DCPS Partnerships Success Guide for Schools

I'M LOOKING FOR A NEW PARTNER, WHERE DO I START?

- Reflect on existing school partnerships. Where are there gaps? How could new partnerships support your school's goals?
    - *Tip: Review current partners in your **Partnerships database school profile***
- Explore partner opportunities on the **DCPS Partnerships database**
    - *Tip: Email **DCPS.Partnerships@k12.dc.gov** for access*
- Reach out to the partner(s) of interest to discuss program offerings and alignment with DCPS and school goals
    - *Tip: Use the **School Partnerships Toolkit** for guidance on finding a good match*
    - *Tip: Connect with the relevant Central Services content teams to ensure alignment with district goals and program quality.*

I'VE PICKED MY PARTNER, WHAT DO I DO NEXT?

***4-6 months before programming begins:* Partner starts the DCPS partner agreement process**

- Confirm the partner is registered in the **DCPS Partnerships database**.
    - **Partner is not registered?** Ask them to **register in the database.**
- Confirm the partner has a valid DCPS agreement.
    - **Partner is charging your school directly?** Begin the procurement process in **PASS**.
    - **Free partner*?** **Begin Memorandum of Agreement (MOA) process.** This can take **90+ days** so please plan accordingly.

*This includes any partner that is not charging your school directly (e.g. grant- and/or PTA-funded partners or partners who charge families)

***1-2 months before programming begins:* Set partner goals and review relevant policies**

- Set measurable goals for the school year with your partner and make progress monitoring plan
    - *Tip: Use Comprehensive School Plans (CSP) to anchor goal-setting*
- Review relevant school and DCPS policies with partner (e.g., DCPS clearance requirements, school emergency response and incident reporting procedures)
- Include partner staff in school communications, particularly around school schedule, staff procedures, or school events
- Invite partners to relevant school trainings

***2-4 weeks before programming begins:* Confirm partner has completed all steps of DCPS partnerships process**

- Confirm MOA or Purchase Order (PO) is in place
- Confirm all staff and volunteers have valid **DCPS clearances**
- Confirm partner has a fully executed **Facilities Use Agreement** (if operating outside of regular instructional hours)
    - *Tip: Review the **Partner Readiness Checklist** in the upper right with your partner* ☑

PROGRAMMING HAS BEGUN. WHAT NOW?

Ongoing throughout partnership

- Include partners on regular school communication, events, and schedule changes
- Schedule quarterly check-ins with partners and review goals and program data
- Invite partners to any relevant PD opportunities
- Check new partner staff/volunteer clearances
- Report any partner incidents or concerns to the DCPS Partnerships team

Annually

- Complete your **annual partnerships database update** to track partners operating in your building. **See here** for a video on how to complete your update.

PARTNER READINESS CHECKLIST

- ☐ Confirm the partner has a valid DCPS agreement (a PO issued by the Contracting Officer or MOA signed by the Chancellor).

- ☐ Confirm all staff and volunteers are cleared by DCPS before they begin services.

- ☐ Confirm partner has a fully executed Facilities Use Agreement (if program runs outside of regular instructional hours) with the Department of General Services.

- 🛑 If you cannot confirm all three items above, the partner cannot begin services.

- ☐ Train partner on school emergency procedures.

- ☐ Add partner to school communication.

- ☐ Meet with partner and establish goals and expectations for programming.

PARTNERSHIP RESOURCES

- DCPS Partnerships Database
- DCPS Partnership Toolkit
- Partnership Quick Guide

CONTACT

✉ dcps.partnerships@k12.dc.gov

🌐 www.dcpspartnerships.com