



Outside Agency Involvement Administrative Procedure 3.B.117

3.0 Programs and Services
3.B Student Services

Board Governance Policy Cross Reference: 1, 2, 3, 14

Legal Reference: The Public Schools Act (Manitoba); The Public Schools Amendment Act (Appropriate Educational Programming) S.M. 2004, proclaimed October 28, 2005; Appropriate Educational Programming Regulation 155/2005

Further Information: Standards for Appropriate Educational Programming in Manitoba 2023

Date Adopted: February 2019

Date Amended: July 2024

1. Evergreen School Division recognizes that external agencies and service providers provide much needed help for many students in Evergreen School Division. Some are private while others are community based such as the AFM, the IERHA, the IWRC.
2. It is preferred that students who are involved with outside agencies, do so during non-school hours, off-site. Doing so maintains greater confidentiality for the student and his/her family and maximizes school hours for learning.
3. If an outside agency wishes to visit a student/school, they have the responsibility to contact the school Principal to request a visit and may only visit the school once they have received permission to do so.
4. In making this decision, Principals should consult their school Student Services Team (Resource Teacher, Guidance Teacher), the Student Services Administrator and/or the Superintendent.
5. Schools need to ensure all paperwork (release of information, parental permission, etc.) is completed beforehand. Involvement of an outside agency in schools should be based on the personal, social, educational and career needs of the students, keeping in mind their best interests.
6. It is important that these agencies or providers work in collaboration with school personnel, other professionals, and parents as part of an overall plan for the student.
7. If a student under 18 is involved with an outside agency, without parental knowledge and/or consent, it is essential that Principal involve the ESD Student Services Coordinator in making the determination about allowing visits at school, or during school hours. In most circumstances, as a school system, we work in collaboration with parents as we don't want to make decisions that could potentially damage that relationship or leave the Division vulnerable in terms of liability.
8. Public Health Nurses and IERHA Nurse Practitioners are permitted into our schools to support students regardless of the student's age, with or without parental knowledge. These professionals are responsible for contacting parents / guardians as appropriate based on the professional guidelines and ethical standards set by their profession and/or employers.
9. Outside agencies that want to provide transportation to their services/to alternate locations, during school hours, cannot be used without parental consent/knowledge due to liability reasons.
10. Evergreen School Division Student Services maintains a list of service providers and can provide students/parents/guardians with such upon request.

11. Outside agencies involved with students on our premises during the school day are expected to observe the following protocol.

Outside Agency Involvement Protocol

Outside agency specialists/workers:

- I. May observe the student in their class according to a pre-established schedule, with teacher and parent(s)' permission
- II. May take notes on student behavior and interactions according to goals outlined in the IEP
- III. May write reports identifying suggestions to enrich learning goals; these reports are to be shared with the school Principal/school team
- IV. May meet with the school team and/or Student Services Divisional team, as needed, to share comments/observations
- V. May participate as the family's guest at the school IEP meetings
- VI. Must inform student(s) of the purposes, goals, techniques, and specific policies under which they may receive counselling, at or before the time when the counselling relationship is entered; such information includes concerns about confidentiality, legal restraints on the counselor, and the possible necessity for consulting with other professionals
- VII. Must maintain confidentiality as per governing legislation
- VIII. Must not conduct private counselling business (private counsellors) on school premises during school hours:
 - a. May be permitted to see students but are to do so at logical breaks so as not to interfere with school programming and only after consultation with the school guidance counsellor regarding best time to meet

Outside agency specialists/workers are not allowed to:

- I. Observe or talk to a student without the school Principal's permission
- II. Talk to teachers about a student without a member of the school Student Services Team being present
- III. Talk directly to school support staff
- IV. Submit written documentation that identifies school staff by name or that comments on staff performance
- V. Speak for the family
- VI. Act on behalf of ESD Divisional specialists

Any outside agency specialists/workers coming into the school must:

- I. Sign in at the school
- II. Have identification and provide such upon entering the building
- III. Check in with the principal/guidance counsellor/resource teacher
- IV. Have written permission from parent on file (shared with school)
- V. Adhere to school rules and regulations
- VI. Complete all necessary paperwork (Release of Information, etc.) in accordance with governing legislations and ESD procedures

Specific to CHILD AND FAMILY SERVICES (CFS) visits:

- I. For urgent matters such as the investigation of potential child abuse, CFS social workers need not communicate regarding visit ahead of time
- II. For non-urgent matters, such as checking in with a student on their caseload, it is preferred but not required that CFS social workers communicate regarding visit ahead of time
- III. CFS social workers are allowed to meet students alone, without school representation
- IV. CFS social workers must identify themselves at the office, provide identification and inform school Principal (or designate) of reason for visit
- V. School Principal must provide a safe and confidential space for the visit
- VI. School Principal may respond to worker's questions about student
- VII. School Principal may request information about the student/case
- VIII. CFS social workers are required to do in person checks of children in their care; schools are not to do this nor sign any documentation around this