

# **ELITE ACADEMY**

## **PARENT AND STUDENT HANDBOOK AND CODE OF CONDUCT**



**ELITE ACADEMY  
4510 Plank Road  
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(540) 412-5028 Phone  
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## WELCOME TO ELITE ACADEMY

Dear Students, Parents & Guardians,

On behalf of the Elite Academy staff, we would like to welcome you to the 2022-2023 school year! We are happy to have an opportunity to work with you. Our goal at Elite Academy is to prepare students with the skills they need to have a successful future. The student handbook is designed to provide you with valuable information about our program such as our philosophy and methodology, the Levels System, and other information you will need to know as a student, or parent/guardian of a student. **Please read through the handbook and sign and return the Parent/Guardian Participation Agreement Signature page and the Handbook Acknowledgement page (attached).**

Our program follows the curriculum set forth by the Virginia Standards of Learning. Students are also exposed to the life skills necessary for future success. Students learn coping strategies, work toward developing social and interpersonal relationships, and enhance their problem-solving skills. Our daily routine is designed to help students learn more about themselves and to teach them effective skills for dealing with life's challenges.

We hope that your enrollment at Elite Academy will be a positive experience for you and your family. The staff is supportive and always works with your best interest in mind. The duration of your stay at Elite Academy depends on how much effort you put into the programs designed for your success.

If you have questions about the handbook, please contact administration. We will be glad to assist you as you begin your school year at Elite Academy.

Sincerely,

Bassel Helmi

*Bassel Helmi*

Executive Director

Vicki Bennett, M.Ed.

*Vicki Bennett*

School Administrator

# **AN INTRODUCTION TO ELITE ACADEMY**

## **Administrative Staff:**

Bassel Helmi, Executive Director  
Vicki Bennett, School Administrator  
Vacant, School Counselor  
Melinda Beachum, HR/Administrative Coordinator

## **Teaching Staff:**

Reggie Rivers  
Vicki Bennett

## **Support Staff:**

Mary Billingsley- Behavior Support Staff  
Falisha Green - Behavior Support Staff

***For administrative matters, contact Vicki Bennett. For information regarding student attendance, contact Melinda Beachum.***

**3345 Shannon Park Drive, Fredericksburg VA 22408  
540.412.5028 phone  
540.412.5030 fax**

***Elite Academy's office hours are 7:30 am until 3:30 pm. Administrative staff will be available during these times for your phone calls and/or to assist you as needed.***

## **MISSION**

Elite Academy's mission is to provide a comprehensive academic and behavioral program, enhanced with social and emotional support, to empower students to achieve their full potential.

## **PHILOSOPHY**

Elite Academy is a supportive day school providing counseling designed to meet the specialized academic needs of young people who have difficulty adjusting to the academic and social demands of public school. Students at Elite Academy are given the opportunity to progress in their schoolwork while also improving their behavior. The school's supportive environment encourages independence, self-esteem, respect for self and others, and accepting responsibility for decisions and actions. Classes are small and work is completed at a pace best suited for each student's academic level and learning style.

## **GOALS and OBJECTIVES**

The goal of Elite Academy is to help students improve their problem solving, interpersonal, communication, decision-making and academic skills by providing a safe and nurturing environment. Students are encouraged to examine their behaviors, accept responsibility for their choices, and seek appropriate solutions.

At Elite Academy we believe that the process of making positive and lasting changes is most successful when those closest to the student are involved and supportive of the school's program and recommendations. The foundation for Elite Academy's objectives is based on students being actively involved in setting their own goals, determining methods of achieving those goals, and evaluating their progress. Elite Academy believes when students learn their personal strengths, they gain confidence and can begin resolving problematic or emotionally charged situations in an appropriate and healthy manner. To that end, Elite Academy seeks a collaborative and harmonious relationship with parents/guardians and other professionals involved in caring for the needs of each student. Additionally, we cooperate with local education agencies and are committed to aiding students with post-secondary transition.

## **HISTORY AND PROGRAM DESCRIPTION**

Elite Academy opened its doors in October of 2011 in response to a need in the community for an alternative to public school. Elite Academy provides special education and related services to students ages 5 to 22 with psychological, emotional, behavioral, and/or learning difficulties or disabilities.

Our small student-teacher ratio, self-contained classrooms, individualized academic programs and a highly structured and supervised atmosphere promotes academic and

behavioral success. Integrated into the academic coursework are life skills education, physical education, social skills training, and behavior management training. Students have the opportunity to participate in both individual counseling and group counseling while enrolled at Elite Academy.

Educational curriculum is based on the Standards of Learning (SOL's) and each student has an Individualized Education Plan (IEP). IEP's are developed by a team consisting of one or more representatives from the student's base school, Elite Academy staff, the parent/guardian, and the student if he or she is over age 14.

Students are placed in self-contained classrooms with a maximum of eight students. Each elementary, middle and high school classroom has a special education teacher and a behavior support staff. All students receive instruction in language arts, reading, math, science, social studies, health, and physical education and follow the Virginia Department of Education regulations and standards. In addition, students receive instruction in social skills, including anger management, conflict resolution, and problem solving. Behavioral and academic objectives for all students include the following:

1. To discover and acknowledge the source(s) of conflict that leads to maladaptive behavior and accept responsibility for his or her own behavior and/or choices.
2. To develop appropriate and healthier ways of managing emotions and behavior.
3. To develop academic and social skills as well as anger management skills necessary to succeed in public school and the community.
4. To improve academic and social functioning to the point of mastering academic and behavioral goals and objectives listed in the IEP.
5. To accept and prepare for a transition to public school.

Elite Academy is committed to the principle of equal opportunity. The school enrolls students and employs staff without regard to race, sex, color, national, ethnic origin, religion, sexual orientation, or disability. All students have equal access to the rights, privileges, education, and activities at *Elite Academy*.

## **PROGRAM APPROVAL**

In accordance with the provisions of Title 22.1, Chapter 16, Sections 22.1-319 through 22.1-335 of the Code of Virginia (2050) as amended, and applicable regulations of the Board of Education, Elite Academy holds a License to Operate as a Private Day School for Students with Disabilities. Included disability categories are Autism, Emotional Disability, Intellectual Disability, Other Health Impairment and Specific Learning Disabilities.



# **ELITE ACADEMY PROGRAM INFORMATION**

## **ACADEMIC PROGRAM**

Elite Academy is a private special education day school serving K-12 students from the age of 5 to 22. Public school students are placed through their IEP's and are funded through local monies. Private placement is also available. Elite serves students identified with autism, emotional disability, intellectual disability, other health impairment, and specific learning disability. Students at Elite Academy are afforded the same educational opportunities as those in the public school system to include, but not limited to, Math, Science, English, Social Studies, PE and Health, as well as multiple electives such as art and music appreciation. Elite Academy attempts to mirror the curriculum of each child's base school to help accommodate transition. Students, parents/guardians, and the local placing agencies are kept abreast of student academic progress through interim reports and report cards (report cards are completed every nine weeks). Parent-Teacher conferences are held every nine weeks. Information regarding grades and course completions are forwarded to the base schools. It is their responsibility to award credit for successfully completed class work as well as make graduation determinations.

The following grading scale is used by Elite Academy to evaluate student academic progress:

A—100-90  
B—89-80  
C—79-70  
D—69-60  
F—59 & below

Each classroom will have a minimum of one Special Education teacher and one behavior support staff. All guidelines set forth by the Virginia Department of Education for low incidence student populations will be adhered to.

## **ADMISSION**

### **Admission Requirements**

- Students with the following characteristics are eligible for admission consideration:
- Students who have an Individualized Education Plan
- Students at least 5 years of age and no older than 22
- Students with Autism, Emotional Disability, Intellectual Disability, Other Health Impaired, and Specific Learning Disability
- Students with academic and/or behavioral difficulties that prevent satisfactory adjustment in a less restrictive environment
- Students who require an academic based education rather than a daily living skills or vocational based program
- Students who exhibit significant impairment in educational and/or social or interpersonal functioning

- Students who require curated, educational day placement and are not in need of a more restrictive residential placement
- Students who have an Individualized Education Plan
- Students at least 5 years of age and no older than 22

## **Procedures for Admission**

Students are placed at *Elite Academy* by our local public-school partners as a result of an Individualized Education Plan (IEP) Committee decision, as well as through private placements or by community agencies. *Elite Academy* strives to be responsive to the timelines and needs of the referring agency and prospective student. Every effort to facilitate placement or referral is made in a timely manner.

## **General Procedures for Applying to Elite Academy are as follows:**

1. LEA contacts Elite Academy with general information on a potential student and to inquire about openings in the classroom.
2. LEA provides Elite Academy with the following documentation, which will help determine if placement at Elite Academy is appropriate:
  - IEP
  - Triennial
  - Evaluations-Psychological, Education, Social History, Educational Profile
  - Behavior reports (including Manifestation reports and suspensions)
  - Comprehensive physical examination & current immunization record
  - School transcript, SOL scores and report cards
3. Once LEA documentation has been received and reviewed by Elite Academy staff, a tour and meeting are scheduled with Parent/Guardian and LEA.
4. Elite Academy notifies Parent/Guardian and LEA of acceptance or denial of students.
5. Upon acceptance of a student, Elite Academy will send an Enrollment Agreement to the county/city funding agency and a letter of acceptance to parent/guardian along with an application packet and designated start date for the student.
6. A meeting is scheduled, if necessary, to develop an IEP or addendum to current IEP formally placing the student at Elite Academy.
7. LEA sets up transportation.

## **ATTENDANCE**

*Elite Academy* follows a published calendar operating five days a week, August through May. School starts at 8:00 a.m. and ends at 2:45 p.m., Monday through Friday. Scheduled early dismissal days students are released at 12:15 p.m. Students must remain under the direct supervision of their drivers until the door opens at 8:00 a.m. when supervision shifts to the staff of Elite Academy. **Parents/guardians must accompany students into the school when a student arrives after the start of the school day.**

Students make greater progress academically and behaviorally when present to access the program and practice the new skills they are learning. We ask for parents'/guardians' cooperation in helping ensure good attendance during the school year. In the event of an absence, parents/guardians should call (540) 412-5028 as early as possible, preferably by 8:00

a.m., to inform staff that the student will not be in school that day otherwise, upon return to school, a written note, including date, time, and reason for absence, should be provided within 3 days. In addition to the note, the reason for the absence needs to meet the criteria listed under “excused absences” below.

All student absences not meeting the criteria of “excused” will be “unexcused.” All absences, excused and unexcused, will be reported to the representatives of the sending locality. In the event that a student is on probation, absences may be reported to the probation officer as well. Elite Academy may convene the Student Assistance Team (including student, parents/guardians and a representative from the base school) any time a student reaches **(6) total absences in any given grading period**. The team will be responsible for developing and implementing a plan to improve student attendance.

### **Excused Absences**

A student’s absence will be considered excused if the parent/guardian calls the school or provides written notification of the following situations:

1. Student illness (a doctor’s note is required for 3 or more consecutive days)
2. Medical or dental appointments with a note from doctor’s office
3. Court appearance (with verification or note from the court)
4. Death in the family
5. Documented religious holidays
6. Family emergency
7. Temporary alternative placements (hospitalization, juvenile detention center, etc.)
8. Administrator approve absence

### **Tardiness**

Students arriving after 8:30 a.m. will be considered tardy. In order for a student’s late arrival to be excused, the parent/guardian must send a note including date, time and reason for tardy within 3 days of the tardy. Please note, breakfast is not offered to students who arrive late.

## **BEHAVIOR**

*Elite Academy* believes all students have the right to learn and is committed to providing a school environment that is safe and conducive to learning. Elite Academy staff strives to provide a curated learning environment that is supportive, void of disruptions, free of threats, and respectful of individual rights. Structure, consistency, clear rules and expectations, and an emphasis on positive behavioral supports provide the foundation for our behavior management program.

*Elite Academy* staff recognizes that students have difficulty regulating their behavior and find it challenging to understand the consequences of their actions. Students are assisted in identifying their behavioral triggers and provided assistance in developing appropriate alternatives. The behavior management program involves the use of a daily Behavior Record and behavior grade, a Levels System of privileges, and tiers of staff support.

## **Dispersion of Information and Increased Understanding**

Staff shall use the approved behavior management program when working with students enrolled in our school. This program is designed to assist students in modifying their inappropriate behavior in a caring, safe, and dignified environment. This program will be reviewed and modified as needed annually. When substantive revisions are made, written information regarding provisions are given to the students, parents, placing agencies and the Virginia Department of Education before implementation. With approval, staff may pilot behavior management programs. These programs will be reviewed and added to the behavior management program as appropriate.

The Behavior Support Staff Coordinator reviews the Student and Parent/Guardian Handbook with the students during the first week of school. The explanation and discussion involve objectives and rationale for the program and will specifically address the Daily Behavior Record, level system, incident reports, and CPI-based interventions. The School Counselor will meet individually with each student to discuss their IEP behavior goals. The Counselor will work to help the students understand the purpose of the behavior management program and how it relates to their specific IEP behavior goals.

## **Daily Behavior Record and Behavior Grading Scale**

A Behavior Record is completed daily for each student in increments of 30 minutes. During the day students have the opportunity to earn points for positive behavior. At the beginning of each day students are asked to identify an individual goal and their behavior and staff documents their progress toward this goal on the *Daily Behavior Record*. Points are earned for: 1) actively participating; 2) following directions; 3) maintaining a positive attitude; 4) showing respect and; 5) remaining attentive and not losing their safety contract. These points affect the final daily behavioral grade and level privileges. Staff processes the *Daily Behavior Record* with each student at the end of the school day.

**\*\*Students must earn at least 90% to accomplish the daily behavioral expectation\*\***

*Daily Behavior Records* are sent home each day. Parents/guardians are asked to review the record with their child, sign it, and send it back the next day. It is a helpful communication tool for parents/guardians to use when discussing the positives and negatives of their child's day. Parents/guardians are encouraged to follow up with the school if their child does not bring home their *Daily Behavior Record*.

Student progress toward behavior-related goals and objectives in the Individualized Education Plan (IEP) is reviewed regularly and discussed weekly by a Student Assessment Team.

*Elite Academy* staff encourages families to provide an extension of the behavior program at home and negotiate privileges such as going out, talking on the phone, playing video games, or watching TV when a student does not receive a daily point value of at least a 90%. If desired, a parent-teacher/School Counselor conference can be scheduled.

## Level System

*Elite Academy's* level system is a helpful approach to behavioral intervention—a way to teach responsibility as well as to show the connection between responsible choices and corresponding privileges. Upon enrolling at Elite Academy, students start on **level one** which is highly structured and supervised throughout the day and allows for maximum support. Responsible behavior choices allow students to move toward higher levels, each level representing increased choices and options as well as privileges. Students on higher levels show more positive behaviors and require less support to be successful. (See Appendix for more information) Components of the Level System include the following:

- List of level privileges are posted in each classroom
- Students' progress through a series of 3 levels
- Crisis management—unsafe behavior requires increased supervision and supports
- Daily student conferencing to process choices and discuss supportive strategies
- Student self-monitoring and charting is highly encouraged

*Elite Academy* believes that patterns of behavior indicate a student's true status. We believe everyone is entitled to a "bad" day without affecting their level status. Therefore, a pattern will be deemed two consecutive days of similar behavior. Two consecutive days of positive behavior allow a student to move up a level and conversely, two consecutive days of negative behavior cause a student to move down a level. For example, if a student has a 90% or above for a behavior grade **and** meets the expectations of the **safety contract** (see Appendix 2) for two days in a row, then he/she moves up a level. However, if a student earns a 90% or below for a behavior grade **or** does not fulfill the **safety contract** for two consecutive days, then they move down a level.

## Behavior Supports and Interventions

*Elite Academy's* goal is to be proactive and teach students how to successfully manage emotions and conflict by developing and utilizing healthy communication skills. These changes take time and require a supportive and encouraging staff, curative interventions, consistency, and practice. Staff utilizes the following interventions to de-escalate acting out students:

**Curative Intervention** is crucial to the success of our program and is provided throughout the day- in the classroom, during meals, during outdoor activities and during structured group and/or individual sessions. The emphasis is always proactive - helping the students gain more insight into the motivations behind their choices, evaluating outcomes and learning new, more effective ways to interact with others.

**Take 5 (T5)** is a preventive measure utilized by students who need additional time and space away from a stimulus to calm down and reflect on his/her behavior and make appropriate choices. A **Take 5** is a positive choice and therefore involves no loss of behavior points for that time frame. A **T5** is typically no longer than 10 minutes and follows these guidelines: ask for a **Take 5**, remain in the assigned area, remain quiet, and keep hands and feet to themselves. When a student does not follow these rules, the **Take 5** may become a staff-directed **Quiet Time** which results in the student not earning all his/her points.

**Calming Area (CA)** is used as a last resort when a student needs a more restrictive environment to ensure the safety of self and/or others. The Calming Area is a designated safe space within the school which will be used in response to the following out-of-control behaviors:

- Inability to take a **Quiet Time** safely
- Refusing to safely follow staff directions (including refusing to exit classroom for **QT**)
- Escalated cursing with aggression and/or escalating during **T5** or **QT**
- Refusing to stay in assigned area, such as in a **QT** or when outside
- Property destruction
- Posturing or taking steps to follow-through with stated threat
- Assaulting behaviors (hitting, kicking, biting, spitting on others, etc.)

If a student's behavior is escalated and he/she continually demonstrates out of control/ unsafe behaviors and refuses to walk inside the **CA** under his/her own volition, staff will use Nonviolent Crisis Intervention restraint protocol (**CPI**) to physically escort the student inside. A student's time in the **CA** is considered to begin when he/she regains control of himself/herself and demonstrates rational behaviors. After a student has calmed down, a staff member will process the precipitating events and resulting behavior choices and will encourage the student to accept responsibility for his/her behavior. Staff then helps the student identify more positive alternatives. For the remainder of that day, the student will be considered on **Level One Support**. All incidents are documented in an incident report kept in the student file. The LEA and parent/guardian are notified and receive copies of the incident reports.

Students may be responsible for **cleaning any messes** made while in the **CA** and may be held **financially responsible** for anything that is destroyed.

### **Continuum of Strategies:**

Our behavior management program includes positive strategies designed to help students implement appropriate behavior so that they can avoid getting into trouble. In addition to the strategies outlined in a student's IEP, FBA, and BIP, the following continuum of strategies are put into place in accordance to their level of intrusiveness/restrictiveness and the conditions under which they may be used by trained personnel.

Example: A student is disrupting class by talking out of turn.

1. Non-verbal Cues: The teacher will stop presenting the lesson and pause, giving the student an opportunity to stop talking and get back on task. Should the student continue:
2. Verbal Cue: The teacher or behavior support staff will remind the entire class that talking out of turn is disruptive and remind the students how to appropriately ask for assistance. Should the student continue:
3. Verbal Cue: The teacher or behavior support staff will remind the disruptive students that talking out of turn is inappropriate. The behavior support staff will inform the student that he will be relocated to another area in the room if he continues to disrupt his peers. The teacher will ask if he needs help with his work. Should the student continue:
4. Relocation within the Room: The behavior support staff will relocate the student to another workspace in the room. Again the teacher will ask if he needs help with his work. Should the student continue defying the teacher:

5. Take 5 (T5) with a member of the behavior support staff: The teacher will request that the student be removed from the room for a T5 with a behavior support staff member. During the T5 the student and behavior support staff member will process the incident. A student may return to the classroom once he has developed a plan to behave appropriately. If accommodations are needed to assist the student, they will be implemented. Should the student be unable to return to class, or upon return to class, begin exhibiting the same (or similar) inappropriate behaviors:
6. Quiet Time with a Member of the Behavior Support Staff: The behavior support staff will request the student leave the room for a staff-directed Quiet Time (QT). If the student refuses the request, the behavior support staff will CPI escort the student to a Calming Area (CA). If the student willingly participates in the QT, the student and behavior staff will leave the classroom to process the event. A student may return to the classroom once he has developed a plan to behave appropriately. If accommodations are needed to assist the student, they will be implemented. Should the student be unable to return to class, or upon return to class, begin exhibiting the same (or similar) inappropriate behaviors:
7. Calming Area with a Member of the Behavior Support Staff: Behavior support staff will instruct the student that they need to leave the classroom for a QT in the calming area. If the student refuses the request, the behavior support staff will CPI escort the student to a Calming Area (CA). A student may return to the classroom once he has developed a plan to behave appropriately and has processed the consequences of his actions. If accommodations are needed to assist the student, they will be implemented. . Should the student be unable to return to class, or upon return to class, begin exhibiting the same (or similar) inappropriate behaviors, and after multiple attempts to successfully implement therapeutic supports:
8. Removal of Student from the School by the Parents: The School Administrator or designee will contact the student's parent to remove him from school for the remainder of the day. Should the student start to display extreme unsafe behaviors:
9. Removal of Student from School by Police: The School Administrator or designee will contact the police to remove the student from the school.

The school administrator shall notify the student's parent and home school case manager as soon as possible but no longer than within 24 hours of a suspension or in the case of a serious incident. The parent shall be informed of all incidents that are reported to law enforcement and advised they may contact law enforcement for further information.

When a student exhibits chronic behavior difficulty, the student's base school will be contacted to assist Elite Academy staff with conducting a functional behavioral assessment or to discuss the appropriateness of the placement.

Any mistreatment, neglect or abuse of students by staff is strictly prohibited. This includes acts of physical, emotional, psychological, and sexual abuse The following actions are prohibited:

1. Deprivation of food and water
2. Humiliating, degrading or abusive behavior by staff
3. Limitations on contacts and/or visits by a student's probation officer, social worker, LEA or other appropriate service providers

4. Mechanical restraints, pharmacological restraints, prone "face down" restraints and any other restraint that restricts breathing, interferes with a child's ability to communicate, or harms a child
5. Corporal punishment and abusive techniques and interventions
6. Deprivation of approved prescription medication or other necessary services
7. Application of aversive stimuli
8. Subjection to unsanitary conditions
9. Deprivation of appropriate services
10. Strip and body cavity searches
11. Restraint and seclusion when not necessary to protect the student or others from personal harm, injury or death
12. Restraint and seclusion if other interventions have proved successful
13. Denial of access to bathroom facilities
14. Discipline, restraint, or implementation of behavior management plans by other students
15. Physical restraint or seclusion for disciplinary reasons, punishment, retaliation or staff convenience
16. Conducting student pat downs

**NOTE:** ALL students are entitled to be completely free from any unnecessary use of physical restraint or seclusion

### **Physical Intervention**

All direct-care staff are trained and certified in the use of Nonviolent Crisis Intervention. Nonviolent Crisis Intervention is a program developed by the Crisis Prevention Institute (CPI), an organization devoted to training staff in the management of individuals in crisis and/or out of control and who may have difficulty in maintaining safe behaviors. CPI is focused on the safe management of disruptive and assaultive behaviors and designed to provide for the care, welfare, safety, and security of students and staff. Elite Academy maintains a CPI-certified instructor on grounds.

Primary objectives of CPI:

1. Teaching effective techniques to approach and reduce the tension of an agitated person.
2. Focusing on the alternatives if a person loses control and becomes violent.
3. Instructing staff in techniques to control their own anxieties during interventions.
4. Maintaining the best possible professional attitude.
5. Providing nonverbal, paraverbal, verbal and physical intervention techniques to allow the staff to maintain the care, welfare, safety, and security, for all involved - even during the most violent moments.

All direct-care staff is trained to prevent and de-escalate difficult situations using multiple nonverbal and verbal techniques. However, when these de-escalation techniques fail to calm an out-of-control/unsafe student, the student may require additional support to ensure safety. During these times, a student may be instructed to walk independently to the **Calming Area** and/or another designated safe area. If the out-of-control/unsafe student refuses to walk to the designated safe area, he/she will be given additional time and space and will be encouraged to make a positive choice to follow staff directions. If the student continues to refuse to walk independently, then staff may use approved CPI techniques to physically escort them safely to the designated safe area. Students requiring designated safe areas will be monitored closely and staff will remain with them.



Once students regain self-control, staff will provide the time and space necessary for them to de-escalate safely. Afterwards students are strongly encouraged to process the cause of the incident, possible triggers, any feelings or thoughts attached, and alternatives for future situations. This allows the student to take responsibility for choices and increases the possibility of positive future outcomes.

When physical intervention is used with students, at least one staff person of the same gender is present to monitor such interventions. Parents/guardians and the LEA will be notified the same day of any physical restraint interventions. CPI: Nonviolent Crisis Intervention is reviewed at least annually with a certified instructor. Elite Academy prohibits the use of seclusion.

Staff shall remain calm and implement techniques received **from CPI: Nonviolent Crisis Intervention** at the first indication of student uneasiness or agitation to de-escalate a heightened individual and to help prevent student violence including self-injurious behavior. Students who are suspected of having suicidal or homicidal ideations or are actively threatening suicide or acts of homicide will be referred to local emergency services for a mental health evaluation. This referral may also be accompanied with a report to local law enforcement. Parents/guardians shall be notified immediately or at least by the end of the same school day given the circumstances and any report to the police will be documented as a Serious Incident and a copy shall be provided to the LEA within 24 hours. Actions by students that are violent in nature, both those which are self-imposed and directed at others, are to be taken seriously and reported to an administrator immediately. At the request of the administrator, additional staff may be called in to assist until safety is restored. All staff utilized shall be required to work until the situation is under control. In the event of dangerous behavior occurring among groups of students, police intervention may be requested.

### **Parental Responsibility For Student Behavior**

Elite Academy believes that our students experience the most success when their parents(s) or guardian(s) are active participants in the educational process. We strive to maintain open communication - discussing a student's academic and behavioral performance or lack thereof and requesting input and assistance in designing creative strategies to reward progress and address deficiencies as needed.

The Code of Virginia § 22.1-279.3 requires parents to assist the school in enforcing the standards of student conduct and compulsory school attendance. This Code states that each parent of a student enrolled in a public school (and placed by the public school at Elite Academy), has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons, property, and supportive of individual rights.

If an issue arises, the school administrator may request a student's parent or parents, if both parents have legal and physical custody of the student, to meet with the school administrator or designee to review the Code of Conduct. It is the parent or parents' responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.

The school administrator shall notify parents of any student who violates a Code of Conduct policy when such violation could result in the student's suspension, whether or not the school administrator has imposed such disciplinary action. The notice shall state the date and particulars of the violation, the obligation of the parent to take actions to assist the school in improving the student's behavior; and that, if the student is suspended, the parent may be required to accompany the student to meet with school officials. Parents will receive notification on the date on which any decision to suspend services is made and the LEA will receive notification within 24 hours.

No suspended student shall be admitted back to school until such student and parent or guardian have met with school officials to discuss improvement of the student's behavior, unless the school administrator or her designee determines that readmission, without parent conference, is appropriate for the student.

Upon the failure of a parent to comply with the provisions outlined above, the school administrator may request that the student's home school, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior.

Each parent must sign a statement acknowledging the receipt of the Student Handbook and Code of Conduct and return it to the school.

## **BULLYING**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying may include, but is not limited to, making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, apps, text messages, chats, and websites. Examples of cyberbullying may include malicious text messages or emails, rumors sent by email or postings on social networking sites, and embarrassing pictures, and videos.

We strive to maintain a physically and emotionally safe environment for all students. Students who witness or are subject to acts of bullying are encouraged to report the incident(s) to a staff member or administrator. Bullying will not be tolerated and may result in a student's termination.

## **CANCELLATIONS AND DELAYED OPENING**

Information regarding school cancellations and delayed openings due to inclement weather can be found by calling the school at 540-412-5028 to hear the recorded outgoing message or at the following:

- Broadcast on WBQB-FM 101.5 beginning at 6:30 a.m.
- Checking the WBQB-FM website [www.b1015.com](http://www.b1015.com)

- Checking [www.fredericksburg.com](http://www.fredericksburg.com)

***Elite Academy will follow the inclement weather determination made by Spotsylvania County [www.spotsylvania.k12.va.us](http://www.spotsylvania.k12.va.us)***

If school is canceled, Elite Academy will proceed with their virtual learning schedule and procedure. The Virtual Learning information will be posted on our website and sent home with your student.

## **CHEATING**

Staff is always available to assist students in completing their work. However, there are times that students are expected to complete assignments independently. It is a violation of school rules for a student to cheat, assist others in cheating, plagiarize class assignments or in any way use the work of others for personal benefit without the permission of the classroom teacher involved.

If a teacher suspects cheating, the assignment will be recorded as a "0"/F. The teacher will also contact the parent/guardian to discuss the incident. Repeated violations could result in short-term suspension.

## **CLASSROOMS, PHYSICAL FACILITY & CLASSES**

The Elite Academy classrooms are spacious and arranged for both individualized and group learning. Students are placed in age and ability appropriate groups that are conducive to optimal learning. With a small teacher to student ratio, the student is able to receive individualized instruction at his or her instructional level. Each classroom is equipped with technology for instructional purposes. Additionally, students dine in a spacious cafeteria and have daily access to a half-court basketball court, a playground, pickle ball court, and sensory area during scheduled recreation time. Time-out rooms are strategically located within the school to minimize disruption and distraction. Student restrooms are spaced throughout the school for each learning area.

Each student's schedule is built from the review of official transcripts, diploma status, IEP, and student interest and input. In addition to the required courses of English, math, science, history, and PE & Health which are based upon the Virginia Standards of Learning, students also have a variety of elective options including, but not limited to, independent living, social skills, art appreciation and music appreciation. Elective offerings each semester may vary and are based upon student interest and need.

PE and health are provided in accordance with VDOE requirements for students in grades K-10 with additional elective offerings of elective PE for students interested in additional PE classes. PE 9 also includes instruction in First Aid and CPR/AED. Students will be offered the opportunity to become certified following completion of this classroom component. The health portion includes Family Life Education which follows the SOLs. Parental permission is obtained for all students enrolled in PE & Health as it includes Family Life Education. Parents are welcome to review the Family Life curriculum.

## **COATS AND VALUABLES**

Student or school property carried into the school each morning will be searched. Items which may interfere with the learning environment or pose a safety hazard will be confiscated upon arrival. Collected personal properties will either be returned to the student at dismissal or held for parental pick-up. All electronics will be collected upon arrival to school, locked in a secure area, and returned to students at dismissal. Students are not permitted to carry any other bag, backpack, purse, etc. during the school day.

## **COMPLAINTS AND GRIEVANCES**

Elite Academy staff makes every effort to provide fair and equitable treatment to all students. We feel that all students and parents/guardians have the right to address complaints and grievances in a timely manner. Open communication between home and school is strongly encouraged and comments, questions, and concerns are always welcome.

In accordance with our commitment to the appropriate expression of thoughts and feelings, Elite Academy offers students and parents/guardians the opportunity to express grievances in a positive and productive manner. Any complaint or grievance should be addressed immediately with the Administrator of Elite Academy who will ensure a quick response. In the event that the issue is not resolved in a satisfactory manner, a formal complaint can be made to the Administrator in writing or by calling. The Administrator will investigate the situation and respond within five business days. If the complaint is not resolved satisfactorily by contacting the Administrator, a meeting with the parent/guardian, a representative from the sending agency/public school system and the Administrative Team will be arranged. Continued conflict or dissatisfaction can be reported to the following address: Private Day Schools for Students with Disabilities, Department of Education, P. O. Box 2120, Richmond, VA 23218-2120.

## **COMPUTER AND INTERNET USAGE**

Elite Academy offers students supervised use of the school's computer system and access to the internet. Students and parents must sign a "**Computer Use Agreement**" in order to gain access to the internet while at school.

Access to the internet enables students to explore many avenues of information. Families should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While Elite Academy's intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe the benefits to students from access to the internet, in the form of information resources, exceeds any disadvantage.

Students who have read and signed the Computer Use Agreement will be assigned a Chromebook upon admission and will be provided with supervised access to the internet to complete academic assignments. Students may only use the computer, Internet, or email to complete work assigned and approved by a staff member. Students are held accountable for any damage to the computer as well as any illegal or unethical activity conducted while using the computer/Internet/email.

Students are responsible for citing sources and giving credit to authors for material used during the research process. Students are expected to honor the legal rights of software producers, network providers, copyright, and license agreements.

Student computer storage devices are treated as property of Elite Academy. Any file stored on a school computer or storage device is not private. Staff will review devices, files, and communications to ensure responsible use of the system. The following (which are not exhaustive) constitute unacceptable use of computers/Internet:

- Students may not use the computer or access the Internet for any purpose other than academics. Students do not have permission to access the WiFi for personal devices. Playing games or using Internet resources for non-academic purposes is not permitted unless supervised by school staff.
- Students are not allowed to load software onto any computer or use any unauthorized external device without permission from the school administrator.
- Students may not use impolite, abusive, or otherwise objectionable language in either public or private messages.
- Students may not change any computer file or access/make any changes to school computers or network.
- Students may not send messages that are likely to result in the loss of the recipient's work or systems; post inappropriate file or files dangerous to the integrity of any computer and/or network; or circumvent network security measures.
- Students may not send chain letters or pyramid schemes to lists or individuals, and any other types of use which would cause congestion of the Internet or otherwise interfere with the work of others; use the Internet for political lobbying; use the Internet to send or retrieve pornographic material; threaten any person or property.
- Students may not knowingly give their password to others or use someone else's password.
- Students may not falsify their identity to others while using the Internet.

Any violations may result in a cancellation of computer privileges and may result in disciplinary action. In addition, any student identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet. Tampering with computer security systems and/or applications will be considered vandalism, destruction, and defacement of school property. Vandalism is defined as any malicious attempt to harm or destroy data of another user, and the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Students tampering with computers will lose their computer/Internet privilege. Per law, criminal charges can be filed for some computer usage violations. Students are financially responsible for all damages that occur to the school's computer or WiFi as a result of vandalism. Student computer use must be supervised by staff at all times.

The Digital Learning standards established by the Virginia Department of Education will be embedded within the curriculum to support students' progressive development of knowledge and skills necessary to access, evaluate, use and create information using technology. The focus is on learning to use technology effectively and wisely rather than learning about technology. Students are prohibited from accessing their personal emails while using school computers.

## **COUNSELING**

Elite Academy students will have the opportunity to participate in counseling, which is highly individualized based on a student's particular needs and goals. Upon entering Elite Academy, students will meet with the counselor to build healthy counseling relationships and to help determine an individual student's goals. Parents/guardians are encouraged to contact the counselor to provide student background and functioning information. During counseling, students will be afforded an ethical level of confidentiality. Students will also have the opportunity to participate in structured group counseling sessions which will be geared towards learning and demonstrating prosocial skills and behaviors.

## **CURRICULUM**

Our curriculum is based on the Virginia Standards of Learning. Students may pursue a Standard or Advanced Studies diploma. We also utilize functional curricula for students pursuing an Applied Studies Diploma and a transition curriculum for our post-graduate students. Initial academic assessments are administered to help staff identify student levels of understanding to determine instructional levels. A variety of textbooks, materials, technology and authentic learning opportunities are selected to meet the needs of each learner. For students who have not had educational testing completed within the past three years, a standardized academic assessment will be conducted. Statewide Assessment Testing is the responsibility of the public school; however, Elite Academy provides proctoring. Elite Academy creates a Standards of Learning testing calendar based upon the testing windows of each county. Direct contact with the testing coordinators for each school system is made to coordinate delivery and collection of tests and/or coordinate transportation for students taking their tests at their base school. We do not offer ISAEF or GED programs.

## **DIPLOMA STATUS**

Information regarding diploma options and Virginia graduation requirements can be found at <https://www.doe.virginia.gov/instruction/graduation/index.shtml>. A printed copy of these options and requirements are in a binder in the main office.

## **DISPLAY OF AFFECTION**

Public displays of affection are inappropriate in a school or business setting and are offensive to students, parents, staff, and employers. No outward display of affection is permitted while at school or at school-sponsored activities.

## **DISRESPECT AND ABUSIVE LANGUAGE**

This type of behavior is not only rude and socially unacceptable, but it is very disruptive to the educational process. Any student reported to administration for verbally abusing, swearing, or using profane gestures toward another student, staff, guest, or community partner will be subject to disciplinary action. Charges may also be filed.

## **DISTANCE LEARNING**

In the event schools need to close due to a health pandemic or a weather-related occurrence, a combination of video conferencing and an online learning platform such as Google Classroom will be used for delivery of online instruction for all classes. Students will be assigned a variety of assignments that may include written work, quizzes, tests, online curriculum programs, and projects via the online learning platform. Google Chromebooks are available for any student who does not have a computer. Written work for any student who does not have access to the Internet or may not access a computer will also be provided through arranged parent/guardian pickup. Counseling and behavioral support will also be available through several modes of delivery to include email, phone, Zoom counseling and videoconferencing. The Virginia Department of Education has authorized up to ten days. Days in excess of 10 will be added to the end of the school year.

## **DRESS AND GROOMING**

It is the responsibility of the student to be appropriately dressed for school as determined by the dress code. Student dress and overall appearance must meet basic standards of health, safety, cleanliness, and decency. Student dress and grooming that are disruptive to the orderly functioning of the program will not be allowed. If clothing is inappropriate for school, the student will be required to remove the offensive article of clothing or item and change into something more appropriate.

- All attire will be clean and in good repair.
- Clothing that contain diagrams, pictures, or words that may be interpreted as racially, religiously, ethnically, or sexually offensive, promoting alcohol, tobacco, or drug usage, or displaying weapons or violence are not permitted. Such clothing will be removed or worn inside out.
- Attire and any accessories that may be associated with gang involvement are not permitted.
- Wallet chains are not permitted.
- Wristbands will not be worn in school.
- Sunglasses will not be worn in the building.
- No headphones or earbuds allowed during school hours without approval from staff.
- Hats, bandanas, ski/watch caps, and other headgear will not be worn in the building. No bandanas are to be brought in from home.
- Pants/shorts will not be baggy enough to expose undergarments; belts are to be worn around the waistline, and not below, at all times.
- All shorts and skirts/dresses must be mid-thigh length. Shorts/skirts are not permitted when they do not cover at least half of the student's thigh.

- Tight clothing, if deemed revealing or offensive, will not be permitted.
- Necklines on shirt tops must not go lower than the top of the student's armpits. In addition, bare-midriff shirts, halter tops, tube tops, and see-through clothing are not permitted.
- Sleeping garments (including boxers and slippers) are not permitted.
- Articles of clothing will be free of big metal zippers and any large or decorative metal items.
- Jackets and coats will not be worn in class unless temperatures dictate otherwise, and students are given permission from the classroom staff.
- Students will not bring make-up, hair picks, combs, or other personal grooming accessories unless allowed by individual class expectations where they will be given to staff upon arrival. In addition, students will not apply make-up or lotion during class time.
- No book bags/backpacks, purses, duffel bags or other forms of luggage are allowed at school unless given permission by the Administration (may be given permission due to a student's transition to public school).

Certain accessories worn to school will be turned in upon entry into the school and given to the designated staff member until dismissal. Students who do not voluntarily turn over their accessories may not earn all available points for the time periods affected, thus lowering their behavior grade for that day.

Items deemed inappropriate by the School Administrator, whether specifically listed in the above dress code or not, will be subject to removal, change or confiscation. Confiscated items may be returned only to the parents/guardians and may be held until the end of the school year.

## **EDUCATIONAL EQUALITY**

To fully realize Elite Academy's mission, it is imperative we recognize student success and staff engagement are not determined by race, ability, age, ethnicity, gender, language, religion, veteran status, sexual orientation, national origin, creed, color, marital status, gender identity or expression, pregnancy status, genetic information, citizenship status, disability, and/or socioeconomic status or any other area in which people may experience discrimination.

Elite Academy is committed to creating an inclusive and welcoming learning community to ensure that all students are able to leave us with the skills needed to support their successful futures.

## **EDUCATIONAL RECORDS**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under that law, a parent/guardian, or student if over 18, has the right to inspect the student's records and to correct inaccuracies in the records. Access to records by persons other than the parents/guardians or the student is limited and generally requires prior consent.



Except in the case of funding agencies/sending schools and court services, *Elite Academy* will not release any student records without written consent, dated and signed, by the parent/guardian specifying:

1. The records to be disclosed;
2. The purpose or purposes of the disclosure; and
3. The party or class of parties to whom the disclosure may be made.

Any parent/guardian may ask to review his/her child's records. The request should be made to the Administrator or designee who will schedule a meeting at a mutually convenient time within five (5) working days of the parent's/guardian's request. *Elite Academy* will provide one copy of any information generated by *Elite Academy* within the student record. It will be noted in the student's file when a copy is given to a parent/guardian.

### **Requesting Changes to Student File**

A parent/guardian who believes information contained in their child's cumulative file is inaccurate, misleading or violates the privacy or other rights of the student, may request in writing that the file be amended. Upon receiving such a request, *Elite Academy's* Administrator will forward a copy of the request to the sending school and confer with them before making a decision regarding correction. If the decision is to amend the records, the Administrator will complete the amendment and inform the parent/guardian in writing. If the record is amended by either a statement or purging of information, the sending school or *Elite Academy* will notify past recipients of the original information that the record has been amended.

If the requested changes are exclusive to reports/information originating at *Elite Academy*, and the request is denied, the Administrator will inform the parent/guardian of the refusal and advise the parent/guardian in writing of the right to a hearing. If the parent/guardian requests a hearing, the Administrator, designee or the sending school shall make arrangements within 10 working days (if *Elite Academy's* responsibility) and notify the parent/guardian of the date, place, and time in advance. An objective third party, chosen by the sending school or *Elite Academy's* Administrator, but approved by the parent/guardian, shall conduct the hearing. The parent/guardian shall be afforded full and fair opportunity to present evidence and may be assisted by any individual(s) he/she chooses.

The sending school or *Elite Academy's* Administrator shall render a decision in writing within a reasonable time after the hearing and shall include a summary of the evidence and the reason(s) for the decision.

### **Confidentiality of Information and Records**

*Elite Academy* policy ensures our records are kept safe and secure. Our student records are housed in a locked, fire and waterproof file cabinet in the main office. We are dedicated to keeping all information pertaining to students (past, present and prospective) confidential. In addition to information contained in a student's file, we assure any written, verbal or electronic information that identifies a student will be protected. Our staff is trained to be aware of their surroundings when discussing any information pertaining to a student so that they may not be overheard. All staff, consultants and contract personnel agree in writing to abide by *Elite Academy's* confidentiality policy.

Elite Academy follows The Family Educational Rights and Privacy Act (FERPA) when sharing information between the school and other persons or agencies. Appropriate handling of sensitive information and confidentiality of student's records shall be maintained in the following manner:

1. Student educational records shall be kept in a locked, fire/water-resistant cabinet in the office of the school. Maintenance, access, duplication or dissemination of all or any part of the record shall be made by the designated staff in charge of school records or the school Administrator.
2. Use of records shall be confined to the school except when they are in use outside the school at educational planning meetings or when subpoenaed by the court. When records are removed from the file, they shall be properly signed out to the staff person reviewing them and returned immediately following the review (also requiring a signature). Review of all files are conducted in the main office. At the end of each workday, all files shall be returned to the locked file cabinet.
3. Digital copies of student records are backed up by a member of administration onto a USB drive monthly and are kept secure in the fire/water-resistant filing cabinet.
4. The Freedom of Information Acts prohibits the release of student information without a signed release from the parent/guardian. No information is released without written consent from the parent/guardian or the student once s/he has reached age 18.
5. Elite Academy prohibits the release of student lists and addresses to commercial agencies or institutions of higher learning.

It is essential that *Elite Academy* represents a safe and secure environment and that both students and parents/guardians know that we have students' best interests in mind at all times. For this reason, confidentiality of information relating to our students, and maintaining trust, is a priority. *Elite Academy* staff ensures that all matters relating to any student, whether educational, emotional, medical, physical or behavioral, are considered confidential and are not to be disclosed to anyone outside the school **unless prior written permission has been given by the parents/guardians.**

All files relating to students are kept in a locked file. Information held by a member of staff about a student will not be shared with other staff unless it is essential for consistency of treatment and in the best interest of the student. However, all staff is aware that any disclosure made by a student which raises concern for their physical and emotional well-being, **must** be passed on to the person responsible for child protection within the school, generally the school counselor and the school follows the standards of mandated reporting to child service agencies.

As is commonly understood, the ethical codes and the law are in agreement that confidentiality is only to be broken in the following cases:

- When child abuse is suspected (all staff are **mandated reporters** meaning this is required by law)
- When there is a clear and present danger to the health, safety or welfare of the student or others (likelihood of self-harm or danger to others)
- When parents/guardians sign a written waiver requesting or agreeing to a release of information (sometimes it is helpful for staff to communicate with other professionals -- case managers, outpatient therapists and psychiatrists -- who work closely with the student; this creates more continuity of care)

- When releasing information, such as grades, attendance, and reports, to the sending school
- When releasing information, such as grades, attendance, and reports to a student's probation officer
- When ordered to testify by a court order of law

We ask that students also protect the privacy and confidentiality of other *Elite Academy* students and their families. It is expected that students do not talk about other students and their issues, or disclose who is enrolled here, to anyone outside the school. Although students are always free to divulge what they personally shared or said in group discussions, they are asked never to repeat what other students have divulged. This helps make group discussions a safer place for all to share openly and work through sensitive issues together.

## **Disclosure and Disposition of Educational Records**

Our policy guarantees that disclosure and disposition of educational records will be carried out in accordance with Management of the Student's Educational Records in the Public Schools of Virginia.

1. Upon student transfer to another school, information including directory information, academic achievement and medical records will be released without parental/eligible student's consent. No other information is to be disclosed without proper consent.
2. Parents have the right to request a hearing to challenge the content and accuracy of their child's school records.
3. A confidential Record Access Log is kept permanently with the student's education records.
4. All educational records are returned to the Local Education Agency (LEA) following student discharge or graduation.
5. In the event the school closes, educational records will be transferred to the Local Education Agency (LEA) for permanent storage and preservation.

Elite Academy maintains records in accordance with guidelines established by the state. Records are treated in a confidential manner. Neither the records nor the personally identifiable information contained therein will be released without written consent of the parent/student to any party other than those specifically authorized. School staff have permission to access records. The school shall permit a parent(s) or legal guardian(s) to inspect and review any educational records relating to their child that are collected, maintained, or used by the school. The school shall comply with the request without unnecessary delay and before any meeting regarding an IEP or 504 plan or in no case more than 14 days. All educational records will be returned to the LEA or parent following a student discharge.

## **ELECTRONICS/CELL PHONES**

Elite Academy has a "**no outside electronics/cell phone**" policy. The intent of the policy is to help our students stay more present and engaged in their learning. Current research and our own observations within the classroom clearly indicate electronic/cell phone usage to be a major distraction which contributes to a less than optimal learning environment for both the student and the teacher.

Students will not be permitted to enter the school building without first turning in their electronics or cell phone. The following procedure is enforced when students arrive to school with an electronic device including cell phones:

- Upon arrival at school, students shall turn off and place all electronics including cell phones in the electronic/cell phone container before proceeding into the school. This container will be clearly marked with each student's name.
- Once all electronics/cell phones are collected, the container will be locked in a designated space.
- At dismissal, electronics/cell phones will be returned to the students as they leave the building by a staff member.

If a student refuses to turn over electronics or cell phone, the following procedure will occur:

- Student will be encouraged to abide by the policy and place electronics/cell phone in their designated slot.
- If student continues to refuse, a parent/guardian will be called to discuss the situation.
- If student continues to refuse, parent/guardian will be instructed to come pick up the student.
- Repeated offenses will result in a meeting with the student's LEA representative to discuss the noncompliance and to develop a plan for moving forward successfully.

Acceptance and continued placement into Elite Academy's program is dependent on student compliance with this policy.

## **EMAIL**

Elite Academy utilizes Google Classroom, a product of G Suite for Education, as a part of the general curriculum. The platform integrates with Google's other tools including Google Drive, Docs, Sheets, Slides, and calendar to help teachers streamline how they manage classes; digitally organize, distribute, and collect assignments, course materials, and student work; communicate with students about their classwork by posting announcements and reminders about assignments; see who has or has not completed their work; check in with individual students privately, answer their questions, and offer support; and give students timely feedback on their assignments and assessments.

Upon enrollment, students are assigned a Gmail account under Elite Academy's Google Plus for Education account. This email address may be used for students to communicate with their teacher and complete work assignments. This is the main platform that is used in the event the school needs to utilize distance learning.

If a student is under the age of 13, the parent must give permission for the student to be assigned an email account. Oberle staff will assist the parent in this process.

## **EMERGENCY PLAN**

Elite Academy, in conjunction with Spotsylvania County Fire, Rescue and Emergency Management has developed emergency and safety procedures to cover fire, external disasters

and severe weather (earthquake, tornado, hurricane, flooding), severe injuries, riots, missing person and hostage situations, workplace violence, bus accidents, and threats from intruders, terrorists and explosives.

When an alarm is sounded, students, visitors and staff will follow coded procedures as defined in the Elite Academy's Emergency Preparedness and Evacuation Procedure Plan. These plans are thoroughly discussed with all students the first day of school and practice drills are conducted intermittently throughout the year to prepare students and staff in case of a real emergency.

NOTE: These emergency procedures are outlined in the "Emergency Preparedness and Evacuation Procedures Plan" which is available in the main office for parents/guardians, LEAs and other community personnel to review.

The safety of the students, staff, and visitors is of primary importance. Each person, in an emergency, has an important role. Students are expected to follow the directions of staff members as well as the procedures outlined below during an emergency situation. Our emergency plan was developed in conjunction with the local emergency management coordinator which is reviewed and may be updated annually.

### **Building Evacuation Procedure**

Emergency evacuations will be initiated by staff for any reason that would make the building unsafe, or if a situation poses a threat to the health and welfare of students, staff and visitors.

1. Students shall leave their rooms in single file, staying to the right side of the passageway and, at a brisk walk, leave the building using the designated exit. Under no circumstances shall students go to get their personal belongings prior to exiting the building.
2. Students are expected to remain together as a group and refrain from talking.
3. Students shall walk to the designated assembly point.
4. Students are to remain in the designated area until given the all-clear signal from an administrator or designee. Students shall re-enter the building in an orderly manner by the route used while evacuating the building unless otherwise directed by staff.

### **Reverse Evacuation Procedure:**

Reverse evacuations are necessary when conditions are safer inside the building than staff outside such as: severe weather, community emergency, hazardous materials release outside, etc. Students shall quietly move inside the building as directed by staff. Students will walk briskly in single file, staying to the right of the passageway and return to the classroom or other safe area as directed by staff.

### **Off-Campus Evacuation Procedure:**

Off-campus evacuations are ordered when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians.

Students shall leave their rooms in single file, staying to the right side of the passageway and, at a brisk walk, leave the building using the designated exit. Under no circumstances shall students go to get their personal belongings prior to exiting the building.

1. Students are expected to remain together as a group and refrain from talking.
2. Students shall walk to the designated assembly point as directed by staff.
3. Students are to remain in the designated area until given the all-clear signal from an administrator or designee. Students may be reunited with their parent(s)/guardian(s) if the school grounds or facility is rendered unsafe.

### **Lockdown, Partial Security/ "CODE ORANGE" Procedure:**

A partial lockdown "Code Orange" is necessary when a threat of violence or serious incident may jeopardize the safety of students and/or staff such as disruptive or aggressive student, riot, law enforcement presence, etc.

Administration will take the following action:

1. ANNOUNCE "CLOSE AND LOCK DOORS" using the speaker system, 2-way radio, or telephone.
2. Assess the situation.
3. Call the police if needed.
4. Announce the all clear signal when incident is contained.

Staff will take the following actions:

1. Clear the hallway and bathrooms by your room directing everyone to their assigned area.
2. Close and lock your doors.
3. Ignore all bells and alarms unless otherwise instructed.
4. Take attendance and be prepared to notify administrator in charge of missing students or additional students, staff, contractors, volunteers, or guests sheltered in your classroom.
5. Allow no one outside of the classroom until the administrator in charge gives the all clear signal.
6. Follow protocol for Disruptive Incidents.

### **Lockdown, Full Security/"CODE GREEN" Procedure:**

A full lockdown "Code Green" is necessary when there is a threat of violence or serious incident that could jeopardize the safety of students and/or staff such as an intruder, shooting, hostage incident, gang fight, riot, civil disturbance, etc. At least two full lockdown drills will be performed annually.

Administration will take the following steps:

1. ANNOUNCE "SECURE THE BUILDING" using the building speaker system, 2-way radio, or telephone.
2. Designate someone to call 911, identify the name and address of the school, describe the emergency, state the school is locking down, if an intruder situation, provide intruder description and weapon, and identify the location of the school command post.

3. Notify staff and everyone outside to immediately move to the off-campus assembly area, seek shelter/hide, and account for students.

Staff will take the following steps:

1. Clear the hallway and restrooms and move everyone into the classroom.
2. Close and lock doors, turn off lights and close blinds.
3. Move students and staff away from doors and windows.
4. Have all persons sit down against an interior wall or other location where they won't be seen.
5. If a life-threatening situation exists, exit immediately to a place of safety.
6. Ignore all bells and alarms unless otherwise instructed.
7. Take attendance and be prepared to notify administrator in charge of missing students or additional students, staff, contractors, volunteers, or guests sheltered in your classroom.
8. Allow no one outside of the classroom until the administrator in charge gives the "all clear" signal.
  
9. If outside, teachers will move students to the designated off-campus assembly site, seek shelter, hide, and wait for further instructions.
10. Place a green or red status card on or under your door or window after the "all clear" signal is given. (Green means everything is ok, red means emergency assistance is needed.)

### **Shelter-in-Place Procedure:**

A shelter-in-place provides refuge for students, staff, and visitors during an emergency such as severe weather or hazardous materials released outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk.

1. Students shall move to the designated safe area as directed by staff.
2. Students shall duck, cover, and hold along a wall if directed to do so by staff.
3. Students who are outside or off-campus when a shelter-in-place is issued shall move inside to the nearest safe area as directed by staff. For severe weather, if there is no time or it becomes unsafe to enter the building, students shall squat or lie low in the nearest ravine or ditch away from trees and power lines.
4. Students shall remain in shelter until notified by an administrator or designee.

### **Active Shooter/Armed Intruder:**

An active shooter or armed assault on campus involves one or more individual's intent on causing physical harm to students and/or staff. Students should immediately notify a staff member should they witness someone in possession of a gun, knife, or other harmful device. Students should clear the hallways and all common areas immediately and prepare to follow lockdown procedures. Students should remain in lockdown until given the "all-clear" signal from law enforcement unless otherwise instructed by staff. If the armed intruder enters the room and begins shooting students should try to escape from by any means possible and exit the building or retreat to another area that can be locked.

## **Auto Accident:**

In the case of an accident while being transported to or from a school-sponsored activity, you are required to follow all staff directions. Should students need to be evacuated from the vehicle, you are to remain in the designated evacuation spot until transportation arrives to bring you back to school. Should the staff be hurt and require medical attention that makes them unable to call for assistance, students should move a safe distance away from the vehicle and wait until assistance arrives. If a telephone is readily available, a student should immediately contact 911.

## **Bomb Threat:**

Threatening to bomb a school is a serious, criminal offense. Immediately inform a staff member if you hear someone threaten to bomb or "blow up" the building, or a school or staff vehicle. Always respond to staff directives to evacuate. Students may not reenter the building until it has been rendered safe by law enforcement and staff has given the "all-clear" signal.

## **Earthquake:**

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. Students should immediately seek shelter under a desk or table and assume the "drop, cover, and hold" position. Students may be directed to evacuate if conditions become unsafe inside the building. State law mandates that schools hold annual earthquake drills. Students who refuse to participate in or disrupt a drill are subject to disciplinary action.

## **Elopement:**

If a student under the age of 18 leaves school grounds without permission, the police and parents will be notified. If a student over the age of 18 decides to sign him/herself out, they will not be permitted to return to the building for that day and may not access base school transportation. Signing out may lead to a student's suspension or termination.

## **Fire:**

If you discover a fire or smoke indicating a fire, notify a staff member immediately. Always respond to the sounding of the alarm by following the fire/evacuation procedure. State law mandates that schools hold regularly scheduled fire/evacuation drills. Students who refuse to participate in or disrupt a fire/evacuation drill are subject to disciplinary action. Students setting fires, setting off fire alarms or discharging fire extinguishers will be disciplined accordingly as these are violations of state law.

## **Flood:**

Except in the case of flash flood, the onset of most floods is a relatively slow process with buildup taking several days. Floods may also be caused by broken water lines. Students should remain indoors unless otherwise directed by staff. A shelter-in-place may be ordered if conditions outside warrant this procedure. An evacuation may be ordered if flooding occurs in



the building. If the school is evacuated for an extended amount of time students will be reunited with their families at a designated safe area.

### **Hazardous Material Release:**

Hazardous material release is an incident involving the discharge or spill of a biological or chemical substance usually the result of an accident involving a train or truck carrying hazardous materials or from an explosion or spill at an industrial site. Students shall move indoors and follow all emergency procedures as directed by staff. Internal hazardous material incidents may occur from activities in a science lab or career and technical area. If substances are released in the building students shall follow emergency procedures for an evacuation as directed by staff.

### **Hostage Situation:**

A hostage situation is any situation in which a person or persons are forced to stay in one location by one or more individuals. At these times, it is imperative that students listen to and obey all staff directions, including maintaining silence and following lockdown procedures.

### **Medical Emergency:**

In a medical emergency, seconds count. Notify staff immediately if you or someone else appears in need of medical assistance. Do not move the person. Remove yourself from the area and await further direction from staff.

### **Missing Student/Kidnapping:**

If you notice that a student is missing or you believe a student has left school grounds (or staff supervision during a school-sponsored activity away from school), notify a staff member immediately. After a reasonable amount of time has been spent searching for the student, the school administrator will notify the Spotsylvania Sheriff's Department, the LEA, and the student's parent(s). A lockdown will be ordered should a student be kidnapped. Parents are to contact the school immediately should they locate their child.

### **Physical/Verbal Altercations:**

Fighting is very dangerous to the well-being of students, and it is also very disruptive to the orderly functioning of the school. Therefore, students involved in this type of activity will be suspended from school. If you feel yourself at risk for becoming involved in a physical or verbal altercation, immediately remove yourself from the area and request intervention assistance from a staff member.

If you witness other students becoming involved in a physical or verbal altercation, remove yourself from the situation and report the emergency to a staff member. Students encouraging or assisting in the fight will be considered to be guilty of involvement. Follow all staff directions, including moving to another part of the school or evacuating. Staff has been trained in handling this type of emergency. As needed, the police will be called for assistance in resolving the conflict.

**AT NO TIME ARE STUDENTS TO ATTEMPT TO STOP AN ALTERCATION BETWEEN STUDENTS OR STOP A STUDENT WHO BECOMES VIOLENT TOWARDS A STAFF MEMBER AS THIS COULD RESULT IN SERIOUS INJURY.**

### **Power Outages:**

In the case of power outages, students are to remain calm, in their designated classroom. Students in other areas should remain where they are at the time of the power outage (students in the bathroom should exit the bathroom and enter the nearest room). Students are to remain quiet and follow all staff directions.

### **Structural Failure:**

Structural failure of a building may result from incidents such as earthquakes, heavy snow, or faulty construction. Students who witness large cracks in walls or the foundation, flooding, or loss of utilities should immediately notify staff. Students should follow all staff directives as an evacuation or "drop, cover, and hold" may be ordered.

### **Tornado/Severe Weather:**

Staff will provide detailed instructions to students in the event of severe weather or tornado watch or warning. Students should move quietly and quickly to the interior hallway and "duck and cover" against the wall. Remain in position and follow all staff directions until you are informed that the emergency situation is over. State law mandates that schools hold three tornado drills each year. Students who refuse to participate in or disrupt a drill are subject to disciplinary action.

## **EXTENDED SCHOOL YEAR**

Elite Academy's extended school year program is open to students that meet the qualification criteria. During ESY students have the opportunity to participate in team building activities and community service projects. Field trips and outdoor experiences are part of Elite's "FUNctional" summer program. Academic remediation and group and individual counseling sessions are a part of Elite Academy's ESY program. ESY is designed to provide structure for students over the summer months as well as prevent academic and behavioral regression.

## **EXTRA-CURRICULAR ACTIVITIES**

Elite Academy students will have the opportunity to enjoy both recreational and educational extracurricular activities. All activities are supervised by staff (at least one is CPR and first aid certified). Student participation in recreational field trips is dependent on the student's level and behavior. Field trip forms are required for student participation. All staff supervising extracurricular activities are supplied with a copy of Elite Academy's crisis plan, medical emergency supplies, and a list of emergency contacts to ensure the safety of our students and to provide support in case of an emergency. Our policy is to ensure the health and safety, medical management, and safety of our students in accordance with the same plan as in school and in alignment with our Crisis Plan while out of the building.

## **FIELD TRIPS**

Field trips are significant and essential activities designed to offer additional learning experiences. They are not isolated events but are an integral part of the instructional process. The entire field trip is well planned with an emphasis on educational value and safety. Only children exhibiting responsible behaviors will be permitted to attend field trips. All students must have a signed permission slip to attend any field trip. All field trips are under the direct supervision of school staff who are certified in CPR, first aid and AED. At least one staff trained in medication management also attends. Field trips are arranged as a supplement to the curriculum.

## **GAMBLING**

Students are not to gamble using cards, match coins, flip money or engage in any other gambling activities while on school grounds, school bus, or at school sponsored activities. A student observed gambling may be suspended from school.

## **GRADING SYSTEM**

An up-to-date transcript is required as part of the enrollment process to ensure students meet the required courses for obtaining their designated diploma status as indicated per LEA requirements. An up-to-date transcript from the LEA is obtained each school year. Satisfactory progress in our program is based upon evaluation of your success in meeting the goals of your IEP, your grades earned at Elite Academy, your behavior, class participation, and other base school criteria. The achievement of your Individualized Education Plan's goals and objectives are recorded on an IEP progress every four and a half weeks. Elite Academy staff maintains daily grades as well as interim and final course grades.

The grading scale is as follows:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Students are recognized for academic excellence. We have two types of honor roll recognition:

- School Administrator's Honor Roll = All "A's"
- A & B Honor Roll = All "A's" and "B's"

When you successfully meet the goals and objectives on your IEP as well as the class credits and verified credits necessary, you may be awarded a Standard, Advanced Studies, Applied Studies Diploma, or a Certificate of Program Completion by your home school division or Elite Academy.

## **GRIEVANCE PROCEDURE**

Students are provided with this formal written grievance procedure that includes five levels of appeal and ensures that no adverse action is taken against the grievant as a result of the filing.

If you (or your parent) have a complaint about the program or an action taken that may impact your education, you are to utilize the following procedure:

**Step I:**

1. The student will contact the teacher with whom they have a complaint for a conference regarding the problem.
2. A conference will be held within three working days of the request.
3. A solution agreeable to both parties will be worked out and placed into action within two working days from the time of the conference.
4. The teacher will file a report of the problem, the solution, and its implementation in the student's file.

**Step II:** If the complaint remains unresolved:

1. A conference with the school administrator (and teacher as appropriate) and the student will be arranged within three working days.
2. A solution agreeable to both parties will be worked out and implemented within two working days of the conference.
3. The school administrator will document the problem, the solution, and its implementation in the student's file.

**Step III:** If the complaint remains unresolved:

1. A conference with the school administrator, teacher (when appropriate), student and the parent/guardian will be arranged within five working days. The president is to be notified of the pending conference.
2. A solution agreeable to both parties will be worked out and implemented within five days of the conference.
3. The school administrator will document the problem, the solution, and its implementation in the student's file with a copy sent to the parent/guardian and president.

**Step IV:** If the complaint remains unresolved:

1. The case will be turned over to the referring school case manager or referring agency for assistance.

**Step V:** If the complaint remains unresolved:

1. The case will be referred to the Virginia Department of Education: PO Box 2120, Richmond, VA 23218

**HEALTH**

Should you feel ill or get hurt while at school, please inform a staff member (or your training site supervisor) at once. A first-aid kit is maintained in the Elite Academy office. If an injury or illness requires more than a first-aid kit, your parent/guardian will be notified and you will be transported to the emergency room for treatment.

If a student is suspected of having a concussion, the following steps will be followed: (1) the student will be removed from any physical activity; (2) the student's parents or guardians will be contacted about the possible concussion and an information sheet on concussions will be given to them; (3) parent will be advised to have their child evaluated by an appropriate health-care professional; (4) the student will not be allowed to participate in any physical activity until an appropriate health-care professional says he or she is symptom free and gives the okay to return to activity. If appropriate, the school shall call the rescue squad to evaluate the student. (See Attachment for Concussion Info Sheet)

Any student or staff member suffering with a contagious or infectious disease shall be excluded from school while in that condition unless attendance is approved by a qualified healthcare provider. Distance learning may be utilized to mitigate loss of learning. The LEA and FAPT will be notified. A student or staff member may not return to school until the school administrator receives and approves a doctor's written statement regarding the nature of the student's illness, its potential threat to other students and release to return to school. Such precautions are utilized to prevent a pandemic outbreak. Any student suffering from a contagious or infectious disease may make arrangements to collect their school work which may be submitted without penalty. Any student with a fever of 100.5° or higher will be required to be picked up by parent/guardian or authorized individual.

Crisis (psychiatric/mental health) intervention is sought through the Sheriff's Department and/or an Emergency Service Worker at Rappahannock Area Community Services Board when a student is considered to be a danger to self or others, or his/her behavior is out of control. A student's parent/guardian, LEA, and FAPT is notified at these times as well as when a student threatens suicide.

## **HOMEWORK**

Homework fosters student achievement, independence, and responsibility and serves as a vital link between school and home. Students may be assigned up to one hour of meaningful and quality homework per week for each of their core subject areas.

## **IEP/IIP**

Each student enrolled at Elite Academy will have an IEP written in cooperation with the student's LEA. Elite Academy works cooperatively with the student's LEA to help ensure timelines are followed in accordance with IDEIA which includes a minimum annual review of the IEP. If a student does not qualify to have an IEP, an IIP will be developed. IIPs will be reviewed at least one time annually. IEP and IIP goals and objectives are reviewed every four and a half weeks and the progress is included in interim and report cards

## **MANDATORY DRUG TESTING**

Per law, a student found in possession of or under the influence of drugs/alcohol on a school bus, school property, or at a school-sponsored activity may be required to undergo evaluation

for drug or alcohol abuse, or both; and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program. If a student is suspected to be under the influence, they may be subjected to a breath analysis or a drug test.

## **MARIJUANA, NARCOTICS, ALCOHOL, AND OTHER CONTROLLED DRUGS**

Students shall not possess, sell, use, transmit or be under the influence of any narcotic drugs, alcohol, hallucinogenic drugs, amphetamines, barbiturates, marijuana, or any prescription drugs not prescribed for the student. Also, look-alike drugs sold or used as a controlled drug are not allowed while on school property or at school-sponsored activities.

These drugs are not conducive to the learning process and use of these drugs is illegal in the state of Virginia. Furthermore, we are firm in our belief that these drugs are harmful to the health of our students. Students found violating the above regulation will be suspended from school. In addition, the Sheriff's Department will be notified.

## **LIFE SKILLS CURRICULUM**

Instilling life skills within the educational curriculum supports physical and mental wellbeing in children and youth now and in the future. Life skills classes establish a foundation for students' personal growth by providing knowledge, skills and social capital. It helps develop a set of skills that enable students to live a happy and meaningful life and reach their potential. Elite Academy embeds Life Skills throughout the daily curriculum to provide students meaningful opportunities to learn and practice skills that will increase their potential for becoming the most independent, prosocial, and highly functioning individuals they can be.

## **MAKE-UP WORK**

It is the responsibility of the student to request and initiate make-up work following a tardy or absence. However, students are required to request assignments in advance for prearranged, excused absences. Any student who misses work due to a tardy or absence must request, complete and hand in the missing assignments by the due date set by the teacher. Students may receive failing grades for all work not turned in.

## **MEALS**

Elite Academy provides students with lunch choices that are enjoyable and follow required nutritional guidelines. The cost of lunch is included in the tuition price. There is no direct cost to parents/guardians. Students eat with their class in the cafeteria. Eating in the designated eating area is considered a privilege. If a student does not exhibit appropriate behavior and manners, he/she may be restricted from eating in the cafeteria. Monthly menus are approved by a qualified nutritionist.

## **MEDICATION**

A Medication Request Form must be completed by a physician and on-file for medications to be administered while enrolled at Elite Academy. We ask that parents/guardians bring a minimum of a 30-day medication supply to the school for the purpose of consistent medication management. By law, the medication must be brought to Elite Academy in the original and current (non-expired) pharmaceutically labeled bottle. The label must include the student's name, medication, frequency given and route of administration. Medications should be brought to Elite Academy by the parent/guardian and cannot be brought in by students. All medications are locked in a medicine chest for safety purposes.

Students self-administer medication handed to them by a trained staff member who will hand the medication to the student and observe and document the procedure. Over-the-counter medications (aspirin, pain relievers, cough/allergy medicine etc.) can only be taken at school when accompanied by parental/guardian written permission. As with prescribed medications, over-the-counter medications must be brought to school by a parent/guardian and must be in the original packaging and unopened. All medications are properly disposed of following FDA guidelines.

Only those students with written permission (Request for Medication/Treatment Form) from their physician and parents may take medication during the school day. A parent or guardian must bring the medication to the school, in an original, labeled bottle from the pharmacy, and ensure that an adequate supply is available at all times. It is also the responsibility of a parent to inform the school of any changes in a student's medication as well as alert school staff to possible side effects.

All medication is locked in the school office. If you are required to take medication, it is your responsibility to report at the appropriate time. An authorized and MAT (Medication Administration Training) trained staff member will take the medication from the locked cabinet and follow the six rights of medication administration. Staff will confirm the right student, right medication, right time, right dose, right route, and right documentation before administration of medication. You are required to take your medication IN FRONT OF THE STAFF MEMBER. You and the staff member must sign off on the medication administration record that the medication was administered and received. Your medication will then be returned to the locked cabinet. If a student refuses to take his/her prescribed medication, the parent/guardian will be notified and the incident will be documented.

An exception to this procedure is made for students with a documented need for and permission to (Request for Medication/Treatment Form) use an asthma inhaler or Epi-Pen. Students must inform staff every time they use the inhaler so that a notation may be made by the staff member and student on the medication administration record. Discontinued medications will be returned to the parent or properly disposed of after 30 days of receiving notification. Any medication left at the end of the school year or after a student leaves the program, will also be properly disposed of.

A stock, non-student-specific epinephrine pen may be used in the event of an emergency with any student believed to be having an anaphylactic reaction. Staff who are MAT trained receive instruction on techniques for administering epinephrine via an auto-injector and the indications

for use of epinephrine specific to the standing order covering Elite Academy. Emergency personnel and the parent will be notified following administration of epinephrine.

## **MEDICAL CARE**

**COVID-19** - Elite Academy will abide by CDC and Virginia's COVID protocols during the school year.

**Emergency Medical Care** - Students, staff and visitors are provided emergency medical care when an incident demands. Non-life-threatening illnesses and injuries are also addressed. See below for specific procedures:

**Student Illness** - A student who becomes ill during the school day is brought to the office. *Elite Academy* staff will make every effort to comfort the child and assess the illness. To ensure the safety of all students and staff, *Elite Academy* staff will call parents/guardians to discuss a student's illness and may request pickup or medical treatment if student has or is displaying:

- A temperature above 100° Fahrenheit, 37.8° Celsius
- Cough, sore throat, runny nose, body aches, headache, and overall tiredness
- Vomiting
- Signs of a potential communicable illness (pink eye, ringworm, unexplained rash, etc.)
- Contagious or infectious illness
- Students are not to return to school until at least 24 hours after they are free of symptoms; have not had a fever, or signs of a fever without the use of fever-reducing medications

In the event parents/guardians cannot be reached, staff will contact the person(s) listed on medical history form as emergency contact to request pick up. Staff will remain with the student in the clinic (counselor's office). Any communicable illness will require a doctor's note stating it is safe for the student to attend school. It is the parents/guardian's responsibility to make arrangements for their child to be picked up from school within one (1) hour in the event he/she presents with at least two flu-like symptoms. In the event the student starts to display more serious symptoms, to include, but not limited to, loss of consciousness, and shortness of breath, staff will proceed to follow the protocol for **Life-Threatening Emergencies** as listed below: (all procedures and Crisis Plan Reviewed annually)

### **Life-Threatening Emergencies**

- **Call 911 or seek immediate attention at the nearest hospital emergency facility.**
- If you are unable to call 911, designate someone to do so
- Notify your supervisor and the administrator immediately
- Have staff certified in CPR/First Aid available
- If able, safely transport to the nearest hospital emergency facility. Notify the Administrator/911 of the change in location
- Notify parent/guardian/emergency contact
- If you are not able to notify parent/guardian/emergency contact, designate specific person to do so
- The Injury Report Form (IRF) must still be completed, either by the person affected if possible or a staff witness



- Notify additional appropriate parties per the IRF such as LEA

### **Non-Life-Threatening Injuries or Incidents**

- Notify your supervisor and Administration immediately.
- Provide initial comfort care to the student.
- Have staff certified in CPR/First Aid available to provide additional care if needed.
- Complete the Injury Report Form (IRF) and submit it to Administration.
- In the event the injury requires medical care, notify parent/guardian immediately.
- Note the injury on the Point Sheet.
- If an injury does not require medical attention, the form must still be completed in case medical treatment is later needed and to ensure that any safety hazards are corrected. If no measures (ice or follow up) are taken parent will be notified on point sheet.
- In the event that an injury is life-threatening, staff will proceed to follow the protocol for life-threatening emergencies as listed below.

### **Incidents related to Visitors**

- In a life-threatening emergency follow the same steps as identified above for students
- In a non-life-threatening emergency, complete the Injury Report Form (IRF) form and notify Administration immediately
- IRF forms should be completed for all injuries, situations which could have led to an injury, or other incidents which should be recorded for the purposes of safety and security. These forms provide a tracking method and allow administration to identify safety gaps and make appropriate changes.

## **PARENT & TEACHER CONFERENCES**

Parents and guardians will have the opportunity to meet and discuss concerns and accomplishments with their child's teachers, counselor, and administrator at least two times each school year. Invitations will be extended at least once in the fall and once in the spring. However, parents and guardians may request a meeting with a teacher, counselor, or administrator at any time.

## **PARTICIPATION IN POLITICAL ACTIVITIES**

Very often, students participate in discussions or make use of political or issue-oriented materials as part of a classroom discussion or project. Students will not be asked by any Elite staff member to convey or deliver any materials that (a) advocate the election or defeat of any candidate for elective office, (b) advocate the passage or defeat of any referendum question, or (c) advocate the passage or defeat of any matter pending before a local school board, local governing body or the General Assembly of Virginia or the Congress of the United States.

## **PERSONAL PROPERTY**

A student shall not sell or buy or attempt to sell or buy personal property on school grounds. Elite Academy is not responsible for lost, damaged, or stolen property.

## **RELATED SERVICES**

Elite Academy does not provide related services to students attending the school. Our local school partners provide the services for their students who have related services as part of their IEP. This does not include counseling which is provided by Elite Academy. If the local school system does not have a qualified provider, they are responsible for contracting with a local, independent provider.

## **REPORTING OF SUSPECTED CHILD ABUSE**

Any employee who has reason to suspect child abuse that has not previously reported is legally obligated to report suspicion to an administrator, counselor, or designee.

1. If a staff member suspects incidents of child or adult abuse, the staff member must report the suspicion of child or adult abuse to the administrator, counselor, or designee. The administrator, counselor, or designee and/or in conjunction with the staff member will contact designated Child or Adult Protective Services agency or the Department of Social Services toll-free abuse and neglect hotline and will fully cooperate with the investigation. The administrator will contact the student's case manager to inform the reporting of the suspicion of child or adult abuse.
2. A Serious Incident Report must be completed and included in the student's file.
3. If deemed appropriate by the Department of Social Services Child or Adult Protective Services agency, the parent or guardian may be notified of the reporting.

When any staff member becomes aware of alleged abuse or molestation of a student by a school employee, that staff member shall immediately notify administration. Administration should elicit enough information from the reporter (not the student) to determine: 1) the name of the alleged perpetrator; 2) the name(s) of the alleged victim(s); 3) the approximate time and duration of the alleged abuse; and 4) the general nature of the abuse. Administration should not discuss the matter with the alleged perpetrator until the following steps are taken, which should be done immediately:

1. Call the Department of Social Services (emphasize to the intake specialist that this report alleges that the perpetrator is a school professional).
2. If the child is believed to be at risk, contact law enforcement or 911 in case of emergency.
3. It may become necessary for an administrator to take some appropriate personnel action.
4. Due to the sensitive nature of such allegations, these matters must be treated with the utmost confidentiality. Great care must be taken to protect the reputations of students, their families, and staff members.

## **RESEARCH**

No human research involving students shall be conducted or authorized by Elite Academy.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

The chief purpose of the school is to help students achieve maximum development of individual knowledge, skills, and competency and to help students develop behavior patterns which will enable them to be responsible, contributing members of society. In addition, we aim to prepare young people to be well-rounded productive citizens possessing a strong moral code, with respect for themselves and their fellow man. Every student has certain rights which must be respected; however, rights are not absolute. With every right there is a corresponding responsibility. General rules of conduct for students are established to ensure the rights and welfare of all students and are designed to prevent the disruptive few from interfering with the education of all.

Elite Academy respects the rights of all students and, in turn, expects students to be responsible for making choices that positively affect their education and environment. These rights and responsibilities include:

<b>Rights</b>	<b>Responsibilities</b>
<b>The rights</b> of all students and the rights to an education are and shall be recognized without regard to race, religion, gender, sexual orientation, creed, ability to pay, national origin, disabling condition, or intellectual ability.	<b>Student</b> responsibilities include regular school attendance, conscientious effort in classroom work, conformance to school rules and regulations and the responsibility not to interfere with education of fellow students or the orderly operation of the school.
<b>Students</b> have the right to expect a safe school environment in which to learn and a climate within the school that is conducive to learning.	<b>Students</b> have a responsibility to behave in a manner that enables teachers to teach. Students have a responsibility to be prepared for class and stay awake at all times. Students have a responsibility to help staff in operating a safe school by abiding at all times by the federal, state and city laws and the policies and regulations of the school. Students have the responsibility to alert staff members of possessions and/or behaviors of other students that may create a harmful or unsafe environment.
<b>Students</b> have the right to expect courtesy, fairness, and respect from members of the school staff and other students.	<b>Students</b> have the responsibility to respect the rights and authority of students and staff and all others involved in the educational process.
<b>Students</b> have the right to expect courtesy, fairness, and respect from members of the school staff and other students with respect to their personal property.	<b>Students</b> have the responsibility to respect personal property rights of other students and school staff as well as the school's property, including the school equipment and buildings.
<b>Students</b> have the right to freedom of expression, to address policies publicly, privately, in writing or orally. Students may advocate change in any law, policy, or regulation.	<b>Students</b> have a responsibility to see that expressions do not interfere with the educational program. Students have a responsibility not to use threatening, obscene, slanderous, or libelous statements, nor to use disruptive tactics; nor to advocate violation of the law or school regulations.

<b>Students</b> have the right to complain to school staff regarding decisions considered by the student not to be in his or her best interest.	<b>Students</b> have the responsibility to follow the grievance procedures outlined in the student handbook.
<b>Students</b> have the right to be free of sexual harassment from members of the school staff and other students.	<b>Students</b> have a responsibility not to sexually harass staff members and other students by using inappropriate statements, gestures, and/or body language.
<b>Students</b> have the right to their own religious beliefs.	<b>Students</b> have the responsibility to ensure that in exercising their own religious freedom they do not violate other students' rights to religious freedom.

## **SCHOOL CLEANLINESS**

Elite Academy is housed within a well-maintained and equipped building. It is the responsibility and obligation of every student using these facilities to help keep the building, restrooms, and outside areas clean. Restrooms remained locked throughout the day to help maintain cleanliness and to help ensure student safety. Teachers escort students to the restroom during scheduled restroom breaks.

## **SEXUAL HARASSMENT**

It is the policy of our school to maintain a learning environment free from sexual harassment. Sexual harassment means unwelcome sexual advances, requests of sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement, or of a student's participation in school programs or activities; or
2. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student; or
3. such conduct creates an intimidating, hostile, or offensive work or learning environment.
4. Any person who alleges sexual harassment by a staff member or student should complain directly to the School Administrator. A substantial charge against a staff member or student will be investigated and appropriate action will be taken.

## **SMOKING**

By State law, no one under the age of 18 years of age may possess tobacco products (cigarettes, cigars, chewing tobacco, e-cigarettes, vapes, snuff, etc.). Students, regardless of their age, may not possess or use any type of tobacco or paraphernalia associated with tobacco products (matches, lighters, pipes, rolling paper, etc.) while on school grounds, and at any school-related activity (including riding to and from school on the bus, and at field trips, recreational activities and school-related work sites). Any such contraband found on students during our morning search or thereafter will be confiscated and appropriate disciplinary action will be taken. The police will be contacted if an adult student gives tobacco products to an underage student.

**SCHOOL GROUNDS:** Elite Academy is located at 3345 Shannon Park Drive, Fredericksburg VA 22408. "School grounds" include the physical building located at 3345 Shannon Park Drive, the grounds, and the surrounding parking lot. The "school" includes the sections of the physical buildings that house student classrooms, lunch rooms, resource room, and teacher's offices. "School" also includes the immediate surroundings while on a school-related outing, e.g. field trip, work experience site. Students are not allowed to smoke on school grounds. In addition, students are not allowed to leave the school or school grounds without permission from a staff member.

## **STAFFING**

Elite Academy prides itself on the quality and retention of quality educators. All teachers and counselors are licensed through the Virginia Department of Education. Our behavioral staff and paraprofessionals receive training in a variety of topics and techniques regarding individualized instruction and student behavior management including principles and strategies to reduce interfering behavior, build positive skills, and enhance communication of student with autism spectrum disorders. Upon hire, all staff receive initial training in Elite Academy policies and procedures as well as emergency preparedness, child abuse and neglect, mandatory reporting, suicide prevention, professionalism including confidentiality, and behavior management techniques. Refresher training is done annually for all staff on these topics. All staff are also certified in CPR/First Aid/AED and behavior management techniques provided through the Crisis Prevention Institution (CPI). Select staff are also trained in MAT (medication management training). Staff also participate in a minimum of 15 hours of staff development activities throughout the school year on a variety of topics dealing with student academic, behavioral, and social achievement.

## **STEALING**

Students should not take any items that belong to others. Students involved in this type of activity are committing a crime against their fellow students, their teachers, or the school. Should a student steal something, the student will be referred to the school administrator who will make every effort to get the items back to their rightful owner. The student will be suspended from school and the matter may be reported to the Sheriff's department.

## **STUDENT ASSESSMENT TEAM**

Each student's progress is monitored as least weekly by a Student Assessment Team consisting of the teacher, behavior support staff, one-on-one, Administrator and school counselor. The team reviews academic progress as well as student progress toward meeting IEP goals and objectives. A team meeting will be initiated to review the student's IEP when a student has a medical, mental or physical condition that requires a modification to the student's schedule.

## **STUDENT AND FACILITY SEARCHES**

All students are responsible for the items they bring to school or to school-related activities. Student desks and cubbies are the property of the school and school officials reserve the right to search them. To ensure safety at Elite Academy, the students, their belongings, and items under

their control are subject to search. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety and welfare of all persons within the school community and within Elite Academy. All Elite Academy staff are authorized to complete searches and seizures. During searches, students are asked to empty their pockets and to remove their shoes. Two staff members will be present to complete searches with one serving as a witness. A hand-held metal detector is used to scan for metal objects. Should illegal (or imitation) materials be found during a search, law enforcement officials may be notified. If a student refuses to be searched when the administration has reasonable suspicion that the student possesses, or has under his or her control prohibited items, parents/guardians and/or authorities may be contacted and the student may be subject to disciplinary action. Elite Academy DOES NOT conduct pat downs.

Surveillance cameras are located within all areas of the facility including the outside. Searches by outside personnel shall be authorized by the administrator as needed. Pat down, strip, and body cavity searches are prohibited.

Searches shall be conducted, by the school administrator or an administrative designee, if there is reasonable suspicion of contraband. The search may include:

- Examining a student's person, clothing, and possessions such as handbags, backpacks/bookbags, notebooks, books, and other items connected to the student.
- Looking through, handling, or feeling the student's personal possessions.
- Opening any closed containers owned by the student.
- Opening any secured property to which the school has retained possession and access such as lockers, desks, or storage cabinets.
- Opening automobiles.
- Reviewing educational technology/computer use records of students.
- Requiring students to be scanned with metal detectors or to submit to drug screens.

Whenever possible, another staff member shall be called to assist the school administrator. However, if the staff suspects that a particular item of contraband is in a building, and to wait would be a threat to safety, the search shall be made with single coverage. Staff shall respect the student's dignity during searches and value judgements shall be withheld. Staff shall conduct the search as neatly and efficiently as possible and without undue force or embarrassment. Searches, other than the regular morning search, shall be documented.

If an item of contraband is discovered in a "common area", the entire group may be placed under severe restriction until the responsible student is discovered. Any contraband shall be preserved as evidence in a locked file cabinet until due process is administered. After that time, the evidence may be destroyed or turned over to the police.

## **SUSPENSION**

Out-of-school suspension (OSS) is viewed as a very serious consequence and, as such, is not imposed without considerable deliberation and approval by the Administrator. Since it is an interruption of a student's school attendance, it is used only when such an intervention is necessary to positively impact a student's behavior or insure the safety of others. If a student is suspended or expelled due to a violation of Elite Academy's code of conduct the parent, and home school division will be notified within 24 hours. When a student is given out-of-school

suspension, parents/guardians must accompany him/her for a re-entry meeting before the student is allowed to return to school. A student will re-enter at Level 2, unless he/she was on Level 1 before the OSS incident, due to safety concerns and the need for extra support. Parents/guardians may appeal a suspension by writing or calling the school's Administrator at (540) 412-5028 to request a review of the incident and decision to suspend. If all other means of behavior management attempts have proven unsuccessful, a student may be given a long-term suspension or be discharged from the school. Prior to any such action, a review of the case is conducted with the parents/guardians and representatives of the student's sending locality.

In order to assure the safety of students and staff at Elite Academy, the following behaviors will not be tolerated, may result in OSS, and could be subject to legal action:

1. **Assault and battery:** A student shall not assault or commit battery upon another student or staff member. Battery includes, but is not limited to, pushing, hitting, kicking, shoving, spitting and tripping.
2. **Weapons:** Students shall not bring weapons to school under any circumstances. Weapons include any object used to inflict intimidation or harm to self or others - regardless of size or type, real or toy.

In some cases, there may be a question as to whether or not an object is covered by this policy. The type of object, its purpose, and how it is used, or intended to be used, will be considered when deciding if the object violates the weapons policy. It is the responsibility of every student to notify a teacher, counselor, school Administrator immediately, if he or she has reason to believe that there is a weapon/weapon-like object in school, on school grounds, on school buses, at bus stops, or at any school related activity. Disciplinary action may be taken against any student who knows of a weapon and fails to report it. If a student discovers that he or she is in possession of an object that may be considered a weapon, that student should report to the School Administrator or other staff member immediately. Follow-up action will take into consideration that the student voluntarily brought this to the attention of staff. Possession of weapons on school property may be punishable as a felony under Virginia law.

1. **Drugs and alcohol:** A student shall not bring, purchase, possess, or attempt to distribute any illegal substance, whether real or imitation, while attending Elite Academy. Illegal or mind-altering substances include, but are not limited to, prescription or non-prescription drugs, marijuana, cocaine, heroin, beer, wine, liquor, anabolic steroids, etc.
2. **Sexual offenses:** A student shall not engage in sexual behavior while attending Elite Academy including consensual sex (sexual activity involving willing participants), indecent exposure (exposing of one's private parts intentionally), or inappropriate touching (touching own or another person's private area(s)).
3. **Threat of catastrophic event:** A student shall not make threats towards staff or other students while attending Elite Academy. Threats involving actual plans to harm or cause catastrophic destruction will not be tolerated (examples include making statements about bringing a weapon to school to harm someone or making bomb threats).
4. **Cyber Bullying/Bullying/Harassment:** A student, either individually or part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes but is limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or

humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying.

The above offenses are of a serious nature and may be subject to greater disciplinary or legal action as charges may be brought against the student.

## **TESTING ADMINISTRATION**

Unless exempt from the Standards of Learning (SOL) testing, students will participate in testing in the same grades and time periods as their counterparts in public school. Elite Academy staff will administer the tests following state guidelines and specific accommodations in the Individualized Education Plan (IEP). Students may also be given the option to do online SOL testing at their home school. Elite Academy collaborates with local school systems to assure testing requirements are met.

## **TERMINATION FROM THE PROGRAM**

Termination from Elite Academy is a rare occurrence. Every effort is made to meet the student's needs. However, occasionally the needs of a student do not match the services available at Elite Academy. Should our staff determine that we are no longer able to contribute to a student's success, we will request that the referring school system hold an IEP meeting so that arrangements can be made for a change in placement. When a student commits a serious offense or series of offenses, not caused by a disability documented in the student's Individualized Education Plan (IEP) that indicates the need for an alternative environment not offered at Elite Academy, a student may be administratively discharged. The decision is discussed with the student's base school with a thorough explanation for the discharge. The student's parent/guardian is notified, an IEP meeting is set up, and Elite Academy makes every effort to assist in securing an alternative placement that more appropriately meets the student's needs.

## **THREATS**

It is illegal to threaten violence against a school staff member, student, or school property. Students who make threats may be turned over to the police. Threats include those made orally and in writing. In addition to facing criminal charges, a student may be terminated from enrollment for making threats against a school staff member, company employee, fellow student or school/company property.

Please note the following laws found in the Code of Virginia:

§18.2-83: Makes it illegal to communicate by any means a threat to bomb, destroy, or damage any place of assembly, building or other structure or communicating false information about the existence of any danger of bombing or destruction. The offense is a Class 5 felony if person is aged 15 or older and a Class 1 misdemeanor if person is younger than 15.



§18.2-60: It is a Class 6 felony to knowingly communicate a written threat to kill or do bodily injury to a person...if the threat places the person in reasonable apprehension of death or bodily injury to himself or his family member. A written threat to kill or do bodily harm on school property or at a school event is a Class 6 felony regardless of whether the person who is the object of the threat actually receives the threat... An oral threat to kill or do bodily injury of school property or at a school-sponsored event is a Class 1 misdemeanor.

§18.2-152.7:1. It is a Class 1 misdemeanor to use a computer or computer network to communicate obscene, vulgar profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act in an attempt to coerce, intimate or harass any person.

## **TRANSITION SERVICES**

Elite Academy's primary goal is to assist students in meeting the academic and behavioral goals that make it possible for a successful return to their base school. The student's behavior and performance is documented daily. A Daily Behavior Record tracks students' growth and motivation toward assigned goals. Multiple assessments are used to determine their readiness to transition back to the public school setting. In addition to ongoing assessment of progress, the Individualized Education Plan (IEP) is reviewed annually to determine goals for the student and consider recommendations for placement.

The goal is always for students to return to public school if it is appropriate for the student. The IEP team works together to develop a plan for transition back to public school. To help ensure a successful transition, the plan may include a partial attendance at their base school and Elite Academy. This allows the student to slowly move back to public school while maintaining the support available at Elite Academy. The student will often make the transition during natural changes in the school calendar which generally include at the start of the new school year and at the semester.

Students, especially graduating seniors, may be referred to the Department of Rehabilitative Services who offer Pre-Educational Transition Services (Pre-ETS Services). These services include: job exploration; work-based learning experiences provided in an integrated environment; in-school and after school opportunities; counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs; workplace readiness training to develop social skills and independent living skills; and instruction in self-advocacy, including peer mentoring and instruction in person-centered planning.

## **TRANSPORTATION**

1. Transportation to and from Elite Academy is provided by the public school system.
2. Students are to remain on the bus, or in the car, and be fully supervised until 8:00 a.m.
3. Parents/guardians/drivers that arrive after 8:10 must escort the student to the main office and sign them in. Elite Academy is not liable for students that are unattended.
4. Students are to follow the transportation rules established by their respective city/county transportation department.
5. Drivers are authorized to write bus referrals for inappropriate behavior.

6. Multiple referrals and/or any serious infraction of the rules will result in a conference with the parents/guardians and with the sending school staff and transportation personnel.
7. If, at the end of the school day, a student's behavior is sufficiently out of control as to be a safety concern the parents/guardians will be responsible for providing transportation home. In the event that neither the parents/guardians, nor approved alternatives are available to pick up a student, Elite Academy staff may have to contact the Department of Social Services.

### **Alternate Transportation**

If the student is to be picked up by someone other than regular transportation, the parent/guardian should send a signed note or call the school **before 1:00 p.m.**; otherwise, the student will be sent home on regular transportation. **Photo identification will be required.**

To assist in meeting both you and your child's needs in the event of an emergency, please make sure our office has a thorough and accurate list of names and emergency contact numbers for those you approve to pick up and/or transport your child. Note that anyone not on this list **cannot** pick up your child. Please call the office if you have questions or to confirm names on the list.

Elite Academy must have prior notice, preferably written permission, before a student can be released to someone other than the individuals listed on the **Alternate Transportation Form**. If someone is to transport a student on a regular basis, a schedule must be given to Elite Academy. Students will be sent home with approved mentors, in-home counselors and other community workers only if the parent/guardian has given the school advance notice. If a student plans to go home with another student after the school day, then the parents/guardians of **both** students must send in notes or call and alternate transportation must be arranged.

### **Transportation Contact Information**

Caroline County	(804) 633-6562	Richmond County	(804) 333-6588
Colonial Beach	(804) 224-7166	Prince William Co.	(571) 402-3884
Essex County	(804) 443-2151	Richmond County	(804) 333-6588
Fredericksburg City	(540) 372-1123	Spotsylvania County	(540) 582-5125
King George County	(540) 775-3870	Stafford County	(540) 374-8475
Lancaster County	(804) 577-0764		

It is the responsibility of the home school or guardian to provide transportation to and from school. School staff may transport students in company vehicles to and from Physical Education, extra-curricular activities, and field trips. All staff who transport students undergo a DMV background check and must possess a current, valid license. All vehicles used to transport students to school activities meet the Virginia Department of Education and Department of Motor Vehicle requirements and meet VDOE insurance requirements. All vehicles are equipped with first-aid kits, fire extinguishers, and two-way communication devices (cell phones). Information regarding vehicle types, insurance and staff utilized for transportation may be obtained by contacting the main office.

## **VANDALISM**

A student who is observed or proven beyond a reasonable doubt to be guilty of damage, destruction, defacing, or stealing school property or the property of another student will be subject to disciplinary action. This punishment may include a suspension and referral to the police department. Any student who is apprehended in an act of vandalism to the school or another student's property will be subject to repair or replacement costs in addition to disciplinary action by the school. An invoice will be sent home to the parent. In some cases, a student may be terminated from the program for acts of vandalism.

## **VIRTUAL LEARNING/INSTRUCTIONAL TECHNOLOGY**

Teachers employ a variety of learning techniques which include online resources such as Google Classroom, IXL Math and English, iCivics, Literacy Loft, etc. Students in PE 9 receive CPR/AED and First Aid instruction utilizing an on-line training as well as hands-on instruction. Students are encouraged to sit for the certification exam which is offered in-house by our certified instructor. All online resources used by students are supervised by staff. Virtual classes for credit will be provided through an accredited provider.

## **VISITATION**

To ensure the safety of our staff and students, the doors to the school will be locked and all visitors will ring a bell and show identification to be admitted by a staff member. Elite Academy welcomes parents/guardians, base school personnel, probation officers, mentors, in-home counselors, social workers, and any person involved in the care and well-being of our students.

Visitors will be escorted by staff at all times while in the building. We have an open-door policy and always welcome visitors. It is helpful to schedule your visitation in advance to ensure you will be seen in a timely manner. School hours are 8:00 am - 2:45 pm.

## **WATER-RELATED ACTIVITIES**

A certified lifeguard supervises all swimming activities. Instances when students are near a body of water will require the use of life-jackets. Students must obtain written parental permission before participating in any such event. All water-related activities are under the direct supervision of school staff who are certified in CPR, first aid and AED. At least one staff trained in medication management also attends.

## **WEAPONS**

No dangerous items such as knives, guns, or other weapons of any type are allowed on school grounds. As these items are illegal to bring onto school grounds in the Commonwealth of Virginia, students found in possession of weapons will be turned over to the police. In addition to facing criminal charges, a student may be terminated from enrollment for bringing a weapon on school grounds.

## **WILDERNESS & ADVENTURE ACTIVITIES**

Any adventure or wilderness activity must be supervised by a person licensed or certified in that activity. Students must obtain written parental permission before participating in any such event. All wilderness and adventure activities are under the direct supervision of school staff who are certified in CPR, first aid and AED. At least one staff trained in medication management also attends.

# **CODE OF STUDENT CONDUCT (August 2022)**

In accordance with state legal requirements, general rules of student conduct, and responsibilities and rights have been developed and published in the student handbook as the Code of Student Conduct. The handbook is reproduced annually and made available to students, parents, and staff.

## **Purpose**

To establish standards of student conduct and enforcement procedures designed to provide that education in Elite Academy be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

## **Rights and Responsibilities of Students**

The chief purpose of the school is to help students achieve maximum development of individual knowledge, skills, and competency and to help students develop behavior patterns which will enable them to be responsible, contributing members of society. Acceptable behavior is essential to the development of responsible and self-disciplined citizens and to the provision of an effective school program. Positive behavior is based on respect for one's self and for the worth and dignity of others. Development of such positive behavior in students is a dual function of the home and of the school.

Every student has certain rights which must be respected; however, rights are not absolute. With every right there is a corresponding responsibility. General rules of conduct for students are established to ensure the rights and welfare of all students and are designed to prevent the disruptive few from interfering with the education of all.

The rights of all students and the right to an education are and shall be recognized without regard to race, religion, sex, creed, ability to pay, national origin, disabling condition, or intellectual ability. Student responsibilities include regular school attendance, conscientious effort in classroom work, conformance to school rules and regulations and the responsibility not to interfere with the education of fellow students or the orderly operation of the school.

Students have the right to expect a safe school environment in which to learn and a climate within the school that is conducive to learning. Students have a responsibility to help the school staff in operating a safe school by abiding at all times by the federal, state and county laws and the policies and regulations of the school board and the school.

Students have the right to expect courtesy, fairness, respect, and to be free of sexual harassment from members of the school staff and other students. Students have the responsibility to respect the rights and authority of teachers, students, administrators, and all others involved in the educational process.

Students have a right to expect that other students and school personnel will respect their personal property.

Students have the responsibility to respect personal property rights of other students, teachers, and administrators as well as the public's property, including school equipment and buildings.

Students have the right to freedom of expression, to address policies publicly, privately, in writing or orally. Students may advocate change in any law, policy, or regulation. Students have a responsibility to see that expressions do not interfere with the educational program. Students have a responsibility not to use obscene, slanderous, or libelous statements; not to use disruptive tactics; nor to advocate violation of the law or school regulations.

Students have the right to complain to school staff regarding decisions made by staff members considered not in the student's best interests. Students have the responsibility to follow the grievance procedures outlined in the student handbook.

## **Rules of Conduct**

Acts for which students shall be disciplined, and the range of disciplinary actions which shall be imposed, (including suspension and termination from program) include, but are not limited to, the following:

1. Absenteeism (including cutting of class), unexcused or excessive; The matter shall be reported to the student's referring LEA (Local Educational Authority) and/or guardian. Minimum of warning, including parent/guardian and other stakeholder notification, to maximum determined by the LEA (including referral to truancy officer and the juvenile and domestic relations court).
2. Alcoholic beverages and imitation alcoholic beverages including nonalcoholic beer, possession, delivery, sale, distribution, manufacture, use, or being under the influence of; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to maximum determined by LEA. The matter may be reported to the police with the potential for criminal charges being filed. Additionally, the student may be required to undergo evaluation for drug or alcohol abuse, or both. Students suspected of being under the

influence may be subject to breath analysis. With the recommendation of the evaluator and with the consent of the parents, the student may be required to participate in a treatment program.

3. Arson or attempted arson; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the Fire Marshall and police, with the potential for criminal charges being filed.
4. Assault and battery or attempted assault; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
5. Bomb threats or false bomb threats made against ERI personnel or involving school buses, or school property and/or property of school-sponsored work site; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
6. Bullying – the repeated use of power to control or harm others on a repeated basis to include teasing, spreading rumors, hitting, punching, shoving and cyberbullying. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA and/or guardian. Additionally, the matter may be reported to the police, with the potential for criminal charges being filed.
7. Cheating and/or plagiarism; Minimum of receiving no credit for the work and notifying the guardian to maximum of short-term suspension (up to 10 days).
8. Computer violations including trespass, fraud, invasion of privacy, and theft of services; unauthorized use of school computer and/or computer network; removal of computer data, programs, software; alteration/destruction/erasure of computer data, programs, software; intentionally causing a computer and/or computer network to malfunction; use or duplication of software in violation of law or licensing requirements; unauthorized access to any portion of computer network, restricted programs and/or computer drives; unauthorized use of school computer code(s); failure to abide by acceptable use agreement; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) and/or loss of computer and Internet privileges to maximum of termination of enrollment after review with the LEA. Additionally, the matter shall be reported to the police if the potential exists for criminal charges to be filed. Restitution for repairs will be sought if applicable.
9. Dangerous articles, firearms, knives, metal pipes, sharpened implements, clubs, etc., possession of; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
10. Failure to submit to a search; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the police may be contacted if there is reasonable suspicion that the student is involved in illegal activities, with the potential for criminal charges being filed.
11. Defacing, vandalizing and/or destruction of school property or property of another (includes writing on walls, etc.); The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed. Restitution for repairs will be sought.
12. Detention, failure to report to; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA.
13. Detention, refusal of, refusal to complete assignments while in detention; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA.
14. Dice shooting (whether or not gambling); The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA.
15. Disability harassment; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
16. Disobedience to teacher or other staff member; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
17. Disrespectful behavior toward teacher or other staff member; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
18. Disruption of class, study or instruction; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
19. Dress guidelines, violation of; Minimum of being required to change attire to maximum of being sent home for the day.
20. Extortion or attempted extortion, harassment, and intimidation; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after

review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.

21. Failure to clean up after yourself, refusal to complete assigned housekeeping chores; Minimum of warning to maximum of short-term suspension of 3 days or less.
22. Failure to report to school administrator's office as directed; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA.
23. Fighting; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
24. Fire alarm and/or fire extinguisher activation without just cause; false alarm including calling 911 to falsely indicate an emergency; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the Fire Marshall and police, with the potential for criminal charges being filed.
25. Fireworks or other explosives, including chemicals and materials which may be combined to manufacture such item, possession, distribution, manufacture, use or lighting of; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the Fire Marshall and police, with the potential for criminal charges being filed.
26. Forgery of notes or passes, etc; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
27. Gambling, and/or promotion of gambling; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
28. Gang Activity; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
29. Hazing; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
30. Illegal conduct involving firebombs, explosive materials or devices, hoax explosive devices, or chemical bombs in school vehicle, school property, or at a school-sponsored activity (including school-sponsored work experience site); The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
31. Immorality; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA.
32. Leaving class without teacher's permission; Minimum of a warning to a maximum of short-term suspension (up to 10 days or less).
33. Leaving school grounds without proper authorization; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Police will be notified when the student is under 18 years of age.
34. Loitering on school property, including halls, restrooms, and parking lots; Minimum of a warning to a maximum of short-term suspension (up to 10 days or less).
35. Loitering in vehicles in parking lots or on streets; Minimum of a warning to a maximum of short-term suspension (up to 10 days or less).
36. Lying/falsehood; Minimum of a warning to a maximum of short-term suspension (up to 10 days or less).
37. Mace or like substance, possession and/or use of; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA.
38. Misuse of school property or the property of others; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
39. Molesting others; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
40. Profane or obscene language, gestures or conduct, or use of; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter may be reported to the police, with the potential for criminal charges being filed.

41. Obscene writing, pictures, or articles, or possession of; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
42. Participating in and/or instigating a fight or riot; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
43. Possessing, using, distributing, intending to sell, selling, manufacturing, giving, attempting to sell, or being under the influence of a controlled substance other than an alcoholic beverage, including anabolic steroids, an imitation controlled substance, and other lookalikes (placebos), marijuana, illegal drugs, intoxicants other than an alcoholic beverage, inhalant, intoxicants, or possessing, distributing, intending to sell, selling, or attempting to sell drug paraphernalia on school property, including the parking lot, in a school vehicle, or while engaged in or attending any school activity or in any manner so as to endanger the well-being of students or staff or any other type of substance abuse; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter shall be reported to the police, with the potential for criminal charges being filed. Additionally, the student may be required to undergo evaluation for drug or alcohol abuse, or both. With the recommendation of the evaluator and with the consent of the parents, the student may be required to participate in a treatment program.
44. Possession, use, distribution, attempted distribution of prescription medications, over-the-counter, non-prescription medications, and/or lookalikes in conjunction with failure to provide to school staff any prescription or non-prescription medication for safekeeping and administering; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter shall be reported to the police, with the potential for criminal charges being filed. Additionally, the student may be required to undergo evaluation for drug or alcohol abuse, or both. With the recommendation of the evaluator and with the consent of the parents, the student may be required to participate in a treatment program.
45. Presentation of forged notes or passes; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
46. Profane or abusive language, use of; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
47. Publication and/or distribution of unauthorized materials including newspapers, letters, flyers and posters; Minimum of warning to maximum of short-term suspension (up to 10 days).
48. Refusal to follow directions of teacher or other staff member; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
49. Refusal to identify self properly; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
50. Removal of food from lunchroom; Minimum of warning to maximum of short-term suspension (up to 10 days).
51. Rude behavior to others; Minimum of warning to maximum of short-term suspension (up to 10 days).
52. Sexual harassment; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
53. Sexual offenses, including inappropriate public display of affection, consensual sex, indecent exposure, rape, attempted rape, non-consensual physical contact, possession of or use of pornographic materials; The matter shall be reported to the LEA and/or guardian. Minimum of a short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
54. Smoking or using tobacco; and the possession of any tobacco product regardless of age of student; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
55. Sleeping in class; Minimum of warning to maximum of short-term suspension (up to 10 days).
56. Tardiness, unexcused or excessive; The matter shall be reported to the LEA and/or guardian. Minimum of warning to a maximum including termination as determined by the LEA.
57. Theft; attempted theft, robbery, attempted robbery; The matter shall be reported to the LEA and/or guardian. Minimum of a short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
58. Threatening bodily harm or property damage; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.



59. Threatening language or gestures, use of: The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
60. Trespassing on school property, including the parking lot, while suspended; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
61. Truancy from school; The matter shall be reported to the LEA and/or guardian. Minimum of warning including parent notification to maximum determined by LEA, including referral to the juvenile and domestic relations court.
62. Unauthorized entry into restricted areas; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
63. Use or possession of any firearm, knife, other weapon, whether armed or disarmed, or lookalike, on or near school property, including the parking lot, in a school vehicle, or while engaged in or attending any school activity unless part of the curriculum, including the use or possession of explosives or destructive devices. Weapons include, but are not limited to, any gun or object designed to propel a missile of any kind including bows; any dirk, bowie knife, switchblade, ballistic knife, razor, slingshot, spring stick, metal knuckles, blackjack, any stun weapon or taser, any flailing instrument consisting of two or more rigid parts that can be swung freely (such as nunchuck or fighting chain); any object with points or pointed blades; any imitation weapon or lookalike, including, but not limited to toy guns, etc., or any object (including imitation or lookalike) used with the intent of threatening or harming an individual; The matter shall be reported to the LEA and/or guardian. Minimum of a short-term suspension to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
64. Verbal abuse/cursing; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
65. Violence, acts of; The matter shall be reported to the LEA and/or guardian. Minimum of a short-term suspension to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
66. Any violation of this handbook, policies of the school board, or state law; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
67. Any other conduct considered by the school administrator, president or board of Employment Resources Incorporated to be disruptive, disrespectful, threatening and/or presenting an immediate danger to the welfare, health, and safety of any person; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.

**The School Administrator is required to report students to the LEA for the following offenses:**

1. Any attempted or actual physical injury, including "unlawful woundings", maimings, and homicides, other than involuntary manslaughter, committed by a student on school personnel;
2. The assault, assault and battery, sexual assault, death, shooting, stabbing, cutting, or wounding of any person while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
3. Any conduct involving alcohol, marijuana, a controlled substance, imitation, controlled substance, or an anabolic steroid while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
4. Any threats against school personnel while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
5. The illegal carrying of a firearm (including those defined in Sections 22.1, 277.01, 18.2-308, and 18.2-308.1 of the Virginia Code) onto school property, including the parking lot, into a school vehicle, or at a training site.
6. Arson or attempted arson;
7. Destruction or damaging of school property or property of another;
8. Extortion or attempted extortion, harassment, and intimidation;
9. Fireworks or other explosives;
10. Immorality;
11. Participating in a riot;
12. Theft;
13. Gang activity;
14. Use or possession of any object (including imitation or lookalike) used with the intent of threatening or harming an individual.

**The School Administrator and/or designee shall report to local law enforcement officials all incidents occurring on school property, including the parking lot and in vehicles used to transport students involving:**

1. Any attempted or actual physical injury, including "unlawful woundings", maimings, and homicides, other than involuntary manslaughter, committed by a student on school personnel;
2. The assault, assault and battery, sexual assault, death, shooting, stabbing, cutting, or wounding of any person while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
3. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
4. Any threats against ERI personnel, clients or worksite supervisors while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
5. The illegal carrying of a firearm (including those defined in Sections 22.1, 277.01, 18.2-308, and 18.2-308.1 of the Virginia Code) onto school property, including the parking lot, or a school vehicle
6. Any illegal conduct involving firebombs, explosive materials or devices, hoax explosive devices, or chemical bombs in a school vehicle, on school property, or at a school-sponsored activity;
7. Possession and/or use of tobacco and smokeless tobacco products by students under the age of 18;
8. Bomb threats or false bomb threats made against school personnel or involving school vehicles or school property;
9. Extortion;
10. Possession of weapons;
11. Property crimes (arson, burglary, theft, vandalism);
12. Robbery;
13. Runaways;
14. Sex offenses (indecent exposure, obscene phone calls, rape, sodomy, and child molestation);
15. Threats to do bodily harm;
16. Trespassing;
17. Use of abusive or profane language.

**The School Administrator and/or designee shall notify the parent of any student involved in the following incidents regardless of whether disciplinary action was taken against student or the nature of the disciplinary action. Such notice shall only relate to the relevant student's involvement and shall not include information concerning other students:**

1. Any attempted or actual physical injury, including "unlawful woundings", maimings, and homicides, other than involuntary manslaughter, committed by a student on school personnel;
2. The assault, assault and battery, sexual assault, death, shooting, stabbing, cutting or wounding of any person while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
3. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
4. Any threats against school personnel while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
5. The illegal carrying of a firearm onto school property, including the parking lot and school vehicles;
6. Any illegal conduct involving firebombs, explosive materials or devices, hoax explosive devices, or chemical bombs while in a school vehicle, on school property, or at a school-sponsored activity.
7. Bomb threats or false bomb threats made against school personnel or involving school vehicles or school property.

## **Disciplinary Actions for Violations of Standards of Conduct**

The administrator is responsible for conducting and/or supervising a thorough investigation of any alleged student violation involving drug related crimes or violent criminal conduct, so that the administrator will be able to present a comprehensive report on such matters to any or all of the following: the law enforcement officers investigating the matter, the Commonwealth Attorney's office, the Juvenile and Domestic Relations Court, and the referring school system.

### **Investigative Stage:**

1. The administrator conducts an investigation of the violation in order to establish related facts considered to be appropriate.
2. In circumstances involving alleged illegal acts, law enforcement officials are permitted to question students while they are under the authority of the school provided that the student's parent/guardian has been called and provided with the opportunity to be present and the student is willing to talk to the law enforcement officials. If the parent cannot be contacted or is unwilling to attend, the school administrator or designee is to be present.
3. Witnesses of the alleged violation are to be interviewed by school personnel.

### **Adjudicative Stage:**

1. During the adjudication stage, the responsibilities of the administrator include:
2. A student alleged to have committed a violation of the Standards of Conduct is to be provided with a hearing in the administrator's office in order to present his/her case.
3. Witnesses of the alleged violation may be secured by either party if considered necessary or appropriate by the administrator.
4. The administrator bases his/her decision of the alleged violation on the evidence obtained during the investigation and/or presented during the hearing.
5. At the conclusion of the hearing, the student is informed of the administrator's finding and decision of any punishment to be assessed.

### **Types of Disciplinary Action**

When a violation of the Student Code of Conduct has been substantiated, any one or more of the following types of disciplinary action for enforcement may be utilized by the administrator, in the exercise of sound discretion. The listing is general in nature and not intended to exclude the use of other more appropriate forms of punishment as indicated by the circumstances of the offense.

1. Counseling and/or Warning. This is constituted by talking with a student, pointing out violations in conduct, and setting forth the model of correct behavior in stated situations. It may involve the design and implementation of a behavior contract.
2. Parental Conference. A parent conference should be held when students are involved with discipline problems regarding serious consequences. It may also involve the referring school system, and as applicable, the student's probation /parole officer.
3. Disciplinary Referral. This is a written notice to the student and his parent/guardian stating that the student has been in violation of the Code of Conduct. The type of disciplinary action is listed on this referral. A copy is to be provided to the referring school system and, as appropriate, the student's probation/parole officer.
4. Tasks Assigned by the Administration. These tasks are extra duties to be performed for noncompliance with the Code of Conduct.
5. Lunchtime Detention. A student may be required to spend the lunch period in an assigned area away from other students.
6. Timeout. The teacher will request that the student be removed from the room for a timeout (not to exceed 30 minutes per incident). The time out area shall not be locked nor the door secured in a manner that prevents the student from opening it. During the timeout, the student will be able to communicate and process the incident with staff. Staff shall check on the student at least every 15 minutes and more often depending on the nature of the student's disability, condition, and behavior. If accommodations are needed to assist the student, they will be implemented. Staff shall document the frequency, duration, and interaction(s) of each time out.
7. Restitution. A student may be charged with the cost of repair/replacement of any damage to or loss of school or company property.

8. Loss of Driving Privileges. A student may lose the privilege of driving to school. The parent/guardian and referring school system will be notified so that alternate transportation arrangements can be made.
9. Suspension from School-Sponsored Activities. Suspension from school-sponsored (including paid and unpaid school-to-work) activities may be imposed for a specified period of time for violating the Code of Conduct. The parent/guardian shall be notified of the action.
10. In-School Suspension. A student may be required to spend the day(s) or part of the day in an assigned area away from other students. While assigned to In-School Suspension, the student is required to complete all class work. A student who refuses to work as directed by the In-School Suspension supervisor will be referred to the school administrator for other more appropriate discipline.
11. Suspension from School. A student may be suspended from school up to 10 days. During such suspension, the student is not permitted on school grounds or allowed to participate in any school activities (including school-to-work activities). The parent/guardian, referring school system and, as appropriate, the student's probation/parole officer shall be notified of the action. If a student is suspended from school, a letter from the School Administrator will be sent to the student's parents. The suspension letter shall include at least the following:
  - a. Reason(s) for the suspension and date(s) of suspension are to be clearly stated.
  - b. If applicable, the date and time a parent must come to the school for a conference in order for a student to be readmitted to school.
  - c. Statement regarding the fact that the student will not be allowed to participate in any school activities during suspension.
  - d. Statement regarding the fact that the student is not to go on Employment Resources Incorporated's property.
12. Termination of Enrollment. A student may, and in certain circumstances shall, be terminated from Elite Academy program for violation of the policies and regulations of Elite Academy including the student code of conduct. Should the school administrator deem that Elite Academy is no longer an appropriate placement for a student, she will request a review with the referring LEA, student, parent/guardian to officially terminate the student from the program. A terminated student shall be excluded from entry upon school property.

**APPENDIX 1  
Elite Academy  
Level Privileges**

<b>LEVEL</b>	<b>LOCATION</b>	<b>SCHOOL-WIDE PRIVILEGES</b>	<b>OPTIONAL TIME CHOICES</b>
<b>3</b>	<p>Allowed off-campus for field trips and/or special events</p> <p>Allowed outside for unstructured time in addition to structured time</p> <p><b>*Field-trips allowed</b></p>	Lunch in designated eating area	<p>Increased choices of activities Allowed to socialize out of his/her desk</p> <p>(Example: computer and/or video game use, etc.)</p> <p>Special Lunch one time/month</p> <p><b>*Non-academic computer use allowed (in respect to the Elite Academy's computer use Policy)</b> Increased choices of activities</p> <p>(Example: time with special adult, listen to CD/Ipod/MP3 player with headphones, etc.)</p>
<b>2</b>	<p>Allowed off-campus for field trips and/or special events</p> <p><b>*Field-trips allowed</b> Allowed outside for unstructured time in addition to structured time</p>	Lunch in designated eating area	<p>Allowed to socialize out of his/her desk</p> <p>Increase choices of activities</p> <p>(Example: building blocks, card or board games)</p>
<b>1</b>	<p>Must remain on-campus all day and within the classroom setting mostly; Only outside for structured, supervised activities (Example: PE but NOT recess)</p>	Lunch at the desk in the classroom	<p>Remain at desk for quiet activities</p> <p>(Example: reading, journaling, drawing, coloring)</p>
<b>CALMING AREA</b>	<i>Calming Area</i>	*Remove jewelry, despite previous level, for safety	

***Note: The designated eating area is a privilege and students must be displaying respectful behavior in order to earn this privilege.***

**APPENDIX 2  
Elite Academy  
Safety Contract**

For members of a group or team to accomplish a task and function well, there must be an element of safety and trust between them. Ensuring safety, both physical and emotional, is an absolute necessity at Elite Academy.

You are being asked to become an active agent in helping ensure the safety of all Elite Academy students. This means you are asked not to initiate, encourage, participate in or support others' unsafe and/or unhealthy behaviors.

I understand and agree that the following behaviors will be deemed *unsafe* and will require extra supports:

- **Threats to self (self-abusive behavior, statements or gestures)**
- **Assault (verbal or gesture – either direct or indirect and with or without intent)**
- **Battery (pushing, tripping, hitting, kicking, or spitting, etc.)**
- **Bullying/harassing**
- **Property destruction**
- **Sexual assault**
- **Sexual harassment**
- **Stealing**
- **Leaving supervision and/or leaving school grounds**
- **Bringing contraband to school (weapons, tobacco, lighter, controlled substances, etc.)**
- **Additional actions deemed *unsafe* by the School Administrator of *Elite Academy***

I understand that all safety concerns are serious and will require extra supports. I also understand that safety infractions require increased supervision throughout the day and may limit certain privileges afforded me by my attained level.

I have read, understand, and agree to the safety expectations and program rules listed above.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

# **APPENDIX 3**

## **Elite Academy**

### **Code Red Procedures**

**OBJECTIVE:** To outline and delineate those actions to be taken by employees at Elite Academy in the case of a fire drill or real fire.

**I. Method of Alert:**

- A. Upon discovering a real fire, the Administrator or designee will immediately pull the nearest fire alarm and then report the fire by calling 911. Students, staff and visitors should immediately evacuate the building in accordance with the posted (classroom wall), designated or alternative route.
- B. In a simulated drill situation, the Administrator or designee will sound the alarm and all students, staff and visitors will quickly and orderly evacuate the building.
- C. Whether the drill is real or simulated, speed is of the essence in notifying the students, staff, visitors and authorities.

**II. Elite Academy Staff Response to a Fire Alert:**

- A. Teacher and Behavior staff will account for ALL assigned students.
  - 1. **Teachers will:**
    - a. Have students line up quietly and leave the building at the designated exit. If not near designated exit, use closest exit and meet at a designated spot outside the building. (Fire escape routes posted in each room.)
    - b. Close the door and turn off the lights.
    - c. Keep students within their own class in a line at designated outside area.
    - d. Initiate roll of students in class and then provide completed list to Behavior Support Staff Coordinator to ensure students are not missing. In order to avoid confusion, all student absences should be recorded.
    - e. Roll will be taken every 2 hours and provided to Human Resources/Administrative Assistant or designee.
    - f. Return to the building after being advised that CODE RED is clear.
  - 2. **Behavior Support Staff/1:1 Aides will:**
    - a. Take emergency bag/folder
    - b. Assure whereabouts of students not in class and get with class to help with roll
    - c. Behavior Support Staff Coordinator or designee will report to the scene of the fire with fire extinguisher as quickly as possible, if safe and appropriate.
    - d. Behavior Support Staff coordinator will oversee all classes to make sure students have all been accounted for, provide roll to Human Resource/Administrative Coordinator or designee every two hours and assist in evacuation and dismissal if necessary.
  - 3. **Counselors and Administrative staff will:**
    - a. Checks all rooms to verify all students have been evacuated and that all doors are closed
    - b. Will make sure all visitors have been evacuated and accounted for
    - c. Exit building to help monitor

**III. Elite Academy Drill Procedures:**

- A. Elite Academy will execute a CODE RED drill each week during the first month of each new school calendar year
- B. Elite Academy will execute CODE RED drills once a month on designated days and time per Administrator
- C. In a drill situation, the Administrator or designee will oversee the exercise and prepare a "School Exit Drill Form"

**APPENDIX 4**  
**Elite Academy**  
**Life Safety-Violent/Threatening Behavior**

**OBJECTIVE:** To outline and delineate those actions to be taken by employees at Elite Academy in the case of violent or threatening behavior.

**I. Method of Alert:**

- A. Assess the type and degree of the threat/violence and its level of risk to the safety of students and staff.
- B. Notify police (911), if the safety of students or staff is endangered. Provide them with location and nature of the incident and school response.
- C. Isolate the perpetrator from students and staff, if safe to do so.
- D. Administrator/designee will initiate appropriate response action-**LOCKDOWN (Code Green) or EVACUATION (Code Red)**.

**II. Staff Response to Life Safety-Violent/Threatening Behavior:**

- A. Teacher and Behavior staff will account for ALL assigned students.
  - 1. **Teachers and Behavior Staff will:**
    - a. Follow Code Green or Code Red Procedures with students.
  - 2. **Counselors and Administrative staff will:**
    - a. Follow Code Red or Code Green Procedures-ensuring all staff, students, visitors, and interns are accounted for and following the proper procedure.



**APPENDIX 5**  
**Elite Academy**  
**Parent/Guardian Participation Agreement**

Elite Academy is dedicated to assisting students in achieving their educational and behavioral goals to make a successful transition to a less restrictive environment and to become successful in the community. Our experience indicates that student success is greatly affected by how closely families and the Elite Academy staff work together to support each other.

We agree to do our part in maintaining a close, effective relationship with you. Our responsibilities are listed below.

**WE, AS STAFF, WILL:**

1. Keep parents/guardians informed of student progress and changes in behavior.
2. Remain accessible to parents/guardians for discussion of any issues or concerns.
3. Consult parents/guardians concerning objectives for their child, as well as welcome the parent/guardian as a crucial source of information concerning their child.
4. Provide report cards every nine weeks as well as interim reports midway between.
5. Arrange meetings to avoid extreme inconvenience to parents/guardians whenever possible.
6. Provide the education program as specified in the IEP and SOLs.

**WE, AS PARENTS/GUARDIANS, WILL:**

1. Relay all information about or changes such as:
2. Medication (regardless of whether it is administered at school or home).
3. Address/phone number (keep school informed of address & phone number changes).
4. Crises in the home.
5. Or other information that would affect our child's performance.
6. Complete and return requested written information promptly.
7. Be available by telephone to conference with Elite Academy staff as needed (for those without phones, other arrangements must be made).
8. Carry out in-home programs as developed in consultation with Elite Academy staff.
9. Agree to notify the school if our child has a communicable disease or condition and agree to obtain a medical release allowing our child to return to school.
10. Ensure that our child attends school regularly and inform the teacher in advance of any excused absences.
11. Call Elite Academy to explain any absences.
12. Send a written note within two days explaining the reason for the absence if absence is to be excused.
13. Provide any medication needed by student.
14. Request that the doctor send a copy of the results of any new physical or psychological testing done during the year to Elite Academy (neurologist, ophthalmologist, allergist, audiologist, etc.).
15. Present to my child a united front with school staff in support of objectives and treatment although I will call at any time to discuss concerns or questions.

**APPENDIX 6**  
**Elite Academy**  
**Parent/Guardian Participation Agreement Signature Page**

Your signature indicates a willingness to cooperate with the school and to fulfill your responsibilities throughout your child's enrollment at Elite Academy.

---

Parent/Guardian Signature

---

Date

**APPENDIX 7**

**Elite Academy  
2022-2023  
Handbook Acknowledgement**

I acknowledge I have read the handbook provided by *Elite Academy*. I understand the program, procedures, policies, calendar, and expectations. If I find the handbook does not answer my questions, I will contact the school office for clarification.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**This statement must be signed by parents/guardians within one month of student enrollment (Virginia Code 22.1-279.3).**