

OUTSIDE AGENCIES IN SCHOOLS

A substantial number of community agencies have staff providing services within the Worcester Public Schools. Many grants are written by outside agencies. Some include programs and/or services for students without the full knowledge of school officials. The Worcester Public Schools has a process in place to try to minimize the number of instances in which this happens. Principals must complete the Worcester Public Schools Partnership and Grant Development form (see attached) for every school-related grant activity. School Managers must approve these activities and sign the completed forms prior to any services and/or programs taking place in their schools. In addition, this form must be completed whenever any Worcester Public Schools employee writes a letter of support for an outside agency proposal. Please attach a copy of the support letter to the form and forward both documents to the Grants Office.

Also, a number of social service agencies and private vendors frequently request permission to come into the Worcester Public Schools to recruit and provide programs or services to students. Our policy requires written approval by the School Managers before any agency may deliver services, presentations or programs to pupils within the various schools (see attached Approval form). Among the reasons why this approval is necessary are:

- issues of School Department liability; (CORI checks, Fingerprinting),
- the interruption of State mandated student instructional time;
- the importance of active parental participation and understanding of the psychological and counseling services involving the child.
- programs and presentations must be researched based, and aligned with curriculum frameworks.

Principals must ensure that no agency or outside vendor is providing services to students for fees, including third-party payments, with the exception of school based health centers.

If you have any questions about this procedure, please contact your School Managers.