

Title	PROGRAM ACCESS AGREEMENTS (DURING THE INSTRUCTIONAL DAY)	Procedure No.	2029 c
Department	DIRECTOR'S SERVICES		
Reference(s)	Policy/Program Memorandum No. 149 Purchasing Policy and Procedure #1001 & 1001a	Effective Date	2015 December 15

The Thames Valley District School Board (TVDSB) is committed to working with community agencies to foster continuous improvement in the delivery of programs and services for all students.

All outside organizations/individuals requesting direct access to work with students within a school or classroom setting on more than one occasion (often referred to as a 'partnership'), are required to sign a Program Access Agreement. These requests would be for program delivery during the instructional day which is considered to be from the beginning to the end of school hours, including all recesses, lunch and nutritional breaks.

A Program Access Agreement will be prepared after the proposed program has been evaluated and found to be consistent with the Board's policies, procedures and standards, and to be of value to the school. Due diligence must be integral to the screening of potential programs.

1.0 Criteria

The TVDSB will support programs which:

- 1.1 Support and connect to the Ontario Ministry Curriculum.
- 1.2 Do not violate PPM #149 – duplication of work provided by TVDSB employed personnel who are members of a regulated professional college in Ontario including Social Workers, Speech-Language Pathologists, Audiologists, Psychologists, Psychological Associates as well as TVDSB employed personnel including School Support Counsellors, First Nations Counsellors, Psychometrists and other educational support workers who provide mental health, physical health or social services.
- 1.3 Are supported by evidence-informed research to have a positive impact on student well-being and achievement.
- 1.4 Do not withdraw students during instructional time.
- 1.5 Do not charge fees or require an exchange of funds.

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Amendment Date(s)	Replaces Procedure #2012b

- 1.6 Do not require a school to fundraise on behalf of the organization or make a charitable contribution.
- 1.7 Do not promote 'for-profit' business.

