

DOMINION ACADEMY



PARENT/STUDENT HANDBOOK

2017-2018

Dominion Academy

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Philosophy Working Mission Statement

The mission of Dominion Academy Therapeutic Day School is to help students with disabilities meet their educational potential and therefore better prepare them to become independent and responsible youth. To facilitate this mission, Dominion Academy will create a supportive and therapeutic learning environment by providing a positive atmosphere based on cooperation and respect. Dominion Academy's **Educational Philosophy** may be summed up in the following

Belief Statements:

- Each student is a valued individual with intellectual, physical, and emotional needs.
- All students can learn, accomplish, and succeed.
- Students learn best with varied and diverse instruction.
- Students and staff can rightfully expect a respectful and safe environment.
- A positive atmosphere is promoted where relationships and mutual respect are facilitated between staff and students.

History

Dominion Academy is part of Dominion Youth Services which was established in 1999.

Dominion Youth Services also operates Dominion Educational Services, Dominion Day Services which includes the Mile Post 18 program, and Dominion Residential Services which includes Dominion ABA and Dominion Waiver Services programs.

The founders of Dominion Academy collectively possess over 50 years of experience working with children in the mental health and educational fields.

Enrollment Requirements/Procedures

- I. Dominion Academy serves children with emotional and/or learning disabilities whose needs are not being met in their current educational placement. Dominion Academy is licensed to serve students with the following disability categorizations:

| | |
|-------------------------|------------------------------|
| Autism | Multiple Disabilities |
| Developmental Delay | Other Health Impairment |
| Emotional Disability | Specific Learning Disability |
| Intellectual Disability | Speech/Language Impairment |

- II. Dominion Academy's lower and upper schools serve students of all genders who are ages 5 years to 22 years. While the average enrollment is 9 months long, this will vary depending on individual student needs. At no time will Dominion Academy's lower

or upper schools have any students enrolled who are younger than 5 years old, or older than 22 years old, or who have a primary disability category for which the facility is not licensed. Pre-K students with Autism are able to apply for enrollment in the ABA preschool program for students with Autism, which falls under the Academy license.

III. Grouping of Students – students will be grouped by grade level into classrooms. While every effort is made to ensure that students are placed in classrooms with the same grade peers, there will be occasions where multi-grade classrooms are in use. In these cases, students will be placed not only by their assigned grade, but by their documented level of functioning as well.

IV. The following pre-enrollment and enrollment procedures will be implemented with each student referral:

1. All referrals received for student placement will go through the Director's office.
2. The Director will then request to review referral and screening documentation as appropriate (current IEP, psychological, social history, educational, etc.).
3. An enrollment interview and orientation will be scheduled with the referring agency representative, parent/guardian, student, and any other involved agencies.
4. The enrollment interview will include the following:
 - Review of Parent/Student Handbook with emphasis on our behavioral and academic offerings
 - Tour of facility and program discussion, review of services offered
 - Review of appropriate enrollment paperwork
 - An opportunity to meet the student, discuss any concerns, and any answer questions.
5. All interested parties will then collaboratively decide on the appropriateness of the enrollment.
6. A student accepted to Dominion Academy may begin as soon as all paperwork is completed and all involved parties agree. If a student is not accepted for enrollment the parent/guardian and LEA will be informed by letter of that decision.

Admissions Criteria includes receipt and review of the following:

- Psychological and/or Psycho-Educational testing results (to include IQ and cognitive scores)
- Diagnosis/Reports including any medical diagnosis
- Reports detailing the student's level of functioning and academic ability (May include Global Assessment of Functioning score, report cards, transcripts)
- Historical information (may be included in a Social History) including history of significant behaviors (e.g. substance abuse, sexual abuse, victimization, medication management issues, assaultive behaviors, fire setting....)
- Individual Education Plan or Individual Service Plan
- Documentation of Program Eligibility
- Physical and Immunization Records

Exclusion Criteria: Dominion Academy may refuse admission to any student if, in the opinion of the school administration, the program is not suited to the needs of the referred student or if the school's license does not cover the student's educational disability to operate.

V. Diagnostic and Evaluation Services – Dominion Academy does not offer diagnostic services. Evaluation Services are limited to academic evaluations using standardized tests, academic tests, and curriculum based assessments. Formal re-evaluations of students must be authorized by the student's IEP team and conducted by the LEA.

VI. Plan for individual programming for students:

The individual education plan will guide programming for all students. If additional or less services are needed for a student, Dominion Academy will request an IEP meeting through the LEA.

