

# FOX CHAPEL AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: CONTRACTED SERVICES

ADOPTED: May 10, 2010

REVISED: February 9, 2015

818. CONTRACTED SERVICES	
<p>1. Purpose</p>	<p>In its effort to provide cost-effective programs, the Board may need to utilize contracted services. The district will supervise and evaluate such services to assure their effectiveness. This policy is to assist the Board in maintaining qualified and legally certified services.</p>
<p>2. Definition SC 1205.6</p>	<p><b>Direct Contact with Children</b> - the possibility of care, supervision, guidance or control of children or routine interaction with children.</p>
<p>3. Authority SC 111 23 Pa. C.S.A. Sec. 6344</p>	<p>The Board is required by law to ensure that independent contractors and their employees who have direct contact with students comply with the mandatory background check requirements for criminal history and child abuse.</p>
<p>4. Guidelines SC 111.1</p>	<p><b>Independent contractors shall conduct an employment history review, in compliance with state law, prior to issuing an offer of employment to a candidate or prior to assignment of a current employee to perform work for the district. Failure to accurately report required information shall subject the candidate or employee to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate or employee to civil and criminal penalties. The independent contractor may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment of a current employee and may report the information as permitted by law.</b></p>
<p>3. Delegation of Responsibility SC 111 23 Pa. C.S.A. Sec. 6344</p>	<p>The Superintendent or designee shall ensure that all contractors submit a report of criminal history record information and an official child abuse clearance statement for each of the contractor's prospective employees prior to employment. The district shall maintain a copy of the required information.</p>
<p>SC 111, <b>111.1</b></p>	<p>Independent contractors and their employees shall report, on the designated form, all arrests and convictions as specified on the form. <b>Independent contractors and their employees shall likewise report arrests and/or convictions that occur</b></p>

<p>SC 111 23 Pa. C.S.A. Sec. 6344.3</p>	<p><b>subsequent to initially submitting the form.</b> Failure to accurately report such arrests and convictions may subject the individual to denial of employment/contract, termination if already hired/contracted, and/or criminal prosecution.</p> <p>All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the district <b>and who have direct contact with children, to notify the contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. Employees shall also be required to report to the contractor, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.</b></p> <p><b>If the contractor receives notice of such arrest or conviction notification that the employee has been listed as a perpetrator in the Statewide database, from either the employee or a third party, the contractor shall immediately report, in writing, that information to the school district.</b></p>
<p>Pol. 610</p>	<p>Mandatory background check requirements for criminal history and child abuse shall be included in all bidding specifications for contracted services.</p>
<p>SC 1205.6</p>	<p>Language shall be included in all bidding specifications for contracted services notifying independent contractors that failure to comply with this policy and the <b>requirements for background checks and reporting of employee misconduct</b> by an independent contractor shall lead to cancellation of the contract.</p>
<p>SC 1205.6</p>	<p>Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:</p>
<p>24 P.S. Sec. 2070.1a et seq</p>	<ol style="list-style-type: none"> <li>1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.</li> <li>2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.</li> </ol>
<p>Pol. 806</p>	<ol style="list-style-type: none"> <li>3. District policy related to reporting of suspected abuse and sexual misconduct.</li> </ol>
<p>SC 1205.6</p>	<ol style="list-style-type: none"> <li>4. Maintenance of professional and appropriate relationships with students.</li> </ol> <p>Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.</p>

	<p>Failure to comply with this policy and the background check requirements by an independent contractor shall lead to cancellation of the contract.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 111.1</p> <p>Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 610, 806</p>
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