

GADSDEN COUNTY SCHOOL DISTRICT
Administrative Procedures

PROCEDURES FOR COLLABORATION OF PRIVATE INSTRUCTIONAL PERSONNEL

Section 1: Introduction

Florida Law Section 1003.572 indicates that private instructional personnel who are hired or contracted by parents to collaborate with public instructional personnel must be permitted to observe the student in the educational setting, collaborate with instructional personnel and provide services in the educational setting according to the following requirements:

- a) The student's public instructional personnel and principal consent to the time and place
- b) The private instructional personnel satisfy the requirements of section 1012.32 or
- c) 1012.321, Florida Statutes.

*This program may not replace or interfere with the school's responsibilities under IDEA. The Florida law provides for the collaboration to enhance not supplant a Local Educational Agency's responsibilities under IDEA (Individuals with Disabilities Education Act).

PIP – Private Instructional Personnel

Section 2: Authorizing Statute

Section 1003.572, Florida Statutes

Section 3: Limitations

Only the following professionals are eligible to participate:

- a) Individuals certified under s. 393.17 or licensed under chapter 490 or chapter 491 for applied behavior analysis services as defined in ss. 627.6686 and 641.31098.
- b) Speech – Language Pathologists licensed under s. 468.1185
- c) Occupational Therapists licensed under part III of Chapter 468
- d) Physical Therapists licensed under Chapter 486
- e) Psychologists licensed under Chapter 490
- f) Clinical Social Workers licensed under Chapter 491

Section 4: Procedures

(4.1) The legal parent/guardian(s) must provide written consent for Private Instructional Personnel services (Please see Private Instructional Personnel Consent Packet attached).

- All parents/guardians signing consent MUST be verified by the School Social Worker or a Designated School Employee via FOCUS before implementation of services (Please see Verification of Consent form attached).
- Access to students may NOT be provided without written parental consent and verification of consent.
- The PIP should collaborate with the student's parent(s), teachers, and Principal to avoid duplication or conflicting services/plans.

(4.2) The PIP MUST present their photo identification (such as a valid Florida Driver's License)

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- as requested by School District Personnel, sign-in upon arrival at the designated school and sign out upon leaving.
- (4.3) The PIP MUST provide the Principal with a list of students a minimum of 14 Days in advance in which they are requesting to render services along with their private consent form.
- (4.4) The times at which request for services to be rendered must be approved by the Principal and the student's teacher/teacher(s). The Principal/School shall review the student's schedule and complete the Schedule of Services form attached.
- (4.5) The times available to provide direct services to the students will be limited to non-instructional time. Services may not be rendered during Core Instructional Times including required Special Area (P.E.) and required Electives.
- The Principal will have the final say regarding the time and location of services
 - Services should be provided once weekly per student...If students receive multiple services via PIP, all services should be provided once per week during the approved time frame (maximum of 60 minutes).
- (4.6) For services that are appropriately delivered outside of the classroom setting, the school shall provide a location for the delivery of services.
- The provision and availability of a non-classroom area shall be the decision of the Principal.
 - Services will not be delivered in a student's classroom during instructional time
 - Designated Staff (assigned via Principal) must escort the PIP to the approved location for delivery of services (Guardian, Resource Office, etc.)
- (4.7) The statute does not permit PIP to...
- a) Interrupt classroom instruction while providing services
 - b) Interfere with the authority of school and board employees
 - c) Rely on the school/board to function as a communication intermediary between PIP and Parents
 - d) Undermine or Interfere with the teacher's judgment and performance of his/her duties as an educational professional.
 - e) Collect, Use, Disseminate or Discuss information concerning another "non-client" student at any time with any other individual
 - f) Interact with any student in the classroom or school who is not the PIP's client/patient.
 - g) Obtain any audio or video recordings while on School/School Board property at any time or for any purpose
- (4.8) Private Instructional Personnel may not execute a restraint of any student/client while providing services. Further, PIP may not interfere in the restraint of a student/client undertaken by authorized school personnel where authorized school personnel have initiated a restraint pursuant to the authority conferred in ss. 1003.573.
- (4.9) The PIP shall not be considered an employee, agent, servant, or representative of the School/School Board and are not authorized to represent themselves as employees, agents, or representatives of the School Board, or to obligate or bind the School/School Board in

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any manner.

Section 5: Liability Clause

The School, Employees, Gadsden County School District and Gadsden County School Board will be held harmless for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against the School Board of Gadsden County including attorney fees and investigation expenses (pre-suit, suit, trial appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the Private Instructional Personnel hired by parent(s)/guardian(s), or negligent actions or missions of its employees, agents, or servants arising out of the use of any facility, or the provision of any services to a student and for any violation of the rights of a student by the Private Instructional Personnel hired by the parent(s)/guardian(s).