

STUDENT SERVICES

1. School-based Student Services Teams

Each school has staff members who are members of the Student Services Team. The team functions to provide needed support for students in ways as described below.

2. Student Services Staff

a. School Counselors

School counselors are available to students in all elementary, middle, and high schools. The role of the counselor is to guide, advise, consult and assist with the variety of concerns that students, parents, staff and the community might have. The counseling program focuses on three major goals: personal and academic growth, educational and career decision making, and developing interpersonal skills. Delivery of services may occur through several strategies including individual counseling, small group counseling, classroom lessons, and full school programs.

b. Pupil Personnel Workers

A Pupil Personnel Worker is assigned to each school. Pupil Personnel Workers offer direct and referral services for children whose attendance, custody, severe health or other concerns are interfering with their school performance.

Services of the Pupil Personnel Workers can be obtained by contacting school principals or assistant principals and/or school counselors.

Referrals may be made in areas such as the following:

1. Attendance
2. Discipline/Behavior
3. Child neglect and abuse
4. Health problems
5. Home teaching/hospital teaching
6. Educational problems
7. Referrals to community agencies
8. Out-of-District requests
9. Nonresident requests
10. Kinship care requests
11. Pupil appraisal and consultation
12. Special transportation
13. Crisis intervention
14. Administrative consultation/alternative school options
15. Home instruction
16. Transitioning to and from alternative settings

c. School Security

The primary responsibility of the Coordinator of School Security is to create a safe and secure environment that is conducive for learning. This is accomplished by a cooperative effort between this school system and the other county and state agencies, the use of "state of the art" technical security and emergency plans, plus the involvement of students and staff to assist in creating this environment.

d. Service –Learning

The State-mandated Service-Learning Graduation Requirement was passed in 1992 requiring all Maryland students to earn a minimum of 75 service-learning hours prior to graduation. Service-Learning Coordinators are present in all middle and high schools to monitor the progress of students. Students must complete a minimum of 55 service-learning hours by the end of their junior year in order to have senior status. Students must complete a minimum of 55 service-learning hours by the end of their junior year in order to have senior status. Students who do not meet the Service-Learning Requirements are not permitted to participate in graduation activities or receive a diploma until they complete their hours and the principal approves the activities. The Carroll County Service-Learning Guidelines appear in the Program of Studies and are available on-line.

Students must complete a Service-Learning Reflection from for each activity and return it to their school coordinator within one year that the service is performed. Reflection Forms are kept on file in the student's Service-Learning folder. Service-Learning hours appear on every report card beginning in sixth grade. Students who wish to appeal the denial of service-learning hours must writing a letter to the school principal explaining why their activity should count.

e. Carroll County Student Government Association (CCSGA)

The Carroll County Student Government Association is comprised of students from each high school in Carroll County. Officers are elected each spring at the April general assembly meeting. The executive authority of CCSGA is vested in the president and the executive board which consists of the presidents and vice presidents from each high school or their designee, appointed officers such as parliamentarian, secretary, historian or other officers designated by the president, and the elected officers of CCSGA-president; vice president; treasurer; second vice president; and the student member on the board of education.

CCSGA holds six general assembly meetings each year to discuss issues that impact education, to promote inter-school relationships, and to provide a method of advocacy for students. Each school may bring up to 25 delegates. CCSGA encourages middle schools to participate in general assembly meetings as appropriate. The executive board meets twice monthly to plan these meetings and to discuss current educational topics. In addition, the executive board meets with the Board of Education, the Superintendent and the Assistant Superintendents at least one time each year to share information, discuss current education topics.

CCSGA is a member of the Maryland Association of Student Councils (MASC) and the President, student member on the Board of Education, and the second vice-president service as official members of the MASC executive board. Carroll County students attend planned conferences and activities hosted by MASC to develop leadership skills and to bring the CCSGA student opinion to the state organization.

f. Health Services

School health rooms have full-time coverage in each school. These persons can act as a liaison for contacts in the community health services. The health room person has direct contact with the Carroll County Health Department through the Public Health Nurse assigned to each school. The Health Department offers many services including:

1. Short term care management for children with chronic health conditions
2. Communicable disease consult
3. Fluoride rinse program
4. Nutritional Referral (a nutritionist is on staff),
5. Hearing and Vision Services/scoliosis screenings
6. Health Fair Information (can be for one grade level or an entire school),
7. A dental clinic
8. Tobacco cessation classes.

g. School Psychologists

School psychologists are specialists trained in psychology and educational research. They use their skills to help address many of the educational problems experienced by students. School psychologists tailor their services to the needs of each student and each situation. They use many different approaches to support instruction, including consultation, prevention, assessment, direct intervention, counseling, education, and promotion of mental health.

