Levels of student behavior and Corresponding Disciplinary Consequences:

**LEVEL I**

LEVEL I is minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school.

These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school personnel.

1. Examples of LEVEL I student behavior:
   a. Unacceptable social behavior
   b. Disrespect
   c. Classroom disturbances
   d. Classroom tardiness
   e. Cheating and lying
   f. Abusive or offensive language
   g. Failure to complete assignments or carry out directions

2. Staff Procedures:

   There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior may require a conference with the counselor or administrator. An accurate record of the disciplinary action is maintained by the staff member.

3. Disciplinary options/responses:
   a. Verbal
   b. Special assignment
   c. Behavioral contract
   d. Counseling
   e. Withdrawal of privileges
   f. Detention
LEVEL II

LEVEL II is misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation.

Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

1. Examples of LEVEL II student misbehavior:
   a. Unmodified Level I misconduct
   b. School tardiness
   c. Truancy
   d. Smoking
   e. Using forged notes or excuses
   f. Disruptive classroom behavior
   g. Cutting class
   h. Leaving school grounds

2. Staff procedures:
   a. The student is referred to the administrator for appropriate disciplinary action
   b. The administrator meets with the student and/or teacher and effects the most appropriate response
   c. A record of the administrator’s action is available for teacher review
   d. An accurate record of the disciplinary action is maintained by the administrator
   e. Parents will be notified
   f. A parental conference may be held

3. Disciplinary options/responses:
   a. Continuation of Level I responses
   b. Student behavior change
   c. Behavior modification
   d. Loss of social privileges
   e. Peer counseling
   f. Referral to an outside agency
   g. Temporary suspension
   h. In-school suspension
   i. Time-out procedures
LEVEL III

Level III are acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

These acts might be considered criminal but most frequently can be handled by disciplinary mechanism in the school.

1. Examples of Level III student misbehavior:
   a. Throwing objects
   b. Unmodified Level II misconduct
   c. Insubordination
   d. Fighting (simple)
   e. Vandalism (minor)
   f. Theft
   g. Threats to others which do not explicitly state or imply serious bodily injury or harm
   h. Violation of Policy #220 Student Expression (re: unauthorized publications such as underground newspapers)
   i. An initial complaint of sexual harassment of a covert nature. This may include jokes with sexual overtones, suggestive behavior, obscene gestures, insulting sounds, picture(s) which are graphic, sexually explicit, degrading or humiliating, and/or comments emphasizing sexuality or the sexual identity of an individual.
   j. Other forms of harassment which include ethnic, racial, or religious intimidation

2. Staff procedures:
   a. The administrator investigates the infraction and confers with the staff to determine the severity of infraction.
   b. The administrator meets with the student and confers with the parent about the student’s misconduct. A letter concerning the disciplinary action is issued to the parent.
   c. An accurate record of offenses and disciplinary action is maintained by the administrator.
   d. There is restitution of property and damages.

3. Disciplinary options/responses:
   a. Continuation of Level I and Level II responses
   b. Temporary removal from class
   c. Temporary (1-3 days) suspension
   d. Full (4-10 days) suspension
   e. Involvement of the police
LEVEL IV

LEVEL IV are acts which result in violence to another’s person or property or which pose a direct threat to the health or safety of persons in the school jurisdiction.

These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school.

Possession and/or use of tobacco products can impair the health of students and, as such, will be considered to be a threat to their individual safety and the health of others as it relates to second-hand smoke. Refer to Policy #222 – Tobacco Use – for progressive discipline as it relates to tobacco possession or use.

It shall be a violation of School District Policy for any student or employee to possess, handle, transmit, keep, use, or threaten to use a weapon at any time while on School District property or while going to or returning from school or a school activity, event, or function by any form of transportation including a school bus, vehicle, or on foot.

1. Examples of LEVEL IV student misbehavior:
   a. Unmodified LEVEL III misconduct
   b. Bomb threat/arson/false fire alarm/dangerous weapon(s)
   c. Assault/battery/both with or without a weapon
   d. Vandalism (major)
   e. Theft/possession/sale of stolen property
   f. Possession, use distribution, attempted distribution or being under the influence of alcohol or any controlled substance (drug) while under the school jurisdiction
   g. Threat of the use of a weapon to inflict serious bodily injury or harm including, but not limited to, the use of a weapon or toxic agents
   h. Sexual harassment of an overt nature or recurring incidents of LEVEL III sexual harassment. Overt sexual harassment may include requests for sexual favors, physical touching, fondling, pinching, kissing, exposing oneself, or sexual assault.

