

MT. DIABLO UNIFIED SCHOOL DISTRICT
1936 Carlotta Drive
Concord, CA 94519

AGREEMENT BETWEEN
MT. DIABLO UNIFIED SCHOOL DISTRICT
AND INDEPENDENT CONTRACTOR

THIS AGREEMENT is made this 26 day of July 2023, by and between the Mt. Diablo Unified School District (hereinafter "District") and JFK School of Psychology and Social Sciences at National University (hereinafter "Contractor").

District hereby engages Contractor to render services under the terms and conditions of this Agreement.

1. Performance of Services

- (a) Contractor agrees to perform the services described on Exhibit "A" (hereinafter "Services") on page 5 of this Agreement as an independent contractor. Contractor will determine the means, manner, method, and details of performing the Services. Contractor shall be responsible for providing the materials, tools and transportation necessary for the performance of the services. Contractor may, at Contractor's own expense, use non-District employees to perform the Services under this Agreement. Subcontractors may be used only with the written approval of the District.
- (b) Contractor represents that Contractor has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of the District. Contractor shall be solely responsible for the professional performance of the services, and shall receive no assistance, direction, or control from District. Contractor shall have sole discretion and control of Contractor's services and the manner in which they are performed.

2. Compensation. District agrees to compensate Contractor for the performance of the services on the following basis:

Not to exceed \$ 0.00 for Services.

The basis of the fee for Services shall be as follows: 0.00

- a. \$ N/A per hour,
- b. \$ N/A per day, or
- c. \$ _____ per engagement.

____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ \$ _____

____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ \$ _____

____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ \$ _____

BUDGET CODE(S)

Check One:

Partial Payments: Contractor shall invoice District on a monthly basis or as agreed to for all hours worked pursuant to this Agreement.

Partial Payments: District shall make a payment per schedule detailed in Exhibit A. District Administrator will verify invoice indicating that all required services have been performed by each timeline.

Payment in Full: Contractor shall invoice District on completion of services. District Administrator will verify invoice indicating that all required services have been performed.

Contractor shall be responsible for all expenses incurred in association with the performance of the Services.

3. Term and Termination. This Agreement will become effective on 09/01/2023. This Agreement

will terminate upon the completion of the Services or when terminated as set forth below.

Purchase Requisition # _____

Either party may terminate this Agreement at any time by giving thirty (30) days written notice to the other party. Should either party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching party may terminate this Agreement by giving written notice to the breaching

party. Termination shall be effective immediately on receipt of said notice. Upon termination of this Agreement, District will compensate Contractor only for services satisfactorily rendered to the date of termination.

4. Relationship of the Parties. Contractor enters into this Agreement as, and shall continue to be, an independent contractor. Under no circumstances shall Contractor be considered an employee of District within the meaning of any federal, state, or local law or regulation including, but not limited to, laws or regulations governing unemployment insurance, old age benefits, workers' compensation, industrial illness or accident coverage, taxes, or labor and employment in general. Under no circumstances shall Contractor look to District as his/her employer, or as a partner, agent, or principal. Contractor shall not be entitled to any benefits accorded to District's employees, including, without limitation, workers' compensation, disability insurance, vacation, or sick pay. Contractor shall be responsible for providing, at Contractor's expense, and in the Contractor's name, disability, workers' compensation or other insurance, as well as licenses and permits usual or necessary for conducting the Services hereunder.

Contractor shall pay, when and as due, any and all local, state and federal income or other taxes incurred as a result of Contractor's compensation hereunder, including estimated taxes, and shall provide District with proof of said payments upon demand.

5. Fingerprinting and Criminal Records Check of Contractor's Employees. Contractor shall comply with the provisions of California Education Code §45125.1 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the contractor and/or its employees. To the extent Education Code §45125.1 is applicable, Contractor shall not permit any employee to have any contact with District pupils until such time as Contractor has verified in writing to the governing board of the District that such employee has not been convicted of a felony, as defined in Education Code §45125.1. Contractor shall provide the certification document attached hereto as **Exhibit B** prior to commencing work under this Agreement.
6. Rules and Regulations. All rules, policies, and regulations of the Mt. Diablo Unified School District Board of Education and all federal, state, and local laws, ordinances and regulations are to be observed strictly by Contractor pursuant to this Agreement.
7. Indemnification. Contractor shall hold harmless, defend and indemnify District and its officers, elected and appointed officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the District.
8. Insurance. Contractor shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit (with aggregate limit no less than **\$4,000,000**). **EXCEPTION:** Contracts of less than \$7,500 need only provide general liability insurance of \$1,000,000 per occurrence.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Other Coverages When Applicable:**

Purchase Requisition # _____

- a. **Professional Liability/Errors & Omissions Liability:** \$1,000,000/occurrence, \$2,000,000/aggregate.
- b. **Sexual Abuse and Molestation Coverage:**
- c. **Cyber Insurance:**
- d. **Other:**

If the contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the contractor.