All referrals to the School psychologist are forwarded through the school's Principal. The process follows these general procedures:

1. Special Education Referrals

The referral form for school psychological services is available through the Office of School Psychology. Prior to submitting a referral appropriate personnel in the school (e.g., case manager, administrative designee) must have secured written parent permission for services. The *Consent for Assessment* and the *Notice and Consent, Parent Response* forms are to be attached to the referral.

All referrals are to be signed by the Principal or Assistant Principal before being sent to the Office of School Psychology. *Initial special education referrals and signed parent permission forms should be forwarded immediately in order to allow assessment within the mandated 60 day time limit.*

Referrals should be sent directly to the secretary in the Office of School Psychology, Student Services Department. A copy of the referral should be placed in the student's file at the school.

Special education referrals for Re-evaluations and for Review of Records will be submitted as outlined above for special education referrals. Documentation of the Record Review by the school psychologist will be provided to the school for entry into the student's special education file.

N.B. Special education referrals are generated by the IEP team. Although the team may request the specific areas to be assessed, e.g., learning, adaptive behavior, emotional, social, behavioral, etc., *it is the professional prerogative of the school psychologist to determine the specific test instruments to be used.* The school psychologist should always have input when the IEP team is discussing what types of assessments are needed.

2. General Education Referrals

Referrals for general education students are generated from numerous sources that may include the school's Student Services Team, the Instructional Consultation Team, other problem-solving team, the School counselor, or the Principal. **See Parent Permission Form, regular education.**

3. Release of Information

At times it may be beneficial for the school psychologist to speak with physicians or therapists who are involved in the treatment/ medical care of a student. The information shared by the treating practitioners is often helpful in the preparation of an appropriate and comprehensive educational plan for the student. The Release of Information Form is one such form that may be used to allow the school psychologist to share information with treating mental and/or physical health care providers. **See Parent Permission, Release of Information.**



CARROLL COUNTY PUBLIC SCHOOLS

410-751-3000

TTY 410-751-3034

FAX 410-751-3003

125 N. Court Street • Westminster, MD 21157

Charles I. Ecker
Superintendent

Date:
Student's Name:
DOB:
Grade:

Dear,

As we work together to provide the best educational program for your child, we think it would be helpful to consult the school psychologist who is assigned to our school. While we have concerns we want to address, the school staff does not, at this time, suspect a special education disability. However, in order to meet your child's specific needs in general education, we would like our school psychologist to be involved in the following way(s):

- Classroom Observation
- Evaluation of: _____
- Other _____
(Specify)
- Counseling for: _____
- Behavior Assessment and Planning

If you have any questions about our concerns, or the participation of the school psychologist in helping to address our concerns, please contact _____ at _____.

Two copies of this letter are provided. Please keep a copy for your self and return the other copy to the school. Check the appropriate blank below and return the signed copy to the school. Thanks you!

Sincerely,

Principal

- I give my permission for the school psychologist to be involved in the above checked ways.
- I do not give my permission for the school psychologist's involvement.

Parent/Guardian

Date



Charles I. Ecker
Superintendent

Date:
Student's Name:
DOB:
Grade:

To Whom It May Concern:

I give _____, School Psychologist, permission to speak with

_____ regarding the treatment and educational
Physician's/Therapist's Name

planning for my child, _____.
Student Name

Parent/Legal Guardian Signature

Please make (4) copies of this letter as follows:

- Copy to School Psychologist
- Copy to physician/therapist
- Copy to school
- Copy to parent

File: Parent Permission, Release of Information

INTERAGENCY TRANSITION TEAM

Following a mandate from the Maryland State Department of Education and the Department of Juvenile Services, Carroll County Public Schools and the Carroll County Department of Juvenile Services have worked together to develop an Interagency Transition Team.

The purpose of this team is to review and help provide appropriate educational placement and support services for those students transitioning back to the school system from placement in a juvenile justice facility for 30 days or more.

As students are ready to be released from facilities, the Juvenile Services Caseworker will request a Transition Meeting. These meetings are held on the 1st and 3rd Wednesdays of each month. Appropriate school and community agencies are invited to these meetings based upon the anticipated needs of the student.

The main purpose of the Carroll County Interagency Transition Team is to review the progress the student has made while in placement and to recommend an appropriate educational placement for the student as well as any needed support services. The secondary purpose of this team is to bring together all of the agencies working with the student in order to enhance communication between agencies and maximize resources.

PROCESS:

1. The Juvenile Services Caseworker completes the Invitation Checklist as a student in a facility becomes ready to be released.
2. The Invitation Checklist is sent to the Student Services Department of the Carroll County Board of Education. Those invited become the "Transition Team."
3. An invitation letter is sent to participants to be invited.
4. The meetings are held on the 1st and 3rd Wednesdays of each month beginning at 2:00pm. The meetings are held at the Department of Juvenile Services.
5. Student progress and needs are reviewed and recommendations for educational placement and additional support services are made by the Transition Team.

Revised 8/03,5/05

TRANSITION TEAM Invitation Checklist

Student _____ D.O.B _____
Parent's Name(s) _____
Address _____ Home Phone _____
_____ Work Phone _____
Home School _____ Grade _____ Sp Ed.? _____
Released from _____ Release Date _____

Please invite the following:

- Parent / Guardian _____
- DJS Caseworker _____
- Family Intervention Specialist _____
- Pupil Personnel Worker _____
- Coordinator of School Security Larry Faries
- School Representative(s) _____
- Crisis Intervention Specialist /
School Psychologist _____
- Junction _____
- Counseling Agency _____
- Special Education _____
- Dept of Social Services _____
- CSA, Adolescent Specialist _____
- CCPS Transition Counselor _____

Meeting Date _____ Time: 2:00 pm

Meeting Place: Department of Juvenile Justice Conference Room

8/03, 5/05

COMMUNITY AGENCIES

I. Referrals to Community Agencies

Introduction: If members of the school based staff feel that a student and/or family may benefit from referral to a community agency, the Pupil Personnel Worker or a member of the Student Services Team may assist in this process.

II. Implementation

- A. Since the school is an integral part of the community, not separated from it, the school should utilize community resources, make referrals to them, and use such resources to augment the educational program.
- B. To be effective in making referrals, school personnel need accurately recorded information and adequate knowledge about referral sources within the community. Attention should be given to the proper timing of a referral, considering the degree of readiness of an individual. Equally important, help should be given to the student and the parent(s)/legal guardian(s) to recognize the need for the referral and what benefits may be derived from the referral.
- C. Provision should be made for a planned program of regular contacts with referral agencies so as to insure the exchange of ideas, feelings, and attitudes. Pertinent, also, is the need for a follow-up of the referral so as to record additional information, to update information on referral sources, and to evaluate the effectiveness of the referral procedures.
- D. In certain instances, it is necessary for the agency representative to meet with a student during the school day. Prior arrangements should be made for this by the agency personnel with the appropriate school official.
- E. These referrals may be directed to:
 - 1. Department of Juvenile Services, 55 N. Court Street, Westminster, Maryland 21157
410-386-2739
 - 2. Youth Service Bureau, 332 140 Village Road, Westminster, Maryland 21157
410-848-2500 or 410-876-2500
 - 3. Department of Social Services, 10 Distillery Drive, Westminster, Maryland 21157
410-386-3434
 - 4. Department of Vocational Rehabilitation, 125 Airport Dr, Ste 32, Westminster, 410-848-4456
 - 5. Family & Children's Services of Central MD, 22 N. Court Street, Westminster, 410-876-1233
 - 6. Junction, Inc., 100 N Court Street, Westminster, Maryland 21157
410-848-6100

7. Carroll Adult Learning Connection, Drop In Study Center, 224 N Center Street, Westminster, Maryland 21157
410-751-3680
8. Public Health Department, 290 South Center Street, Westminster, Maryland 21157
410-857-5000, 410-876-2152 or 410-875-3390
9. Private physicians and psychologists
10. Private nonpublic schools
11. Child Abuse Sexual Assault Unit (CASA) of the Maryland State Police,
10 Distillery Drive, Westminster, Maryland 21157
410-386-3640.
12. Other agencies as listed in the Directory of Community Services, a publication of the Carroll County Library (available in guidance office of the Carroll County Public Schools).

7/01, 5/05

COMMUNITY AGENCY NUMBERS

The following services and agencies are provided for your easy reference in an emergency. Additional referral sources are identified in the front pages of your area telephone directory under "Community Service Numbers." For more specific county agencies, please refer to The Directory of Community Services which is available in the school guidance office. Additional copies of this resource may be purchased through the Carroll County Public Library. (www.healthycarroll.org/resources/dircommservices.htm)

ADOPTION/FOSTER CARE

Carroll County Dept of Social Services410-386-3300

COUNSELING

Alcohol Abuse

Al-Anon.....410-857-7000
Shoemaker House.....410-876-1990
Westminster Rescue Mission.....410-848-2222
Mothers Against Drunk Driving (MADD)410-876-6233
Junction, Inc.410-876-1788 or 410-848-6100
Re-Entry - Mental Health.....410-848-9244 or 410-876-6149

Battered Spouses

Battered Spouse Program.....410-857-7000
Domestic Violence Program.....410-876-1233

Child Abuse Reporting

Maryland State Police410-386-3000
Department of Social Services410-386-3434

Child Abuse Counseling

Sexual Abuse Treatment Center410-876-1233

Drug Abuse

Junction, Inc.410-876-1788 or 410-848-6100
Narcotics Anonymous800-371-3222
CCHD Outpatient Services.....410-876-4800
Re-Entry - Mental Health.....410-848-9244 or 410-876-6149

Family & Marital

Family & Children's Service410-876-1233
Family Counseling Center.....410-875-5433
Re-Entry - Mental Health.....410-848-9244 or 410-876-6149
Youth Service Bureau410-848-2500

Rape or Any Form of Sexual Assault Reporting

Maryland State Police410-386-3000
Hampstead Police410-239-8954
Sykesville Police.....410-795-0757
Taneytown Police410-751-1150
Westminster Police.....410-848-4646
Emergency911

Rape or Any Form of Sexual Assault Counseling

Carroll County General Hospital410-848-3000
Rape Crisis Intervention Services410-857-7322
Family & Children's Service410-876-1233

Suicide Hotline

Youth Services Bureau.....410-848-2500
Youth Crisis Hotline 24 hr.....800-442-0009
NINELINE (Help for Youth & Families)800-999-9999
National Suicide Hotline800-273-8255

Youth & Teenagers

Re-Entry - Mental Health.....410-848-9244 or 410-876-6149
Youth Service Bureau410-848-2500
Family & Children's Service410-876-1233
Youth Crisis Hotline.....800-422-0009

DAY CARE

Carroll Child Care Centers410-848-3661
Human Services Program - Family Day Care410-857-2999

DISABLED

ARC/Carroll County410-848-4124 or 410-848-8414
Carroll County Health Dept.410-876-4800
Vocational Rehabilitation.....410-848-4456
Target Community & Education Services.....410-848-9090

DISASTER SERVICES

American Red Cross410-848-4334
 American Red Cross Emergency Services800-787-0091 ext. 2040
Carroll County Emergency Training Services410-848-1488

EMPLOYMENT/UNEMPLOYMENT

Business & Employment Resource Center410-386-2820
Federal Job Information Center.....800-688-9889
MD Division of Employment & Training.....410-848-9691

FAMILY PLANNING/PREGNANCY OPTIONS

Alpha Pregnancy Center410-833-7864
Carroll County Dept of Social Services410-386-3434
Carroll County Health Department410-876-4900
Carroll County Pregnancy Center410-756-4322
Planned Parenthood of Maryland.....410-576-1400
Pregnancy Care Center.....410-848-3488

FINANCIAL ASSISTANCE

Carroll Co Dept of Social Services410-386-3434
Social Security.....800-772-1213

FOOD/NUTRITION

Carroll County Food Sunday410-857-7926
CCHD/WIC410-876-4898
Emergency Services/Food Stamps410-386-3300
Meals on Wheels410-857-4447

FOOD/NUTRITION (continued)

NESAP.....410-857-7153
Senior Information & Assistance Program410-848-4049
Westminster Rescue Mission410-848-2222

HOME CARE/HOMEMAKER

Carroll County Bureau of Aging.....410-848-4049
Carroll County Dept of Social Services410-386-3300

HOUSING

Housing & Community Dev (Westminster).....410-848-2261
Carroll Co Bureau of Housing & Community Development410-386-3600

LEGAL AIDE

Legal Aide Bureau800-679-8813
Legal Advice Line, Inc888-367-5252

LEGAL ASSISTANCE

American Civil Liberties Union410-889-8555
Carroll Co Dept of Social Services410-386-3300

MENTAL RETARDATION

ARC/Carroll County410-848-4124 or 410-848-8414
Carroll County Board of Education410-751-3033
CHANGE, Inc.410-857-2179
Target, Inc.410-876-6647 or 410-848-9090

SELF-HELP GROUPS

Compassionate Friends-Bereaved Parents410-876-2256
Narcotics Anonymous.....800-317-3222
Carroll Family Support Center.....410-857-0629
National Family Caregivers Support Program.....410-848-4049

SUICIDE

Youth Services Bureau.....410-848-2500
Night: State Police410-848-3111

VENEREAL DISEASE

Carroll County Health Department410-876-4770

OTHER

TDD410-848-4343
Carroll County Emergency Training Services410-876-3015
Maryland State Police/Westminster410-848-3111

In case of a community-wide emergency, you will want to have information on what to do, where to go and where to get help Call **410-857-1818, 410-795-1717 from Southern Carroll County, Carroll County Government TTY# 410-848-3017**. For additional information, turn your radio dial to WTTR (AM 1470) or WBAL (AM 1090). For fire, ambulance, or police, always call **9-1-1**.

Revised 8/97, 8/99, 8/00, 8/01, 9/04, 10/05

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