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CONSTITUTION

Part 1 - NAME

The name of the society is the **British Columbia Association of School Psychologists**.

Part 2 - PURPOSES

The purposes of the society are to represent the interests of school psychologists and to further the standards of school psychology practice in order to promote effective service to all students and their families by:

- (1) encouraging and initiating activities appropriate to the strengthening and unifying of the profession of school psychology;
- (2) assisting and promoting the development of high professional and ethical standards within its membership;
- (3) promoting the advancement of educational standards in school psychology;
- (4) promoting sound personal practice in school psychology; and
- (5) representing the needs, concerns and interests of school psychologists in areas of public relations, education programs, and legislative matters.

BYLAWS

PART 1 - INTERPRETATION

In these Bylaws:

"debenture" has the same meaning as in the
Company Act

"society" means the British Columbia Association
of School Psychologists

"special resolution" shall have the same meaning
as in the Society Act.

PART 2 - STANDARDS

- 2.1 A Certified School Psychologist provides, or is qualified to provide, psychological services and consultation for students, parents, and teachers in order to address learning, behavioral and emotional concerns, and has training in, and provides psychoeducational assessments when necessary in order to address these concerns.
- 2.2 A Certified School Psychologist is employed by a board of school trustees constituted under the School Act, or by a Provincial, federal or municipal government or government agency, or by a university as defined by the University Act.
- 2.3 Membership in the Society does not confer the right to use the title Certified School Psychologist where prohibited by law.
- 2.4 All members shall actively participate and engage in activities which maintain, expand and update their professional skills. This requirement may be met by completing at least 75 hours of professional development within 3 years (a list of possible options is published separately).

PART 3 - MEMBERSHIP

3.1 - CERTIFIED SCHOOL PSYCHOLOGIST (VOTING)

3.1.1 Educational Qualifications

- (a) A master's or a doctoral degree in a School Psychology program from a university approved by the Membership Committee.

OR

- (b) A master's or a doctoral degree in a related field such as Counselling Psychology, Educational Psychology or Special Education, from a university approved by the Membership Committee and which includes all of the following:

- training in the administration, scoring and interpretation of "Level C" tests*;
- training in psychometric principles; and
- training in intervention techniques and methods.

*Level C tests are those which require advanced training and experience in administration, scoring and interpretation. (Examples: clinical tests of mental ability, personality tests, neuropsychology tests.)

OR

- (c) Current certification by the National School Psychology Certification Board (National Association of School Psychologists).

3.1.2 Experience

(Experience may be obtained either during or following the graduate degree program.)

- (a) At least 400 hours of supervised school psychology practicum.

OR

- (b) Evidence of 2 years of successful supervised experience as a school psychologist.

OR

- (c) Current certification by the National School Psychology Certification Board (National Association of School Psychologists).

3.1.3 Examination

Attainment of a passing score adopted by the National Association of School Psychologists (NASP) on the National School Psychology Examination (ETS), or a passing score on each part of the examination, except for Section IV (Professional Practice) on which a score equivalent to 55% is accepted.

3.1.4 Citizenship

Canadian citizenship or Canadian landed immigrant status.

3.1.5 Criminal Record Check

No record of any criminal offence which may jeopardize a professional relationship with students.

3.1.6 Professional References

Two references which would attest to the suitability of the applicant to work as a school psychologist. Possible references may include employers, professional colleagues, or academics who have known the applicant for a period of at least 2 years.

3.1.7 Current Employment as in 2.2.

3.1.8 Fees

The following fees shall be levied:

- (a) Application Fee. This is a one-time, non-refundable fee which shall accompany all applications for certification.
- (b) Annual Certification-Membership Fee. The payment of this fee shall be due on or

before January 31, of the membership year, which runs from January 1 to December 31.

- (c) Penalties. Penalties for late payment made after that date will be assessed.

Any change in fee structure or amount shall be ratified by the membership.

3.1.9 **Application Procedure**

On receipt of documentation and application fee all applicants shall be considered on an individual basis by the Membership Committee.

Where an applicant disputes the decision of the Membership Committee, an appeal in writing may be made to the Executive Committee.

