



Katherine Schultz, Ed.D.
Student Services Department
5 Blue Lake Rd.
Levittown, PA 19057
(267) 599-2020

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

Student Name: _____

Teacher: _____

Agency Name: _____

Agency Staff Member Name: _____

☐ Clearances submitted to Sharon Bittle (sharon.bittle@bristoltwpsd.org)
Date of submission: _____

☐ Visitor Badge received

☐ Release of Information on file

☐ A schedule of visits must be provided to building social worker by the last day of the previous month (Ex. September 30th to come in October)

- RBT/BHT/Private Duty Nurses
 - hours based on student treatment plan
- BC/Mobile Therapist
 - 2 hours per month for students WITHOUT an RBT/BHT
 - 2 hours per week for students WITH an RBT/BHT

The Bristol Township 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:

1. Registered Behavior Technicians, Behavioral Consultants, Mobile Therapists, 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.

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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.

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Treatment Goals for School:

Number of Hours for School Services

Students with BHT/RBT in school: BHT/RBT hours are determined by the agency. The supporting Behavioral Consultant is allotted no more than 2 hours per week of supervision.

Students without RBT/BHT in school: Mobile Therapists and Behavioral Consultants are allotted 2 hours per month of observation in school.

Justification for in-school services:

Reviewed and Accepted:

Signature of Mental Health Agency Representative Date Printed Name of Representative

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Signature of School District Representative Date Printed Name of Representative
