

# **432 USE OF RELATED SERVICE STAFF SUCH AS PERSONAL CARE ATTENDANTS (PCA), NURSES AND OTHER SERVICE PROVIDERS IN ALEXANDRIA PUBLIC SCHOOL DISTRICT**

## **I. PURPOSE**

The purpose of this policy is to clarify that the employment and assignment of all staff working with students in the District shall be solely the responsibility of the District.

## **II. GENERAL STATEMENT OF POLICY**

- A. Alexandria Public School District – No. 206 wishes to ensure the health, safety, and well-being of all its students, including students with disabilities. Consistent with ensuring this result, the employment and assignment of staff working with students in the school district shall be solely the responsibility of the District. Paraprofessionals/nurses and other service providers employed by the district shall be directed by and subject to supervision by the school district's administrative personnel pursuant to the district's personnel policies.
- B. Individuals providing services to students must be duly employed pursuant to the policies, practices and procedures of the District.
- C. Furthermore, paraprofessionals/nurses already employed by the district who accept a position as a PCA/nurse for a student he/she is presently assigned to as a school employee may be reassigned to another student.
- D. It is the policy of the District that the district is required to employ, train and supervise all personnel assigned to meet the educational, health, and safety needs of all school district students, including but not limited to those served by IEPs, IIPs, IFSPs, and 504 Plans.
- E. A private Personal Care Attendant (PCA) who is not a District full-time or part-time employee and is assisting a District student will be considered a visitor on school premises and must report to the identified location during the regular school day. The reporting procedure shall include:
  - Check-in process.
  - Approval to remain in building.
  - Securing of a visitor, volunteer or substitute employee identification tag
  - Report to identified location, or drop off the student(s) and then pick up the student(s) at the end of the school day.
  - Check-out process.
- F. A private Personal Care Attendant will not be allowed to ride on the District buses or other district transportation vehicles.

Policy Adopted: January 22, 2007  
Policy Revised: September 18, 2017  
Alexandria Public School District - No. 206  
Alexandria, Minnesota