Where an applicant meets all criteria but 3.1.7, the Membership Secretary may write a letter to notify a potential employer of the applicant's eligibility for membership.

3.2 - **STUDENT MEMBER (NON-VOTING)**

Applicants must submit proof of current enrollment in a graduate program in school psychology or a course of study which would meet the requirements of membership on completion. Both an outline of the course of study and a verification of enrollment are required. On receipt of documentation all applicants shall be considered on an individual basis by the Membership Committee.

3.3 - **CESSATION OF MEMBERSHIP**

3.3.1 A person shall cease to be a member:

- (a) by delivering his resignation in writing to the Secretary-Treasurer of the society or by mailing or delivering it to the address of the society.
- (b) on his death.
- (c) on being expelled.
- (d) on having been a member not in good standing for 6 consecutive months unless written application for deferral or moderation of

- fees, due to extenuating circumstances, has been approved by the Executive.
- (e) by ceasing to be employed for more than one year by an agency as specified in 2.2.

3.3.2 All members are in good standing except one who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the society. A member is not in good standing so long as the debt remains unpaid.

3.3.3 A member may be expelled from the society for conduct deemed unacceptable by a review committee appointed by the Executive Committee. The Membership Secretary shall give the member written notice of the conduct complained of and the member or his representative(s) shall be entitled to provide a written or oral explanation of the conduct complained of within the time specified by the Membership Secretary. After investigation, the Executive Committee may expel a member or provide such lesser penalty as may be deemed appropriate.

3.4 - REINSTATEMENT OF MEMBERSHIP

3.4.1 A person who has ceased to be a member because of nonpayment of fees and who has continued to work for an employer as designated in 2.2, may be reinstated by reimbursement of the delinquent fees together with the application fee for up to three years. After that time, the person must reapply for certification-membership.

3.4.2 A person who has ceased to be a member for up to six years because he is not employed as in 2.2, may be reinstated by notification to the Membership Secretary of re-employment by a designated agency and payment of the current certification-membership fee. After that, the person must reapply for certification-membership.

PART 4 - MEETINGS

- 4.1 The Executive Committee shall hold at least four meeting per year.
- 4.2 Each Executive Committee member shall have one vote. A quorum for all Executive Committee meetings shall be a 2/3 majority of the total votes.
- 4.3 There shall be an Annual General Meeting of the society which shall take place not later than November 30 in any calendar year, at such place as may be designated by the Executive Committee.
- 4.4 Notice of any General Meeting shall be mailed to all members in good standing at least 4 weeks before the date of such General Meeting.
- 4.5 No substantive or procedural matter shall be transacted at any General Meeting unless a quorum of 20% of the voting members (which shall be at least 3 persons) shall be present.
- 4.6 Should a quorum not be present at the Annual General Meeting the President may call a meeting of the membership with 24 hours notice. Quorum provisions as stated in 4.5 shall not be applicable at this meeting.
- 4.7 A request for an Extraordinary General Meeting may be made by members of the society via a petition stating the purpose of the meeting and bearing signatures of at least 10% of the members, directed to the Secretary-Treasurer, at which time 4.4 shall be applied.
- 4.8 Should a quorum not be present at an Extraordinary General Meeting, the President shall call a meeting of the membership, with 4 weeks written notice. Quorum provisions as stated in 4.5 shall not be applicable at this meeting.
- 4.9 The accident omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

- 4.10 The President (or alternate designated Chair) shall not vote at a General Meeting except when a deciding vote is required.
- 4.11 Each voting member in good standing present at a meeting shall be entitled to one vote. There shall be no provision for proxy voting.
- 4.12 The New Robert's Rules of Order (1989) shall govern procedure at all meetings of the society to the extent that they are not inconsistent with the Constitution and Bylaws of the society and any special rules adopted in accordance with them.

