

Co-operative Programs and Partnerships with other Organizations and Agencies

This procedure governs all co-operative programs and partnerships with local government and not-for-profit organizations that provide services for district students. Co-operative programs or activities where the District or a school are programs work together in partnership to deliver services for students where the partner organization and their staff deliver the direct service to the students.

This procedure does not apply to activities or services provided by the Bellevue School District Department of Early Learning (DEL).

This procedure does not apply to programs or activities sponsored by Parent Teacher Student Associations (PTSAs).

This procedure also does not involve programs or groups that rent District facilities independent of school or District programs including not-for-profit service or youth organizations.

Approval Process

1. All requests for a school-based co-operative program or partnership must directed to the Principal.
2. All school-based and co-operative programs or partnerships must be approved by the Executive Director of Schools assigned to that school.
3. District-wide co-operative programs or partnerships must be approved by the Executive Director with department authority.
4. For a school-based co-operative program or partnership, the Principal will communicate with the appropriate Executive Director of Schools regarding the proposed activity, discuss and resolve questions and then submit a proposed *Memorandum of Understanding for Services to Students* (MoU) to their Executive Director.

For a District-wide co-operative program or partnership, the responsible Executive Director will communicate with appropriate staff regarding the proposed activity, discuss and resolve questions and then prepare a proposed *MOU for Services to Students*.

5. Upon approval of the Executive Director, the proposed MoU will be submitted to the General Counsel for review.
6. Once the General Counsel has completed a review, the MoU is submitted to the Executive Director for signature.
7. Once the Executive Director has signed the MoU, the signed MoU is submitted to Human Resources for processing. If students are not under the supervision of District employees at all times, a background check and fingerprint check must be completed by each employee or volunteer of the organization.

8. No services will be provided until Human Resources confirms that all required clearances of MoU employees and volunteers have been completed.
9. Each District approved co-operative program and partnership will require a completed *Application for Building Use* form.

Date: 11.16, 8.17