



SECTION:	School and Community Relations	APPROVAL DATE:
SUBSECTION:	Local/Regional Agencies	March 21, 1977
POLICY NAME:	Local and Regional Agency Liaison	LAST REVISED:
POLICY NUMBER:	R.SCR.E.2	April 6, 1999

1. AGENCY LIAISON DESIGNATES
 - 1.1 The Director or Designate will appoint a liaison person for a particular local or regional agency.
 - 1.2 The liaison person shall, in consultation with the Director, establish and maintain effective communication links between the assigned agency and the Board.
 - 1.3 The liaison person shall consult with and follow the Directives of the Director in any liaison with an agency which could lead to or result in legal action.
 - 1.4 The liaison person shall maintain written records on all liaison and related responsibilities, including pupil referrals, and submit regularly to the Director, at the Director's discretion, a written report in respect to these responsibilities including the disposition of all pupil referrals.

2. DETERMINING NEED FOR AGENCY LIAISON
 - 2.1 The appropriate department at the Board Office will initiate the contact with local and or regional agencies that are based on psychological, sociological, physiological, and/or other related areas of pupil needs and will determine the necessity for and the procedures to be used throughout the liaison.
 - 2.2 Where liaison with an agency is requested through a school referral, the appropriate department at the Board Office will determine the necessity for and the procedures to be followed in any communications and or action between the school and the agency.
 - 2.3 When personnel from the Board Office act as the liaison with an agency following a school referral, the personnel involved will inform the School Principal of the subsequent developments, procedures to be followed and, where pertinent, the final disposition of the case.
 - 2.4 The appropriate department at the Board Office will initiate contact with local and/or regional agencies that are related to pupil attendance and will determine the necessity for and the procedures to be used throughout the liaison.

3. PRINCIPAL RESPONSIBILITIES
 - 3.1 The principal will, subject to these regulations, be responsible for all other liaison that, in the opinion of the principal, is appropriate to establish with local and/or regional agencies.