



## POLICIES AND PROTOCOLS

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- *Guidelines for School Registration of Students in Care of Child Welfare Agencies* (2002)
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## Planning in Education

### Overview

Manitoba Education, Citizenship and Youth supports improving educational outcomes for all learners through comprehensive educational planning and reporting. By gathering and sharing information, involving partners, and implementing thoughtful strategies, school divisions and schools are able to identify and address educational priorities. Manitoba Education, Citizenship and Youth reviews all the reports, and uses the information to inform its own planning.

### Requirements

The revised Categorical Grant and School Plan Reporting processes consist of a three-year reporting cycle with visits to school divisions on a rotational basis. The visits include a departmental team engaging in collegial discussions with school division personnel focused on categorical grant areas, school division planning, and other matters of mutual interest. These changes support accountability while increasing dialogue and collaboration between divisions and Manitoba Education, Citizenship and Youth.

The revised reporting process applies to the following categorical grants:

- Student Services Grant
- Aboriginal Academic Achievement
- Early Numeracy Initiative
- French Language Grants
- Education for Sustainable Development
- Middle Years Experiential Grant
- Early Literacy Intervention Initiative
- English as an Additional Language
- Early Childhood Development Initiative

Full School Division Plan reports and School Plan reports are now required every third year rather than annually. In the intervening two years, schools and divisions will submit a list of current educational priorities and outcome areas. School division and school Reports to the Community as well as Categorical Grant Review Financial Reports are still required annually.



### For Further Information

Information about planning in education, including current reporting requirements, templates, available support, and examples of school and school division plans, is available on the Manitoba Education, Citizenship and Youth website at:  
[www.edu.gov.mb.ca/k12/specedu/pie/index.html](http://www.edu.gov.mb.ca/k12/specedu/pie/index.html)

*Supporting Inclusive Schools: School-Based Planning and Reporting (2004)* provides a framework for developing planning teams, creating school plans, and reporting to the Department, division/district, and community. This document is available on the Manitoba Education, Citizenship and Youth website at:  
[www.edu.gov.mb.ca/k12/docs/support/school-based/index.html](http://www.edu.gov.mb.ca/k12/docs/support/school-based/index.html)



### Further Information in This Handbook

#### **Ministerial Letters/Directives**

Revised Categorical Grant/Divisional and School Plan Reporting Processes, page 49

## POLICIES AND PROTOCOLS

### *Information Sharing Protocol Under the Youth Criminal Justice Act (Canada) for the Sharing of Youth Criminal Justice Information with Manitoba Schools by Manitoba Justice and Police Officers (February 2004)*

#### Overview

The *Information Sharing Protocol* is intended to

- describe Manitoba Justice's responsibilities and procedures for the disclosure and security of information about young persons who have been dealt with under the Youth Criminal Justice Act (YCJA) or the Young Offenders Act
- make possible the exchange of necessary information
- assist schools in developing their own policies and procedures for the use of, access to, further disclosure, security, storage, and destruction of such information
- ensure that the staff of Manitoba Justice, police officers, and school officials are aware of their respective responsibilities under the YCJA

Subsection 125(6) of the YCJA authorizes the limited disclosure of information respecting young persons dealt with under that act to school "representatives."

125(6) The provincial director, a youth worker, the Attorney General, a peace officer or any other person engaged in the provision of services to young persons may disclose to any professional or other person engaged in the supervision or care of a young person—including the representative of any school board or school or any other educational or training institution—any information contained in a record kept under subsections 114 to 116 if the disclosure is necessary

- (d) to ensure compliance by the young person with an authorization under section 91 [for reintegration leave or day release] or an order of the youth justice court;
- (e) to ensure the safety of staff, students or other persons; or
- (f) to facilitate the rehabilitation of the young person

Information from the following records may be disclosed to a designated "school representative" to the extent necessary to accomplish the purposes set out above:

- Youth Justice Court records and the records of other courts
- police records
- government records, such as the records of Manitoba Justice, containing information obtained for specified purposes



## For Further Information

Manitoba educators may borrow the *Information Sharing Protocol* document from the Manitoba Education, Citizenship and Youth Instructional Resources Unit by visiting the online education library at:

[www.edu.gov.mb.ca/k12/iru/index.html](http://www.edu.gov.mb.ca/k12/iru/index.html)

*Manitoba Pupil File Guidelines* assist school boards in carrying out their duties and responsibilities respecting student information. The guidelines are available on the Manitoba Education, Citizenship and Youth website at:

[www.edu.gov.mb.ca/k12/docs/policy/mbpupil/mbpupil.pdf](http://www.edu.gov.mb.ca/k12/docs/policy/mbpupil/mbpupil.pdf)

Probation Services

Manitoba Justice

Phone: 204-945-7890

Manitoba Education, Citizenship and Youth

School Support Unit

Phone: 204-945-8867

Toll-Free in Manitoba: 1-800-282-8069 (extension 8867)

### *Guidelines for Early Childhood Transition to School for Children with Special Needs (2002)*

#### Overview

*Guidelines for Early Childhood Transition to School for Children with Special Needs* is based on the belief that those who know children well—their families, preschool service providers, support agencies, and others—are the most effective people to work with school personnel to ensure a child’s successful transition into the school system.

Transition into school is facilitated when

- the transition process begins early
- parents of preschool children with special needs are provided with information about the transition process into school
- preschool service providers and agencies collaborate and communicate effectively

*Guidelines for Early Childhood Transition to School for Children with Special Needs* describes the roles and responsibilities of each partner in the transition process—families, preschool service providers, support agencies, and the school system—and provides an *Early Years Transition Planning Inventory* to facilitate information gathering and sharing.



#### For Further Information

*Guidelines for Early Childhood Transition to School for Children with Special Needs* is available online at:

[www.gov.mb.ca/fs/childcare/transition\\_protocol.html](http://www.gov.mb.ca/fs/childcare/transition_protocol.html)

Manitoba Education, Citizenship and Youth

School Support Unit

Phone: 204-945-8867

Toll-Free in Manitoba: 1-800-282-8069 (extension 8867)

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### *Manitoba Transition Planning Process Support Guidelines for Students with Special Needs Reaching Age 16 (Spring 1999)*

#### Overview

*Manitoba Transition Planning Process Support Guidelines for Students with Special Needs Reaching Age 16* was developed to support the interdepartmental protocol entitled “Transition Planning Process” (1989), mandated by the Manitoba departments of Family Services, Health, and Education, Citizenship and Youth.

The purpose of *Manitoba Transition Planning Process Support Guidelines* is to outline an individual planning process, agency interaction roles, timelines, resources, and best practices to assist with transition planning for students with exceptional learning needs who will require supports as adults.

Transition planning involves identifying the short-term and long-term outcomes necessary to meet a student’s needs. The school division student services administrator, or designate takes the lead in involving workers from the adult service system. Collaborative planning between the school system and adult service agencies must occur early to ensure that the resources and supports required by the individual will be available.



#### For Further Information

Manitoba Family Services and Housing provides information about services for persons with disabilities, including supported living and vocational rehabilitation, and is available online at:

[www.gov.mb.ca/fs/pwd/index.html](http://www.gov.mb.ca/fs/pwd/index.html)

Manitoba Education, Citizenship and Youth

School Support Unit

Phone: 204-945-8867

Toll-Free in Manitoba: 1-800-282-8069 (extension 8867)



#### Further Information in This Handbook

##### Standards

*Appropriate Educational Programming in Manitoba: Standards for Student Services* (2006), page 97

### *Child Protection and Child Abuse Manual: Protocols for School Division Staff (Revised 2003)*

#### Overview

The *Child Protection and Child Abuse Manual* has been published by Manitoba Family Services and Housing to provide school staff with an understanding of their role when it is suspected that a child is in need of protection. It outlines procedures for reporting and also informs school staff of their legal obligations to these children. The child abuse and child protection protocols were jointly prepared in consultation with the departments of Family Services and Housing, Health, Justice, and Education, Citizenship and Youth, through the Provincial Advisory Committee on Child Abuse.

