

Cornerstone Montessori Elementary School

Outside Providers Offering Services During the School Day Policy

Purpose: The purpose of this policy is to establish guidelines for the integration and management of outside service providers within the CMES environment to ensure that all services align with the school's educational goals, maintain the safety and well-being of students, and comply with applicable state and federal regulations.

Scope: This policy applies to all outside providers seeking to offer services during the school day, including but not limited to educational consultants, therapists, tutors, enrichment program facilitators, and other service professionals.

Definitions:

- **Outside Provider:** Any individual or organization not employed by CMES that offers services or programs to students during school hours.
- **Service:** Any activity or intervention provided to students, including but not limited to academic support, therapy, counseling, or enrichment activities.

Policy Guidelines:

1. Approval and Authorization:

- All outside providers must obtain prior approval from the school administration before offering services to students during school hours.
- Providers must submit a detailed proposal outlining the scope of services, objectives, duration, and any materials or equipment needed.
- The school administration will review the proposal to ensure alignment with the school's educational goals, state and federal regulations, and safety standards.
- For special education providers, consideration of services will be based on individual needs and the school's current ability to provide a Free and Appropriate Public Education (FAPE).

2. Compliance and Certification:

- Outside providers must demonstrate compliance with all relevant Minnesota state laws and regulations, including those related to licensing, background checks, and insurance.
- Providers must provide proof of professional qualifications and certifications as applicable.
- Providers must undergo background checks and provide clearance before working with students.

3. Scheduling and Coordination:

- Services must be scheduled in a manner that does not interfere with the core academic curriculum and regular school activities.
- Providers must coordinate with school staff to ensure that their services integrate smoothly with existing programs and schedules.

- Any changes to the schedule or scope of services must be communicated and approved by the school administration in advance.
4. **Student Consent and Privacy:**
- Parental or guardian consent is required for any student to participate in services provided by outside providers.
 - Providers must adhere to all confidentiality and privacy laws, including FERPA (Family Educational Rights and Privacy Act), and must ensure that any student information obtained is kept secure and confidential.
5. **Evaluation and Feedback:**
- The school will periodically evaluate the effectiveness of services provided by outside providers and gather feedback from students, parents, and school staff.
 - Providers must be open to feedback and willing to make adjustments as needed to improve service quality and student outcomes.
6. **Liability and Risk Management:**
- CMES is not liable for any damages or issues arising from the services provided by outside providers.
 - Providers must carry appropriate liability insurance and provide proof of coverage to the school administration.
 - Providers must adhere to all safety protocols established by the school and ensure that their services do not pose any risk to students.
7. **Termination of Services:**
- The school administration reserves the right to terminate any agreement with an outside provider at any time if the provider fails to comply with this policy, the school's expectations, or any applicable laws and regulations.
 - Providers will be given notice of termination and an opportunity to address any concerns before the final decision is made.

Implementation: This policy is effective immediately and will be reviewed annually. Any revisions to the policy will be communicated to all relevant parties, including outside providers, staff, students, and parents.

Contact Information: For questions or further information regarding this policy, please contact the school administration at 651-774-5000.

Adopted: September 17, 2024