# SUN Community Schools Collaborative Agreement
## Compliance Checklist

This checklist is meant to serve as a planning and assessment tool and should be filled out together by the Site Manager and Principal of the SUN Community School (SUN CS).

Rank each item using the following scale: **1** = Low **2** = Nearly Meets **3** = Meeting **4** = Exceeding

| Scale (1-4) | STRATEGY/ACTIVITY |
|---|---|
| | **Vision** |
| | 1. The **school community** shares a common understanding and vision of what a Community School is: a place and a set of partnerships between the school and community resources. The community school strategy integrates academics, health and social services, youth and community development, and civic engagement during and out of school time to improve student learning and to develop stronger families and healthier communities. |
| | 2. SUN Community School is not considered a program within the school; the entire school is considered the SUN Community School. |
| | **Operational Structures** |
| | 3. The SUN CS has an advisory structure established to solicit input from a broad array of stakeholders (including families, youth and community members) to guide the SUN CS development and work. Input is solicited at least four times a year. |
| | 4. The SUN CS has a communication and referral system among partners to ensure the linkage of students and families to a range of services. |
| | 5. The SUN CS Site Manager is connected with existing groups of school staff and/or service providers (such as Student Success Meetings) in order to support collaboration and integration of services for specific students and families. |
| | 6. The SUN CS Site Manager connects with all school-based and school-linked service and program partners in the school for coordination and information sharing purposes. |
| | 7. The SUN CS Site Manager provides a wide range of social, mental and health services and/or links students and families with resources such as School-Based Health Clinics, Immunizations and Regional Service Centers that can provide these services. |
| | **Leadership and Integration** |
| | 8. The Principal is a champion of creating a community school that is a true collaboration, composed of quality partnerships between the school and community resources. |
| | 9. The Principal and Site Manager have clearly defined their roles in the joint management of the collaboration. |
| | 10. The Principal uses SUN CS strategies to support school-day academics. |
| | 11. The SUN CS vision and strategies are integrated into the school vision and school improvement plan. |
| | 12. There is access to the school site and space necessary to perform SUN CS work. |
| | 13. School administrators and teachers assist with the recruitment of low achieving and at-risk students. |
| | **Communication** |
| | 14. The Principal and Site Manager have a regularly scheduled meeting time to plan and discuss issues. |
| | 15. The SUN CS Site Manager is included in school communications, including written and email communications related to school business. |
| | 16. The SUN CS Site Manager attends school staff meetings on a regular basis and has opportunities at those meetings to introduce themself, their programs and the referral process. |