2. Staff procedures:
   a. The administrator verifies the offense, confers with the staff involved, and meets with the student. The student is read his/her constitutional rights.
   b. The student is immediately removed from the school environment. Parents are notified.
   c. A complete and accurate report is submitted to the Superintendent.
   d. The student is given a hearing before the Board.

3. Disciplinary options/responses:
   a. Level III disciplinary options
   b. Hearing (Superintendent)
   c. Expulsion (Board)
   d. Other Board action which results in appropriate discipline
   e. Involvement of legal/police authority
2019-2020 WATERFRONT LEARNING SERVICES CONTRACT
ALLEGHENY COUNTY SCHOOLS

THIS CONTRACT by and between the ALLEGHENY INTERMEDIATE UNIT d/b/a WATERFRONT LEARNING SERVICES, having an address of 475 East Waterfront Drive, Homestead, PA 15120 (hereinafter referred to as “Waterfront Learning”) and

SHALER AREA SCHOOL DISTRICT, having an address of 1800 Mt. Royal Boulevard, Glenshaw, PA 15116 (hereinafter referred to as “School District”)

WITNESSETH:

WHEREAS, WATERFRONT LEARNING, a service of the Allegheny Intermediate Unit, has developed a menu of flexible virtual education program options that incorporate high-quality courses, instruction and professional development at reasonable prices; and

WHEREAS, WATERFRONT LEARNING will assist school districts to meet the growing need for virtual education and ensure student achievement; and

WHEREAS, SHALER AREA SCHOOL DISTRICT wishes to contract with WATERFRONT LEARNING to take advantage of certain flexible virtual education program opportunities for students enrolled in the district; and

WHEREAS, the Parties are desirous of setting forth the terms and conditions of such contractual relationship.

NOW THEREFORE, in consideration of the above premises and intending to be legally bound hereby, the Parties agree as follows:

1. **Term.** This contract shall commence on the date that both Parties have signed this contract and shall continue until June 30, 2020, unless terminated by either party by written notification to the other with at least thirty (30) calendar days’ notice. Upon termination, WATERFRONT LEARNING will be entitled to all fees and services as performed up to the date of the termination.

2. **Services Provided.** WATERFRONT LEARNING will provide the following virtual solutions consistent with the pricing options and packages as defined in the attached pricing document (ADDENDUM, incorporated herein by reference).
3. **Independent Contractor.** WATERFRONT LEARNING is an independent contractor and is the sole supervisor for the provision of services set forth in paragraph 1. WATERFRONT LEARNING supervisory personnel shall be available to consult with the SCHOOL DISTRICT regarding program implementation and facilitation.

4. **Service Providers.** The instructional services provided by WATERFRONT LEARNING shall be performed by Pennsylvania-certified teachers. The policies and procedures of the SCHOOL DISTRICT regarding grading, attendance, and acceptable use will be followed by WATERFRONT LEARNING. The SCHOOL DISTRICT shall provide current acceptable use policies and procedures to WATERFRONT LEARNING upon or before commencement of services. In the event that a student’s actions violate program or district policies, WATERFRONT LEARNING has the sole discretion to modify or remove the student’s online course access.

5. **Property Restrictions.** The SCHOOL DISTRICT may not resell, rent or lease the service or licensed material or use it in a service provider capacity; or access the service or use the licensed material to build a competitive service or product, or copy any feature, function or graphic for competitive purposes.

6. **Equipment Transfer and Liability.** Should the SCHOOL DISTRICT choose to utilize hardware support from WATERFRONT LEARNING, the district agrees to all WATERFRONT LEARNING policies and procedures relating to transfer of possession and return of said equipment. Should equipment not be returned or be returned in an irreparable condition to WATERFRONT LEARNING, the SCHOOL DISTRICT agrees to accept financial liability for said equipment as defined in the pricing document (ADDENDUM).

