

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	200 – INSTRUCTIONAL PROGRAMS & MATERIALS	CODE:	AP 225
PROCEDURE:	OUTSIDE AGENCY SUPPORT SERVICES IN THE SCHOOLS		

BACKGROUND

The Christ the Teacher Catholic School Division acknowledges the contributions outside agencies can make to help staff provide more effective services and programming for our students. This procedure was developed to ensure that these services are coordinated with and support the existing programs and services provided by division staff.

PROCEDURES

1. All outside agency personnel entering the schools shall first meet with the principal to discuss the purpose of the visit and complete an “Outside Agency Support Services – Record of School Visit” form. If the principal approves the visit, a brief meeting with appropriate school personnel shall be arranged (usually the classroom teacher and Learning Support Teacher or School Counsellor) to discuss the reasons for the visit and to enable staff to provide relevant background to the outside resource person regarding existing programming, services, and interventions.

Parental consent forms are required to be signed prior to the provision of outside support services to students.

2. Prior to any meeting with parents, outside agency personnel must meet with the appropriate school (and Division) personnel involved with the student to discuss findings and possible recommendations and to obtain staff feedback regarding such recommendations and their compatibility and consistency with school programming and objectives.
3. A meeting with parents may be called to share only the agreed upon information or recommendations from the meeting of professionals above. Any future action involving the student, outside agency, and the school shall be discussed and scheduled to ensure appropriate support and follow-up are provided.

Reference: Section 85 and 87 Education Act
AP 440 Role of the Principal

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