The *Child Protection and Child Abuse Manual* includes

- the definition of a child in need of protection
- procedures for reporting a child in need of protection
- the role of the Child and Family Services Agency
- indicators of child abuse and child assault
- roles of school division staff in abuse prevention

In Manitoba, regulations under Section 17 of The Child and Family Services Act (1999) indicate that all school division staff must report, or cause to be reported, any case of suspected child abuse relating to a child attending the school. The CFS Act states that anyone who has information that leads the person to reasonably believe that a child is being or has been abused, or is in need of protection or might be in need of protection, must report this suspicion.



#### For Further Information

The *Child Protection and Child Abuse Manual: Protocols for School Division Staff (Revised 2003)* provides educators with information about child protection and includes procedures for reporting children in need of protection. It is available online at: [www.pacca.mb.ca/pdf/school\\_division\\_protocol.pdf](http://www.pacca.mb.ca/pdf/school_division_protocol.pdf)

Information about Manitoba's Child and Family Services system is available online at: [www.gov.mb.ca/fs](http://www.gov.mb.ca/fs)  
Phone: 204-945-6659

The guidance and counselling of students is an integral component of the educational mission of the school. Guidance and counselling services and programs promote the personal/social, educational, and career development of all students. Information regarding Manitoba Education, Citizenship and Youth's financial support for guidance and counselling can be found at <[www.edu.gov.mb.ca/k12/finance/index.html](http://www.edu.gov.mb.ca/k12/finance/index.html)>. In addition to this base support, student services grants may be used to support programs and services intended to promote the personal, social, educational, and career development of students. Further information is available on the Guidance and Counselling website at:  
[www.edu.gov.mb.ca/k12/specedu/guidance/index.html](http://www.edu.gov.mb.ca/k12/specedu/guidance/index.html)

In Manitoba, services for children and families are provided through a coordinated system of government offices, mandated agencies, and related service providers. Contact information for Department of Child and Family Services offices, First Nations mandated agencies, and private mandated agencies is available online at:  
[www.gov.mb.ca/fs/locations/cfsagencies.html](http://www.gov.mb.ca/fs/locations/cfsagencies.html)

The Child and Family Services Act is available online at:  
<http://web2.gov.mb.ca/laws/statutes/ccsm/c080e.php>

The Metis Child and Family Services Authority is an incorporated entity with the responsibility to administer and manage child and family services delivery for Metis, Non-Status, and Inuit people in Manitoba. It is one of four Child and Family Services Authorities that operate within the province who are charged with ensuring that child and family services are available and accessible to their respective populations. Further information is available on the Manitoba Metis Federation Inc. website at:  
[www.mmf.mb.ca/pages/departments/mcfs/authority.php](http://www.mmf.mb.ca/pages/departments/mcfs/authority.php)



## Further Information in This Handbook

### **Provincial Legislation**

The Child and Family Services Act, page 20

### *Guidelines for School Registration of Students in Care of Child Welfare Agencies (2002)*

#### Overview

In Manitoba, every child has the right to an education. There are no exceptions or qualifications to this right. Students receiving the care of child welfare agencies may be experiencing very stressful events in their lives. *Guidelines for School Registration of Students in Care of Child Welfare Agencies* reflects the belief that a carefully planned and timed transition into school allows students to feel accepted, valued, and safe. The placing agency, upon assuming the role of guardian or acting on the guardian's behalf, facilitates the student's smooth transition to another school by collaborating and sharing information with school personnel and others.

*Guidelines for School Registration of Students in Care of Child Welfare Agencies* summarizes the roles and responsibilities of placing agency and school division personnel in the school registration and transition process.



#### For Further Information

*Guidelines for Early Childhood Transition to School for Children with Special Needs* is available online at:

[www.edu.gov.mb.ca/k12/specedu/pdf/in\\_care.pdf](http://www.edu.gov.mb.ca/k12/specedu/pdf/in_care.pdf)

Children's Special Services (Family Services and Housing) provides support to families to care for children who have physical and/or mental disabilities. Information, including the location and contact information for regional offices, is available online at: [www.gov.mb.ca/fs/locations/winnipeg.html](http://www.gov.mb.ca/fs/locations/winnipeg.html)

For further information regarding Children's Special Services (Family Services and Housing) Central Intake, please call 204-945-1335.

Manitoba Education, Citizenship and Youth

School Support Unit

Phone: 204-945-8867

Toll-Free in Manitoba: 1-800-282-8069 (extension 8867)



## Further Information in This Handbook

For further information regarding the principal's responsibility to transfer a pupil file, see:

### **Regulations**

Education Administration Miscellaneous Provisions Regulation, amendment (Regulation 156/2005), page 65

### **Standards**

*Appropriate Educational Programming in Manitoba: Standards for Student Services* (2006), page 97

## POLICIES AND PROTOCOLS

### *The Unified Referral and Intake System (URIS) Policy and Procedure Manual (1999)*

#### Overview

*The Unified Referral and Intake System (URIS) Policy and Procedure Manual* is a manual for administrators of community programs that support children with special health care needs.

URIS, which was created in 1995, is a joint initiative of the departments of Family Services and Housing, Health, and Education, Citizenship and Youth. The protocol supports children who require assistance to perform health care procedures when they are apart from their parents/guardians and attending a community program. Family Services and Housing (through the Children's Special Services Program) provides leadership and administrative support.

URIS provides funding and policy direction to assist community programs to safely support children with special health care needs. Community programs eligible for URIS supports include school divisions, licensed child care facilities, recreation programs, and family service plans involving respite.

The manual is for administrators in school divisions, licensed child care facilities, accredited recreation programs, and agencies that provide respite service who wish to access URIS support. It documents the policies and procedures required to receive URIS support.

Specifically, URIS

- provides a standard means of classifying the complexity of health care procedures
  - Complex Medical Procedures (Group A)

Group A procedures are complex medical procedures that must be performed by a registered nurse. Children classified as Group A often (but not always) have a long-term disability and require support from a medical assistive device or technology for at least part of the day. This technology replaces or augments a vital bodily function without which the child would be at risk of further disability or death.
  - Health Care Routines (Group B)

Group B health care routines may be safely delegated to non-health care personnel trained and monitored by a registered nurse. Examples of Group B health care needs are asthma, life-threatening allergies, diabetes, and seizure disorders.
- establishes the level of qualification required by staff in community programs to support these children

- provides funding for registered nurses through regional health authorities and private nursing agencies to train community program staff, develop health care/emergency response plans for children with identified Group B health care needs, and provide ongoing monitoring if required (See attached applications)
- recommends policies that community programs may adopt to support children with special health care needs
- provides teaching modules for registered nurses to support their training for community program staff

### Provincial Directive — Life-Threatening Allergies

To further support children with life-threatening allergies who are attending community programs within the province of Manitoba, the Ministers responsible for the Unified Referral and Intake System (URIS), Health, Family Services and Housing, and Education, Citizenship and Youth distributed a provincial directive requiring that all community programs, including school divisions, develop local policy for life-threatening allergies by June 2004.

The local policy should include information and awareness for the school community, avoidance strategies, and emergency response procedures, and be aligned with the *Children with Known Risk of Anaphylaxis Policy Framework contained in the URIS Policy and Procedure Manual, June 1999*.



#### For Further Information

Departmental contact information and a URIS funding application form are available on the Manitoba Education, Citizenship and Youth website at:  
[www.edu.gov.mb.ca/k12/specedu/intersectoral/uris/index.html](http://www.edu.gov.mb.ca/k12/specedu/intersectoral/uris/index.html)

URIS  
 305 - 114 Garry Street  
 Winnipeg, MB R3C 4V7  
 Phone: 204-945-3255  
 Fax: 204-945-5668



#### Further Information in This Handbook

##### Ministerial Letters/Directives

Anaphylaxis Policy, page 55