

2026-2027
Letter of Agreement
For Student Assistance Program Drug and Alcohol Liaison Services

This Letter of Agreement (LOA) serves as a contractual arrangement between TrueNorth Wellness Services (hereafter referred to as the Provider Agency) and the Dover Area School District (hereafter referred to as the School).

SECTION A: Overview

The Commonwealth of Pennsylvania's Student Assistance Program (SAP) utilizes a systematic team approach comprised of professionals from various disciplines within the schools to include but not be limited to school counselors, teachers, principals, and SAP liaisons from community agencies. These selected professionals identify barriers to learning, and, in collaboration with families, identify students for assistance to enhance their school success.

As representatives of the County drug and alcohol service system, professionally trained Provider Agency SAP liaisons provide consultation to teams and families regarding the need for referral to community or school-based services and supports or referral for assessment to determine the need for treatment.

SECTION B: Agreement

The School and the Provider Agency agree to cooperate in the provision of the Student Assistance Program (SAP) Drug and Alcohol liaison services within the agreed upon school buildings of the school district as listed in this Letter of Agreement (LOA) to be conducted by the Provider.

The Provider Agency and the School agree that this LOA shall be supplemented by, included by reference, and be governed by:

- The provisions of the Public School Code of 1949, as amended, 24P.S section 15-1547;
- Any other statutory or regulatory provisions pertaining to the Student Assistance Program; and
- The School District's alcohol, tobacco, and other drugs policy, suicide/mental health crisis policy, weapons policy, record release policy, and any other policy regarding the Student Assistance Program.

SECTION C: Provider Agency Responsibilities

The Provider agency agrees to provide SAP services to student assistance teams as outlined below:

1. The Provider agency shall ensure adherence to all related federal, state and local laws pertaining to the delivery of Drug and Alcohol services including adherence to confidentiality laws and any other statutory or regulatory provisions pertaining to the Student Assistance Program and provision of Student Assistance Program services.
2. The provider agency agrees to ensure an agency contact: Provider agency contact: the provider agency supervisor, Stefanie Griffith, can be contacted at eglenn@truenorthwellness.org or 717-632-4900 ext.2417 should the need arise.
3. Provider agency agrees to appoint a representative to attend and participate in the previously established SAP District Council Meetings that will be held periodically throughout the year.

4. Provider agency agrees to designate a qualified liaison (bachelor's level minimum) to provide SAP services to the district as outlined in the Letter of Agreement. The SAP liaison will act as an ad hoc member of the school's Student Assistance Program core team (hereafter referred to as the SAP team). The SAP liaison for the School District will serve as a member of the core team as a Drug and Alcohol/Behavioral Health liaison.
5. The SAP liaison will be available to attend core team meetings as available either in person or virtually at a minimum of 1 meeting per secondary school per month for the purpose of consultation, recommendations, referrals, and follow-up services. The SAP Liaison will be available to elementary SAP teams when requested or the school has student referrals
6. The SAP liaison will provide Drug and Alcohol problem identification and referral services which include initial screenings and referral for other services as appropriate with written parent/guardian permission. Referrals to additional services may include drug and alcohol level of care assessments among other services. The provider agency will secure releases of information from the student/parent/guardian prior to disclosing information to agencies that may be involved in handling a referral. The liaison will meet with students within 1 week after receiving a referral from the SAP team (depending on availability of the student). Students with emergent needs will be immediately referred to appropriate services, such as crisis. If appropriate, the liaison shall ensure that the drug and alcohol level of care assessment is scheduled within seven calendar days following the liaison screening.
7. The SAP liaison will facilitate and support school-based aftercare planning and services for students who are returning/have returned to school following treatment. This may include assistance in aftercare planning or educational groups.
8. The SAP liaison will provide referral information for identified students. Referral information should include identification of agencies and/or resources that could serve the needs of identified students and their families. The provider agency liaison may assist the identified student and/or family in linking up with the appropriate services.
9. The SAP liaison shall meet with staff identified students to check-in regarding their progress/status in addition to meeting with parents as appropriate and providing follow-up on the student progress/status.
10. The SAP liaison will provide technical assistance to core teams regarding best practices for SAP as per state standards and guidelines.
11. The SAP liaison will provide crisis response consultation via phone while not in the building and on site during scheduled times available in district.
12. The SAP liaison will provide Drug and Alcohol education groups offered to students referred through the core team as permitted through the Provider York/Adams Drug & Alcohol Commission contract. Student participation in these groups shall be provided only with parental permission in accordance with school policies. (Best practice: at least one of the co-facilitators of the group should be school district personnel).
13. The SAP liaison will provide educational resources to school personnel, students, families, and community as requested and within the limits of staff availability.
14. The SAP liaison will facilitate or participate in core team maintenance.

15. The SAP liaison will consult with schools around strategies for engaging parents in the SAP process.
16. The SAP liaison will provide technical assistance to the school districts for policy development in areas related to his/her field of expertise.

