



**POLICY:
SUBJECT**

**KM
RELATIONS WITH
AGENCIES/ORGANIZATIONS**

APPROVAL DATE: October 21, 1997

REVISION DATE: March 5, 2018

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1. GENERAL

- 1.1 The Winnipeg School Division recognizes that a variety of external organizations and agencies provide programs/services which may be beneficial to the student population and may generally not be available through Division funding sources.

2. PURPOSE

- 2.1 The Winnipeg School Division shall partner with internal agencies/organizations which support and enrich a student's educational program but in no way subject students and their families to undue influence from commercial, cultural, political or religious organizations.
- 2.2 The Division shall endeavour to develop and maintain liaison both at the Division and the school level with external agencies/organizations involved in providing services to the students in the Division in order to ensure the coordination of planning and implementation of programs and services.
- 2.3 Programs/services provided by external agencies/organizations shall be at no cost to the Division.
- 2.4 Release of information on individual or groups of students to other outside organizations or agencies must be in accordance with the Freedom of Information and Protection of Privacy Act, Personal Health Information Act, Protecting Children Information Sharing Act, Youth Criminal Justice Act and other applicable legislation or Division policy.

3. DEFINITION

3.1 Service Providers

As defined in the Protecting Children Information Act a service provider is:

- (i) a department;
- (ii) a child and family services agency
- (iii) an authority under The Child and Family Services Authorities Act;
- (iv) a school division or school district established under the Public Schools Act or a private school as defined in The Education Administration Act;
- (v) a police service as defined in The Police Services Act or the Royal Canadian Mounted Police; or
- (vi) any other person or organization that receives funding from the government or a government agency to provide services or benefits for supported children, except as provided in the regulations.

4. CRITERIA

- 4.1 Programs/services to be offered to students by external agencies/organizations shall be reviewed by the Chief Superintendent or designate based on the following criteria:
- (a) relevant to the educational/social needs of the students;
 - (b) appropriateness to the age/grade level of the student;
 - (c) consistent with the general education goals & philosophy of the Winnipeg School Division
 - (d) non-partisan in nature or content;



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- (e) inclusion of program evaluation component;
 - (f) adequate provision for insurance;
 - (g) adequate level of supervision.

5. RESPONSIBILITIES

All programs/services to be developed and offered to students in the Division by external agencies/organizations will be reviewed in accordance with the following process:

5.1 Chief Superintendent

The Chief Superintendent or designee shall be responsible for the review of programs or services from external agencies/organizations sources requesting access to or the participation of the Division facilities, staff or students.

The Chief Superintendent or designate will review the proposal with the schools involved to determine support for an appropriateness of proposed programs/services.

The proposal will be forwarded to the Board for information.

5.2 Principal

The School Principal shall be responsible for contacting the Chief Superintendent or designate to obtain approval for any individual or organization offering a program or service for students.

6. FUNDING OF PROGRAMS/SERVICES

- 6.1 Where programs or service funded by external agencies/organizations are in place no funding for these projects will be provided by the Division unless approved by the Board.

7. BREACHES

A Breach of Privacy occurs when Personal Information, including Personal Health Information, is collected, accessed, used, disclosed, transported, transmitted, transferred or destroyed other than as authorized, or when the accuracy, confidentiality or integrity of the information is compromised and therefore is in violation of PHIA. Breaches may include, but are not limited to the viewing of Confidential Information by unauthorized individuals, the access, theft or loss of Division Records and the unauthorized destruction of such information by deliberate means or by human or natural accident.

All breaches are required to be reported immediately to the Access and Privacy Coordinator of Personal Health Information.