

# Zachary Community School District

## Student Assessment & Support Services for Youth



### BEHAVIORAL HEALTH SERVICES PROCEDURES DURING THE SCHOOL DAY by OUTSIDE BEHAVIORAL HEALTH PROVIDERS

**These procedures are developed to comply with La. R.S. 17:173 and 3996 (B)(45). The Zachary Community School System reserves the right to modify these procedures as necessary to preserve the teaching/learning process and provide for student safety.**

The ZCSD recognizes that social, emotional, and physical well-being are fundamental to college, career, and community readiness. Providing access to appropriate behavioral health services is one means of supporting the learning environment and is part of a comprehensive approach to providing students with opportunities for academic success. In addition to any behavioral health services provided to students by or on behalf of the ZCSD, the ZCSD shall allow parentally-selected, licensed/qualified behavioral health providers/agencies/community (outside behavioral health providers or BHPs) to provide behavioral health services to an enrolled student, at a school under the jurisdiction of the ZCSD during school hours if the student's parent or legal guardian submits a written request for such behavioral health provider and services to the Director of Student Support Services and all other requirements of R.S. 17:173 and 3996(B)(45) and these procedures are met. The authority of a student's Individualized Education Program (IEP) Team or Section 504 Team to determine appropriate services for a student pursuant to applicable federal and state law shall not be superseded by any provisions of these procedures or ZCSD policy.

In order to ensure the safety of students and maintain the integrity of the teaching-learning process, all outside behavioral health providers seeking to provide behavioral health services at school sites during the school day must first make application to the Superintendent or designee and must agree to abide by all terms and conditions set forth in administrative procedures established by the Superintendent/designee, as well as all statutory requirements of La. R.S. 17:173.

#### **STEP 1**

The **parent/guardian** must submit a written request to Aeneid H. Mason, Director of Student Support Services. The ZCSD Parent Application for BHSP, form BHS3, will be made available to assist the parent/guardian in submitting required information. Please contact Aeneid Mason, if you have any questions or need assistance. Requests for outside behavioral health services submitted **only** by the BHP **will not** be accepted.

#### **STEP 2**

In conjunction with the request for outside behavioral health services, the parent/guardian must submit to the Director of Student Support Services: (1) a signed consent to release information form between the BHP and the ZCSD, form BHS4; and (2) a behavioral health evaluation performed by a BHP evaluator indicating that the services are necessary during school hours to assist the student with behavioral health impairments that the evaluator determines are interfering with the student's ability to thrive in the educational setting. The contents of the behavioral health

evaluation must include, at a minimum, the student's diagnosis, type of intervention, time period (length) of intervention, identification of student's goals, and identification of impact of student behavior on the student's educational program; and recommendations for applied behavior analysis services. Requests submitted without the required parental consent and release form and/or the required outside evaluation will not be accepted.

The consent for services by the parent must include an agreement that the BHP will be authorized to work collaboratively with ZCSD personnel and coordinate delivery of services with ZCSD personnel and other sources of similar services and care. A collaboration schedule must be mutually determined to avoid interference with educational responsibilities of ZCSD employees and contractees.

### **STEP 3**

The BHP must complete a written request to provide services, at least 10 school days before the requested activity. A, form BHS5, was developed for this purpose by the ZCSD to assist the BHP in following required procedures. (The ZCSD Parent Application for BHPS and, ZCSD Provider Application for BHP forms are to be submitted simultaneously by the parent/guardian). As part of the request process, the BHP must agree to abide by ZCSD policies, procedures, terms, and conditions set forth in a Memorandum of Understanding (MOU) available from the ZCSD, form BHS2. The BHP must obtain a copy of the MOU, review, and sign agreement before authorization to access students during the school day will be provided. The BHP must be identified as the evaluator of the student on the evaluation report submitted by the parent/guardian or must provide evidence of review and concurrence with such evaluation submitted by the parent/guardian.

### **STEP 4**

In conjunction with providing signed written agreement to abide by the policies, procedures, terms, and conditions set forth in the MOU, the BHP must submit to the Director of Student Support Services, at 3755 Church Street, Zachary, Louisiana 70791, the required license verification, general and professional liability insurance, worker's compensation insurance, auto liability insurance, criminal background check certificate, and other identified information.

### **STEP 5**

The Zachary Community School District will review all requests for outside behavioral health services to determine if all necessary information has been received in accordance with ZCSD policy and procedures. Reviews will be completed within 5 business days of receipt of request, unless extraordinary circumstances prevent completion within the specified timeframe. The requestors (parents and BHP) will be notified of any delays and the reasons for any such delays. The ZCSD reserves the right to deny requests which are incomplete. Requests meeting all ZCSD policy and procedural requirements will be granted. Authorization remains in effect for nine (9) weeks, subject to renewal each nine-week period thereafter. The ZCSD reserves the right to

immediately terminate its authorization in the event of a breach of ZCSD policy and/or procedures by the BHP. Students must be seen by the BHP on a 1:1 basis. Group sessions with multiple students will not be accommodated.

## **STEP 6**

The requestors and the affected school principal will be notified that the request for BHP services meets all requirements and has been approved. Approval notification will include:

- Name of specific student
- Name of BHP
- The frequency and duration of services
- Anticipated length of BHP's services
- Effective date when services may begin at school

## **STEP 7**

Immediately upon entering school premises, the BHP will report to the front office and provide picture identification to the school clerk/secretary. All required sign-in/sign-out visitor procedures apply. Use of electronic devices are prohibited. The BHP must arrange for an introduction/initial meeting with the principal or designee. The principal will advise the BHP of available space and times when student can be made available. BHPs are not permitted to enter student classrooms or interact with any school personnel without the express consent of the principal/designee. BHPs must remain in areas designated by the principal/designee. The BHP must establish a fixed schedule and provide a copy of the schedule to the principal/designee. A method for summoning the individual student will be determined by the principal/designee. The BHP must notify the front office if unable to make scheduled appointments. Students will not be permitted to remain on school premises after school hours to meet with a BHP.

## **STEP 8**

The principal/designee will determine a collaboration schedule or other method for communicating with the BHP about the student relative to the student's behavioral health treatment plan. The principal/designee shall establish reporting requirements for the BHP relative to the student's progress and issues of school safety related to the student's educational program.

## **STEP 9**

Miscellaneous: Only behavioral health services are permitted. Individual and group celebrations, including parties and other non-therapeutic gatherings must take place outside of school hours and away from school. Make-up sessions will not be permitted due to time and space constraints. Solicitation of any kind is strictly prohibited. Advertising flyers, business cards, and other direct and indirect advertising of a BHP's services on school premises is strictly prohibited. BHPs shall not contact or harass parents/students as a means of soliciting business/billing Medicaid or private

insurance. Practice conflicts between competing BHP agencies or individuals shall not occur on school premises or involve enrolled students.

The school will work with the BHP to address any emergency situations that may involve the student, including suicidal threats, threats of violence, and threats of terrorism. The BHP will follow statutory requirements for mandatory reporting of threats of violence and threats of terrorism.

#### **STEP 10**

The Director of Student Support Services, has been designated by the ZCSD as the single point of contact to resolve issues and concerns related to the BHP's activities on the school campus. The BHP shall, in turn, provide the principal/designee with the name and contact information for its BHP contact person.