

Outside Agency Personnel Working in Schools
Board of Education
Wrightstown Community School District

The Wrightstown Community School District recognizes the importance and critical role of other service providers, who are not directly employed by the District, in the long-term social and educational goals of our students and families. The District wishes to establish a positive, open, and honest working relationship with these agencies to provide additional opportunities for the children and their families.

Any outside agency that has staff working within the school district facilities with any regularity agree to abide by the following conditions. In certain situations, additional clarity may be necessary.

1. Liabilities

- a. The outside agency will be responsible for maintaining liability insurance for their employees, which specifically covers them while working on-site in the District facilities (District shall be held harmless for unacceptable conductor or job performance of agency's staff).
- b. The outside agency will be responsible for ensuring that criminal background checks have been conducted on all staff who will work within the school district facilities; and will provide evidence of personnel background checks upon request.

2. Staff Assignments

- a. The outside agency will notify the District prior to the start of school, when such services are initiated, or as such details change related to:
 - i. The specific staff who will be working within the District and their schedule.
 - ii. The specific role and responsibilities of their staff while working within the District.
 - iii. An assurance that staff have training appropriate to their assigned position.
 - iv. The specific timeframe for when staff will be working in the District.

3. Staff Conduct

- a. The outside agency shall ensure the District that their employees have been informed of their responsibility to:
 - i. Ensure that their activities are consistent with district vision and mission statement.
 - ii. Follow the District's Code of Conduct for the staff.
 - iii. Reserve communications with other parties involved (other agencies, families, etc.) to their own services and child-specific information. Maintain confidentiality of student information.

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4. Agency Contact

- a. A supervisory contact person will be identified for District Administration should any potential personnel concerns or issues arise.
- b. The outside agency shall be responsive to the District's personnel concerns.

5. Termination of Agreement

- a. Each agreement will be in effect for the remainder of that specific school year, or until the outside agency is notified in writing by the District of its termination of the agreement, or until the services are discontinued by the outside agency, or as otherwise specified in a separately signed, negotiated contract.

It may be beneficial and necessary for representatives of the district and outside agency to meet regularly to address any specific details or job specific expectations or goals.

Legal References: FERPA
118.125, Wis. Statutes

Adopted: January 16, 2023

Reviewed:

Revised: