

Parent-Student Handbook 2016-2017



**Blue Ridge Educational Center
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1. Institutional Philosophy

BREC's goals are for all students to achieve their highest academic learning potential, to develop positive core values reflective of our community, and to be prepared for higher education and/or the workforce. We strive to deliver an educational program respected statewide through the commitment and expertise of qualified school administrators, teachers, and school staff. We provide appropriate instructional resources and current technology. We seek to achieve the mission through community support, active parental involvement, and business partnerships.

a. Our Mission

Our mission is to provide a safety net of academic services to children, youth and adults in the community who might not otherwise receive an adequate education. We collaborate with the public school system and all other sectors of the community to identify and address educational needs. We develop and implement a variety of programs using multiple strategies to address these needs.

b. Our Vision

We strive to expand our services and increase our visibility so that we are readily available to anyone in the community who may need our services, regardless of financial circumstances. We envision ongoing partnerships with public and private schools in the community in order to offer creative solutions to the complex needs of students. In this process, we will strive to partner with other community agencies and individuals who are involved in improving the lives of at-risk youth. We will take community-driven action to improve educational outcomes for children, youth and adults.

2. Our History

Blue Ridge Educational Center has been open since September 2000, emphasizing full inclusion among their peers for students with physical, emotional, and/or cognitive challenges. We offer students a quiet environment and a slower pace than that which is available in the traditional school setting.

Our average teacher-to-student ratio is 1:5. Teachers also work collaboratively with Instructional Assistants allowing our average staff-to-student ratio to be 1:3. This creates a classroom setting where students are offered highly individualized instruction based on their learning styles and psycho-social needs. Many students feel emotionally overwhelmed in a traditional school setting, especially when they have significant learning difficulties. As a result, these students often become truant. In this supportive environment they are more motivated to attend regularly; they are also able to concentrate better. When students feel stressed, staff are able to help them. Students are able to develop relationships with teachers with whom they can share aspects of their lives that impact their learning and their future.

Over the years, BREC has expanded its services in response to community needs, especially those of students with disabilities. In our community, many students with disabilities are at risk of placement in expensive programs outside the community due to emotional and/or behavioral problems. Local school districts in the area have recognized our success with students with a wide range of needs and abilities and have placed students with disabilities at BREC as the most cost-effective means of providing the Least Restrictive Environment as mandated by the Individuals with Disabilities Education Act (IDEA). Our partnerships with local schools and county governments as well as with nonprofit agencies, mental health services, expressive therapies and vocational programs have played a key role in this program's effectiveness.

3. Non-Discrimination Policy

Equal educational opportunities shall be available for all students, without regard to sex, race, color, sexual orientation, national origin, gender identity (including gender expression), ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students within the parameters of BREC's license to operate under the determination of the Virginia Department of Education. No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege or advantage or be denied equal access to educational and extracurricular programs and activities.

4. Description of Programs

Day Program

BREC provides a day educational program for a variety of students in grades 6-12, many of whom have experiences in the traditional school setting, home-school programs or alternative schools. Our average teacher-to-student ratio is 1:5 and we typically serve approximately 12 students at a time, with a capacity for 15. The small school setting allows for individualized education opportunities in a low-stress, supportive environment. Students from public school programs may be placed at BREC by their respective public school IEP teams and funded by the Comprehensive Services Act fund operated by the local Comprehensive Planning and Management Team. BREC works with local school divisions and IEP teams on implementing IEPs. Students may also be privately placed at BREC by a parent/guardian. BREC assists privately placed students and their families with choosing a course of study that is most appropriate for the respective student's needs.

Individual Tutoring

Individual hourly tutoring is available for public, private and home-schooled students, including adults. Academic tutoring focuses on maximizing a student's strengths and minimizing any barriers to learning. Services are based on staff availability and the student's need.

Home-bound Academic Support

In certain circumstances, BREC may provide instructional support to a student placed on home-bound instruction by their placing school division. Home-bound academic support includes providing materials and curriculum to a student during a temporary extended absence from school. BREC does not provide direct instruction to any student placed on home-bound, but coordinates with the person overseeing the student's academic work at home. Before these services can be administered, a service agreement must be made with a student's Local Educational Agency (LEA) and the student must be listed on our school roster. Once approved, a BREC teacher will maintain records of the student's academic progress; provide course materials, syllabi, and curriculum; generate grade reports to the student's parent/guardian and LEA; and coordinate with the person overseeing the student's work while at home. Teaching staff will be available for the student to access by email or phone. If a home-bound student has an IEP, the IEP goals will also be monitored by BREC teaching staff and periodic team meetings will be scheduled to assess the student's progress. Home-bound academic supports are provided on an individual, as-needed basis and with the student's recovery and return to school in mind.

Extended School Year (ESY)

BREC provides instructional programming to students during the summer months who are in need of enrichment, academic remediation or continued development of skills. Eligibility for ESY services is determined on an individual basis and must be approved by student's IEP team and LEA. Parents may opt to privately place a student into the summer program but will be responsible for associated costs. Many factors are considered when determining a student's need for extended school services, including regression and recoupment associated with an interruption in education and critical skill development which might be lost due to the interruption of services due to summer vacation. ESY is based on the individual student's specific skills that are critical to his/her overall educational progress. The program is designed to maintain objectives represented in the student's IEP, IIP or 504 plan and considers strategies for minimizing regression of skills for a reasonable readiness to begin the next school year.

Additional Services

In accordance with our mission as an academic safety net, we strive to respond to special requests that may be presented according to staff availability.

5. Admission Requirements

If the youth is accepted as a student, the parent or agent will ensure that all required admissions documents are completed and delivered to the school no later than the student's first day in class. Prior to admitting a student, BREC shall require:

- 1) A report from a qualified licensed physician, licensed nurse practitioner or licensed physician assistant acting under the supervision of a licensed physician documenting a comprehensive physical examination.
- 2) Documentary proof that the pupil has been immunized as required by law against communicable diseases.
- 3) A copy of the applying student's IEP or 504 plan.

The following are key criteria in determining a student's suitability for admission:

- Students should want to be here (or at least be cooperative about attending) and be willing to do work that is required for their learning.
- Students must be respectful of staff and fellow students at all times.
- Students must have read and agreed (in writing) to the contents of this handbook and the Daily Rules and Regulations.
- Parents or other designated adults must be readily available to us in case of emergency or if a child needs to go home during the course of a school day.

The school cannot accept students who:

- exhibit a history of intentionally setting fires or with arson charges;
- present a serious risk of doing harm to themselves or others;
- are considered to be actively suicidal or homicidal;
- exhibit explosive temper outbursts;
- exhibit untreated addictions to drugs or alcohol;
- exhibit repetitive sexually offending or predatory behavior;
- are actively psychotic;
- require daily nursing attention or who is taking medications that require blood level monitoring during the school day; and,
- present a disability category and severity which prevent him/her from being able to access regular curricula.

