



Rolling River School Division

ADMINISTRATIVE PROCEDURE

IGBA – STUDENT SERVICES – CLINICAL SERVICES

Rolling River School Division provides clinical services for the purposes of assessment, intervention and support of students. Clinicians are an integral part of the educational team and will be included in determining programming and development of Adapted Learning Plans (AEPs), Individualized Learning Plans (IEPs) and Behaviour Intervention Plans (BIPs) for students on their caseloads.

Clinicians are directly supervised by the Superintendent and work collaboratively with the school's student support team.

Clinicians are expected to comply with expectations outlined by standards and guidelines set by their professional organizations.

Referrals

1. Prior to making a referral, school-based staff, including the classroom teacher, resource teacher and/or principal, will engage in preliminary discussions regarding student need of clinical interventions. The school will then engage in an informal discussion with the appropriate clinician, who will determine whether or not a referral is recommended. If there is uncertainty as to which clinical services are necessary or appropriate, the school will consult with the Coordinator of Student, Clinical, and Pre-Kindergarten Services, who will make the determination.
2. Referrals for clinical services will be made jointly by the classroom teacher, resource teacher and the principal. The process is to involve collaboration and can be initiated by any of the three.
3. Referrals may be initiated by parents; however, clinicians are to refer the parent back to the resource teacher or principal, who will process the referral in the usual manner.
4. Students may initiate the process by requesting to meet with a clinician. Parental consent is not required if student is 18 years or older. The student is to be referred back to the resource teacher or principal, who will process the referral in the usual manner.
5. Referral forms are available from the resource teacher. Forms are to be completed with all pertinent information and signed by the parent and appropriate school personnel.
6. The resource teacher will coordinate the referral process in each school and will forward all copies of the completed form to the Coordinator of Student, Clinical, and Pre-Kindergarten Services. Signed copies will be distributed from the Division Office.
7. The Coordinator of Student, Clinical, and Pre-Kindergarten Services will review the referral, sign the form, and forward the original copy to the appropriate clinician. A copy will be kept on file by the Coordinator of Student, Clinical, and Pre-Kindergarten Services.

Assessment and Reporting

1. Following the assessment, the clinician will record results and make recommendations regarding appropriate programming.
2. Copies of the clinician's assessment reports will be placed in the clinical file and the pupil support file. As well, a copy will be provided to the parents/guardians. In cases where outside service providers are involved, copies are supplied to them with written parental consent.
3. The case manager is responsible for sharing the report with appropriate school team members. Recommendations will be carefully noted and implemented, as appropriate.
4. Clinical reports will not be duplicated without the consent of the clinician.
5. Reports are not available to unauthorized personnel such as EAs, secretaries and non-professional personnel, except where directed by the clinician.
6. Clinical reports will not be included with or attached to the student IEP.

Date Approved: October 15, 2014