

Pottsgrove School District



Guidelines for Community Behavioral and Mental Health Personnel Serving Students in School Settings

The Pottsgrove School District (“District”) seeks to work with providers of community behavioral and mental health services to provide support to children in its schools. To ensure the open and collaborative relationship that is essential to a successful interagency partnership, all providers of behavioral and mental health services to children during school hours in public school settings shall adhere to the following rules as a condition of the admission of their staff and contractors to our schools:

The school district will ensure that in addition to the following conditions/rules all visitors adhere to [Policy 907-School Visitors/Access to School District Buildings](#).

1. Therapeutic support staff (“TSS”) workers, mobile therapists, behavior specialist consultants (BSC), private duty nurses, health care aides, and other support staff working in classrooms shall adhere to the directions of the teacher responsible for the classroom in which they are working. Such staff shall not engage in any activity that has the purpose or effect of undermining the authority of the teacher, disrupting the order of the classroom, interfering with the instruction of any child, or interfering with or undermining the relationship between school personnel and either the child or the parents of the child.
2. The agency shall share with the District on request the Individual Treatment Plan (“ITP”) of the child and any progress monitoring notes or data, anecdotal records, parent communication, or other information concerning the progress or functioning of the child in school or the effectiveness of in-school interventions. The agency shall obtain from the parent or child, as appropriate, such written consent as is necessary to comply with this requirement. Consent need only authorize the sharing of school-related information.
3. The agency shall obtain from the parents or child, as appropriate, such written consent as is necessary to enable school district staff to participate in the development or revision of the ITP of the child and shall provide such written notice to the District in such time as will afford District staff a reasonable opportunity to participate. Such participation, and any consent authorizing it, may be limited to school-related services and concerns.
4. When agency-provided services are identified in the Individualized Educational Program (“IEP”) of the child, agency staff and contractors shall deliver such services in accordance with such IEP, under the direction of the responsible caseload teacher of the child. The agency shall make the District aware of any limitations applicable to agency provided services that would

prevent agency staff and contractors from the delivery of services in accordance with the IEP of the child.

5. Any agency staff or contractor providing supervision, consultation, or evaluations, or conducting observations, on school premises shall adhere to school visitation policies and procedures, including but not limited to the provision of advance notice to building administration, reporting to the building office prior to entering any classroom or other school location, and adhering to time limitations applicable to such visitations.

6. Prior to the initiation of any school-based service, the agency shall provide to the District for inspection and copying all criminal history and child abuse background reports required by law for any staff member who will have direct contact with children. Information concerning criminal activity and child abuse shall be updated in the form and within the time required by law.

7. When agency staff members have concerns about school staff or programming or about the appropriateness of the educational setting for the child in question, those staff or a responsible agency supervisor shall report those concerns to the responsible teacher, building principal, or special education administrator immediately. Whenever possible, to ensure that the perceptions of agency staff are not the result of misunderstanding educational practices and classroom management, education and treatment staff should consult about concerns before those concerns are shared with parents or guardians.

8. In order to respect the confidentiality/privacy of other students in the classroom/meeting, the interagency staff agrees not to share with others any information gathered on other students. Only information gathered for the identified student, may be shared with parent(s)/guardian(s) and/or the IEP team.

Reviewed and Accepted:

Signature of Mental Health Agency Representative Date Printed Name of Representative

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