



The purpose of this policy is to provide guidelines for parents/guardians of Collegium students who have asked a non-Collegium representative from an outside service agency to observe their child or work with their child in the school setting. Collegium recognizes the potential value of these services. This value must be weighed against the disruption and distraction that often accompanies non-Collegium adults being present in our school. This policy establishes rules that recognize the need of parents/guardians to inform their decisions about the education of their children without unnecessarily compromising the rights of other students to a stable, safe, and disruption-free learning environment. This policy does not apply to outside service agencies with which Collegium has contracted or outside service agencies of an emergency nature, e.g. law enforcement or child protective services.

Procedures to Request Non-Collegium Service Providers and Agency Involvement with Collegium Students

Parents may ask a private agency to observe their child or work with their child in the school setting. The total number of visits shall be determined after a review of the completed and returned *Non-Collegium Service Providers and Agency Involvement with Collegium Students* form and required documents. The review is completed by the Director of Student Services who will notify families of the status of their request following the completion of the review.

The procedures below will be followed when a family would like a representative of a private agency to observe their child or work with their child in the school setting:

1. With at least ten school days' notice prior to the first requested visit, the parent/guardian submits the completed *Non-Collegium Service Providers and Agency Involvement with Collegium Students* form and required documents to the Director of Student Services. Required documents are noted on the form and include: a release of records for informational purposes signed by the parent/guardian, credentials of the private evaluator or private agency representative, and a [PA Child Abuse Clearance](#), a [PA Criminal Record Check](#), and a [FBI Fingerprint Clearance](#) for the private agency representative. All clearances must be dated within one-year of Collegium's receipt of the clearance.
2. Requests will only be considered for those students eligible under IDEA and/or Section 504 of the Rehabilitation Act.
3. Collegium's Director of Student Services may request a team meeting if necessary to consider the request. To consider the request, a team meeting will be held and will include Collegium representation (ex. administration, guidance counselor, psychologist, teacher), the student's parent(s)/guardian(s), and private evaluator or private agency representation (ex. TSS, BSC, administration). This meeting takes place before any private agency representative begins their work at Collegium.

4. At the meeting, the private agency representative will describe the purpose of the visits, how often they are requesting to observe or work with the student and for what length of time. If a private agency representative is requesting to work in the building, the treatment plan needs to be reviewed at the meeting. The role and responsibilities of the private agency representative will be clearly delineated. The private agency representative will be required to follow all school procedures regarding staff behavior. A procedural manual(s) will be provided to the private agency representative and the private agency representative will have to sign a receipt and acknowledgement page for each manual.
5. If the Director of Student Services does not approve the request made by the parent/guardian, the parent/guardian may provide a written appeal of the decision to the Chief Executive Officer of Collegium.

Conditions of Observations

1. The observation and/or services will only be permitted if the treatment plan is aligned to the student's goals in the school and doesn't disrupt the educational environment.
2. The team must reconvene each time the treatment plan expires to discuss the appropriateness of continuing the services within school setting. This can be a face-to-face meeting or phone conference.
3. Collegium has the right to discontinue the services at any time if the private agency representative is, in the judgment of our Director of Student Services, disruptive to the educational setting. If Collegium asks the private agency representative to be removed from the school environment because of safety concerns, a team meeting will be convened prior to reinstatement of services.
4. Collegium will not share with any private agency representative personally-identifiable information concerning any students other than the student for which the observation is being made.

Extraordinary Circumstances

In response to extraordinary circumstances, or to comply with the requirements of law, regulation or order, Collegium may waive any timeline or condition established in these guidelines. No waiver given in accordance with this section shall be deemed to establish a revision or modification, or to establish a policy, practice, or custom contrary to the terms and conditions, of these guidelines.