Parental Consent for Therapy by Non-Frederick County Public School Employees

I, (parent/guardian)	, hereby grant
permission for my child, (name)	to be
excused from class in order to meet with his/her therapist, p	sychiatrist and/or nurse
practitioner .	
It is my understanding that my child will be meeting with (th	erapist/psychiatrist/nurse
practitioner name and agency)	

I understand that my child is responsible for completing all work that is missed during his/her absence from class. Failure to make up missed assignments will be reflected in his/her grade. I understand that my child's participation in this service is voluntary and not required by Frederick County Public Schools.

Also, by signing this consent form, I give permission for two-way communication between my child's therapist/psychiatrist/nurse practitioner and appropriate school staff (administrators, teachers, school counselor, CASS Coordinator) to share pertinent information and to coordinate services. The pertinent information may include: School Attendance Records; Behavior Reports; Grades/Report Cards; Psychological Testing; and Treatment Plans.

Therapist: _____ Date: _____

This consent expires one year from the date of the parent/guardian signature. However,

as the parent / guardian, I may terminate services at any time by notifying the therapist directly.

Date Student was Discharged from Services:
(This form will be placed in the Counseling Partnership binder located at the school)
(revised 11-30-15)

Frederick County Public Schools/Community Agency School Services (CASS) School Based Counseling Partnership

Procedures and Responsibilities

CASS Coordinator Responsibilities:

- The CASS Program directs the counseling partnerships for FCPS through a Request for Proposal process. Approved agencies are assigned a CASS Coordinator who acts as a Liaison between FCPS and the Counseling Agency.
- CASS Coordinators will provide an "FCPS/CASS Mental Health" Binder at each school which contains the following documents:
 - CASS Coordinator Assignment Grid
 - Directory of school-site Mental Health Monitors
 - Counseling Partnership Summary
 - Procedures and Responsibilities Document
 - Therapist Registration form
 - Parental Consent for Therapy by Non-Frederick County Public School Employees
 - Teacher feedback form
 - Therapist Session Log
- CASS Coordinators will provide information to schools about the availability of the mental health partnerships through the CASS Program, including identification of agencies available to each school and train school based staff on each Agency's referral and intake process during annual and ongoing SST/Administrative meetings.
- CASS Coordinators will attend agency partnership meetings, as needed, to disseminate information, support collaboration and to further communication among the agencies.

Agency Responsibilities:

- The agency will provide monthly client data to all CASS Coordinators by specified deadline.
- The agency will respond to a referral within the guidelines and timeframes of their agency policy.
- In cases where FCPS sends a written referral, the agency will email the FCPS referral source, school-site Mental Health Monitor, and CASS Coordinator with the therapist assigned to a student in FCPS schools.

- The agency will notify the FCPS referral source, school-site Mental Health Monitor, and CASS Coordinator if/when a therapist assignment changes and provides information regarding the transition plan for the affected student(s).
- The agency will communicate any changes in policy, procedures, and/or concerns with the CASS Liaison throughout the year to promote seamless service delivery between the agency and FCPS. This may include phone conferences, email, and/or meetings to discuss partnership needs as they arise.

Therapist Responsibilities:

- Therapists may see students in the school setting beginning the second week of a new school year.
- Therapists will respond to a referral within the guidelines and timeframes of their agency policy.
- In cases where FCPS sends a written referral, therapists will email the FCPS Referral Source, School Site Mental Health Monitor, and CASS Coordinator each time they are assigned to see a student in a school.
- For agency's who receive a referral from Non-FCPS staff and plan to see the student in the school setting, the therapist will email the School Site Mental Health Monitor and CASS Coordinator to provide notification.
- Therapists will contact the School Site Mental Health Monitor to arrange a mutually agreed upon schedule for therapy sessions at school.
- Therapists are required to sign in and out of the building according to the FCPS procedure for visitors. Therapists should always be prepared to show photo ID upon request.
- Therapists will provide a Therapist Registration Form to the School Site Mental Health Monitor in each school where services are provided.
- Therapists will provide the School Site Mental Health Monitor with a hard copy of the FCPS Parental Consent for Therapy by Non-Frederick County Public School prior to the first session at school. *Lack of valid parental consent will immediately prohibit the therapist from accessing the client at school.
- Therapists will complete in the "Therapist Session Log" maintained at each school site to include therapist name, date of session, and initials of client(s) seen.
- Therapists will communicate, <u>at least monthly</u>, via their chosen method (in person, email, and phone) regarding their student's progress with the identified school counselor. When appropriate, the school counselor may suggest the therapist communicate with other school

