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DISTRICT ADMINISTRATIVE RULE

ML-R Outside Service Providers

~~1/16/20~~ **x/x/25**

GSBA Reference: ML (Professional Visitors and Observers)

RATIONALE/OBJECTIVE:

The Cobb County School District (District) will make reasonable efforts to accommodate requests from licensed/certified outside service providers (providers) who are currently providing direct educational/therapy services to a student and wish to have access to the student on school property.

For information concerning other visitors to the school including parents, guardians, family, and those invited for official business see Administrative Rule KM-R (Visitors to School).

RULE:

A. REQUEST FOR ACCESS:

In order to request provider access to an individual student at school, the following must be provided to the Principal or designee each school year or more often if requested:

1. Form ML-1 (Parental Authorization and Waiver) signed by the parent/guardian;
2. Form ML-2 (Confidentiality and Access Agreement) completed and signed by the provider;
3. Proof of individual and/or Core Provider professional licensure; and
4. Form JR-3 (Parent/Guardian Request for Education Records) signed by the parent/guardian (as needed for records to be released to provider).

B. PROVIDER GUIDELINES:

1. Upon request, the Principal or designee may, at his/her discretion, grant permission for visits by providers who are currently providing direct educational/therapy services to a current student.
2. To minimize disruption to the instructional program **and ensure student safety**, visits must comply with the following:
 - a. Providers must **provide a valid physical government-issued photo I.D.**, sign in at the school office and obtain written permission to visit any part of the school;
 - b. **Providers must wear a visitor's badge when in the building;**
 - c. Providers ~~are also expected to~~ **must** sign out at the conclusion of the visit;
 - d. ~~A designated meeting area will be determined by the school.~~ Providers must remain in the designated area and are not to visit any other parts of the building;
 - e. ~~Visits are by appointment only and should be scheduled at least 48 hours in advance;~~
 - f. ~~Providers must limit the visit to one hour unless an extended time period has been granted in advance of the scheduled session (approval of the extension is at the discretion of the District~~ **Principal or designee**);
 - g. ~~Direct services to the student may not be delivered in the classroom;~~
 - h. ~~The regular school program must continue during such visits.~~ Providers must refrain from engaging the attention of the teacher or students through conversation or other means. **The regular school program must continue during such visits;**

- i. ~~g.~~ Providers shall refrain from engaging in intensive therapeutic services to the extent possible, such as processing trauma, with students in the school setting;
- j. ~~h.~~ Providers will work with designated school staff regarding scheduling the visit to avoid or minimize core academic time disrupted for the student; and
- k. ~~i.~~ In situations where a provider is providing direct educational/therapy services over an extended period of time, the provider will work with the school staff to establish a regular schedule prior to the initial visit.

C. PROVIDER AGREEMENT:

By requesting access to District property, the provider understands and agrees that:

1. The provider must act in such a manner during the session that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or other students through conversation or other means; and
2. The provider must display visible identification at all times while on school property.

D. APPROVAL/REVOCATION OF ACCESS:

The Principal or designee is authorized to grant permission to the provider, by appointment, if all requirements are met and he/she, in his/her sole discretion, believes it is not a disruption to the educational environment. The principal or designee is authorized to revoke **the provider's** permission ~~to the provider~~ at his/her discretion for causes including, but not limited to the provider's presence becoming a disruption to the educational environment.

E. DISRUPTIONS AND RESTRICTIONS:

1. UNAUTHORIZED PERSONS ON CAMPUS:

A student or employee may not have an unauthorized visitor. When an unauthorized person enters District property:

- a. School personnel shall warn persons trespassing to leave facilities or properties. Persons who refuse are subject to criminal prosecution under the laws of the State of Georgia.
- b. The presence or visitation of unauthorized persons in and about District facilities or properties may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.

2. DISRUPTION:

In accordance with state law, O.C.G.A. § 20-2-1181, it shall be unlawful for any person to disrupt or interfere in the operations of any school within the District. Any person violating this provision shall be guilty of a misdemeanor of a high and aggravated nature.

Adopted: 1/18/12

Revised and re-coded: 10/25/12 (Previously coded as Administrative Rule KJE)

Revised: 7/19/18; 1/16/20; **x/x/25**