



SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

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ADMINISTRATIVE PROCEDURES AND GUIDELINES APG # HR 25

Protocol with External Agencies for the Provisions of Services by Regulated Health Professionals, Social Service Professionals and Paraprofessionals

1. Intended Purpose:

The Sudbury Catholic District School board (School Board) supports collaborative relationships that are consistent with its vision and mission statements and existing policies and procedures. Service agreements are recognized as mutually beneficial and supportive arrangements between a school board and an external mental health, physical health or social service agency, professional or paraprofessional. The intent of these collaborative relationships is to enhance or expand opportunities for student success and student well being.

2. Definitions:

- 2.1 **External Agency:** An organization, external to the School Board, that employs regulated health professionals, regulated social services professionals and professionals.
- 2.2 **Board Staff:** Includes unionized and non-unionized school board employees
- 2.3 **Professional Student Services Personnel and Paraprofessionals:**
- a) Audiologists, as defined by the *Audiology & Speech-Language Pathology Act*, 1991
 - b) Speech-Language Pathologist, as defined by the *Audiology & Speech-Language Pathology Act*, 1991
 - c) Occupational Therapists, as defined by the *Occupational Therapy Act*, 1991
 - d) Physiotherapists, as defined by the *Physiotherapy Act*, 1991
 - e) Social Workers, as defined by the *Social Worker and Social Service Act*, 1998
 - f) Psychologists, as defined by the *Psychology Act*, 1991
 - g) Psychological associates, as defined by the *Psychology Act*, 1991
 - h) Paraprofessional is defined as a person trained to assist a doctor, lawyer, teacher, or other paraprofessional, but not licensed to practice in the profession. (*source: Dictionary.com*)
 - i) Other required professionals and/or paraprofessionals who are deemed by the School Board to be essential for the delivery of programs and services for students with special needs
 - j) Any future regulated categories will be covered by this protocol

Effective Date: June 17, 2013

Revised Date:

2.4 Professional Services Agreement: A formal, written document which outlines the terms and conditions of an external service agreement that is signed prior to the implementation of the proposed activities of the external agency.

3.0 Responsibilities

3.1 Superintendent (or designate):

- **Manage this APG's review.**
- **Manage the evaluation of related programs and services, in consultation with external agencies and professionals/paraprofessionals.**
- **Review and approve all Professional Services Agreements.**

3.2 Principal: Organizes and manages the school, per the *Education Act*.

3.3 Members of Regulated Colleges (Staff from the external agency): Provide supervision of paraprofessionals from the external agency.

4. Programs and Services currently being delivered by Sudbury Catholic District School Board Staff:

- 4.1 ***Social Worker*** offers a variety of services including: student advocacy, individual & family assessments, consultation, crisis intervention, individual counseling, group work, liaise with community professionals, and assist with referrals to community resources.
- 4.2 ***Attendance Counsellor*** works with staff and students to ensure that student absences do not inhibit effective learning. As required, the attendance counselor will communicate with students for finding effective solutions to their attendance difficulties, will be a source of discipline to those who do not heed to warnings, and will hold conferences between students, parents and teachers to discuss issues associated with poor attendance.
- 4.3 ***Speech-Language Pathologist*** offers a variety of services including: formal/informal assessments, classroom observations, consultation with classroom staff & families in order to facilitate language development, liaise with community professionals, provide direct support to classes, programs and students. In addition, the Speech-Language Pathologist supervises the Communicative Disorder Assistant (CDA).
- 4.4 ***Communicative Disorder Assistant:*** provide speech and language therapy to children. In addition they perform speech and language screenings.
School
- 4.5 ***Child and Youth Workers*** offer a number of interventions such as: student advocacy, student behavioural assessment, liaison between home, school & community, short-term goal specific interventions, crisis intervention, consultation to school personnel, families and community professionals, develop & implement prevention & intervention strategies to meet individual, small group and classroom needs.
- 4.6 ***Early Childhood Educators*** work together with the classroom teacher to help young students learn during the regular school day. These educators have complementary skills that create a learning environment to support the unique needs of each child.

4.7 *Psychometrists* offer the following: comprehensive assessment & consultation serves to teachers, students and families with respect to the cognitive, academic and social/emotional/behavioural well-being of students. Assessment findings are used to develop program modifications/accommodations and strategies, and to recommend appropriate School Board and community resources/support services. Psychometrists assist with requests for assistive technology and also liaise with community agencies.

