

# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATIONS

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**Section:** Educational Services Regulation Code: ES-3.8.3  
• Programs and Curriculum Policy Code Reference: ES-3.8

**Regulation:** SPECIAL EDUCATION – COLLABORATION AGREEMENTS WITH EXTERNAL AGENCIES FOR PROVISION OF SERVICES BY REGULATED HEALTH PROFESSIONALS, REGULATED SOCIAL WORKERS AND SOCIAL SERVICE PROFESSIONALS, AND PARAPROFESSIONALS

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This administrative regulation is written in accordance with the guiding principles in Board Policy No. ES-3.8, Special Education, and specifically Item 1.6.

Regulations and guidelines for developing collaboration agreements with external agencies for the provision of services by regulated health professionals, regulated social workers and social service professionals, and paraprofessionals are outlined in this administrative regulation, as per the Ministry of Education Policy and Program Memorandum No. 149, *Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals*.

Collaborations must be consistent with the terms of the Education Act and the Kawartha Pine Ridge District School Board's stated mission, vision, values, policies and administrative procedures.

Programs and services provided in collaboration with external agencies will reflect local circumstances of the respective communities within the Board.

Collaborations must not impede the Board's ability and responsibility to provide services and/or programs to all students, including those with special needs.

Collaboration agreements must be aligned with the collective agreements of unionized Board staff and enhance and/or supplement, but not duplicate, service delivery. The programs/services delivered by the external agencies would be considered to be supplemental student services.

This administrative regulation does not apply to those agencies and agreements established for the provision of educational programs in Education and Community Partnership Programs (ECPPs). (For further information on ECPPs, see Administrative Regulation No. ES-3.8.1, Special Education – Education and Community Partnership Programs.)

### 1. Definitions

- 1.1 *External Agency* refers to an organization, not internal to the Kawartha Pine Ridge District School Board, that employs regulated health professionals, regulated social workers and social services professionals and paraprofessionals.

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1.2 *Regulated Health Professionals* refers to:

- 1.2.1 audiologists, as defined by the Audiology and Speech-Language Pathology Act, 1991,
- 1.2.2 speech-language pathologists, as defined by the Audiology and Speech-Language Pathology Act, 1991,
- 1.2.3 occupational therapists, as defined by the Occupational Therapy Act, 1991,
- 1.2.4 physiotherapists, as defined by the Physiotherapy Act, 1991,
- 1.2.5 psychologists, as defined by the Psychology Act, 1991,
- 1.2.6 psychological associates, as defined by the Psychology Act, 1991, and
- 1.2.7 social workers/psychotherapists, as defined by the revised Psychotherapy Act, 2017.

1.3 *Paraprofessionals* refers to:

- 1.3.1 workers providing service under supervision by a member of the aforementioned professionals (e.g. communication disorder assistant, child and youth worker).

This administrative regulation includes other regulated professionals and/or paraprofessionals who are deemed by our Board to be essential for the delivery of programs and services for students, including those with special needs. Any future regulated categories will also be covered by the protocol.

1.4 *Professional Student Service Personnel and Paraprofessionals* refers to:

- 1.4.1 the Board's employees who provide regulated health or social services. Specifically, the professional/paraprofessional groups include members of Psychology, Attendance and Counselling, and Speech-Language.

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1.5 *Collaboration Agreement* refers to:

1.5.1 a formal written document which outlines the terms and conditions of service/program delivery by an external agency within the Board. It is signed prior to the implementation of the supplemental student services activities. Collaboration agreements may also include Memoranda of Understanding (MOU).

## 2. Process Components

2.1 Central Board Level Committee

2.1.1 The Board will establish a central school board committee to guide the implementation of this administrative regulation. This committee will be known as the Supplemental Student Services Committee.

2.1.2 The Supplemental Student Services Committee will be appointed annually by the Superintendent of Education with responsibility for Special Education, Mental Health and Well-being, who will act as an ex-officio member.

2.1.3 Standing membership on the committee will include the Principal of Special Education, the Manager of Professional and Counselling Services, the Manager of Educational Support Services, and the CUPE President Local 5555.

2.1.4 Other members will include a minimum of two school principals (one elementary and one secondary), one representative of Human Resource Services, three representatives of the Board's professional Student Services personnel, the Manager of Finance, and one additional CUPE member as directed by the Local affiliate.

2.1.5 of The Manager of Professional and Counselling Services will convene the committee.

2.1.6 The committee will meet at least semi-annually.

2.1.7 The mandate of the committee will include:

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- 2.1.7.1 delineation of programs and services currently delivered by unionized school board staff and programs and services that could be delivered by the school board staff that are currently not being delivered by said staff due to financial capacity, job descriptions or qualifications of the Board’s professional student services personnel and paraprofessionals;
  - 2.1.7.2 annually identifying potential partners to enhance or supplement, but not duplicate, student services;
  - 2.1.7.3 screening Applications for Consideration of External Collaborations;
  - 2.1.7.4 determining partnership eligibility;
  - 2.1.7.5 establishing the appropriate administrative mechanisms to complete formal partnership agreements;
  - 2.1.7.6 conducting annual evaluation of these services with a view to determining whether they will be renewed; and
  - 2.1.7.7 making information available to the school board and community stating the external agencies who have been approved and the nature of the approved services and programs.
- 2.2 Procedures for Establishing a Collaboration Agreement
- 2.2.1 Collaborations with external agencies for the provision of regulated health or social services provided by a regulated professional and/or paraprofessionals must receive the approval of the Board through the Supplemental Student Services Committee.
  - 2.2.2 Information pertaining to the application and approval process will be posted and made available to external agencies.
  - 2.2.3 Information pertaining to the programs and services provided by Kawartha Pine Ridge District School Board professional student service personnel and paraprofessionals will be posted on the Board’s website and made available in paper copies upon request.

