

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Educational Services

Regulation Code: ES-3.8.2

- Programs and Curriculum

Policy Code Reference: ES-3.8

Regulation: SPECIAL EDUCATION – PROTOCOL FOR COLLABORATION AGREEMENTS WITH NON-REGULATED EXTERNAL AGENCIES AND THIRD PARTY FOR SUPPLEMENTAL STUDENT SERVICES

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This administrative regulation is published in the District's website and is available to all staff and students. It is effective from the date of publication. This regulation is subject to change without notice. The Board reserves the right to amend or delete this regulation at any time.

The Kawartha Pine Ridge District School Board values its partnerships with community partners to support supplemental programs and services for our students. This administrative regulation outlines the protocol surrounding the establishment of these partnerships, specifically those which are not covered under the *Regulated Health Professionals Act*.

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.

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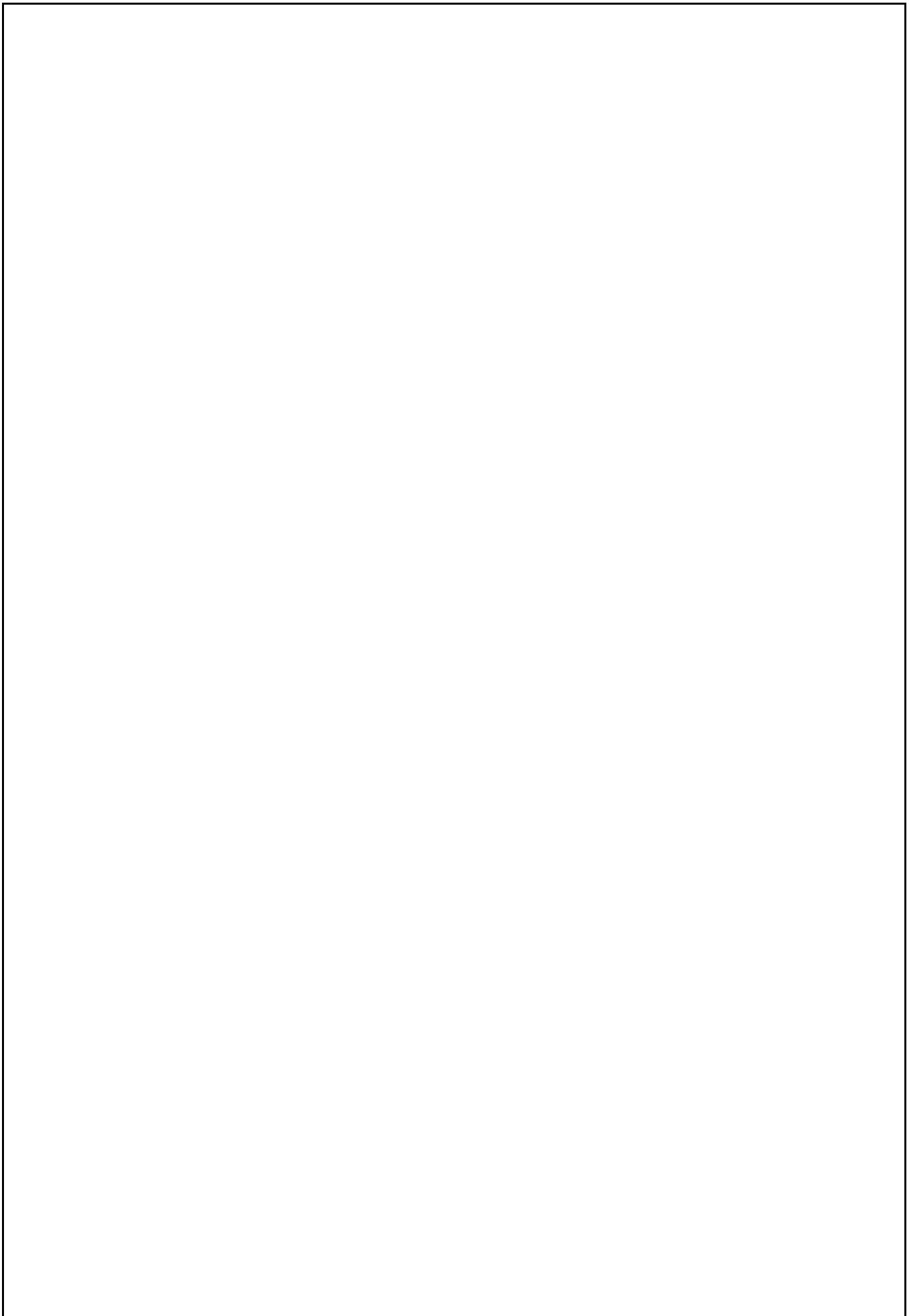
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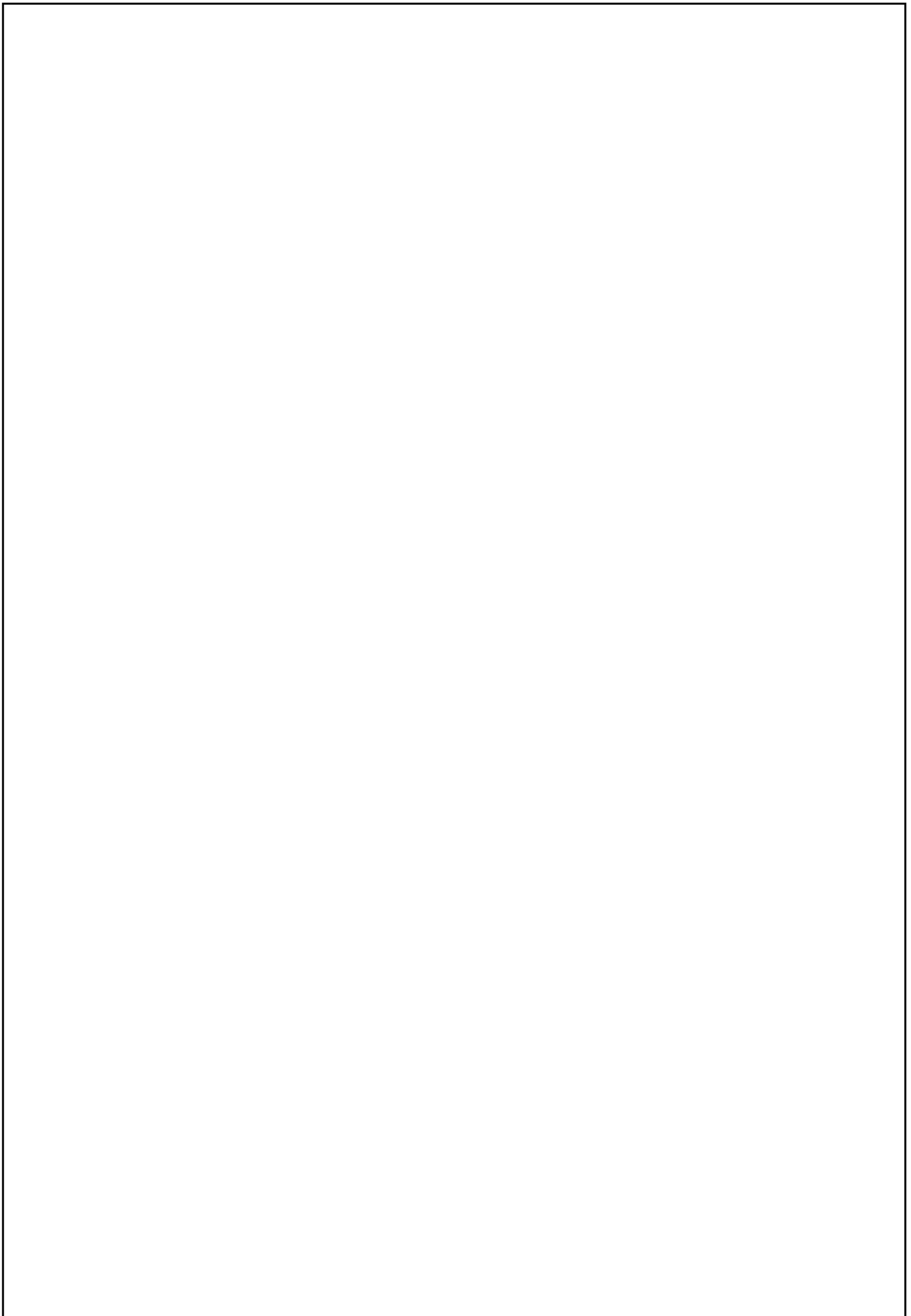
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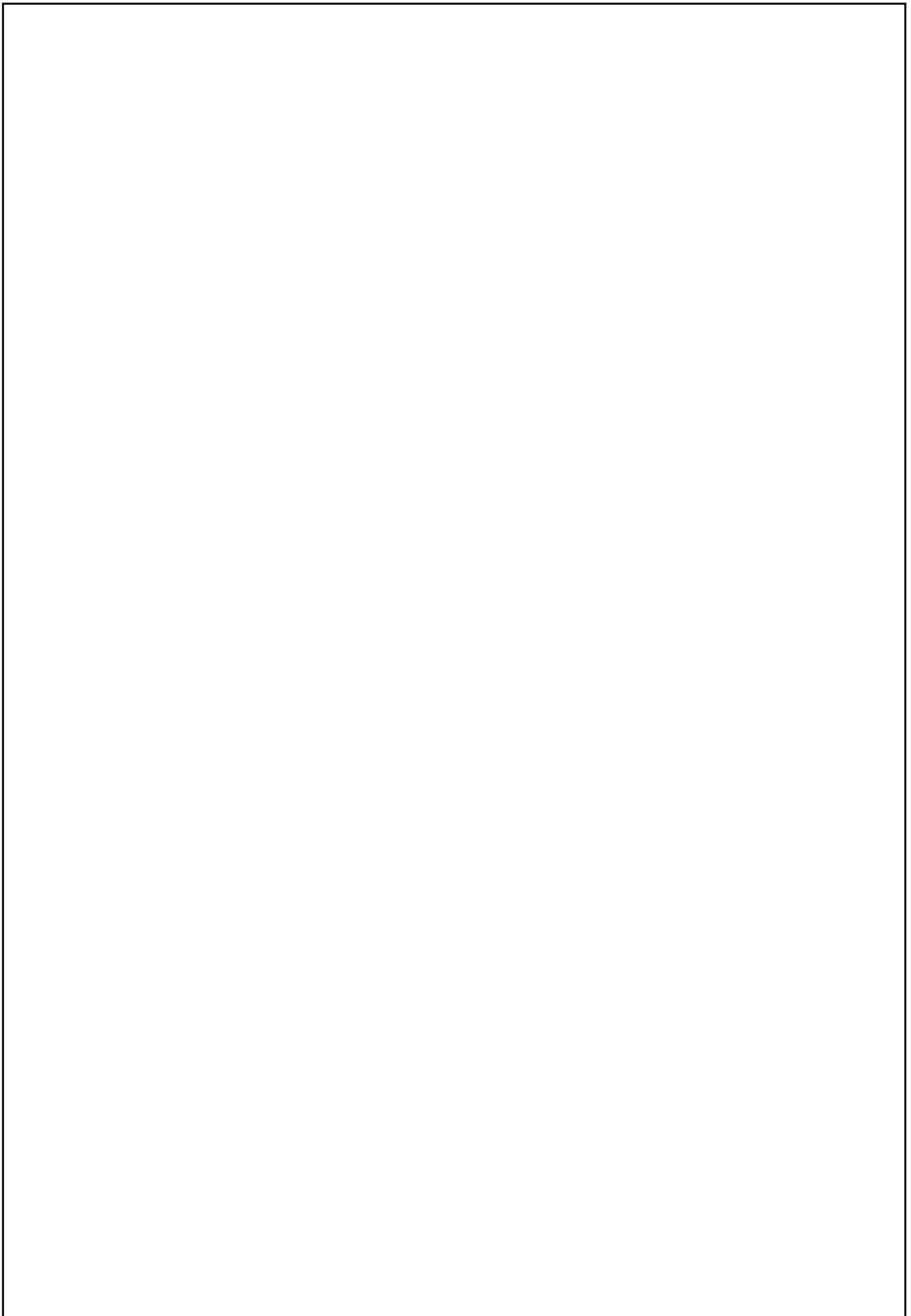
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- 5.1.2 Third party service providers will complete the Application for Consideration of a Third-Party Collaboration – Type: *Support Worker*.
