



Superintendent's Circular

NUMBER:
SCP-01
Version 01

SCHOOL COMMUNITY PARTNERS

This circular will remain in effect unless rescinded or superseded by a subsequent version

BPS deeply values the essential role that School-Community Partners play in our collective efforts to eliminate opportunity and achievement gaps. To advance our goals of providing BPS students and families equitable access to high-quality partner opportunities and create more coherence, alignment, and understanding of the complex and extensive partnership landscape, BPS requires the implementation of this PartnerBPS (www.partnerbps.org) Policy for all BPS schools and for all BPS School-Community Partners.

POLICY STATEMENT

Any School-Community Partner providing any services in any BPS school must register and update their information annually via the [PartnerBPS Partnership Platform](http://www.partnerbps.org). BPS requires all School-Community Partners to be fully registered and approved via the PartnerBPS platform before providing any services within any school.

DEFINITION OF A SCHOOL-COMMUNITY PARTNER

A School-Community Partner is an organization, group, or

coalition that intentionally collaborates with the Boston Public Schools to provide ongoing, direct services to BPS students, staff, families, and/or other members of the school community. This broad definition encompasses a variety of groups, including community-based organizations, colleges and universities, businesses or corporations, hospitals, government agencies, cultural institutions, nonprofit or non-governmental organizations and faith-based organizations.

IMPLEMENTATION PROCEDURES FOR SCHOOLS

- A. School principals/school leaders/heads of school and/or a school staff member designated by the principal/head of school must identify all School-Community Partners providing services within the school building at the start of each school year within the www.partnerBPS.org website. This can be an agreement, contract, or Scope of Work outlining services provided and expectations on both sides. If the partner is a paid partner, the school is responsible for entering the requisition before the partner begins providing services to the school and providing this requisition number to the partner. No Boston Public School employee, other than those listed below, is authorized to enter a contract with any vendor. This includes, but is not limited to contracts, agreements, memorandums of understanding, grants, partnership agreements, or any other expenditure that binds the district to payment for services/goods. This includes purchases for services or goods for under \$10,000.
- B. If additional School-Community Partners begin work at the school site during the school year, the designated school staff must also ensure the partner is registered and all

agreements entered www.partnerBPS.org before services can begin.

- C. The school designee must ensure that all current School-Community Partners are registered on PartnerBPS by August 31st of the upcoming academic school year.
- D. School leader or designee will require all new partners brokered throughout the school year to register in PartnerBPS before beginning services at the school.
- E. School leaders or designee must review their PartnerBPS School Partnership profile annually to verify and rate the partnerships listed on their profile. Review, verification, and rating should be conducted by June 30, before the end of the school year.
- F. Schools should use PartnerBPS as a resource for accessing and brokering partner opportunities and helping students and families identify and access partner opportunities.

IMPLEMENTATION PROCEDURES FOR SCHOOL-COMMUNITY PARTNERS

All School-Community Partners must be fully registered and approved on PartnerBPS.org before providing any type of service in a BPS school.

In order for School-Community Partners to be considered fully registered, they must complete three steps: organization registration, program registration, and partnership registration. Further instructions and tutorial information on registering for PartnerBPS can be found at <https://partnerbps.org/help-school-community-partners/>.

All registered School-Community Partners must update their

PartnerBPS profile by September 30 before providing their services in schools. Updates should include registration of all school partnerships for the upcoming year, an update of current information in organization and program profiles, and completion of any questions that have been added by the School-Community Partnerships team.

As part of this process, School-Community Partners should work with partner schools to establish a [school-based partnership agreement](#) which they should then upload onto PartnerBPS.org.

In addition to the annual updates, School-Community Partners should regularly monitor their profiles and keep information up to date. At minimum, review and necessary revisions should be completed by November 1 and April 1 of each school year.

All School-Community Partners are required to be aware of and follow the guidelines outlined within the [Guide for School Community Partners](#).

Appropriate and authorized BPS staff reserve the right to deny approval of partners if they do not meet basic safety or quality standards set forth by BPS, including those found within the Guide for School Community Partners.

IMPLEMENTATION MONITORING & SUPPORT

- A. The Office of Family and Community Advancement's Partnerships Team will approve and/or follow up with registering partners after registration completion. If additional information is required before registration approval can be granted, the Team will contact the administrator of the respective PartnerBPS account for more information.

B. The Partnerships Team will provide partners and schools with ongoing PartnerBPS technical assistance and support using the site. In addition, support resources are available online at <https://partnerbps.org/help-school-community-partners/>.

For more information about this circular, contact:

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