

POLICIES AND PROCEDURES

POLICY: Involvement of Community-Based Professionals

Date Approved: June 27, 2006

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Dates of Amendment: April 27, 2010; May 26, 2020; May 14, 2024

Cross References: [Safe, Inclusive and Accepting Schools Code of Conduct -- General](#); [Involvement of Community-Based Professionals: Appendix A -- Conditions of Access](#); [Community Use of School Facilities](#); [Community Resource People in the Classroom](#); [PPM 149 \(Protocol for Partnerships With External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals and Paraprofessionals\)](#); [PPM 81 \(Provision of Health Support Services in School Settings\)](#)

POLICY:

The Ottawa Catholic School Board ("the Board") is committed to working in collaboration with parents/guardians for the best interest of the student. The involvement of community-based professionals will be limited, as it must not duplicate services already provided by the Board.

1. The Board shall provide support and services to its students. Board professionals will share the information gathered with parents/guardians and external professionals at the request of the parents/guardians. In some circumstances, this may include a diagnosis.
2. It is only in cases where the service is not available through the Board that the involvement of outside professionals may be considered.
3. While there may be services that the Board does not provide, the request for outside services still may not be granted, as it might be determined that these could be provided outside of the school. This shall be determined on the basis of what service is being requested and what is least disruptive to the student's program, his/her classroom, the other students, and the school.
4. The Board does not allow for therapy by community-based professionals to be provided at school, during or outside of school hours. Therefore, these professionals shall not be provided a location on school property and shall not be able to conduct therapy on school premises.
5. The *Conditions of Access for Community-Based Professionals Agreement* (Appendix A) must be

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completed prior to commencement.

6. When a community based professional is a member of a publicly funded partnering organization, a Memorandum of Understanding will be developed to coordinate the responsibilities of the organization and the Ottawa Catholic School Board and to outline the *Conditions of Access*.
7. Services of a Community-Based Professional which are required as a result of funding through *Jordan's Principle* or *Inuit Child First Initiative* will commence when the required documentation and the *Conditions of Access for Community-Based Professionals* are completed.
8. Community-based professionals shall be respectful of individual needs, follow confidentiality/privacy protocol, and respect other school variables (e.g., space).

ADMINISTRATIVE PROCEDURES:

1. The parents/guardians will contact the school Principal to indicate their desire to have a community-based professional involved with their child at school. The school Principal will contact the Principal of Special Education and Student Services regarding the request to have the involvement of outside professionals. The school Principal and the Principal of Special Education and Student Services will discuss the request and determine if the request will be permitted. If so, the Principal of the department will determine the closest Board counterpart(s) from the department to be involved. The school Principal will also review with the parent/guardian the roles and responsibilities of the parent/guardian, the community-based professional, the school Principal and Board staff, as required. The community-based professional will complete the *Conditions of Access for Community-Based Professionals* form. Any potential costs incurred will not be the responsibility of the Board.
2. Should consideration be given to proceed with the involvement of the community-based professional, an in-school meeting will be scheduled at a mutually convenient time with the following in attendance: the parent/guardian, the school Principal, the community-based professional, and Board staff, as appropriate. The purpose of the meeting will be to review the type of interaction requested and information to be gathered and to establish the least intrusive approach from the student's and the school's perspectives while ensuring there is no duplication of the services provided by Board personnel. Board expertise will be accessed before the consideration of any direct involvement of third party professionals with the student in the school

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environment. The least intrusive options will always be determined before any involvement with a student at school will be considered. The first option will always be that the service be provided outside of the school.

3. If the decision is to proceed with the involvement of an external professional, then the required documentation along with the completion of the *Conditions of Access for Community-Based Professionals* form is required. When all required forms have been completed, a mutually convenient time will be scheduled.
4. Programming and development of student plans and programs are the responsibility of the school personnel. The community-based professional may provide input to this process but does not determine the final product. The relationship between school personnel, Board personnel and community-based professionals is predicated on mutual respect. The community-based professional agrees to follow the protocols set out by the school Principal. Recommendations received from the community-based professional will not necessarily be incorporated into the student's programs. Implementation of these recommendations, in part or in whole, is the responsibility and discretion of the school Principal.
5. Confidentiality and privacy will be monitored closely by the school Principal/Designate.
6. The *Conditions of Access Agreement* shall be in effect until June 30 of the current school year; or upon completion of the service; or until rescinded by the parent/guardian, the school Principal, or the community-based professional, whichever comes first.
7. The agreement may be terminated without notice for failure to comply with any of the requirements contained in the procedure. The Notice of Termination shall be given in writing to each of the participants to this agreement.