- 5.1.3 The third party requesting such consideration shall be responsible only for reimbursing the Board for the actual expenses incurred including salary, and salary-related costs, and related expenditures, including transportation and special services.
- 5.1.4 The process of consideration, approval, denial or termination of personal support services at the expense of a third-party organization shall operate in the same fashion as external agencies through the application for consideration, and the completion of a collaboration agreement if approved.
- 5.1.5 The Board, or its principal/vice-principal delegate, is responsible for the screening, selection, assignment, supervision and direction of the support worker approved through this process and in accordance with this administrative regulation.
- 5.1.6 The terms and conditions of employment of the support worker shall be at the discretion of the Board and its principal, and in accordance with applicable statutes and reciprocal obligations, including collective agreements where applicable.
- 5.1.7 A support worker employed as an in-school personal support at the expense of a third party shall have no obligation to the third party, whose only access to personal information about the student shall be at the discretion of the principal, acting in accordance with the Education Act and the Municipal Freedom of Information and Protection of Privacy Act, as they may be amended from time to time.
- 5.1.8 The Board is responsible for the provision of in-school and in-classroom personal support and professional services to students, and retains the sole and absolute discretion to terminate third party reimbursement arrangements, in-school and in-classroom personal support services, and volunteer services of any kind.
- 5.1.9 If the request for a support worker at the expense of the third party is approved, the Chairperson of the Supplemental Student Services Committee will contact the Executive Officer of Human Resource





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assisting their assigned student at school-related events or on school premises (e.g. school plays, trips).

- 6.10 These agreements as well as current police record checks must be completed annually, the latter at the expense of the third party.
- 6.11 Any disputes or disagreements with respect to the support worker provided by the third party will initially be resolved by the school principal and the supervising official from the third party.
- 6.12 If disputes can not be resolved at this level, the principal can refer to the System Principal of Special Education or to the Superintendent of Education with responsibility for Special Education, as well as to someone at the senior level of the third party.
- 6.13 Termination of the agreement to have a support worker in a school supporting a student can be initiated by the school principal through discussions with the Chairperson of the Supplemental Student Services Committee and the Superintendent of Education with responsibility for Special Education.

References:

Regulated Health Professions Act (1991, 2018)

Established: November 21, 2006

Reviewed/Revised:

March 30, 2010
October 22, 2015
February 3, 2020