



# ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURES

### GUIDELINES FOR PROVISION OF SERVICES BY EXTERNAL AGENCIES INCLUDING REGULATED HEALTH PROFESSIONALS, REGULATED SOCIAL SERVICE PROFESSIONALS AND PARAPROFESSIONALS (Policy Statement: Protocol for Partnerships with External Agencies ofr Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals)

#### Purpose

*May the God of steadfastness and encouragement grant you to live in harmony with one another, in accordance with Christ Jesus, so that together you may with one voice glorify God and Father of our Lord Jesus Christ.. (Romans 15:5-6)*

This Administrative Procedure will provide the schools in ALCDSB with a guideline for creating and implementing partnerships with external agencies to support student success supplemental to support services already provided by board staff. ALCDSB recognizes that partnerships are integral to the education of its students. The goal of any educational partnership must be to positively impact student learning and well-being.

Successful educational partnerships adhere to the intent of the policies and regulations within the Education Act, Ministry of Education PPM 149, and the ALCDSB Policies and Procedures. Therefore will develop guidelines that:

- are consistent with the Catholic graduate expectations
- engage the community in education and help students make connections with the “real-world”
- are built upon mutual trust, respect, and an appreciation of each other
- are reviewed and assessed at regular intervals
- embrace a variety of activities and services
- engage and share knowledge , expertise and experience to develop competent, with confident, young Catholic people

#### References

*ALCDSB Policy: Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals.*

*Ministry of Education Policy/Program Memorandum 149*

*The Education Act*

## **Procedures**

1. Any new potential external partner will be required to complete an *Application for Consideration of an External Partnership/ External Partnership-Supplemental Student Services Form (Form A)*
2. The school Principal will contact the Superintendent of School Effectiveness responsible for Special Education regarding the involvement of outside professionals in programming or providing supports to students.
3. The Superintendent of School Effectiveness will establish that the Coordinator of Student Services is the lead person in this collaborative process and the Coordinator will provide guidance to the school Principal.
4. The Principal will gather appropriate forms and documentation including informed written consent from parents and share with Coordinator of Student Services.
5. All professionals will provide proof of a recent Criminal Background Check, proof of qualifications with professional College where applicable and proof of liability insurance.
6. The school Principal will monitor the operational activities of the professionals while on school property (per the *Education Act*).
7. The professional does not direct staff, including Educational Assistants.
8. The professional will schedule all visits to the school with the school Principal or delegate.
9. Clinical supervision of the external provider's staff who are not registered with a College will be provided by the external provider's College registered supervisor under whom the external staff member works.
10. Chiefs of Psychological Services, Social Work Services, Occupational and Physiotherapy Services and Speech-Language Pathology Services are available to consult with the Principal regarding issues of professional conduct, service delivery and quality assurance.
11. Given the scarcity of space and material resources, any need for space and material resources by the external provider must be clearly articulated and approved. Space for Board staff to execute their duties will be ensured prior to offering space to external providers.
12. The Superintendent of School Effectiveness and the Coordinator of Student Services and two other representatives from the Board will form a joint advisory committee which will be convened in the event of a disagreement between parties to participate in a conflict resolutions process.
13. The Superintendent of School Effectiveness responsible for Special Education may terminate the involvement of the outside professional if there is a breach in any of the guidelines or for any other reason deemed appropriate by the School Principal in collaboration with the Superintendent.
14. All external providers agree to adhere to the Board's standards of confidentiality, equity and human rights.
15. The Board is not responsible for any loss arising from any act or omission on behalf of the partnership organization.

## **Appendices**

Appendix 1: Eligible Categories of Professionals and Paraprofessionals

Appendix 2: Existing Protocol Agreements with External Agencies and Algonquin and Lakeshore Catholic District School Board

## **Forms**

Form A: Application for Consideration of an External Partnership/ External Partnership-Supplemental Student Services Form

Approved: December 15, 2009