PART 5 - OFFICERS

- 5.1 The Executive Committee shall consist of: President, Vice President, Past President, Secretary-Treasurer, Membership Secretary, Newsletter Editor, and Chairs of Standing Committees.
- 5.2 All members of the Executive Committee shall be elected by secret mail ballot (except the Past President as noted in 5.3).
- 5.3 The President shall be elected for a two year term and will automatically assume the office of Past President upon leaving the office of President.
- 5.4 The Vice President, Secretary-Treasurer, Membership Secretary, Newsletter Editor, and Ethics and Professional Conduct Chair shall be elected for one year terms.
- 5.5 The duties of the members of the Executive Committee shall be determined in the Bylaws, Part 12.
- 5.6 When an Executive Committee position becomes vacant, the remaining members of the Executive Committee shall appoint a successor until the next Annual General Meeting.
- 5.7 Terms of office for Executive Committee members shall commence immediately following the Annual General Meeting.

PART 6 - NOMINATIONS & ELECTIONS

- 6.1 The Nominations Committee shall consist of the Past President and at least three members appointed by the Executive Committee.
- 6.2 The Past President shall issue a call for nominations not less than 75 days prior to the Annual General Meeting.
- 6.3 The nominations shall close 40 days prior to the Annual General Meeting.
- 6.4 A nomination shall be made by two voting members who shall sign the nomination form. The nominee shall also sign the nomination form.
- 6.5 Where more than one person has been nominated for an executive position, an election shall be held by mail ballot.
- 6.6 Each voting member in good standing shall be entitled to one vote.
- 6.7 Ballots shall be mailed to each voting member in good standing 30 days prior to the Annual General Meeting.
- 6.8 Ballots must be received by the Past President 24 hours prior to the Annual General Meeting.
- 6.9 The nominee receiving the majority of votes from the ballots cast (for each position) shall be declared elected.
- 6.10 Where only one person has been nominated for an executive position, that person shall be declared elected.
- 6.11 Where a President resigns less than 80 days before an Annual General Meeting or where there is no nominee for an Executive Committee position, nominations and elections by secret ballot shall take place during the Annual General Meeting.

PART 7 - REMOVAL FROM OFFICE

- 7.1 A petition for removal of an officer shall be signed by at least five members of the society and submitted in writing to the President. If the President is the subject of the petition, it shall be presented to the Vice President. A copy of this petition shall be forwarded to the subject of the petition.
- 7.2 Within 15 days following receipt of the petition, the President (Vice President) shall call a meeting of the Executive Committee to consider the matter, and to call for an Extraordinary General Meeting stating the reason for such meeting.
- 7.3 At the Extraordinary General Meeting quorum provisions as stated in Part 4 shall not be applicable.
- 7.4 The members may, by special resolution at such General Meeting, remove an executive officer before the expiration of his term of office.

PART 8 - BORROWING POWERS

- 8.1 In order to carry out the purposes of the society the Executive Committee may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and in particular, but without limiting the foregoing, by the issue of debentures.
- 8.2 No debenture shall be issued without the sanction of a special resolution.
- 8.3 The members may, by special resolution, restrict the borrowing powers of the Executive Committee. Such a restriction shall expire at the next Annual General Meeting.

PART 9 - AMENDMENTS

- 9.1 The Constitution and Bylaws may be amended by special resolution.

- 9.2 Amendments to the Constitution and Bylaws shall take effect as soon as they are adopted unless otherwise directed by the members and after approval by the Registrar of Companies.

PART 10 - COMMITTEES

- 10.1 Standing Committees shall be the Conference Committee, Nominations Committee, Finance Committee, Membership Committee, Newsletter Committee, and Ethics and Professional Conduct Committee.
- 10.2 The Executive Committee may appoint additional committees as may from time to time be deemed advisable.

PART 11 - DISSOLUTION

Upon dissolution of this society, funds or assets remaining after all debts have been paid shall be transferred to a charitable institution with purposes similar to those of this society, or if this cannot be done, to another charitable institution recognized by Revenue Canada as qualified under the provisions of the Income Tax Act of Canada.

PART 12 - THE EXECUTIVE COMMITTEE

The responsibilities of the members of the Executive Committee shall be as follows:

12.1 - PRESIDENT

- 12.1.1 To serve as the chief executive officer of the society.
- 12.1.2 To give professional leadership to the society.
- 12.1.3 To call regular meetings of the Executive Committee and the membership as specified in the Bylaws, Part 4.

