

# Accotink Academy

2024-2025 School Year

## PARENT/STUDENT HANDBOOK



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## **WELCOME**

Welcome to all who are entering to Accotink Academy, as well as those of you who are new to our school.

## **ORGANIZATIONAL STRUCTURE OF ACCOTINK ACADEMY**

### **Accotink Academy, Inc. – Corporate Officers**

- Mark McConnell – President and Chief Executive Officer
- Matthew McConnell – Secretary, Corporate Counsel

### **Accotink Academy, Inc. – Administrative Staff**

- Mark McConnell – President, Chief Financial Officer
- Matthew McConnell, Esq.
- Williams Graves, CPA
- Dr. Ann Warnke, Director
- Mary Partridge, Director of Clinical Services
- Kate Broderick, Lower Team Academic Team Leader
- Amy Tash, Middle Team Academic Team Leader
- Lauren Bombace, Upper Team Academic Team Leader
- LaToya Morris, Admissions Director
- Rita Minter, Office Administrator
- Donte Bynum, Behavior Specialist, Co-Schoolwide Team Coordinator, Building Supervisor
- Julie Ogando, Incident Report Writer, Co-Schoolwide Team Coordinator

## **CHAIN OF COMMAND**

The Director is responsible for the hour-to-hour supervision of Accotink Academy. If she is absent, the responsibility goes to the Lower Team Academic Team Leader

## **HISTORY/PURPOSE**

Accotink Academy is a special needs, language-based literacy-rich K – 12 (ages 5-21) therapeutic setting serving children with emotional disabilities, developmental disabilities (including receptive and expressive language disorders) and specific learning disabilities in reading, mathematics, and written expression.

The program was established in 1964 for children who were diagnosed as having specific learning disabilities. Due to the increasing complexity of the children being served, Accotink Academy expanded its program to address not only specific learning disabilities, but also the psychosocial needs of its students. The program is designed to increase academic skills and foster behavioral change.

The program is structured to promote the student's skill in living successfully within his or her environment. This is accomplished by providing activities that develop problem solving skills, individual and social responsibility, and self-reliance. The staff systematically employs behavior management principles to bring structure and

predictability into the classroom and school environment. The structure includes specific routines, rules, rewards, and consequences for behavior.

## **PHILOSOPHY**

At Accotink Academy we believe all students can learn to their fullest potential. We believe our students learn in different ways. We are committed to learning and remediation through multi-sensory and differentiated instruction. We believe our student should be educated in the least restrictive environment and provide our students the educational, emotional and behavioral support needed for them to reach that goal.

## **MISSION STATEMENT**

It is our mission to help our students reach their potential, both educationally and emotionally, as well enabling them to become increasingly more adaptive and self-directed so they can return to a less restrictive environment with the confidence that allows them to become productive members of society.

## **PROGRAM AND DESCRIPTION OVERVIEW**

Accotink Academy instruction is individualized, and instructional materials and methodology are equated with the learning styles and developmental needs of the students. The instruction employs a diversity of materials and techniques.

On-going evaluation is an integral part of the instructional program. For all students, the academic day includes not only an emphasis on students' identified areas of academic need, but incorporates specific subject areas such as Science, Social Studies, Math, Reading, Language Arts, Art, Career Awareness, Vocational Preparation, and On-the-Job Training. Close contact is maintained with the placement specialists in the student's home district to ensure that the student receives proper credit for coursework.

Classes are small, with a 3:1 student to teacher ratio. All classrooms have one lead teacher and one or more Teacher Assistants. Students are supported in their learning and educational functioning by the service staff from Speech/Language, Occupational Therapy, and Counseling, as identified in their IEPs. Transition services are offered by the Vocational Education Department for students beginning at age 12 or 14 based upon the student's IEP. Support Service areas are described below. A multidisciplinary team approach is utilized to ensure that all of the student's needs are appropriately addressed.

A school-wide Behavior Management/Level System is used to reinforce the appropriate academic and behavioral functioning of Accotink Academy students. The Behavioral Intervention Center (BIC) is available for students who are experiencing difficulties following school behavioral expectations.

Positive Action, an evidenced-based intervention support system that promotes an interest in learning and cooperation among students. Positive Action has been established for 30 years and has been helping schools create a positive learning environment. This program will be utilized with every student on a daily basis.

Accotink Academy has a computer lab as well as classroom computers. Computers are networked and Internet capable. These computer systems provide an alternative learning medium allowing students to acquire, practice and improve computer and career skills, and enhance learning experience through multi-sensory educational websites. An extensive software selection in Science, Reading, Math, Language Arts and Critical Thinking is available to teachers to reinforce students' daily classroom activities.

Curriculum materials and equipment are available for teachers to offer a multi-sensory approach to teaching. Smart boards or projectors are utilized in most classrooms. Our school library is available for both student research and enjoyment. Sports equipment is available for gym sessions and recess/breaks.

In addition to our highly therapeutic academic programs, we have broadened our career technical program to include Music Production, Barbering, Graphic Design and Cosmetology.

Accotink Academy's mission is to optimize our students' potential, educationally and emotionally and to enable them to become increasingly adaptive and self-directed so they can return to a less restrictive environment with the confidence that allows them to become high achievers, proficient readers, critical thinkers and productive citizens. Staff and administration work closely with parents in a collaborative manner in order to achieve high standards. All educational approaches support the development of the whole child through a balance of investigations and project-based, hands-on instruction.

### **ACCOTINK ACADEMY OBJECTIVES**

- Develop an individualized education or instruction plan for every student that addresses his/her specific strengths and weaknesses and ensures that every student is meeting graduation requirements for his/her home school district.
- Ensure that teaching methods and strategies are appropriately adjusted to meet the learning styles of each student (e.g. – “hands on,” multi-sensory approach, guided discovery, experiential learning, etc.)
- Meet the academic, social, recreational, vocational, emotional, and behavioral needs of all of our students, in addition to any special needs for speech/language, occupational therapy, and/or counseling services.
- Encourage families to take an active role in school activities to ensure that we are working together to enhance every student's development as an independent, responsible, and successful member of our learning community.
- Prepare students each year to transition to the next step in their lives, whether that step involves returning to Accotink Academy to complete high school, enrolling full or part-time in a public high school or other private school, starting a part-time job, going to college or a vocational training institution, enlisting in the military, or entering the work world as independent adults.
- Help each student learn to take responsibility for his/her own education, choices, and life direction, understanding that our choices today have immediate and perhaps far-reaching consequences and rewards.



- Provide the least restrictive environment possible for every student.
- Provide a professional, well-trained teaching, service, and management staff.
- Provide a well-equipped educational environment with all necessary resources.

### **SPECIAL PROGRAMS AND ACTIVITIES**

- Basketball and Volleyball teams play other private schools in the surrounding area.
- Clubs of variety of interests to engage students and promote social interaction.

### **STAFF INPUT INTO OPERATIONS**

The Director of Education is responsible for ensuring that all staff members' input is being received and utilized. Regularly scheduled staff meetings are held to discuss students' behavioral, social, and learning needs and operations updates. Other meetings address curriculum and professional development. The Team Leaders and Department Heads meet regularly and bring issues to the Director's meeting. This process ensures that all staff members have ample input into decision making.

Input collected from staff, parents, students and LEAs is discussed at the monthly Director's Meeting. This meeting consists of all administrative staff. This regularly scheduled meeting provides an ongoing method of administration to continually monitor school policies and the effectiveness of our teaching/behavioral program. Changes/revisions to the program will be made as needed.

### **PARENT/GUARDIAN INPUT INTO OPERATIONS**

Accotink Academy provides Parent/Guardians with a number of opportunities to provide input and feedback about our programs and services. We provide Open Houses and Teacher-Parent/Guardian Conferences during which parents/guardians are encouraged to bring up important issues affecting the school. Parents/Guardians are also encouraged to communicate regularly with their child's service providers and teachers. Any suggestions or concerns communicated to teachers can be brought to meetings. When Parents/Guardians have a complaint or serious concern about school operations, they are encouraged to set up a meeting to talk with the Director of Education. Parent/Guardians are invited to observe any class in sessions at any time with prior arrangement with the Director of Education.

### **STUDENT INPUT INTO OPERATIONS**

Students also have opportunities to provide feedback about their experiences at our school. Students communicate concerns and ideas to their teachers, the administrative staff, and service providers. These ideas can be shared with the entire staff. Students are often asked to give their opinions as to fields trips, lunch menu items, behavior management level privileges or extracurricular activities. Their input is valued and taken into account during decision making.

## **LEA INPUT INTO OPERATIONS**

Accotink works in conjunction with each student's LEA to provide the program as described by the student's IEP. LEAs are encouraged to provide feedback regarding their interactions with staff during student centered meetings, observations in classrooms and visits to Accotink Academy.

## **ACCOTINK ACADEMY SERVICES AND PERSON(S) WITH DESIGNATED RESPONSIBILITY**

Accotink Academy offers a full array of services to our students. Supervision by the Department Head ensures the quality and effectiveness of services provided. Each service provider must have the required certification, training and experience to provide the service. All staff members also receive appropriate professional supervision for the services they provide to students. The service provided and the person(s) designated as responsible for providing each service are listed below:

- Academic & Special Education Services: Director and Faculty
- Intake and Admissions: Director, Director of Admissions and Clinical Director
- Student, Personnel and Facility Records: Director and Office Administrator
- Medical/Pharmaceutical Services: Director and Clinic Aide
- Food and Nutrition: Director, Dietician, Building Manager
- Public Health/Safety/Sanitation Services: Director and Building Manager
- Transportation Services: Director and Transportation/Building Manager
- Recreational and Extracurricular Activities: Director, Counseling Director, School Teams and PE Teacher
- Behavior Management: Director, Counseling Director, and Behavior Counselors
- Transition Services: Director and Transition Coordinator
- Social Development: Director and Counseling Staff/Behavior Counselors
- Speech and Language Services: Director and Speech/Language Department
- Quality Assurance Services: Director and Building Manager
- Occupational Therapy Services: Director and Occupational Therapy Department

## **MULTIDISCIPLINARY TEAM APPROACH TO CASE MANAGEMENT AND OPERATIONS**

At Accotink Academy, we utilize a multidisciplinary team (MDT) approach in order to best address the multiple needs of our students. In the MDT approach, each team member's input is highly valued. All team members have a responsibility to provide input from their area of expertise and their knowledge of the students or program involved as we develop and design each student's overall educational program. The MDT team is comprised of all staff members involved with the student's program.

Information is shared about a student's progress in appropriate contexts such as face-to-face meetings between team members, MDT preparation meetings, weekly staff meetings, case conferences, and/or in direct communications with the Director. An MDT can be convened at the request of any parent or staff member concerned about a student.

## **STAFF TRAINING**

Accotink Academy strongly encourages its employees to continue their education and to keep current on specific changes in the Special Education field. We require staff working toward a license or endorsement to take the courses mandated by the Virginia Department of Education (VDOE) in order to maintain employment.