6. Admissions Procedures

BREC has a rolling admissions policy for students in grades 6-12 throughout the academic year. A student may be referred to the school by a parent or by the Special Services Director of the local school division.

The placing agent is to contact the BREC Executive Director. Should this initial contact result in a decision to apply for enrollment, pertinent school records are to be sent to BREC. BREC staff will review this information and, if BREC's recommendation is to continue the process, a visit by the student and/or parent(s) or agent(s) for a face-to-face interview will be arranged.

a. Admissions Procedures for Students Placed by Public Schools

In order to facilitate a smooth transition into this very small setting with highly individualized programming, the procedures listed below shall be followed for students who are to be placed by their respective school divisions:

- 1) Referral through the Special Services Director for the student's local school division.
- 2) Enrollment in one of the public schools.
- 3) Completion of application and acceptance by BREC.
- 4) Review of list of classes that the student will be taking, including all current transcripts.
- 5) Scheduled pending admission date.
- 6) Receipt of the applying student's IEP or 504 plan, medical and immunizations forms and any other pertinent records.
- 7) Transportation arrangements in place.
- 8) Completion and return of BREC's registration packet, including the Parent/Student Handbook (provided both upon enrollment and at least annually thereafter).
- 9) BREC does not request a fee for application to the school.

b. Admission Procedures for Students Placed by Parents

- 1) Completion of application and acceptance by BREC.
- 2) Receipt of a copy of the IEP, medical and immunizations forms, and any other pertinent records.
- 3) Completion and return of BREC's registration packet.
- 4) Signing of an Authorization to Release Information allowing BREC to communicate with previous educational/institutional settings, physicians, counselors, and other community service providers.
- 5) Identify state approved curriculum in which he/she desires to be enrolled.
- 6) The family will be responsible for monthly tuition payments. An agreed-upon attendance schedule will determine the tuition amount based on the most current scale, and a contract must be signed stating the agreed-upon hours and monthly tuition. It should be noted that a limited amount of grant funds may be available for those families experiencing financial hardship.
- 7) Prior to admission to BREC, the parent or legal guardian of the child shall provide, upon registration, a sworn statement indicating whether the student has been expelled from school attendance at a private school or in a public school division of the

Commonwealth or another state for an offense in violation of policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person; and a sworn statement or affirmation indicating whether the student has been found guilty of or adjudicated delinquent for any offense or any substantially similar offense listed under the laws of any state, the District of Columbia, or the United States or its territories.

- 8) Each student new to Blue Ridge Educational Center must have a physical examination by, or under the direction of, a physician prior to enrollment. We must have a physician's certificate of a physical examination before admission, as well as an immunization record that indicates that the student is current on all required vaccinations.

c. Provisional Acceptance

All new students are admitted on a provisional basis for the first month. The educational team will assess the appropriateness of the enrollment on a weekly basis during that term. A team meeting may be requested by BREC in order to review the student's progress during the provisional period.

All new students at BREC will have an individualized plan. Any publicly placed student with a disability will have an Individual Education Plan (IEP) developed by the placing school division. Students without disabilities or those students who are privately placed will have an Individualized Instruction Plan (IIP) that addresses their educational goals.

7. Contact with parents, guardians and local educational agencies

Upon enrollment and at least annually, the school shall provide parents access to, or a copy of upon request, the school's policies and procedures, including those governing the management of student behavior, the school's curriculum, and the school's promotion and retention policies. At the time of admission, the most viable means for contacting the parent shall be established and modified as necessary. Each student who anticipates earning a diploma and graduating from a public Virginia high school must follow the requirements for graduation outlined in the Regulations Establishing Standards for Accrediting Public Schools in Virginia (8VAC20-131). BREC will coordinate with LEA case managers to ensure that each student's educational objectives are being met in accordance with the outlined graduation requirements. To ensure effective communication between BREC and the local schools from which students are placed, BREC will provide interim progress reports and quarterly report cards to the student's home school division. A BREC instructor and administrator or designee will attend IEP and 504 meetings as scheduled with the placing school division.

8. Tuition and Other Student Charges

Students placed by the local school division are billed at a daily rate. At the end of each month, the placing school division is sent an invoice detailing each student's time and cost for the month. Parents of students

who are privately placed are billed in advance at the beginning of each month. Each privately placed student will have an individual contract between the parent or guardian and BREC regarding tuition, fees, supplies, and needed materials. BREC is a 501(c)(3) non-profit organization. Tuition and educational funding for privately placed students shall be determined based upon a family's financial circumstances.

The parents of each student, whether publicly or privately placed are asked to contribute a \$25 non-refundable annual school fee due within thirty days of enrollment. Those families who require financial assistance with this fee must contact the Executive Director.

Any costs associated with field trips, community based activities or school projects will be communicated in advance to the parent and must be paid prior to the event or activity.

9. The Minimum Cancellation and Settlement Policy of the School

When a contract for a privately placed student is terminated by either party, a pro-rated refund (minus five school days) is given if at least five school days are unused in that month. This policy is not applicable to publicly placed students who are funded by the Comprehensive Services Act (CSA). If BREC closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, BREC will use its best efforts to make arrangements for students to transition to their home public school, or other suitable transition. In addition, a pro-rated refund of tuition will be made to private-pay students. In the event that such arrangements cannot be made, the Virginia Department of Education shall be available to assist in making special arrangements for students to complete that year's program or students will be advised of their rights.

10. Description of General Physical Facilities and Equipment

Located at 606 Massanutten Ave. in Front Royal, VA, our spacious, barrier-free facility includes five computer-equipped classrooms, a social room with a kitchen for student use, and an outdoor recreational area for games and movement. Activities of daily living are encouraged and supported. Our program assists students with developing essential skills for living independently, including, but not limited to, self-care, laundry access, food preparation, career and post-graduation exploration and community-based teaching sessions to increase student access to community resources. Our library consists of many books and classic novels, DVDs and audio cassettes. Books are available for students to borrow and read. Please refer to our resource/library list for additional information.

Many of our students require accommodations in terms of assistive technology or tactile and sensory devices, such as "fidgets" and special cushions. Our staff consult with occupational therapists for resources and new ideas that can be implemented in our school. Many sensory tools are available to all students, and specialized accommodations are provided with the consult of the student, parent, IEP team and other

professionals. Speech and occupational therapy must be provided by a specialist from a student's placing locality. BREC strives to work closely with professionals involved with our students for creative planning and feasible accommodations to enhance each student's potential for learning.

11. Typical Class Size

When all students are present, the average classroom ratio is 3:1. Class pupil-staff ratios do not exceed 4:1 for any given class.

