



PLACEMENT AGREEMENT FOR STUDENT SERVICES

NAME OF STUDENT: _____ **BIRTHDATE:** _____

This Agreement, a legally binding instrument, is between _____, as the custodian of or the representative of the agency with custody of above-named individual, hereinafter referred to as "Custodian", and the GRAFTON SCHOOL, INC., P.O. Box 2500, Winchester, Virginia 22604, hereinafter referred to as GRAFTON, to wit:

1. CUSTODY

- a. The student shall be placed with GRAFTON who shall provide care and maintenance to the student while this agreement remains in effect.
- b. The Custodian shall retain legal custody of the student.

2. MEDICAL CARE

- a. GRAFTON is authorized to secure and/or give, as necessary, medical care, dental care and emergency immunizations.
- b. GRAFTON shall act with propriety in medical emergencies, notifying the Custodian as soon as possible with regard to emergency situations. This agreement authorizes GRAFTON employees to arrange transportation and treatment for the student in case of medical or mental health emergency.
- c. The Custodian acknowledges full responsibility for the payment of medical and dental care, including prescriptions, either directly or through insurance.
- d. The Custodian agrees to provide insurance information, updated as necessary.
- e. The Custodian authorizes the release of any necessary information for any related claim to the insurance carrier.
- f. The Custodian authorizes payment of all medical/dental insurance benefits which are payable to the Custodian under the terms of the insurance policy to be paid directly to the provider for services rendered. A copy of this authorization may be used in place of the original.
- g. If this individual is involved in an exposure incident involving contact with blood, the Custodian gives consent for the individual to receive bloodborne pathogens testing and for the release of the blood test results to the GRAFTON employee(s) who may have been exposed. The Custodian will be notified immediately of such events.

3. CONTACTS WITH FAMILY AND FRIENDS

- a. GRAFTON shall confer with the Custodian concerning the student's development, activities, and challenges while the student is in the care of the facility, providing written progress reports at least six times a year.
- b. The Custodian shall visit the student and shall make arrangements for visits by the student to the home/community in accordance with the procedures of GRAFTON and in compliance with program requirements.
- c. The Custodian hereby denies permission for the following relatives or friends or other individuals to visit or contact the student at GRAFTON:

4. STUDENT ABSENCES

Information on student attendance is reported to families/agencies throughout the year. Grafton will continue a student's placement during absences unless directed otherwise by the funding agency.

5. AUTHORITY TO PLACE

The Custodian represents that the Custodian has the legal authority to place the individual at GRAFTON.

6. FINANCIAL RESPONSIBILITY

GRAFTON enters into a separate contractual agreement with the payor of services. This separate agreement is located in Grafton's corporate Finance Office. GRAFTON student fees are publicly posted on the Virginia Comprehensive Services Act website.

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7. TREATMENT/SERVICES

- a. The Custodian acknowledges receipt of the parent/guardian handbook and gives consent to implementation of GRAFTON's policies and procedures as presented in the handbook, including those related to behavioral supports/emergency safety interventions.
- b. The Custodian and individual will directly be involved in the development of Individualized Education Program (IEP) and/or treatment plans.
- c. The Custodian gives permission for the student to be transported in vehicles that are owned by GRAFTON and operated by GRAFTON employees.
- d. GRAFTON staff will support the student in attending his/her preferred religious services or events, as the student chooses.
- e. Student photographs may be taken for students' personal use and for internal GRAFTON use.

8. EDUCATIONAL PLAN

- a. GRAFTON will contact the resident's home locality and prior placements to obtain educational information for use as guidance in selecting appropriate courses and program of study for the resident.
- b. GRAFTON will participate with the IEP team and work with the home school division in an effort to provide the least restrictive environment for its residents.
- c. For clients admitted to Grafton's Berryville Residential Treatment Center, GRAFTON will notify the local educational agency within five business days of admission of a resident of compulsory school age. When a child with a disability has been admitted to GRAFTON, the division superintendent of the resident's home locality will be notified. All documentation of such contacts will be kept in the client's record.

9. EMERGENCY TEMPORARY PLACEMENT/DISCHARGE

- a. In the event that the individual presents a clear and present danger to the health, safety, or well-being of himself or others, GRAFTON in its sole discretion may make other arrangements for temporary placement of the student. The temporary setting will be approved by the Custodian if the custodian responds within a 24-hour notice timeframe.
- b. GRAFTON shall discharge the student at the time agreed upon or give the Custodian two (2) weeks notice if Grafton believes that it is in the best interest of the student or GRAFTON to be discharged prior to the agreed-upon time.
- c. In the event that the individual presents a clear and present danger to the health, safety, or well-being of himself or others, GRAFTON in its sole discretion may discharge the student giving the custodian prior notice and in agreement with the placing agency's contract for services.
- d. The Custodian agrees to give two (2) weeks written notice prior to permanent removal of the student from GRAFTON, except when GRAFTON agrees to a shorter notification in writing.

10. OTHER

A new Placement Agreement shall be signed as part of the annual IEP/Service Plan process.

CUSTODIAN

GRAFTON

_____/_____
Signature Date

_____/_____
Signature Date