
Board Governance Policy Cross Reference: [1, 12, 13](#)

Administrative Procedures Cross Reference:

[Appropriate Educational Programming and Inclusion](#)

[Child Protection and Child Abuse](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Appropriate Educational Programming Standards for Student Services \(2006\)](#)

[The Child and Family Services Act](#)

[The Manitoba Human Rights Code](#)

[The Public Schools Act \(Appropriate Educational Programming\)](#)

The Interlake School Division recognizes that external agencies and service providers provide much needed assistance for many students. Some are private while others are community based; such as the Regional Health Authority and Child and Family Services.

All programs required by either provincial or federal acts will be allowed in schools. The school will inform the Superintendent's Department of any such programs, i.e. inoculations, etc.

It is preferred that students who are involved with outside agencies, do so during non – school hours and off-site. Doing so maintains greater confidentiality for the student and his/her family and maximizes school hours for learning.

If an outside agency wishes to visit a student/school, they have the responsibility to contact the principal or designate to request a visit and may only visit the school once they have received permission to do so. In making this decision, principals should consult their school Student Services Team (learning support teacher, counsellor), Division Student Services staff and/or Senior Administration.

Schools need to ensure all paperwork (release of information, legal guardian 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. It is important that these agencies or providers work in collaboration with school personnel, other professionals and parents/guardians as part of an overall plan for the student.

If a student under 18 is involved with an outside agency, without legal guardian knowledge and/or consent, it is essential that the principal involve the Senior Administration in making the determination about allowing visits at school, or during school hours.

Outside agencies that want to provide transportation to their services/to alternate locations, during school hours, cannot be used without legal guardian consent/knowledge due to liability reasons.

Interlake School Division Student Services maintains a list of service providers and can provide students/parents/guardians with such upon request.

Outside Agency Protocol

Outside agency specialists/workers;

- may observe the student in their class according to a pre-established schedule, with teacher and legal guardian(s)' permission
- may take notes on student behavior and interactions according to goals outlined in the IEP
- may write reports identifying suggestions to enrich learning goals; these reports are to be shared with the principal/school team
- may meet with the school team and/or Student Services staff, as needed, to share comments/observations
- may participate as the family's guest at the school IEP meetings
- 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
- must maintain confidentiality as per governing legislation
- 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:**

- observe or talk to a student without the principal's permission
- talk to teachers about a student without a member of the school Student Services Team being present
- talk directly to school support staff
- submit written documentation that identifies school staff by name or that comments on staff performance
- speak for the family

- act on behalf of Interlake School Division specialists
- conduct private counselling business (private counsellors) on school premises during school hours

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

- sign in at the school office
- have identification and provide such upon entering the building
- check in with the principal/school counsellor/learning support teacher
- have written permission from legal guardian on file (shared with school)
- adhere to school rules and regulations
- complete all necessary paperwork (release of information, etc.) in accordance with Division procedures

Regional Health Authority

Interlake School Division allows Public Health Nurses in our schools, regardless of student's age, with or without parental knowledge.

Where the Division has approved health programs other than Manitoba Education programs in schools, the school will ensure proper notification and information is sent home. The onus is on the parent to contact the school in writing should they wish to opt out of, or opt into, the program (e.g. distribution of reproductive health supplies).

Child and Family Services

- for urgent matters such as the investigation of potential child abuse, CFS social workers need not communicate regarding visit ahead of time
- 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
- CFS social workers are allowed to meet students alone, without school representation
- CFS social workers must identify themselves at the office, provide identification and inform school principal (or designate) of reason for visit
- Principal must provide a safe and confidential space for the visit
- Principal may respond to worker's questions about student
- Principal may request information about the student/case

The Children's Advocate

The Children's Advocate may respond to referrals or requests for involvement and assistance from any person. At the school level, this could include teachers, principals, and guidance counsellors. Referrals are appropriate when a child in care, or someone else, believes that:

- a child's needs are not being met;
- a child's rights are not being protected;
- a case plan or decision affecting a child has been made without taking the child's viewpoint and/or interests into account or without considering all of the information relevant to the case.

Additionally, school personnel should assist any child in the care of Child and Family Services or an agency thereof who indicates a desire to communicate with the Children's Advocate. For example, depending on the age of the child, this assistance could be provided by either placing a call to the Office of the Children's Advocate on the child's behalf or, by providing a telephone for the child to use. In keeping with the powers and responsibilities under The Child and Family Services Act, the Children's Advocate may have access to and examine any school records which, in the opinion of the Advocate, relate to a matter being investigated by him/her. The Children's Advocate may also enter onto school property for purposes of communicating with a child in care who may be involved in an investigation or who has requested contact with an Advocate.