

**PLUM BOROUGH  
SCHOOL DISTRICT**

**No. 113.5**

**SECTION: PROGRAMS**

**TITLE: WRAPAROUND STAFF  
PROVIDED BY OUTSIDE  
AGENCIES**

**ADOPTED:**

**REVISED:**

**Commented [GR1]:** From Solicitor:

Policy 113.5 – Wraparound Staff Provided by Outside Agencies the following are my comments and suggested changes: (1) Page 3, paragraph 9. I would change the word “assistant” to “aide”. (2) Page 5 second paragraph from the bottom, the second sentence states “Failure to adhere to any of these procedures by the TSS/BSC will be considered cause for termination.” I would add to the end of this sentence “of the provision of wraparound services in the District.”,

<b>No. 113.5 WRAPAROUND STAFF PROVIDED BY OUTSIDE AGENCIES</b>	
1. Purpose	<p>The Board recognizes that some students may seek to receive mental health services that provide therapeutic interventions to facilitate learning in the Plum Borough School District’s (“District”) schools. For the purpose of this policy, such comprehensive/mental health services are referred to as wraparound services.</p> <p>The Board recognizes that wraparound services, if provided in the school setting, be provided as efficiently and effectively as possible in order to promote learning for all students.</p>
2. Definitions	<p>Agency – any organization, other than the District, that provides mental health services to District students. By way of example, these services may be provided by therapeutic support staff, behavior specialists, mobile therapists, and other mental health care providers.</p> <p>Therapeutic Support Staff (TSS) – personnel provided by an organization other than the District who work solely with an identified student(s) and who provide interventions for behavioral or emotional needs of the specified student(s) in the home or school setting and who are not employees of the District.</p> <p>Behavior Specialists – personnel provided by an organization other than the District who provide knowledge of behavioral interventions and who may assist in the development of a treatment plan for an identified student and who are not employees of the District.</p> <p>Mobile therapists – personnel provided by an organization other than the District who provide physical or other forms of therapy in the home or in a school setting for an identified student.</p>

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<p>3. Guidelines</p> <p>SC 111 23 Pa. C.S.A. § 6301, et seq.</p>	<p>Treatment Plan – a plan developed by the agency in conjunction with parents/guardians and the District, as necessary, that identifies specific goals and objectives designed to meet the emotional and behavioral needs of the student.</p> <p>Team Meeting – a meeting consisting of District staff, agency personnel, a TSS, a TSS supervisor and any other staff as appropriate. Parents/Guardians may or may not attend. Team meetings at times will occur during the IEP meeting process for eligible students.</p> <p>Any personnel may request that a meeting be scheduled to discuss wraparound services for identified student(s). Prior to the team meeting:</p> <ol style="list-style-type: none"> <li>1. Certification will be provided to the District from a psychologist or psychiatrist that the TSS and Behavioral Support Consultants (“BSC”) have been deemed medically necessary to accompany the child in school. If the outside agency assigning the TSS/BSC determines that the TSS/BSC is no longer medically necessary, the TSS/BSC will no longer be permitted in school.</li> <li>2. The agency shall present to the district a permission form, signed by the parents/guardians, which permits the exchange of information and documents relating to a student.</li> <li>3. The agency seeking to provide TSS services or a BSC within the Plum Borough Schools will provide documentation of the agency’s certification to the Superintendent of Schools or his/her designee for approval.</li> <li>4. TSS and BSC will be properly trained, certified, and supervised under Pennsylvania Department of Health and Department of Education requirements and, prior to the initiation of services, must have submitted to the Director of Special Education and Pupil Services or his/her designee current Act 33, 34, and 151 clearances and written job description of any agency staff who will be providing services to the student.</li> <li>5. The agency shall provide the District with proof of adequate liability insurance which provides sufficient coverage, as determined by the District, for the acts and/or omissions of those persons providing wraparound services to a District Student.</li> <li>6. The agency shall provide the District with a copy of the student’s current treatment plan prior to services beginning with the student at the school.</li> </ol>
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	<p>7. The agency shall provide the District with a complete copy of agency policies applicable to the wraparound staff providing services to the Student.</p> <p>8. No child will be assigned more than one TSS or BSC unless there are extenuating circumstances, which must have the prior approval of the District.</p> <p>9. TSS and/or a BSC will be accepted within classrooms solely operated by the District. When a student has an <a href="#">assistant-aide</a> provided by the District, TSS services will not be permitted.</p> <p>Upon District review and approval of all required paperwork specified herein, the agency may schedule a meeting with the District, the purpose of which shall include, without limitation, the following:</p>
Pol. 325	<p>1. The agency shall review the student's current treatment plan at the meeting. The possible applicability of the treatment plan to the student's current behavior in the school setting may be discussed at the meeting.</p>
Pol. 815	<p>2. District personnel and agency personnel shall discuss and identify the expected roles of personnel who will provide wraparound services to a District Student.</p> <p>3. District staff shall provide agency personnel with a school calendar and all applicable District policies and guidelines including, but not limited to:</p> <ul style="list-style-type: none"> <li>a. All agency personnel shall adhere to the District dress and grooming policy. Professional dress is preferred.</li> <li>b. All agency personnel shall adhere to the District Internet acceptable use policy, including the signed acknowledgment of the policy.</li> </ul> <p>4. The educational team and the TSS/BSC outside provider supervisor will collaborate to establish the school schedule for TSS/BSC services. Deviations from this schedule must be approved by the building principal in advance of any change.</p> <p>5. Notice of cancellation of visit, observations, and interactions or the absence of agency personnel shall be forwarded to the designated building principal or designated building administration in a timely manner.</p> <p>6. The TSS/BSC will provide the child's teacher or team and</p>

