partners in Education Director Becky Lott Rebecca.lott@manorisd.net.

School Name		Organization/Community Partner	
School Leader / Title:		Partner Leader Contact/Title	
Mailing Address/Zip		Mailing Address/Zip	
Phone	Email	Phone	Email
Primary Contact/Coordinator Name		Primary Contact/Coordinator Name	

Partnership Start Date:

End Date:

Annual Review Date:

Partnership Resource Contributions

School Contributions

of Volunteers, Mentors and/or Speakers: _____

Estimated Materials Costs: _____

Estimated # of Hours: _____

Advertising/Promotions: _____

Estimated Financial/Product donation: _____

PARTNERSHIP FOCUS – check all that apply

- Academic Achievement – Read to students, tutor, provide technical expertise, display student work
- Student Development/Citizenship – Mentoring, character education activities, sponsor contests, support student led efforts, service learning
- College/Career Readiness – Offer job shadowing, internships, site visits, career fair or career day, career materials
- Student Incentives/Motivation – Sponsor contests in writing, art, math, science, etc., support student of the month or end of term/year student recognition programs, academic all-star program, create student scholarship program.
- Support Families in Need – back to school fund drive, “angel” fund, afterschool scholarships, offer dental services
- Teacher/Staff Support or Recognition - Invite teachers to in-house training, seminars, provide job shadowing for teachers, provide food/supplies for recognition or training, establish teacher grant program.
- Support School Administrative or Building Functions – school committee work, fundraising, create school publications/communications, school clean up, enhance the library or school environment, create parent center, etc.
- Other

Partner Goal(s):

Partner Commitments:

School Commitments:

We agree to a partnership in education, which will enhance and improve the quality of education and meet the needs of the students, educators, and the community. We agree to partnership activities and responsibilities to review progress and partner status on an annual basis; and on any mutually agreed upon changes to the partner agreement.

SIGNATURES

Principal Signature

Date

Business/Community Partner – Printed Name and Signature

Date

Activity Evaluation Form

School: _____ Business: _____

School Partnership Contact: _____

Phone: _____ E-mail: _____

Community Entity Partnership Coordinator Name: _____

Phone: _____ E-mail: _____

Activity Information

Name of activity: _____ Date of activity: _____

What worked well? _____

What needs to change to make the activity or objective more successful in the future? _____

Did this activity meet our objective? (Why or why not?) _____

Specific target groups involved: _____

Number of people involved in your target groups: _____

Is there need for additional participants? _____ How many? _____

Who needs to be involved? _____

Volunteer Resources (hours) _____ Monetary Resources (\$ amount) _____

Other Resources (please list): _____

Annual Partnership Evaluation Form

Partnership Information

School: _____ School Year: _____

Business: _____

Partnership Coordinator _____

Phone: _____ E-mail _____

Activity Summary Statistics

Total number of activities: _____

Total # people involved: _____

Students: _____

School Staff: _____

Employees: _____

Families: _____

Resources: School /Business Total

Total Volunteer Hours spent on activities _____

Other in-kind resources (please list): _____

Total monetary resources spent on or contributed toward activities: _____

Please note below any special grant programs, corporate resources or other resources that may have been contributed

Sample School / Community Partner Agreement

This agreement is to be completed by the school principal and partner contact. Both parties should maintain a copy on file.

School Name: Oak Meadows Elementary		Organization/Community Partner THE Doe Company	
School Leader / Title: Kristy Jones, Principal		Partner Leader Contact/Title: Jane Doe, President	
Mailing Address/Zip:		Mailing Address/Zip 111 Decker Lane Austin, TX 78754	
Phone	Email	Phone	Email
Campus Partner Contact:		Primary Contact Email:	

Partnership Start Date: 8/10/2017

End Date: 8/01/2017

Annual Review Date: 6/12/18

Partnership Resource Contributions

School Contributions

of Volunteers, Mentors and/or Speakers: 17
 Estimated # of Hours: 141
 Estimated Financial/Product donation: \$500

Estimated Materials Costs:
 Advertising/Promotions: monthly

☑ PARTNERSHIP FOCUS – check all that apply

- Academic Achievement – Read to students, tutor, provide technical expertise, display student work
- Student Development/Citizenship – Mentoring, character education activities, sponsor contests, support student led efforts, service learning
- College/Career Readiness – Offer job shadowing, internships, site visits, career fair or career day, materials
- Student Incentives/Motivation – Sponsor contests in writing, art, math, science, etc., support student of the month or end of term/year student recognition programs, academic all-star program, create student scholarship program.
- Support Families in Need – back to school fund drive, “angel” fund, afterschool scholarships, offer dental services
- Teacher/Staff Support or Recognition – Invite teachers to in-house training, seminars, provide job shadowing for teachers, provide food/supplies for recognition or training, establish teacher grant program.
- Support School Administrative or Building Functions – school committee work, fundraising, create school publications/communications, school cleanup, enhance the library or school environment, create parent center, etc.
- Other

Estimated number of students impacted: 700

Shared Partner Goal(s): 1) Prepare students for the workplace; 2) Promote partnerships and educational excellence.

Partner Goal(s): The Doe Company

- 1) Support student career exploration and advance student understanding of communication in the workplace.
- 2) Recognize students and teachers for excellence.

Partner Commitments:

- 10 volunteers will visit the school 6-8 hours over the year for career exploration activities
- Doe Company will provide/present a student and staff recognition plaque each month.
- 5 volunteers will review/judge a student-based project in English classes

We agree to a partnership in education, which will enhance and improve the quality of education and meet the needs of the students, educators, and the community. We agree to partnership activities and responsibilities to review progress and partner status on an annual basis; and on any mutually agreed upon changes to the partner agreement.

SIGNATURES

Principal Signature

Date

Business/Community Partner – Printed Name and Signature

Date