



For all children, a great school,  
close to where they live

# School Partner Onboarding Guide

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Office of Strategic Partnerships  
440 North Broad Street  
Philadelphia, PA 19130  
Phone: 215-400-5343  
Email: [partnerships@philasd.org](mailto:partnerships@philasd.org)  
Website: <http://philaosp.weebly.com/>

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# Partnering with the School District of Philadelphia (SDP)

## Thank you for your interest in supporting SDP!

In order to best serve the needs of our school communities, we are excited to onboard partners who are committed to providing programs and services at no cost to SDP students.

### School Partner Organizations ARE:

- Fully funded (i.e. ready to be implemented),
- Organizations (non-profit, corporation, government agency, etc.),
- Providing programs/services within SDP school communities,
- At no cost to SDP or schools ( i.e. no charge/fee to SDP or schools for programs/services).

### School Partner Organizations are NOT:

- Individual volunteers (if you are interested in volunteer opportunities, please visit [philaosp.weebly.com/volunteers](http://philaosp.weebly.com/volunteers)),
- Organizations who charge SDP or schools for their programs/services,
- Organizations seeking funding from SDP or schools, or
- Researchers (without programs/services).

# WHO'S OSP?

The District's Office of Strategic Partnerships' (OSP) mission is to coordinate partner and volunteer resources to align them with the goals and priorities of Action Plan v3.0 to help create excellent schools.

## Strategic Partnerships in the School District of Philadelphia



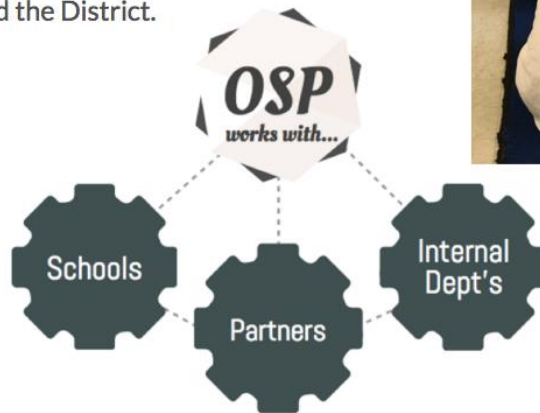
We listen to schools & their needs through our **School Support Census**.



We help schools find partnership resources and build capacity.



We serve as a liaison between external partners and the District.



### Office of Strategic Partnerships Core Values

**Collaboration** ▪ **Approachability** ▪ **Effectiveness** ▪ **Equity** ▪ **Teamwork**

# Aligning Partner Resources with District Priorities & School Needs



## Anchor Goals:

**AG 1** 100% of students will graduate, ready for college and career

**AG 2** 100% of 8 year-olds will read on grade level

**AG 3** 100% of schools will have great teachers and principals

**AG 4** 100% of the funding we need for great schools, with zero deficit

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## Partner-School Matching

OSP works to align partner resources to meet expressed school needs and support the District’s Anchor Goals (AGs), particularly AG 1 and AG 2, which focus on early literacy and college and career readiness. To that end, **we encourage our new and existing partners to consider potential opportunities to more closely align their programs with the District’s efforts to bolster early grade literacy and better prepare our students for college and career.**

OSP also works closely with school communities to identify their key need areas, while tracking available partner resources citywide. Using this data, we:

- 1) help partners and schools develop relationships that they feel will best support their mutual goals, and
- 2) direct partner resources to serve our more under-resourced school communities.

# Partner Onboarding Process

If you are NOT currently providing a program/service at SDP school(s) and are interested in establishing a partnership:

**STEP 1:** Complete the Partner Inquiry  
<http://bit.ly/PartnershipInquiry>

**STEP 2:** An OSP staff member will be in touch with you to discuss next steps within 48 hours

If you are CURRENTLY providing a program/service at SDP school(s), or were recently matched with a school:

**STEP 1:** Review the School Partner Agreement (SPA) Overview and Checklist

**STEP 2:** Complete the SPA

**STEP 3:** Submit Partner Staff Clearances

- Partner staff, paid or unpaid, working directly with children must submit the following clearances:
  - PA Child Abuse History Clearance
  - PA State Criminal Record Check
  - FBI Background Check with Fingerprinting
- Please visit our website below for more guidance around obtaining clearances:
  - <http://philaosp.weebly.com/clearances.html>

**STEP 4:** Submit your Certificate of Liability Insurance and Additional Insured Endorsement (requirements detailed below and in the SPA)

**STEP 5:** If available, submit a third-party evaluation of your program. If you do not have a third-party evaluation, submit your program's theoretical framework.

