

**Greenburgh Eleven UFSD
The Children's Village**

**GUIDELINES FOR STUDENT APPOINTMENTS WITH AGENCY STAFF
DURING THE SCHOOL DAY**

These guidelines have been established after extensive discussion and collaboration between the school and the agency. The intent of these guidelines is to help the agency meet their mandates without interfering with the academic programs of the boys. The cooperation and support of everyone is necessary to make this procedure a success.

Responsibilities of Agency Social Workers and Caseworkers

1. Develop a permanent casework schedule utilizing the list from the school. Permanent casework appointments should be scheduled during one of the eight special area classes which are listed on the printout.
2. Schedule appointment at the beginning of the period so that the boys will not have to be pulled out of class, etc.
3. If a student is to be called out of school for an unscheduled appointment, the C.V. Administrator or designee, or the unit supervising psychologist will make this request to the school principal.
4. If you are planning a one-shot or ongoing activity that will mean removing a group of students from the school during the day, this proposed activity should be first discussed with the appropriate school principal. After this discussion, approval for group pullouts during the school day must be received from the Vice President for Residential Services.
5. If a student is late or misses his clinical appointment, please call the school principal's office directly.
6. If an appointment is canceled, please call the Main Office of the school and specify the child's name, the clinician's name, and the time that it is being canceled.
7. When the students arrive for their clinical appointments, please indicate on their pass the time of their arrival.
9. Please return the child to the school as soon as possible, indicating the returning time on the child's pass.
10. If problems arise regarding a child's clinical appointment, please contact the appropriate school principal to resolve this problem.

Responsibilities of Agency Psychologists

1. Prepare and distribute a schedule of appointments for psychological evaluations.
2. Preferential times for psychological testing are 12:40 p.m. and 8:45 a.m. Notify the cottages so that the boys will be sent directly from the cottage for this testing.
3. Notify the cottage and appropriate school principal of cancellations.
4. When students arrive for their clinical appointments, please indicate on their pass the time of their arrival.
5. Please return the child to the school as soon as possible, indicating the returning time on the child's pass.
6. If problems arise regarding a child's clinical appointment, please contact the appropriate school principal to resolve this problem.

Responsibilities of Teacher

1. To review the permanent casework schedule and addendum. If appointments are not scheduled during special class time, please notify your principal immediately.
2. Send students to scheduled appointments on time. Be sure that the child has a pass indicating the time at which he leaves the class.
3. Send students to unscheduled appointments only if you have the approval of your principal/supervisor.
4. All boys are seen by their unit nurse at the cottages in the morning. **Unless a medical emergency exists, call the Infirmary before sending a child to the clinic during the school day.**
5. When students return from their clinical appointments, please review their pass and note the time at which they arrived at their appointment and the time at which they left their appointment.
6. If you have any problems or concerns regarding agency appointments, please discuss this matter with your principal/supervisor.

Responsibilities of Students

1. Acquire a pass from their school staff and go directly to their scheduled appointment.
2. Have the C.V. staff indicate their arrival time and return time on their pass.
3. Return to school as soon as possible and give their pass to their school staff.
4. Concerns or problems regarding clinical appointments should be discussed with agency staff and/or school staff.

Responsibilities of Child Care Workers

1. Complete the field slip indicating the children who are at various appointments. Deliver the slip to the school.
2. Inform teachers of boys who have been sent directly to various appointments.

Responsibilities of Administrators

1. School administrators will provide the agency staff with a printout indicating the times per week when students are in special area classes.
2. Agency administrators will compile the permanent casework schedule and forward it to the appropriate principal.
3. Agency administrators will forward weekly addenda to the permanent casework schedule to the Main Office of the school no later than 1:00 p.m. on Thursdays.
4. The weekly addenda to the permanent casework schedule will be distributed to all school staff.
5. Agency and school administrators will distribute and review the guidelines for student appointments with agency staff during the school day.
6. Agency and school administrators will support their staff in fulfilling their responsibility regarding student appointments with agency staff during the school day.
7. Agency and school administrators will monitor the implementation of the guidelines regarding student appointments with agency staff during the school day.
8. Agency and school administrators will facilitate the resolution of problems which cannot be resolved independently by agency staff and school principals.
9. Agency and school administrators will investigate unusual student pullouts such as students being removed from school four times during a one-week period.