



Involvement of External Providers in Student Planning and Support 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, Freedom of Information and Protection of Privacy Act (FIPPA); Personal Health Information Act (PHIA)*

Further Information: Standards for Appropriate Educational Programming in Manitoba 2023

Date Adopted: February 2019

Date Amended: July 2024, **November 2025**

1. Purpose

Evergreen School Division recognizes that external services and community partners can provide valuable support to students with complex needs. This administrative procedure outlines expectations and required processes for involving external service providers in schools in a manner that protects student confidentiality, maintains clear communication pathways, and aligns with division policies and priorities.

2. Principles

1. The school and division hold primary responsibility for student learning, well-being, and planning.
2. External supports must complement—not replace—school programming or divisional services.
3. All external involvement must follow Evergreen procedures and respect school schedules, staff roles, and student confidentiality.

3. Access to Students and Schools

1. External service providers are not permitted to visit or work with students on school premises without prior approval from the Principal.
2. Parent/caregiver consent must be obtained in writing before any external involvement begins.
3. Principals will consult with Director of Programs and Student Services or Superintendent prior to confirming access.
4. Access may be denied or restricted if it conflicts with school schedules, student safety, or divisional priorities.

4. Collaboration and Communication

1. External service providers must coordinate all school-based involvement through the Principal or designate.
2. Recommendations, observations, or written summaries from external providers are only to be made when specifically requested by the Principal or Director of Programs and Student Services.
3. Unsolicited reports or recommendations will not be reviewed or added to a student's file unless approved by the Director of Programs and Student Services for relevance and appropriateness.
4. Any recommendations received from external providers will be reviewed in consultation with divisional clinical staff and considered alongside school-based plans before any action is taken.

5. Referrals to External Agencies

1. Principals or designates must consult with the Director of Programs and Student Services before making any referral to an external agency on behalf of a student or family.
2. Referrals may only proceed after:
 - Review of student needs and existing supports by the school team and clinical staff, and / or
 - Confirmation from the Director of Programs and Student Services that an external referral is appropriate.
3. Conversations with families about external referrals must occur *after* divisional approval is granted.
4. Schools must document the rationale for any external referral, including which in-school resources have already been explored.
5. Schools must not bypass this procedure by referring families directly or encouraging contact with outside agencies without division consultation.

6. Boundaries and Role Clarity

External service providers **must not**:

- Suggest or influence school- or division-level programming or staffing beyond what may be requested by the Director of Programs and Student Services
- Provide direction to school staff, including Educational Assistants
- Contact students without school coordination or parent consent
- Comment on or evaluate school personnel or policies

7. Documentation Requirements

Before external involvement takes place on school property:

- Parent/guardian consent must be signed
- A release of information must be on file
- The purpose, scope, and duration of involvement must be clearly outlined

8. Conduct Expectations for External Providers

External providers must:

1. Sign in at the school office and wear visible identification
2. Follow all school and division expectations regarding conduct, confidentiality, and safety
3. Work in assigned or supervised locations only

9. Termination or Restriction of Access

The Principal or Director of Programs and Student Services may:

- Terminate access at any time for failure to adhere to this procedure
- Restrict or reschedule access to prioritize instructional time or school capacity