



North Schuylkill School District Third Party Conduct Guidelines

Purpose: To outline parameters for proper behavior by third-parties in North Schuylkill School District ("NSSD") schools and grounds.

1. NSSD schools are controlled access buildings and NSSD has the right to limit access and set behavior expectations.
2. The Guideline applies to any third-party, e.g., vendors, outside agency personnel, anyone not covered by any current Board Policy that is present in a NSSD school for any reason.
3. Third-party admission to and continued presence in a NSSD school is entirely at Administration's discretion.
4. NSSD has zero tolerance for discriminatory, harassing, or threatening behaviors, and for any actions that unreasonably disrupt the school's educational and/or student's instructional environment.
5. Third-party personnel are expected to respect the privacy of students and staff.
 - a. A signed copy of the confidentiality agreement must be on file in each district building in which the third party is working.
 - b. Video, photographic, and/or audio recordings or imaging made without the pre-authorization by Administration are prohibited.
6. For third-parties present in the school for any reason relating to a specific student, e.g., private evaluators, other agency behavior support personnel:
 - a. The third-party must bring any concern about school functioning, including staff-student interaction, educational and behavioral interventions, etc., immediately to school leadership's attention, e.g. building principal or special education administration.
 - b. The third-party will not deviate from the reasons for the third-party's presence in the school, e.g., seek out information about students not related to the third party's purpose for being in the school.
 - c. A current copy of the student's treatment plan (or other documentation detailing the reason and scope of the service) and signed copy of parental permission to release information must be on file in the main office of the school in which the student attends. Agencies can submit these in person or by mail to the following addresses.

North Schuylkill Elementary School
c/o Main Office Staff
38 Line Street
Ashland, PA 17931

North Schuylkill Jr. Sr. High School
c/o Main Office Staff



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15 Academy Lane
Ashland, PA 17921

7. All third-parties must comply with staff directives, including a directive to cease identified conduct or behavior as well as any directive to leave the building and grounds.
 - a. Failure to comply may result in immediate removal from the building and grounds and failure to do so may result in a law enforcement referral.

Procedure:

1. Upon entering the school building, third party personnel must follow district policy for visitors and sign in at the main office.
 - a. Visitors are required to sign the visitor log and present identification. School staff will confirm the visitor's background checks and clearances are current and a signed confidentiality agreement is on file in the office. Individuals may be subject to a health screening and/or questionnaire based on current district policy/procedure.
 - b. Agency personnel working with individual students must also sign in on a student-specific file documenting start and end time of the service. This file must contain a current treatment plan and a release of information form signed by the parents/guardians. School staff will verify the presence of these documents before allowing admittance to the building.
 - i. Before signing any billing documentation, school staff will confirm start and end times within the student specific file. The district may require copies of any documentation they sign.
 - ii. If third party personnel are working with multiple students during one visit, they must sign out from one student before signing in with another. This will require visiting the main office. Personnel may only provide service to the student whom they are signed in for.
2. Agencies can submit required background checks and clearance documentation in person or by mail to the following addresses.

North Schuylkill School District
c/o Administrative Assistant to the Superintendent
15 Academy Lane
Ashland, PA 17921

Code of Conduct:



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- **ABSENCES** – In the case of a worker being absent at a scheduled time, please make contact with the teacher via email to notify him/her of the absence when possible.
- **CELL PHONE USE**- Cell phones are not to be used while working in a classroom with students. If a phone must be used for an emergency, it should be done in an area which does not cause distractions to the educational process (ex: main office).
- **CONFIDENTIALITY** – Agency workers will be provided with a confidentiality form to sign upon starting with a student in the building. Sharing of information pertaining to the student for whom the agency worker is providing support is not permitted. Discussions between home and school/third party should ONLY DIRECTLY PERTAIN TO INDIVIDUAL CLIENTS. At no time should information or names of other students be disclosed to others. Educational concerns should be directed to school personnel.
- **DRESS CODE**- Third Party Personnel working within North Schuylkill Schools are expected to follow the staff dress code below. Exceptions to the dress code can be made with prior approval of NSSD administration.
 - All employees are expected to wear appropriate clothing for their particular teaching assignment. Jeans are not considered appropriate attire for the classroom unless there are special occasions as announced by the building principal. Professional attire for gentlemen will include: Dress pants, collared shirt, button polo shirt and/or sweater. Ties are preferred as professional dress. Professional footwear (dress shoes or dress sneakers). Athletic sneakers are not considered professional dress. Professional attire for women will include: Dress slacks, skirts/dresses, jumpers (length top of knees or longer), sweaters, vests, jackets, and...
 - Blouses, turtlenecks, mock turtlenecks. No sleeveless, midriff exposed, no low cut tops. Professional footwear (dress shoes, sandals and boots). Flip flops are not considered appropriate attire. It is understood that there are teaching assignments that may require an alternate clothing option. If this is the case, please adhere to professional standard clothing for the particular assignment.
- **EVACUATIONS** – For procedures related to fire evacuations and emergency drills, please communicate with the teacher of the classroom. Agency staff are to remain with their client at all times.
- **FOOD** – Students are provided a lunch consistent with the Health and Wellness regulations. Workers are not permitted to share their own lunches or snacks with the students at any time.
- **INTERACTING WITH YOUR STUDENT** – Please respect the classroom teacher when interacting with your student. Conversations should not deter from the educational process within the classroom.



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- **PERMISSION** – Students are required to ask **classroom staff** for permission to use the bathroom, leave their seat, etc. If the client asks the agency personnel, they should be prompted to ask the classroom staff in order to promote independence and self-advocacy.
- **MEETINGS** – If third party personnel are working within NSSD schools, NS personnel should be invited to participate in meetings to develop/revise treatment plans. Agencies can schedule NS personnel attendance through the main office of each building. If agencies wish to use NSSD meeting rooms for such meetings, reservations must be made in advance with staff in the main office of each building subject to availability.
- **OTHER STUDENTS** – Third Party personnel assigned to provide services to a particular student should not provide direction to or have responsibility for other students in the classroom.
- **SHARING OF INFORMATION** – Information recorded by Third Party personnel shall be made available to school staff. Likewise, student information pertaining to the Third Party's purpose shall be shared with NSSD. This may include daily communication logs, behavior logs, etc.
- **STAFF NOTIFICATION** – NSSD office staff will notify staff of Third Party personnel's arrival. Third Parties should also make the classroom staff aware of their presence when entering a classroom. After signing in at the office, at no time should a third party enter a classroom without notifying classroom staff.
- **STUDENT DISMISSAL** - Students cannot be dismissed from school or leave school buildings or grounds with Third Parties without written permission from parents/guardians. The written permission must be on file in the main office of the school building and NSSD's sign-out procedure must be followed in each instance.