## Submitting Your Certificate of Liability Insurance and Additional Insured Endorsement:

School Partners must provide evidence of insurance coverage specified below. All insurance must be written on an “occurrence” basis and not a “claims-made” basis. School Partner must: 1) name the School District as an additional insured on the general liability insurance policy, and 2) the insurer must also endorse this policy.

- a. Commercial General Liability Insurance: Limit of Liability: \$1 Million per occurrence combined single limit for bodily injury (including death) and property damage liability; \$1 Million personal and advertising injury; \$2 Million in the general aggregate and \$2 Million aggregate for products and completed operations.
- b. Professional Liability Insurance: Limit of Liability: \$1 Million with a deductible not to exceed \$100,000. SCHOOL PARTNER may permit its insurer to write this coverage on a claims-made basis, provided that the SCHOOL PARTNER shall maintain coverage for occurrences arising out of services provided under the SPA for a period of at least 3 years after services are provided, or shall provide for an extended reporting period of at least 3 years after cancellation of the policy.
  - i. Educator’s Legal Liability Insurance: For SCHOOL PARTNERS in direct contact with students, coverage must include Educator’s Legal Liability coverage of \$1 Million per occurrence single limit, and \$2 Million general aggregate coverage.
- c. Sexual Molestation Coverage: Coverage for wrongful physical or sexual contact must be included in one of the three following policies: Commercial General Liability Insurance, Professional Liability Insurance, or Educator’s Legal Liability Insurance.
- d. Workers' Compensation:
  - i. Workers’ Compensation: limits shall be the statutory limits.
  - ii. Employers’ Liability Insurance Limit of Liability:
    - (1) \$100,000 Each Accident – Bodily Injury by Accident; (2) \$100,000 Each Employee – Bodily Injury by Disease; and (3) \$500,000 Policy Limit – Bodily Injury by Disease.
  - iii. If the contractor is exempted from Workers’ Compensation, please provide a statement as to why the exemption applies (e.g. owner of company with no employees and as owner waiving workers’ compensation).
- e. Automobile Liability Insurance: If SCHOOL PARTNER will be using motor vehicles in

connection with the Work, the limit of liability is \$1 Million per occurrence combined single limit for bodily injury (including death), and property damage liability arising from owned, non-owned, and hired vehicles.

f. Certificate of Insurance:

- i. In the "**Description of Operations**" section, it must be written that, "The School District of Philadelphia, its officers, employees and agents, shall be named as additional insured."
- ii. The **NAIC** number(s) must be listed for each insurance company affording coverage.
- iii. Please find a sample insurance certificate at the link below:  
<http://webgui.phila.k12.pa.us/uploads/ie/lo/ielo7S5kJaMVeilTiZ6E4A/certsample.pdf>

g. Additional Insured Endorsement:

- i. "The School District of Philadelphia, 440 N. Broad Street, Suite 325, Philadelphia, PA 19130" must be named as the Certificate Holder.
- ii. The Certificate must have an original signature of the authorized representative. The Office of Risk Management will accept a computer generated signature but not a "stamped" or "typed" signature.
- iii. The Cancellation Clause must read, "Should any of the above described policies be cancelled before the expiration date thereof, the insurance company will mail 30 days written notice to the certificate holder named to the left."
- iv. Please find a "sample" Additional Insured Endorsement at the link below, which may differ depending on the type of form the insurance company uses:  
<https://web.philasd.org/strategicpartnerships/wp-content/uploads/sites/83/2017/07/Sample-Additional-Insured-Endorsement.pdf>



# Establishing and Maintaining a Successful Partnership

**Starting a successful partnership with a school requires thoughtful planning and coordination between the partner organization and school staff.** To assist with this process, we strongly encourage all new and existing partners to review "Partnering for Success: A Practical Guide to Building Effective School-Based Partnerships," described below.