staff who work closely with the student in addition to themselves (i.e.: student support teacher, assistant principal, community liaison, special education case manager, etc.).

- Therapists are permitted to see each student in the school setting for one session per week. (Any increase in weekly frequency must be pre-approved by school counselor or administration. If approved, the therapist must send an email notification to the CASS Coordinator).
- Therapists will adhere to the professional standards surrounding confidentiality. Student information should be shared only with necessary school staff on a strictly "need to know" basis in a private location.
- Therapists are expected to promote all FCPS rules and regulations that pertain to students, families and outside agencies/organizations that use FCPS facilities.
- If a student transfers from one therapist to another within the same agency, the valid parental consent from the previous therapist will continue to be accepted for the receiving therapist for 30 days. After 30 days from transfer, the receiving therapist must provide an updated valid Parental Consent for Therapy by Non-FCPS Employees to the school based mental health monitor in order to continue accessing the student at school. When parental consents are expired or client cases are closed, the parental consents will be removed from the Mental Health Binder by the CASS Coordinator and retained by the CASS program.
- If a student transfers to another school within FCPS and the therapist plans to continue providing the service, he/she will send an email notification to the new school's CASS Coordinator and new school based mental health monitor. Therapist will also need to provide the necessary parental consent and therapist registration form to the new school site as well as negotiating a schedule for sessions at the new school.

CASS Website

(CASS Resource Guide and various other information): <u>http://www.fcps.org/academics/community-agency-school-services-programs</u>

Revised: 5/25/17

Community Agency School Services (CASS) Mental Health Partnership Referral Guide

Counseling Partnerships with various Mental Health Agencies are developed through the FCPS/CASS program in order to provide families with an additional option for accessing mental health services within their child's school. Listed below are the five FCPS/CASS Partner Agency(s) that are currently providing services throughout Frederick County Public Schools along with the referral process for each. Your school site may have only one or several agency's available to provide services in your school. Please refer to the attached grid or contact your CASS Coordinator if you have any questions about which agency ('s) serve your school.

Agency	Insurance Accepted	Referral Process	Therapy Providers	Agency response
Advanced	Medical Assistance	Two Referral Options Exist: Either,	Various Therapists	Allow 3-5 business
Counseling	Only	Instruct Parent/Guardian to self-refer by		days for services to
Services (ACS)-		contacting Advanced Counseling Services intake		start. The assigned
A Program of		directly at 301-375-1143. They will need to		therapist will contact
Advanced		provide insurance information and specify school.		the parent/legal
Behavioral		or		guardian directly to
Health		Written referral is available for school staff to complete and fax to Advanced Counseling Services. *Note-FERPA and FCPS regulation 400-20 require staff to obtain "written" parent/guardian consent prior to the release of student records, including counseling referrals made by staff.		initiate services.

