



PARTNERSHIP AGREEMENT BETWEEN

Toronto Catholic District School Board

and

_____ (Name of External Provider)

This external partnership is a mutually beneficial, ongoing and supportive arrangement between the parties, to provide expanded opportunities to enhance student success.

The parties agree to collaborate on activities for a _____ year period (max. 3 yrs), starting in _____, 2____. It is intended that the activities will continue, subject to annual review and modification and to either party's right to withdraw upon mutual consent or upon thirty days written notification by either party.

TERMS OF THE PARTNERSHIP

As outlined in the *Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessional*, all required documentation will be attached to this agreement (refer to TCDSB protocol – section 7).

The Toronto Catholic District School (TCDSB) agrees to involve school administrative staff, appropriate chiefs of services, professional support services personnel, paraprofessional support staff and other applicable school staff to:

1. Participate in the collaborative development of programs and/or review program goals, outcomes and methods to be consistent with the School Learning Improvement Plan and Board Learning Improvement Plan.
2. Monitor the progress of the program and set priorities based on needs identified in the School Learning Improvement Plan and Board Learning Improvement Plan.
3. Review program outcomes, recommend modifications, and provide advice to the external agency program administrator.
4. The Toronto Catholic District School Board will cooperate with institutions, agencies and individuals in the conduct of research which will be of benefit to the pupils and employees of the Board as well as the community at large. Research requests shall be made in writing to the Director of Education, giving details of the proposal as outlined in the research application form. For further information see:
<http://www.tcdsb.org/ProgramsServices/SchoolProgramsK12/EducationalResearch/Pages/TCDSBResearchApplication.aspx>

_____ agrees to:

(Name of External Agency Provider)

1. Operate within the context of all TCDSB's Catholic mission, vision, policies and procedures including, but not limited to: External Partnerships, Abuse and Neglect of Students, Equity and Human Rights, Safe Schools, Liability Insurance and Police Reference Checks. It is understood that the Education Act, privacy legislation, and collective agreements govern TCDSB operations.
2. Ensure that any participant who experiences trauma or a crisis during the course of a partnership activity is referred for assistance to the external provider's supervisory staff and the school principal.
3. Collaborate with TCDSB's Communication Department regarding any promotional activities.

4. Ensure that, a criminal background check is completed for every individual before the individual first becomes a service provider at a school site of the board and that in each subsequent school year, the individual completes an offence declaration prior to the commencement of service.
5. Ensure that, the organization carries their own insurance which includes professional malpractice coverage (minimum 2 million) to ensure against civil litigation alleging incompetence, professional errors, omissions or charges laid by professional colleges or parents/legal guardians. The external provider is required to provide insurances that their staff is covered while working on TCDSB property.
6. Ensure that, all staff that provides services on school board sites are current members of a regulated professional college with qualifications relevant to the services to be provided and that the delivery of services is in accordance with professional standards of practice. If staff are not members of a regulated professional college, the external agency will ensure that all such staff who provide services on school board sites are supervised by a current member of a relevant regulated college.

7. Provide the following documentation as an attachment to this agreement prior to consideration:

Description of External Agency

Provide information that provides name, address, history and funding base of the external agency.

Description of Program

A description of program including title, program goals and expected outcomes, format of the intervention (i.e., group, classroom, or school wide), specific grades, resources required (space, materials, etc...), program timelines, contact person and evidence of congruence with the TDCSB mission and vision found at www.tcdsb.org.

Given the paucity of space and material resources, any needs for space and material resources by the external provider must be clearly articulated and approved. Space for Board staff to execute their duties will be ensured prior to offering space to external providers.

Confidentiality and Informed Consent

Procedures for obtaining informed consent and a blank copy of the informed consent documentation is required. When indicated, a copy of a sample letter informing parent/legal guardian(s) and student who is of age of the services to be provided is required.

Evaluation

School board staff and external agency staff must collaborate on the evaluation of programs and services provided for yearly review. Proposed method of evaluation along with proposed tools should be included with the Partnership Agreement.

Finances and Resources

Statement of any fees, resources or payments is required prior to the approval of the Partnership Agreement.

Signed this _____ day of _____, 20____.

Name, Title
(Executive Director or Chief Operating Officer)

Name of External Provider

Approved By Superintendent of Special Services

Date