SECTION D: School District Responsibilities

Dover Area School District agrees to comply with all related federal, state, and local laws pertaining to the delivery of Drug and Alcohol services within school districts, including but not limited to the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights. The school district also agrees to provide a SAP team that complies with the BEC 24 P.S. 15-1547 for membership, training, common planning times, and ongoing maintenance. Additional responsibilities of the school district include:

1. The school district will designate a contact person between the team and the provider to ensure effective communication. The school district's contact will be Tim Mitzel and can be reached at twmitzel@doversd.org or 717-292-3671 ext 80111
2. The school district will appropriate a safe and private space in the school where the SAP liaison can provide services; provide for secure storage of student records, and adhere to SAP confidentiality provisions.
3. The school district will provide copies of the district's alcohol, tobacco, and other drug policy, suicide/mental health crisis policy, school calendar, a schedule of special activities, and any other school policies, which may affect Student Assistance Program services to the provider agency liaison.
4. The school district will provide family and community education on the Student Assistance Program.
5. The school district will provide faculty, pupil personnel and student orientation to the Student Assistance Program that includes staff, services, and referral procedures.
6. The school district will provide release time as established by the core team for referred students. Release time shall coincide with the normal school day and will be designed so that instructional time is not abused.
7. The school district will contact parents or guardians of identified students in order to explain referral, gather information, and obtain permission to involve students in the Student Assistance Program.
8. The school will contact the identified student to explain the SAP process before meeting with the liaison.
9. The school will submit data (on-line reporting) regarding the Student Assistance Program as requested to the Departments of Health, Education, and Public Welfare.
10. The school district will appoint a representative from Central Office along with the Building Administrator(s) or designee(s) to attend and participate in the established SAP District Council Meetings that will be held within the school year.

SECTION E: Records

Provider agency and School District agree to the following regarding records:

All records generated by the school district's Student Assistance Team, with respect to individual students, are records of the district; the retention and disclosure of which shall be governed by the policies of the district and applicable federal laws which include:

FERPA (Family Education Rights and Privacy Act of 1974) and HIPAA (Health Insurance Portability and Accountability Act of 1996) regulations should govern procedures regarding any records developed from agency screenings or assessments.

FERPA, amended in 2002 provides parental rights to inspect, review, amend and control disclosure form a child's school record.

HIPAA is a federal mandate that requires safeguards that protects health information and provides guidelines for disclosing protected information. HIPAA is designed to regulate the exchange of confidential and sensitive information. It requires providers of health care services, including behavioral health providers to keep information secure and available only to authorized personnel by defining standards and methods that will safeguard information

Protection of Pupil Rights Law (HATCH Amendment 2002) (BEC 20 USC 1232h) which states that "...No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning: ... Mental and/or psychological problems... without the consent of the parent."

When a student has been referred to a liaison designated by the provider agency for screening and/or assessment, the records generated become the property of the provider agency and are regulated by the applicable Mental Health laws (PA Code Title 55) which requires parental consent for release of information when the child is under the age of 14; for Drug and Alcohol confidentiality laws (4PA Code 255.5, and 42 CFR Part 2, Chapter 1) which states that it is the minor patient (student) of a Drug and Alcohol facility or program that controls the release of records and that the minor can receive Drug and Alcohol treatment without the consent of his or her parents.

SECTION F: Conflict Resolution Process

Should there be a conflict between the Core Team and the Provider agency (liaison); the conflict resolution process should work through the levels as follows:

- Step 1. Members of the Core Team and Provider Agency Liaison meet to discuss conflict.
- Step 2. School Building Administrator and Administrator of Local Provider Agency meet.
- Step 3. School District Central Office Administrator, County Drug and Alcohol Administrator meet.
- Step 4. Chief School Administrator/Superintendent, Office of Drug and Alcohol Programs Representatives, County Drug and Alcohol Administrator and Pennsylvania Network for Student Assistance Services' Regional Coordinator meet.
- Step 5. Commonwealth SAP Interagency Committee meets.

Note: The personnel indicated at each step do not preclude the inclusion of other individuals involved with the Student Assistance Program.

SECTION G: PAYMENT

TrueNorth Wellness Services agrees to provide SAP Drug and Alcohol Liaison services free of charge to the School District as outlined under Section C of this LOA for the agreed upon schools.

Additional services can be made available to the School, such as extra educational support groups, or elementary SAP team services, and such services can be arranged for an additional cost to the School. Refer to Letter of Agreement for Secondary/Elementary SAP Liaison Services document.

SECTION H: Agreement Terms

As a result of this agreement, SAP liaisons from the agency, are school officials and thus have a legitimate educational interest in participating as full members of the SAP Team.

This agreement will be in force throughout the 2026-2027 school year. Effective dates of this agreement are August 20, 2026– June 20, 2027. Agreements will be renewed on a yearly basis. Should either party choose to be released from this agreement, written notification must be made within thirty (30) days of termination to all parties whose signatures appear on this document. This agreement can be amended by mutual agreement of both parties.

SAP Liaison services are available in person or virtually as needed.

FOR SCHOOL DISTRICT

FOR PROVIDER

Stephen Williams, Esq.

Superintendent

COO

Date

2/18/26

Date

Team

Core Team Representatives

- cc: SAP Liaison Supervisor
 SAP Liaisons
 Building Administrators
 SAP Core Team Coordinator or SAP Team Representatives
 SCA Administration