Agency	Insurance Accepted	Referral Process	Therapy Providers	Agency response
Behavioral Health Partner's, Off- Site Counseling Services Department	Medical Assistance Only	Written referral to BHP from School Staff is preferred. Complete and fax referral to BHP/OCS intake. *Note-FERPA and FCPS regulation 400-20 require staff to obtain "written" parent/guardian consent prior to the release of student records, including counseling referrals made by staff. or If unable to obtain written consent from parent/guardian, instruct them to self-refer by either calling OCS intake at 301-663-8263, Ext. 247 or they may initiate self-referral online at <u>www.bhpfrederick.org</u> , under Offsite Counseling Services. Parent/Guardian enters information and receives call back from intake worker to complete referral.	Various Therapists	Allow 10 business days for services to start. The assigned therapist will contact the parent/guardian directly to initiate services.
Behavioral Health Services- Frederick County Health Department	NOT accepting any new referrals	NOT accepting any new referrals	David Humphries, LCSW-C or Erin Poffenberger, LCPC	NOT accepting any new referrals

Agency	Insurance Accepted	Referral Process	Therapy Providers	Agency response
Brook Lane	Medical Assistance or	Parent/Guardian must self-refer by calling: 1-800-	*BL assigns a	The parent/guardian
Health Services	Private Commercial	342-2992. Ask for the Admissions Department.	therapist to school	will be offered an
	Insurance	Parents will need to provide insurance	sites:	available assessment
		information, the name of the school their child		time to be completed
		attends and a brief summary as to why their child	Gaye Shelley, LCPC	by any therapist that
		needs to be seen.	301-693-6036	is approved for their
				insurance. Usually
		In cases of hardship, therapists reserve the right to	<u>Lorri Hurst</u>	within 2-4 business
		see the client at school for the initial assessment,	301-733-0331 Ext.	days.
		but Admissions MUST be contacted by the parent	7655	
		or guardian prior to being seen by the therapist.		Once the evaluation
			Danielle Reeves	is completed, the
			240-520-7939	front office staff will
				alert the school
			Christa Williams	based therapist
			301-733-0331 Ext.	(email or text) that
			7680	the student is ready
				to be seen in the
			Elizabeth Riitano	school. Therapist will
			301-733-0331 Ext.	contact the family
			7684	and initiate sessions
				in the school.

Agency	Insurance Accepted	Referral Process	Therapy Providers	Agency response
Villa Maria	Medical Assistance	Two Options Exist: Either,	Various Therapists.	Allow 2-3 business
Behavioral	Only	Instruct parent/guardian to self-refer by		days for provider to
Health of		contacting Villa Maria Intake Department at 1-		assign the case. Once
Frederick		667-600-3310, they will need to provide medical		the therapist receives
County		assistance information and specify school based		notification from
		counseling.		Villa Maria intake
		or		they will contact the
		Written referral is available for school staff to		parent/legal guardian
		complete and fax into Villa Maria.		directly to initiate
		*Note-FERPA and FCPS regulation 400-20 require		services.
		staff to obtain "written" consent prior to the		
		release of student records, including counseling		
		referrals made by staff.		

FCPS/CASS Counseling Partnerships

Counseling Agency School Assignments

SCHOOL	Advanced Counseling Services (ACS): 301-375-1143 (Medical Assistance Only)	Behavioral Health Partners (BHP): 301-663-8263 Ext. 296 (Medical Assistance Insurance Only)	Behavioral Health Services/Frederick County Health Department: 301-600-1755 (Medical Assistance Only)	Brook Lane Health Services: 1-800-342-2992 (Medical Assistance & Private Commercial Insurances, Except CIGNA)	Villa Maria Behavioral Health: 1-667-600-3310 (Medical Assistance Insurance Only)
Ballenger Creek Elem	Х	Х		X-MA Only-Intern	
Ballenger Middle	Х	Х		X-Shelley	
Brunswick Elem	Х	Х			Х
Brunswick Middle	Х	Х			Х
Brunswick High School	Х	Х			Х
Carroll Creek	Х	Х			
Montessori					
Carroll Manor Elem	Х	Х			
Catoctin High	Х	Х	Х		
Centerville Elem	Х	Х			
Crestwood Middle	Х	Х		X-Shelley	
Deer Crossing Elem	Х	Х			
Emmitsburg Elem	Х	Х	Х		
Frederick Classical Charter	x	X			
Frederick High	Х	Х		X- Reeves	