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- 2.2.4 External agencies wishing to collaborate with the Board will complete and submit the [Application for Consideration of an External Collaboration to the Special Education Department](#).
- 2.2.5 The Supplemental Student Services Committee will review applications on a regular basis as established by the Chairperson of the committee.
- 2.2.6 The Chairperson of the Supplemental Student Services Committee will inform the external agency as to the approval or denial of the application via letter.
- 2.2.7 Upon approval, the Collaboration Agreement will be jointly created by the external agency and the Board, including Board departments such as Operations, Business and Corporate Services, Human Resource Services or Special Education, depending on the nature of the agreement. The approved application will be attached to the Collaboration Agreement.
- 2.2.8 Once all the components of the Collaboration Agreement are in place, the information about the agency and their approved services and programs will be posted and made available to the system and community.
- 2.2.9 Decisions for implementing Board approved external agency services and programs in a specific school is at the discretion of the school principal, in collaboration with the Superintendent of Education with responsibility for Special Education, Mental Health and Well-being, or designate.
- 2.3 Roles and Responsibilities in Maintaining a Collaboration Agreement
- 2.3.1 All collaboration agreements will be housed in the Special Education, Mental Health and Well-being Department. There is a responsibility of both parties in each agreement to ensure that pertinent staff are knowledgeable about the terms of the agreement and adhere to its guidelines and intent.
- 2.3.2 The principal is responsible for the organization and management of the school, including the delivery of the program/service by the external agency (as per the Education Act).

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- 2.3.3 The principal will be responsible for the operational activities of the external agency while in the school.
- 2.3.4 The principal will ensure that external agency staff have obtained informed consent prior to the commencement of service. Documentation of the informed consent will be placed in the Ontario Student Record.
- 2.3.5 The clinical supervision of the external agency's staff who are not registered with a college will be provided by the external agency's supervisor who is a registered member of a professional college under whom the external staff member works.
- 2.3.6 The Manager of Professional and Counselling Services and Principal of Special Education will be available to consult with the school principal regarding issues of professional conduct, service delivery and quality assurance.
- 2.3.7 A joint advisory committee, which will consist of no less than two representatives from the Board and no less than two representatives of the external agency, will be convened in the event that a disagreement or dispute between the external agency and the school and/or Board must be resolved.
- 2.3.8 The school board, external agency, professional student service personnel and paraprofessionals must collaborate on the evaluation of programs and services as a component of the yearly review.
- 2.3.9 The school board, external agency, professional student service personnel and paraprofessionals will be responsible for maintaining client confidentiality.

### 2.4 Conditions and Terms of Collaborations with External Agencies

Prior to entering into a collaboration agreement, the Supplemental Student Services Committee will clearly determine the expectations of the collaboration with respect to enhancing, but not duplicating, current service delivery.

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2.4.1 The following information shall be collected to determine the eligibility and/or viability of the collaboration and shall form the details to be outlined in the collaboration agreement.

The application for consideration of external agency collaborations will include:

2.4.1.1 Collaboration Eligibility Documentation for External Agencies

- description of service/program/external agency
- validation of external agency status
- names of representatives of external agency
- anticipated outcomes of programs and services provided
- qualifications/supervisory relationships for external staff providing service.

2.4.1.2 Collaboration Eligibility Documentation for External Agency Staff who are Members of a Professional College

- current qualifications as relevant to the services to be provided
- current membership in the relevant regulated college.

2.4.1.3 Collaboration Eligibility Documentation for External Agency Staff who are Paraprofessionals

- evidence of work under the clinical supervision of staff from the external agency who currently holds membership in the relevant regulated college
- details of the paraprofessional's role, responsibilities, name of immediate supervisor, supervision plan with time and supervisor's qualifications.

2.4.1.4 Termination of Agreements

- terms of termination will be included in each collaboration agreement.

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### 2.4.1.5 Statement of Fees

- any fees or payment to external agencies will be requested in this application and documented in the collaboration agreement.

### 2.4.1.6 Requests for Space/Material(s) by External Agencies

- requests by external agencies to utilize school board space/materials must be articulated and must complement the needs of school board staff and not compromise the ability of Board staff to execute their duties.

### 2.4.1.7 Evidence of congruence with the Board’s mission, vision and values.

### 2.4.1.8 Required Documentation of the Collaboration Agreement

The following documentation is required as an attachment to a collaboration agreement.

- *Police Record Checks* – In accordance with Board policy and the Education Act, a current police check including a vulnerable sector screening and a pardoned sexual offender database search must be submitted in respect to any individual who will be providing service.
- *Informed Consent* – In cases where a student is withdrawn from regular classroom services, procedures for obtaining informed parental consent and a blank copy of informed consent documentation is required. In cases of whole classroom support, a copy of a sample letter informing parent/legal guardian(s) and student who is of age (18 years) of the services to be provided is required.

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- *Proof of Insurance* – External agency must carry their own insurance which includes professional malpractice coverage (minimum \$5,000,000) to insure against civil litigation alleging incompetence, professional errors, omissions or charges laid by professional colleges or parents/legal guardians. The external agency is required to provide assurances that their staff is covered while working on Kawartha Pine Ridge District School Board property.
- *Proof of WSIB Coverage* – External agency must provide proof that their employees are covered by Workplace Safety and Insurance Board (WSIB) while working on Kawartha Pine Ridge District School Board property.
- *Declaration of Delivery of Services* in accordance with professional standards of practice.
- *Validation of External Agency Status.*