- 12.1.4 To conduct all meetings of the Executive Committee and General Meetings that are called.
- 12.1.5 To serve as an ex-officio member of all committees except the Nominations Committee.
- 12.1.6 To coordinate plans, stimulate activity, review progress, and request reports at appropriate times.

12.2 - VICE PRESIDENT

- 12.2.1 To serve in the President's place and with the President's authority in case of absence or disability of the President
- 12.2.2 To represent the Executive Committee on the Conference Committee.

12.3 - PAST PRESIDENT

- 12.3.1 To consult with and advise the President.
- 12.3.2 To chair the Nominations Committee.
- 12.3.3 To coordinate proposed changes to the Constitution and Bylaws.

12.4 - SECRETARY-TREASURER

- 12.4.1 To record and distribute proceedings of executive meetings to all members of the Executive Committee.
- 12.4.2 To record and distribute the proceedings of the Annual General Meeting and Extraordinary General Meetings to members.
- 12.4.3 To conduct the correspondence of the society.
- 12.4.4 To have custody of current records and documents of the society.
- 12.4.5 To pay accounts with budgeted amounts.

12.4.6 To have a financial statement drawn up each year for presentation at the Annual General Meeting.

12.4.7 To chair the Finance Committee

12.5 - MEMBERSHIP SECRETARY

12.5.1 To encourage new members.

12.5.2 To maintain the register of current members.

12.5.3 To appraise applications, certify members, and issue memberships.

12.5.4 To have custody of the seal of the society.

12.5.5 To determine valid membership prior to any voting as stated in the Bylaws.

12.5.6 To chair the Membership Committee.

12.6 - NEWSLETTER EDITOR

12.6.1 To publish and distribute a newsletter at least four times a year.

12.6.2 To chair the Newsletter Committee.

12.7 - ETHICS AND PROFESSIONAL CONDUCT CHAIR

12.7.1 To chair the Ethics and Professional Conduct Committee

PART 13 - STANDING COMMITTEES

13.1 - CONFERENCE COMMITTEE

13.1.1 The Vice President shall serve as a member of the Conference Committee.

13.1.2 The members of the Conference Committee shall be appointed by the Executive Committee.

13.1.3 The Chair or Co-Chairs shall report to the Executive Committee for approval of all motions or actions involving major budget items for the conference.

13.1.4 At the completion of the conference, the Chair or Co-Chairs shall submit a final report to the Executive Committee.

13.2 - **NOMINATIONS COMMITTEE**

13.2.1 The Past President shall serve as Chair of the Nominations Committee.

13.2.2 The members of the Nominations Committee shall be appointed by the Executive Committee.

13.2.3 The duties of the Nominations Committee shall be:

(a) To inform the membership of vacancies on the Executive Committee as stated in the Bylaws.

(b) To distribute and receive all ballots.

(c) To tabulate election results.

13.2.4 The Chair shall report election results at the Annual General Meeting.

13.3 - **FINANCE COMMITTEE**

13.3.1 The Secretary-Treasurer shall serve as Chair of the Finance Committee

13.3.2 The members of the Finance Committee shall be the President, Secretary-Treasurer, and other members as appointed by the Executive Committee.

13.3.3 The duties of the Finance Committee shall be:

(a) To assist the Secretary-Treasurer in compilation of the annual budget.

(b) To advise the Executive Committee of the status of the budget.

13.4 - **MEMBERSHIP COMMITTEE**

13.4.1 The Membership Secretary shall serve as Chair of the Membership Committee.

13.4.2 The members of the Membership Committee shall be appointed by the Executive Committee.

13.4.3 The duties of the Membership Committee shall be:

(a) To appraise application, certify members, and issue memberships.

(b) To determine valid membership prior to any voting.

13.5 - **NEWSLETTER COMMITTEE**

13.5.1 The Newsletter Editor shall serve as Chair of the Newsletter Committee.

13.5.2 The members shall be appointed by the Executive Committee.

13.5.3 The members shall assist the Chair in preparing and distributing at least four newsletters per year.

13.6 - **ETHICS AND PROFESSIONAL CONDUCT COMMITTEE**

13.6.1 The Ethics and Professional Conduct Committee Chair shall serve as Chair of the Ethics and Professional Conduct Committee.

