

ADMIN PROCEDURES MANUAL  
Administrative Procedure 345 – Appendix A

**DISTRICT EXTERNAL AGENCY PROTOCOL**

Each of these three purposes warrants its own application procedure:

<p><b>LEVEL ONE: Complementary and Supplementary Educational Programs</b></p>	<p><b>LEVEL TWO: Consultation with School- based Teams</b></p>	<p><b>LEVEL THREE: External Agencies having direct contact with school- aged children and youth during or after school hours without staff supervision</b></p>
<p>This is where agencies or individuals have on-site access to groups of students who are supervised by school staff; e.g. Tennis BC, Action Schools BC, Artists-in-residence, Drug and Alcohol awareness speakers; Theatre groups etc.</p>	<p>Individuals representing external agencies engage in collaborative practice and/or integrated case management with school staff (e.g. Mental Health, Provincial Outreach Programs, local community service providers, etc.) This may also involve classroom observations of specific students by individuals representing external agencies. There is no direct student contact.</p>	<p>Individuals representing external agencies have on-site direct student contact during school hours to provide therapeutic and/or clinical interventions (e.g. Child and Youth Crisis Program etc.) or interviews with students (MCFD Child Protection). This may also include a demonstration of a therapeutic intervention with a specific student for a school staff person to use as part of the I.E.P. Persons working with students outside of school hours include those from Parks and Recreation and individuals and/or agencies for our Community Schools or Neighbourhood Learning Centre programs.</p>
<p>1. The Principal discerns if the agency or individual will contribute to the educational program of students.</p>	<p>1. External Agencies make application to the District to consult about or observe students attached to the District on school property during regular school hours—see External Agency Level Two Application (reviewed every two years).</p>	<p>1. External Agencies make application to the District to provide therapeutic and/or clinical interventions, programs or services or interviews with school-aged children and youth on school property --see External Agency Level Three Application (reviewed every two years).</p>

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2. The Principal uses the “External Agency: Level One Checklist” to screen the external agency or individual.	2. External Agencies Level Two Applications are reviewed by the Superintendent or designate who either grants or denies permission.	2. External Agencies Level Three Applications are reviewed by Superintendent or designate who either grants or denies permission.
3. The Principal approves or disapproves.	3. Principals and Vice-Principals are given the list of approved agencies with updates as required.	3. Principals and Vice-Principals are given the list of approved agencies with updates as required.
		4. District Community School Coordinators and NLC staff are given the list of approved agencies with updates as required.

Reference: Sections 9, 17, 20, 22, 65, 79, 85, 177 School Act  
Child, Family and Community Service Act

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