

SPECIAL SERVICES

Health and Welfare

Approval of Mental Health Services Provided by Non-FCPS Personnel

I. PURPOSE

To establish procedures for the approval of mental health services provided at the individual school level by individuals or groups not employed by Fairfax County Public Schools (FCPS).

II. DEFINITION

Mental health services provided by individuals or groups not employed by FCPS include counseling, substance abuse prevention, and other programs, both individual and group, that involve social and emotional services to students.

III. PROCESS FOR APPROVAL OF A MENTAL HEALTH SERVICE

All mental health services provided in schools by non-FCPS employees must be approved by the director, Office of Student Services, in the Department of Special Services. The sponsor of the service must submit to the Office of Student Services a detailed description of the goals and purpose of the service; the names, disciplines, and certification of persons delivering the service; the students affected; the instructional time involved; and the length of time the service will be provided. Any instruments, forms, or other materials intended for use must be submitted for review. The director, Office of Student Services, will review all proposals and ensure that the requested service is in the best interest of the students and FCPS. A memorandum of understanding must be signed by the sponsor and the director, Office of Student Services, prior to the initiation of the service. This memorandum will specify the agreed-on terms of service and qualifications of service providers, as well as indemnity provisions and insurance to be maintained by the provider, background check and criminal conviction certifications, and other provisions to protect student safety and ensure a high level of service to students. No services shall be initiated with students until the Office of Student Services has approved the proposal and the memorandum of understanding has been signed.