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	<p>principal with copies of the Daily Data Log. Copies of correspondence to parents must also be provided to the child's teacher or team and principal.</p> <p>7. The priority of work for the TSS/BSC in the classroom will be directed toward the student for which the therapeutic support has been designed:</p> <ul style="list-style-type: none"><li>• To shadow the child and provide redirection when appropriate;</li><li>• To assist the child in completing his/her work with consistent cues and prompts;</li><li>• To ensure that the child's behavior is appropriate;</li><li>• To focus the child's attention to the teacher;</li><li>• To carry out the teacher's expectations for the child including, but not limited to, academic expectations; and</li><li>• To maximize the child's independence from TSS/BSC.</li></ul> <p>8. The TSS and/or BSC will work cooperatively with District personnel. All questions regarding the classroom will be directed to the classroom teacher, case manager, guidance counselor, and/or building principal.</p> <p>9. The child's teacher or instructional team will develop specific guidelines for the TSS and/or BSC.</p> <p>10. The TSS and/or BSC will function under the direct supervision of the respective building principal and classroom teacher, in consultation with the outside provider supervisor.</p> <p>11. All agency personnel providing services within District buildings shall observe principles of confidentiality in all situations and shall sign a confidentiality acknowledgement form. Failure to do so may result in the immediate loss of the individual's professional access to District buildings.</p> <p>12. Agency concerns regarding student, teacher or building issues shall be brought to the prompt attention of the building principal or designated building administrator and/or the student's District case manager, if applicable.</p> <p>13. Agency personnel working within the District shall adhere to all applicable District policies and guidelines and will be responsible for behavior consistent with appropriate professional practice and the requirements of the Plum Borough School District.</p> <p>14. TSS and/or BSC will, at all time, professionally protect the confidentiality of their student/client as well as the confidentiality</p>
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	<p>of all other individuals in the school setting.</p> <p>15. TSS/BSC as assigned by an outside agency will at no time be considered an agent or employee of the Plum Borough School District. The TSS/BSC will alert the respective building principal to any agency staff changes. Appropriate documentation must be provided to the District in a timely manner.</p> <p>16. Agency personnel working within the district shall not receive direct payment from the District for any services described in this policy.</p> <p>17. The District reserves the right to review services being provided to students and make a determination if services in the school setting should be modified or discontinued. Periodic assessments reviewed by the child's teacher or team will examine the need for withdrawal of TSS/BSC services.</p> <p>The District at all times reserves the right to determine whether to permit the performance of wraparound services by an agency for any District student and the terms of such performance. The District shall make this determination upon consideration of any applicable factors permitted by law including, but not limited to, factors related to a student's educational needs, other supports provided to the student by the District related to the student's education, and the efficient and effective operation of the classroom and the school.</p> <p>These procedures are applicable for the duration of TSS/BSC services within the Plum Borough School District. Failure to adhere to any of these procedures by the TSS/BSC will be considered cause for termination <a href="#">of the provision of wraparound services in the District</a></p> <p>Because the TSS/BSC assumes a position of professional responsibility upon entering the classroom, confidentiality of information is required. As a result, TSS/BSC is responsible for protecting the confidentiality of information concerning their clients, other students, the teacher, and the entire learning environment. As such, it is the expectation of the District that that TSS/BSC will not provide information about the client, other students in the class, the teacher, and/or the learning environment to anyone other than the appropriate District or agency personnel.</p>
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Commented [GR2]: Added

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	<p>References:</p> <p>School Code – 24 P.S. Sec. 111, 510</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy -</p>
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