12. Complaint Resolution Procedures

Any student who believes he or she has been the victim of discrimination, any student with knowledge of possible discrimination, and any employee with knowledge of possible discrimination should report the alleged discrimination as soon as possible, within five days, to the BREC Executive Director. The complainant will be asked to fill out a Report of Discrimination or to present an oral report which will be recorded and then signed by the complainant and the recorder. Any complaint that involves the Executive Director shall be reported to the Blue Ridge Educational Center Board of Directors. The identities of any involved in the report, including the complainant, will remain confidential unless disclosure is required by law. A complainant who wishes to remain anonymous will be advised that such confidentiality may limit BREC's ability to fully respond to the complaint.

Complaints will be investigated by the Director or a designated third party. The investigation shall be completed as soon as practicable. BREC shall take necessary steps to protect the complainant and others pending the completion of the investigation. The Director shall issue a written report to the BREC Board of Directors upon completion of the investigation. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated, and recommendations for corrective action, if any. Within five calendar days of receiving the report, the Board of Directors shall issue a decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken. This decision will be provided in writing to the complainant. If the Board of Directors determines that prohibited discrimination occurred, BREC shall take prompt, appropriate action to address and remedy the violation as well as to prevent any recurrence. Such action may include discipline up to and including expulsion or discharge.

If the Board of Directors determines that no prohibited discrimination occurred, the student who was allegedly subjected to discrimination may pursue other avenues of recourse to address concerns relating to prohibited discrimination: initiating civil action, filing a complaint with outside agencies, or seeking redress under state or federal law.

BREC shall take appropriate action against any student or employee who retaliates against another student

or employee who reports alleged discrimination or participates in related proceedings. Students or school personnel who make false charges of discrimination shall be subject to disciplinary action. When a student believes that he or she has been discriminated against on the basis of disability, the student shall have the right to request a hearing with BREC's Board of Directors. If the Board of Directors determines that no prohibited discrimination occurred, the student who was allegedly subjected to discrimination may pursue other avenues of recourse to address concerns relating to prohibited discrimination: initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

In the event that the complainant is not satisfied with BREC's internal complaint resolution, a complaint can be filed with the Office of Private Day Schools for Students with Disabilities, Virginia Department of Education, P.O. Box 2120, Richmond, Virginia 23218-2120

13. Student Attendance

Student attendance is a cooperative effort and BREC shall involve parents and students in accepting the responsibility for good attendance. Each parent/guardian of a student is responsible for such child's regular and punctual attendance at school as required under provisions of the law. A reasonable effort shall be made to contact a parent/guardian of each absent student every day and to obtain an explanation for the student's absence, and where there is no indication that the student's parent is aware of and supports the absence. Any student who is absent must bring a valid note stating the reason for absence upon returning to school and/or the parent or guardian of that student must contact office personnel regarding the nature of an absence. Unexcused absences will be documented accordingly. BREC must be notified in advance of prearranged absences. A parent/guardian should notify us by 9:00 am if a student will not be attending school on that day. A message may be left on our answering machine at any time. If BREC receives no word from the parent, attempts to reach the parent by phone and/or by email will be made. If the student's absence is not verified, the absence will be considered unexcused. A parent or placing agency may incur a "no show" fee of \$50 when a student's absence is unexcused, and the parent has failed to communicate with the school. For publicly placed students, "no show" fees shall only accrue as stipulated within the service contract between the funding locality and BREC.

Students who are absent by reason of observance of a religious holiday will not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which he/she missed by reason of such absence, if the absence is verified in an acceptable manner.

All students shall attend school for a full day unless otherwise excused or outlined in the IEP, IIP or 504 plan. All other exceptions to a full day schedule must be approved on an individual basis by the Executive Director or designee, in partnership with the parent and Academic Coordinator.

Any absences which are considered chronic and/or negatively impacting the student's academic progress or hindering goals identified in the student's IEP, IIP or 504 plan will result in a conference involving the parent to determine the cause and discuss solutions. Truancy will be reported to the placing school division's Truancy Officer.

If a parent or other caregiver is picking a child up early on a given day, it is best to notify BREC in advance of the pick up as to prevent disruptions to the academic schedule and so staff members can attempt the best accommodations for that student. **If the student receives transportation provided by the placing agency, it is the parent's responsibility to notify that office in order for them to be able to adjust their plans accordingly.**

a. Attendance Reporting

Student attendance is monitored and recorded daily. Quarterly attendance is reported to each placing school division. BREC administrative staff may provide more frequent attendance reports per request of any parent or placing agency.

b. Tardiness

Students shall not report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse. BREC should be notified as far in advance as possible for prearranged tardiness. ***Parents should phone BREC if their child will be more than 10 minutes late.*** In the case of habitual tardiness, missed class time will be made up during scheduled breaks.

c. Early Dismissal Precautions

BREC will not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students shall be released only on request and authorization of parent or guardian.

d. Medical and Dental Appointments

We ask that parents make every effort to schedule medical and dental appointments outside of school hours as much as possible in order to minimize lost instruction time. Absences or late arrivals due to medical or dental appointments will be excused with a note from the physician.

14. Make-Up Work

Students are expected to make up missed work for any absences, whether full or partial day. A plan for completing missed assignments will be established between the student, teacher (and parent if needed) within a reasonable time frame. Alternatives, such as a prolonged academic school day or tutoring sessions may be considered with support of the parent. If a major illness or other unusual circumstances are

involved, a grade of “Incomplete” may be reported for the quarter and a student may be given a reasonable extension in order to be successful with course work. Any grades recorded as “Incomplete” will be subject to review by the student’s case manager from the placing locality.

15. Grading Scale

Grades recorded on student report cards directly reflect student achievement. Student achievement is what a student knows or is able to do according to the skill sets defined by each curricular content area. The manner in which grades are derived gives students opportunity to show success. The calculation of grades includes both mathematical computation and professional judgment. Final grades will always reflect student achievement. If attendance, participation, behavior and/or effort are factored into academic grades, these factors will be described within the course syllabus at the start of the course. Letter grades are the primary reporting method for report cards.

BREC utilizes a ten-point grading scale:

A=100-90

B=89-80

C=79-70

D=69-60

F=59 and Below

16. Required Levels of Performance for Graduation

Graduation requirements are determined by the local school divisions. Student progress is monitored in collaboration with BREC and the local placing agency. Academic progress and course work are reviewed each semester to ensure students are making adequate progress toward graduation.

17. Diplomas and Certificates

Public school students are awarded diplomas in accordance with the requirements and options of their respective home school division or homeschooling agency. Any student who attends BREC and who anticipates earning a diploma and graduating from a public Virginia high school must follow the requirements for graduation outlined in the Regulations Establishing Standards for Accrediting Public Schools in Virginia (8VAC20-131).