VII. Program Responsibility

The **Executive Director of Day School Services** is ultimately responsible for the oversight of all programs at Dominion Academy. Working with the Director are the following positions and responsibilities:

Assistant Principals: Oversee all IEP reviews, curriculum, and SOL compliance

Dean of Students: Oversight of the facility wide behavior program and compliance

Behavior Specialists/Interventionists: Manage day-to-day behavior management

Social Worker/Counselor: Responsible for provision of individual and group counseling for all students

Teachers: Responsible for delivery of daily curriculum, primary contact point for parents

Teacher Assistants: Responsible for maintaining student behavior sheets, assisting with instruction, entry, and dismissal

Administrative Assistant: Responsible for secretarial work, phone management, record keeping, attendance documentation and dissemination.

Autism Coordinator: Responsible for assisting teachers with curriculum development and services for students with Autism, provides additional therapeutic services in the areas of social skills and sensory integration.

VIII. Therapeutic and Developmental Environment for students

Dominion Academy strives to maintain the most ideal, therapeutic environment for all students. By maintaining small class sizes, providing individual and group counseling, and individual behavior support throughout the school day, Academy staff work to maximize each student's academic and behavioral potential. Life skills and developmental skills are integrated into all classes and are inherent in the Vocational classes being offered.

IX. Exit and Follow up Services

When a student leaves Dominion Academy for any reason, staff will attempt to follow up on the student's progress by contacting the local LEA or the parent/guardian of the student consistent with the following timeframe: 30 days post withdrawal and 90 days post withdrawal. Documentation of the contact will be made and reflected in the student's cumulative record. The assistant principals are primarily responsible for this task.

Administration of Dominion Academy:

The Executive Director and Assistant Principals shall:

1. Protect the academic instructional time from unnecessary interruptions;
2. Seek to maintain a safe and secure school environment;
3. Involve the school staff in identifying staff development needs to improve student achievement and ensure staff participation;
4. Analyze classroom practices and methods for improvement of instruction;
5. Ensure student education records are maintained confidentially; and
6. Monitor and evaluate the quality of instruction and provide supports as needed to improve instruction.

The instructional leader, who may or may not be the same individual as the school administrator, shall hold a valid five-year renewable postgraduate professional license issued by the Board with an endorsement in school administration and supervision or special education and have at least three years of experience working with students with disabilities. The instructional leader or designee shall at all times be on the premises of the school while the school is in operation.

All staff on duty will know who is responsible for the administration of the school at any given time.

Statutory Authority §§22.1-16 and 22.1-321 of the *Code of Virginia*

Educational Programs and Objectives

Curriculum: The curriculum at Dominion Academy will follow the Virginia Department of Education's Standards of Learning goals and objectives and will use the Standards of Learning Framework as its educational model. However, each student's program of study will be specific to his or her needs based on IEP goals and objectives. Students will be placed in one of our classrooms based on their grade and/or achievement level. Grade level instruction will be provided with appropriate accommodations and modifications specific to each student. The goal for all students will be to meet the academic and behavioral goals and objectives of their IEP and to have them return to a less restrictive environment based upon mutual agreement of the IEP

team. Daily Living Skills will be highlighted with older students to provide them with the necessary survival tools, independent living, and social skills that will enable them to lead productive and meaningful lives. At no time will Dominion Academy students participate or conduct any human research that is not educational in nature with the goal of improved learning.

Student/Teacher Classroom Ratios

Classroom ratios will meet or exceed the standards set forth in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia (8 VAC 20-80-45) and the Virginia Appropriation Act. A typical classroom will generally have five to ten students. The maximum number of students per teacher will be ten. Classrooms may have a Teacher Assistant depending on the number of students who are responsible for meeting the academic and behavioral needs of each child.

Initial Assessment of Students

All relevant academic testing, report cards, progress reports, and other information will be reviewed by the school director or designee prior to the student enrollment. In cases where initial academic levels are unknown or are thought to be substantially different than current documentation, the interventionist/reading specialist, assistant principal, or director may administer additional assessments to assist in developing the most appropriate academic and behavioral programming for students.

Academic Progress Report and Grading System

Report cards and quarterly reports will be generated every nine weeks for the purpose of evaluating the student's progress as set forth in their IEP goals and objectives. In addition to these quarterly reports, interim reports will be sent home at the midpoint of each grading/progress report period. Periodic and regularly scheduled parent/teacher conferences will also be held to provide feedback on student progress. The following grading systems will be used for all educational tracts:

- A – Excellent (100 – 90)
- B – Above Average (89 – 80)
- C – Average (79 – 70)
- D – Below Average (69 – 60)
- F – Failing (59 – 50)

Individual Education Program/Individualized Instruction Program Development

Upon enrollment at Dominion Academy each student's most recent Individualized Education Program (IEP) from the sending local education agency (LEA) will be reviewed and revised or modified as needed by the IEP committee. An Individualized Instruction Program (IIP) will be created and maintained for students who are not eligible for Special Education and related services. A representative of Dominion Academy will attend all IEP/IIP meetings upon invite by the referring school division. If Dominion Academy initiates an IEP meeting, the student, parent, and referring school division will be involved in any decision affecting the IEP/IIP. They will agree to any proposed changes in the program before those changes are implemented, and they will be involved in any meetings that involve re-evaluation.

Individual Student Alternative Education Plan (ISAEP):

Dominion Academy does not provide an ISAEP program at this time. Students who wish to pursue their GED and enroll in an ISAEP will be referred to their school division for consideration. Students who enroll in an ISAEP with their school division will be withdrawn from Dominion Academy.

Vocational Training Services:

Dominion Academy offers courses in grades 11 and 12 in Career Preparation and Vocational skills (CTE 1 and CTE 2). Dominion Academy also employs a Vocational Coordinator who will assist student in finding vocational training, integrated employment, continuing and adult education, adult services, independent living, and community participation.

Transition Services

The goal for all students at Dominion Academy is to transition back to a public, or comprehensive, school setting. The administration at Dominion Academy works with the referring school division to arrange for partial to full day returns to public school when the student's IEP team determines that he/she is ready. Students in need of services outside of the school environment may be referred to local or community agencies for additional support and training.

Management of Student Records

Dominion Academy complies with the regulations set forth in the *Management of the Student's Scholastic Record in the Public Schools of Virginia* as related to private therapeutic special education schools. *Reference: 8VAC-350-380/ Educational program.*

Dominion Academy maintains a physical cumulative record on every enrolled student and will maintain copies of student records for a minimum of three (3) years post-withdrawal. Online records are also kept via www.renweb.com.

Contact with Local School Divisions

Dominion Academy will maintain ongoing contact with local education agencies (LEA) via the interim and quarterly progress reports and through phone calls and personal meetings as needed. Dominion Academy needs and welcomes the ongoing support of the LEA and therefore will communicate regularly to be able to best serve each student. All contact with parents/guardians and LEA personnel will be documented and maintained in each student record. Incident reports, when needed, will be provided to the LEA within 24 hours of any incident.

Reference: 8VAC20-350-380. Educational program.

Statewide Assessment Testing

Dominion Academy will work collaboratively with each school district to administer statewide assessment testing during the testing windows identified by the Virginia Department of Education and as directed by the placing agency/school division. Testing and assessments will be used to assist with graduation requirements and as informational data but may not be used as part of a student's course grade.

Reference: 8VAC20-350-380. Educational program.

Physical Education/Health Education

Dominion Academy Students will participate in a Health and Physical Education program consistent with VDOE guidelines while enrolled at Dominion Academy. Students will not be required to participate if they are

- 1) Unable to participate due to a documented medical condition
- 2) Have met the credit requirement for Health/PE for graduation

Family Life Education Program

Dominion Academy adheres to the Standards of Learning for the Family Life Education program promulgated by the Board of Education or a Family Life Education program consistent with the guidelines developed by the board, which shall have the goals of reducing the incidence of pregnancy and sexually-transmitted diseases and substance abuse among teenagers. Parents are given the option of removing their child from this curriculum without penalty via a permission form that is sent home a minimum of two weeks prior to this subject being taught via the Health curriculum. Private contractors may be invited to assist in this curricula delivery.

Work Study and On-the-job training

Dominion Academy does not currently place students in work-study or on-the-job training programs. If this type of programming is offered in the future, it will be compliant with 8VAC20-671-570.

Virtual Courses

Virtual courses may only be offered through accredited providers as outlined in §§22.1-212.23 and 22.1-253.13:3 of the Code of Virginia. Dominion Academy contracts with Edgenuity (formerly E2020) for all virtual courses. Any virtual learning is proctored by a licensed teacher or appropriately trained paraprofessional who is supervised by a licensed teacher. The teacher or paraprofessional is available to the student for assistance and guidance.

Statutory Authority §§22.1-16 and 22.1-321 of the *Code of Virginia*

Equipment, instructional materials, and library media.

