



AGREEMENT FOR OUTSIDE AGENCIES PROVIDING SERVICES TO STUDENTS 2026-2027

The following policy applies to any agency that is not affiliated with Mainspring Academy providing services to our students including, but not limited to: ABA, Health and Behavioral Services, Speech Therapy, Occupational Therapy, Physical Therapy, Mental Health Counseling, Psychological Testing, and Medical Services. These policies and procedures will allow Mainspring Academy to monitor who our students are with, how long they are with them, and where they are with them on our campus. We also want to ensure that classroom instruction is not disturbed.

This policy, with the exception of Department of Child and Family Services Workers and school district personnel working with a district placed student, is to be followed when allowing outside agency access to students on Mainspring Academy's campus.

Step 1: Before entering Mainspring Academy to provide services to any student, all providers must complete a screening and be deemed "eligible" by the ACHA Clearinghouse. Any associated costs of screening fall to the provider or their agency of employment. Mainspring will complete an agency screening under our clearinghouse account and add the eligible provider to our roster as a contractor.

Step 2: The parent/guardian of the student who will receive services from the outside agency must fill out and sign a provider approval form for each entity that will provide services on Mainspring Academy's campus. This form will include the entity name, supervisor name, and contact information. If a new team member is added to the team, it is the clinic's responsibility to contact the Operations Manager and student's parent to notify of the addition.

Step 3: The treatment plan must be submitted to Mainspring Academy for review by our BCBA and other relevant staff prior to the first session at Mainspring Academy. For ABA treatment plans that include a punitive consequence or other non-standard interventions, prior approval must be granted by Mainspring before it is implemented within the school.

Step 4: Case manager will schedule team meetings before or after the school day with the classroom staff and administrators, as needed, to discuss progress and current concerns. In-depth discussions related to treatment should not take place during learning times.

Once those steps are completed, the following procedures should be followed while the student is provided services on Mainspring Academy's campus. Please initial each number after read:

1. _____ All providers will sign in at the reception area of the school and provide identification upon request. Sign-in information will include date/time of arrival and the initials of the student they are there to see. Additionally, providers will sign out and indicate time as they leave. Failure to sign in or out may result in a revocation of school access privileges.
2. _____ The outside providers' role at Mainspring Academy is to facilitate interventions that improve the student's success in the educational setting. Teachers are expected to be respectful towards the provider just as the provider should respect the teacher and the way their classroom is run.
3. _____ Services may be provided within the classroom, however, the classroom schedule should be followed. If the therapist would like to provide 1:1 services that do not follow the classroom schedule, the provider should do so in an available area outside of the classroom. Providers should collaborate with the teacher on the best times for the student to be pulled from class. The cafeteria (outside of lunch hours) and any spare rooms may be used for 1:1 therapy if not previously booked. Other rooms such as the kitchen, computer lab, and sensory room, are not available for individual services due to classroom scheduling unless the student's class is currently occupying that room. Prior to taking the student to the therapy room, the provider is required to notify the teacher. Schedules for break-out rooms will be posted outside the door of that room.
4. _____ Student dignity is the highest priority at Mainspring Academy. Staff and outside providers should always be respectful of the student's privacy (ex: when taking students to the restroom, door should not be fully open but can be propped). Openly mocking/overly sarcastic remarks, video/snapchatting students and/or their behaviors will not be tolerated. Providers are expected to always behave in a professional manner.
5. _____ Distractions or disruptions within the classroom will not be tolerated. This includes: excessive, loud, and/or unrelated conversation among staff, cell phone usage, interruption of teacher during a lesson, and eating/ordering meals. Meals are welcome to be eaten while clients eat their lunch in the cafeteria. While it is understood that certain providers require supervision, coaching and treatment plan discussion should take place outside of the classroom to minimize interruption. Providers are encouraged to schedule team meetings with Mainspring staff before or after the school day.



