

# Check-in Guide: Building Strong Community School Partnerships

## Logistics

This check-in guide is a quick tool designed to facilitate conversation about your partnership. It can be used to set expectations or to check-in on how a partnership is going. It includes select questions from various tools that are part of a comprehensive partnership toolkit available on the OUSD website. You can use them all or pick the questions that are most useful for your specific partnership and meeting.

**Guiding Questions (LOA pp. 3)** to consider in creating lasting and meaningful partnerships:

- Clarify contact person and chain of notification.
- How is space sharing going? What spaces are being used? Is it adequate and appropriate for the activities (e.g. classrooms for academic support, confidential space)? Does partner have the necessary keys, including bathroom? What about parking?
- How are we handling changes in schedule/space? Is partner being notified in advance of events or other conflicts? Have we discussed program over school holidays/vacation? What is needed for civic center permits and fees? Custodial services?
- Does partner have access to agreed upon equipment, e.g. OUSD email (principal request), phone, internet, copy machine, fax, pacing guides, homework packets, other specialty materials?
- Are we sharing basic information – How are school staff informed about the program? Does partner have a mailbox in main office, and get notification of important dates? Master schedule? Does partner have a bulletin board? Do they produce or contribute to a newsletter?
- Are basic privacy issues clear to both parties? At a minimum, discuss access to student lists with phone numbers, cum folders.

- How are we handling enrollment? Is the process, and any limitations around eligibility, clear to the school staff? Is there a waiting list?
- Is program fully staffed and in compliance with district requirements? What is the staff absenteeism/substitute policy, and is it working?

**Next Steps** to strengthen logistics:

✓ Take away's or A-ha's:

✓ Decisions made:

✓ Action steps:

	Action/Next Step	Who	By When	Follow up – when/how?
1				
2				
3				