The purpose of these procedures is to establish guidelines for the District’s response to requests for outside providers to serve students enrolled in BISD schools within the instructional school day on BISD campuses.

**DEFINITIONS**

- **Outside Provider:** Outside provider means any service provider privately secured by the parent or guardian of a student.
- **Private Service Providers:** Private Service Provider means any therapist or provider that has been secured privately by the student’s parent or guardian.
- **Community Agency:** Community Agency means any community or state agency that has established a partnership with BISD, including: Bluebonnet Trails, CASA, DFPS, Connections, etc.
- **Direct Services:** Direct services means any service provided directly to a student in any setting on a BISD campus.

**PROCEDURES FOR COMMUNITY AGENCY PROVIDERS**

1. Principals or Designees may permit Outside Providers affiliated with Community Agencies to provide direct services to students on BISD campuses within the instructional day. Principals will determine the appropriate time, duration and location of such services to ensure minimal instructional interruptions occur on the campus or for the student.
2. The Outside Provider will comply with board policy GKC LOCAL referring to Visitors to BISD Schools.
3. The Outside Provider will provide written affirmation from the student’s parent that the provider is permitted to provide services within the school day at the student’s school.
4. The Outside Provider will provide a confidentiality release signed by the parent to ensure compliance with HIPPA and/or FERPA.
5. The Outside Provider will address any educationally related concerns with the Principal or designee before exiting the campus to ensure concerns are addressed in a timely manner.
6. The Outside Provider will collaborate with appropriate campus staff (teachers, counselors, nurse, etc.).
7. In the event that the outside provider’s services interrupt the student’s instructional day, the Principal or Designee may terminate the Outside Provider’s access to the student during the instructional day.
1. BISD will not permit private service providers to engage in therapies or other direct services to students on BISD campuses during the instructional day.

2. Private Service Providers may request to conduct an observation of a student from the school Principal. The school Principal will approve or deny observation requests. If permitted, the Principal in collaboration with other campus personnel will determine the time, date, duration and location of the observation.

3. Private Service Providers who are permitted to conduct observations must submit an Observation Request Form (EXHIBIT A) to the campus administrator prior to the observation occurring.

4. Private Service Providers will be accompanied on campus during the time of their visit by a campus staff member.

5. Private Service Providers will be required to comply with BISD Policy GKC LOCAL.

6. The Private Service Provider will provide written affirmation from the student’s parent that the provider is permitted to conduct an observation of the student within the school day at the student’s school.

7. The Private Service Provider will provide confidentiality release signed by the parent to ensure compliance with HIPPA and/or FERPA.

8. The Private Service Provider will address any educationally related concerns with the Principal or designee before exiting the campus to ensure concerns are addressed in a timely manner.

If a Private Service Provider requests to provide services to a student served under Section 504, the 504 committee will meet to determine whether the service is needed in order to provide a FAPE and/or access to the educational program.

Should the 504 committee determine that the service is required, BISD will ensure the provision of the services included in the IAP, rather than the Private Service Provider.

If a Private Service Provider requests to provide the services to a student served under IDEA, the ARD committee will meet to determine whether the service is needed in order to provide a FAPE.

Should the ARD committee determine that the service is required, BISD will ensure the provision of the services included in the IEP, rather than the Private Service Provider.