

THIRD PARTY OBSERVATION/PROVISION OF SERVICE REQUEST AGREEMENT FORM

This agreement is between the following parties:

Zachary Community School District (hereinafter ZCSD)

and

Parents/Guardian (hereinafter Parents): _____

and

Third Party: _____
Name and Title

The purpose of this Agreement is to set forth the terms and conditions under which the Third Party is permitted access to the premises of _____ School (hereinafter School) for the purpose of conducting direct observations/services of the Parent's minor child (Student), _____, and for recording the agreement of the Parents and Third Party to these terms and conditions. The Third Party is an individual external to the ZCSD and retained directly by the Parents to conduct in-school observations of services to the Student.

The ZCSD agrees to permit the Third Party access to the premises of the School under the following terms and conditions:

1. The visit by the Third Party to the School is for the following limited purpose(s): (Describe the agreed upon purpose(s) of the visit).

2. The Third Party will conduct the agreed upon observations/services only on the date(s) and time(s) and at location(s) specifically agreed to by the ZCSD through its designated representative.
3. The Third Party has provided a certificate verifying that a Criminal Background Check has been completed by a Louisiana law enforcement authority within the past 12 months.
4. The Parents and Third Party agree that the Third Party will make every reasonable effort to ensure that the visit does not disrupt any student at the School or any staff member in carrying out his/her educational responsibilities.
5. The Third Party agrees to respect the privacy rights of every person at the School, whether student, staff, or other individual. More specifically, the Third Party shall not record any observation relating to any other student or any educational service provider and shall not include or otherwise disclose the name or other identifying information of any other student in any written or verbal observations or reports.

6. The Third Party shall report to the School Principal or designee when entering and leaving the School. Should the Third Party be asked to leave the School premises, he/she shall do so promptly.
7. Observing in a ZCSD school/building is a privilege, not a right, and must conform to parameters established by the Principal, Director of Student Support Services, or designee, including appropriate attire and decorum. This includes, but is not limited to, talking, gesturing, and restrictions on the use of tobacco and electronic devices, possession of firearms, and other lawful orders or direction of ZCSD personnel in the performance of their duties.
8. The Parents and Third Party understand and agree that someone employed by ZCSD must, in most cases, be present during observation(s)/provision of services and that requests may be limited by availability of staff.
9. The Parents and Third Party agree that any visit by the Third Party is for educational purposes related to the parent's child only and that permission to observe is granted in consideration of the traditional model of parents and schools working together in the educational interest of the child. ZCSD reserves the right to terminate any visits/observations that become adversarial, promote the use of public property for private gain, or are otherwise used for unauthorized non-educational purposes.
10. Permission to observe does not carry with it approval to provide consultation, advice, or recommendations to school staff during such observation. Discussions with staff shall not take place during observations.
11. Consideration of any observations or recommendations for educational program changes may be discussed in the setting of an Individualized Education Plan (IEP) meeting and/or case management team conference as may be agreed to by the School Principal in consultation with the Director of Student Support Services.
12. For purposes of this Agreement only, the ZCSD agrees to provide opportunities for training to staff working with the above-referenced student, including defining and measuring behavior and linking instructional practices with behavior analytic principles.

The parties hereby confirm their agreement to adhere to the terms and conditions set forth above by signing in the spaces provided below. It is understood that failure to adhere to these provisions may result in denial of access to School premises and termination of future observations.

For ZCSD

Date

Parent

Date