## The Partnership Guide

"Partnering for Success: A Practical Guide to Building Effective School-Based Partnerships" ("Partnership Guide") offers research on best practices in partnership coordination and includes a toolkit that can be used to improve partnership coordination in any school. You can read the full report **here** (or at [www.philasd.org/strategicpartnerships](http://www.philasd.org/strategicpartnerships)). We also reference relevant portions of the Partnership Guide below:

### Keys to Establishing A Successful Partnership

- **Clearly Communicate the Value of Your Services**
  - Explain your specific partnership services and potential value added in ways that school staff can relate to
  - Prepare and share materials that clearly describe the services and expected outcomes of your program
  - Share examples of partnership successes
- **Ensure Partner-School Alignment**
  - Communicate your program goals
  - Listen to the school's goals and needs
  - Determine whether your goals align with the school's goals
- **Develop Goals for the Partnership**
  - Work with school leaders to identify specific partnership goals
- **Identify Your School-Based Liaison**
  - Work with school staff to determine your main point of contact at the school for communication/coordination around the partnership

### Keys to Maintaining A Successful Partnership

- **Communicate Often**
  - Partner and school staff communicate around partnership needs, goals, issues/concerns
  - School and partner point of contacts/liaisons have been identified for the partnership
- **Set Clear Expectations**
  - Partner works with school to identify clear expectations of the:

- Partner (e.g. performance targets, number of students served, timeline for implementation) and
- School (e.g. access to space, teacher/school staff involvement, support with student recruitment)

➤ **Revisit Partner-School Alignment**

- Partner and school check-in to ensure the partnership continues to support the school's needs and meet the partner's goals

➤ **Be Consistent**

- Your program has an organized model and structure
- Program staff are dependable and well-trained
- You show up for each session, when planned and ON TIME

➤ **Use Available Resources**

- Contact OSP if issues arise (on the partner or school end)
- Review ELEMENT FOUR – SIX of the Partnerships Guide (for quick reference points, review pages 19-20, 23 and 25-26)

# Forms and Policies

## Requesting Use of Facilities

To operate a program in a School District of Philadelphia building, an organization must be registered in the District's Use of Facilities system. In order to register, your organization will need to complete a Use of Facilities request for each school in which you will be operating programming. Please note, the Use of Facilities form requires a principal's signature. Please follow the steps below to register:

1. Make sure that your organization has a customer number. If you do not remember your customer number, or are unsure if you have one, please use the contact information below.
2. If your organization does not have a customer number, please fill out the [EH-45C](#) form and return it to [buildingusage@philasd.org](mailto:buildingusage@philasd.org).
3. Have an initial discussion with the school principal, during which you go over your program's schedules (dates and times) and space needs (e.g. classrooms).
4. After you reach an agreement with the school regarding your schedule and space needs, complete the [EH-45 form](#).
5. Have the school principal complete the bottom section of the EH-45 and return the form to you.
6. Transmit the form to the Office of Facilities, along with a scanned copy of your organization's insurance policy, which must list the School District of Philadelphia as an additional insured (see pgs. 6 and 7 for info re: insurance requirements).
7. E-mail the completed form to [buildingusage@philasd.org](mailto:buildingusage@philasd.org).

## After School Meal Request

Partners offering after school programs can apply for meals through the School District's **Office of Food Services**. The application process can take up to four weeks, and includes completing the application, a training confirmation, and a roster of students (including student ID and first and last name). Please visit [the Food Services website](#) for additional details and program requirements. E-mail [foodsetup@philasd.org](mailto:foodsetup@philasd.org) or call 215-400-FOOD with any questions.

## Letters of Support

The Office of Grant Development can assist with grant applications by providing a Letter of Support. The forms needed can be found on [their website](#). The Grant Oversight Committee must approve your application; please note that they only meet every 2 weeks, and that you must have submitted your application by the Friday before each meeting to have your application reviewed. A list of meeting dates is available [here](#).

## Becoming an Approved Field Trip Site

To have a site added to the monthly-updated list of approved field trips for SDP schools, please send your updated insurance certificate to Cheryl Rollins in the Office of Risk Management. Once you have the required insurances you can email it directly to Cheryl Rollins at [CRollins@avigrp.com](mailto:CRollins@avigrp.com). You do not need the same insurances for state and local facilities. If you have questions about these requirements please contact Ms. Rollins.

