

LCISD Ag Contractor Process – LCISD Ag Barn

Initiation

- **CONTRACTOR STATUS IS RESERVED FOR THOSE THAT PROVIDE A TECHNICAL OR PROFESSIONAL SERVICE THAT IS NOT AVAILABLE FROM LCISD STAFF. ALL OTHERS WILL BE CONSIDERED VISITORS AND ARE SUBJECT TO THE POLICIES AND PROCEDURES SET FORTH IN *LAMAR CISD AG BARN FACILITIES POLICIES AND PROCEDURES*.**
- Ag Barn Manager requests from HS Campus Ag Project Supervision Instructor names of service contractors for barn projects. This will be done yearly prior to August 1 and December 1 of each school year.
- Prior to the two dates noted above, the HS Campus Ag Project Supervision Instructors can obtain information from potential service contractors from parents
- Ag Barn Manager and HS Campus Ag Project Supervision Instructors will meet to define potential service contractors for the barn.
- Ag Barn Manager will then make contact with potential contractors to discuss barn guidelines and obtain information that includes, but is not limited to, full name (including maiden name if applicable,), address, DOB, contact numbers and, if applicable, current School District employed with. This is done the first week of August/December. Only after the potential service contractor completes the state fingerprint requirements and is approved by LCISD will the contractor's information be placed in the LCISD contractor database.
- Ag Barn Manager will finalize the database and send the information to HS Campus Ag Project Supervision Instructors. It will also be given to LCISD Human Resources Department as needed.
- LCISD HR Department continuously reviews DPS database for contractor status resulting in approval or denial of services. An LCISD Contractor ID badge, valid for one school year, is assigned if they are approved.

Process for District Service Contractors

- The Ag Barn Manager will make contact with the potential service contractors and supply them with the state fingerprint information packet for completion.
- If a potential service contractor is a current Texas School District employee with LCISD or another Texas School District, LCISD and the Ag Barn Manager will work with them on the process they will need to agree to so they can obtain an approved contractor badge. This badge is only valid for one school year.
- Contractors are only allowed on the LCISD Ag Barn premises with prior approval from either the HS Campus Ag Project Supervision Instructors or the Ag Barn Manager. When approved by either party, all other parties must be notified when this visitor will be at the facility.
- If a service contractor is not approved as a School District Contractor for the LCISD Ag Barn, then the parent must take the animal to the service provider or coordinate with an appropriate time for the student's HS Campus Ag project Supervision Instructor to take the animal to the provider. Since these will typically be non-emergency situations, a two week advance notice is requested.
- The only time a contractor who has not been fingerprinted and state/District approved will be allowed to be at the LCISD Ag Barn is to provide services in the case of an emergency situation (i.e. emergency veterinarian services). This non-approved contractor must be accompanied by a District employee and the Ag Barn Manager and/or HS Campus Ag Project Supervision Instructor must be notified of the emergency situation.

Scheduling of Approved Contractors

- If services by an approved LCISD contractor are needed at the LCISD Ag Barn facility, the HS Campus Ag Project Supervision Instructor must contact the approved contractor to set-up an appointment.
- The parent along with the Ag Barn Manager is notified of the appointment time/date
- If a off-site visit is needed, the teacher must know of the need from the student/parent/guardian approximately two weeks in advance