SCHOOL	Advanced Counseling Services (ACS): 301-375-1143 (Medical Assistance Only)	Behavioral Health Partners (BHP): 301-663-8263 Ext. 296 (Medical Assistance Insurance Only)	Behavioral Health Services/Frederick County Health Department: 301-600-1755 (Medical Assistance Only)	Brook Lane Health Services: 1-800-342-2992 (Medical Assistance & Private Commercial Insurances, Except CIGNA)	Villa Maria Behavioral Health: 1-667-600-3310 (Medical Assistance Insurance Only)
Glade Elem	Х	Х			
Green Valley Elem	Х	Х			
Heather Ridge	X	Х			
Hillcrest Elem	Х	Х			Х
Kemptowm Elem	Х	Х			
Lewistown Elem	Х	Х			
Liberty Elem	Х	Х			
Lincoln Elem	Х	Х			
Linganore High	Х	Х		X-Hurst	
Middletown Elem	Х	Х		X-Shelley	Х
Middletown High	Х	Х		X-Shelley	Х
Middletown Middle	Х	Х		X-Shelley	Х
Middletown Primary	Х	Х			
Monocacy Elem	Х	Х			
Monocacy Middle	Х	Х		X-Shelley	Х
Monocacy Montessori	X	Х			
Myersville Elem	X	Х			
New Market Elem	X	Х		X-Hurst	
New Market Middle	Х	Х		X-Hurst	

SCHOOL	Advanced Counseling Services (ACS): 301-375-1143 (Medical Assistance Only)	Behavioral Health Partners (BHP): 301-663-8263 Ext. 296 (Medical Assistance Insurance Only)	Behavioral Health Services/Frederick County Health Department: 301-600-1755 (Medical Assistance Only)	Brook Lane Health Services: 1-800-342-2992 (Medical Assistance & Private Commercial Insurances, Except CIGNA)	Villa Maria Behavioral Health: 1-667-600-3310 (Medical Assistance Insurance Only)
North Frederick Elem	Х	Х			
Oakdale Elem	Х	Х		X-Hurst	
Oakdale High	Х	Х		X-Hurst	
Oakdale Middle	Х	Х		X-Hurst	
Orchard Grove Elem	Х	Х		X-MA Only-Intern	
Parkway Elem	Х	Х			
Rock Creek	Х	Х			
Sabillasville Elem	Х	Х			
Spring Ridge Elem	Х	Х			
SUCCESS	Х	Х			
Thomas Johnson High	Х	Х		X-Shelley	
Thomas Johnson Middle	x	X			
Thurmont Elem	Х	Х	X		
Thurmont Middle	Х	Х	Х		
Thurmont Primary	Х	Х			
Tuscarora Elem	Х	Х			
Tuscarora High	Х	Х		X-Riitano	
Twin Ridge Elem	Х	Х		X-Hurst	
Urbana Elem	Х	Х			

SCHOOL	Advanced Counseling Services (ACS): 301-375-1143 (Medical Assistance Only)	Behavioral Health Partners (BHP): 301-663-8263 Ext. 296 (Medical Assistance Insurance Only)	Behavioral Health Services/Frederick County Health Department: 301-600-1755 (Medical Assistance Only)	Brook Lane Health Services: 1-800-342-2992 (Medical Assistance & Private Commercial Insurances, Except CIGNA)	Villa Maria Behavioral Health: 1-667-600-3310 (Medical Assistance Insurance Only)
Urbana High	Х	Х		X-Riitano	
Urbana Middle	Х	X		X-Riitano	
Valley Elem	Х	X			Х
Walkersville Elem	Х	X			
Walkersville High	Х	X	Х	X-Reeves	Х
Walkersville Middle	Х	X	Х	X-Reeves	Х
Waverly Elem	Х	X			Х
West Frederick Middle	Х	X		X-Reeves	
Whittier Elem	Х	X			
Windsor Knolls Middle	Х	X		X-Hurst	
Wolfsville Elem	Х	X			
Woodsboro/New Midway	X	Х			
Yellow Springs Elem	Х	X			