Dominion Academy provides instructional materials and equipment necessary to support the instructional program, including the goals and objectives established for individual students.

Students receive instruction on the use of classroom equipment as appropriate and demonstrate applicable safety competencies before being allowed to use such equipment.

Dominion Academy follows the written policy on the use of computers, including the use of the internet and email of Dominion Youth Services.

Statutory Authority §§22.1-16 and 22.1-321 of the *Code of Virginia*

Appreciation for Art and Music

Through the use of art and music classes and inclusion of these subjects in content areas and weekly therapeutic groups, students will be given the opportunity to develop an appreciation for art and music.

Overall Student Code of Conduct

1. Students will conduct themselves in a respectful, safe, and orderly manner. No profanity, threats, or bullying is acceptable.
2. Students are to arrive at school on time, attend school regularly, and participate appropriately in all scheduled school activities.
3. Students should respect the rights of others before, during, and after school.
4. Students need to dress in an appropriate and responsible manner adhering to the Dominion Academy Student Dress Code.
5. Students should refrain from inappropriate behaviors including those outlined in Dominion Academy's Prohibited Behaviors.

Major Rule Violations

Certain behaviors (prohibited behaviors) that are considered safety risks will not be tolerated and may result in immediate termination. The following offenses are considered major rule violations:

- Being under the influence or in possession of alcoholic beverages, drugs, or controlled substances
- Destruction of school property
- Theft or attempted theft
- Assault or attempted assault
- Sexual harassment (physical or verbal)
- Possession of dangerous items to include but not limited to; firearms, knives, look-alike weapons, ammunition, sharpened implements, etc.

Students who violate any of the above Major Rules may be subject to suspension, expulsion, or termination of enrollment.

In-school and Out-of-School Suspension:

In-school Suspension (ISS): Students determined to be in violation of school rules or code of conduct may be assigned to in-school suspension (ISS). ISS will be served in the reset room under the direct supervision of the behavior specialist. Work from classes will be provided to the student in ISS to be completed.

Out-of-School Suspension (OSS): Out-of-school suspension is considered a last resort for Dominion Academy students and may be assigned only by the executive director. Students exhibiting behaviors that are believed to be a direct result of their disabling condition will be given significant consideration for alternatives other than out-of-school suspension. In general, out-of-school suspension will be used in the case of a major rule infraction as described in the student code of conduct. The executive director retains the right and responsibility to assign OSS for any transgression.

Bullying: Bullying in any form is not permitted at Dominion Academy. Students found to be the perpetrators of bullying will face immediate disciplinary action up to and including removal from the program.

Fighting: Any instance of student fighting will be considered a major rule violation and immediate disciplinary action will be taken.

Harassment: Harassment of students by other students or staff on any basis, including but not limited to age, race, disability, sex/gender, sexual orientation, culture, or ethnicity is strictly prohibited at Dominion Academy and any individual determined to be a perpetrator of harassment will be subject to face immediate disciplinary action up to and including removal from the program.

Pornography: Students found to have pornography in their possession or who are found to have accessed pornography via the use of Dominion Academy media or technology face immediate disciplinary action up to and including removal from the program.

Student Searches

As students enter the building after arriving to school, they will be wanded in addition to patting down all pockets and checking shoes before they can enter the building. Students will be patted down by trained staff of the same gender as the student and will be conducted in such a way as to protect the student's dignity and in the presence of one or more witnesses. All contraband items that are voluntarily surrendered to staff before a search will be stored and returned at the end of the day, unless the items are illegal as defined by law. Items that are not surrendered to staff prior to a search will be confiscated and must be picked up by the parent or guardian of the student. Parents who are unable to come to school to retrieve items may mail a signed letter requesting return of the item to the student – under no circumstance will letters be accepted directly from students. Occasionally, an additional search of a student and their

belongings will be necessary when possession of any contraband items is suspected. School safety is paramount at Dominion Academy.