13.6.2 The members of the Ethics and Professional Conduct Committee shall be appointed by the Executive Committee.

13.6.3 The members of the Ethics and Professional Conduct Committee shall assist the Chair in preparing the annual report for the Annual General meeting.

13.6.4 The duties of the Ethics and Professional Conduct Committee shall be to:

(a) promote the knowledge and practice of professional ethics and standards in school psychology and act in a general

- consultative role to both members and the community in this capacity;
- (b) advise the Executive Committee regarding members' concerns related to ethical practise in the workplace;
 - (c) advise the Executive Committee regarding complaints against members;
 - (d) revise the Associations document Guidelines for Ethical Conduct, as necessary, with the approval of the membership at the Annual General Meeting; and
 - (e) develop and maintain guidelines for adjudication of ethical complaints.

PART 14 - REIMBURSEMENT FOR EXPENSES

- 14.1 The Executive Committee may provide for payment of pre-approved expenses incurred by members while on official business for the society on condition that:
- (a) reimbursement for mileage travel expenses is at the rate determined by the Finance Committee.
 - (b) reimbursement for air fares is made on the basis of return economy airfare.
- 14.2 No reimbursement shall be paid for attendance at meetings held during the annual convention.
- 14.3 Claims for expenses must be submitted to the Secretary-Treasurer. The Secretary-Treasurer shall deduct expenses from the appropriate budget item.
- 14.4 Where members of the Executive Committee are asked to represent the society, the President may approve the expenses incurred. The Executive Committee shall determine the assignment of costs to the appropriate part of the budget.

GUIDELINES FOR ETHICAL CONDUCT
FOR MEMBERS OF THE
BRITISH COLUMBIA ASSOCIATION OF SCHOOL PSYCHOLOGISTS

PREFACE

The Guidelines for Ethical Conduct for Members of the British Columbia Association of School Psychologists were developed collaboratively by a committee of members which included Harriet Bryant, John Carter, Jeanine Harper, Barbara Nielsen, Sue Wagner (Chair) and Brian Ward. Drafts were distributed at the Annual General Meeting of the Association in November 1990 and mailed in October 1991. As well, members were encouraged through regular requests in the newsletter, to comment, critique and offer suggestions to the committee. Progress and drafts were distributed to the Executive throughout the year. Thanks for their suggestions are extended to Tony Sweet, Barbara Holmes, Ted Wormeli and Greg McCallum.

In their early deliberations, the Ethics Committee surveyed a number of ethics statements and decided that the Professional Conduct Manual of the National Association of School Psychologists would provide an appropriate model. Besides modifications required to Canadianize the document, the major difference evident was the legal restriction of British Columbia School Psychologists in their employment "by board of school trustees constituted under the School Act, or by a Provincial, federal or municipal government or government agency, or by a university as defined by the University Act".

Permission to borrow heavily from the NASP manual was obtained from the president, Peg Dawson on March 12, 1991 and from John A. Reinhardt, Chair, Ethical and Standards Committee. To these individuals and their association we offer our thanks.

It is the intention of the Ethics Committee that the BCASP Guidelines will evolve and change as the membership directs.

December, 1991

I. INTRODUCTION

Standards for professional conduct, usually referred to as ethics, recognize the obligation of professional persons to provide services and to conduct themselves so as to place the highest esteem on human rights and individual dignity. A code of ethics describes the commitment of professionals to ensure that each person served will receive the highest quality of service. Even though ethical behavior involves interactions between the profession, the person served and employing institutions, responsibility for ethical conduct rests with the professional.

School psychologists are specialized professionals certified to work in a school setting where other ethical codes may be in place. School psychologists work in situations where circumstances may develop which are not clearly dealt with in other ethical guidelines. This possibility is heightened by intense concern for such issues as due process, protection of individual rights, record keeping, accountability and equal access to opportunity.

The intent of these guidelines is to supply clarification which will facilitate the delivery of school psychological services in the province of British Columbia. In addition to these ethical standards, there is the ever present necessity to differentiate between legal mandate and ethical responsibility. School psychologists are urged to become familiar with applicable legal requirements such as those contained in the School Act and the Psychologists Act.