7. **Invoices.** WATERFRONT LEARNING shall issue invoices for payment to the SCHOOL DISTRICT on a quarterly basis. Payment shall be made by the SCHOOL DISTRICT not later than sixty (60) days after the invoice date. In the event that the district does not remit payment within 60 days, WATERFRONT LEARNING reserves the right to suspend services and/or to assess interest of 1 percent per month on any unpaid balance, retroactive to the invoice date, until payment in full is received. Any delay in invoicing by WATERFRONT LEARNING will not affect the duty of the SCHOOL DISTRICT to pay the invoice and shall not constitute a waiver of the right of WATERFRONT LEARNING to be paid in full for its services.

8. **Claims or Disputes.** Any claims or other matters in question between the Parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be resolved through legal or equitable proceedings before the Allegheny County Court of Common Pleas and/or the United States District Court for the Western District of Pennsylvania.
9. **Indemnification.** WATERFRONT LEARNING shall protect, defend, indemnify, and hold the SCHOOL DISTRICT harmless from and against any and all costs, expenses (including reasonable attorneys fees), liabilities, losses, damages, suits, actions, fines, penalties, claims or demands of any kind arising out of or in any way connected with WATERFRONT LEARNING’s negligence or intentional acts under this Agreement. SCHOOL DISTRICT shall likewise, protect, defend, indemnify and hold WATERFRONT LEARNING harmless from and against any and all costs, expenses (including reasonable attorney’s fees) liabilities, losses, damages, suits, actions, fines, penalties, claims or demands of any kind arising out of or in any way connected with the SCHOOL DISTRICT’s negligence or intentional acts under this Agreement.

10. **Governing Law.** The Agreement shall be construed under, and in accordance with the laws of the Commonwealth of Pennsylvania.

11. **Enforceability of Provisions.** In the case that any one or more of these provisions in this Agreement shall, for any reason, be held invalid, illegal, or unenforceable in any respect, it shall only affect such provision(s) and not affect all other portions of this Agreement. The portions of this Agreement that were unaffected shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

12. **Sole Agreement of Parties.** This Agreement constitutes the sole and only Agreement of the Parties involved and supersedes any prior understanding, or written or oral agreement between the Parties respecting the subject matter contained within.

ATTEST:                        ALLEGHENY INTERMEDIATE UNIT

_________________________________ BY_________________________________
Date: __________________________

ATTEST:                        SHALER AREA SCHOOL DISTRICT

_________________________________ BY_________________________________
Date: __________________________
SCHOOL BASED THERAPEUTIC SERVICES AGREEMENT

THIS AGREEMENT (the “Agreement”) is made this 1st day of August 2019 by and between Wesley Family Services and the Shaler Area School District (“School District”), (collectively, the “Parties”):

WHEREAS, Wesley Family Services is a nonprofit organization that provides a variety of mental health services to children, youth, and adults in our community; and

WHEREAS, School District has identified a need for the provision of mental health services at its educational locations; and

WHEREAS, School District desires to contract with Wesley Family Services for the provision of services described herein.

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein contained and intending to be legally bound hereby, the Parties agree as follows:

1. Services Provided by Wesley Family Services. During the Term of this Agreement, Wesley Family Services shall provide the following:

   (a) Professional services of a mental health therapist (s) with a minimum of a masters level degree and relevant past professional experience. The professional services provided by the therapist(s) are set forth in the Scope of Work, which is attached hereto, incorporated herein by reference as though fully set forth and marked as Appendix A. The Parties acknowledge and agree that the therapists shall exercise independent professional judgment and School District shall not impair, restrict or intrude upon such professional judgment so long as such judgment is exercised.

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consistent with the requirements of Section 7 below, regarding compliance with applicable laws and regulations.

(b) Subject to other provisions of this Agreement, the therapist(s) shall generally be available to the School District on a five (5) days per week basis (Monday through Friday) during the school year. For purposes of this Agreement the term “school year” shall mean the thirty-six week period commencing on or about August 22, 2019. The hours of service listed above are general in nature and are subject to the therapists’ absence in accordance with Wesley Family Services’ policies regarding sick time, paid time off, training and education.

