

**Letters of Support, Recommendation, Partnership, Sponsorship with External Agencies**

The Solano County Office of Education (SCOE) recognizes that its efforts to provide a high-quality education for students in the community can be enhanced by advocacy for local, state, and national policies, programs, and initiatives designed to improve the academic, social, and physical well-being of children and youth.

SCOE further recognizes that private industry and the schools have a mutual interest in maximizing student achievement to prepare students to be productive citizens and contribute to the economic health of the community and encourages business involvement in ways designed to increase student learning or support school operations as well as SCOE's vision, mission, needs, and priorities.

Toward this end, SCOE fully understands the importance of establishing and maintaining positive working relationships and collaborating with other government, public, and private agencies in a mutual effort to increase opportunities, services, and educational programs for students, families, and staff, that will help students succeed to their highest potential and promote constructive connections between SCOE and the community, non-school groups, and external organizations by expanding partnerships, support, and involvement in the schools.

To ensure effective and consistent standards throughout SCOE, the County Superintendent ('Superintendent') or Cabinet-level designee ('designee') shall review all requests for letters of support, recommendation, sponsorship, or partnership with external groups and agencies to determine whether the request/collaborative agreement is consistent with the criteria established in this policy including, but not limited to, the following careful considerations:

- purpose of the request/collaborative agreement and its compatibility with SCOE's vision, mission, philosophy, objectives, core beliefs, standards, instructional priorities, operations, infrastructure, policies, procedures, laws, and any other factors deemed relevant or appropriate by the Superintendent or designee;
- the intrinsic value to students, their parents/guardians, the community, and SCOE and its programs;
- whether the request creates a conflict of interest, for SCOE or an individual member of its staff or the Solano County Board of Education, as defined by Government Code sections 81000, et seq., 87200-87210, 87300, and 91000-91014; 2 California Code of Regulations (CCR) section 18730; and Solano County Board of Education Policy 9270;
- the roles, responsibilities, expectations, rights, duration, conditions, restrictions, benefits, and potential liabilities imposed under the request/collaborative agreement;
- to what extent the requester is permitted to advertise or promote its partnership with SCOE including the requester's use of SCOE's name, logo, and other proprietary information;
- the effect on the efficient use of SCOE's resources (financial, personnel, materials, etc.) involved in the request/collaborative agreement; and
- ability to terminate any agreement if the requester's message, business, or product becomes inconsistent with SCOE's vision, mission, or goals.

The Superintendent or designee may reject any request/collaborative agreement from any individual, organization, foundation, or public or private agency which may directly or indirectly impair the Superintendent's authority to make decisions in the best interest of students or SCOE's ability or commitment to provide equitable educational opportunities.

All letters of support, recommendation, partnership, or sponsorship to be issued on behalf of SCOE must be approved in advance by the Superintendent or designee. Employee letters may not reflect a SCOE letter of reference.

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 1000 – COMMUNITY RELATIONS

**Policy 1400.1** (*Continued*)

The Superintendent or designee may designate SCOE staff to ensure effective implementation of SCOE's responsibilities in any collaborative project

This policy does not apply to personal references or letters of recommendation for individuals seeking employment, as that is addressed in another policy.