The ethical standards in this guide are organized into several sections representing the multifaceted nature of school psychologists' roles. The grouping arrangement is a matter of convenience, and principles discussed in one section may also apply to other areas and situations. School psychologists should consult with other experienced professionals and seek advice from the appropriate professional organization when a situation is encountered for which there is no clearly indicated course of action.

II. PROFESSIONAL COMPETENCY

1. School psychologists' roles mandate a mastery of skills drawing from education and psychology.
2. School psychologists offer only those services which are within their individual area of training and experience. Competence levels are accurately represented to schools and clients in a professional manner. School

psychologists do not use affiliations with other professional persons or with institutions or associations to imply a level of professional competence which exceeds that which has actually been achieved.

3. School psychologists apply influence, position and professional skills in ways that protect the dignity and rights of individual students. They promote the improvement of the quality of life and education when undertaking assessment, counseling and intervention.
4. School psychologists recognize the need for continuing professional development and pursue opportunity to study new research and technology, and advance with changes that benefit children and families.
5. School psychologists avoid situations where any possible conflict of interest or appearance of a conflict of interest may compromise their relationships with their students, colleagues and/or their employers.
6. School psychologists refrain from involvement in any activity in which their personal problems or conflicts may interfere with professional effectiveness. Professional assistance is sought to alleviate such problems.

III. PROFESSIONAL RELATIONSHIPS AND RESPONSIBILITIES

A. General

1. School psychologists accept responsibility for the consequences of their behavior and ensure that professional skills, position and influence are applied only for purposes which are consistent.
2. School psychologists respect each person with whom they are working and deal justly and impartially with each regardless of his/her physical, mental, emotional, political, economic, social, cultural, racial, or religious characteristics.
3. School psychologists maintain professional relationships with students, parents, the school and community.
4. In a situation where there are divided or conflicting interests (as between parent, teacher, school, student, supervisor, trainer) school psychologists are responsible for attempting to work out a plan of action which, in their opinions, is in the best interests of the student.
5. School psychologists do not exploit their professional relationships with students or research participants.

School psychologists do not engage in, nor condone deliberate comments, gestures or physical contacts of an exploitive nature.

B. Students

1. School psychologists consider the students to be their primary responsibility and act as advocates of their rights and welfare.
2. School psychologists are guided by an awareness of the personal and confidential nature of information obtained in the assessment of a student. School psychologists use an approach which reflects a humanistic concern for dignity and personal integrity.
3. As appropriate, school psychologists discuss, in a manner that is understood by the student, the outcomes of assessment, counseling or other services. Discussion may include contemplated changes in program, plans for further services and possible alternative available to the student.
4. School psychologists inform students of all others who will receive information regarding the student and the manner and extent of information that will be communicated. The sharing of information should be formulated to fit the developmental maturity of the student and nature of the information.

C. Parents

1. School psychologists confer with parents regarding assessment, counseling and intervention plans in language understandable to the parent.
2. School psychologists recognize the importance of parental support and seek to obtain this by assuring that there is informed written parent consent. Reporting to the parent of findings and progress is made frankly and promptly.
3. When parents object to their children receiving psychological services, school psychologists endeavour to ensure that alternative services are offered which may enable the student to get needed help.
4. School psychologists discuss with the parent recommendations and plans for assisting the student. The discussion includes alternatives associated with each set of plans. The parents are advised of sources of help available at the school and in the community.

5. School psychologists inform parents of the nature of records made of parent conferences and evaluations of the student. Confidentiality and content of reports are discussed.

D. Service Delivery

1. School psychologists have a working understanding of the B.C. Ministry of Education goals, programs and legal requirements.
2. School psychologists are familiar with the philosophy, organization and teaching strategies of the individual schools to which they are assigned.
3. School psychologists recognize the need to establish an integral role within the school system and familiarize themselves with the system and community.

E. Community

1. School psychologists respect the prevailing community laws, mores, social customs, and cultural expectations in all professional activities provided that this does not contravene respect for the dignity of persons, responsible caring and integrity in relationships.
2. School psychologists may exercise their constitutional rights as the basis for procedures and practices designed to bring about social change. Such activities are conducted as involved citizens and not as representative of the British Columbia Association of School Psychologists.

