

## **PROTOCOL FOR COMMUNITY SERVICE PROVIDERS**

### **Background**

Collaboration between professionals is in the best interest of the child and family. Input from other service providers can be valuable to a student's school-based team. Whereas the relationships with, and the services provided by, non-District professionals are valued, the District is bound by existing mandates for safety (including criminal record checks), liability and contractual agreements (e.g. contracting out). This procedure is also intended to supplement professional codes of ethics and co-therapy guidelines that may exist for individual professions. Written consent for the release of confidential information from the student's parent needs to be provided to the student's case manager before collaboration can occur.

### **Procedures**

1. When requesting an opportunity to collaborate:
  - 1.1. Community service providers must contact the student's case manager.
  - 1.2. The case manager directs the community professional to make phone contact with the professional of the same discipline on the student's team. (SLP, PT, OT, ASD Helping Teacher, BIS Coordinator, Psychologist, Counselor, Vision Resource and Deaf and Hard of Hearing Resource Teacher)
  - 1.3. A discussion takes place between the two professionals.
  - 1.4. On occasion, the outside agency professional may request a classroom observation. District professionals are asked to provide opportunities for collaboration/observation outside the classroom. (I.e. IEP meetings, after or before school meetings, phone conversations, etc.)
  - 1.5. Any direct sharing/demonstrating or therapy of information must be done with a professional from the District.
2. If a meeting is scheduled:
  - 2.1. A written record of the meeting will be kept by District staff and provided to participants.
3. Notes and Reports:
  - 3.1. Notes and reports from community professionals are to be directed to the appropriate District professional.
4. Individualized Education Plan (IEP) Meetings:

4.1. The time allotted for the student's team to develop an IEP is limited. For sharing of reports or assessments, a separate meeting will be arranged as outlined above.

Reference: Sections 9, 17, 20, 22, 65, 79, 85 School Act  
Child, Family and Community Services Act  
Health Act

Adopted: November 2019

Revised: