



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

Professional Courtesy Guidelines

Background

As part of the local negotiations with the PSSP Bargaining Unit, a joint subcommittee was established with a mandate to develop general guidelines for schools welcoming Learning Support Services staff (PSSP members). Among the issues to be addressed were sign in/sign out procedures, work space assignment and communication of safety plans/procedures. Representatives from Learning Support Services (LSS), a Learning Support Teacher, a Principal and PSSP participated in the development of the guidelines.

A number of factors, including the significant accommodation pressures being experienced in many of our schools, have contributed to the need to introduce guidelines for the coordination of professional activities by PSSP staff within the schools.

Purpose

To provide standards of reciprocal professional courtesy between itinerant PSSP and school staff in respect to:

- Meeting space
- Effective, consistent communication
- Scheduling
- Multi-disciplinary meetings

General Principles

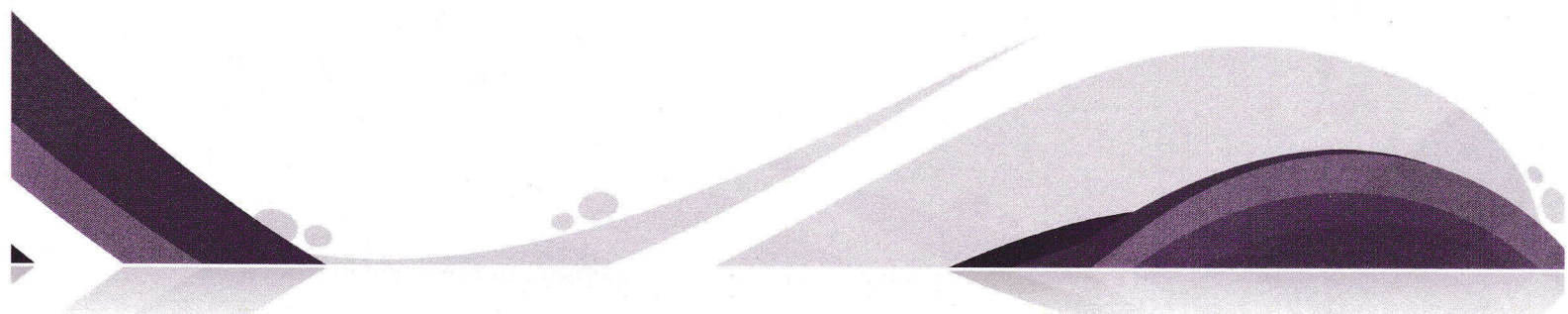
Communication:

LSS staff should meet with the Principal/Designate at the beginning of the school year to establish a prime contact(s) for regular communication within the school.

- LSS staff should check in with the prime contact at the school to exchange updates (in keeping with professional discipline standards) in regard to student referrals.

To facilitate communications, for student safety, for health & safety reasons and as a general courtesy:

- LSS staff should sign in and out at the office when they are in the school;
- LSS staff should identify themselves to the teacher/occasional teacher when withdrawing a student from the classroom; and
- Principal/Designate will provide LSS staff with appropriate information in regard to health and safety, emergency procedures and Safe Schools information, including student safety plans.



Meeting Space:

- Meeting space requirements should be identified early in the school year, preferably through a multi-disciplinary meeting so that decisions made in consideration of all concerned.
- LSS staff should be given priority for available space within a school for regular student, family and staff contacts.
- Meeting space should provide an appropriate balance allowing for private communications while not being visually isolated. In simple terms, a room with a window is the most appropriate venue.
- If LSS staff are required to provide service outside of regularly scheduled times, most typically due to the assessment of risk issues, appropriate meeting space is to be provided.
- Principal/Designate will provide LSS staff with appropriate access to BEAM / Wi-Fi / telephone.

Scheduling:

- Principal/Designate will provide appropriate information in regard to the school timetable (balanced day, recess, nutrition breaks) to facilitate the scheduling of meetings, interviews, student contacts, and staff consultation.
- A written schedule for the identified meeting space for LSS staff should be posted.
- LSS staff should adhere to their time commitment to the school and advise the Principal/Designate of any changes due to unscheduled changes due to illness, crisis etc.
- LSS staff should, whenever possible, make up time lost to the school due to crisis issues at other sites.

Multi-disciplinary meetings:

- Principals are required to convene three school based multi-disciplinary meetings over the course of the school year.
- In addition to identifying students for referral, the meeting provides an opportunity for collaboration amongst professional staff which can enhance support for referred students.
- It is recommended that a multi-disciplinary meeting be scheduled early in the school year to deal with scheduling, and to review and define roles of LSS staff with the LSTs and administrative staff.

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