Student Dress Code

1. Students will dress in an appropriate and responsible manner. Cleavage, midriff, upper thighs, and upper arms (sleeveless shirts, tank tops, etc....) may not be visible. Undergarments or shorts/pants worn underneath the outermost layer of clothing may not be visible (e.g. no sagging). Clothing that is too tight or revealing (leggings, spandex/spanx material) is not permitted. Pajama bottoms or pajama material is prohibited except when authorized for special events.
2. Closed toe shoes are to be worn at all times. (Flip-Flops/ open toed shoes, shoes with wheels, sliders, and house slippers are not allowed)
3. Hats and clothing with hoods may be worn to/from school but must be removed, and remain off, at all times while in school. Scarves or other headwear of a verifiable religious nature are permitted.
4. Clothing that bears offensive, suggestive, or obscene statements and/or pictures or emblems will not be permitted.
5. Clothing that bears pictures, emblems and/or advertisements for drugs, alcohol, tobacco or weapons will not be permitted.
6. Clothing, jewelry, or other items that are gang-related will not be permitted.
7. Clothing that is considered disruptive or potentially disruptive, distracts others from the educational process, or that creates a health or safety problem is prohibited. The school administrator or designee has the final say in regards to whether or not clothing is deemed disruptive or potentially disruptive to the learning environment.
8. Hairstyles. Piercings, or other physical modifications that are considered disruptive or potentially disruptive are prohibited. The Dean of Students, in consultation with the executive director, will make the final decision as to whether or not a student's intentional modification of his/her personal appearance is disruptive to the school environment.

Prohibited Behaviors

1. The possession, use, or distribution of any type of **alcohol or drug** is prohibited and may result in termination from Dominion Academy as well as involvement of local authorities. Any student believed to be under the influence of a controlled or illegal substance (alcohol or drugs) will be directed to a secure and staffed location within the building until arrangements can be made to return the student to his/her parent or guardian. Parents will be notified immediately of any situation where a student is suspected to be under the influence and the LEA will be provided an incident report within 24 hours of the incident. **Parents are required** to report to the school to pick up

their student in this situation. Failure to do so may result in reports being made to the appropriate authorities. Additional consequences will be applied at the direction of school administration.

2. Cheating on assignments or tests is prohibited
3. The use and/or possession of **tobacco** products or lighters of any kind are prohibited, regardless of student age.
4. Acts of **vandalism** to deface or destroy school property or the personal property of others will not be tolerated and may result in involvement of local authorities. **Parent/guardian and/or student will be required to reimburse for damages.**
5. **Violence** towards others, to include fighting and/or threats of aggression, will not be tolerated and may result in involvement of local authorities and disciplinary action.
6. The possession of any weapon to include knives or knife-like instruments or firearms or anything to be used as a weapon is prohibited and could result in program termination as well as involvement of local authorities.
7. Violations of **Dominion Academy's Student Dress Code or Student Code of Conduct** will be dealt with on a case by case basis.
8. Use of **gang related symbols, gestures and or discussion of any kind** is prohibited. This includes drawings and illustrations.
9. **Students are not permitted to bring food/beverages into the building without prior consent of the administration.** Exceptions for medical or other reasons may be made upon approval of a written request to the school director from the student's parent/guardian or adult student.
10. Students are not permitted to leave school grounds once they have been dropped off on school property; it is considered leaving without permission (AWOL). If a student leaves the building and proceeds off campus, they will be permitted to enter or re-enter the building that day but must report to the re-set or in-school suspension room. Parental notification will be made. An AWOL report will be completed for any incident.
11. Book bags, back packs and any other storage devices are not required. Student purses will be locked and stored in the administrative office.
12. Cell phones and all other electronic devices are not allowed in the building and must be turned in daily to be kept in a secured, locked area. Personal items will be returned to students upon dismissal. Any item not voluntarily turned in to staff, prior to the student being searched, will be confiscated and can only be returned to the parent/guardian. Written permission from the parent for the school to return items via the student will **not** be accepted.

School Bus Behavior and Referrals

While students are being transported to/from Dominion Academy by public school transportation (school bus or school division vehicle or contracted vehicle), the student is subject to the rules, policies, and procedures of the school division. Students who receive bus referrals will receive consequences according to the nature of the infraction at a minimum as outlined below:

First Bus Referral: Verbal Warning

Second Bus Referral: Written Warning

Third Bus Referral: Final Written Warning and Parent Conference

Fourth Referral: Minimum one day suspension from bus

Fifth Referral: Minimum three day suspension from bus

Sixth Referral: Minimum five day suspension from bus

More than 6 bus referrals: Up to 10 days of suspension from bus and/or loss of bus privileges for the remainder of the school year.

Any time a student is suspended from the school bus/transportation, it becomes the responsibility of the **parent/guardian** to transport the student to and from Dominion Academy. Students who are absent due to bus suspensions will have a recorded unexcused absence, and the attendance will be reported to the referring school division. Suspension from the school bus/transportation is never an allowable excuse for missing school.