F. Related Professionals

1. School psychologists respect and understand the areas of competence of other professions. They work in full cooperation with other professional disciplines in a relationship based on mutual respect and recognition of the multidisciplinary service needed to meet the needs of students. They recognize the role and obligation of the institutions or agencies with which other professionals are associated.
2. School psychologists encourage and support the use of resources that best serve the interests of their students. They have a responsibility to obtain prior knowledge of the competence and qualifications of professionals to whom they refer students and their families.

3. School psychologists explain their professional competencies and working relationships within the school system to other professionals.
 4. School psychologists cooperate with other professionals and agencies according to the rights and needs of their students.
 5. School psychologists who suspect the existence of detrimental or unethical practices, should contact the appropriate professional organization for assistance and follow procedures established for questioning ethical practice.
- G. Other School Psychologists
1. School psychologists who supervise and train interns or colleagues accept the obligation of providing experiences to further their professional development. Appropriate working conditions, fair and timely evaluation and constructive consultation are provided.
 2. School psychologists, acting as supervisors or mentors to interns, review and evaluate assessment results, conferences, counselling strategies and documents. They are prepared to assure the British Columbia Association of School Psychologists that training in the field is supervised adequately.
 3. School psychologists who are aware of a possible ethical violation by another school psychologist, attempt to resolve the issue through discussion with that person. If such informal efforts are not productive and a violation appears to have occurred, steps for filing an ethical complaint as outlined by the appropriate professional association are followed.

IV. PROFESSIONAL PRACTICES

A. Informed Consent

1. School psychologists obtain informed consent when they are requested to provide psychological services.
2. School psychologists obtain informed consent by assuring that at least the following points are understood: purpose and nature of the services, mutual responsibilities, the option to refuse or withdraw from the service at any time, the period of time for which the consent applies and how to rescind consent if desired.

3. School psychologists use signed consent forms which specify that such points have been explained and are understood.

B. Assessment and Intervention

1. School psychologists strive to maintain the highest standard of service by objectively collecting data appropriate for the student using reliable, valid instruments and techniques.
2. School psychologists utilize background information, other professional reports, observations, counselling procedures, consultation techniques and assessment data to present the most comprehensive and valid picture possible of the student.
3. School psychologists recommend interventions which are appropriate to the presenting problems of the referred student. These interventions should be consistent with the data collected during the assessment and should reflect responsible practice.
4. School psychologists refer students to other professionals for services when a condition is identified which is outside the treatment competencies of the school psychologist. School psychologists ensure that all relevant individuals are notified of the reasons for the change.
5. School psychologists attempt to ensure that psychoeducational assessment techniques are practiced only by appropriately qualified professionals.

C. Use of Material and Computers

1. School psychologists are responsible for maintaining the security of psychological tests.
2. School psychologists observe copyright laws.
3. School psychologists who utilize student information in lectures or publications, either obtain prior consent in writing or remove all identifying data.
4. School psychologists acknowledge the sources of their ideas and materials when publishing.
5. School psychologists maintain responsibility for computerized technological services used for diagnostic, consultative or information management purposes. School psychologists do not produce computer generated reports.

6. School psychologists who utilize technological data management services, apply the same ethical standards for use, interpretation and maintenance of data as for any other information.

D. Reporting Data

1. School psychologists, when reporting data which are to be representative of a student, take responsibility for preparing information that is written in terms that are understandable to all involved. Information should be in a form and style that assures emphasis on interpretations and recommendations rather than test scores. An appraisal of the degree of reliance and confidence which can be placed on the information should be included.
2. School psychologists ensure the accuracy of their reports, letters and other written documents by reviewing and signing them.
3. School psychologists ensure adequate storage and disposal of records, including rough drafts, to maintain confidentiality of information.

E. School-Based Research and Evaluation

School psychologists in performing research, accept responsibility for selection of topics, research methodology, subject selection, data gathering, analysis and reporting. In publishing reports of their research, they provide discussion of limitations of their data and acknowledge existence of disconfirming data, as well as alternative hypotheses and explanations of their findings.