6. _____Leisurely cell phone and laptop use are not permitted while working with the student. Phone calls while providing services at Mainspring should be rare and should be taken outside of the classroom.
7. _____The provider will immediately report any concerns regarding safety, security, or staff concerns to the nearest administrator. In cases of non-emergency situations, an appointment must be scheduled to meet with a member of school administration.
8. _____Providers are not permitted on Mainspring's campus after 2:45 pm, without prior approval from the Head of School. At 2:45 pm all students should be in transit to home after school or with their parents.
9. _____Therapists are expected to be dressed in business casual attire aligned with the dress code required of Mainspring staff. This includes hems no shorter than 4 inches above the knee, sleeveless shirts at least two fingers in width, leggings only permitted with a top that reaches the hips, clean denim without rips, and shoes with backs. Use of headphones or earbuds while working with students on campus is not permitted.
10. _____Providers are expected to focus on the student they are providing services for and not to intervene in other students programming unless a student is exhibiting behaviors are put themselves or others at risk.
11. _____Providers are neither permitted to dispense any medication nor make final decisions regarding whether a student meets a predetermined PRN criteria for medication. Medication may only be given by med-certified Mainspring staff.
12. _____Providers should be aware that although they do not work for Mainspring, while on our campus their behavior and presentation is a reflection of our program. The School has frequent visitors, from stakeholders and prospective families and all adults are expected to conduct themselves to the highest level of professionalism.
13. _____Although a treatment plan may be provided by an outside entity, Mainspring Academy staff are not required to conform to that treatment plan if it is not conducive to the classroom environment and overall safety of the student. All staff within the school are highly trained in behavioral management, supervised by a BCBA, and are encouraged to make decisions based upon the care, welfare, safety, and security of the student.
14. _____Group supervision of multiple therapists by the case manager should first be approved by the school's BCBA. This style of supervision can sometimes be inadvertently disruptive to the classroom environment and needs to be taken into consideration out of respect for the classroom staff and students.
15. _____**Solicitation/Recruitment of Mainspring Employees:** Providers agree to refrain from soliciting/recruiting Mainspring employees for employment at their organization. If it is discovered that a provider agency is recruiting Mainspring employees for employment, that agency will have its provider privileges revoked for all employees working under their umbrella.
16. _____**Providers who are former employees:** In cases where former employees of Mainspring Academy begin working as a provider at a clinic or other agency, a period of 6 months must pass before the former employee can provide services within the school. Exceptions will be made on a case-by-case basis, under the sole discretion of the Head of School.
17. _____**Termination of Services:** Agencies are required to notify Mainspring if a therapist will no longer be providing services within 3 days of termination of services. This is a state regulation. Any deviation from this policy will result in suspension of agency access to Mainspring.
18. **ASSUMPTION OF RISK, WAIVER, AND AGREEMENT TO HOLD HARMLESS**
_____I UNDERSTAND THAT ENROLLMENT/ATTENDANCE/VISITATION AT A SPECIAL NEEDS SCHOOL SUCH AS MAINSPRING IS NOT WITHOUT RISK TO MYSELF AND SUPERVISEES DUE TO THE NATURE OF EXTREMELY AND INHERENTLY CHALLENGING AND UNPREDICTABLE BEHAVIOR FOR CHILDREN DIAGNOSED WITH DEVELOPMENTAL DISABILITIES AND EMOTIONAL DISORDERS. CHALLENGING BEHAVIORS TO WHICH SUCH PERSONS WILL BE EXPOSED ARE INHERENTLY DIFFICULT TO FORESEE AND/OR CONTROL AND MAY BE THE CAUSE OF INJURY, EVEN WHEN HANDLED WITH THE UTMOST OF CARE.

I, ON BEHALF OF MYSELF AND ALL SUCH PERSONS MENTIONED ABOVE, HEREBY WAIVE AND RELEASE MAINSPRING ACADEMY AND AGENTS FROM ANY AND ALL LIABILITY OF ANY NATURE FOR INJURY AND OR DAMAGE RESULTING FROM PROVIDING SERVICES AT MAINSPRING, SPECIFICALLY INCLUDING FROM THE ACTIONS OF SPECIAL NEEDS STUDENTS. I ASSUME THE RISK OF ANY DAMAGE, OR INJURY TO ANY SUCH PERSONS OR PROPERTY MENTIONED ABOVE, WHILE AT THE SCHOOL OR OTHER FUNCTIONS FOR OR RELATED TO THE SCHOOL, AND SHALL HOLD THE SCHOOL HARMLESS FOR ANY RELATED LIABILITIES, CLAIMS OR DAMAGES.



19. USE OF RESTRAINT AND SECLUSION

_____ SECLUSION AND RESTRAINT FOR STUDENTS AT MAINSPRING ACADEMY SHOULD ONLY BE USED BY MAINSPRING ACADEMY STAFF. IN CASES WHERE A PROVIDER FEELS AN IMMEDIATE THREAT OF SAFETY TO THEMSELVES OR OTHERS THEY SHOULD PROTECT THEMSELVES (IE; BLOCK AND REDIRECT, MOVE AWAY, ETC.) UNTIL MAINSPRING'S CRISIS TEAM CAN INTERVENE. RESTRAINT INCLUDES THE USE OF TRANSPORT FROM ONE AREA TO ANOTHER AND WILL ONLY BE PERMITTED DURING TIMES OF IMMINENT DANGER.

SHOULD THE STUDENT DISPLAY ESCALATED OR AT-RISK BEHAVIOR, THE PROVIDER MAY BE REQUESTED TO STEP BACK FROM THE SITUATION BY A MAINSPRING ACADEMY STAFF. AT THIS TIME, THE PROVIDER SHOULD GIVE FULL CONTROL OF THE SITUATION TO THE MAINSPRING STAFF MEMBER AND WILL FOLLOW THEIR LEAD.

PROVIDER ACKNOWLEDGMENT AND CONTACT INFO

By signing below, the provider understands that Mainspring Academy reserves the right to suspend or revoke access to students at any time if the provider does not adhere to this code of conduct. Please use an email that you check regularly so that you will stay informed of school closures, policy changes, and other news that impacts your work on campus.

This form is to be signed annually, and updated as needed during the school year, by the agency providing services.

Name of Agency _____

Title _____

Name of Provider _____

Contact Email _____

Contact Phone _____

Provider Signature _____ Date _____

Supervisor Name _____

Supervisor Email _____ Supervisor Phone Number _____