Behavior Management

Dominion Academy recognizes that for sufficient academic progress to be made, student behaviors must be appropriate and consistent with the Student Code of Conduct. Therefore, Dominion Academy will use *a consistent and systematic positive behavioral support program* to reinforce positive behaviors and to manage disruptive behaviors in and out of the classroom that impede student learning. All staff of Dominion Academy will work together to implement our level system which includes consequences and rewards to decrease any disruptive behaviors. This program will provide documentation to measure student progress and to provide feedback which the student and parent/guardian can use to positively change behaviors.

The staff of Dominion Academy believe that all people have the right to be treated with dignity and respect. Physical restraint or seclusion is permitted only in an emergency

situation and is necessary to protect the student or another person from imminent danger of serious physical harm after less intrusive interventions have been attempted and failed to manage that particular behavior and there is a substantial explanation for why other interventions were deemed inadequate or inappropriate.

The re-set room and physical restraints are interventions that are used only when less restrictive, positive reinforcement interventions are not effective. Teachers at Dominion Academy will attempt to maintain a reinforcing, pleasant classroom environment which will therefore make any out of classroom placement less desirable. These behavioral interventions are used in the hope that students will want to return to the classroom. Corporal punishment, aversive therapy, deprivation of food or drinking water, denial of toilet facilities, or any intervention that is humiliating, degrading, or abusive will not be tolerated. Our goal is to maintain a positive learning environment in the classroom; we welcome feedback and participation from interested parties as we strive to make education a pleasant and stimulating experience.

Re-set Room

To help students manage and handle events that may be upsetting to them we offer a room we refer to as the re-set room. A student can elect to go in for a short period of time, not to exceed fifteen (15) minutes, to remove themselves from the situation and to de-escalate. The student may also be assigned by a staff member if the staff recognizes that a student needs time and help with conflict resolutions. This room is staffed by a trained staff person that will offer the student alternative responses to the negative behaviors exhibited by the student. Once the student and staff agree that it is a good time to return to class the student will be escorted back to class. The duration of the stay will be determined by the disposition of the student and if they can indicate by their actions and response that they are ready to return but will generally adhere to the following:

- First occurrence of a behavior warranting re-set room placement: no more than 15 minutes
- Second occurrence of the same behavior: up to 30 minutes
- Third occurrence of the same behavior: up to 60 minutes
- Additional occurrences of the same behavior: in-school suspension for the remainder of the school day or longer (subject to administrative decision)

Individual Seclusion

If a student's disposition is aggressive and there is imminent danger of serious harm to self or others, the student may be placed in any available classroom or office for individual seclusion. Seclusion is allowed only in an emergency and when necessary to protect the student or another person from imminent danger of serious physical harm after less intrusive interventions have been attempted and failed to manage that particular behavior and there is a substantial explanation for why other interventions were deemed inadequate or inappropriate.

The parent will be informed on the day of each incident of seclusion and the student's home school division and placement agency will be informed of the incident within 72 hours. Each use of seclusion shall be fully documented in the student's record including date, time, staff involved, justification for the seclusion, behavior antecedents, less restrictive interventions that were unsuccessfully attempted prior to using seclusion, duration, description of method or methods of physical restraint techniques used, signature of the person completing the report and date, and reviewer's signature and date. The written report shall be made available to the parent within two business days of the occurrence and opportunity given for the parent and student, as appropriate, to discuss the matter with school staff.

The timeframe for use of seclusion is determined by the disposition of the student. When a student is no longer exhibiting behavior that is determined to be a danger to themselves or others, staff will end seclusion and process with the student using the school counselor when necessary. Once it has been determined that the student is ready to exit seclusion the student will be given the opportunity to visit with the counselor before returning to the classroom or the re-set room as a step down from seclusion.

Physical Restraint

Physical restraints are not permitted except in situations where there is reason to believe that a student presents an eminent danger to themselves or others. When physical intervention is

necessary, Dominion Academy utilizes methods prescribed by Therapeutic Options of Virginia (TOVA): staff is trained at hire and recertified annually to utilize TOVA. TOVA is a comprehensive and sensible approach to reducing violence and the use of restraint and seclusion in behavioral health care, health care, habilitation, and education settings. The program provides the tools to keep people safe while maintaining a commitment to positive approaches in serving individuals whose behavior sometimes poses danger to themselves or others. It is evidence based, person centered, relationship driven, prevention focused and trauma informed.

