



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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Procedures for Private Service Provider Interactions With Students During the School Day and/or on School Premises

A. Private Service Provider Activity Authorization

1. All private service providers' activities with students during the school day and/or on school premises must be scheduled in advance with the teachers or other professional staff directly involved and approved by the building administrator. Activities deemed intrusive, excessive or otherwise in conflict with Board policy and/or these procedures may be denied or restricted.
 - a. In addition to the approval required in A.1.above, private service providers must also obtain the approval of the building administrator before having contact with students outside of the direct supervision of a District staff member.
 - b. Private service providers are subject to a criminal background check prior to being authorized to engage in activities with students during the school day and/or on school premises.
2. All private service provider activities must be conducted with the prior knowledge and approval of an adult student or parent/guardian of a minor student. Exceptions to this rule are private service providers conducting activities mandated by law for which parent/ guardian permission is not required e.g. law enforcement officers or social services representatives in the course of investigating suspected abuse or neglect cases.

B. Private Service Provider Requirements and Expectations

1. All private service providers are required to report to the school office upon entering the building to register and receive a visitor identification badge. Prior to leaving the building, private service providers are encouraged to discuss with the building administrator or other District staff involved any observations or other contacts they have made to assure that the actions of staff or students are not misunderstood. The provider's purpose shall not be to provide a report or critique to the student's parent/guardian of teaching methods, materials selection, behavior management strategies and techniques or scheduling.
2. Private service providers are expected to conduct themselves in a respectful and professional manner in all interactions with, and regarding, District personnel and students.
3. Private service providers are expected to abide by all applicable School District policies and rules when on school premises and interacting with District students and staff. Noncompliance may result in the restriction or denial of approval to provide private services to students during the school day and/or on school premises.

4. Private service providers will not make still, audio, digital or video recordings of any student while in a school building or on school premises.
5. The District may require that the private service provider submit proof of professional liability insurance. Private service providers will save and hold harmless the District, its officers, employees and agents from any liability or other claims of any kind, whether arising under state or federal law, in connection with actions resulting from their activities with students as a private service provider.

C. Access to Student Records

Student records are available to private service providers for inspection or release only in accordance with state and federal laws, District policies and procedures. Specifically, access to confidential records requires prior 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 private service provider requests for student records. Requests for the creation of new reports or records may be denied or a fee assessed.

APPROVED: February 18, 2010