

3.B. EXTERNAL SERVICE PROVIDERS

Policy Reference: EL-1.1

Reviewed by Committee: December 10, 2024

Guiding Principles:

Lakeshore School Division is dedicated to providing equitable opportunities for all students' success. Under The Public Schools Act, the Division ensures adequate school accommodation and appropriate educational programming (Section 41(1)(a) & 41(1)(a.1)). Recognizing that exceptional circumstances may hinder a student's access to necessary external supports, the Board allows external service providers to offer programs in schools during the school day, according to this regulation/procedure.

Definitions:

External Service Provider: An individual who is not an employee or under contract to Lakeshore School Division who wishes to provide services to students during the school day. This regulation and procedure is also not meant to limit or restrict any partner organizations that the School Division works with including public health, RCMP, and CFS.

General Guidelines:

Access to students within the school building remains at the sole discretion of Lakeshore School Division staff notwithstanding exceptional circumstances where the Division must comply with emergency and/or legislated requirements. As such, a principal may admit or deny access to an external service provider. Approval must be provided prior to the external service provider beginning to offer services.

In certain circumstances, Lakeshore School Division staff may consider the provision of in-school support by an external service provider, as long as:

1. The parent/guardian agrees to cover the costs associated with the external service provider or has made arrangements for the costs to be covered by an outside agency.
2. The parent/guardian and the Principal have determined that there is no viable option for the external service provider to provide specialized support outside of regular school hours.
3. The external service provider has agreed to work in collaboration with the Student Support Team so that their goals are aligned with the student's goals established by the team.

4. The external service provider will deliver the services through a qualified practitioner, having the necessary education, training and experience to ensure that the program is delivered in a competent and appropriate manner. The external service provider shall ensure that all practitioners delivering programming will comply with Appropriate Educational Programming in Manitoba, Standards for Student Services (Manitoba Education and Early Childhood Learning, 2022) and the standards and guidelines set by their professional organization, as applicable.
5. The Division has suitable space available in the school at the times required by the external service provider.
6. A consent to exchange information form has been signed by the parent/guardian authorizing the Division to communicate with the service provider.
7. The parent/guardian signs a release form stating that the external service provider is allowed to be alone with the student when providing the services in the school. It is the responsibility of the parent/guardian to ensure the external service provider has a clear Criminal Record Check and Child Abuse Registry Check.
8. The external service provider and the parent/guardian executes an agreement, in a form acceptable to the Division.
9. The external service provider provides a certificate of insurance to the secretary treasurer confirming that they are insured to provide the services.
10. The external service provider and parents have a clear understanding that any recommendations coming forward from an external service provider may or may not be implemented by the school.
11. During the planning process the Student Support Team has determined that:
 - a) the student would benefit from specialized support,
 - b) this support is not typically offered by the school division,
 - c) the support will not unduly have a negative affect on their class time and educational attainment.

If satisfied that the above conditions are met, the Principal may request authorization to proceed from the Superintendent. If, in the opinion of the Principal, the conditions laid out above are not being consistently met, the Principal has the authority to suspend or cancel the arrangement.

The Principal is responsible to ensure that regular communication occurs between the Student Support Team, the external service provider, and parent/guardian, and will

review the arrangement periodically with all parties involved. Any communication between the external service provider and divisional staff must be directed through the Principal.

External Service Provider Parental Release Form

Parent/Guardian Information:

Name: _____

Address: _____

Phone Number: _____

Email: _____

Student Information:

Name: _____

Grade: _____

School: _____

External Service Provider Information:

Name: _____

Organization: _____

Services Provided: _____

Release and Authorization:

I, the undersigned, hereby grant permission for the above-named external service provider to access and work with my child, _____ (student's name), during the school day without supervision by the school division.

I understand that it is my responsibility as the parent/guardian to ensure that the external service provider has undergone and cleared a Criminal Record Check and a Child Abuse Registry Check. I acknowledge that the school division is not responsible for conducting these background checks.

I understand that any recommendations made by the external service provider may or may not be implemented by the school. I agree to communicate regularly with the Student Support Team, the external service provider, and the school regarding the services provided.

I also agree for the external service provider to share all information pertaining to my child with the school division.

I have read and understood the terms of this release and authorization and agree to be bound by them.

Parent/Guardian Signature

Date: _____