Updated 10/9/17/cn

Community Agency School Services (CASS) Counseling Partnership in Schools

Procedures for CASS/Therapists Collaboration in FCPS Schools 2016-2017 School-Year

Procedures for CASS Coordinator

- The FCPS/CASS Program develops and manages the counseling partnerships for FCPS through a Request for Proposal process. Approved agencies are assigned a CASS Coordinator who acts as a Liaison between FCPS and the Counseling Agency.
- CASS Coordinators will provide "CASS/FCPS Counseling Partnerships" Binder at each school which contains:
 - CASS Assignment Grid
 - Mental Health Monitoring-School Contact Directory
 - Counseling Partnership History and Procedures
 - Mental Health (Therapist) Registration forms

 Parental Consent for Therapy by Non-Frederick County Public School Employees forms. ***Please note: A valid agency parental consent form permits the therapist to begin providing sessions in the school for the first 30 days of service only, and then a signed FCPS parental consent form is required. Lack of any valid consent will prohibit the therapist from accessing the client at school.

- Teacher feedback Form
- Therapist Session Log
- CASS Coordinators will provide information to schools about the availability of the mental health partnerships through the CASS Program, identify which agencies are available to each school and advise school based staff on each Agency's referral and intake process during annual and ongoing SST/Administrative meetings.
- CASS Coordinators will attend agency partnership meetings, as needed, to disseminate information, support collaboration and to further communication among the agencies.

Procedures for Therapists

• Each Agency will send an electronic document to the CASS Coordinators by Friday, August 19th that documents the clients that each therapist will be seeing in schools beginning in September. The list should include therapist name, student first name, first initial of last name of student and the school that the student will be attending. If the agency does not have a document summary, then each therapist at that particular

agency is required to submit this information pertaining to their caseload by the noted date above.

- Therapists may begin seeing clients in the school setting beginning the week of Monday, August 29th, 2016.
- The therapist will respond to a referral(s) within the guidelines and timeframes of their agency policy.
- The therapist and the family will make therapeutic decisions regarding mental health treatment. School staff will make decisions pertaining to the student's education.
- Therapists will contact the CASS Coordinator before making direct contact with any school when planning to see a student in a school that they have not previously provided services in during the school-year. The CASS Coordinator will notify the school contact person that you will begin working with the student. After that occurs, the therapist may contact the school directly as outlined below. ***Note: When receiving additional referrals at a school you have already been providing services in during the school-year, it is not necessary to contact the CASS Coordinator, and the therapist should contact the school contact person directly as outlined below.
- Contact the school contact person to find out best times to meet with the student. The school contact person will assist therapists with logistics i.e. locating space, identifying time options and procedures for accessing students for appointments etc.
- Therapists are required to sign in and out of the building according to the school's procedure for visitors. Therapists should always be prepared to show photo ID upon request.
- Therapist's Registration Forms (therapist must have a copy in every school you are seeing clients in).
- Therapist must provide written parental consent before seeing a client at school. ***Note: A valid agency parental consent form permits the therapist to begin providing sessions in the school for the first 30 days of service only, and then a signed FCPS parental consent form is required. Lack of any valid consent will prohibit the therapist from accessing the client at school.
- Therapists will communicate, <u>at least monthly</u>, via their chosen method (in person, email, phone) regarding their clients progress with the school staff most involved with the student. (i.e.: school counselor, school support, assistant principal, community liaison etc.)