In-Service training is an integral part of the program at Accotink Academy. Emergency procedures, universal precautions, emergency medical procedures and behavior management policies are discussed during our Back-to-School in-service and are available in written form. Additional training is provided for staff requiring behavior management techniques, restraint/seclusion, CPR and medical procedures. New staff hires will also receive the same training provided to staff during new school year in-service. All teaching and support staff are also to attend staff training sessions conducted throughout the school year.

Staff members who attend outside conferences are encouraged to present an In-Service training to the rest of the Accotink Academy staff.

## **ADMISSIONS**

Accotink Academy accepts students referred and funded by school districts or Local Educational Agencies (LEAs) in the District of Columbia and Virginia. Accotink does not accept private pay students. There is no processing fee charged for reviewing student application information.

Accotink Academy provides education and therapeutic services to students with specific learning disabilities, emotional disturbances, speech and language disabilities, autism, intellectual disability other health impaired and multiple disabilities.

Accotink Academy provides education and therapeutic service to students who require full-time special education placement, which may require the support of counseling, speech and language, and/or occupational therapy. Classroom groupings are determined by a student's age, grade, exceptionality and behavior.

Accotink Academy is unable to provide educational and therapeutic services for students who are younger than the age of 5 and older than 22 or display serious physical outbursts and altercations resulting in continuous physical interventional procedures to manage dangerous or out of control behavior.

The Director of Admissions will receive all records on prospective students. He/She will ensure that the packets contain the following information:

- ✓ Current IEP
- ✓ Information on current school placement and functioning within the setting.
- ✓ Most recent Psychological, Clinical, and Psycho-Educational Evaluations or Reports.
- ✓ Psychiatric Evaluation – if available (mandatory for students previously in residential or hospital setting).
- ✓ Most recent BIP and/or FBA
- ✓ Transcripts to include courses, credits earned and letter grade

Any components missing from the prospective student's file will be requested, with parental permission, from the student's previous school.

Files determined as appropriate for our current setting will be scheduled for In-take interviews. A Parent/Guardian is to accompany the student on his/her scheduled appointment. These interviews can be conducted in person or via Zoom.

Each scheduled interviewee meets with the In-take Team Members. The Accotink Academy In-take Team consists of a staff member from each of the following disciplines:

- Administration
- Admissions
- Clinical Services
- Speech/Language Pathology (as needed)
- Occupational Therapy (as needed)
- Team Leader/Teaching Staff
- Transition (as needed)

In addition, Parent/Guardians meet with the Director of Counseling Services. Following the interview process, the In-take Team meets to discuss each applicant, with a goal of selecting students who appear most likely to benefit from the program offered at Accotink Academy. The applicant will be invited to spend a school day at Accotink Academy as part of the In-take process.

The In-take Team meets regularly to discuss the week's prospective students and make the decision to accept, reject or invite the students to make an additional day visit. Decisions will be made by the consensus of the Team. The Director of Admissions will communicate to the Parent/Guardian the team's decision.

Parents/Guardians and referring LEAs will be mailed a letter with the team's decision. LEAs and Parents are not held to a binding contract upon Accotink's receipt of a student's file. Parents will work with their LEA to determine the best proposed placement for their child.

**Prior to the student's first day of attendance, Parent/Guardian MUST provide a signed Enrollment Form along with current physical with TB testing and immunization records.** A HIPPA/informed Consent Form for clinical services is signed after the student arrives. Students must have a physical every year. The school's Clinic Aide will send a reminder when a student's physical is due. Student who participates in sports must have an updated physical before the sports season starts.

Students may start school as soon as the LEA has agreed to provide funding and has arranged transportation. All funding transactions are handled between Accotink's Billing office and the student's LEA and their Billing/Payment office.

Parents/Guardians are provided a copy of Accotink's Parent/Student Handbook and Behavior Management System upon admission and then on a yearly basis prior to the start of a new school year. Revisions to either handbook will be sent to Parent/Guardians as they occur.

**When there is a change to a student's basic information – address, phone number, email, Parent's work number, emergency contact, social worker, lawyer, etc. – please call the school immediately at 703-451-8041 to provide the new information.**

## RESIDENCY REQUIREMENTS

Parent/Guardians and District of Columbia Public and Charter School students **MUST** verify residency before their student begins enrollment. This residency verification is required each school year.

## INDIVIDUALIZED EDUCATION PROGRAM (IEPs)

Students who are referred to Accotink Academy are between the ages of 5-22 and have already been identified as needing special education. Each student, publicly funded should have an IEP from the LEA. Accotink Academy staff, Parent/Guardian, and the LEA representative assess the student's current needs and modify (if needed) the IEP at the student's 30-day review. As a continuing practice, student's needs are assessed; formally, informally, and through observation quarterly and annually. The Parent/Guardian may request an IEP review at any time during the school year.

An IEP meeting is held annually to plan for the student's educational and support service needs for the following year. Invitees to the meeting are any of the following which apply to the particular student:

- Parent/Guardian
- Classroom Teacher
- Individual Therapist
- Speech/Language Pathologist
- Occupational Therapist
- Art Therapist
- LEA Representative
- Student (if he/she is at least 16 years old)
- Administrator/Educational Coordinator
- Transition/Vocational Educational Specialist
- Others whom the Parent/Guardian wishes to include

Accotink Academy makes every effort to assist the Parent/Guardian in attending their child's IEP meeting. Written letters of invitation are sent to the Parent/Guardian via USPS mail or by e-mail. Follow up is done by a phone call and email to determine if the Parent/Guardian is available for the given date. If not, Accotink Academy and the student's LEA will work with the Parent/Guardian to arrive at an agreeable date and time to hold the IEP meeting. If the Parent/Guardian are unable to attend, other methods such as conference calls, will be offered to ensure Parent/Guardian participation. Transportation services are also offered in an attempt for the Parent/Guardian to take part in the meeting.

The IEP is primarily focused on areas of strength and weakness that are impacted by learning, speech and language, organizational and/or emotional disabilities. Specific goals in the areas of Reading, Written Language, Math, Study Skills, Speech and Language, Occupational Therapy, Transition/Practical Life and Social/Emotional/Behavioral Functioning are completed for each student. The IEP includes the following components:

- A statement of student's present levels of educational performance
- A statement of long-term goals
- A statement of the specific services to be provided to the students
- A service schedule including the projected dates of initiation, frequency, and anticipated duration of the service

- A list of classroom and testing accommodations
- Appropriate objective criteria and evaluation procedures to be reviewed at least quarterly to determine whether the short-term instructional objectives are being achieved
- A transitional plan for students of 13 years of age and older

In addition to the above, the IEP contains a list of the specific accommodations needed to address the disabilities and preferred learning styles of each student.

The LEA representatives are involved in the IEP process and any unusual or changes involving students and from their schools. They may monitor classes and consult with staff during the school year to assure that their students' special educational needs are being met. Accotink Academy works with the LEA throughout the school year to monitor student progress. Parents/Guardians may consult with both Accotink Academy and their home district LEA regarding any concerns about their student's progress. Parental Rights booklets are provided by the LEA.

### **REINTEGRATION PLAN TO RETURN TO A LESS RESTRICTIVE ENVIRONMENT**

The IEP process determines the level of placement (i.e. – the least restrictive environment). At Accotink Academy, all efforts are made to return the student to the least restrictive learning environment.

During the course of a student's enrollment at Accotink Academy, behavioral progress is systematically monitored via the Point System and Behavioral Intervention Center logs. Students who show consistent improvements and maintain high levels on the Behavior Management/Level System are considered for transition to a less restrictive environment when the student is consistently demonstrating classroom ready behavior.

A crucial question in making this determination is how dependent the student is on the Level System and therapeutic structure of the educational program to perform appropriate and positive behavior.

Additional factors considered include the student's understanding of his/her strengths and weaknesses and that student's ability to appropriately self-advocate and handle frustration appropriately. For students who are not showing meaningful progress on the Level System, many individualized plans are implemented to promote appropriate classroom behavior and subsequent advancement within the Level System. Such interventions include split point sheets, more frequent or tailored reinforcement, schedule changes and increased academic/behavioral support. In addition, student may have individually designed point-systems. Individualized behavior plans and Behavior Intervention Plan (BIPs) are implemented with care as they provide more intensive intervention and represent a higher level of restrictiveness for the student. Guiding these interventions are both formal and informal Functional Behavior Assessments. Clinicians at Accotink Academy analyze and explore the underlying function/need of the problematic behavior through in-class observation, collaboration with teachers and parents and direct dialogue with students.

In addition to the above, student progress is monitored on a regular basis and at the student's annual IEP, to determine if the designed level and/or service continues to be appropriate for student in order to facilitate a successful reintegration, the LEA provides information and referrals, and assists students in visiting perspective placements. The student's counselor provides support during transition.

A discharge report will be complete after the student leaves Accotink Academy. The report will be maintained in the student's file.

## **STUDENT RECORDS**

Accotink Academy maintains student records, covering the duration of the student's education at Accotink Academy in accordance with the Virginia Board of Education (VDOE) directives outlined in the document, "Management of the Student's Scholastic Records in the Public Schools of Virginia." All records are confidential and can be accessed only by authorized individuals. Student files are kept in locked file cabinets in the staff work room. Records are confidentially maintained for a minimum of 5 years.

Basic psychological, medical, and educational information will be scanned into the student's file and maintained in the school's archive files. Parents/Guardians and students will be alerted to the destruction of paperwork. All information will be confidentially discarded by shredding.

In the event Accotink Academy should close, Parents/Guardians and students will be notified of the closure and offered their files. Remaining files will be sent to the student's LEA. All residential information will be confidentially discarded by shredding.

Current student files will be reviewed bi-annually to ensure each student's file contains all essential parts of the student's IEP, including present level of performance, long-/short-term objectives, specific services, projected dates of service, evaluate procedures, least restrictive environment criteria and placement, transition (where age appropriate).

## **CURRICULUM AND ACADEMICS**

Accotink Academy offers a program based on curriculums that are SOL and Common Core based. Our program is designed for students who will work toward a High School Diploma from their LEA, and for those pursuing a Certificate of Completion of their schooling. To earn a diploma, students must successfully complete course requirements, perform the required community service hours, and pass Statewide Assessment Testing as required by their LEA.

During times of mandated closing or state/federal restrictions, Accotink will provide virtual instruction and support services through Microsoft Teams. Independent work packets are also available for students unable to participate through Teams. As restrictions are lifted a hybrid method of learning may go into place prior to full time in-person learning.

For students in grades 1 through 3, Reading, Math, Writing and Spelling are the focus of their instructional program. Students also receive Art, Music and Physical Education classes.

Students in grades 4 through 6, English, Math, Social Studies/History and Science are the focus of the instructional program. Students also receive Art, Music and Physical Education classes.

Students in Middle School (grades 7 and 8) are provided with 140 clock hours of instruction in the subjects of English, Math, Social Studies/History and Science. Students also receive Art, Music and Physical Education classes.

High School students are provided a course of study that leads to graduation and post-secondary education, training, employment, and independent living, as appropriate. Courses in English, Math, Science, History and Personal Finance are offered. Music, Art and Physical Education, as well as electives are also part of the High School program of studies.

