

**Topic:** Privately Purchased Services for Students  
**Effective:** January 2009  
**Cross-Reference:** Human Rights Code of Ontario;  
Halton Region Police School Board Protocol  
**Revision Date:** May 2017, April 2018  
**Review Date:** May 2022  
**Responsibility:** Superintendent of Education, Student Services

**INTENDED PURPOSE:**

The Halton District School Board acknowledges that planning for students with special needs may be enhanced by the involvement of professionals and paraprofessionals that provide privately purchased services for families.

**PROCEDURES:**

1. The Halton District School Board does not permit privately purchased service providers to work with students in Halton District School Board schools within the instructional day.
2. With principal approval, privately purchased service providers may be provided observation opportunities and be invited to attend meetings/case conferences, as are deemed appropriate.
3. Observation protocols require that discussion or further problem solving will occur at a scheduled follow-up meeting. Service providers are not permitted to interrupt classroom instruction.
4. Where the Principal has determined that a classroom observation by an outside professional will occur, the following steps should be followed:
  - A time duration for the classroom visit should be determined. Typically, a classroom observation should not exceed an hour in length.
  - A Halton District School Board employee should accompany the outside professional to assist and answer any questions so that the classroom teacher is not interrupted during class time. This could be a school staff member or someone from the regional Student Services Department.
  - The outside professional must be advised that they are there to observe only the specific student they are working with, and must respect the privacy of all other students and staff. They must refrain from making any written or verbal comments about other students.
  - The outside professional must be advised that they are not to comment or make any evaluative statements about school board staff.
5. Privately purchased service providers are encouraged to share goals and strategies, to assist in planning for transitions, and to promote generalization of skills.