The requirements and instructions for submitting your documents are listed below:

- **You do not need the same insurance for state and local facilities.**
- **All insurance must be written on an “occurrence” basis and not a “claims-made” basis.**
  - **Occurrence** coverage is insurance that provides coverage for the act/accident when it occurs - regardless of when it is reported. For example, if you had coverage under an occurrence policy in 2000 and the claim is reported today (they just found the defect in the wall) then the claim is covered. On an occurrence policy, the trigger date is the date of the occurrence or accident. If that date is during the effective policy period, that policy applies.
  - **Claims-Made** policies provide coverage for claims made in the period the policy is in force. Claims made policies provide coverage only as long as the insured continues to pay premiums for the initial policy and any subsequent renewals. Once premiums stop the coverage stops for any claims not known or made to the insurance company during the coverage period. On a claims made policy, the trigger date is the date the claim is made or the policyholder becomes aware of a claim being made.
- **Workers’ Compensation and Employer’s Liability**
  - Workers’ Compensation: Statutory Limits
  - Employers’ Liability: \$500,000 Each Accident – Bodily Injury by Accident; \$500,000 Each Employee – Bodily Injury by Disease; and \$500,000 Policy Limit – Bodily Injury by Disease
  - Other states insurance coverage and Pennsylvania endorsement
- **Commercial General Liability Insurance**
  - Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability; \$1,000,000 personal and advertising injury; \$2,000,000 general aggregate and \$2,000,000 aggregate for products and completed operations
- In the "**Description of Operations**" section, it must be written that, "The School District of Philadelphia, its officers, employees and agents, shall be named as additional insured."
- The **NAIC** number(s) must be listed for each insurance company affording coverage.
- The School District requires the actual **Additional Insured Endorsement**. This is a separate document which endorses the School District of Philadelphia as the Additional Insured on the General Liability policy. The insurance agent/broker should know the document being referred to when the contractor requests the Additional Insured Endorsement.
- "The School District of Philadelphia, 440 N. Broad Street, **Suite 325**, Philadelphia, PA 19130" must be named as the Certificate Holder.

- The Certificate must have an original signature of the authorized representative.
- The Cancellation Clause needs to be amended to read, "Should any of the above described policies be cancelled before the expiration date thereof, the insurance company will mail 30 days written notice to the certificate holder named to the left.

### **Donating to a School**

- If you would like to **donate monetarily**, please visit the Fund for the School District of Philadelphia's Donate Now page.
- If you have **materials** you would like to donate to schools, please reach out to Students Helping Students with specific information about your donation. Contact Bill Zandi at [bill@emailshs.org](mailto:bill@emailshs.org) and Mike Chawaga at [mike@emailshs.org](mailto:mike@emailshs.org).

# Student Data

- **Requests for Student-Level Data** - SDP does not share student-level with external organizations unless: 1) an organization submits a data request for the purpose of research or evaluation, and 2) the organization's data request is approved by the District's Office of Research and Evaluation. School Partners seeking student-level data **for the purpose of research or evaluation** must complete the Office of Research and Evaluation's Data Request Form at the link below:  
<https://docs.google.com/forms/d/e/1FAIpQLSd-j9NfmNYjEA8ZEZjKi5basFizGYdPuBQKZR1xwdSSTfyPUw/viewform>
- **FERPA** - FERPA is a Federal law that establishes a right of privacy for student data, and prohibits the improper disclosure of personally identifiable student information derived from education records. Identifiable student data protected under FERPA includes, but is not limited to: grade and test score information, discipline reports, receipt of special education services or supplementary educational services, social security or public benefits, or information as to race, ethnicity or disability.
- **Directory Information** - FERPA permits schools to disclose Directory Information, which is defined as information contained in an education record of a student that would not generally be considered harmful or invasive if disclosed, unless parents or guardians have advised the SCHOOL DISTRICT to the contrary by opting out in the "Release of Directory Information Opt-Out Form."
  - Under SCHOOL DISTRICT policy, Directory Information includes: the student's name, address, phone number; date and place of birth; field of study; participation in recognized activities and sports; height and weight, if member of athletic team; dates of attendance; **grade level**, degrees, **honors**, awards, photographs, rosters; previous school(s) attended; primary language; **and student ID number, or user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (a student's SSN, in whole or in part, cannot be used for this purpose).**
  - Directory Information may be made available to qualified outside organizations upon request. Qualified outside organizations include, but are not limited to, scholarship providers, trade/technical schools, and potential employers. In recognition of a family's right to privacy, it is the policy that Directory Information will not be provided to commercial enterprises

# Corporate Partners/Days of Service

## Days of Service Planning and Preparation Timeline

Businesses and large organizations can provide much-needed support to schools, without operating a regular program or service in a school. Infrequent and one-time special events can serve to meet various types of needs, from rewarding student success and providing special incentives, to providing upgrade projects to school buildings and schoolyards.

