

Standard Operating Procedure Outline			
Category:	School Board Operations	Department:	Student Services
Procedure:	Private Practitioners Requesting Student Access		
Policy Reference # :	SBO 1.102	Version:	1.0
		Date:	September 3, 2009
Operational Objective(s)			
<ul style="list-style-type: none"> • To establish safeguards for MNPS students when private practitioners request access to a MNPS student 			
Procedure			
<p>A. Insurance</p> <ol style="list-style-type: none"> 1. Individual practitioners and organizations must provide a current, satisfactory certificate of insurance indicating coverage for commercial general liability, including sexual abuse/molestation, and automobile liability with limits not less than one million dollars (\$1,000,000.00) for each occurrence. 2. The Metropolitan Board of Education of Nashville and Davidson County shall be included as an additional insured. 3. Organizations shall maintain worker's compensation insurance of at least the statutory limits as required by the State of Tennessee or other applicable laws and employer's liability insurance with limits of not less than one hundred thousand dollars (\$100,000.00). <p>B. Criminal Background Check</p> <ol style="list-style-type: none"> 1. Individuals must provide satisfactory proof of a criminal background check which verifies that they have not been convicted of a misdemeanor or felony related to violence or children within the State of Tennessee, at least once each school year. 2. Organizations must provide a statement, signed by the director of the organization, and notarized, certifying that a criminal background check of each employee, requesting access to students, has been conducted and has yielded no evidence that such employee has been convicted of a felony or misdemeanor related to violence or children, at least once per school year. 3. A list of sources for background checks is available. <p>C. Proof of Licensure</p> <ol style="list-style-type: none"> 1. Individuals and organizations, on behalf of employees, must provide a current, appropriate licensure identification number issued by the State of Tennessee if they are practicing any of the following professions (practice of the healing arts) of: <ol style="list-style-type: none"> a. Nursing b. Psychology c. Social Work Physical Therapist d. Occupational Therapist e. Speech Language Pathologist f. Professional Counselor 2. For those practitioners who are not required by Tennessee law to be licensed, other information regarding professional qualifications may be requested prior to the approval of this request. 			

D. Assurances

1. Each individual, including employees of organizations, requesting access to a student, must sign a MBPE statement of "Assurances."

E. Parental Consent

1. Consent must be granted by the parent/legal guardian to allow access to each student for each individual practitioner. The consent form is available from MNPS or by accessing the Form Library on the MNPS website.

Performance Measure/Accountability

- Continuous evaluation of procedure to ensure efficiency and compliance with all regulations