- Therapists are not permitted to see the same student more than 1x weekly in the school setting.
- Both parties will adhere to the professional standards surrounding confidentiality and obtain the necessary release of information to share client information.
- The therapist and the family will make therapeutic decisions regarding mental health treatment and School staff make decisions pertaining to the student's education.
- Although the therapeutic relationship is determined between the family and therapist, therapists are expected to support FCPS rules and regulations that pertain to students, families and outside agencies/organizations that use FCPS facilities.
- The therapist and/or supervisor will inform the school contact person of plans to terminate or transfer the services of a client to another therapist (i.e.: leave of absence, resignation, end of internship, etc.). When client cases are closed, the parent consent will be removed from the notebook by CASS Coordinator and retained by CASS. When a case is transferred from one therapist to another, the receiving therapist must obtain an updated FCPS parental consent form.
- If a student transfers to another school in FCPS, and the therapist plans to continue providing the service, he/she will inform the CASS Coordinator of the new school and will bring a copy of the valid FCPS/CASS consent with them to provide to the new school.
- Therapists are encouraged to establish relationships with the secretaries and school counselors. This can be very helpful for the ease of the partnership, referrals and follow-up with the students. Please be mindful that the school staff are juggling a lot of different tasks throughout the day.

CASS Website (CASS Resource Guide and various other information): www.fcps.org/CASS

Your Child's Mental Heath

ike physical health, mental health is an important part of growing up and developing. Mental health relates to how we think, feel and act. It affects how children feel about themselves, how they relate to others, and how they handle change, stress and other life situations.

Many of the warning signs and symptoms of mental health problems may seem like natural phases of growth. However, if you suspect your child may have a problem , ask yourself a few questions:

- Is my child's behavior normal for his or her age?
- Does the problem occur often?
- Is the behavior severe enough to interfere with daily activities?
- Does the behavior problem last for long periods of time?

As with any health problem, it can be difficult for families to come to terms with their child's mental health problem. The most important issue, however, is helping your child and focusing on his/her needs. If you suspect a problem, it is important to seek help for your child.



CASS Community Agency School Services

Promoting school success by providing support services to middle school students experiencing social, emotional or academic challenges.

Services include connections to:

Mental Health Counseling Academic Support Health Services After School Programs Mentors Substance Abuse Programs

CASS Coordinators serve the following FCPS Middle Schools

Christina Karszen, LCSW (240) 236-8889 Thurmont Middle Walkersville Middle christina.karszen@fcps.org

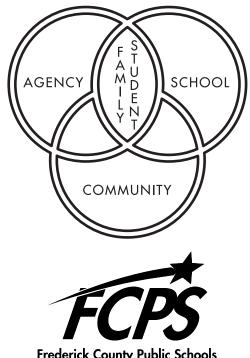
Eileen McGrath, LCSW (240) 236-8929 Gov. TJ Middle Windsor Knolls Middle eileen.mcgrath@fcps.org

Pam Miller, LCSW-C (240) 236-3015 Brunswick Middle Urbana Middle West Frederick Middle pamela.miller@fcps.org Corrina Nobis, LCSW-C (240) 566-9126 Ballenger Creek Middle Crestwood Middle Middletown Middle corrina.nobis@fcps.org

Kristen Spear, LCSW-C (240) 236-8870 Monocacy Middle New Market Middle Oakdale Middle kristen.spear@fcps.org

A Counseling Partnership in the Schools

CASS Community Agency School Services



Frederick County Public Schools Reach. Challenge. Prepare.



About CASS

County Public School Services (CASS) is a program of Frederick County Public Schools that promotes school success by providing support services to students experiencing social, emotional or academic challenges. CASS Coordinators are Licensed Certified Social Workers who provide direct services to middle school aged students and their families throughout Frederick County. They also coordinate and monitor the school based mental health partnerships and provide consultative services to FCPS staff working with elementary and high schools.

CASS Coordinators facilitate collaboration between schools, agencies, communities and families. The goal is to improve communication and enhance access to services that support Frederick County children and their families.