A modified Family Life Education program is conducted through Health and Science classes on both the Elementary and High School levels. Parental permission will be requested for any class introducing more specific topics related to Human Growth and Development.

Accotink Academy does not offer an Individual Student Alternative Education Plan. We do not offer GED preparation at our campus. These may be arranged for your student, if necessary, through their LEA.

### **REPORTING PROGRESS**

Academic progress is measured by grades obtained on Quarterly Report Cards and by progress on goals specified in IEP, which are assessed quarterly. The grading procedure takes into account the student's IEP specifications with respect to academic functioning levels in Math, Reading, and Writing. Also taken into account are the criteria for successful performance on specific short-term objectives, the student's effort, the student's competency in achieving course goals and objectives.

Report Cards (Quarterly Reports) are completed at the end of each quarter. These reports are sent to Parents/Guardians and the student's LEAs. Report Cards are filed in the student's cumulative file.

In addition, Progress Reports are written on a quarterly basis. These reports indicate student progress toward IEP goals. These reports are sent to the student's Parents/Guardians and their LEAs. Progress Reports are filed in the student's cumulative file.

A formal, comprehensive written progress report will be developed for each student at the end of the 4<sup>th</sup> Quarter. The report will provide detailed progress from each academic areas and support services. This report will also discuss student's current placement needs. The finalized reports will be sent to the student's Parents/Guardians and their LEAs.

Grades are assigned based on the student's participation, task completion (practice and application), and assessments. Students are provided opportunities to complete missing class assignments throughout the quarter. Classroom and support staff are available to provide assistance as needed.

#### **Grading Scale:**

<b>A</b>	<b>93-100</b>
<b>A-</b>	<b>90-92</b>
<b>B+</b>	<b>87-89</b>
<b>B</b>	<b>83-86</b>
<b>B-</b>	<b>80-82</b>
<b>C+</b>	<b>77-79</b>
<b>C</b>	<b>73-76</b>
<b>C-</b>	<b>70-72</b>
<b>D+</b>	<b>67-69</b>
<b>D</b>	<b>64-66</b>
<b>F</b>	<b>50-63</b>



**Accotink Classroom Teachers use the following grading scale for work turned in late\*:**

1 <sup>st</sup> Week	85
2 <sup>nd</sup> Week	75
3 <sup>rd</sup> Week	65
After 3 <sup>rd</sup> Week	55

**\*Make Up work is maintained in a Make Up folder.** TAs and DAs are responsible for adding and maintaining assignments in the make-up log. All assignments in the log need to include the assignment title and date assigned. Teachers are encouraged to make additional copies of make-up items. Teachers and Academic Team Leaders will check the make-up folders weekly.

**\*Students with special circumstances** involving excused absences will be evaluated by his/her team.

**\*There are no grades given for Math and Reading Remediation.** Teachers will be required to add comment code(s) at the end of the grading period.

**Accotink uses the following grading scale for Specialized classroom teachers:**

1	Outstanding
2	Satisfactory
3	Needs Improvement

**STATEWIDE TESTING**

Virginia students are administered the Standards of Learning Assessments (SOLs) in grades 3, 5, 8 and for specific High School courses. The testing window for Virginia Public School students is scheduled several times during the school year (including several windows for re-takes); these include Fall, late Winter, and early Spring.

District of Columbia students are administered the Partnership for Assessment of Readiness for College and Careers (PARCC). This test is given to students in grades 3 to 8 and identified grades/subjects in High School as determined by OSSE.

Accotink Academy works in conjunction with the student's school district to ensure students are taking the statewide tests they require as determined by grade level, course work and IEP. All statewide testing is administered at Accotink Academy.

Throughout the assessments, students are provided with all testing accommodations listed on their IEPs.

**VOCATIONAL EDUCATION AND TRANSITION SERVICES**

Accotink Academy's Transition Program is designed to provide students with job sampling and work experiences that will help them develop and improve skill competence, self-esteem, and employment potential for their future. In addition, the department develops a coordinated goal-oriented program that assists students with their life planning after graduation from Accotink Academy.

Accotink Academy adheres to the *Fair Labor Standards Acts* of the U.S. Department of Labor. In our training program, students receive an hourly stipend from Accotink Academy. Students may volunteer at school to meet their 100-hour community service requirement (DCPS only) for graduation. Volunteer opportunities are not paid.

The transition process starts when a student is 12 or turns 14 during the IEP year. Our Transition Department administers assessments to indicate the student's learning style, life skills aptitude and career interests. Once the assessments are completed, a Transition Plan is then created in collaboration with the IEP team to address post-secondary goals, education, employment and independent living skills. Career and Job Coaches are assigned to further implement the Transition Plan by creating opportunities for On-the-Job Training through our community-based business partnerships. During their senior year, the students meet weekly on a 1:1 basis with a Career Coach to prepare for post-secondary education and whether it is college, trade school or entry to workforce. Assistance is provided with college applications and tours as well as job search and retention skills. Each of our students is referred to outside agencies such as RSA and VDARS to ensure progressive wrap around service teaming of Accotink Academy to procure a successful future.

The Transition Department will meet with each student during their high school years. They will create a graduation requirement chart, based on the student's LEA requirements for graduation. Each year it will be reviewed with the student to track credit progress and needs.

- **Elective/Vocational**

Being prepared for life after High School is by no means an afterthought for Accotink Academy. After much consideration for our students, we have come to the realization that an opportunity isn't something you have to catch, but something you should be prepared for. We offer an array of Vocational Training as well as certification classes. Our credit earning electives consists of Music Production, Barbering, Cosmetology and Graphic Design.

Students may test for Certification in CPR, AED, and First Aid, and Financial Literacy (WISE assessment).

- **Instruction Offerings – Partial Credit**

When Accotink Academy awards a credit less than a whole unit, the increment awarded is no greater than the fractional part of the total (as set forth by the Virginia Department of Education).

The partial credit is determined by dividing the fraction into the minimum of 140 clock hours of instruction (the standard for one unit). In addition to the 140 clock hours of instruction required for a standard unit of credit, Accotink Academy follows 8-VAC20-131-110 Standard and Verified Units of Credits. In order to receive  $\frac{1}{2}$  credit, the student must achieve a minimum of 70 hours of classroom instruction.

In the case of a transferring student with a fractional unit of credit, the smallest being  $\frac{1}{4}$ , Accotink Academy would follow the minimum number of hours ( $140 \div \frac{1}{4} = 35$  hours) and require the student to account for  $\frac{3}{4}$  credit, i.e. – 105 instructional hours.

- **Exit Documents**

In establishing course and credit requirements for a student's exit document, each student's LEA and IEP team shall determine the course of study the student will pursue. The student's LEA shall provide the team with the selection of integrated learning courses and requirements meeting the jurisdiction's requirements and courses based on the Standards of Learning or Common Core standards to satisfy graduation credit obligations.

No student shall receive an exit document unless the student has completed all requirements, as determined by the student's LEA. All exit documents awarded will be from the student's home school district.

### **EXTENDED SCHOOL YEAR (SUMMER SCHOOL) SERVICES**

Extended School Year (ESY) is an individualized program beyond the regular school year. The need for ESY services is determined on an individual basis by the student's IEP team. Decisions regarding eligibility for ESY services are based on the impact a break in service will have on critical skills, the degree of regression of learned skills, and the time required for recoupment of the critical skills. ESY is provided to students whose IEP team determines that the benefits the child gains during the regular school year will be significantly jeopardized if the student does not receive ESY services.

### **RELATED SERVICES**

- ***Art Therapy***

Art Therapy is a specialized form of psychotherapy facilitated by a registered Clinical Art Therapist. Through both verbal and non-verbal means, an Art Therapist encourages individuals to use the creative process for the expression and exploration of concerns, thoughts, and feelings. Although this can occur directly, students at Accotink Academy more frequently utilize the safety of symbolism and metaphor. Unconscious or emotionally charged materials is accessed in a way that is often less threatening to the student than verbal means alone. Intense, destructive, or maladaptive thoughts and feelings can be expressed appropriately and productively through the creative process.

Art-making itself provides countless opportunities for emotionally sensitive students to practice adaptive coping skills, such as tolerating frustrations, delaying gratification, and controlling impulses. An Art Therapist assists translating successes in the Art Therapy office to academic and home environments. Art Therapy often gives the student a sense of mastery over who they are and what they will become. It is available individually, as well as in a group setting.

The Art Therapists assist Counselors in classroom consultation, case management, and crisis intervention. The Art Therapist will provide these services exclusively if the Art Therapist is the primary therapist.

➤ ***Speech/Language Therapy***

The role of the Speech/Language Pathologist at Accotink Academy is to evaluate, recommend, plan, and deliver the appropriate service for any students identified as needing speech and language intervention. Service delivery is a dynamic concept and changes as the needs of the student change. Services may be provided to students in the following service delivery models: individual services, classroom-based services, small group options, monitoring and collaborative consultation.

➤ ***Occupational Therapy***

The mission of the Occupational Therapy Department is to improve or restore optimum levels of function for students at Accotink Academy within the school environment, home environment, and in the community. Therapeutic intervention is provided individually and in group sessions. In individual intervention, the student receives therapy in a one-to-one situation to focus on his or her deficit areas. The areas of specialty, which the Occupational Therapist provides service for include: gross-motor skill development, fine-motor skill development, visual-perceptual skills, visual-motor skills, sensory processing, cognitive skills, social skills, psychosocial skills, self-care, general activities of daily living, and play and leisure skills. Group intervention focuses on transferring individual skills to the group setting. The Occupational Therapy group sessions include sensory motor/activity-based group, social skill building/task-based group, and basic living skills group.

➤ ***Counseling Services***

The mission of the Counseling Services Department at Accotink Academy is to promote the social, emotional and behavioral health of the students. This is accomplished through the following modalities:

- Individual Therapy – students are provided with weekly individual therapy to address behavioral and emotional difficulties that interfere with optimal classroom performance and availability for learning.
- Classroom Consultation – therapists serve as members of the multidisciplinary team. In this capacity, therapists may observe classroom behavior and dynamics and plan intervention to address classroom concerns.
- Case Management – therapists serve as the contact person at the school for all clinical issues and communicate with Parents/Guardians, outside service providers, and agencies to make recommendations and promote continuity of care across student environments.
- Crisis Intervention – therapists provide primary intervention with students when crisis arise.

The mission of the Behavior Intervention Center (BIC) is to provide a safe area for students who are not following behavioral expectations in the school environment. Specifically, the BIC provides a space away from the reinforcing properties of the classroom and school communities for various disruptive behaviors including behavioral outburst, verbal abuse, threatening, and other unsafe behaviors – i.e. – physical aggression and location violations, BIC staff members are experienced in the various behavioral expectations, violations, and their consequences. They also possess a working knowledge of the components of successful behavior management/modification and are therefore able to diffuse potentially volatile situations, contain escalations, and promote calming and regrouping of swift re-entry into the classroom. BIC staff are trained and certified in Handle with Care method of physical management of behavior.

