

3101: INTERAGENCY AND VISITING PROFESSIONAL PROTOCOL (AP)

Approved: 88 11 01

Amended: 17.12 12

Amended: 22 02 08

POLICY

School District 70 acknowledges the benefits when home, school and visiting professionals collaborate to wrap supports around a student.

Objectives:

- To provide a protocol for opportunities for visiting professionals and school staff members to share information and to support the development of plans
 - for successful student transition into the school and
 - for continued coordinated planning (home/school/community) as a student with unique needs, progresses in school.
- To clarify roles and responsibilities

Definitions:

Interagency Support Professionals: i.e. Pediatrician, MCFD or USMA Social Worker, CYMH or USMA Mental Health Clinician, MCFD Probation Officer, qualified Community Based Counsellor

Private Professionals: Some parents/guardians hire private professionals in the community to support their child at home i.e. Occupational Therapist, Physiotherapist, Speech Language Pathologists, Behavioural Consultants, private Counsellors.

Paraprofessionals: i.e. Family Support Workers, FASD Key Workers, Behavioural Consultants who may not hold the same level of professional credentials or belong to a professional college. Note: parental/guardian requests for community based paraprofessional involvement in school, will be examined with higher rigor.

Common Understandings:

- MCFD, CYMH, USMA employees and Medical Doctors agree and sign their own professional code of ethics; submit to and pass regular criminal record screening; and demonstrate they meet educational qualifications before they are hired. Therefore, it is not necessary for these visiting professionals to submit a criminal record check or to sign a confidentiality agreement with SD 70.
 - **MCFD, CYMH, USMA employees and Medical Doctors will be fast-tracked to support SD 70 students whenever possible. These employees are automatically vetted and with permission of the parent, school administrator and relevant**

school staff, may proceed with scheduling a date/time. Admin will be provided with current MCFD and USMA staff lists.

- Note at times some agencies hire private contractors who request access to SD 70 students during the school day with parent/guardian permission. Administrators should request their business card then consult with the Director of Inclusive Education. The qualifications and a current criminal record check will need to be validated by the Director of Inclusive Education before permission is granted for private contractors to have access to observe or support SD students during the school day.
- Other Community Resource Agencies may be available to provide support to SD 70 students during the school day, especially at the High School level. The Director of Inclusive Education will liaise with these agencies to monitor and guide the vetting process.
- Criminal Record checks will be required for private and paraprofessional visitors if the parent/guardian requests they work one-one with the student at school. **Note: A criminal record check is not a requirement for MCFD, CYMH,USMA employees or for Medical Doctors.**

Process:

1. Parents/Guardians may make a request to the School Administrator that a visiting professional:
 - a. attend a School Based Meeting-i.e. Transition, School Based Team, Individual Educational Plan and/or Integrated Case Management Meeting. (No special permission is needed if the parent/guardian is also in attendance. If the parent/guardian is not in attendance, the *SD Permission to share information form* needs to be completed by the parent/guardian before the meeting is held).
 - b. observe their child in class during the school day. (Parent/Guardian to complete Appendix I – Parental/Guardian Request for Visiting Professional and deliver it to the School Based Administrator at least three weeks before the desired visit).
 - c. provide community support-i.e. counselling provided by an outside agency or private contractor at school, during the school day. (Complete the attached request form and deliver it to the School Based Administrator at least three weeks before the desired visit).
2. The School Based Administrator will discuss the request with school staff (i.e. IST, classroom teacher, counsellor) before forwarding the request document to the Director - Inclusive Education.
3. A District list of vetted community agency employees and private contractors will be maintained by the Director – Inclusive Education. If an Agency or Professional visitor is not on the current list, the Director – Inclusive Education will contact them to verify qualifications and determine if a criminal record check is required.
4. If a School Administrator and school staff support the request and if the visiting professional has been vetted by the Director of Inclusive Services, the parent/guardian will be notified that

the visitation process can proceed, and the Administrator will then coordinate the meeting date/time.

5. If a School Administrator and staff members do not support the request or if the professional has not been vetted by the Director of Inclusive Services, the parent/guardian will be notified and provided with the rationale.
6. Approved visiting professionals/paraprofessionals will arrange a date/time for the school visit with a school Administrator.
7. Visiting Professionals who are **not** employees of MCFD, CYMH, USMA or a Medical Doctor, will be expected to read/agree and sign a *Confidentiality and Non-Disclosure Agreement* before observing or supporting an SD 70 student.
8. Upon arrival to school, the visiting professional will sign in at the office then be escorted to the location the observation/meeting is to take place.

AP 3101: Appendix I – Parental/Guardian Request for Visiting Professional

(To be completed by the parent/guardian and submitted to a School based Administrator three weeks before the desired visitation)

Date: _____ School: _____ Grade: _____

Student Name: _____ Classroom Teacher: _____

Parent/Guardian Name: _____

Phone: _____ email: _____

Visiting Professional or Paraprofessional Name, Job Title, Agency name, Contact phone number and email address (recommend a copy of their business card be attached).

Rationale (The why or what behind this request.)

What information do you hope to gain?

Approximately how many visits/observations are you requesting and what is the timeframe of your request?

Parent/Guardian Signature

____ Approved by the Director of Inclusive Education

____ Not approved by the Director of Inclusive Education

Rationale: _____

Director of Inclusive Education Signature

Date

AP3101: Appendix II - Confidentiality and Non-Disclosure Agreement

To be read, agreed upon and signed by Visiting Professionals or Paraprofessionals as a condition to observe or to work one-one with an SD 70 student.

(MCFD/CYMH, USMA employees and Medical Doctors are exempt from this requirement.)

1. I will hold all confidential and personal information in trust and strict confidence and will only use this information for the purpose as agreed upon between the parent/guardian and SD 70.
2. I understand the privacy rights of others at all times, and I will maintain any confidential personal information strictly confidential in both professional and social situations.
3. I will comply with all Privacy Laws and Regulations that apply to the collection, use and disclosure of personal information.
4. Although School staff will work and plan collaboratively with approved visiting professionals and paraprofessionals, it is not appropriate for the visiting professional/paraprofessional to comment on or to make recommendations regarding SD 70 staff practice to parents or to other SD 70 staff.

I fully understand and agree with the expectations as outlined above.

Visiting Professional Name: _____

Visiting Professional Signature: _____ Date: _____

Witness Name: _____ Date: _____

Witness Signature: _____

Administrators will keep the parent/guardian request with this Confidentiality Agreement in their Visiting Professional/Paraprofessional file at their school site.