

LAKEHEAD DISTRICT SCHOOL BOARD
Initial Community/Education Partnership Agreement

AGREEMENT BETWEEN _____ AND _____

Place a check mark next to
the type of partnership

Student/Group/
School Partnership

Board & Regional Partnership

Informal Partnership
(optional)

The signatories of the Initial Community/Education Partnership Agreement, on behalf of their respective organizations, hereby agree in principle to entering into a community/education partnership in order to:

- enhance student learning;
- mutually benefit all partners; and
- help achieve common outcomes.

The signatories also agree to investigate conditions and terms of establishing a community/education partnership. The conditions and terms will include, but not be limited to:

- establishing a joint committee to initiate project and oversee its implementation;
- ensure that Ministry and Board policies, procedures and practices are followed;
- establish clear expectations, roles, and responsibilities;
- identify target group;
- establish a consultative process to gather input from all partners;
- ensure that the learning outcomes will be met;
- establish an implementation plan and timelines;
- establish a budget; and
- establish a procedure for monitoring and evaluating the partnership.

Through the process of establishing clear conditions and terms of agreement, the community/education partnership will develop a clear understanding of their commitment and expectations. In this way, the rights of all partners will be protected.

Description of Community/Education Partnership: _____

Partnership Goals: _____

Partnership organization and signatures (The principal of a school will approve school partnerships and the director of education will approve regional partnerships).

Education Partner Approval

Education Program Coordinator

Date

Community Partner Approval

Community Program Coordinator

Appendix B to 8090 Community/Education Partnerships Procedures

LAKEHEAD DISTRICT SCHOOL BOARD
 Final Community/Education Partnership Agreement
 (School, Board or Regional Community/Education Partnership)

AGREEMENT BETWEEN _____ AND _____

A. PROJECT NAME: _____

B. TYPE OF PARTNERSHIP: Student/Group School Partnership Board & Regional Partnership Informal Partnership (optional)

C. BRIEF DESCRIPTION OF PARTNERSHIP:

D. TARGET GROUP:
 Number of Students _____ | Grade(s) _____ | School(s) _____
 Special Consideration (eg. at-risk students, etc.): _____

E. PROJECT BENEFITS (place a check mark next to the partnership benefits listed and add benefits):

STUDENT PARTNER		PARENT PARTNER		EDUCATION PARTNER		COMMUNITY PARTNER	
enhances student learning		enhances the learning opportunities of their children		helps provide connections for students		development of future employees	
provides transitional school-to-work experiences		children's learning becomes more meaningful		broadens resource base		advances a common interest area, e.g. technology	
widens scope of career choices		helps prepare their children for the workforce		increases motivation		provides an opportunity for the sharing of ideas and resources	
encourages responsible citizenship and teamwork		their children become more motivated		provides strategic support		increases opportunities to have an impact upon and/or enhance school programs	
provides enrichment		their children will become more committed to their education; therefore, fewer children will drop out of school		aids curriculum development		helps create a better informed community and new ideas	
makes learning activities more relevant and authentic		successful learning will be based on collaborative partnerships		allows an opportunity to jointly pursue professional development		promotes school/community relationships	
increases motivation				increases satisfaction in becoming an active participant in improving student learning		reinforcement of shared goals	
Other:		Other:		Other:		Other:	

F. PLACE A CHECKMARK NEXT TO THE GUIDELINES OUTLINED IN THE BOARD POLICY AND PROCEDURES THAT HAVE BEEN CONSIDERED AND LIST HOW SPECIAL CONSIDERATIONS WILL BE DEALT WITH.

SPECIAL CONSIDERATIONS

STEPS TO ADDRESS ISSUE

- Ethical Guidelines _____
- Program Standards _____
- Student Protection Standards _____
- Labour & Employer Standards _____

Special Considerations (eg. facilities, insurance, Workplace Safety and Insurance Board (WSIB), liability issues): _____

G. DESCRIBE HOW THE PROJECT WILL COMPLEMENT THE CAREER AND EDUCATIONAL PROGRAMS AND ANTICIPATED OUTCOMES THAT THE PARTICIPATING SCHOOL(S) HAVE DEVELOPED FOR STUDENTS:

H. PLACE A NAME NEXT TO THE PARTNER THAT WILL BE RESPONSIBLE FOR KEY PROJECT COMPONENTS:

COMPONENTS	RESPONSIBILITIES			
	School, School Coordinator or Committee	Principal	Board Partnership Coordinator	Community Partner
Needs Assessment Objective Setting				
Program Admin. & Management				
Program Planning				
Communication				
Program Promotion				
Orientation				
Public Relations				
Recognition				
Monitoring Program Supervision				
Record Keeping				
Networking				
Review & Evaluation of Students				
Other				

I. TIMELINES (starting date and duration): _____

J. DESCRIBE THE PLAN FOR EVALUATING WHETHER OR NOT THE PROJECT HAS ACHIEVED THE DESIRED OUTCOME:

K. LIST SIGNIFICANT BUDGET CONSIDERATIONS:

Student/Parent	Community Partner	School/Teacher	Board

L. CONDITIONS OF TERMINATION OF A PARTNERSHIP AGREEMENT:

Education Partnership Approval

Education Coordinator

Date

Community Partnership Approval

Community Coordinator

Appendix C to 8090 Community/Education Partnerships Procedures

LAKEHEAD DISTRICT SCHOOL BOARD
Community/Education Partnership Agreement
For *Contributions and Promotions

The signatories of the Contributions or Promotional Community/Education Partnership Agreement, on behalf of their respective organizations, hereby agree to enter into a community/education partnership in order to:

- enhance student learning;
- mutually benefit all partners; and
- help achieve common outcomes.

The type of agreement described is (check): Contribution Promotion

Describe the terms of the partnership (type of contribution or the kind of promotion): _____

Outline the specific benefits and special entitlements to the:

Community Partner: _____

Student: _____

School/Board: _____

The signatories agree to the following conditions:

- contributions and promotions must abide by Ministry and Board policies and procedures (Community/Education Partnerships, Advertising, and Fundraising);
- there shall be no monetary gains to individuals in a community partnership;
- there shall be no exclusive direct selling or direct promotions of a product;
- schools and students will not be used for commercial endorsements;
- the context or content of a promotional partnership will be controlled by the school and school community;
- contributions and promotions must benefit student learning; and
- Lakehead District School Board or the partnership organization has the right to terminate an existing partnership after notice has been given. The terms of termination will be:
 - a) 30 days notice suggested;
 - b) partners must honour ongoing commitments; and
 - c) any assets will be the property of the Board.

Principal/Board Signature

Community Partnership Signature

Date

* WHERE CONTRIBUTIONS REQUIRE RECOGNITION AND/OR PROMOTION, DEFINE CONTRIBUTIONS AND PROMOTIONS.



WORK EDUCATION CONTRACT

Name of Student:	School:	Date Completed:
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I hereby agree to participate in the Cooperative Education Program of Lakehead District School Board; to accept my responsibilities, and to abide by the general conditions as outlined below.

RESPONSIBILITIES OF PROGRAM PARTICIPANTS

Student's Responsibilities

The student shall:

- abide by the rules and regulations of the employer and the policies and procedures of the school;
- notify both the employer and the school, as far in advance as possible, of any absence from the workplace due to illness or emergency circumstances;
- report to the employer as scheduled in the work education agreement and attend all in-school sessions in accordance with the timeline for Cooperative Education activities;
- be honest, punctual, courteous and cooperative;
- complete all the learning activities identified in the individualized training plan and all assignments given by the teacher;
- report any injury or accident, regardless of how minor, to both the training supervisor and the teacher; and
- notify the teacher and/or training supervisor of any problems related to his/her participation in Cooperative Education.

Training Organization's Responsibilities

The training supervisor, under the direction of the employer, shall:

- supervise, instruct and evaluate the student as outlined in the supervisor's manual;
- provide the student with a worksite orientation that includes safety rules and procedures, and guidelines for acceptable behaviour and appropriate work attire;
- ensure that the student is given clear instructions and clarification of assigned tasks;
- cooperate with the teacher in developing an individualized training plan for the student;
- ensure that the student is given opportunities to meet the objectives and to complete the learning activities identified in the training plan;
- assist the student in developing employability skills and in making informed career and educational decisions;
- meet with the teacher to discuss the student's performance and complete all evaluation forms; and
- notify the teacher regarding any accidents, absences or problems that relate to the student's involvement in the workplace.

School's Responsibilities

The teacher, under the direction of the principal, shall:

- interview the student applicant;
- provide precourse counselling for students;
- assist with the recruitment and selection of appropriate training stations;
- organize and conduct the preplacement orientation and integration sessions for students;
- develop individualized training plans in consultation with the training supervisor;
- monitor students, complete anecdotal reports and evaluate student performance;
- report student progress to the coordinator and the principal on a regular basis, and
- perform the day-to-day clerical tasks associated with the delivery of Cooperative Education.

Parents'/Guardians' Responsibilities

The parents/guardians shall:

- agree to the participation of their son or daughter in this program;
- support regular attendance at both the training organization and the school;
- encourage discussion of learning experiences;
- ensure adequate insurance coverage of their son and/or daughter including student accident insurance; and
- provide personal protective safety equipment as required.

GENERAL CONDITIONS

1. Since the primary emphasis of Cooperative Education is on learning, students shall not replace existing employees or prevent employees who are on layoff from being recalled.
2. In the event of a work stoppage or legal strike, the student will be withdrawn from the training organization.

RESERVED FOR SCHOOL AND BOARD

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SIGNATURES OF PARTIES TO THE AGREEMENT

Student:	Parent/Guardian:
Training Organization:	Teacher:

SUMMARY OF COMMUNITY/EDUCATION PARTNERSHIP

Name of School

(Submit to the superintendent by May 30 of each year)

Type of Partnership	Activity/Event/Name	Target Group	Description	Success Criteria