



DCPS ADOPT-A-SCHOOL PARTNERSHIP PLANNING MEETING GUIDE

School Y and Partner X

Each school is required to submit a Partnership Plan to the School Partnerships Division. Use this template to guide your conversation with your partner about your respective priorities and goals, and how you both will work together over the course of the school year.

I. Introductions (10 minutes)

a. School Overview

Share info about the school, student body, and local community

b. Partner Overview

Share overview of the organization, previous community involvement, and interest in partnering

II. Creating a Partnership Plan (45 minutes)

a. Partnership Goals

School and Partner discuss what they hope to get out of the partnership.

School share specific ideas on how partner can support students and the school goals (consider how the partner can support CSP goals, student attendance, school culture, family engagement etc.)

b. Proposed Partnership Activities

Brainstorm proposed partnership activities and timeframes for when they would occur.

c. Complete Partnership Plan

Commit to 3 activities and 1 donation drive and set dates for all four engagements.

III. Communication Norms (15 minutes)

a. What are the preferred methods of communication for school? For partner?

b. How often will we communicate different types of information?

c. What is a realistic response time to emails/calls for school? For partner?

d. School level point(s) of contact/email: _____

(Reminder—does not always need to be the principal)

e. Partner point(s) of contact/email: _____

IV. On-going Reflection & Growth (10 minutes)

a. How often will we connect to discuss partnership progress?

b. Who will be responsible for scheduling these check ins?

V. Next Step (10 minutes)

End each meeting knowing who is responsible for the next step

a. What logistics must be finalized to get first activity in motion?

b. When do we need to connect again to keep the partnership moving forward?

c. Who is responsible to ensure this next step happens?

Suggested Materials to Bring

- ✓ Personal calendar (to inform when follow up meetings can take place)
- ✓ School/Company calendar (to inform when activities are planned)