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The District, its officers, officials, employees, and volunteers are to be named as additional insured by endorsement to the Commercial General Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations.

Primary Coverage

For any claims related to this contract, the Contractor’s insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

INSURANCE REQUIREMENTS

No waiver will be granted to eliminate the insurance requirements outlined in this contract. However, in special circumstances, certain insurance requirements may be modified or waived. The following items in Insurance, Section 8, are hereby waived or modified as follows (note, a waiver for one type of insurance does not constitute waiver for all):

Limits: _____

Other: _____

The initials of the Superintendent, or his/her designee, and the General Counsel, are **required** to waive or modify any Insurance requirements in this Agreement:

Superintendent or
his designee

General Counsel

- 9. **Ownership of Designs and Plans.** Contractor agrees that all designs, plans, reports, specifications, drawings, schematics, prototypes, models, inventions and all other information and items made during the course of this Agreement and arising from the Services shall be owned by and assigned to District as its sole and exclusive property.
- 10. **Limitation of District Liability.** Other than as provided in this Agreement, District’s financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
- 11. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served and received if given in writing and either personally delivered or deposited in the United States mail,

registered or certified mail, postage prepaid, return receipt required, or sent by telegram, overnight delivery service, or facsimile transmission, addressed as follows:

DISTRICT

CONTRACTOR

Mt. Diablo Unified School District
1936 Carlotta Drive
Concord, CA 94519-1397
Attn: Superintendent

Bus. Name: JFK School of Psychology & Social Sciences at National University
Attn: Timothy Ford, MA, LMFT, Executive Director
Address: 100 Ellinwood Way
Pleasant Hill, CA 94523
Phone: 925-969-3424

Fax: _____
Email: tford@nu.edu w/ copy to legal@nu.edu
Tax ID #: 23-7172306

Any notice personally given or sent by telegram or facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the next business day following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

- 12. Entire Agreement of Parties. This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both parties.
- 13. California Law. This Agreement shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Contra Costa County, California.
- 14. Attorneys' Fees. If either party files any action or brings any proceedings against the other arising out of this Agreement, the prevailing party shall be entitled to recover, in addition to its costs of suit and damages, reasonable attorneys' fees to be fixed by the court. The "prevailing party" shall be the party who is entitled to recover its costs of suit as awarded by a court of competent jurisdiction, whether or not suit proceeds to final judgment. No sum for attorneys' fees shall be counted in calculating the amount of a judgment for purposes of determining whether a party is entitled to its costs or attorneys' fees.
- 15. Waiver. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
- 16. Equal Employment Opportunity. It is the policy of the District that, in connection with all work performed under District agreements, there shall be no discrimination against any employee or applicant for employment because of race, color, religious creed, national origin, ancestry, marital status, sex, sexual orientation, age, disability or medical condition and therefore the Contractor agrees to comply with applicable federal and state laws. In addition, the Contractor agrees to require like compliance by all subcontractors employed on the work.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

MT. DIABLO UNIFIED SCHOOL DISTRICT

JFK School of Psychology & Social Sciences at National University
Name of Company/Organization or Independent Contractor/Consultant

By: _____
Signature of Principal/Budget Administrator Date

By:  Aug 29, 2023
Signature of Contractor/Consultant Date

Title: Stephanie Roberts, Director of Special Projects
Print Name and Title

Dave Lawrence, Executive Vice President, CFO,
Admin & Finance
Print Name and Title

Purchase Requisition # _____

Authorized and Approved by:

Superintendent/Designee

Date

Prior to commencement of service, sign and forward completed original contract packet to Purchasing.

Originator's Signature

Date

Site/Department Originating this Contract

Print Name of Originator and Title

Billing Address if reimbursed by outside agency—i.e. ASB, PTA, PFC

Distribution

original: Purchasing with Purchase Order

copy: Contractor

copy: Accounts Payable/Fiscal

copy: Originator/Budget Administrator

EXHIBIT “A”

LIST OF SERVICES, INCLUDING DATE(S), TO BE PERFORMED BY CONTRACTOR

IF PARTIAL PAYMENTS ARE TO BE MADE TO CONTRACTOR ON A SCHEDULE AS INDICATED ON PAGE 1, PLEASE LIST PAYMENT SCHEDULE HERE (NOTE THAT ALL PAYMENTS ARE GENERATED FROM AN INVOICE).

