



Montgomery County Schools: Student Assistance Program

PROTOCOL and PROCEDURES MANUAL

Protocol Manual – A hard copy is available onsite

- [Organizational Structure](#)
- [Evaluation Process](#)
- [Safety/Emergency Action Plan](#)
- [No Show Policy](#)
- [Juvenile Non-Compliance](#)
- [Program Scheduling](#)
- [\(New\) Juvenile Supervision](#)
- [\(New\) Social Media](#)
- [\(New\) Critical Standards](#)
- [Juvenile's Safety and Protection](#)
- [Notification of Abuse, Neglect or Dependency](#)
- [Safety Concerns](#)
- [Visit to Private Residence-Professional Boundaries](#)
- [Solicitation of Funds and Juvenile Publicity](#)
- [Fees for Service](#)
- [Program Effectiveness](#)

Program Service Delivery

Service Delivery

- Initial Appointment
- Notification to referring agency
- Staff to student ratio in group sessions
- Average Optimal Weeks and Contact Hours

Staff Requirements

- Written Job Description
- Signed DPS Policy and Procedures Acknowledgement Statement

Juvenile Records

Digital Client Records

Juvenile Record Requirements

- [Risk Assessment](#)
- [Communication and Coordination of Services](#)
- [Client Documentation](#)
- [Participation Agreement](#)
- [Individual Service Plans](#)
- [Termination Process](#)