The parent will be informed on the day of each incident of use of physical restraint and the student's home school division and placement agency will be informed of the incident within 72 hours. Each use of physical restraint shall be fully documented in the student's record including date, time, staff involved, justification for the physical restraint, behavior antecedents, less restrictive interventions that were unsuccessfully attempted prior to using physical restraint or seclusion, duration, description of method or methods of physical restraint techniques used, signature of the person completing the report and date, and reviewer's signature and date. The written report shall be made available to the parent within two business days of the occurrence and opportunity given for the parent and student, as appropriate, to discuss the matter with school staff.

Accident/Injury reports

In the event of an accident or event resulting in student injury Dominion Academy staff will respond in a manner consistent with the level of need of the student. This includes offering and provision of first-aid or medical care, up to and including emergency services calls/notification and ambulance/paramedic services. Parents will be notified by phone as soon as possible after an accident occurs. An accident report will be completed within one business day of any event and a copy provided within 2 business days of the event to both the parent and referring school division.

Parent Communication, Visitation, and Behaviors

Communication: Regular communication with parents is key to the success of students at Dominion Academy. Daily behavior point sheets are completed by Dominion Academy staff and are posted online each afternoon. Parents will be given access to their student(s) online records upon provision of a valid email address. In addition, regular phone calls or messages from the student's case manager will be made to parents to update parents on student progress.

Elementary/Lower School students will have weekly phone calls. Upper School students will have bi-weekly phone calls. Parents may choose to have regular messages sent by email or text message after discussion with the child's case manager.

Student phone calls to parents: Phone calls to parents during the school day will be placed only by Dominion Academy staff. All calls to parents by students during the school day must first be approved by school administration. If regular phone calls from students to parents need to occur for therapeutic reasons, permission for this must be received in writing and must be approved not only by Dominion Academy but also by the students Local Education Agency (LEA).

Visitation: Dominion Academy values the relationship with our student families and we extend an open invitation to visit our school program. We do ask that you schedule an appointment through the principal's office and please limit your classroom observation to approximately 15 minutes. Due to the fact that visitors in the classroom can have an adverse effect on our students' by causing emotional stress and anxiety or it interrupts the educational process the school reserves the right to deny parent observations if school personnel feel that the presence of others will present a problem at that time.

Parent Behavior: Dominion Academy staff will maintain a professional attitude and demeanor with parents/guardians and family members of students at all times. We expect that parents/guardians maintain a similar approach when dealing with Dominion Academy staff. If the parent/guardian exhibits an attitude or behavior that is defiant, disruptive, or aggressive toward Dominion Academy staff, the Executive Director will determine if the behavior exhibited by the parent is so disruptive or inappropriate as to diminish the effectiveness of the school's endeavors to educate the student. If the behavior of the parent is judged to be so inappropriate or disruptive that the continuation of the student's education at Dominion Academy would be greatly impaired, the student will be immediately dismissed from Dominion Academy. Examples of behavior that could result in the dismissal of the student due to parental conduct include: aggressive, profane, or loud language, degrading, insulting, threatening (verbal or physical), abusing, harassing (verbal, electronic, physical), or other similar conduct directed toward any member of Dominion Academy or Dominion Youth Services staff, including volunteers and office personnel. Final determination of the impact of parental behavior and subsequent enrollment decisions will be made at the sole discretion of the Executive Director.

Termination of Enrollment

Students who are successful with maintaining appropriate behavior and demonstrating positive behavioral choices for a consistent and persistent period of time will be recommended for re-admission to their local public school. The student's progression through the level system and review of earned points will assist the IEP team in making the correct placement decision for the student. Students cannot return to public school without the IEP being updated to recommend public day school, regardless of documentation that may or may not be received from the school division. In certain counties, gradual return to public school via partial day enrollment may occur with the approval of the IEP team. Parents **may not** unilaterally determine that a student is not ready to return to public school, nor may parents enroll the student at any other private day school without the approval of the student's Local Educational Agency.

Students completing expulsion: Some students may be referred to and enrolled at Dominion Academy as the result of being expelled from their zoned public-school division. In these cases, students will remain enrolled at Dominion Academy for the duration of the expulsion period (subject to the procedures discussed in this handbook) and may not be returned to public school until the following have occurred: 1) reinstatement meeting with the school division hearing officer, 2) approval of the reinstatement by the school board of the referring school division and, 3) approval of the IEP team, via an IEP meeting, for the student to return to public school.

Every effort will be made to accommodate the uniqueness and disabling condition of each student enrolled at Dominion Academy. However, when the safety and well being of students and faculty are in jeopardy as a result of student **or** parental behavior(s) (see "Student Conduct"), termination from the school may be necessary. Recommendation on the appropriateness of a student's placement will be made based on the student's behavior, academic progress, and overall success in the program. In cases where out of school or in school suspension reaches 10 or more days per school year, the LEA will convene a manifestation determination and review meeting to determine if the behavior(s) are a result of the student's disabling condition.

