

## **HUMAN RESOURCES DEPARTMENT**

Jessica Lunsford Act School Procedures

All contractors/vendors must have a blue Florida Public School CONTRACTOR badge. The badge is to be worn while the contractor/vendor is on campus.

All contractors/vendors must sign in at the front office and must be run through the Raptor System.

Construction, electricians, and A/C contractors/vendors usually don't go through the front office, but they still must have their badge visible.

Contractors/vendors are not permitted to be on campus until you have received your Florida Public School CONTRACTOR badge.

Anyone providing a service at your school that is not being paid by SLPS must be accompanied by a school employee at all times. They also must be run through the Raptor System.

## Collaboration of public and private instructional personnel

Florida Statute 1003.572 allows for collaboration of public and private instructional personnel. This collaboration of public and private instructional personnel is designed to enhance but not supplant the school district's responsibilities under the Individuals with Disabilities Education Act (IDEA). Collaboration of public and private instructional personnel will work to promote educational progress and assist students in acquiring essential skills. The private instructional personnel who may work collaboratively with the school personnel includes individuals certified or licensed under s. 393.17 or Chapter 490/491 and may include the following: Board Certified Behavior Analysts, Occupational Therapists, Speech-Language Pathologists, Physical Therapists, Psychologists, and Clinical Social Workers. This rule does not allow for private non-instructional personnel such as Behavior Technicians or Paraprofessionals to work collaboratively with school staff.

In order for the private instructional personnel to work collaboratively, they must complete an extensive packet with the Exceptional Student Education Department. These packets are available with the Executive Secretary of Student Services and ESE and individuals can access the packet by calling 772-429-4577. The private individuals are not allowed to work collaboratively until they have received the required clearance and awarded the blue Florida Public School CONTRACTOR badge.

## **Mentors**

Mentors working in schools such as those individuals from Big Brothers-Big Sisters (BBBS), have already met clearance through the Human Resources Department with the St. Lucie Public Schools and have already been awarded a vendor/contractor badge. There has been a long standing agreement between BBBS and SLPS and when the mentors are identified by BBBS, these individuals work with staff through the Human Resources Department to obtain clearance and a badge. These individuals should always present their badge upon arrival at the school.

## **Private Therapists and Counselors**

Many of the private therapists and counselors visiting schools, are individuals operating or carrying out court ordered activities or are working through agencies such Family Preservation, Children's

Home Society, Department of Children and Families (DCF), Juvenile Justice Probation Officers, etc. These individuals will present identification from their agency and should work with the school administrator to identify appropriate times to see the students assigned to their caseload. These individuals should be provided with a conference room or appropriate area to see the students.

If there are any questions or concerns you can always contact Lynn Louderback in Human Resources at 772-429-7504.

This is a sample of what the blue Florida Public School CONTRACTOR badge looks like:

