

# Hortonville Area School District

**Title:** Private Service Providers

**Date Adopted:** 1/27/92

**Policy No.** 5043

**Date Revised:** 4/26/04

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**Policy Statement:**

Access to members of the student body is only available to the personnel of private services providers under circumstances that are deemed necessary and appropriate by school personnel.

**Rationale:**

The Hortonville Area School District recognizes the importance of working collaboratively with private providers for the well-being and healthy development of students. The role of the District is, in part, to provide safe and controlled environment for all students.

**Scope:** All District-wide Personnel

**Responsibility:**

All District employees working directly with visiting service providers are responsible for directing and supervising their activities with broad supervision provided by the Building Principal.

**Implementation:**

Private service providers visiting school district buildings or grounds do so for the benefit of district student(s). Service providers must adhere to the following procedures when visiting:

- ◆ Prior to exchanging information with school staff, non-district service providers must obtain written approval from the adult student or parents/guardian of a minor student. Exceptions to this are providers conducting activities mandated by law for which parent/guardian permission is not required.
- ◆ Visits must be scheduled in advance with the teachers or other professional staff directly involved and approved by the building principal.
- ◆ All providers must report to the School Office to sign the log book and receive a visitor identification badge. At the high school level, providers will be directed to the Guidance Office.
- ◆ The provider shall not be considered an employee of the District; accordingly, they are not covered by district insurance policy or plans. By permitting the provider access to the schools, the District is not endorsing any particular service or methodology.
- ◆ Providers shall not interfere with the District's provision of instructional services to students. Classroom instruction, the implementation of students' IEPs and the provision of other school-related services are the responsibilities of District personnel and may not be subordinate to the actions or intent of non-district service providers. Non-district service providers may not assume or accept responsibility for the provision of instructional services, student supervision or student discipline.

President \_\_\_\_\_ Date \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

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- ◆ Providers shall not have contact with the students outside of the direct supervision of a District staff member without the approval of the principal or principal's designee.
- ◆ Student records are available for inspection or release only in accordance with state and federal laws and established District policies and procedures. Building principals have primary responsibility for the maintenance and confidentiality of student records. Providers will not work with or have access to confidential student records without the informed written consent of an adult student or parent/guardian of a minor student. The District reserves the right to reimbursement for copying costs that result from requests for student records.
- ◆ Requests for the creation of new reports or records may be denied or a fee may be assessed if deemed excessive. Examples may include, but are not limited to: requests for the completion of extended surveys, questionnaires, or for detailed written statements regarding student performance.

**Associated Information:** Wisconsin State Statues 48.981