(c) The Parties acknowledge and agree that Wesley Family Services shall ensure that the therapist(s) provided under this Agreement is (are) sufficiently trained, licensed, and certified throughout the terms of this Agreement. The decision regarding which therapist(s) will be assigned to School District will be made in collaboration with the School District and upon agreement of both Parties, with the understanding that selection will be based upon School District needs and Wesley Family Services’ personnel needs, availability, and qualifications. In the event School District is dissatisfied with a particular therapist, or has other concerns regarding the performance of any individual, School District shall contact Wesley Family Services’ clinical leadership for resolution as set forth in Section 6 below regarding communications.

(d) Supervision of the therapist(s) and clinical input from Wesley Family Services’ clinical leadership up to a maximum of three (3) hours per week during the school year and as reasonably needed during School District’s summer recess.

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(e) Additional professional personnel as mutually agreed upon by the Parties as may be from time to time necessary.

2. **Location of Wesley Family Services.** The professional services described in Section 1 above shall be provided in such location(s) as set forth in Appendix B, which is attached hereto and incorporated herein by reference as though fully set forth.

3. **Covenants of School District.** School District covenants and agrees to provide, at its sole cost and expense, the following:

   (a) All classroom, office and other space reasonably necessary to provide the services described herein in a professional, safe, and confidential manner. Without limiting the foregoing, School District shall ensure that the Wesley Family Services therapist(s) shall at all times have access to a private location for confidential communications as may be warranted by the nature of the services and the particular students' needs pursuant to this Agreement. School District shall ensure that all space provided pursuant to this Agreement is maintained in a clean and safe manner, normal wear and tear excepted. All such space shall be appropriate for the professional services provided. Prior to the start of school, School District shall consult Wesley Family Services as to the anticipated space needs and the specifications for the space to be used.

   (b) Information technology necessary for the performance of the services contemplated herein including, but not limited to, e-mail and computer systems comparable to those provided to School District’s teaching and administrative staff.

   (c) Access to a dedicated phone with voicemail capability.

   (d) Such office and other supplies related to the performance of the services contemplated herein.

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(e) Administrative, clerical and secretarial support similar to that extended to School District teachers.

(f) Assistance and cooperation by School District’s staff in the development and implementation of the mental health therapist role described herein and in Appendix A.

(g) Copies of all pertinent School District policies and procedures impacting the services to be furnished hereunder including, but not limited to, policies and procedures regarding mandated reporting to state agencies, confidentiality of records, “lock-down” procedures, anti-discrimination, and anti-harassment.

4. Documentation. Wesley Family Services shall provide to School District, prior to the assignment of any personnel for the provision of services under this Agreement, all certifications, licenses, criminal background checks and child abuse reports as required by law. Wesley Family Services shall also furnish to School District proper documentary evidence of liability insurance coverage during the contract period, with limits of liability not less than $1,000,000.00 per person, $1,000,000.00 per occurrence for personal injury, and $1,000,000.00 per occurrence for property damage, or a combined single limit of not less than $1,000,000.00.

5. Student Records. All reports, records, or similar documentation regarding students prepared by Wesley Family Services and provided to the School District shall be the property of the School District, and School District assumes all responsibility for any liability regarding such records including, without limitation, the duty to maintain and store such records as require by applicable law; provided, however, that all psychotherapy notes or other clinical documentation prepared by Wesley Family therapist(s) shall remain and at all times be considered the property of Wesley Family.
Services, and Wesley Family Services assumes all responsibility for the maintenance and storage of those records. School District will provide Wesley Family Services in its capacity as a contractor of School District with full access to such records as may be necessary to provide the services contemplated by this Agreement.

6. **Communications.** For purposes of any communication regarding compliance with this agreement, changes or amendments proposed hereto, expansion or other changes in services provided hereunder, or any material question, issue, complaint, or claim arising under or connected with this Agreement, such communication shall be directed to the Director of School Based Behavioral Health Services at Wesley Family Services and to the Superintendent of School District or his/her designee. All such communications shall be made in a collegial and professional manner and the Parties shall use reasonable best efforts to ensure that communication between the Parties and their employees or agents is optimized for the effective performance of the services, duties and responsibilities set forth in this Agreement.

