

**Interagency Agreement between  
Beechwood Independent Schools and DCCH Center for Children and Families  
2023-2024**

*This agreement is intended to form the basis for a cooperative relationship between the DCCH Center for Children and Families (DCCH) as a provider of residential services, and the Beechwood Board of Education as the agency responsible for the provision of school services. It is the mutual goal and intention of each of the agencies named above to maintain the needs of each child or youth as our priority in fulfillment of this interagency agreement. This agreement is to foster the provision of coordinated and high quality school and residential services.*

**The DCCH, as the residential service provider, hereby agrees to:**

1. Provide Guardian Angel with a Program Administrator, defined by KECSAC as the administrator that is responsible for the safety and security of youth and DCCH staff and whose responsibilities will include:
  - a. Consultation in the selection of certified school personnel as directed by the Beechwood School Administrator.
  - b. Consult with Beechwood administrative staff in the selection and reassignment of all DCCH school personnel.
  - c. Responsibilities and duties in the day-to-day operations of Guardian Angel and all the treatment issues pertaining to DCCH and Beechwood students as set forth in DCCH Job Description.
2. Notify Beechwood Schools of the individual serving as Program Administrator for the Guardian Angel Program.
3. Provide the school staff timely notice prior to the admission of a student. Provide school staff all pertinent records and information available at the time of placement. Provide for a minimum of 1 - 2 school days for student admission to the school program.
4. Notify school staff of regular and special scheduled meetings for case review and offer sufficient notice and opportunity for school staff participation in relation to educational issues. Include school staff in all treatment team meetings.
5. Assure that a system of on-going communication will be maintained between the residential staff and the school staff, including documentation of behavioral records, consequences, rewards, homework sheets/folders etc., on a daily basis.
6. Adhere to communication guidelines by initially sharing concerns or issues with the Program Administrator, who will then share this information with the Beechwood School Administrator within one business day, and before any outside staff or agency is consulted.
7. Assure that any incident that occurs in the residential setting that may reasonably be expected to affect the student's behavior or performance in the school setting be communicated to the school staff on a daily basis. Send all Critical Incident Reports to the School Administrator.
8. Inform school staff of and ask for their input into any group or individual behavior interventions or management systems and collaborate in residential implementation of similar methods utilized by the school.
9. Conform in the dropping off and picking up of students in a timely manner.
  - a. Guardian Angel School Program: 8:00 am - 3:00 pm
  - b. Beechwood Elementary (grades P-6): 8:15 am - 3:00 pm
  - c. Beechwood High School (grades 7-12): 8:00 am - 3:00 pm
10. ~~Provide transportation to/from Beechwood for any DCCH student attending there.~~ DRG

11. Ensure that all students conform to the dress code as stated in the handbook. For any student attending Beechwood, DCCH will also ensure conformance to dress and behavior codes in that placement.
12. Be responsible for dealing with disruptive and crisis behaviors that may occur in the school setting. It is assured that residential staff will be present and responsible for monitoring these behaviors at all times and locations during the school day. Monitoring and intervening in these situations is the responsibility of DCCH personnel who are under the training and supervision of DCCH.
13. Provide staff to administer and monitor all medication to all Guardian Angel students during the school day.
14. Assure that each student's health and hygiene will be maintained and notification will be made to school staff of any student condition that may affect student behavior or performance. Students will not be sent to school if they evidence any communicable condition within the previous 24 hour period including, but not limited to:
  - a. A temperature at or above 100° F – without fever reducing medication
  - b. Any gastrointestinal symptoms , including, but not limited to diarrhea or vomiting
  - c. Any evidence of parasites (e.g. lice, ringworm, etc.)
  - d. Following any major medical appointment, (e.g. tooth extraction, surgery, etc.)
  - e. Any other symptoms that preclude the student's active participation in the school program, activities, or expose other students/personnel to infectious or communicable conditions
15. Keep school staff consistently apprised of any and all medication changes, expected side effects, etc.
16. Provide and administer any medical or health-related procedure for any student in the school (GA) setting during the school day. Provide School Administrators with updated immunization records in a timely manner.
17. Agree to a method for resolution of disputes or issues not covered by this agreement.
18. Provide daily maintenance (trash removal, bathrooms/classrooms/time-out rooms cleaned, all floors swept/mopped , plumbing attended to, emergency clean-up on request, etc.) of the school building, and respond in a timely manner to maintenance requests from the Beechwood School Administrator .
19. Agree that any/all technology, furniture, etc. purchased with Beechwood funds is labeled as such, and remains the property of Beechwood Schools in perpetuity.
20. Provide and pay for the necessary training to DCCH school staff in a timely manner and in accordance with crisis intervention management policies and procedures.
21. Provide adequate staff to supervise all lunch periods so that Beechwood certified school staff have the state-required duty-free lunch.
22. Provide office space, furniture, technology, etc. to the onsite Beechwood School Administrator free of charge.

