



AP 369 – EXTERNAL PROVIDER INVOLVEMENT IN SCHOOLS

PURPOSE

The purpose of this procedure is to outline the principles, background and protocol that Saskatoon Public Schools will follow, with respect to involvement of public and private third party providers in schools where such professionals are retained and/or compensated by parents/guardians.

The purpose of the protocol is to clarify the relationship between the school and the public and private third party service providers where:

- Parents/guardians have retained such community professionals to support their child and/or
- Staff from another agency and/or ministry request to observe and/or work with a student at school.

This protocol recognizes that parents/guardians, community health professionals and the school share a common goal to pursue, within their defined roles, the best interest of the child.

PRINCIPLES

It is recognized that it is the exclusive role of the school in partnership with parents/guardians, to be the primary providers of school based programs and services.

Schools have the right to determine and the obligation to provide education programs and services in schools as prescribed by The Education Act, 1995.

Saskatoon Public Schools provides a continuum of services. A description of special education programs and services is outlined in the Special Education document which is posted on the school board website.

School division staff work in partnership with parents/guardians to ensure that the needs of their child are identified, considered and met. To that end, collaboration with community agencies and private therapists is valued.

DEFINITIONS

1. **Direct Services:** Services delivered by Saskatoon Public Schools' staff such as teachers, educational assistants, counsellors, student services' staff and/or individuals contracted by Saskatoon Public Schools.
2. **Third Party Services:** Services delivered by individuals from an external organization. There are two types of third party services – public and private.
 - a. **Public third party services** - Public third party services are those delivered by staff from an agency or other public organization where needed and requested by Saskatoon Public Schools. This could also include not for profit charitable organizations. An agreement, memorandum of understanding or contract will detail the services provided and conditions related to the provision of those services.
 - b. **Private third party services** - Private third party services are those retained and/or paid for by parents/guardians. They have not been requested by Saskatoon Public Schools.



BACKGROUND

Some students may receive additional support through community agency staff or by private therapists/consultants hired by parents/guardians. These services may be beneficial to students, and can be offered to students in the home, community, or practitioner office setting.

Occasionally, schools receive requests from parents/guardians to have private third party services delivered in the school. Some examples of services that have been requested are:

- tutoring
- occupational/physical therapy services
- speech language therapy services
- music lessons
- assessments
- intensive behavior intervention

DIRECTION

1. Due to difficulties with ensuring student safety, liability, confidentiality, supervision, and availability of space within school buildings, private third party services delivered directly to students during the school day are not allowed in the school setting unless specifically allowed under this procedure.
2. .
 - 2.1. Private third party professionals may at the sole discretion of the school division be permitted in schools solely for observation, where this assists the privately retained professional or community agency staff to set appropriate goals for the child in non-school environments and to ensure consistency of programming outside the school environment.
 - 2.2. The following conditions must be met before a private third party professional is permitted in a school:
 - 2.2.1. A request by a private third party professional or community agency staff to observe a student in a classroom must be made to the school Principal (Appendix A).
 - 2.2.2. The school Principal will determine if the requested observation can be carried out in such a manner that it:
 - 2.2.2.1. will not negatively impact the educational environment
 - 2.2.2.2. will not interfere unduly with the privacy rights of other students and staff
 - 2.2.3. If approved, the Principal will sign off on the request.
 - 2.3. The school Principal will determine and schedule the number and duration of third party requests in an effort to minimize the disruption to the delivery of the instructional program.
 - 2.4. If parents/guardians wish school staff to share information about the student with the private therapist or agency, the parent/guardian must complete a 'Consent to Release Information' form or Appendix A. Students over 15 years of age of sufficient maturity must also sign the consent.
 - 2.5. Privately retained professionals or community agency staff must be accompanied by, or in the presence of, a Saskatoon Public Schools' employee at all times during their school visit.
 - 2.6. A privately retained professional or community agency staff must keep confidential any personal information obtained about other students, teachers or staff while observing a particular student in a



classroom, in accordance with relevant legislation including The Education Act, 1995, and the Local Authority Freedom of Information and Protection of Privacy Act, and other relevant privacy information in accordance with the terms set out in the Request for Classroom Observation (Appendix A).

- 2.7. Privately retained professional or community agency staff member who makes a classroom visit for the purpose of observation must provide a complete copy of the written report of the observation to Saskatoon Public Schools. A copy of the report will be placed in the child’s cumulative folder.
3. Private third party providers may be invited to attend meetings with parents/guardians only when the school Principal or Superintendent determines that such attendance is in the best interest of the child. When invited, the third party provider will be required to observe the directions of the Principal or Superintendent with regard to their participation in the meeting.

QUESTIONS REGARDING REQUESTS FOR INVOLVEMENT OF COMMUNITY AGENCY STAFF OR PRIVATELY RETAINED PROFESSIONALS

Questions or concerns regarding requests for involvement of community agency staff or private professionals should be directed to the Superintendent with responsibility for Student Support Services.

Reference: Section 85, 142, 367, The Education Act, 1995
Date Last Revised: December 19, 2016



APPENDIX A – REQUEST FOR CLASSROOM OBSERVATION

Date: _____

Dear Principal,

RE: _____ (name of student)

I _____ hereby apply to attend at _____
Professional/Agency Name of School

to observe _____ in the classroom on _____
Student's name Date

Terms and Conditions:

1. I understand the purpose of the visit is for classroom observation only in order to assist in setting appropriate goals for the child in non-school environments.
2. I understand that the school division and the school retain responsibility for the educational program of the student.
3. I will not review or comment on the performance of the teacher, or other school and/or division staff and will not interrupt the flow of instruction.
4. I will keep confidential any information I observe or otherwise learn about regarding staff and/or other students. I will not make any specific comments about students or staff in oral or written reports.
5. I will provide a copy of the written report regarding the observation to the attention of the school Principal for inclusion in the student's cumulative file.

I agree to the Terms and Conditions as set out above.

Professional/Agency Date

I agree to the application as set out above and the Terms and Conditions.

Parent/Guardian Date

I agree to the application as set out above and the Terms and Conditions.

Principal Date

Consent to Release Information (if applicable)

I authorize Saskatoon Public Schools to release information to the agency listed above.

Parent Date

Student (over 15) Date

Cc: Parent/Guardian
Cumulative Record
Third Party Provider