7. **Compliance with Applicable Law.**

(a) Wesley Family Services and its officers, directors, agents, employees, and assigns shall observe and comply with all applicable federal and state laws and regulations including, but not limited to, the provisions of the Individuals with Disabilities Education Act (IDEA), the Pennsylvania Public School Code, the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), Pennsylvania Mental Health Procedures Act and all other applicable laws, rules, regulations and requirements of any and all governmental bodies having jurisdiction over services to be rendered by Wesley Family Services.

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(b) School District and its officers, directors, agents, employees, and assigns shall observe and comply with all applicable federal and state laws and regulations including, but not limited to, the provisions of IDEA, the Pennsylvania Public School Code, FERPA, HIPAA, Pennsylvania Mental Health Procedures Act and all applicable laws rules, regulations and requirements of any and all governmental bodies having jurisdiction over the School District.

(c) The Parties acknowledge and agree that their cooperation and collaboration may be required to ensure that each party is able to comply with this Section and therefore the Parties agree that they will, when reasonably necessary, assist each other in complying with applicable laws and regulations, including but not limited to cooperating with relevant audits, on-site inspections, or other regulatory or compliance requirements of any and all governmental bodies having jurisdiction over either of the Parties.

8. **Mandated Reporting.** Both parties are subject to the Pennsylvania Child Protective Services Act (the "Act") and are mandated reporters under such Act. Accordingly, when a Wesley Family Services therapist suspects that a child has been subject to abuse as defined in the Act, the therapist shall follow Wesley Family Services’ policies and procedures related to the Act. Wesley Family Services reserves the right to file a report with appropriate government officials in the event that Wesley Family Services believes that the Act requires such a report or that the best interests of a child demand it. Wesley Family Services shall inform the School District of filing any report in accordance with this Section.

9. **Payment for Wesley Family Services.** School District agrees to pay Wesley Family Services the amount of $3,600.00 ($100/hour x 36 hours) for the services rendered in connection with the Agreement.

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with this Agreement. Such payment shall be made in two (2) equal installments of
$1,800.00 each with the first installment payment payable on or before the first (1st) day
of September 2019, and the second installment payment to be paid on or before the first
(1st) day of January 2020. A late payment charge of 1% per month on any unpaid
balance will be applied to any account that is over 15 days due. School District shall also
reimburse Wesley Family Services for any out-of-pocket expenses related to the services
provided hereunder for which prior approval has been obtained from School District.
Notwithstanding anything herein to the contrary, if, as of the commencement date set
forth in Section 11 below, the Parties have not identified mutually agreeable therapist(s) to
be assigned to School District, the Parties shall negotiate in good faith to adjust the
payment amount set forth in this Section to reflect such delay, to be evidenced through a
written addendum to this Agreement signed by both Parties. The Parties expressly agree
that failure to identify mutually agreeable therapist(s) as of the commencement date shall
not constitute a material default of this Agreement.

10. Liability. The Parties each agree to indemnify and hold harmless the other party (the
"Indemnified Party") and the Indemnified Party's officers, directors, employees and agents
from and against all claims, damages, losses, costs, causes of action, expenses (including
reasonable attorney's fees) and liabilities arising out of or as a result of the negligent act
or omission of the indemnifying party or its employees or agents.

11. Conflict Resolution. A "conflict" is hereby defined as any issue that arises relating to the
quality of level of service provided hereunder, including but not limited to response time,
but which falls short of constituting a material breach of the Agreement. WFS and District
agree to engage in conflict resolution activities that will minimize interference with service
delivery. The collaborative resolution process is as follows:

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a) The parties to this Agreement will have equal responsibility for the identification and resolution of conflicts that may arise in its implementation.

b) Conflict resolution will occur at the earliest opportunity and at the most appropriate administrative level.

c) Each party will notify the other party in writing and personally when a conflict exists, and a meeting to discuss and resolve the conflict will occur within five (5) working days. Each party shall have a supervisory staff or upper level management present for such meeting.