JFK School of Psychology at National University Counseling Interns

Definitions

Counselors, for the purposes of this Agreement, are defined as graduate students in practicum from NU and other universities, as well as volunteer pre-licensed clinicians (e.g. Associate MFTs), hired as volunteers by NU. Each counselor is clinically supervised by a licensed clinician, hired by NU, who has been licensed for at least two years.

Counseling services include and are not limited to, providing individual, group, or family therapy, classroom observations, consultations/collateral meetings with school staff, parents and/or other helping professionals. Group and individual sessions will typically last 45-50 minutes. Counselors will carry a minimum caseload of 5 face-to-face or virtual student hours per week, per unit of service. This includes individual, family, and group sessions. The maximum number of student hours varies between each counselor. It is dependent upon their time/scheduling constraints and the amount of clinical supervision they are able to receive.

Participating schools include:

- College Park High
- Pleasant Hill Middle
- Valley View Middle
- Sequoia Middle
- Gregory Gardens Elementary
- Strandwood Elementary
- Valhalla Elementary

EXHIBIT “B”

Contractor REQUIRED to Complete

FINGERPRINTING AND CRIMINAL BACKGROUND CHECK CERTIFICATION

Name of Contractor:	JFK School of Psychology at National University	
Services to be performed under the Agreement:	Counseling Services	
School(s) and Specific Location(s) where services will be performed:	College Park High, Pleasant Hill Middle, Sequoia Middle, Valley View Middle, Gregory Garden Elementary, Strandwood Elementary, Valhalla Elementary	
Term of Agreement:	September 01, 2023-June 30, 2024	
<i>Check the applicable box(es) and fill in any blanks.</i>		
1	<input checked="" type="checkbox"/>	The Contractor hereby certifies that it has completed the criminal background check requirements of Education Code (EC) section 45125.1 and that none of its employees that may come into contact with District students have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). The following employees have successfully completed fingerprinting and criminal check clearance in accordance to law: (attach and sign additional pages, as needed)
2	<input type="checkbox"/>	The Contractor hereby certifies that its employees/subcontractors will have NO CONTACT with pupils. (No school-site services will be provided.)
3	<input type="checkbox"/>	The Contractor hereby certifies it qualifies for a waiver of the Department of Justice (DOJ) fingerprint and criminal background investigation for the following reason: Contractor and its employees/subcontractors will have LIMITED CONTACT with pupils. (Attach and sign additional page(s) with information about length of time on school grounds, proximity of work area to pupil areas; whether Contractor/its employees will be working by themselves or with others, whether Contractor will be under continued monitoring/surveillance by a District employee (provide name and title of District employee) and any other factors that substantiate limited contact.) [EC 45125.1 (c)]

Certification by Contractor

"I certify under penalty of perjury that the information provided herein is true and accurate. I further acknowledge that during the term of my Agreement with the District, if I learn of additional information which differs from the responses provided above, I promise to forward this additional information to the District immediately."

Authorized Contractor Signature

Dave Lawrence

Print Name

Date

ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT

THIS ADDENDUM TO AGREEMENT is made contemporaneously, by and between the Mt. Diablo Unified School District (hereinafter "District") and John F Kennedy School of Psychology at National University (hereinafter "Contractor") as follows:

A. Paragraph 7. Indemnification. This paragraph is deleted and replaced by the following language:

Neither Party shall be indemnified hereunder for any loss, liability, damage, or expense resulting from its sole intentional, willful, wanton, reckless or negligent conduct in each respective performance under this Agreement.

B. Paragraph 8. Insurance. This paragraph is deleted and replaced by the following language:

Insurance. Each party shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of this Agreement and the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the other party. Self- insured retention (SIR) up to \$250,000 is permitted.

Coverage shall be at least as broad as:

Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Workers' Compensation: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

Professional Liability/Errors & Omissions Liability, if applicable: \$1,000,000 per occurrence.

If the either party maintains higher limits than the minimums shown above, the other party requires and shall be entitled to coverage for the higher limits maintained by either party.

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status. Each party, its officers, officials, employees, and volunteers are to be named as additional insured by endorsement to the Commercial General Liability policy with respect to liability arising out of the performance of the Agreement and the work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations.

Primary Coverage. For any claims related to this its performance under this Agreement and the work or operations performed by or on behalf of the Contractor, the Contractor's insurance coverage shall

be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Notice of Cancellation. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the other party.