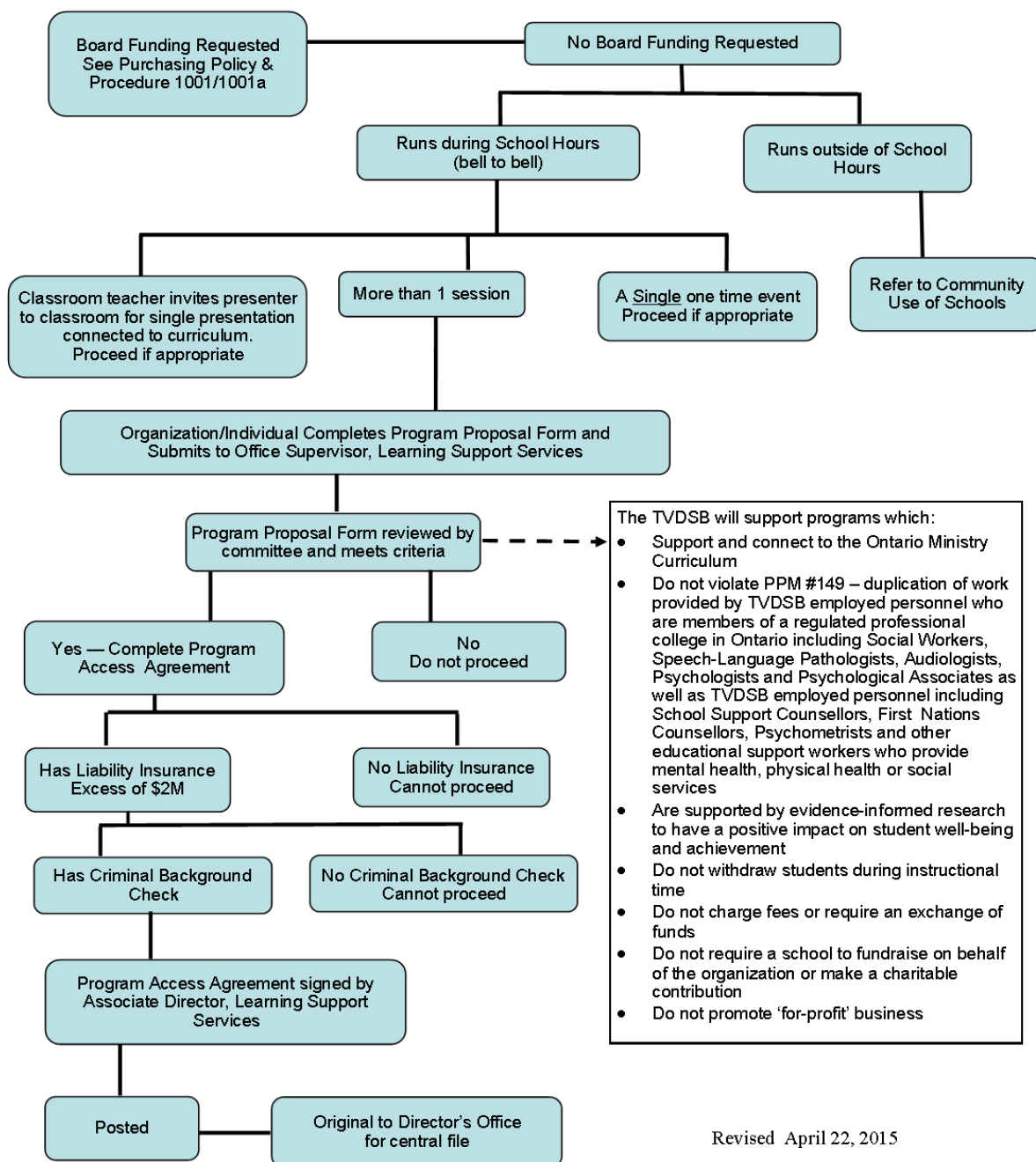
2.0 Process

- 2.1 All outside organizations/individuals requesting direct access to work with students within a school or classroom setting on more than one occasion must contact the Office Supervisor, Learning Support Services to complete a Program Access Agreement by submitting a Program Proposal Form. The Program Access Agreement Process flowchart provides an overview of steps taken to determine if a Program Access Agreement would be required.
- 2.2 Once the Program Proposal Form is received, the TVDSB Program Access Agreement Committee reviews the proposal using the criteria established to judge the merits of each program proposal.
- 2.3 The Committee will communicate the decision to the organization/individual. If the proposal has been approved a Program Access Agreement will be forwarded to the organization/individual for signature.
- 2.4 The organization/individual must return the signed Program Access Agreement with Certificate of Liability insurance and completed criminal background checks, including vulnerable sector screening.
- 2.5 The Program Access Agreement will be signed by the Associate Director, Learning Support Services with a copy returned to the organization/individual, once all required documentation is received.
- 2.6 Once the signed agreement and all required documentation has been completed, the organization/individual will receive approval for the program to commence, subject to the approval of the principal at each proposed location.
- 2.7 The original signed agreement and criminal background checks will be filed in Corporate Services.
- 2.8 Renewal Process
 - 2.8.1 Organizations/individuals who have a signed Program Access Agreement will have the opportunity to renew their agreements annually. All agreements follow the school year term and are in effect from September 1 to August 31. Organizations/individuals will be invited to submit any proposed changes to their existing agreements. Any proposed changes will be reviewed by the Program Access Agreement Committee and if accepted, included in their agreement. The agreement will then be returned to the organization/ individual for signature. The organization/individual will return the signed agreement to the TVDSB along with copies of criminal background checks for any organization staff/individual who will be working directly with TVDSB students or signed offence declarations for any organization staff/individual who have

previously submitted criminal background checks. The organization/individual must also provide a current certificate of liability insurance in the amount of at least \$2 million.

Program Access Agreement Process in TVDSB

When an outside agency/group/person requests to provide a program or service to students in your school, please follow the chart below.



Revised April 22, 2015