12. **Term/Termination.** This Agreement will be effective for a period of one (1) year commencing on August 22, 2019. In the event of a material default by a party, either party has the right to terminate the Agreement upon the provision of thirty (30) days written notice of intent to terminate; provided, however, the breaching party shall have thirty (30) days from the receipt of such notice to cure or remedy the material default. If such material default is not cured or remedied during such thirty day period, the non-breaching party shall have the right to terminate at its sole discretion. A material default includes, but is not limited to, the following conditions:

   a. **Wesley Family Services** fails to begin work in accordance with the terms of this Agreement, except as described in Section 9; or

   b. **Wesley Family Services** abandons the services to be undertaken; or

   c. **Wesley Family Services** assigns, transfers, conveys, or otherwise disposes of this Agreement in whole or in part without prior approval of the School District; or

   d. Either of the Parties violates any of the provisions of this Agreement or any applicable laws, ordinances, permits, licenses, or regulations.

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13. **Relationship of Parties.** It is understood by the Parties that Wesley Family Services is an independent contractor, and the therapist(s) providing services hereunder is (are) not an employee of School District. School District will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of Wesley Family Services.

14. **Entire Agreement.** This Agreement contains the entire agreement of the Parties and there are no other promises or conditions in any other agreement, whether oral or written. This Agreement supersedes any prior written or oral agreement between the Parties.

15. **Modification, Amendment or Waiver.** Modifications, amendments, or waivers of any provision of this Agreement may only be made upon the written mutual consent of the Parties. Such modifications, amendments, or waivers shall be signed by the Parties, and shall be added to the Agreement in the form of an Appendix, Attachment, exhibit, Amendment or Waiver, and shall form an integral part of the understandings and agreements between the Parties and are as such a part of the Agreement.

16. **Severability.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid and unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

17. **Non-Waiver of Breach.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
18. **Applicable Law.** This Agreement shall be construed, enforced and interpreted in accordance with the laws of the Commonwealth of Pennsylvania without regard to its conflict of law principles.

19. **Authority to Contract.** The Parties represent and warrant to each other that they have the requisite power and authority to execute and enter into this Agreement and to perform hereunder and that all necessary actions and approvals have been duly obtained.

20. **Force Majeure.** In the event either party is delayed or prevented from the performance of any act required hereunder by reason of acts of God, natural disaster, fire, strike, weather, acts of terrorism, or labor strife or strikes, such performance shall be excused for the period of such delay.

21. **No Third Party Rights.** Nothing in this Agreement shall be interpreted or construed as creating or giving rise to any rights in any third party other than the Parties hereto.

22. **Construction.** The Parties acknowledge and agree that this Agreement is the product of their mutual negotiation and neither this Agreement nor any provision hereof shall be interpreted or construed against a party as its maker or drafter.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date above first written.

**Shaler Area School District**

Date:__________________________  By:____________________________

Date:__________________________  By:____________________________

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APPENDIX A

Scope of Work

The Wesley Family Services School Based Behavioral Health program is specifically designed to integrate education and mental health services. Drawing upon unique expertise from various disciplines, the program provides a means of reducing barriers to learning while reinforcing positive strategies in an individualized manner for each child. A team approach is fostered with school personnel, the student and the family and the services are tailored to meet the unique needs of the student. Various models of therapeutic support are possible and the goal of the program is to provide a flexible and integrated model specifically accommodative to the school’s climate and culture. Close interaction between the Wesley Family Services therapist and the school’s staff is central to the success of the program.

The following services are the core of the Wesley Family Services to be provided under the foregoing Agreement:

1. Assessment of the behavioral health needs of students identified by the School District and assigned to the Wesley Family Services therapist (hereinafter, “Identified Students”).

2. Develop a specific plan of service for Identified Students.

3. Implement the plan of service, including furnishing behavioral health support and psycho-education services.

4. Provide education and support to families of Identified Students.

5. As necessary from time to time, provide crisis support during school hours.

6. Facilitate the development and implementation of a wellness, crisis and/or relapse prevention plan.

7. Apply therapeutic intervention techniques with Identified Students consistent with CPI training, the Behavioral Support Plan, and policies of the School District.

8. Develop specific plans for Identified Students returning to school from a partial hospitalization program and other higher levels of care.

9. Provide consultation and education services to School District staff, including explanations of the implications of a mental health diagnosis as it impacts learning.