The following timeline is intended to be a guideline for planning one-time “Day of Service” employee/volunteer events held at School District of Philadelphia schools. Preparation tasks and the timeline for planning will vary depending on the type of projects planned, number of volunteers involved, and other considerations. In planning projects, be mindful of scope (what can be accomplished with the number of volunteers, volunteer skill level, and resources available). Consider sustainability and whether projects might require ongoing maintenance or follow-up.

### At least 4-6 Weeks Before Event

- Reach out to School District contact point for days of service: Micael Navarro López, [mnavarrolopez@philasd.org](mailto:mnavarrolopez@philasd.org) | 215-400-5337
- Select members of your organization or group to serve as coordinators for different aspects of the day (e.g. registration, tools)
- Develop detailed plans for projects and preparation; consider scope and volunteer capacity\*
- Determine which prep tasks, if any, will require building access or involvement of the School District’s Facilities staff
- Prepare and submit any required forms to the School District

### 1-2 Weeks Before Event

- Develop a detailed schedule for prep and for the entire day of the event; be as specific as possible!
- Confirm plan for accessing the building during prep and on the day of the event  
Prepare communications to share with participants (information about day-of logistics, including parking, etc.)
- Inventory all materials (including tools and project materials, water/snacks for volunteers, etc.)
- Develop a plan for distribution and event day location of materials

### **Day Before Event**

- Review detailed schedule for prep and event day with all relevant staff
- Complete prep (setting up projects, tools, space for registration, directional signs for volunteers, etc.)
- If projects involve painting, place tarp, secured with painter's tape, on the floors below painting area

### **Day of Event**

- Before volunteers arrive, circle with staff to review plan for the flow of the day; complete any remaining prep tasks
- Document the day: take pictures, especially of completed projects!
- After volunteers leave, circle with staff to give updates on project status, what projects/tasks remain to be completed, and plan for cleaning/collecting tools and materials from project areas

### **Within 1 Week Post-Event**

- Confirm plans for any projects that will require follow-up; communicate plan to relevant School District staff
- Ensure any follow-up communications are sent; consider sharing pictures of the day and completed projects with participants and stakeholders
- Send thank you/wrap-up email to volunteers



## Marketing Your Program/Service

OSP can advertise your **free** programs and events, announcements, etc. through our biweekly newsletter. This goes out to partners, teachers and District personnel, and other stakeholders every other Friday afternoon. OSP can also advertise any programs specifically targeting teachers or principals in the Principal and Teacher Information Boards, which are weekly newsletters sent to all principals and teachers at the District. Please note that we cannot advertise any opportunities that have associated costs.

In order to advertise your program, please send a 2-5 sentence blurb (including date, time, location, and a contact person) to Ellie Zimet ([ezimet@philasd.org](mailto:ezimet@philasd.org)), along with a photograph or logo that can be published in the newsletter. Principal and Teacher Information Board posts must be received on Monday at noon to go out that week, and newsletter posts must be received by the end of the Thursday before each newsletter's publication. Feel free to email Ellie with any questions.

To view OSP's newsletter archives to get a sense of what and how we advertise, please visit [bit.ly/ospnewsarchives](http://bit.ly/ospnewsarchives).

**We also encourage you to sign up for our newsletter at [bit.ly/ospnewsletter](http://bit.ly/ospnewsletter) !!**

## Helpful Links

SDP Website

<http://www.phila.k12.pa.us/>

The Fund for the School District of Philadelphia

<http://thefundsdp.org/>

Office of Grant Development

<http://sdpgrants.weebly.com/>

Limited Contract Agreements

<http://philaosp.weebly.com/limited-contract-agreements.html>

## FAQs

For answers to additional frequently asked questions, please visit our website at:

<http://philaosp.weebly.com/faqs.html>