C. Paragraph 13. Attorneys' Fees. This paragraph is amended by adding the following language as the first two sentences and maintaining the remainder of the paragraph:

Dispute Resolution and Attorneys' Fees - Should a dispute arise, the Parties agree initially to attempt in good faith to resolve the dispute amicably. If such dispute cannot be resolved within thirty (30) days (or as may be extended by mutual agreement), either party shall be entitled to pursue any remedies that may be available to it at law or in equity.

D. New Paragraph 15. Nondiscrimination. The Parties agree not to discriminate against any employee or student in the performance of work under this Agreement or the Services based on race, color, religion, sex, ancestry, age, national origin or disability (as defined in The Americans with Disabilities Act of 1990, 42 USC 12101, et seq. and any regulation promulgated thereunder) or any other unlawful basis.

E. New Paragraph 16. FERPA. District and Contractor acknowledge that both Contractor and the District are entities that are subject to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended ("FERPA"). Each party acknowledges that it remains responsible for its obligations under FERPA. Each party also acknowledges that the other party may receive confidential student information subject to FERPA under this Agreement and affirms that each party is permitted to receive such information under 34 C.F.R. § 99.31(a) as a "party" that is "subject to the requirements of §99.33(a) governing the use and redisclosure of personally identifiable information from education records". Each party agrees that it will comply with FERPA, including the requirements of 34 C.F.R. 99.33(a), and will not disclose or use any confidential student information except to the extent necessary to carry out its obligations under this Agreement and as permitted by FERPA.

DISTRICT:

CONTRACTOR:

Community-Based Counseling Services Agreement

Exhibit C: Compensation and Payment

Services performed in accordance with this agreement will be funded by a third-party payer as detailed in this exhibit.

Compensation Terms:

JFK SOPSS, National University has received an endowment from Michael Harris to fund mental health services in up to 8 Pleasant Hill Schools in the Mount Diablo Unified School District. University will make best efforts to provide services to Affiliate at a rate of \$7,500.00 per unit of service. Michael Harris Endowment (third party payer) will cover the cost of the units of service that were fulfilled according to the payment schedule below.

Affiliate may request additional units of service at the same rate via email to University Representative.

Agreement Term: September 1, 2023 – July 31, 2024

Itemization of Cost per Unit of Service Requested

Affiliate Location	Units of Service	Total Cost
College Park High School	1	\$7,500.00
Pleasant Hill Middle School	1	\$7,500.00
Valley View Middle School	1	\$7,500.00
Sequoia Middle School	1	\$7,500.00
Gregory Gardens Elementary School	1	\$7,500.00
Strandwood Elementary School	2	\$15,000.00
Valhalla Elementary School	1	\$7,500.00

Payment Schedule:

Payment Order	Service Dates	Amount Due	Invoice Sent By	Payment Due By
Payment	9/1/2023-7/31/2024	\$60,000.00	July 1	July 31

Community-Based Counseling Services Agreement

EXHIBIT D

School/College-Based Programs

Description of Services and Responsibilities of Each Party

Definitions

Counselors, for the purposes of this exhibit, are defined as graduate students in the clinical experience practicum from JFKU and other universities, as well as volunteer pre-licensed clinicians (e.g., Associate MFTs), hired as volunteers by JFKU Office of Clinical Training (“UNIVERSITY”). Each Counselor is clinically supervised by a licensed clinician, hired by UNIVERSITY, who has been licensed for at least two years.

Counseling services include and are not limited to, providing individual, group, or family therapy, classroom observations, consultations/collateral meetings with school staff, parents and/or other helping professionals. Group and individual sessions will typically last 45-50 minutes. Student-Counselors will carry a minimum caseload of 5 face-to-face Student hours per week, per unit of service. This includes individual, family and group sessions. The maximum number of Student hours varies between each Student-Counselor. It is dependent upon their time/scheduling constraints and the amount of clinical supervision they are able to receive.

Point of Contact (“POC”) is the person at the Mt. Diablo Unified School District (“Affiliate”) that will be available to the UNIVERSITY representative (“PROGRAM Representative”) and Student-Counselors for questions and concerns regarding the School/College-Based Program (PROGRAM) placement.

Students are the Students of the Affiliate who are referred by the Affiliate to the Student-Counselor(s) and will receive counseling services from the assigned Student-Counselor(s).

Unit of service is defined as 6 hours of counseling services at Affiliate each week for the duration of this Agreement.

