

OUTSIDE SERVICE PROVIDERS ACCESS TO STUDENTS DURING THE SCHOOL DAY

Requests by parents to allow providers from outside agencies with whom they have independently contracted to provide additional services that are outside of the child's educational program for their child during the school day and within the school facility, must be submitted to the Superintendent or designee. Requests must be submitted on the *South Kitsap School District Request for Independently Contracted Outside Providers to Provide Parent Contracted Independent Services to Their Child At School During the School Day* form.

A completed request must include the following:

- Completed *Request for Independently Contracted Outside Providers to Provide Parent Contracted Independent Services to Their Child At School During the School Day* form
- Completed "Hold Harmless" agreement
- Proof of accident and liability insurance by the organization with whom the parents have contracted
- Copy of the contract/agreements between the parents and the outside provider.
- Fingerprinting

Once the completed proposal has been received by the Superintendent or designee, the Superintendent or designee will review the proposal within the context of the following standards/criteria:

- Complete request package (e.g., request, hold harmless agreement, proof of insurance, etc.)
- The student's classroom schedule.
- Principal and teacher feedback
- Days and times requested
- Nature of the service
- Reason why the service needs to be provided during the school day at school
 - Lack of daycare will not be an acceptable reason.
- Reputation of the outside provider
- Location of the service to be provided (in classroom, in hall, etc.)
- Classroom enrollment
- Space availability
- If the classroom already has other outside providers scheduled.
- The parent/s/provider's expectations for the district and/or school
- Impact on the educational program of the student.
- Impact on the educational program of the other students
- Impact on the ability of the school to maintain a safe and orderly learning environment
- Meets approval of Risk Management
- Complies with all relevant district policies.
- Complies with all relevant state and federal laws

A decision will be made within 10 school days of receipt of the completed request.

Once the Superintendent or designee reviews the request and makes a decision, the parent will be notified.

If the decision is to deny the proposal, the Superintendent or designee will notify the parent in writing.

If a proposal is approved, the parent and the independently contracted provider must schedule a meeting with the principal to review the plan and confirm dates, times, and start date.

All decisions are final.

Adopted: December 7, 2016