A Counseling Partnership in the Schools

In 1994, CASS developed the first Frederick County Public School's "on-site" counseling partnership in a Brunswick school allowing parents to access mental health services for their children closer to home. The partnership proved to be so valuable for families that it was expanded to three more schools by the end of the year. In 1997, three additional non-profit providers collaborated with CASS making counseling services accessible to an even wider geographic area of Frederick County. Today, CASS Mental Health Partners are available to provide onsite counseling at all FCPS schools.

The concept is a simple one. FCPS provides the space for counseling, the mental health agencies provide the therapists and CASS Coordinators act as the liaison between the school system and the non-profit agencies. The result is a partnership that provides many parents with an additional option to access mental health services in their school community.



About Our Partners

Our partners offer a variety of services which includes individual and family counseling and may include group counseling. Psychiatric evaluations and medication management are also available.

> *Advanced Counseling Call* 301-375-1143

Behavioral Health Partners (BHP) Call 301-663-8263, Option 7

Brook Lane Health Services Call 1-800-342-2992 (Ask for the Admissions Dept.)

Villa Maria of Frederick County (Catholic Charities) Call 1-667-600-3310

All CASS Counseling Partnerships maintain non profit or not for profit status in accordance with FCPS regulation 100-01.

Learn More...

To learn more about our partners and possible counseling partnerships available at your child's school, please contact the following:

For **Elementary** and **High School** students, contact your school's Counseling Department.

For **Middle School** students, contact your assigned CASS Coordinator (CASS contact information is located on the back of this brochure).

RFP 15MISC9 MENTAL HEALTH SERVICES

Therapist Code of Ethics Agreement

As a condition of authorization to provide services in Frederick County Public Schools, each individual therapist shall agree to the requirements below:

- 1. Therapists have been recommended to FCPS by an agency in consideration of their experience, history and references which will assure the Board of their qualifications for executing the work.
- 2. Termination for Convenience: FCPS reserves the right to retract this approval for any therapist who has previously failed to perform adequately or properly in professional services contracts or the any therapist whose investigation shows is no longer in a position to perform the contract. At least 7 days written notice will be provided.
- 3. Termination for Cause: If any legal, moral or conflict of interest issues arise involving the service providers, FCPS has the right to cancel this agreement with due cause immediately and with no notice.
- 4. In the event of termination of services to clients, there will be a termination session offered for closure purposes as well as information given to the client on alternative counseling options.
- 5. All services shall be provided in a manner consistent with COMAR and the licensee's professional Code of Ethics.
- 6. Therapists shall schedule appointments and bill for services using its agency's established service reimbursement policies and procedures. FCPS has no role in securing any payment that may be due to provider.
- 7. The Therapist acknowledges no known relationships which would present a conflict of interest with the rendering of services under this agreement.
- 8. Therapists shall abide by FCPS Board policies and regulations, including Policy 112, "Drug-Free, Alcohol-Free, and Tobacco-Free Workplace and School System" and Policy 309, "Discrimination Unlawful".
- 9. The Therapist acknowledges that they have not been convicted of, or pled guilty or nolo contendere to, a crime involving:
 - 1.) A sexual offense in the third or fourth degree under §3-307 or §3-308 of the Criminal Law Article of the Maryland Code.
 - 2.) Child sexual abuse under §3-602 of the Criminal Law Article of the Maryland Code or any other State; or

3.) A crime of violence as defined in §14-101 of the Criminal Law Article of the Maryland Code or any other State.

In the event that a registered sex offender is discovered to be working on FCPS property, whether through employment by an agency or as an individual, the site administrator will immediately remove the individual from the premises and his work assignment will be permanently terminated.

10. Confidentiality: Under no circumstances may any therapist release, disclose, sell or otherwise use FCPS student names, addresses, or any other information related to students or staff of FCPS and may only use this information for purposes required under any contract/agreement or memorandum of understanding.

My signature below attests that I have read and understood the above.

Name	Signature	Date

Created 09.14.2017