Responsibilities of University and Affiliate

Both Parties agree that:

- This Agreement is mutually beneficial, in that it allows Counselors to gain experience towards graduation and licensure in their respective fields through providing mental health services to the Students of Affiliate.
- Best efforts will be made to place the requested amount of Counselors within a reasonable time after the Effective of this Agreement.
- UNIVERSITY will not be liable for any damages resulting from the Affiliate’s failure to ensure placement of Counselors within a reasonable time after the Effective Date of this Agreement.
 - UNIVERSITY will pro-rate its fee for services if Counselors are not placed within thirty (30) days after the start date of this Agreement due to any delay caused by UNIVERSITY.
- UNIVERSITY will not charge a fee for any requests of Counselors from the school that were not fulfilled by UNIVERSITY.
- UNIVERSITY will uphold confidentiality standards and will not share any Student related written documentation that contains Student identifying information.

Community-Based Counseling Services Agreement

UNIVERSITY:

- Will provide a PROGRAM Representative who will be available to the Affiliate liaison and Affiliate's POCs for coordination purposes and questions regarding the PROGRAM and the Counselors assigned to their schools.
- Will provide specialized training orienting Counselors to the school culture and the roles and responsibilities of school personnel at the school site, and clinical issues that often arise in schools.
- Upon request by the Affiliate, may provide a utilization summary including any of the following information:
 - number of Students referred for counseling services
 - number of Students who received counseling services
 - the top four reasons for referral for counseling
 - ethnicity and gender of Student population who received counseling services

University Counselors:

- Will obtain a minimum of 5 face-to-face hours with Students per week contingent upon the Affiliate's ability to refer a reasonable amount of Students.
- Will not miss more than two days of scheduled service per contract terms lasting less than 8- 9 months and no more than 4 days of scheduled service per contract terms lasting 10-12 months. If more than the allotted days are missed, the Counselor(s) will make best efforts to make up the day. School holidays and breaks will not be considered missed days.
- Will learn Affiliate policies and practices (promotion and retention, delivery of service for special needs Students, etc.).
- Will learn the Affiliate's profile, background of Student population, and Student needs.
- Will become familiar with their assigned schools and surrounding community's resources for Students.
- Will demonstrate sensitivity and cross-cultural competence when working with Students and families from diverse ethnic, economic, and cultural backgrounds.
- Will work collaboratively with professionals from various disciplines (e.g. teachers, school administrators, psychologists, social workers, etc.) to support Students' overall school success.
- Will assist Students and their families to access health, mental health, and/or support services available within the Affiliate and in the community when clinically appropriate.
- Will obtain the appropriate written consent to provide services for any and all Student's served.
- Will only be permitted to provide therapy to Students who are dependent adults or under the age of 18 after they have obtained the appropriate written consent of the parental/guardian, except in situations where a minor may legally and ethically consent for their own treatment.
- Will follow professional and ethical guidelines, school policies and procedures, and State and Federal law pertaining to providing therapy in a school setting.
- Will follow professional and ethical guidelines and State and Federal law pertaining to Student confidentiality. Information about a particular Student can and will only be shared with third parties if the Student provides written consent to exchange information with a specific third party. As a stipulation of receiving counseling services, Students will sign a Consent for Exchange of Information to share information with the Affiliate. However, Counselors will only share information verbally when it is in the best interest of the Student. The type of information shared will usually pertain to goals and progress in treatment and relevant emergency information.
- Will immediately notify the POC, the Counselor's supervisor and PROGRAM Representative in the event that an urgent or emergency circumstance is encountered by a Counselor, (i.e. call to police, hospitalization evaluation, safety concerns, etc.).

Affiliate:

Community-Based Counseling Services Agreement

- Will make best efforts to refer a reasonable amount of Students to the Counselor(s) in order to maintain a minimum caseload of 5 face-to-face hours with Students per week, per unit of service by the end of the Counselor's second month placed at that site.
- Will provide the Counselor with a POC that they can refer to for questions and in case of emergency. The POC will also be available to coordinate with the program Representative in order to ensure needs for both the Affiliate and UNIVERSITY are being met.
- Will give each Counselor an orientation to the Affiliate culture and the roles and responsibilities of personnel at the assigned school site.
- Will provide the Counselor with a room that will be uninterrupted while a Student is in session to protect Student confidentiality. The Affiliate will inform UNIVERSITY of the days of the week they will have room on campus for Counselors to conduct therapy.
- Will provide the Counselor with a UNIVERSITY Referral Form for each Student referred to therapy.
- POC will complete an end-of-contract term evaluation of the program upon request of UNIVERSITY.