

## **ADMINISTRATIVE PROCEDURE 330 SUPPORT FOR STUDENT EDUCATION PROGRAMS BY OUTSIDE AGENCIES AND CERTIFIED PROFESSIONALS**

### **Purpose:**

The Chilliwack School District (the “District”) requests that family-contracted service providers do not provide direct student support at school during the school day. This Administrative Procedure is in place to protect instructional time for all students, clarify responsibility and accountability during the school day, and address legal and privacy concerns.

This approach is consistent with other BC school districts and aligns with consultation and recommendations provided by the provincial School Protection Program.

### **Other Ministries and Agencies:**

District employees (“Employees”) will work cooperatively with government agencies, community partners and private agencies to support joint programming for students.

### **Definitions:**

- **Outside Agency:** any individual or organization that provides service to students and families that is not employed by the District.
- **Community Partner:** Government agencies, or organizations contracted by government agencies, that are considered “not-for-profit” and with whom the District has an ongoing partnership agreement. Examples include, but are not limited to:
  - Child and Youth Mental Health (CYMH)
  - Fraser Valley Child Development Centre
  - Chilliwack Youth Health Centre
  - Pacific Community Resources Society (PCRS)
  - Ann Davis Transition Society
- **Private Certified Professional/Agency:** Any individual or organization that is considered ‘for profit’ and is not working for one of our community partners. Typically, private agencies are independently contracted by families to provide services.
- **Direct Service:** Providing individualized, hands-on service or therapy directly to a student.
- **Observation:** Attending a school-site or non-school setting to observe a student.

**Provision of Advice by Outside Certified Professionals:**

Where parents/guardians/caregivers wish to engage outside professionals, private consultants, or members of an outside agency to consult with the school team regarding a student's education program, the following protocols apply:

1. The family or professional must contact the school principal (the "Principal") or designate to arrange a meeting with the parent/guardian/caregiver and the School Based Team. In this initial meeting, it will be discussed that:
  - a. All members of the school and family teams will receive copies of the consultation notes.
  - b. While the process is consultative, all final decisions about instructional, curricular or behavioural strategies used in support of the student are made by school-based and district-based personnel.
  - c. If the consultant is hired by the family through a private agency, any proposed plan or suggestions made will be submitted to District Student Services for review and approval by the Access Team (District school based team).

**Observing a Student by Outside Certified Professionals in the School Setting:**

Where families have requested that outside professionals observe a student in their classroom or school setting, the following protocols apply:

1. All requests must be approved by the Principal or designate.
2. Approval will be determined collaboratively with the Principal, classroom teacher, case manager and parent/guardian/caregiver. The appropriate student services staff must also be informed.
3. The observation must have clear goals aligned with the students Competency Based Individualized Education Plan ("CBIEP") or School Support Plan, developed in consultation with the case manager, classroom teacher, and student services staff.
4. During the observation:
  - a. Recording devices are not permitted unless approved by both the school and family teams.
  - b. Interaction with the observed student should be minimal.
  - c. Interaction with other students is strictly prohibited.
5. Consultants must check in and out with the Principal or designate on the day of the observation. Observation notes must be shared with the Principal before being shared with other members of the team.

### **Observing a Student by Employees in a Non-School Setting**

When Employees are requested to observe a student in a non-school setting, such as home:

1. The observation must be deemed appropriate by the Employee and their supervisor.
2. While the Employee may observe strategies in use, decisions to incorporate them into the student's programming are made collaboratively with the teacher, school team and parent/guardian/caregiver.

### **Direct Service by a Private Certified Professional/Agency at a School Site**

Normally, private certified professionals/agencies do not provide direct service to students on school premises during instructional times. Families are encouraged to schedule services with private providers outside of instructional hours and off-campus.

1. Private certified professional/agency service provider may access school facilities through the District Facility Rental Program under the following condition:
  - The Service provider rents designated space through the District's facility rental process.
2. The private certified professional/agency provider must provide:
  - A Police Information Check ("PIC")
  - Proof of professional liability insurance (minimum \$2M coverage or as determined by the District)
3. The private certified professional/agency service provider operates independently of the school.
4. It is the parent's responsibility to oversee the service being delivered by the private certified professional/agency.

### **Exceptions:**

1. Direct service by Community Partners with whom the District has a current agreement (not-for-profit organizations with District partnership agreements) may occur in schools with parent consent at middle/elementary, and awareness at secondary.
2. Direct services delivered by certified professionals or agencies may be considered on a case-by-case basis when the complexity of scheduling three or more services requires additional coordination. Such decisions will be made in consultation with the District Principal of Student Services.

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 33  
(CHILLIWACK)  
Policy Manual

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**Resources:**

- [Process for Private Outside Agencies to Rent Spaces in School District #33 \(Chilliwack\)](#)
- [Parent Handout: Process for Private Outside Agencies to Rent Spaces in School District #33 \(Chilliwack\)](#)

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Related Legislation:

Related Contract Article: Nil

Adopted: October 27, 1998

Amended: December 18, 2014; December 15, 2023; August 25, 2025