

Principal and Partner Guidance Regarding Approved School Partners Providing Virtual Support

I. Purpose:

To provide principals and partners with general guidelines for Approved School Partners providing virtual programming and/or support services to schools at no cost to schools or the School District of Philadelphia (“School District”).

II. Definitions:

Approved School Partner: An organization that: 1) provides services, programming or both to schools at no cost to schools or the School District, 2) has a fully executed School Partner Agreement (SPA) or Memorandum of Understanding (MOU) on file with the School District for FY 19-20, and 3) has submitted the required insurance and background clearance documents to the School District for FY 19-20.

School Partner Agreement: Formal legal agreement administered by the School District’s Office of Strategic Partnerships, that is between the School District and organizations offering programming and/or support services to schools at no cost to schools or the School District.

Approved Virtual Meeting Space: Virtual meeting platforms that have been recommended by the School District as stated within this Guidance.

III. Guidance:

The following is guidance for principals and Approved School Partners regarding the protocol for maintaining previously existing partner relationships that will continue to serve students remotely.

Under this guidance, Approved School Partners with previously established school relationships will first contact principals to assess whether principals are interested in maintaining a virtual partner relationship. Principals are then able to decide which virtual partner relationships they would like to maintain based on their specific goals and school needs.

Where there is interest in maintaining virtual partnerships, this guidance clarifies which virtual sites are recommended by the District for partner use. While the District is

utilizing Google Classroom and Google Meet to provide distance learning to students, access to the District's Google platform is limited to teachers and students. Partners will be responsible for obtaining and maintaining their own virtual learning platform for delivering distance learning and partner program support, and then coordinating with school staff where necessary to ensure that students are referred to those external resources/supports.

Partners are fully responsible for implementing their distance learning platforms and strategies. If partners are encountering issues with students/families being able to access these distance learning resources, please see the FAQ section for information on the process for unblocking email or web domains.

- A. Process for principals and Approved School Partners ("Partners") continuing partnerships through virtual student programming and/or support:
 1. Partner emails principal(s) at school site(s) covered by the Partner's FY 19-20 SPA or MOU to offer continued virtual programming.
 2. Principal determines whether to accept or decline the Partner's virtual programming based on the school's specific needs.
 3. If the principal moves forward with incorporating virtual Partner support:
 - i. Partner and principal develop a plan for how to best implement virtual programming that aligns with school needs.
 - ii. The principal will be responsible for making a final decision about whether and how this support can be useful.
 4. Principal designates a staff member/classroom(s)/specific students with whom the partner should then coordinate to implement virtual partner programming (e.g. principal directs Partner to work with designee who identifies small cohorts of students needing additional support in certain content areas, as it pertains to post-secondary planning, mentorship, etc.). Student participation in partner programming will remain voluntary.
 5. Principal designee and Partner are then responsible for developing a plan for how to refer students out to the partner's distance learning platform.
 6. Principals and principal designees are welcome and encouraged to collaborate with Partners to receive additional program information, participate in virtual partner meetings with students, and/or to observe virtual partner programming.
 7. Principals can continue, or institute, a process for Partners to provide principals or principal designees with updates or reports regarding virtual partner programming.
- B. Process for Partners supporting students through Approved Virtual Meeting Spaces:
 1. Partners are responsible for obtaining access to an Approved Virtual Meeting Space.

2. With the use of remote technology, the privacy of student information can and should be maintained. Partners shall not take photos, screenshots, or record video or audio from virtual sessions with students.
 3. Partner staff must maintain appropriate and professional relationships with students while communicating through virtual platforms. If at any point partner staff feel that boundaries are being crossed, they should report their concerns to the school principal for further guidance and/or report issues of potential suspected abuse as a mandatory reporter under Act 126 (see also Section IV below “Adherence to SDP Legal Agreements” re: mandated reporter training).
 4. Approved Virtual Meeting Spaces are listed below:
 - i. Free options:
 1. Microsoft Teams
 2. Skype
 3. Google Meet
 - ii. Some cost involved:
 1. Gotomeeting
 2. WebEx
- C. Process for clean-listing email or web domains for Approved School Partners
1. If a partner’s emails are being filtered in student/faculty email inboxes and/or their website is being blocked by students’ computers, partners must complete [this form](#) to request that their domains be clean-listed (email) or reclassified (website).
 2. The form will be submitted to the Office of Strategic Partnerships, which will then review the form and assess if the request should be forwarded to the Help Desk for whitelisting.

IV. Adherence to SDP Legal Agreements:

1. As stated above, all Approved School Partner organizations subject to this guidance are required to have a fully executed [School Partner Agreement](#) (SPA) or [Memorandum of Understanding](#) (MOU) on file with the School District for FY 19-20.
2. Both the SPA and MOU terms obligate partners to:
 - Submit up to date required clearance documents:
 - Pa Child Abuse History Certification
 - PA State Police Criminal History Check
 - FBI Background Check with Fingerprinting - required for: 1) all paid school partner staff and 2) unpaid School Partner Staff who have not been residents of PA for the past 10 years. FBI Background Checks can be issued at any time since the volunteer established PA residency.
 - Signed Volunteer Affirmation Sheet - required for unpaid School Partner Staff who have lived in Pennsylvania for the past 10 years

consecutively.

- Submit required insurance documents (as specified in the terms of both the School Partner Agreement and MOU):
 - Certificate of Liability Insurance
 - Additional Insured Endorsement
 - Ensure partner staff complete the Child Abuse Recognition and Mandated Reporter Training, as mandatory reporting obligations will continue to apply to virtual programming.
 - Adhere to the School District's policies regarding confidentiality, student privacy, and data sharing. As it relates to data access more specifically, Partners are required to adhere to FERPA guidelines, and to make all student data requests through the District's Office of Research and Evaluation.
3. All guidance within this document is subject to the terms and conditions set forth in the SPA and MOU between the District and the partner organizations for FY 19-20.

V. Frequently Asked Questions:

1. Question: I've heard that Zoom is no longer used by the District, what are the approved virtual meeting platforms?
 - a. Answer: The District no longer allows the use of Zoom for student programming. Instead, the District recommends the following virtual meeting platforms:
 - i. Free options:
 1. Microsoft Teams
 2. Skype
 3. Google Meet
 - ii. Some cost involved:
 1. Gotomeeting
 2. WebEx
2. Question: If I am working with a student or family that does not yet have access to the internet, where can I find guidance about how to sign up?
 - a. Answer: Guidance on how to sign up for free or reduced pricing internet options can be found [here](#).
3. Question: If emails sent by my organization to students and/or teachers are being filtered as spam, how can I request that e-mails no longer be filtered as spam?
 - a. Answer: Approved School Partner organizations can request that their emails no longer be filtered by completing [this form](#).

4. Question: If my organization's website or distance learning resources are being blocked by the District's firewall, how can I request that it no longer be blocked?
 - a. Answer: Approved School Partner organizations can request that their web domain or resources no longer be filtered by completing [this form](#).