



SCHOOL DISTRICT NO. 23 (CENTRAL OKANAGAN)

PROTOCOL FOR COMMUNITY SERVICE PROVIDERS

School District 23 (SD23) professionals are responsible for creating relevant and appropriate recommendations for learners regarding safety and access to the curriculum within all Central Okanagan Public Schools. Collaboration between community service providers and school district professionals is in the best interest of the students, families, and school teams. This document is to help guide the collaboration between community service providers and SD23 professionals.

When requesting an opportunity to collaborate:

- If a community service provider wants to communicate with the school regarding a student, the community service provider must directly communicate with the SD23 professional of the same discipline or the nearest counterpart.
- Parents/legal guardians need to sign the SD23 Consent for Release of Information form before collaboration may occur.
- Communications may include, but are not limited to:
 - Emails
 - Phone calls
 - Reports (assessment, treatment, recommendations, notes, summaries)
 - Assessment forms or protocols
 - School meetings
- SD23 personnel who are contacted by community service providers must direct them to the appropriate SD23 professional of the same discipline.
- **SD23 employees and therapists are solely responsible for school-based recommendations, observations, strategies, and the provision and training of equipment.**

Documentation and Reports

- Any reports, documents, recommendations, assessment forms, etc. sent to the school by parents or community service providers should be forwarded to the appropriate school district professional of the same discipline.
- The SD23 professional will review the documentation for relevancy within the school environment and determine the next steps to support the student and school team

Collaboration Meetings e.g. School-Based Team (SBT) meetings, Integrated Case Meetings (ICM), Competency Based Individual Education Plans (CB-IEP)

- A parent may choose to invite a community service provider to a school meeting as a support person.
- If a parent would like to invite a community service provider to a school meeting, the procedure is as follows:
 - SD23 staff must direct the parent and community service provider to the SD23 same-discipline professional.
 - The community service provider must reach out to the SD23 same-discipline professional to discuss the purpose of their attendance at the meeting. Professional-to-professional collaboration is best, and a prior discussion may be sufficient.
 - The school professional of the same discipline **must also be in attendance** at the meeting.
 - The family or community service provider will need to give sufficient notice to the SD23 professional so they can make arrangements to attend.
- The time allotted for student team meetings is limited. If the community service provider would like to share their reports, strategies, assessment findings, etc., with the same SD23 professional, this should be done professional to professional outside of these meetings.
- A written record of the meeting will be kept by school district staff and provided to participants.