

PERFORMANCE BASED CONTRACT GUIDELINES

**Student Assistance Services
660 White Plains Road
Tarrytown, NY 10591
Ellen Morehouse
(914) 332-1300**

1. WHAT IS THE PURPOSE AND SCOPE OF THE SERVICE? (Describe in detail any services to be provided or materials to be purchased)

The purpose of the Student Assistance Program is to prevent and reduce substance use and abuse by providing the following services: identification and assessment of high risk students; on-site counseling; parent education; referral to community agencies and case management; small group activities that focus on developing and improving social competency skills and the promotion of positive healthy alternatives; participation in child study team meetings; participation in community and school task forces and coordination of in-service training on alcohol and drug issues for school staff.

Students in high schools will benefit from the school-wide awareness activities such as the Great American Smoke Out. Students who are high risk for substance abuse such as students who are new to the District, have family members who are substance abusers, have favorable attitudes toward substances, who do not have favorable attitudes toward school, and/or are experiencing stress that, if not dealt with, could lead to substance use, are the students who the program will target. Students can self refer or be referred by parents, peers, school staff or others. Students may exit the program when they show evidence of one or more of the following: disapproval of substance use; understanding the of risk of substance use for themselves, peers, family, school and community, show evidence of school bonding by attending school regularly, improved academics; or maintaining associations with peers not involved in delinquent behavior. Since participation is voluntary, students may exit at any time.

2. AMOUNT OF SERVICE?

(Set forth the monetary value of the proposed agreement and quantities and/or amounts of time required to be devoted to the contract and describe where services are to be provided as specified in Schedule "B")

The Student Assistance Services Program operates five days a week, seven hours per day during the school year. During July and August, Student Assistance counselors attend in-service training programs, visit agencies to keep up-to-date on new programs and services, and use accrued flextime from attending evening and weekend activities during the school year. Services will be provided primarily at the school where the Student Assistance Counselor is assigned.

The proposed contract in an amount not to exceed \$ 423,254.

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

(Describe whether services are to be provided directly to students, to staff, etc.)

High-risk students in each of the assigned high schools will receive the services described above. Each building principal receives the names of the students who are seen. Approximately 25% of all students in the secondary school will participate in small group activities. All students will participate in school-wide awareness activities. Parent sessions and workshops will be held in each assigned school during the school year.

4. WHO WILL PROVIDE SERVICES?

(If individual providers are contemplated, set forth the names and qualifications of the service providers)

Services will be provided by Student Assistance Counselors.

4a. WILL THE CONTRACTOR BE UTILIZING ANY SUBCONTRACTORS OR VOLUNTEERS IN FURTHERANCE OF THIS AGREEMENT? IF YES, PLEASE LIST ALL OF THEIR NAMES AND CONTACT INFORMATION.

No

5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?

(How specifically will the contractor report to the School District (or parents, if applicable) about their progress towards achieving the goals of the contract?)

The Student Assistance Counselor in each assigned school will provide the Principal with the monthly statistical report of the number of students that have been referred, the services they are receiving, contact with parents, school staff, and outside agents and private practitioners, and non-counseling prevention activities. Principals will also receive a list of activities conducted during non-school hours. Dr. Luis Rodriguez, Assistant Superintendent of Pupil Support Services and Special Education will receive an annual written summary in late August of all program activities towards achieving the program's measurable objectives.

6. HOW WILL THE SCHOOL DISTRICT JUDGE THE QUALITY OF SERVICES? (Set forth the method which will be used to evaluate contractor's performance)

The quality of the services will be assigned by the number of students who receive services, the feedback from students, parents, and school staff, and by the attainment of the following results:

80% (of students served) will increase perception of the risk of harm associated with substance abuse.

70% (of students served) will report less approval of alcohol, tobacco, and other drug use.

60% (of students served) will reduce the consumption or maintain non-use of Alcohol, Tobacco, or Drugs.

65% (of students served) will decrease associations with peers involved in delinquent/deviant behavior .
70% (of students served) will decrease participation in delinquent behavior.
65% (of students served) will increase their bonding with school.
30% (of students served) will have parents that participate in parenting programs. Of these, 80% will improve communication in talking with their children about Alcohol, Tobacco, or Drugs.

The results will be measured by using questionnaires to document change in students' activities and behaviors. The questionnaires will be completed by the Student Assistance Counselor upon first meeting the student, and at the end of the school year.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: Student Assistive Services
Vendor Address: 660 Tarrytown Road
White Plains, NY 10591
Vendor Phone No.:914-332-1300
Vendor Business Status: (corporation)
Vendor Contact Name: Ellen Morehouse
Executive Director
Vendor Contact Email: sascorp@aol.com
Tax ID No.:

School District Administrator Name: Dr. Luis Rodriguez
School District Administrator Title: Assistant Superintendent Pupil Support Services/Special Education
School District Administrator Phone No.:914-376-2-8489
School District Administrator Email: lrodriguez2@yonkerspublicschools.org

8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? IF YES, WHAT IS THE GRANT, AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?

Yes
IDEA 611
Serving of High Risk Student's

9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.

No

10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? IF YES, PLEASE SPECIFICALLY DESCRIBE.

Performance Based Guidelines
Reviewed and approved by:



(Signature of School District administrator/employee)

Dr. Luis Rodriguez
Assistant Superintendent
Special Education and
Pupil Support Services