

I. PURPOSE

Schools receive requests from outside providers such as private tutors, mental health practitioners, life coaches, and individual/family services to access students during the school day. This may include both instructional times and non-instructional times such as lunch or recess. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be accessed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. ACCESS TO STUDENTS BY OUTSIDE PROVIDERS

- A. Only specific agencies, contracted by the district, can meet with Eden Prairie Students on site. A partial list includes Teens Alone, Cornerstone, and school-based mental health therapists from Washburn Center for Children. Principals need to contact Student Support Services for the full list of agencies contracted by the district.
- B. Other Agencies' requests to meet with students during the school days are not permissible due to the following contra-indicators:
 - 1. Liability: We do not know the providers nor do we have criminal background checks on them.
 - 2. We cannot ensure appropriate District practices and policies are met by the practitioner.

3. Loss of instructional time.
 4. Inconsistencies in implementation of this practice, causing discontent from providers.
 5. Lack of space available for private discussions.
 6. Parents are typically not available for follow up or support after the appointment.
- C. When agencies or parents initiate permission for agency staff to meet with students during the school day for counseling they will be notified our practice is not to allow agencies to meet with students during the school day in school facilities.
- D. Hennepin County staff will be given access to students during the school day for services such as truancy prevention, support from probation officers and other county assigned services that are required to be accessible to students. If a request is made by Hennepin County staff to meet with students it must be verified and documented that the services are ordered by Hennepin County and provided by their staff or an agency they contract with to act on behalf of the county.
- E. A school district counselor, social worker, nurse, or school psychologist may request that an outside agency staff meet alone with a student. These requests have been made in the past. Written permission from the parent for one of the above exceptions is preferred but not required. Verbal consent/notification will constitute permission. A record documenting the name of parent or guardian authorizing the visit, and date consent was given needs to be maintained. In rare situations, with consultation and approval by building principal, the staff may request for an agency to meet with a student without parent permission. No student information from school personnel will be disclosed to outside providers without a written release from a parent unless authorized by the Government Data Practices Act and/or FERPA.

Adopted: 5/28/2013

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