

 <p> <small>DIVISION SCOLAIRE</small> LOUIS RIEL <small>SCHOOL DIVISION</small> </p>	<p align="center"> Guidelines to Review a Proposal for a Community Partnership </p>
<p>ADMINISTRATIVE PROTOCOL</p>	<p>Supporting Policy KC/KG/KJ/KL/KM</p>

These guidelines support [Policy KC/KG/KJ/KL/KM](#) – Partnerships with Members of the Divisional Community and offer questions for a Principal to consider when offers of partnership arise.

- Does a member of the community wish to mandate or prohibit any curriculum materials for use during the regular instructional day as a condition for a partnership?
- Are any/all curriculum materials proposed by the community member appropriate for public schools?
- Do any considerations offered to the Division or its schools comply with divisional policy regarding materials prohibited or limited for use on divisional property?
- Is a corporate or commercial organization that proposes a partnership producing any goods or providing services that contravene divisional policy or existing legislation?
- What type of advertising is a member of the community requesting, as part of the proposed partnership? Is there a desire to use a school/divisional communication method as a vehicle for the community member to advertise to the greater community?
- Does a member of the community who provides goods or services to the Division, or any of its schools, expect acknowledgement or advertising in school or divisional publications for providing an extra consideration or gift?
- Does a member of the community expect advertising for promotional purposes to appear in classrooms, or during the regular instructional day?
- Will a community partnership begin to absorb the costs (in whole or in part) of the regular instructional program for the Division’s students? What are the implications of this precedent?
- Is a community member proposing that the Division or its schools prescribe the purchase of specific products to the greater community, as part of the conditions of the partnership?

- Is the community member requesting that the Division or any of its schools advertise the partnership in any promotional literature? Is the community member requesting the use of students' photos, names or other identifying information in promotional literature?
- Does the community member wish to collect personal information, including names, home addresses, e-mail addresses or telephone numbers of any of the Division's students, their families, or of Divisional employees, consequent to the proposed partnership?
- Does the member of the community expect exclusive rights to partnerships with the Division or any of its schools?
- Does the member of the community have any relationship with any students, parents/guardians, employees of the Division or Trustees, such that a potential conflict of interest exists?
- Is the initiator of a proposal offering considerations of any nature for the personal profit of, or use by, any school and/or divisional employee(s), such that a potential conflict of interest exists?

Links to Pertinent Policies:

- [Policy AC](#) – Respect for Human Diversity
- [Policy ADB](#) – Drug-Free Schools/Workplaces
- [Policy ADC](#) – Schools/Workplaces Free of Tobacco and Electronic Vapour Devices
- [Policy DJB](#) – Purchasing Procedures
- [Policy EDE](#) – Regulation of Non-Recyclable Materials
- [Policy GBEA](#) – Staff Ethics: Conflicts of Interest
- [Policy IJ](#) – Learning Resources and Materials
- [Policy IJA](#) – Procedures for the Reconsideration of Learning Resources and Materials
- [Policy IJL](#) – Library Instructional Resources and Materials Selection
- [Policy JRB-JRC](#) – Class Lists: Protection of Information
- [Policy KHE](#) – Political Solicitations in Schools