

**INTERAGENCY (SAFE & DRUG-FREE SCHOOL) SERVICE AGREEMENT
SCHOOL BOARD OF CLAY COUNTY, FLORIDA, AND
CLAY BEHAVIORAL HEALTH CENTER**

This Agreement is made and entered into on July 17, 2008, between the School Board of Clay County (SBCC) and Clay Behavioral Health Center for a general working agreement. All special program arrangements will be addressed through individual schools and processed through the Student Services Department.

WHEREAS, Clay Behavioral Health Center provides substance abuse, mental health, and other related services to the residents of Clay County, and

WHEREAS, the School Board of Clay County provides a full range of educational services to the residents of Clay County, and

WHEREAS, both Clay Behavioral Health Center and the School Board of Clay County wish to cooperate in the delivery of services which will result in mutual benefit to the children of Clay County, and

WHEREAS, both Clay Behavioral Health Center and the School Board of Clay County hold in the highest regard the recipients of services and the needs of the community.

NOW THEREFORE, in consideration of these premises and mutual terms of this Agreement Clay Behavioral Health Center and the School Board of Clay County hereby agree as follows:

1. Duration: This Agreement shall commence on the date set forth above and shall remain in effect for one year.
2. Termination: This Agreement, or parts of this Agreement, may be terminated by either party without cause, at any time, upon no less than thirty (30) days written notice to the usual mailing address of either party.
3. Clay Behavioral Health Center agrees:
 - a) to make available, as appropriate, to the students and their families in selected schools substance abuse and violence prevention programs or treatment. No fees will be charged for these services. Parent permission will be required for access to students or student records.
 - b) That no services will be denied or delayed to anyone on the basis of race, creed, color, or national origin, age, or sex.
 - c) To inform appropriate school personnel of a referred student's progress when in the student's best interest and when valid written permission to release information has been obtained.

- d) To provide degreed counselors with expertise in working with adolescents (Master's level preferred) and expertise in parenting issues.
- e) To provide mental health & alcohol, tobacco & other drug (ATOD) information and related training at the school's request within Clay Behavioral Health Center budgetary limitations (minimum of 2 faculty inservices per year).
- f) To abide by SBCC written procedures for referrals, and for curriculum related requests.
- g) To comply with School Board Policy 4.51 Human Growth and Development (attached).
- h) To provide assistance on the Clay County Crisis Intervention Team as needed if training has been completed through Clay County Schools.
- i) To provide group tobacco cessation classes as needed.
- j) Coordinate and participate in activities with the school's CORE Team.
- k) To provide ATOD prevention instruction at each junior high as time and resources permit.
- l) To comply with the requirements of the Jessica Lunsford Act and Florida Statutes 1012.465, 1012.467 and 1012.468 by requiring that all CBHC personnel who come in contact with students, or who enter upon any SBCC school campus where students are present, are fingerprinted and have passed a Level II background check at no cost to the SBCC.

4. The School Board of Clay County agrees:

- a) To refer students to the CBHC's Student Assistance Program counselors and other related prevention and treatment services and projects.
- b) To refer parents to the CBHC Elementary Education Program and to support the facilitation of the program, if available.
- c) To provide referral procedures in writing a copy of which is attached here to each school and to the Clay Behavioral Health Center.
- d) That no services will be denied or delayed to anyone on the basis of race, creed, color, or national origin.
- e) To designate Clay Behavioral Health Center as an approved community agency for curriculum assistance related to mental health, drug and alcohol topics, violence prevention, and to provide written guidelines to each of the assigned schools and to the Clay Behavioral Health Center on procedures for requesting curriculum related services.
- f) To provide adequate space and materials for agreed upon services by Clay Behavioral

Health Center or collaborative agencies on the school premises.

5. Both parties also agree:

- a) To negotiate any differences in good faith, with the welfare of the student/client and their family as the chief concern.
- b) To inservice appropriate staff regarding this document and coordinate services or other collaborative partnerships with district Student Services Department and local administration.

IN WITNESS THEREOF, the above mentioned parties have caused this Agreement to be executed by their duly authorized officials on the day and year below written.

**CLAY BEHAVIORAL HEALTH
CENTER**

**SCHOOL BOARD OF CLAY COUNTY,
FLORIDA**

Executive Director

Carol Studdard, Chairman

Date: _____

Date: July 17, 2008

**SCHOOL BOARD OF CLAY COUNTY, FLORIDA
PROCEDURES FOR REQUESTING SERVICES FROM CLAY BEHAVIORAL
HEALTH CENTER
STUDENT ASSISTANCE PROGRAM**

- I. REFERRAL OF INDIVIDUAL STUDENTS TO CLAY BEHAVIORAL HEALTH CENTER:
1. Teacher or assistant principal refers to guidance counselor.
 2. Guidance counselor contacts parent and obtains written parental permission for initial contact with CBHC and other services available.
 3. Guidance counselor (or parent or student, depending on guidance counselor's judgment) telephones CBHC and provides appropriate information.
 4. If necessary for the student to be seen on school premises, guidance counselor obtains parent's written request and principal's written approval. Place one copy in student's file and forward one copy to CBHC. (These appointments should be limited due to educational attendance priorities).
 5. CBHC returns call to inform guidance counselor (and parent or student) of time and place of appointment.
 6. CBHC informs guidance counselor when student keeps intake appointment.
- II. REFERRAL OF STUDENTS TO CBHC FOR GROUP COUNSELING ON SCHOOL PREMISES:
1. Guidance counselor consults with principal and obtains written approval for the group (MIS Form STD 1-2464).
 2. Guidance counselor negotiates with CBHC to arrange group purpose, topic, times, and place.
 3. Guidance counselor informs teachers of group.
 4. Teachers, assistant principals, and guidance counselors recommend appropriate students for group.
 5. Guidance counselor or principal's designee talks to students (and parents when appropriate).
 6. Guidance counselor or principal's designee arranges for space and time for group and participates in group if appropriate.
 7. CBHC runs group and provides feedback to guidance counselor or principal's designee.

III. REQUEST FOR MENTAL HEALTH OR SUBSTANCE ABUSE RELATED CURRICULUM FROM CBHC:

1. For single class presentations:
 - a) Teacher consults with principal to obtain approval. (Use MIS Form STD 1-2464.) In cases of potentially controversial topic, principal consults with School Board Administration (refer to Superintendent's Memo SD-IN-04-008 dated 8/16/04, Magic Circle, Values Clarification, Pumsey/Duso).
 - b) Teacher contacts SAP Counselor to arrange class presentation.
 - c) SAP Counselor provides class presentation (provided topic is appropriate and personnel is available).
2. For additions to school education curriculum:
 - a) Curriculum Council (or school representative) requests proposal from CBHC.
 - b) CBHC provides curriculum proposal.
 - c) Proposal reviewed by appropriate school staff and preliminary decision made.
 - d) In cases of potentially controversial material or in cases of large time commitments of CBHC personnel, possibly therefore requiring financial contract, the principal will refer issue to the appropriate county office staff for further consideration and/or negotiation through individual Interagency Agreements.