

# **Santa Rosa County Public Schools**

## **Procedures**

### **Collaboration of Public and Private Instructional Personnel**

#### **Access Agreement**

#### ***Citation:***

Section 1003.572 Florida Statutes indicated that private instructional personnel who are hired or contracted by parents to collaborate with public instructional personnel must be permitted to observe the student in the educational setting, collaborate with instructional personnel in the educational setting, and provide services in the educational setting according to the following requirements:

- (a) The student's public instructional personnel and principal consent to the time and place
- (b) The private instructional personnel satisfy the requirements of s. 1012.32 or s. 1012.321.

#### ***Definition:***

As used in this statute, the term "private instructional personnel" means:

- (a) Individuals certified under s.393.17 or licensed under chapter 490 or chapter 491 for applied **behavior analysis** as defined in ss.627.6686 and 641.31098.
- (b) **Speech-language pathologists** licensed under s.468.1185.
- (c) **Occupational therapists** licensed under part III of chapter 468.
- (d) **Physical therapists** licensed under chapter 486.
- (e) **Psychologists** licensed under chapter 490.
- (f) **Clinical social workers** licensed under chapter 491.

#### ***Procedures:***

1. Parent/legal guardian/educational surrogate must inform the Exceptional Student Office ("District Office"), 850-983-5167, of the request for private/public collaboration. Completion and submission of a *Private Provider Access Agreement Request Packet* is required **prior to any provision of services in the public school setting**. The packet can be obtained at the Exceptional Student Education Office at the Berryhill Administrative Complex or at the school the student attends. The packet contains:
  - (a) *Private Instructional Personnel Access Agreement* - to be signed by the private instructional provider, parent/legal guardian/educational surrogate and principal.
  - (b) *Access Information Form* – completed by the parent/legal guardian/education surrogate.
  - (c) *Insurance Requirements* – see page 6, 11. *Requirements (a-e)* – Insurance documents received/approved through Risk Management of the Human Resources Office.
  - (d) *Fingerprint Instructions* – Private Instructional Personnel will be background screened at the Provider's expense – instructions for securing this screening is available on the Human Resources Office website [www.santarosa.sofn.net](http://www.santarosa.sofn.net) or you may call the following number (850-983-5037). Screening locations are UPS store locations of your choice throughout the State of Florida. Badges are available within 3-5 days for pickup at the UPS store location.

- (e) *Drug Screening Requirements* – see Access Agreement, Section 7.h.4 Private Instructional Personnel employed by a community agency must provide confirmation that the agency has a drug free workplace policy/program in force. All Private Instructional Personnel must provide documentation of a negative drug screen dated within 15 days of the date of application. Drug screen expense is the responsibility of the Private Instructional Personnel. Any Private Instructional Personnel may be denied access to school board property at the discretion of and subject to administrative review by the School Board if any Private Instructional Personnel fails or refuses to submit to a drug screening at any time or if the School Board has reasonable suspicion of drug use by any Private Instructional Personnel.
2. Parent/legal guardian/educational surrogate must meet with a school administrator to obtain an administrative and teacher signature on the *Private Instructional Personnel Access Agreement* in order for the procedure and required documents to move forward to the Human Resources Department for approval.
  3. Parent/legal guardian/educational surrogate submit the completed *Private Instructional Personnel Access packet* to the District Human Resources Department for processing.
  4. The Human Resources Department will process the packet (including verifying licensure and confirming the Private Provider meets the statutory definition for “Private Instructional Personnel”).
  5. Upon notification of appropriate clearances, the Human Resources Department will:
    - a. Submit the *Private Instructional Personnel Packet to the School Board for approval*
    - b. Human Resources will forward the Private Instructional Personnel Access Agreement to the District Exceptional Student Education Office for final processing with the school site.
      - i. The Exceptional Student Education Office will contact parent/legal guardian/educational surrogate to advise of the approval or denial of the Private Instructional Personnel Access Agreement with instructions to contact the school site for further information.
      - ii. The Exceptional Student Education Office will forward the *Private Instructional Personnel packet* back to the school site for final coordination between the parent/legal guardian/educational surrogate and the private instructional personnel to determine time and location of the services to be provided.
      - iii. The Private Instructional Personnel must pick up their State of Florida Identification Badge from the UPS location the original screening took place.
  6. The school site will make one copy of the final signed *Private Instructional Personnel Access Agreement for distribution as follows*:
    - a. Original – File in cumulative folder
    - b. Copy to parent/guardian/educational surrogate
  7. Private Instructional Personnel will then contact the School to coordinate contact with the student. **A valid State of Florida ID badge will be required in order to gain access to school property to provide services.**
  8. The School Data Entry Clerk must adjust the Master Scheduled to reflect the accurate public school instructional minutes for audit/funding purposes.

**NOTE:**

1. Upon final approval, the signed *Private Instructional Personnel Access Agreement* MUST be filed in the student’s cumulative folder in order for services to be provided by the private instructional personnel.

2. An *Access Information Form* –must be completed for each student, regardless of whether the Private Instructional Personnel has been previously cleared and badged to see other students in Santa Rosa County Public Schools.
3. State of Florida ID badge will be valid for five (5) calendar years. The Private Instructional Provider Access Agreement will be valid for the current school year that the request is submitted. Private Instructional Provider Access Agreements must be resubmitted each new school year for approval. Credentials and insurance must be approved each year prior to the provision of private services to ensure all requirements are in an active status.