5. Programs and Services Currently being delivered by external agencies:

- A. Health support services are provided by the Community Care Access Centre (e.g., Nursing, Occupational Therapy, Physical Therapy, Speech/Language Pathology intervention)
- B. Mental Health supports are provided by Mental Health and Addictions Nurse
- C. Children's Aid Society follows up on protection concerns at school
- D. Greater Sudbury Police Service provides liaison officers in Sudbury Catholic District School Board secondary schools
- E. Child and Family Centre provides a clinician to run the school Preservation Program at St. David School
- F. A partnership with Child and Family Centre whereby a clinician is provided to run a day treatment program at St. Raphael School for students with severe behavioural needs
- G. A partnership with Children's Treatment Centre whereby therapies are provided on site for students with severe multiple health needs (Section 23 classroom at Health Sciences North, CTC site)
- H. Psychologist to oversee and supervise Psychometrists
- I. CNIB Orientation & Mobility Training
- J. Sudbury and District Health Unit provides the Triple P Parenting Program (a partnership of children's mental health, education and social services providers working together to offer families high quality parenting programs and individualized support and advice). Offers clinics and workshops on Healthy Eating, Healthy Weight, Substance Abuse, Pregnancy, Sexual Health, Tobacco, and Stress.
- K. Health Sciences North provides Mental Health and Addictions Services
- L. Sudbury Action Centre for Youth facilitates Youth Programs for ages 16-24, offers counselling and support, provide assistance with housing, evening meals, recreational activities at no charge and housing support. In addition, they provide a Peer Mentor Program.
- M. White Buffalo Road Healing Lodge: provides native studies, medicine wheel, smudges

- N. Better Beginnings/Better Futures : Our community development workers respond to the needs of the neighborhood, relieve stress through parental support, advocate on behalf of families within the school system, encourage child-adult interaction and provides information to emergency resources, educational, social and health services in the area. They offer programming and support to the many different cultures in the area and promote equal access for all socio-economic groups.
- O. Innovative Guitars: Music store that offers free music/guitar lessons for at-risk youth.
- P. Ontario Works provides a resume writing program to youth as well as information on housing, financial assistance etc.
- Q. YMCA Employment Services facilitates the Y-SAL program, which provides life skills, employment planning, support in job search and part-time employment for youth ages 14 – 17 years who are excused from school under a Supervised Alternative Learning Plan. In addition, they run a Summer Jobs Program for Youth. This provides 5 to 10 at-risk youth between the ages of 15 to 18 yrs, the opportunity to earn up to 2 cooperative education credits, while receiving paid employment, during a 6-week period during the summer.

6. Programs and Services that could be offered by School Board Staff but are not for financial reasons:

- 6.1 Psychologist
- 6.2 CNIB Orientation & Mobility Training

7. Required Documentation for A Professional Services Agreement:

- 7.1 A service agreement is a mutually supportive, reciprocal arrangement between the School Board and a community service provider. Collaborative relationships are most pertinent when developed as a collaborative and coordinated effort between the school staff; student services personnel and community partners.

8. Required Documentation for A Professional Services Agreement:

- 8.1 Description of External Agency:** provide name, address, history and funding base of external agency.
- 8.2 Description of Program:** a description of program title, program goals and expected outcomes. Include information on the following: format of intervention, specific grades, resources required, program timelines and contact person.
- 8.3 Informed Consent:** in cases where a student is withdrawn from the classroom, the agency shall provide the Board with details of the informed consent process, including a sample form. In cases of whole classroom support, the agency shall provide a sample letter to parents/guardians regarding service to be provided and name of person(s) delivering the *service*.
- 8.4 Sharing of Information:** External agencies are required to share relevant student information and complete appropriate student referral procedures should a student require further interventions following the completion of the program with external provider.

8.5 Police Reference Check-Vulnerable Sector Screening: In accordance with the *Education Act*, the Board shall collect a criminal reference background check (less than 6 months old) in respect of an individual before the individual becomes a service provider at a school site of the board. An offence declaration is required to be completed by the individual by September 1st of each year in which the individual is a service provider at a school site of the Board subsequent to his or her start date.

8.6 Proof of Insurance: External providers must carry their own insurance, which includes professional malpractice coverage (minimum of \$2,000,000) to insure against civil litigation alleging incompetence, professional errors, omissions or charges laid by professional colleges or parents/legal guardians.

8.7 Qualifications/Supervisory Relationship: External agency staff who are members of a regulated professional college must include: current qualifications as relevant to the services to be provided, current membership in the relevant regulated college and declaration of delivery of services in accordance with professional standards of practice. External agency staff who are paraprofessionals must include; evidence of work under the clinical supervision of staff from the external agency who currently holds memberships in the relevant regulated college; evidence of supervisor's membership in the relevant regulated college; details of the paraprofessional's role, responsibilities, name of immediate supervisor, and supervision plan.

8.8 Evaluation: The School Board, external agencies and paraprofessionals must collaborate on the evaluation of programs and services provided and review annually.

8.9 Finances: Statement of fees or payment is required prior to the approval of the agreement.

8.10 Termination of Agreement: The terms of termination should be specified in each service agreement. It will be understood that the Board may terminate access to the school premises of the external Professional/Paraprofessional/Supervisor at any time. It will also be agreed that the external agency, the school or the Sudbury Catholic District School Board may terminate the service agreement on the giving of 30 days notice.

9. References and Related Administrative Procedures and Guidelines (APGs):

9.1 Ontario Ministry of Education Policy/Program Memorandum No. 149, September 2009

9.2 APG #HR 05-Criminal Background Check

9.3 APG #PIM 01 Privacy Standard

9.4 APG #PIM 02 Privacy Breach Protocol

9.5 APG #PIM 03 Records and Information Management