➤ ***Referrals for outside service***

Psychological, Speech and Language, and Occupational Therapy services are provided to students on site at Accotink Academy. If a student required additional Psychological Counseling (e.g. – Family Counseling), Psychiatric Counseling, Speech/Language Therapy, Audiological services, Physical or Occupational Therapy services or Vocation/Transition services requests are made for these services through the student’s LEA.

➤ ***Tuition***

All students at Accotink Academy are funded by the placing LEAs. Parent/Guardians do not pay student tuition.

## **MANAGEMENT OF FACILITIES**

Built in 1964, Accotink Academy’s original building was replaced with our current state of the art educational campus built in 2006. In the 40 years it has existed, over 5,000 children have passed through its doors.

Accotink Academy’s new facility of 55,000 sq. ft. includes 3 levels of classrooms, a regulation size gymnasium, support services and vocational offices and a beautiful campus setting in Springfield, Virginia. Since Accotink Academy is close to the Metro and all major thoroughfares, it is accessible to all students in the Washington DC Metropolitan area.

Building A consists of primarily Upper Team Classrooms, Administrative Offices, Psychology, Speech/Language, Art Therapy, and Occupational Therapy offices as well as the Vocational Education area, Library, Gymnasium, School Store, Staff Resource Room, the Behavior Intervention Center and a Computer Lab. Additional classrooms for Lower and Middle Teams are located in Building B.

Accotink Academy is in compliance with the Uniform Statewide Building Code (13VAC5-63) and complies with all state and local public health, safety and sanitation regulations including maintaining the required fire safety equipment, keeping records of fire safety inspections, and engaging in regular evacuation drills and tornado and earthquake drills with the entire student body. We also have an established written procedure for handling potential emergencies including fire, severe weather, loss of utilities, missing persons, and severe injury as well as a procedure to address infectious diseases. Parents/Guardians, students, and staff receive a copy of these written procedures and policies annually. Consumers may receive a copy of these written policies and procedures upon request. The Director is responsible for overseeing compliance with all public health, safety, and sanitation regulations/occupancy codes. The Director is the designated person responsible for maintaining reasonable standards of housekeeping and maintenance. Accotink Academy maintains a physical plant that is accessible barrier free, safe and clean.

## **OPERATIONAL PROCEDURES AND PRACTICES**

○ **Non-Discrimination Statement**

Accotink Academy is an equal opportunity school. All activities are conducted in a manner to assure equal opportunity for all. We value the diversity of our staff and base their continued employment on the merits of the employee’s fitness for the position and the skill brought to that position regardless of race, color, religion, creed, sexual orientation, gender, age, national origin or disability.

- **Accotink Academy School Calendar**

Accotink Academy's School Calendar is located in the back of this handbook. Our school is in session for 183 educational days. Holidays, Early Dismissal, and Teacher Workdays are listed. There are three additional days built into the month of June in case days need to be made up due to snow or emergencies.

Our school is located in Fairfax County, Virginia and operates under the same guidelines as Fairfax County Public Schools (FCPS) for snow days and snow make-up days. **Please note that the number of snow make-up days may be increased due to the different jurisdictional contracts.** If FCPS is closed due to inclement weather or an emergency, our school will also be closed. Please refer to your local radio or television station, as well as the FCPS website or Facebook page for school closings.

- **Inclement Weather and Changes**

Listen to TV channels 4, 7, 8, and 9 for information regarding whether school will be opening late on days of inclement weather. **We will follow the schedule of Fairfax County Public Schools (FCPS) unless you are notified otherwise.** Check to be sure your local school district is open. If DCPS is closed for inclement weather, they may not transport students if Accotink Academy is open. Check with the Transportation Department if you are unsure.

Other situations, including but not limited to, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions or other situation which may endanger the safety or health of students and employees may result in school being closed.

- **School Hours**

The school is open from 7:45AM – 3:30PM with student classes running from 8:20AM – 2:50PM Monday through Friday. Buses are unloaded at 8:00AM.

- **Student Drop-off and Pick-up**

Parents/Guardians, please remember that we cannot provide supervision for students before 8:00AM. Please do not drop off students before that time. Students who are going to be picked up may wait for Parents/Guardians in the Front Office of the school after 2:50PM. We ask that all students be picked up **NO LATER THAN 3:00PM.**

- **Early Dismissal**

Students are not permitted to leave the school building or grounds without official written permission from staff and/or Parents/Guardians. Students may be officially released to their Parents/Guardians from school. A Parent/Guardian must pick up and sign out his/her child at the Front Office. All notes for early dismissal should be brought to the Front Office or emailed at [donna.fillman@accotink.com](mailto:donna.fillman@accotink.com) before school begins.

- **Visitors**

All visitors must come to the Front Office and sign the Visitor's Sign-in Sheet and obtain a Visitors Pass from the Receptionist. A staff member from the Front Office will either escort the visitor to the designed classroom or will call a staff member to come to the Front Office to meet with and/or escort the visitor to the desired location. Visitors must return to the Front Office and sign out on the sign-in sheet when leaving. Parents/Guardians and Public School Representatives are welcome to visit; however, visitors are encouraged to contact the Director prior to their visit.

- **Videotaping**

Accotink students may be videotaped for educational purposes with parent permission. These videos are maintained and used exclusively in house.

- **Attendance Policy and Procedures: Absences, Late Arrivals, Early Departures**

In order for any student to benefit from the educational opportunities we provide, they must attend school **consistently** because we believe strongly in the importance of regular attendance. Our Administration is diligent about enforcing our attendance policy.

Parents/Guardians are required to call **703-451-8041** or email [donna.fillman@accotink.com](mailto:donna.fillman@accotink.com) to notify the school when their child will be absent. A short message should be left on the recorder if calls are made outside our regular business hours or if all lines are busy at the time of your call. **If the school is not notified of a student's excused absence, a staff member will call Parents/Guardians.**

Parents/Guardians are also asked to call the District or County Transportation Department to let them know about the absence.

Students who are brought to school late or picked up early from school are required to be signed in or out in the Front Office. **To protect the student's safety, we must require that Parents/Guardians come into the office to personally sign in or out.**

- **Excused Absence:** The Parent/Guardian has sent a note to let the school know that the student will be absent or has called or emailed by 9:00AM to say that the student will not be attending school that day. Absences can be excused due to:
  - ✓ Illnesses or hospitalization
  - ✓ Court appearances
  - ✓ Religious holiday
  - ✓ Death of an immediate family member
  - ✓ Medical appointments

Whenever possible, please schedule routine appointments so that students do not miss school. If the student has been absent for any of the above reasons, documentation must be provided.

- **Unexcused Absence:** The Accotink Academy attendance policy states that an absence is unexcused unless a Parent/Guardian calls or sends a note to excuse it. Absences CANNOT be excused for:
  - Missing the bus or cab
  - Inclement weather
  - Oversleeping
  - Being too tired
  - Being up late the night before

When a student is unexcused, the Parent/Guardian will be contacted for an explanation. The student will receive a 10% participation drop in all classes for the day which will affect the overall average for the week and may prevent participation in Friday afternoon activities. Make-up work will also need to be completed in order for student to attend Friday afternoon clubs/activities.

Accotink will follow the attendance policy of each student's LEA. Accotink's attendance officer will notify each LEA of their student's attendance. This staff member will work closely with each LEA, student, and Parent to discuss attendance issues and develop possible plans to improve the student being present.

For DCPS and Charter School students, the following applies:

- After a student has five (5) unexcused absences, a letter is written to the Parent/Guardian advising them of the number of absences and the consequences if the student's attendance does not improve. A copy will be provided to the student's multidisciplinary team.
  - Once a student has received either a total of ten (10) unexcused absences or seven (7) consecutive unexcused absences, a letter is written to the Parent/Guardian to invite them to a meeting to discuss the preparation of an attendance contract for the student and discuss solutions to improve attendance.
  - After fifteen (15) unexcused absences a Truancy Report will be filed for DCPS students.
- **Tardiness**

Tardiness seriously disrupts and causes delays that take away from the instructional time. Students must arrive by 8:20AM or they will be considered tardy. Parents/Guardians transporting a student that arrives after 8:20AM must escort the student to the Front Office and sign the student in. There are progressive consequences for tardiness to school. A meeting with the student, Parent/Guardian and our staff is required after the student has been late 5 times.

An excessive number of late arrivals and/or early dismissals from school are also addressed with a meeting between the student, his/her Parent/Guardians and the Director. If Parents/Guardians bring their child to school late or pick him/her up early, they are to sign the child in or out in the Front Office. To protect a child's safety, we require the Parent/Guardian to come into the Front Office personally to do this.



- ***Absence Due to Hospitalization***

Parents/Guardians are asked to inform Accotink Academy immediately upon a student's admission to a psychiatric and/or medical hospital, and these absences will be considered excused absences. When a student is hospitalized for psychiatric reasons, the Parent/Guardian must send Accotink Academy a copy of the hospital release form and authorization to obtain records and consult with hospital treatment staff.

- ***Truancy***

Accotink will follow the student's LEA's guidelines regarding truancy. All necessary paperwork (parent notification letters, court referrals, etc.) will be completed by Accotink's attendance officer. Meetings will be held with the student's Accotink team, Parents, and LEA to determine the best way to deal with the truant student. A change in placement meeting will be conducted if previous meetings prove ineffective.

## **LOST AND FOUND**

Unclaimed items left in the building or in classrooms, vans, or buses are kept in a container in the Front Office. Student should go to the Front Office to retrieve their items.

## **SCHOOL SUPPLIES AND TEXTBOOKS**

All students are required to provide their own pencils, pens, notebooks, and loose-leaf paper. Textbooks and laptops are issued to each student without charge. Each student is responsible for the care of all items issued to them.

## **MEDICAL AND PHARMACEUTICAL SERVICES**

The Clinic Aide is designated as the primary person responsible for medical and pharmaceutical services. Each student must have a report of a current Physical Examination and record of immunizations for admission to Accotink Academy.

Accotink Academy ensures that necessary medical and pharmaceutical care is safely provided by implementing the following policies and procedures:

- **Obtaining Written Parental Permission for Emergency Medical Care**

At Accotink Academy, the Clinic Aide is responsible for obtaining parental permission for emergency medical care and maintaining these permission forms in a binder kept in the Front Office and Clinic for easy access in the event of an emergency. Copies of parental permission for emergency medical care are always carried on fields trips and other outings from the campus.

- **Over-the-Counter Medicine Policy**

The Parent/Guardian may bring in Tylenol or other over-the-counter (OTC) medicine in its original container for administering for ten (10) calendar days. To place OTC meds for longer than 10 days, a doctor must complete and sign the Authorization for the Administration of Prescription Medication Form.