10. Develop specific strategies and adaptations to promote student education success.

11. Upon request, furnish observations, consultation and interventions related to special education students in designated Emotional Support Classrooms.

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12. Participate as reasonably requested in various activities (by way of example, school open houses, parent-teacher meetings, staff meetings, evening meetings, and before school meetings with teachers).

13. Facilitate collaboration of services of various human services agencies assisting in the furnishing of services for Identified Students.
APPENDIX B

Location of Services

Services provided by Wesley Family Services will be provided at:

South Allegheny High School
2743 Washington Blvd.
McKeesport, PA 15133

South Allegheny Middle School
1707 Washington Blvd.
McKeesport, PA 15133
Memorandum of Understanding

Crisis Center North and Shaler Area School District
School-Based Counseling Service Collaborative

This document will serve as a Memorandum of Understanding between Crisis Center North (CCN) and Shaler Area School District, for the time frame of August 2019 through July 2020. As such, this document identifies the roles and responsibilities of each participant organization in the implementation of the School-Based Counseling Collaborative.

I. CCN agrees to manage School-Based Counseling Services with Shaler Area School District. This project will be managed in accordance with the Pennsylvania Coalition Against Domestic Violence (PCADV) and Victims of Crime Act (VOCA) guidelines for the administration of domestic violence programs and victim service provision. CCN will also provide:

A. Administrative Support:
   1. CCN’s Assistant Director, or appointed organizational delegate, will:
      a. Review and approve all changes to existing CCN policies and procedures for the project
      b. Complete and/or oversee CCN administrative and supervisory responsibilities as they relate to the project
   2. CCN’s Executive Director
      a. Serve as the sole point of contact, with regard to contractual matters with funders, as per funder guidelines
   3. CCN’s Fiscal Department will:
      a. Maintain financial records
      b. Complete Fiscal reports to funders
      c. Prepare payroll and project-related expense payments
      d. Maintain professional liability insurance coverage

B. CCN Counselor will:
   1. Provide consultation on the impact of domestic violence and dating violence on youth under 18 and their families
   2. Accept referrals for service from counselors and SAP team members of students impacted or experiencing dating/domestic violence, bullying, and/or relate issue
   3. Facilitate individual counseling sessions with a focus on safety and empowerment
   4. Create safety plans with students at risk
   5. Provide opportunity for collaborative CCN services with non-abusive parent or guardian
   6. Facilitate on-site group-counseling sessions to address family violence and/or follow-up on a CCN provided prevention education
programming. Students should volunteer or agree to a referral for these services to participate.

7. Maintain reporting requirements and service documentation, as prescribed by funder.

8. Participate in educating school faculty, staff and parents on best practices for addressing issues of family and relationship violence.

9. Adhere to the Shaler Area School District policies and procedures as they relate to the project with the exception of the sharing of case documentation and records that would impact state confidentiality law. Client information will be shared between the participating systems per each entity’s respective policies and/or consent of the client (outlined in CCN’s Description of Programming and Considerations For Service Provision in Schools).

10. Implement all CCN policies and procedures

11. Maintain schedule for students based on counselor availability and student school schedule.

12. Provide a 50-minute session.

II. **Shaler Area School District agrees to serve as the host to CCN’s School-Based Counseling Services.** As such, Shaler Area agrees to provide:

A. Space to conduct private in-person counseling/advocacy

B. Its designee will:
   1. Orient school staff to the project and its procedures
   2. Orient CCN staff to any relevant school policies and procedures
   3. Coordinate and communicate the scheduling of students for counseling sessions with CCN’s counselor, if needed.
   4. Provide quarterly feedback regarding the progress of the program to ensure satisfaction and to address any emerging issues or questions
   5. Review and understand CCN’s Description of Programming and Considerations For Service Provision in Schools (Attached)

Should any party represented in this agreement choose to terminate this agreement, thirty days written notice must be given to the other participant. Duration of the agreement shall be on an annual basis to determine if participants desire to continue the School-Based Services Collaborative, and if so, the need for program modification.

__________________________  __________________________  ________________
Name                          Title                        Date
Crisis Center North

__________________________  __________________________  ________________
Name                          Title                        Date
Shaler Area School District