

AG8005 Outside Agency Working Relationship

Guidelines for the working relationship between personnel not employed by Manchester Community Schools and an outside agency.

1. The school administration has the right to determine whether outside agency personnel can work in the building with any student(s).
2. An expanded criminal history check for each individual of the outside agency staff working in a member school must be on file. The outside agency is responsible for the cost of the expanded criminal history check.
3. Parents must sign a release of information from the school to the outside agency. Parents can limit information shared between the entities. (examples: educational goals, job description, etc.)
4. The teacher, who is employed by one of the local corporations, has the sole responsibility to:
 - a. Provide Instruction
 - b. Set Behavioral Expectations
 - c. Develop and maintain strategies for instruction and behavior expectations.
5. The outside agency personnel must restrict activity to their purpose for which the outside has employed the personnel.
6. The outside agency personnel shall conduct and present him/herself in a professional manner while in school, on school grounds, or at a school activity.
7. The outside agency personnel must maintain privacy and confidentiality of all student records.
8. Outside agency personnel must follow expectations of the respective school's employed staff.
9. The outside agency personnel will work to ensure that distractions to the learning of any students, including the one he/she is assigned to work with, are limited and do not hinder the educational process of students.
10. The school shall notify the parent and agency of any issues, incidents and/or concerns that may arise with the outside agency personnel.
11. The school shall provide the agency with a written summary of any incidents and/or investigations that may arise concerning the outside agency personnel
12. Specific to outside agency nurses:
 - a. The agency will make the health care plan available to the school nurse.
 - b. It is expected that a RN supervises a LPN.
13. Outside agency personnel shall wear an identification badge from the agency with name and license number. If they do not have an identification badge, the school will provide one.
14. The school administration has the right to immediately dismiss and prohibit outside agency personnel from working in the school building with any student(s) if the outside agency representative impedes or interferes with the school climate or delivery of instruction.

Outside Agency:

Name: _____

Address: _____

Phone Number: _____

Administrator Signature: _____
(Date)

Personnel Signature: _____
(Date)

School:

Administrator Signature: _____
(Date)