- **Prescription Drugs**

**Please be advised: Accotink Academy is only permitted to administer medications within a certain timeframe. The medication can be administered 30 minutes prior or 30 minutes after the prescribed time. For example, if the prescribed time is 9:00AM; we can administer the medication between 8:30AM – 9:30AM. Inclement weather, traffic condition, and tardiness may affect medication administration. There is no exception to this policy. All medication is kept in a locked cabinet in the School Clinic.**

To be administered to school, a medical professional must fill out the Authorization for the Administration of Prescription Medication Form with dosage and a time slot for administering. All medications must be in original container. Students are not allowed to bring medication to school. Staff members/Parents picking up and delivering medication (from Parent/Guardian, home or pharmacy) must have a Parent or Guardian's written permission on file. Please see the Clinic Aide for a copy of this Authorization Form. The person picking up and delivering the medication must count the medication in front of the Clinic Aide. Medication must be immediately taken to the Clinic Aide for security purposes. **Accotink staff will not dispense any medication without the complete, proper authorization paperwork.**

An individual medication administration record shall be maintained for each medication a student receives and shall include the student's name, date the medication is to begin, drug name and

schedule for administration, strength, route, identification of the individual who administered the medication and the date the medication was discontinued or changed.

The Clinic Aide will document any instance of a student refusing to take their medication. The Clinic Aide will seek for assistance from the student's therapist and/or BIC staff. Parent will be notified.

In case of a medication error or if a student has an adverse reaction to their medication, the Clinic Aide will assess the situation and then contact the appropriate parties; Poison Control Center, 911, student's Physician, Parent and follow their instructions. All incidents will be documented and provided to required parties. Incidents will be reviewed with staff involved and Administration. Procedures will be changed, if warranted.

In case of ingestion or coming in contact with a poisonous substance, the Clinic Aide will contact and follow the directions of the Poison Control Center.

- **Maintaining Current Health Records of Students, including Immunization History, Record of Allergies, and Records of TB tests and Physicals**

Each student's health record at Accotink Academy includes notations of the student's health status, including complaints, injuries, and treatments. A new physical must be completed each year for DCPS students; Virginia requires a physical every 3 years.

However, students who wish to participate in sports during a school year must have their physicals on or before May 10<sup>th</sup> of the current year (i.e. – 5/10/18 for the 2018-2019SY).

- **Obtaining Releases to Communicate with other Health Care Providers Involved with Each Student**

At Accotink Academy we work together with outside health care professionals to ensure that medical issues are addressed appropriately. In general, our Clinical Psychologists will initiate the request for information with outside professionals; however, occasionally it may be the Director.

- **Informing All Staff of Each Student's Medical Status (Allergies, Medication, Unusual Physical Conditions, etc.) and Changes in Health or Medical Progress**

It is generally the Clinical service provider's responsibility to inform the multidisciplinary team of this information. However, service providers (i.e. – Psychologists, Occupational Therapists, Speech/Language Therapists) may also receive information on the student's health status on a

regular basis and are responsible for sharing this information with the multidisciplinary team. The Clinic Aide, who is responsible for administering prescription medications to students, may also receive and share information regarding student's health status.

- **Communication Regarding Any Medication Changes**

Any teacher, service provider, or administrative staff who receives information that a student is changing or starting a new medication must bring this information to the multidisciplinary team

so that all parties are aware and can document any positive or negative changes in the student's behavior, mood, or performance in school.

- **Following an Established Procedure for Making Referrals for Medical Treatment That Is Not Provided by Accotink Academy**

When a staff member believes that a student needs a referral for a medical consult, the issue is brought up directly with the student's Parent/Guardian or can be discussed with the Director at a MDT meeting, and the Clinical Psychologist then contacts the Parent/Guardian.

- **Ensuring that First Aid Supplies are available and accessible in a known location at all times; that Prescription Drugs are kept in a locked compartment or area; and that access to Prescription Drugs are limited to those individuals as identified with the responsibility to dispense such medication**

At Accotink Academy, a first aid supply kit is available in the Clinic. Prescription drugs are kept in a locked cabinet in the Clinic with access limited to the Director and the Clinic Aide (or other designee when they are not available) who has the responsibility of dispensing such medications. Accotink Academy maintains a current, complete roster of all students receiving any medication, indicating a description, procedures for administration and possible side effects. Complete record of any medication dispersal are maintained for each student.

## **CONCUSSIONS**

Any student that is injured while participating in an Accotink activity will be removed immediately to have their injury assessed. Accotink's Clinic Aide will make the initial assessment. Any student with the following concussion symptoms or signs will be referred to a medical professional qualified to diagnose a concussion. The Clinic Aide will immediately call the student's Parent/Guardian and related the incident and the recommendation. Parent/Guardian will be asked to pick up their student. Depending on the severity of the injury, Accotink may seek immediate medical attention.

### **Possible Concussion Symptoms:**

- Headache or pressure in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Feeling sluggish, foggy or groggy
- Concentration or memory problems
- Just not feeling right

### **Possible Concussion Signs Observed by Staff:**

- Student appears dazed or stunned
- Student appears confused
- Moves clumsily
- Answers questions slowly
- Looses consciousness (even briefly)
- Shows mood, behavior, or personality change
- Cannot recall event prior to the injury
- Cannot recall events after the injury

Accotink will follow the student's orders, issues by a medical professional, regarding re-entry into both learning and physical activities.

\*\*All students trying out for sport teams will be instructed on concussions and the possible short and long-term effects on learning. They will learn what a concussion is, the symptoms and the treatment. Parents/Guardians will be required to sign a statement indicating they were informed and understand the provided concussion information.

## **TRANSPORTATION ISSUES/SERVICES**

Accotink Academy ensures that all transportation provided for or used by our students shall comply with local, state, and federal laws regarding vehicle safety and maintenance, licensure of vehicles, licenses of drivers, child passenger safety, vehicle liability insurance and consideration of safety measures of disabled students.

- Informing Parents/Guardians of all procedures regarding transportation of students and obtaining parental permission for all transportation services, including special field trips and other school outings. The Director must approve all fields trips and transportation arrangements. The Director, or her designee, ensures that parental permission has been obtained and placed on file for all transportation services and other school outings.

Accotink Academy will transport students in vehicles to off-ground activities such as trips to local parks, educational fields trips, vocational training, and community service opportunities.

As a result of serious disciplinary actions, illness, or injury, students may be transported home or to an agreed upon supervised destination, with parent permission, which may include a hospital emergency room.

## **OFF CAMPUS ACTIVITIES**

Students will, at times, go off campus for educational field trips, school sports team activities or community job training. At all times, the students are supervised by staff. There will be staff certified in MAT accompanying the students. Staff must take the Student Enrollment Forms. Off campus activities must be approved by the Team Coordinator and/or Director. All off-site activities must receive Parent/Guardian approval

through the signed permission form. This form will contain all the specific information pertaining to each outing. Certain activities may require approval from school counsel and Accotink's insurance provider.

Generally, a van or bus will be available for use in transporting students to approved activities. It is a privilege for students to receive transportation to and from school-related activities. Students maintain this privilege by acting in a mature and responsible manner and by cooperating with the driver. The foremost concern is the safety of the students. The following policies must be followed:

- NO food or drink in school vehicles.
- Students will follow staff directions.
- If any time the driver of the vehicle feels that actions of the students are inappropriate and/or unsafe, he/she should pull over until the behavior is corrected. If necessary, the trip may be canceled, and the group returned to school. Vehicle privileges may be suspended for those involved.
- Students will treat vehicles and school property appropriately.

### **MORNING ARRIVAL ROUTINE**

In order to maintain a safe learning environment, all students must report to the Front Office area immediately upon arrival to complete security procedures. These procedures include a metal detector scan, and belongings examined for any inappropriate and unsafe articles. The security procedures are conducted by trained staff and member of the BIC. A non-invasive pat down is also conducted by a staff member of the same sex as the student.

If a student arrives late to school, the student should first report to the Front Office, sign in and wait for a staff member from the BIC for security procedure.

**Students are not allowed to leave the Front Office area until they completed the security procedure.**

### **FINAL BELL/DISMISSAL ROUTINE**

Students who are picked by a Parent/Gaudian or other designated person will be sent to the Front Office to wait until the Parent/Guardian arrives.

Students transported in taxi cabs or county vehicles will wait for their rides to be called at dismissal. They will be escorted to their vehicle by designated staff.

Students riding a bus home will wait for their bus to be called. Bus numbers will be announced on the intercom. Students will be dismissed to the buses only when their number is called.

### **LOCKERS**

Students will be required to sign the Locker Assignment Agreement before being issued a locker. If the agreement is not signed, no locker will be issued. All lockers are subject to search and seizure protocol as described in this handbook. Accotink Academy nor any of its staff will assume liability for any personal belongings of any student due to no locker assignment.

### **DAMAGE TO PROPERTY**

In the event of deliberate destruction of materials and equipment or damage to the school building or school bus by a student, Parent/Guardians will be held responsible for the cost of replacement of severe damage or repairs. In many instances, the student will be charged "Panther Buck" as a fee for damages. Also have other consequences, such as community service or suspension. Please discuss this with your child and help us to instill in him/her a sense of responsibility toward the property of other students as well as school property.

## **FOOD & NUTRITION SERVICES**

The Director is designated as having responsibility for food and nutrition services at Accotink Academy. All food safety and sanitation procedures are followed in accordance with State and Federal regulations. Accotink Academy offers a specific diet when prescribed by a physician or requested by the student or Parent/Guardian because of the student's established religion.

- Providing School Store where snacks may be purchased.
- Providing food for students who want breakfast.
- Accotink Academy consults with a registered Dietician to ensure that lunch meals provided meet nutritional guidelines.

## **CELL PHONES, WIRELESS EARBUDS AND OTHER ELECTRONICS**

- Students are not allowed to use cell phones during the school day. All cell phones must be turned in to the Front Office upon arrival; the student can retrieve them at dismissal.
- When electronic devices are required accommodations as determined by the student's IEP team, they are permitted and monitored by the teacher.
- Students who are found in possession of their cell phone will have their cell phone confiscated. Cell phone will be returned to Parent either in person or via USPS mail.

## **RESPONSIBLE USE POLICY**

### ➤ ***Purpose***

The Purpose of this policy is to set forth the guidelines and expectations for the responsible use of technology by students, staff and teachers in order to provide a safe, appropriate and effective learning environment for all at Accotink Academy.

In order to achieve the purpose, we understand that both the individuals using technology and Accotink Academy have certain responsibilities. Parents and students sign the Responsible Use Agreement each year.

### ➤ ***Limitation of Liability***

Accotink Academy takes precautions to restrict access to objectionable materials online, but it is not possible to have full control over access to resources and materials on the internet. Accotink Academy reserves the right to block content that negatively impacts the academic performance of students. Accotink Academy cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. Accotink Academy is not responsible for the accuracy or quality of information obtained through the network. Accotink Academy will not be responsible for financial obligations arising from unauthorized use of the network.

**Please note: Any concerns regarding student or faculty use of technology may be confidentially reported to the IT Department Director or Educational Director, in addition to the resources mentioned above.**

## **SCHOOL SEARCHES AND SURVEILLANCE CAMERAS**

The staff may conduct random searches to ensure continued safety of the students and staff at Accotink Academy. Searches may also be conducted if there is any reason to suspect the presence of dangerous or unlawful items (i.e. – weapons, drugs, alcohol, drug paraphernalia, etc.) or stolen property. Searches can include backpacks, desks, storage areas, books, handbags, and pockets of clothing.

In order to maintain a safe learning environment, all students must report immediately to the Front Office upon arrival to complete a security procedure each day. This procedure includes a metal detector scan and having their belongings examined for any inappropriate and unsafe articles. A non-invasive past down is also conducted by a staff member of the same sex as the student.

Accotink Academy does not conduct strip searches or body cavity searches.

Video cameras are placed throughout the inside and outside of the school building. The cameras are used for the protection of students and staff members alike.

## **EXITED/DISCHARGED STUDENTS**

A student's placement may be terminated due to transfer, reassignment to another facility, aging out, or Accotink's inability to accommodate the student's current learning, emotional and/or behavioral needs. Accotink works with the student's LEAs and Parents to anticipate and facilitate these moves.

Behavior that is considered a danger to the student or to others, out of control or disruptive may result in an MDT/Discharge meeting with the LEA and Parent to discuss whether the student can be safely and appropriately managed at our facility.

A discharge summary report is developed for each student exiting Accotink Academy. The summary is placed in the student's main file.

Students may be discharged from Accotink for certain serious offenses, such as bringing a weapon or drugs on campus or serious physical assault. Accotink will include the student's LEA in the consequence determination process.

Each year Accotink Academy completes the VAISEF Outcome Survey reports. These reports indicate the number of students that exited the program for the year, the reason for the exit and the student's outcome after leaving the school/these outcomes are used to provide Accotink Academy with the information we need to improve our program to meet our student's needs.

Accotink Academy attempts to contact exited students to ensure that they make a good transition to their next step in life. We want to be sure that graduated students have the transcripts, reference letters and referrals to other post-graduation resources. We also want to be sure the students who return to public school or a less restrictive setting have the information and support they need to ensure a smooth transition.



Information from previous students that call into the school is recorded in the student's archived file. The Transition Department coordinates this follow-up documentation. This information provided by exited students provides Accotink Academy with valuable information about our school's success in preparing our students to make a good transition when they leave Accotink Academy.

## **PARENT-SCHOOL COMMUNICATION POLICY**

At Accotink Academy, effective and positive communication between the school and Parents/Guardians is considered vital. We believe that developing a Parent-Teacher partnership with open communication is essential to a child's learning – and both Parents/Guardians and Teachers are responsible for making this happen.

Parents/Guardians are often a child's first teacher and want the best for their child. As education professionals, we are a part of your team, helping to educate your child. Information and communication are at the heart of this mutual support.

- **Phone Calls**

Parents/Guardians are encouraged to contact a Teacher, Counseling Staff or the Director by phone, text or email if they have any concerns or questions about their child's classroom experience.

At the beginning of school, the Classroom Teachers call Parents/Guardians to establish a comfortable tone of communication between themselves and the Parent/Guardian. That initial phone call enables the Teacher and Parent/Guardian to discuss the opening weeks of school to determine the child's comfort level, and to a new grade or school. Telephone conversations between Parents/Guardians and Teachers continue, as needed, throughout the school year. Teachers shall call the Parents/Guardians on a routine basis to report positive and negative observations. These conversations are balanced and documented.

## **PARENT/TEACHER ACTIVITIES**

- **Parent-Teacher Conferences**

Parents/Guardians are encouraged to share any pertinent information that they think might be helpful for the teacher in his/her work with the child. Parents/Guardians may request a conference at any time to discuss their child's academic, behavioral or emotional progress.

Teachers may also ask Parents/Guardians for an additional conference when there is a concern or issue to discuss. We believe that working in a close partnership with Parents/Guardians is one of the most effective ways to support student progress. IEP meetings are held as needed. Parents/Guardians can request an IEP meeting at any time.

- **Written Reports**

Report cards are sent home quarterly. Each individualized report includes grades for each academic subject and a narrative documenting progress on each IEP goal. LEA based quarterly progress reports, indicating IEP goal progress, are also completed on a quarterly basis. A final yearly report is written at the end of the school year. This report provides a narrative report of IEP, academic and therapy goals.

## STUDENT CODE OF CONDUCT

- Students show respect towards staff, students, and self at all times.
- Students use appropriate language. Profane or foul language is not permitted. Threatening or harassing language is not permitted. Inappropriate drug talk is not permitted (i.e. – drug slang, discussions glamorizing the use or sale of drugs, etc.)
- Students do not argue with staff about the decisions made in the course of doing their jobs.
- Tapes, literature, or magazine containing profanity or indecent language are not permitted.
- Threatening behavior is not permitted. Students will not tease, hit, kick, or otherwise engage in aggressive physical contact. Student may not “pretend” or “play” guns, karate, or any forms of violence.
- Students will not engage in any dangerous behavior while being transported to school activities in school vehicles. Students will respect the bus driver or staff member driving the vehicle. Students will follow all other rules of student conduct outlined while being transported.
- Possession of a weapon is not permitted. No items that could be used for or mistaken for a weapon are permitted at the school. This includes clothing, jewelry accessories, and belts with spikes, bar rings, toy guns, etc.
- Possession of, use of, or selling drugs or alcohol is not permitted.
- Firecrackers, or any flammable objects (including lighters) are strictly forbidden on school property.
- Smoking or chewing tobacco products is not permitted on school or bus property or during school supervised activities. Spitting is not allowed (by law in Fairfax County, VA).
- Students are not permitted to gamble or place bets.
- Students are not permitted to buy, sell, or borrow property from fellow classmates unless given permission by a staff member.
- Students are required to wear appropriate clothing to school.
- Students may not carry cell phones during school. Cell phones must be turned off and left at the Front Office or left at home.
- Students must always remain on school grounds unless accompanied by a staff member.
- On school outings or during P.E., students will remain with their supervised group at all times.
- Students are responsible for bringing pen/pencil/paper, etc. as required for specific classes. Students should be seated and prepared for class work at the start of class. Students are required to complete classwork and homework in order to maintain good standing status at the school.

- Students are responsible for their own personal property. Students should not bring valuable items or money to school. Students are responsible for replacing broken equipment, destruction to the building or destruction or loss of books and materials.
- Students are responsible for the destruction of their own, other students, staff and school property when initiating the act of physical aggression.
- Students are not permitted to make any phone calls during the school day without permission of a staff member.
- If a student comes to school or leaves school in a vehicle other than the regular transportation due to appointments, the adult who drives the student must come to the Front Office. The adult must sign the student in late or sign him/her out early. The adult must have prior approval from the Parent/Guardian in the form of a written letter or as noted on the student's Emergency Information.
- Students will follow all safety directions and will not talk during any safety drill or emergency evacuation unless given permission to do so by supervising staff members.

***PLEASE SEE ADDITIONAL IN-DEPTH INFORMATION IN THE ATTACHED 2023-2024 BEHAVIOR MANAGEMENT/LEVEL SYSTEM.***

#### **SCHOOL DRESS CODE**

- Students are expected to comply with the school dress code found in the Parent/Student Handbook. Simply put, students are expected to wear school appropriate clothes that do not distract from the learning environment.
- **ALL** students may wear jeans or any appropriate pants, skirts or shorts.
- **For ALL students: If clothing has rips, tears or holes that expose the skin, tights or other clothes should be worn under.**
- Jewelry that poses a safety risk – face piercings, medallions and large hooped earrings are not allowed.
- Shorts and skirts must be finger-tip length.
- Pants should be pulled up and cover underwear.
- Platform heels higher than 1.5 inches are not allowed.
- Flip flops, shower shoes, cleats and slides are not allowed.
- Hats, hoods and hair coverings – to include ski masks are not to be worn in the school building.

#### **PROTECTION OF THE RIGHTS OF STUDENTS AND FAMILIES**

Accotink Academy ensures the protection of the rights of students and families in the following areas:

➤ **PROTECTION OF RIGHTS GRANTED BY FEDERAL AND STATE GOVERNMENT PERTAINING TO EDUCATION**

Accotink Academy ensures that all regulations regarding the confidentiality and proper maintenance of educational records are followed, as well as any laws and licensing requirements pertaining to the proper

operation of a private school in the Commonwealth of Virginia. Parents/Guardians and students are provided with a Procedural Safeguards document listing their rights and responsibilities under federal and state law upon request as well as at the time of annual IEP meetings. Accotink Academy maintains student records covering the duration of the student's education at the school in accordance with the Virginia Board of Education directives outlined in the document, "Management of the Student's Scholastic Records in the Public School of Virginia." All records are confidential and can be accessed only by authorized individuals.

In order for any educational records to be sent outside the facility, the Parent/Guardian must sign a release. LEAs and other school officials from the student's county/district/state have access to all student records.

➤ **THE RIGHT TO HAVE COMPLAINT ADDRESSED**

Accotink Academy has a formal complaint resolution process. Parents/Guardians and student are informed that they can ask that a complaint form be completed by the staff person to whom they are making the complaint, or the Parent/Guardian or student can complete a written complaint form and submit it to our Director. Complaints or concerns are addressed during weekly staff meetings or on-site Management Team meetings at the school. We work together with staff, Parents/Guardians and students to bring about satisfactory resolutions to all complaints and concerns presented.

➤ **COMPLAINT RESOLUTION PROCEDURES**

Accotink Academy complies with the Virginia Department of Education (VDOE) complaint resolution procedures outlined in 8VAC 20-671-160, and the Office of the State Superintendent of Education (OSSE). A complaint may be filed with the VDOE or OSSE by any individual or organization and shall address any action that occurred not more than one year prior to the date of the complaint. The complaint must provide a statement of disagreement and an investigation will determine whether the school is in compliance with that regulation.

In the event that a Parent/Guardian/student is in disagreement/unhappy with the classroom teacher, support services or treatment that their student is receiving at Accotink Academy, they are encouraged to make an appointment to discuss matters of concern so that no time is lost or a child's progress hindered. The first response should be to discuss it with your child's teacher. Should the Parent/Guardian not feel that his/her concerns have been resolved, the Director is always available as the next source, as well as the Clinical Director.

In the event that a resolution cannot be achieved by the Classroom Teacher, Service Provider, or Director, the Parent/Guardian can make a confidential complaint to:

Whitney Sado Bakke  
Monitoring Specialist, Non-Public Unit  
Division of Specialized Instruction  
Office of Teaching and Learning  
District of Columbia Public Schools  
1200 1<sup>st</sup> Street, NE  
Washington, DC 20002  
T: 202-794-3611  
E: [whitney.bakke@k12.dc.gov](mailto:whitney.bakke@k12.dc.gov)  
W: <http://dcps.dc.gov>

Office of Dispute Resolution  
1050 First Street, N.E.  
Washington, DC 20002  
Phone: 202-698-3819  
Fax: 202-478-2956  
[Hearing.Office@dc.gov](mailto:Hearing.Office@dc.gov)  
<https://dc.gov/service/specialized-education-state-complaints>  
<https://osse.dc.gov/service/office-dispute-resolution-odr>

Danielle Basham  
Private School Monitoring Specialist  
Office of Special Education Facilities and Family Engagement  
Virginia Department of Education  
P.O. Box 2120  
Richmond, VA 23218-2120

➤ **FREEDOM AND PROTECTION FROM MISTREATMENT, ABUSE, AND NEGLECT**

Child abuse and neglect is defined in the Code of Virginia (Section 63.1-248.2) as when a person responsible for the care of a child (1) causes or threatens to cause a non-accidental physical or mental injury; (2) neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing or health care; (3) abandons the child; (4) neglects or refuses to provide adequate supervision in relation to a child's age and level of development; or (5) commits or allows to be committed any illegal sexual acts upon a child; including incest, rape, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material. In addition, at Accotink Academy we define mistreatment of a child or student as any disrespectful, belittling or provocative language or gestures directed at the student.

Accotink Academy has several safeguards to protect students from mistreatment, abuse, or neglect. Accotink Academy reports all incidents of suspected abuse or neglect to Child Protective Services (CPS), as required by law. The procedure for making such a report is as follows: the staff member receiving information about suspected abuse or neglect informs that Clinical Director. The Clinical Director convenes an emergency meeting to determine the best course of action to ensure the student's well-being.

We provide training to all staff regarding the proper treatment and supervision of students in order to ensure that students are protected from abuse and neglect at our school. All complaints or concerns about how staff handle situations involving the supervision and discipline of students at Accotink Academy are carefully reviewed and responded to. The procedure for reporting a complaint or concern about staff mistreatment/abuse/neglect of a student is the same as outlined in the above section. We facilitate communication between staff members, Parents/Guardians, and students when there is a problem and try to resolve any misunderstandings. Any staff member who mistreats a student is subject to serious disciplinary measures. Any complaint of abuse or neglect against a staff member that meets reporting guidelines is reported immediately to Child Protective Services. Further, the student's LEA, OSSE or the State Department of Human Services licensing division are notified of an employee's incident or complaint within 24 hours or the next work day.

➤ ***STUDENT HARASSMENT, BULLYING, AND DISCRIMINATION***

All students are always expected to show respect towards one another. At no times are students permitted to harass, bully, or discriminate against other students or staff base on race, ethnicity, religion, handicap, physical differences, socio-economic status, or sexual preference. Accotink Academy's main goal is the protection of our students and to create a safe, comfortable environment. Accotink prohibits all forms of bullying, harassment, and discrimination.

Bullying is defined as the repeated aggressive physical or verbal behavior used to hurt others physically or mentally to gain power over them.

Harassment can be verbal, written, graphic or physical in nature as it relates to a person's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, or religion.

Discrimination is unjust treatment based on race, age, gender, sexual orientation, disability, marital status, political or religious conviction, family status or conviction.

Accotink Academy encourages all student who have been bullied, harassed, or discriminated against to immediately report incident to a school administrator or counselor. The information will be investigated, and a solution/consequence will be delivered.

➤ ***THE RIGHT TO AN ALCOHOL-FREE, DRUG-FREE, AND TOBACCO-FREE ENVIRONMENT***

Accotink Academy ensures that an alcohol-free, drug-free, and tobacco-free environment is provided to our students and staff by:

- Prohibiting staff from consuming intoxicating and/or hallucinogenic agents while on duty or while officially "on-call" at the facility.
- By imposing severe consequences on students who are found with alcohol, drugs, or tobacco products on school grounds or at school-sponsored activities.
- By notifying all visitors of our alcohol-free, drug-free, and tobacco-free environment.

➤ ***RIGHTS OF STUDENTS TO DUE PROCESS AND REVIEW OF DISCIPLINARY PROCEDURES***

- Students will not be mistreated or abused in any way.
- If behavior warrants disciplinary action, the student's team and Administration will determine the appropriate consequences.
- A student may, with the aid of Parent/Guardian, review disciplinary actions with the Administrative staff.
- Students are entitled to due process when other than routine disciplinary actions are involved.
- Parents/Guardians are notified as quickly as possible by telephone and in writing about the reasons for and the length of the suspension.
- Written notification of any Out-of-School Suspension will also be forwarded to the student's LEA and be placed in the student's permanent cumulative folder.
- Whenever an individual is repeatedly disciplined, a Parent/Guardian Conference will be required involving Parents/Guardians, Classroom Teachers, Counselor, LEA, and the Director or her designee.
- Lunch, designated snacks, and bathroom privileges will not be taken from students for any reason.

➤ ***ORIENTATION PROCESS***

During the admissions interview, Parents/Guardians and students are oriented to the relevant practices and procedures of the school by receiving written descriptions of general policies, school calendar, emergency procedures, Parent/Guardian involvement program, and behavior management procedures. This information is primarily contained in the Parent/Student Handbook that is given to all students and their families. Parents/Guardians will receive additional information by way of phone calls, other written communications and/or notices throughout the year.

➤ ***QUALITY ASSURANCE SERVICES***

At Accotink Academy, the Director and specified team members are responsible for quality control. It is the responsibility of this team to develop a process of program review so that Accotink Academy can ensure the highest standards of education services delivery as well as the highest level of consistency between our stated objectives and actual implementation of academic programs and services. At Accotink Academy, we work to accomplish these goals in the following ways:

- By ensuring state-of-the art teaching in every classroom.
- By ensuring that all VAISEF standards for accreditation are carried out throughout the school.
- By ensuring that all IEP goals and objectives are realized in every classroom.
- By ensuring that the curriculum based upon the Virginia Standards of Learning or the Common Core Standards is consistently implemented throughout the school.
- By providing comprehensive staff training in such topics as specialized teaching strategies, understanding learning disabilities, and improving behavior management techniques in the classroom.

- By ensuring that teachers, special educators and service providers have the necessary education and background, training and experience to be effective with our students.
- By ensuring that the policies, procedures, and practices of Accotink Academy are consistently carried out throughout the school.
- By ensuring accountability of all staff and students.
- By encouraging regular communication and coordination between the behavior management staff, teachers, service personnel and administrative staff.
- By implementing our system of oversight and coordination of all program, service, and environmental components by the Director at the school.
- By ensuring that service strategies and objectives are reflected in individual student objectives, instructional approach utilized, physical organization of the environment, use of materials, and management of student behavior.
- By maintaining complete and accurate records of students and following all Department of Education, state and federal guidelines with respect to the maintenance of confidential educational records.
- By providing regular supervision, observation and evaluation of teachers and support staff.
- By establishing specific procedures through which students, Parents/Guardians, and staff can have input into operations, the development of policies and procedures, and the direction of the school.
- By maintaining regular communication with outside professionals, advocates, and Parents/Guardians.
- By following a clear compliant resolution process at our school that leads to the effective and satisfactory resolution of concerns for all parties.
- By following a systematic process of developing and revising all policies and procedures and ensuring that changes are provided in written form to consumers, staff, Parents/Guardians, and students.
- By planning and implementing quality assurance reviews focused on analyzing the effectiveness and utilization of different program and service components.
- By planning institutional growth and development activities and projects that will lead to improvements in our delivery of quality educational programming both in the short- and long-term.

## **EMERGENCY PROCEDURES**

Our top priority is the safety our students and staff. Always be alert and aware of what is going on around you. In the event of severe weather, acts of terrorism or any area wide-emergency, Accotink Academy will coordinate with all local authorities involved. In the event of loss of utilities, fire, severe injury or any situation specific to Accotink Academy, all Parents/Guardians will be contacted.

Be aware of strangers and of strange cars with drivers not associated with the school. Report suspicious people and cars to the office immediately. NEVER RELEASE a student to anyone unless you have determined that the person is allowed to take the child. Always check with Administrators first. Students should never get into a car unless the release has been cleared through the office.



➤ **HIGH WINDS OR SEVERE WEATHER**

1. Monitor National Weather Service weather radio and/or television stations that broadcast Emergency Alert System messaging.
2. Notify appropriate staff members of the potential severe weather.
3. If there is a heavy weather warning, a "Code Grey" will be announced.
4. Gather up any students and staff you see, and get them into shelter. Be sure to account for ALL students and ALL staff. We will take attendance and relocate everyone when it is safe.
5. Move out of areas with windows into interior hallways, bathrooms, basement of Bldg. A, and the crossover between Bldg. A and Bldg. B. Ideally, staff members will provide direction to safe areas; however, individual employees may need to make decisions.
6. Service Providers and Office Staff should spread out to help with student supervision.
7. Clinic Aide will check for any injuries.

Remember, YOU may have to make the decision to move staff and students near you in an emergency situation. Keep everyone together and keep calm. Report the incident to the Front Office and any necessary emergency personnel as soon as you can.

Other possible places to go to move students and staff out of dangerous areas:

- Into the nearest room when the danger is more immediate
- To the basement area
- Through the basketball court area to the back of the Fire Department
- To McConnell's back yard
- To West Springfield High School
- To Messiah Church on Rolling Road (across from the Post Office)

➤ **SHELTER IN-PLACE PLANS**

- Move all persons to the lowest level of the building to a safer environment.
- Take attendance of staff and students.
- Maintain calm while making plans to divide staff and students into groups, assign staff, and distribute supplies.

All staff and students will move in single file, safely and silently. You should alert Administrative or other staff to locate any of your students who might be off campus or outdoors beyond hearing of announcements.

Teachers must take along: Student Information Books (containing student schedules indicating service providers and times, location of students each period, Student Enrollment Forms).

Clinic Aide will take pre-positioned medications for students. The Building Supervisor will be responsible for food, water, radio, and flashlight.

Service staff should take along any of the above that they have, especially Student Information Sheets. Employees are responsible for the students who are with them and should assist with supervision of all students in the area. Whenever possible, staff should re-unite students with their homeroom teacher.

Always maintain a calm and soothing voice and attitude; let students know we are going to take care of them. Involve students in activities to keep them busy.

Conduct planning conversations out of hearing range of students. Discourage use of radios within hearing range of students. Keep staff and students indoors until threat is assessed; keep panic and rumors to a minimum.

Best advice for all situations – **BE ALERT, BE STRONG, AND THINK ON YOUR FEET.**

➤ **EMERGENCY PROCEDURES FOR POWER OUTAGE**

▪ **Gas Line Break**

1. Evacuate the building immediately. Announcement will be made by the Front Office to exit the building. Staff and students will follow the exit routes utilized during fire drill procedures.
2. Call 911 to report gas leak and that premises have been evacuated. The Safety Coordinator will also call the Gas Company emergency line.
3. Safety Coordinator will turn off main gas shut off valve.
4. No one will re-enter the building until fire or utility officials declare it is safe.

▪ **Electrical Power Failure**

1. Evacuate building if danger of fire. Staff and students will follow the exit routes utilized during fire drill procedures.
2. Safety Coordinator will notify the Fire Department (if needed) and power company.
3. Code Blue will be called.
4. Emergency lighting will be activated.
5. Support staff should help in the classrooms as needed.
6. Keep instructing or select alternative activity.

▪ **Phone Service Disruption – Entire School**

1. Safety Coordinator will call the IT Department to report the problem.
2. Safety Coordinator will call the phone company if the IT Department is unable to correct the problem.
3. Walkie-talkies will be distributed to staff throughout the school for communication.

