

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
EXTERNAL CLINICIAN OBSERVATION OF STUDENTS AT PARENT/GUARDIAN REQUEST	JBD / KLE

I. POLICY

The Louis Riel School Division (LRSD) supports collaboration with parents/guardians and relevant professionals to advance appropriate educational programming and mental well-being for students. In limited and exceptional circumstances, a parent/guardian may request that an external clinician retained privately by the family observe their child in a school setting for purposes related to supporting home programming.

The present policy establishes the conditions, limitations, and approval process under which such observational access may occur, recognizing the Division's obligation to:

- safeguard the privacy and dignity of all students;
- minimize disruption to learning environments; and
- preserve the professional integrity of school staff.

In-school observation by an external clinician is a privilege, not a right, and may only proceed in accordance with the **GUIDELINES** and **PROCEDURES** below.

II. GUIDELINES

A. For the purposes of this **POLICY**, the following definitions apply:

1. **External Clinician / External Practitioner** – A regulated health or allied professional retained privately by a parent/guardian and who is a member in good standing of a recognized professional college or regulatory body.
2. **Observation** – Passive, non-participatory viewing of a student's engagement, behaviour, or learning environment. Observation does **not** include instruction, intervention, therapy, evaluation administered to other students, or recording unless expressly approved.
3. **Student-Specific Plan (SSP)** – As defined under [Policy JBA – Appropriate Educational Programming](#).
4. **Principal** – The principal or designate of the school.

B. In accordance with section 48(1)(s) of [The Public Schools Act](#), LRSD reserves the right to decide who shall be admitted to schools as visitors.

Adopted:	1 st Reading – May 5, 2026	Legal References: The Public Schools Act (Manitoba)
Revised:		

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- C. LRSD remains responsible for delivering appropriate educational programming under [The Public Schools Act](#); external observations must not interfere with this responsibility.
- D. Privacy rights of all students take precedence over requests to observe individual students.
- E. External clinicians do not direct or evaluate LRSD staff or programming.
- F. Approval is case-specific, time-limited, and revocable.
- G. Approval of an observation does not obligate LRSD to adopt external recommendations.
- H. The present **POLICY** applies only where:
 - 1. the external clinician is retained directly by the parent/guardian;
 - 2. the purpose of the observation is tied to assessment, diagnostic clarification, or program planning for the specific student; and
 - 3. the observation aligns with, or may inform, the student’s SSP.
- I. The present **POLICY** does not apply to:
 - 1. ongoing service delivery (governed by [Policy JBC – Appropriate Educational Programming: Provision of In-School Support to Students by External Practitioners](#));
 - 2. research activities (governed by [Policy LC – Relations with Education Research Agencies](#));
 - 3. classroom visits by parents/guardians not involving clinicians (see [Policy IJOC – School Volunteers](#)).

III. PROCEDURES

A. Request for Observation

- 1. A parent/guardian must submit a written request to the school Principal, including a signed consent to exchange information form authorizing the Division to communicate with the external clinician.
- 2. The request must include documentation from the external clinician outlining:
 - a) their professional credentials and regulatory standing;
 - b) a certificate of insurance confirming that they are insured to provide the services;
 - c) the specific purpose of the observation;
 - d) confirmation that observation is a recognized component of the clinician’s professional practice; and
 - e) any proposed use of audio, visual, or other recording technology (if applicable).
- 3. The parent/guardian and clinician must complete the Division’s **Third-Party Service Provider Permission Form**.

B. Review Process and Decision

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1. In consultation with the Director of School and Classroom Supports (or designate), the Principal shall consider:
 - a) the student’s programming needs and SSP (if applicable);
 - b) potential impact on:
 - i. instructional time,
 - ii. classroom functioning,
 - iii. privacy of other students;
 - c) previous observations or access requests; and
 - d) availability of alternative information-sharing methods.
2. In consultation with the Director of School and Classroom Supports (or designate), the principal may:
 - a) approve the request with conditions;
 - b) approve in part (e.g., limiting duration or setting); or
 - c) deny the request, providing reasons.

C. Conditions of Approved Observations

Where approved, the following conditions apply:

1. **Observation Only**
The external clinician shall not interact with students or staff.
2. **Duration and Frequency**
As determined by the Principal in consultation with the Director of School and Classroom Supports; limited to the minimum time required; generally not exceeding sixty (60) minutes in any one visit.
3. **Supervision**
An LRSD clinician from the same or related discipline will supervise the observation.
4. **Confidentiality**
The external clinician must:
 - a) acknowledge that information about other students observed incidentally may not be recorded or disclosed
 - b) abide by relevant federal and provincial legislation, notably:
 - i. [The Freedom of Information and Protection of Personal Privacy Act \(FIPPA\)](#);
 - ii. [The Personal Health Information Act \(PHIA\)](#); and
 - iii. [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#), where applicable
5. **Recording**
Audio, video, photographs, or notes identifying other students are **prohibited** unless explicitly authorized in writing.

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6. Compliance

The clinician must follow all school visitor protocols and Division policies.

7. Revocation of Access

The Principal or Director of School and Classroom Supports may terminate or revoke approval at any time if:

- a) conditions of approval are not met;
- b) privacy concerns arise; or
- c) the observation disrupts the learning environment.

Louis Riel School Division acknowledges Foothills School Division as a source for the development of this policy.

DRAFT

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