

Attachment I—Linkage Agreement Form

INSTRUCTIONS: This agreement is a demonstration of a commitment to integrate service delivery through working relationships with other organizations. It is not a consultant agreement. Provide one Linkage Agreement Form for each organization with which you will be working. Duplicate this form as needed.

_____ will establish a programmatic linkage with:
(NDA Organization)

_____ in the form and manner described below.
(Linked Organization)

Describe the proposed programmatic linkage, including how referrals and follow-up services for individuals and families will be maintained.

Organization:

Linked Organization:

Authorized Representative

Authorized Representative

Title

Title

Signature/Date

Signature/Date

Address

Address

Attachment K —School Partnership Agreement

This form should be completed for each school that students in the NDA program attend, whether the program is school- based or center based.

This document outlines the respective roles and responsibilities of the school and the community-based organization to develop a mutual framework for planning, collaboration, and working in partnership toward meeting the shared goal of strengthening the educational skills and motivation of youth enrolled in the program and the school.

I. PREAMBLE

The community-based organization _____ (CBO) will establish a youth program that will address the developmental and educational goals of students within _____ (school) located at _____. The school supports the CBO as it works to create a vibrant program and to build communities of learning reflecting the shared missions of the CBO and the school for young people and their families.

II. PROGRAM GOALS

Programs for high school youth will encourage and support youth in their efforts to stay in school and attain high school diplomas. Educational services will augment rather than replicate school-day learning and facilitate the acquisition of academic skills through project-based learning, including service learning. Programs will include youth in decisions regarding programming, will incorporate leadership development and career counseling, and will assist students in gaining the skills that will support their success in college, training programs, or jobs. To encourage attendance and retention, programs may offer incentives such as MetroCards, refreshments, or tickets to recreational activities.

II. JOINT RESPONSIBILITIES OF THE CBO AND SCHOOL

A. Responsibility

1. Ongoing Communication

School and CBO:

- Designate individual(s) for this purpose
- Establish monthly school-CBO meetings to review program activities, coordinate goals, and address specific problems
- Work collaboratively to align program activities with school goals

School:

- Include CBO in school's day-to-day communication system
- Inform CBO about school closings, events, and school calendars
- Provide the CBO with a seat on the School Leadership Team, School Safety Committee, or other school advisory body
- Help the CBO to align activities with relevant State and City educational standards

2. Information on Student Progress

School and CBO:

- Establish a system of communication between teachers and CBO program staff to share information and mutually address the needs and goals of program participants

School:

- Provide report cards of program participants

CBO:

- Secure parental/guardian consent for release of report cards

3. Security and Maintenance of School Plant (for programs located in schools)

School and CBO:

- Maintain the school space
- Facilitate the provision of appropriate custodial and security services to the youth program

School:

- Provide CBO with adequate space that is appropriate to operate a youth program, consistent with school resources, including access to the school library, computer room, space to maintain program administration, and other resources essential for effective implementation of the program
- Inform and consult with CBO about space changes to minimize disruption in youth programming

CBO:

- Return classroom set-up after the youth program concludes
- Accept the school's code of behavior as the minimum standard of behavior it will require
- Comply with all applicable federal, State, and City rules and regulations relating to matters such as health, safety, and emergency procedures and reporting of incidents or accidents
- Comply with all DOE and State requirements concerning screening for program staff and volunteers, including background checks and fingerprinting

4. Planning and Evaluation of the Linkage

School and CBO:

- Hold a planning session in the beginning of the school year to establish mutual goals and plans
- Schedule ongoing meetings
- Meet at end of year to review and evaluate the partnership
- Sign an annual School Partnership Memorandum to sustain partnerships founded on a common vision

Are there any additional points that the School and the Proposer would like to add?

____ Yes ____ No

If "Yes," please describe each additional point in the text box below.

Agreement to be signed by:

Principal

NDA Program Supervisor

Date _____