Students placed at BREC privately by parents will complete the required course work as outlined by the home-schooling institution of their choice. Any home-school curriculum administered by BREC must be VDOE approved.

18. Collaboration with LEAs for Graduation Requirements

BREC shall address the learning, communication and behavioral needs of individual students in collaboration with the parent and the placing school division. Participation in the Virginia assessment program by students with disabilities will be prescribed by provisions of their IEPs or 504 Plans as required by law (8VAC20-671-450).

Any student who attends BREC and who anticipates earning a diploma and graduating from a public Virginia high school must follow the requirements for graduation outlined in the Regulations Establishing Standards for Accrediting Public Schools in Virginia (8VAC20-131).

BREC will cooperate with the public schools in the administration of SOL tests. To ensure effective communication between BREC and a student's local school division, BREC will provide reports on progress and academic grades in accordance with the academic calendar and not less than once every quarter. BREC staff will attend meetings regarding individual IEPs or 504 Plans.

19. Student Achievement Expectations

Most students placed at BREC through local public school divisions are required to participate in SOL testing. Arrangements are made with the placing school regarding testing sites, dates, and compliance with individual student accommodations. Participation in the Virginia assessment program by students with disabilities will be prescribed by provisions of their IEP or 504 plan. Any student who attends BREC and who anticipates earning a diploma and graduating from a public Virginia high school must follow the requirements for graduation outlined in the Regulations Establishing Standards for Accrediting Public Schools in Virginia (8VAC20-131).

20. Development of Educational Plans

a. IEPs for Publicly-Placed Students with Disabilities

Individual Education Plans are developed by the student's local school division. Once admitted, a representative from BREC will attend IEP meetings upon the request of the student's school division and, in collaboration with the parent and additional team members, be involved in decision making affecting the student's IEP. BREC must review any applying student's IEP prior to formal admission. Any meetings to review and revise a student's IEP may be initiated by BREC at the discretion of the student's school division. BREC will not change or amend any IEP. IEP progress is reported during the interim period, or every 4 ½ weeks. A copy of the progress report is sent to the parent and case manager at that time. When a child with a disability is placed at BREC by a local school division or family assessment and planning team (FAPT), all rights and protections under state and federal regulations shall be extended to the child (8VAC20-671-10-460).

b. IIPs for Publicly Placed Students without Disabilities and Students Unilaterally Placed by Their Parents

An Individual Instruction Plan (IIP) team consisting of, but not limited to, the student, parents, a special education teacher, and classroom teachers will meet to set attainable and measurable academic and behavioral goals, and to plan accommodations within 30 business days of enrollment. The IIP will include the student's strengths, needs, current level of functioning, goals and objectives, course of study, and post-secondary goals for students 14 years of age and older. The IIP will be reviewed at least annually by a team that includes a school administrator, teacher, parent(s) and the student as appropriate. Student progress will be provided to the parent both quarterly and for the interim, or every 4 ½ weeks.

c. 504 Plans

504 plans are developed for a student by their identified school division. BREC will implement the plan and cooperate with the school division in its annual review. An IIP will be developed for each student with a 504 plan in accordance with provisions outlined in Section b. Progress on objectives outlined in a student's 504 plan and IIP will be recorded both quarterly and for the interim, or every 4 ½ weeks. A copy of the progress report will be sent to the parent and, if applicable, the student's case manager from the placing school division.

21. Instructional Program and Educational Objectives

BREC's instructional program reflects the philosophy and mission of the school. Learning objectives for all students center on demonstrating positive core values reflective of our community, preparing students for higher education and the workforce, and encouraging each student to achieve his/her highest learning potential.

BREC shall provide a program of instruction for grades 6 through 12 that is aligned to the Standards of Learning established by the Board of Education and that meets or exceeds the requirements of the Board of Education. Students shall be provided 140 clock hours per year of instruction in each of the four disciplines of English, Mathematics, Science and History/Social Science.

BREC embodies an educational program which strives to:

- 1) Provide guidance and instruction in an academic and social setting to enable each student to earn a high school diploma.
- 2) Develop and implement an instructional program (as described in course syllabi and curricula guides) that promotes the individual student's developmental growth and academic achievement at successive grade levels appropriate for each student in age-appropriateness, cultural norms, and physical and cognitive abilities.
- 3) Implement evidenced-based practices to improve academic, behavior, and social outcomes for

all students.

- 4) Provide a program of daily instruction that clearly articulates learning outcomes for the core subjects (English, Mathematics, Science, History/Social Science) utilizing the Virginia Standards of Learning (SOL).
- 5) Ensure additional instruction for any student who is unable to read instructional materials with comprehension.
- 6) Provide advanced coursework opportunities (foreign language instruction in French or Spanish, for example) for students pursuing an Advanced Diploma.
- 7) Provide a program of health and physical fitness to meet credit requirements for graduation.
- 8) Provide students with opportunities to appreciate and practice Art and Music.
- 9) Provide secondary school students with instruction in Economics and Personal Finance and occupational readiness.
- 10) Provide opportunities for students to gain knowledge and occupational readiness skills necessary for transition to post-secondary training, employment, and independent living, as appropriate.
- 11) Prepare students to enter adulthood with effective life, work, and communication skills.
- 12) Facilitate the transition of students with disabilities into the public school setting to whatever extent is feasible for the student.
- 13) Provide behavioral management strategies for students and maintain reasonable academic, social, and behavioral expectations for students.
- 14) Employ qualified administrators, counselors, and teachers.
- 15) Conduct staff development in-services based on current research and best practices for the purpose of continually improving curriculum, instruction, and behavioral practices conducive to learning.
- 16) Provide a safe, structured, age-appropriate and comfortable learning environment that promotes healthy behaviors and positive relationships among the student's peer group for work and study.
- 17) Develop learning, behavioral and communication strategies to meet the needs of individual students in collaboration with the parent(s) and deliver services in accordance with the student's IEP, IIP or 504 plan.
- 18) Communicate frequently with parents about the needs and accomplishments of their child.
- 19) Access community resources to meet student needs, collaborate with placing school division personnel and other service providers including but not limited to: IEP case managers, CSA case managers, teachers, guidance counselors, in-home counselors, and other service providers involved with individual students.
- 20) Assist students with developing the knowledge and skills needed to qualify for further education, gainful employment, or training in a career or technical field; and develop the ability to apply such skills for eventual employment, lifelong learning and to achieve self-sufficiency.

22. Transition Services

BREC staff will collaborate with placing school divisions and parents to ensure that each student has a transition plan beginning no later than 14 years of age and is implemented according to the student's IEP, 504 Plan or IIP. Transitional goals include movement from the private school setting to a public school setting that the student would normally attend upon the readiness of the student. BREC will work with LEAs for publicly placed students to encourage student participation in post-school activities, including vocational training where available. All students will be encouraged to utilize community supports in order to increase independence, employment, post-secondary education, adult services and community participation. BREC's public partnerships aid in linking students with additional supports to enhance their success as emerging adults. In addition to transitional objectives outlined in the IEP or IIP, BREC's involvement with students extends beyond school-based learning outcomes to best prepare our youth for life-long learning and self-sufficiency. With parental involvement and staff guidance, each secondary education student shall maintain an individual transition portfolio documenting his/her explorations. All student transition portfolios are individualized and follow the student upon exit from our school.

23. School-Sponsored Activities

BREC staff shall accompany students on all school-sponsored activities. Staff are CPR and First Aid certified. Staff will supervise activities to ensure the health, safety and medical management of all students. Parental permission is required prior to activities involving, but not limited to: outdoor adventure activities, activities requiring transportation of students beyond Front Royal town limits, activities requiring fees, waivers, or special accommodations, or any activity of which the Executive Director or designee should see fit to require parental consent prior to a student attending.

24. Virtual Courses

"Online course" means a course or grade-level subject instruction that (i) is delivered by a multi-division online provider primarily electronically, using the Internet or other computer-based methods and (ii) is taught by a teacher primarily from a remote location, with student access to the teacher given synchronously, asynchronously, or both.

"Virtual school program" means a series of online courses with instructional content that (i) is delivered by a multidivision online provider primarily electronically, using the Internet or other computer-based methods; (ii) is taught by a teacher primarily from a remote location, with student access to the teacher given synchronously, asynchronously, or both; (iii) is delivered as a part-time or full-time program; and (iv) has an online component with online lessons and tools for student and data management.

An online course or virtual school program may be delivered to students at BREC as part of the regularly scheduled school day. The virtual course will be proctored by a licensed teacher or appropriately trained paraprofessional who is supervised by a licensed teacher. A BREC teacher or paraprofessional will be

available to the student throughout the course.

25. Equipment, Instructional Materials and Media

BREC provides a computer system and supplementary educational materials, including Internet access, to promote educational excellence. The term “computer system” includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet, social media and any other internal or external network. All use of BREC's computer system, media and educational materials must be in support of educational pursuits, educational resource sharing, and/or innovation and communication. Use of the computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account, may be monitored or read by school administrators. The use of BREC's computer system shall be consistent with the educational mission or administrative function of the school as well as the varied instructional needs, learning styles, abilities and developmental needs of our students. BREC's computer system is not a public forum. All students must read and sign BREC's computer usage agreement for each attending school year.

26. Snacks and Lunch

Students must bring a lunch from home in an insulated, labeled lunch box/bag. We encourage students to bring nutritious lunches, including a protein source, whole grains, fruits and vegetables. Water, juice, and unsweetened herbal tea are good choices for a drink. Please leave sugary treats, sugary drinks, sodas, and “energy drinks” at home. Limited use of a microwave oven will be allowed for lunches. Students should bring a filled water bottle from home, labeled with his or her name in permanent marker. This bottle will be accessible throughout the school day. Healthy snacks (brought from home) will be allowed during class breaks. Breakfasts and lunches must be eaten before classes begin. Consumption of these meals is not allowed during class. Please notify staff if your child is eligible for free or reduced lunch through Warren County Public Schools in order for those accommodations to be made.

27. Calendar for the School Year and Inclement Weather

BREC maintains a standard school year of at least 180 days or at least 990 teaching hours per year with at least 140 hours per year in each of the four disciplines of English, Mathematics, Science and History/Social Science. Extended School Year (ESY) may be offered during the summer and outside of the regularly scheduled school year. ESY is considered annually and is based upon the student population and determination of individual student needs in collaboration with parents, placing agencies and school divisions. BREC follows the Warren County Public Schools academic calendar and its inclement weather schedule regarding delays and early releases. Radio and cable TV stations will be notified when schools will be closed. Students and parents can refer to the following resources for emergency closings or contact BREC directly at 540-631-9503:

Radio Stations	TV Stations
WFTR (95.3) Front Royal	WHSV TV 3
WINC (92.5) Winchester	WTTG
WSQU (102.5) Winchester	WJLA TV 9

28. Student Conduct

The standards of student conduct are designed to define the basic rules and expectations of students at BREC. BREC staff have the responsibility of exercising reasonable judgment in enforcing student conduct rules. The Executive Director is responsible for ensuring that all students, staff members and parents are provided the opportunity to become familiar with this policy. Each parent of a student 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 supportive of individual rights.

The Parent-Student Handbook includes the standards of student conduct and is sent to all parents upon application to the school along with other materials customarily distributed at that time. A statement for the parent and student's signature acknowledging the receipt of the Parent-Student Handbook are required prior to the start of a student's first class. BREC maintains records of the signed statements.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur. Parents are expected to maintain regular communication with the school, monitor and require daily attendance and to bring to the attention of the school any problems that affects their student or other students in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

a. Student Dress

Students are to be dressed appropriately at all times. Clothing shall not be such that it disrupts, distracts, or creates an unhealthy and/or unsafe environment. Prohibited clothing includes, but is not limited to: halter tops; baggy jeans; short skirts, short shorts; bare feet; untied shoelaces, sagging or low-cut pants; low-cut necklines; tube tops; backless blouses or blouses with only ties in the back; head coverings, unless required for religious or medical purposes; clothing constructed of see-through materials; clothing with language or images that are vulgar, discriminatory, or obscene; or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia; clothing that reflects gang affiliation; clothing that exposes cleavage, private parts, the midriff, or undergarments; or clothing that is otherwise sexually provocative. Clothing should fit, be neat and clean, and conform to

standards of safety, good taste, and decency. *Students who are inappropriately dressed will be sent home to change clothes and are expected to return to school dressed in appropriate clothing.*

b. Attendance and Truancy

Students must attend school on a regular and punctual basis unless otherwise excused in accordance with Student Attendance policy #13 within this handbook. Multiple unexcused absences may result in action taken by the placing school division or jeopardize a student's placement at BREC. "Truant" means unexcused absence from school. Virginia law does not define a truant specifically but does define a child who is habitually and without justification absent from school as a "child in need of supervision" when certain other conditions are met. BREC may provide reports to LEA's, Truancy Officers or other case managers as required by law if a student is determined to be chronically truant or identified by the court of law as "a child in need of supervision."

c. Personal hygiene

Any student who exhibits distractingly poor hygiene may be dismissed from a classroom or activity in order to remedy the problem. Because of the potentially significant impact, we cannot sidestep hygiene issues with students. Staff members will address the student with honesty and directness, but also with sensitivity and concern for the student's emotional well-being. If personal care is an area of weakness for a student, a parent may be asked to assist by helping establish resources for their student if/when a problem arises at school. A parent conference may be requested after repeated episodes and/or the IEP team may consider additional life skill objectives in order to best support the student. In all instances, dignity, respect and the student's privacy are of the utmost importance.

d. Disruptive Conduct

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.

e. Profane, Obscene or Abusive Language or Conduct

Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment. Prohibited conduct includes verbal or written conduct consisting of comments regarding the race, gender, sexual orientation, religion, physical abilities or characteristics or peers of the targeted person.

f. Threats or Intimidation

Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the Internet or cell phones, to intimidate or threaten for any reason.

g. Assault and Battery

A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property. An assault is a threat of bodily injury. A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

h. Bullying

A student, either individually or as a part of a group, shall not harass or 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 not limited to, physical, verbal, or written intimidation, taunting, name calling, and insults and any combination of prohibited activities. "Bullying" means 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. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

i. Use and/or Possession of Alcohol, Tobacco, and Drugs

A student shall not possess, use, and/or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property. A student shall not attempt to possess, use, consume, procure, and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below. A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to: alcohol, tobacco and inhalant products, and other controlled substances defined in the *Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia*, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug possessed in violation of school policy.

BREC may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of school policy 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.

In addition to any other consequences which may result, possession of restricted substances is considered a critical incident and will be reported and reviewed with a student's parent, placing case manager and educational team prior to or upon the next school day.

j. Gambling

A student shall not bet money or other things of value, or knowingly play or participate in any game

involving such a bet, on school property, on school buses or during any school related activity.

k. Electronic Cigarettes

Students shall not possess electronic cigarettes on school premises, on school buses or at school-sponsored activities.

l. Vandalism and Restitution

Students shall not willfully or maliciously damage or deface any school building or other property owned by BREC or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school vehicle or at school-sponsored events. A student (and/or parent) shall be required to reimburse BREC for any loss, breakage, destruction of, or failure to return property owned by or under the control of BREC or the School Board.

m. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such.

n. Theft

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

o. Transportation-Related Offenses

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school vehicle, while on a school vehicle, or after being discharged from a school vehicle.

p. Cheating

Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:

- 1) cheating on a test or assigned work by giving, receiving, offering and/or soliciting answers;
- 2) plagiarizing by copying the language, structure, idea and/or thoughts of another, and,
- 3) falsifying statements on any assigned schoolwork, tests or other school documents.

q. Communication Devices

Personal communication devices such as a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA), I-Pod or other communication devices are generally not permitted during school hours. Students may be in possession of such devices on school property provided that the device remains

off during instructional time and kept inside their individual secured drawers prior to the start of class time. Devices are permitted beyond the school lobby for instructional purposes at the direction of the student's teacher. At no time may any device be used in connection to BREC's Internet. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device will be confiscated from the student and returned only to the student's parent. Electronic devices such as I-Pods, other electronic devices and items for personal recreational use (toys, gadgets, guitars, skateboards, etc.) are not to be brought to school without prior approval from administrative staff. **BREC is not liable for devices brought to school or to school-related activities.**

r. Fighting

Any exchange of physical contact such as shoving, pushing or hitting, with or without injury is prohibited.

s. Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

t. Public Display of Affection (PDA) and Other Conduct

Public Display of Affection (PDA) between students is distracting and will not be tolerated on BREC premises. In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

u. Corrective Actions

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions'.

- 1) Counseling
- 2) Admonition
- 3) Reprimand
- 4) Loss of privileges, including access to the computer system
- 5) Restitution
- 6) Parental conference
- 7) Modification of student classroom or schedule
- 8) Behavior contract
- 9) Removal from class
- 10) Referral to intervention, mediation, or community service programs within the student's placing school division

- 11) Tasks or restrictions assigned by the program Director or designee
- 12) Detention after school or before school
- 13) Suspension from school
- 14) Notification to legal authority
- 15) Evaluation for alcohol or drug abuse
- 16) Dismissal from BREC

29. Suspension or Expulsion of Students with Disabilities

Students with disabilities are expected to follow the same student code of conduct and academic standards as students without disabilities. However, students who receive special education services are provided additional procedural protections that must be met when the school system disciplines a student with disabilities. The procedural protections are required for all students with disabilities regardless of their level of special education and related services. Please refer to the Individuals with Disabilities Act (IDEA) or section 504 of the Rehabilitation Act of 1973.

Administrators, teachers and parents should refer to the placing school division's Special Education Services Handbook and the Section 504 Handbook to determine the correct disciplinary procedures for students with disabilities.

30. Behavior Management and Intervention

BREC aims to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors. Positive behavioral interventions and supports are implemented for any student whose behavior impedes his or her learning or the learning of others. School-wide systems for student success consist of proactive universal supports and are combined with individual, assessment-based interventions outlined within students' IEPs. Individualized interventions are based upon a student's demonstrated level of need. Instructional staff, Administrators and the Special Education Supervisor continuously monitor program progress to determine impact of interventions. Parental involvement is included in this process. A Therapeutic Day Treatment (TDT) counselor may be requested to meet with a student in the classroom, observe the student's behavior and be consulted on identifying least intrusive interventions for problematic behaviors. The well-being and safety of the school community stand above all else. Any behavior which seriously frightens or endangers students or staff members may result in dismissal from the program.

Behavior management techniques are applied in order of their degree of intrusiveness and the conditions under which they may be used by trained staff. Unless otherwise stated, behavior techniques utilized by all staff within the academic program include:

Preventative classroom management: Effective teaching practices, frequent monitoring, clear rules and procedures, social praise, and consistent scheduling.

Prosocial behavior: Systematic reinforcement, modeling of pro-social behavior, verbal instruction, role playing.

Social problem solving: Direct teaching of problem-solving skills (e.g., alternative thinking, means-ends thinking), guided self-talk, and dialoguing.

Effective communication models: Values clarification activities, active listening, communication and interpersonal skills education.

Self / Staff Selected Time-Outs: This involves limiting student access to reinforcement as a means for adjusting undesired behavior. The purpose is for a student to access designated “thinking time” away from an activity to reduce undesired behavior and return to the activity. Time-outs may be staff or student directed and follow BREC’s policy on the use of time out. A time-out may be contingent observation in the classroom or exclusionary. Staff will review procedures when a student consistently chooses to stay in time-out beyond the time limit to determine that it has not become a reinforcement.

Administrative Disciplinary Referral: Any student who disrupts the learning environment at BREC or violates school rules may be given a written disciplinary referral. Disciplinary referrals are reviewed by the school Administrator and processed with the student. A structured problem-solving tool may be completed as a result of the referral and parent or guardian may also be contacted. Multiple referrals may result in a team meeting.

Prevention with Authorities' Assistance: BREC maintains a relationship with the Front Royal Police Department. Representatives from the FRPD may be present within the building during the school day. It is BREC’s policy to communicate with the FRPD as a proactive measure when a student exhibits signs of escalation and other interventions have not been successful. The FRPD may become involved in attempting to de-escalate a student’s behavior in the school setting. The student will be free from any undue legal charges. FRPD is a resource for behavior management and least restrictive interventions.

Restraint: *It is Blue Ridge Educational Center’s policy that the use of physical restraint is to be avoided by employees and may only be utilized in an emergency situation.* The use of restraint is prohibited except when necessary to protect the student or others from imminent danger, personal harm, injury, death and other less restrictive interventions were unsuccessful. All full-time instructional staff and Administrators complete annual training through Crisis Wave Behavioral Management System and are trained to use restraint minimally and only when deemed necessary to protect the student or others. Face down restraints, mechanical restraints, pharmacological restraints and any other restraint that restricts breathing, causes harm or interferes with a student’s ability to communicate are prohibited. Any incidents requiring the use of restraint at BREC are considered critical. Multiple incidents of restraint with the same student will trigger a

review and/or revision of current behavioral strategies and conceivably a recommendation for change in school placement. If positive behavior strategies are not in place, staff shall develop them. In instances where a student has a history of dangerous behavior where the use of restraint was considered or used, the school will have a plan developed in consultation with the parent/guardian and IEP team. Physical restraint may only be implemented, monitored and discontinued by staff who are properly trained according to BREC's policy and shall not be used for disciplinary reasons, as a punishment, or retaliation, or for convenience. Each student is entitled to be completely free from any unnecessary use of physical restraint. BREC does not utilize electronic surveillance. BREC does not permit the use of seclusion at any time. A parent/guardian and home school division shall be notified of any critical incidents as soon as possible but within 24 hours of the occurrence. Any use of physical restraint shall be fully documented in the student's record. A written report shall be made available to the parent/guardian within two business days of the occurrence and opportunity given for the parent and student, as appropriate, to discuss the matter with school staff. BREC shall collect and annually report to the Department of Education the number of times restraint was implemented during the school year.

Managing Student Behavior in Emergency Situations: The above-written methods are utilized in preventing student violence, self-injurious behavior, suicide and de-escalation of potentially dangerous behaviors occurring within groups of students or with an individual student. Corporal punishment and abusive techniques are not authorized, permitted, or condoned. The Front Royal Police Department will be contacted in the event of a critical incident. BREC staff members and its students are subject to the decisions made by law enforcement officials. Any incident that requires assistance from police or warrants a critical incident report will also be reported to the student's parent or guardian and the student's case managers as soon as possible and within 24 hours of the occurrence.

In the event that a student should be hospitalized for psychiatric care, BREC requires a team meeting to be held prior to the student's return to classes. BREC shall be provided with all information regarding the student's medications and treatment recommendations. A safety plan will be developed with the family. Parental participation is required in this process.

These procedures are in place in order to best address the needs of the student and ensure safety within school. If a student's symptoms present concern for their overall mental health or if there is concern for potential self-harm/injury, the Executive Director may request an IEP team meeting to pursue a more appropriate academic placement.

31. Use of Time-Out

Time-out is a procedure that involves limiting student access to reinforcement as a means for adjusting undesired behavior. The purpose is for a student to access designated "thinking time" away from an activity to reduce undesired behavior and return to the activity. Time-out can be implemented on two levels;

contingent observation and exclusionary (defined below), and can be either staff or student directed. BREC does not implement or permit seclusionary time-outs.

Contingent observation requires that the student remain in a position to observe the group without participating or receiving reinforcement for a specified period of time, with the understanding that the student will be able to return to the activity. Contingent observation combines instruction with a brief time-out (from being a participant in an activity to becoming an observer of the activity).

Exclusionary time-out limits a student's access to reinforcement by changing the student's assigned area to a location outside of the activity. The use of exclusionary time-outs and staff checks on the student shall be documented.

Guidelines for Use of Time-Out

- 1) Parent/Guardian and student should be aware of BREC's policy on the use of time-out as provided in this handbook annually.
- 2) Time-outs must only be used as one component of an array of behavior interventions.
- 3) Each student is entitled to be completely free from any unnecessary use of time-out.
- 4) If a student is posing physical danger to self or others, a time-out may not be the appropriate intervention and other behavioral interventions may be implemented.
- 5) Students should never be secluded in a time-out. BREC does not permit the use of seclusion at any time.
- 6) A student in time-out must be able to communicate with staff.
- 7) A time-out may not occur for more than 15 minutes at a time (non-sequentially). If the student is determined to be using time-out as a way to escape or avoid instruction, a time-out will not be effective. If a time-out period exceeds 15 minutes, another intervention may be considered.
- 8) Staff shall check on the student at least every 15 minutes and more often depending upon the nature of the student's condition, disability or behavior. Staff will assess when time-out is not working.

9) The use of exclusionary time-out and staff checks on the student are to be documented on the TIME OUT RECORD form.

10) Staff will review procedures when a student consistently chooses to stay in time-out beyond the determined time limit to determine that it has not become a reinforcement.

32. Searches

Searches of student property are limited to instances where they are necessary to prohibit contraband and to ensure the safety of a student and the school. Pat down searches are prohibited. Any pat down search occurring during the school day must be conducted by a police officer. Any property search or necessity for pat down search by the police shall be treated as a critical incident and documented appropriately. Searches of student property may only be conducted by the following staff members: Executive Director or designee, Assistant Director, Office Manager, Instructional Leader, Academic Coordinator and one or more witnesses.

33. Child Abuse and Neglect Reporting

Any employee of BREC, in his professional or official capacity, who knows or has reasonable cause to suspect that a child is an abused or neglected child shall immediately report the matter to the Child Protective Services department for the jurisdiction in which the child resides; or to the Director (or designee), who in collaboration with the staff member, shall make the report forthwith to Child Protective Services, as required by law. Any person who, in good faith, participates in such reporting or in any judicial proceeding resulting from such reporting shall be immune from civil or criminal liability. It is not the responsibility of the Director or the employee who initiated the report to prove that the child has been neglected or abused.

34. Medication, Health and Use of Epinephrine

a. Physical Examinations and Immunizations

All students are required to have on file evidence of a comprehensive physical examination by a qualified licensed (i) physician, (ii) nurse practitioner, or (iii) physician assistant acting under the supervision of a licensed physician. The examination must contain, at a minimum, information required on the Commonwealth of Virginia School Entrance Health Form. A form can be provided to a parent upon request. All students must have a current certificate of immunization before attending classes. Physical examination reports shall be placed in the child's health record at the school and shall be made available for review by any employee or official of the State Department of Health or any local health department at the request of such employee or official.

Any student or staff member with a medical condition that is contagious or infectious shall take leave from school while in that condition unless attendance is approved by a qualified health care provider.

b. Medication and First Aid

Any medication which needs to be administered to a student during the school day will only be accepted in the original container with written permission signed and dated by the parent and prescribing physician. The use of all prescription medications must be authorized in writing by a licensed prescriber. All medications must be properly labeled and securely locked and stored within the school's main office. An individual medication administration record is maintained for each student and includes both prescription and over-the-counter medications. Students may only receive over-the-counter medications at school with written consent from a parent and authorization in writing by a physician. An over-the-counter medication form is provided upon admission to BREC and is updated at least annually. Students are prohibited from transporting medication at any time (unless directed otherwise by the student's health care plan). Parents are required to bring all medications to the school's main office *in person*. A parent and staff member must validate and sign an acknowledgment of the receipt of all medications at school. This shall be completed on the student's individual medication administration record. If any medication needs to accompany a student for an off-site activity that medication shall remain with an approved staff member at all times and administered in accordance with the same policies for administering medication at school.

BREC employees receive annual training regarding blood-borne pathogens and medication administration (including administration of epinephrine) and are certified in CPR/First Aid. All staff responsible for medication administration have successfully completed a medication training program approved by the Board of Nursing.

A first aid kit is maintained and readily accessible for minor injuries and medical emergencies in the main office and throughout the building, within the school vehicle and included in any off-site school activity.

c. Disposal of Medication

A parent must pick up any unused medication within one week of the expiration date or the date that the medication is no longer required. Parents will be notified when medication should be picked up. Any medication that remains at school after reasonable requests to the parent for pick up shall be destroyed. Any medication that needs to be destroyed shall be done so by the Executive Director (or designee) and witnessed by another administrative staff member along with documentation of the medication type, amount destroyed and circumstances.

d. Epinephrine

Epinephrine is used to treat and reverse the symptoms of anaphylaxis. It is a prescribed medication and is administered by injection, either intramuscularly by either an auto-injector or by a syringe. BREC maintains non student-specific epinephrine for circumstances where a staff or student is believed to be having an anaphylactic reaction. All school staff receive yearly training on the recognition of anaphylactic

reaction and the emergency administration of epinephrine. School employees may provide the life-saving medication and summon emergency care to a student believed in good faith to be having an anaphylactic reaction. Any incident involving the administration of epinephrine at school or at a school activity shall be documented according to BREC's policy for critical incidents and a parent will be contacted as soon as reasonably possible.

Parents/guardians of students known to have a need for epinephrine availability should provide the school with student-specific medical orders, an individualized health care plan and their own supply of epinephrine promptly at the start of the school year or upon transfer to the school.

35. Transportation of Students

All school-related transportation provided to students must comply with local, state and federal laws relating to vehicle safety and maintenance, licensure of vehicles, licensure of drivers, child passenger safety, vehicle liability insurance, and safety measures that take into consideration the age and condition of the students. BREC utilizes a school-owned compact vehicle with a capacity for five persons for school-related business and any necessary transportation of students during the school day. Local school divisions or parents must provide transportation to and from school. Prior to enrollment in classes, a student's transportation plan must be in place and addressed in a student's IEP, IIP or 504 plan where appropriate. Local school boards may suspend a student from using school transportation services when the student endangers the health, safety or welfare of other riders. In such cases, the parent or guardian is responsible for transporting the student.

36. Field Trips

Field trips are off-site instructional activities and can provide excellent educational experiences for students by enriching curriculum and creating more meaningful learning experiences. Teachers will plan advance activities that prepare students for the trip and followup activities that assist students in summarizing, applying and evaluating information learned on the trip. Parents will be notified in advance of field trips. All students must have signed permission forms in order to attend. No student will be denied the opportunity to participate in a field trip because of lack of funds. BREC staff take into consideration social, emotional and behavioral needs of students when considering off-site trips. Any student who endangers the health, safety or welfare of others, or who demonstrates behavior of concern prior to a field trip may not attend and will be expected to remain at school.

37. Policy Regarding Management of Student Records

BREC is required by law to maintain the privacy of protected information. Any and all information received about a student will be used only to assist in formulating and carrying out academic and behavioral goals. Student records are maintained in a locked filing cabinet and located in a secure setting, accessible only to BREC personnel and shared only with those persons or agencies designated on a signed

Authorization to Release Information form.

Use and Disclosure of Student Information

Upon signing BREC's Authorization to Release Information form, parents/guardians are allowing BREC to use and disclose necessary information about their child within the school and with appropriate agencies in order to provide services, receive payment of provided treatment/service, and conduct our day-to-day operations.

Specific Circumstances for Disclosure

Although parents/guardians have the right to consent to the disclosure of information BREC maintains about their child, BREC is allowed by federal and state law in certain circumstances to disclose specific health information about a child without parent/guardian consent.

These specific circumstances are the following:

- 1) As required by law (for example, court-ordered warrant, Virginia health information)
- 2) Public health activities (for example, communicable diseases)
- 3) Judicial and administrative proceedings (for example, an order from a court or administrative tribunal, or legal counsel to the agency, or Inspector General)
- 4) Law enforcement purposes (for example, reporting of gunshot wounds: limited information requested about suspects, fugitives, material witnesses, missing persons; witnesses to criminal conduct on premises)
- 5) To avert a serious threat to health and safety (for example, in response to a statement made by person intending to harm self or another or inflict substantial property damage)
- 6) Children or incapacitated adults who are victims of abuse, neglect or exploitation
- 7) Specialized government functions
- 8) National security and intelligence activities (for example, in relation to protective services to the President of the United States)
- 9) State Department (for example, medical suitability for the purpose of security clearance)

Other Uses and Disclosures

Authorization is required to disclose a child's protected health information for any reason other than treatment/services, payment, or health care operations, and those specific circumstances outlined previously. BREC uses an Authorization to Release Information form that specifically states what information will be given to whom, for what purpose, and is signed by parents/guardians or by their legal representative. Parents/guardians have the right to revoke the signed authorization at any time by a written statement except to the extent that BREC has acted on the authorization.

Tracking Access to Students' Records

Each student's file will contain a list of persons who have access to that file and a log for each inquiry. The log will include the date, name of person accessing the file, and the purpose of that access.

Maintenance

All student records will be filed in a central location, accessible to BREC personnel. Administrative staff are responsible for the collection of data, record maintenance and security, access to records, and dissemination of information from records. The Executive Director will provide periodic reviews of records and the removal of data no longer educationally useful.