## **The Beechwood Independent Schools hereby agree to:**

1. Provide the supervision of an onsite School Administrator who will oversee the education component of Guardian Angel.
2. Select teachers in accordance with Beechwood procedures and with consultation from the Program Administrator.
3. Provide the onsite program with certified staff according to KECSAC and KDE guidelines.
4. Provide program support to DCCH in the hiring of DCCH classified staff that will be responsible for monitoring and management of disruptive and crisis behaviors at all times and locations throughout the school day. This amount also includes support for site upkeep and maintenance. **Program support for 2023-2024 will be \$47,000.** Beechwood will pay the annual amount in monthly installments beginning August 1 of each year.
5. Provide Beechwood staff at Guardian Angel with the same benefits afforded to other employees of Beechwood Independent Schools including duty-free lunch and one day per week teachers will get an hour of collaborative planning time. The school program day is 8:00 am - 3:00 pm. Extra/overtime must be pre-approved by the principal.
6. Require certified school staff to attend all professional development in-service days and other events that take place at Beechwood Schools.
7. Provide to DCCH the Beechwood School calendar and schedule prior to the beginning of the school year.
8. Provide supervision/evaluation of certified school staff in accordance with Beechwood Board Policies.
9. Provide all students with necessary and appropriate educational materials and technology access.
10. Assure that any student suspected of having an educational disability will be referred, evaluated and considered for services according to state and federal guidelines. The referral system shall be conducted in such a manner as to prevent inappropriate over identification or disproportionate representation by race and ethnicity of children in special education by ensuring that each child has been provided appropriate instruction and intervention services prior to referral.
11. Students placed at DCCH for the purpose of crisis stabilization will be considered for evaluations on a case-by-case basis taking into consideration the reliability of evaluation data when students are in crisis.
12. Notify DCCH of any incident occurring at school of a disciplinary nature or otherwise likely to affect student behavior upon returning to DCCH including documentation of behavioral records, consequences, rewards, etc. on a daily basis.
13. Notify DCCH of any student health or hygiene condition which is in need of attention, including the need to be removed from class for health reasons.
14. Meet the requirements of the KECSAC Memorandum of Agreement.
15. Develop and maintain a system of on-going communication with DCCH on a schedule that is appropriate to the needs of each student.
16. Consider placement, appointments, or removals at Beechwood Schools on a case by case basis as facilitated by the Director of Special Education.
17. Assure that Beechwood certified staff are trained in accordance with State regulations pertaining to restraint and seclusion.

18. Agree to a method for resolution of disputes or issues not covered by this agreement.
19. Beechwood will notify DCCH staff of pertinent student meetings in writing with at least three days' notice.
20. Beechwood will schedule quarterly meetings to include both Beechwood and DCCH administration.

**Commitment to the points in the Agreement signifies each agency's efforts toward professional collaboration for provision of quality residential and educational services to each school-age individual for which we share responsibility. This agreement shall be in effect from August 1, 2023 to July 31, 2024 at which time there will be a review by each agency for any needed amendments.**

---

Beechwood Superintendent: Dr. Mike Stacy

*Denise Govan August 30, 2023*

DCCH Executive Director: Denise Govan