➤ **BUS OR OTHER ACCIDENTS**

Bus or vehicle accidents that occur while a school district's vehicles are transporting students to and from Accotink Academy are handled by the transportation personnel following the guidelines of their school

district policies for reporting the incident to Parents/Guardians, supervisors, emergency personnel, etc. In cases of injuries or deaths, Accotink Academy will provide personnel for emotional support and/or crisis management as needed.

If the bus or vehicle crash occurs during the school day, with an Accotink Academy employee driving, the driver or supervising adult calls 911. An able adult will then contact Accotink Academy with the information. Accotink Academy will notify Parents/Guardians and school districts of the incident and provide updates as they occur. In cases of injuries or deaths, Accotink Academy will provide personnel for emotional support and/or crisis management as needed.

➤ **DEATH/SERIOUS INJURY OF A STUDENT OR STAFF MEMBER**

- Director/designee will verify information concerning death or serious injury.
- Director/designee will call an emergency meeting to notify staff.
- Students will be called to homerooms and provided needed information by staff/administrators and counseling staff.
- Emotional support and crisis management will be provided.

➤ **BOMB THREATS**

• **Telephoned Bomb Threats**

The person answering the phone will:

1. Direct someone else to also listen in to the call.
2. Take notes – record caller’s words verbatim.
3. Attempt to find out as much as you can regarding the caller and explosive.
4. Listen for background noise/sounds.
5. Report the call immediately to the Director/designee.
6. Director/designee will make call for evacuation of building.
7. Director/designee will call 911.
8. Follow direction of emergency personnel.
9. Re-entry to building will be determined by emergency personnel.

• **Threat Received via Email and Website**

The person receiving the threat will:

1. Save the message.
2. Report the message to the Director/designee.
3. Director/designee will make the call for evacuation of building.
4. Director/designee will call 911.
5. Follow directions of emergency personnel.
6. Re-entry to building will be determined by emergency personnel.

➤ **GUN, KNIFE OR OTHER WEAPONS THREAT**

• If aware of a weapon on school grounds

1. The Director/designee calls 911 to notify Police of situation.
2. If the weapon is located on an individual - he/she will be isolated.
3. If the weapon is in a locker or classroom, access to those areas will be prevented.
4. Follow guidelines from Police as far as conducting weapon search.
5. If weapon is found during search, it is immediately handed over to the Police.

- If a person displays a firearm, begins SHOOTING or shots are heard:
  1. The Director/designee will assess the situation.
  2. Lockdown procedures will be initiated.
  3. The Director/designee will call 911 to request emergency services and provides as much information about the situation as possible.
  4. Follow directions or emergency personnel.
  5. First aid will be provided.
  6. Parents/Guardians of victims will be notified of incident and location of child.
  7. Upon direction of emergency personnel, off-site evacuation will be organized, if needed.
  8. Provide liaison for family members of anyone injured.
  9. At the end of the situation, conduct a debriefing and provide crisis counseling, as needed.

➤ **HAZARDOUS MATERIALS SPILL**

In the event of a hazardous material incident inside/outside of the school building:

1. Students and staff will be moved away from immediate area.
2. Director/designee will call 911 and provide information regarding the spill/materials.
3. Building will be evacuated, if needed, or directed by 911 personnel.
4. Follow command of the emergency response personnel regarding the steps to be taken regarding evacuation, shelter-in-place, and ventilation system.
5. Building will be re-entered upon direction of emergency response personnel.

➤ **FIRE/EXPLOSION AND/OR SMOKE DRILL PROCEDURES**

Accotink Academy will conduct a Fire Drill once a week during the first month of school. One unannounced monthly drill will be conducted each month subsequently. The drills will be documented by school staff upon completion of the exercise. Documentation will be on file.

1. Respond to the fire drill alarm immediately. Students will exit the building quietly.
2. In a real incident, the Director or designee will call 911 with information about the emergency.
3. Teachers and service providers are responsible for all students in their care when the fire alarm sounds.
4. Teachers will take the attendance sheet and daily schedules for each student.
5. Proceed to the designated evacuation area. BIC and support staff will assist in taking attendance.
6. The Director/designee will meet the responding fire and police personnel.
7. Directions will be followed as issues by emergency personnel.
8. No re-entry to the building until directed by emergency personnel.

➤ **TORNADO**

Accotink Academy will conduct one Tornado Drill each school year during the month of March. The drill will be documented by school staff upon completion of the exercise. Documentation will be on file.

1. If a tornado warning is issued, a code Grey will be announced.
2. Staff will gather any students and staff within sight and guide them into shelter in a designated area. Designated areas include interior hallways, basement of Bldg. A and the crossover between Bldg. A and Bldg. B.
3. Service Providers and Office Staff will spread out to help with student supervision.
4. A code Green will be issued indicating the emergency has passed and school functioning can return to normal. Students will be escorted to their homerooms.
5. Teachers will take attendance.

➤ **EARTHQUAKES**

Accotink Academy will conduct one Earthquake Drill each school year. The drill will be documented by school staff upon completion of the exercise. Documentation will be on file. In the event that ground begins shaking or a loud explosion is heard or felt the students will take cover.

- Students in a room with tables and/or desks will:
  1. Take cover under a nearby desk or table. Students under the table or desk should cover as much of their body as possible.
  2. Cover their eyes by leaning against their arms.
  3. Hold on to the legs of the table or desk. Remain in position until a code Green is issued.
  4. Students will be escorted to their homerooms and teachers will take attendance.
- Students outside of rooms with tables or chairs will:
  1. Drop to the floor along an interior wall.
  2. Sit on their knees, leaning over with face down for protection. Hands should be intertwined behind the neck. Remain in position until a code Green is issued.
  3. Students will be escorted back to their homerooms and teachers will take attendance.

➤ **INTRUDER**

Accotink Academy will conduct two Intruder Drills per school year. The drills will be documented by school staff upon completion of the exercise. Documentation will be on file.

1. Respond to code Red by reporting to assigned lockdown location as soon as possible.
2. Teachers/Staff will quickly check area outside of designated location to locate any students and/or staff before closing blinds and locking doors.
3. All persons in the rooms must stay away from doors and windows. No one is to leave the room.
4. All persons must keep hands visible if law enforcement enters the room.
5. Doors will be unlocked when predetermined all clear signal (usually code Green) is given.
6. Students and staff will be instructed where to go upon the all clear.

➤ **MISSING OR ABDUCTED STUDENTS**

- In the event of a missing student:
  1. Verify student is missing.
  2. A code Yellow will be issued stating the student's name.
  3. BIC staff will conduct a search of the student.
  4. If necessary, BIC will interview other students to gather information about the missing student.
  5. Police will be called for assistance as needed.
  6. Code Green will be issued upon location of the student.
  
- In the event of an abduction/kidnapping of student:
  1. Verify that the child has been abducted.
  2. The Director/designee will call 911 and provide any gathered information regarding the abduction.
  3. The Director/designee will contact Parent/Guardian.
  4. If appropriate, BIC will secure the building.
  5. Provide Police with student information (vital statistics, restraining orders, etc.).
  6. Follow directions of Police.
  7. Arrange crisis counseling, if necessary.

➤ **TERRORISM**

1. Monitor the situation to determine evacuation, secure the building or student release, if necessary.
2. Keep staff informed of situation.
3. Consult with emergency personnel, as needed.
4. Stay calm and address student needs.
5. Monitor student behaviors and reactions and make referrals to the appropriate staff.
  
6. Follow Universal Response Procedures, if warranted.

➤ **FLU OUTBREAK/PANDEMIC**

- Health and Safety Team will be arranged.
- Staff, parents, and students will be trained on symptoms, proper hygiene, when to stay home and emergency supplies. Additional resources will be sent to Parents/Guardians as they are received by the school.
- Clinic Aide will keep track of student absences and follow through as needed with the Health Department.
- Daily disinfecting of classroom and common areas will be conducted.
- Additional sanitation supplies will be on hand, such as hand sanitizer, soap, tissues, surgical masks, etc.
- Social distancing and restricted movement will be enforced, as needed.
- Field trips and sport events will be modified, postponed or cancelled.
- Personal protection equipment will be utilized, if needed.
- Separate room will be set up for students feeling ill with flu/virus symptoms.

- Accotink Academy will follow the school open/closure recommendation of the Governor and/or the Virginia Department of Education.
- Accotink Academy will update Parents/Guardians and student’s LEAs as information is received.
- Students will have access to laptops in the case of mandated school closure and virtual learning must take place.
- Team will keep apprised of all information regarding return to in-person school.

➤ **EMERGENCY COLOR CODE SYSTEM**

These are announced through our paging system:

Code PURPLE	A Code Purple indicates that all staff certified with Handle with Care (authorized restraint training) should report to the designated area announced with the code, with service providers and administrative staff simultaneously ensuring classrooms are adequately staffed.
Code BLUE	When a Code Blue alert is issued, staff and students should remain where they are. This code typically indicates an emergency situation such as the Police or Ambulance being called, or a physical altercation or restraint.
Code GREEN	A Code Green is issued whenever the emergency situation indicated by the codes above has been resolved and school functioning has returned to normal.
Code GREY	A Code Grey indicates that there is a tornado in the area. Staff should assist students in following the tornado preparation protocol.
Code ORANGE	A Code Orange indicates that BIC staff is needed immediately.
Code RED	This code is utilized for very severe circumstances. When a Code Red alert is issued, staff and students are to remain where they are and office and classroom doors are to be locked. Staff and students should also stay away from all windows.
Code YELLOW	A Code Yellow alert is issued when a student is out of location of missing on school grounds. The Code Yellow is announced followed by the student’s name. If a staff member sees the student, Behavior Intervention Center should be notified immediately.

## 2024-25 School Year Calendar

August 26 - August 30	All Staff In-Service
September 3	First Day of School for Students
September 18	Half Day for Students-Staff Development
October 14	No School-Indigenous People Holiday
October 16	Half Day for Students-Staff Development
October 30	End of First Quarter
October 31	Student Holiday-Teacher Workday
November 1	Student Holiday -Teacher Workday/Parent Conferences
November 20	Half Day for Students-Staff Development
November 27	Early Dismissal-Half Day for Students and Staff
November 28-29	Thanksgiving Holiday
December 18	Half Day for Students-Staff Development
December 20	Early Dismissal -Half Day for Students and Staff
December 23 - January 1	Winter Break
January 2	Students Return to School
January 15	Half Day for Students-Staff Development
January 17	Second Quarter Ends
January 20	No School-Martin Luther King Holiday
January 21	Student Holiday-Teacher Workday
February 17	No School-President’s Day Holiday
February 19	Half Day for Students-Staff Development
March 19	Half Day for Students-Staff Development
March 28	End of Third Quarter
March 31	Student Holiday-Teacher Workday/Parent conferences
April 11	Early Dismissal-Half Day for Students and Staff
April 14 - April 18	Spring Break
May 12	Student Holiday-Teacher Workday
May 21	Half Day for Students-Staff Development
May 23	Early Dismissal-Half Day for Students and Staff
May 26	No School-Memorial Day Holiday
June 18	Half Day for Student and Staff—Last Day of School and Graduation

*\*Calendar is subject to change if days are needed as make-up due to inclement weather\**