In extreme or emergency situations where a student's behavior and actions present an immediate danger to either themselves or others (including other students, faculty, staff, visitors) the enrollment of the student may be immediately revoked. The Executive Director retains the sole discretion in revoking a student's enrollment at Dominion Academy in either an immediate or non-immediate situation.

Physical Examination and Immunization Record

All students enrolled at Dominion Academy will have a copy of a **physical** examination by a physician and an **immunization** record **no more than three years old** on file in their student record. *Reference: 8VAC20-350-420. Provisions for health.*

Breakfast and Lunch

Breakfast and lunch are provided Monday through Friday free of charge and lunch menus will be posted in advance. Lunch is approved by a registered Dietician or Nutritionist to ensure that well-balanced, nutritious meals are served. Breakfast is provided on a daily basis and is limited to cold cereal and milk, oatmeal (hot), juice, and graham crackers. **Students are only allowed to eat during designated times. All other food will be confiscated and not returned. Students are not permitted to bring in any food or beverage unless permission is granted by an administrator.** *Reference: 8VAC20-350-420. Provisions for Health*

Field Trips and Extra-Curricular Activities

School-sponsored extracurricular activities shall be under the direct supervision of staff and organized to avoid interrupting the instructional program. Staff certified in CPR and first aid will accompany students on school-sponsored activities
Reference: 8VAC20-671-10-550.A., B., and C

Medication Management

All medications, whether prescription or over-the-counter, are dispensed only by staff who have completed a medication training program approved by the Board of Nursing or have been licensed by the Commonwealth of Virginia to administer medication.

Employees who have been licensed to administer medication will have a copy of their license to be kept in their personnel file. Authorized staff signatures and the respective initials are maintained on the student's Medication Log Sheet. These staff persons shall be informed of any known side effects and/or symptoms associated with the medications they distribute.

All medications, prescription as well as over-the-counter, must be supplied by the parent and will be clearly labeled and secured in a locked bag within a locked file cabinet. A list of side effects associated with the medication will be included in the bag with the medication. All

Schedule II Controlled Substances will be kept in a locked medication, fire-safe container and secured in a locked file cabinet. New prescription and non-prescription medications require documentation in the Medication Log upon their arrival at the facility. Pill counts will be required upon receipt by school staff and will match reported pill counts from the parent. Parents will be notified when the supply of pills/medication is dwindling.

Use of Epinephrine (Epi-Pen)

Dominion Academy maintains a stock of epinephrine (Epi-Pen) in doses appropriate for younger/smaller children and adults in a secured container in the principal's office or clinic. All Dominion Academy staff are trained in the use/administration of an Epi-Pen. In the case that a school Epi-Pen is used, emergency personnel as well as parents will be immediately notified. The used Epi-Pen will be disposed of in accordance with state and federal guidelines and a replacement Epi-Pen will be obtained as soon as possible.

Medication may only be received from the student's Primary Caregiver and/or a licensed physician and/or pharmacist via a written prescription by a licensed physician. This documentation includes the following:

- Full name of Student
- Signed Parent Permission to Administer
- Signed Physician Permission to Administer
- Date(s)
- Name of medication and frequency of dispensing prescription
- Authorized staff initials

Each time prescription or non-prescription medication is dispensed, the Medication Log will be documented as to:

- Time dispensed
- Date dispensed
- Medication and dosage amount
- Staff initials

Prescription medication that is self-administered, i.e. asthma inhalers, will be kept in the same manner as all other medications. There will be written permission from the student's primary care giver or legal guardian to self-administer medication.

Administration of non-prescription medication will require parental permission. Non-prescription medication must be provided by the student's parent/guardian or by the adult student and must be accompanied by a signed medication form from the physician. Dominion Academy keeps a first aid kit available for emergencies and has several OTC medications available for students who have written authorization from parent/guardian and physician. An OTC medication form requiring physician signature is provided to parents/guardians upon enrollment and at request.

Transportation of Students

All drivers of vehicles transporting Dominion Academy students will comply with all applicable laws of the State of Virginia. In addition, all Dominion Academy drivers will possess a satisfactory driving record which will be kept in their personnel file. Staff members transporting students to and from school will take appropriate safety precautions giving consideration to the age and area of disability of all students. All vehicles used to transport students at Dominion Academy will meet federal and state standards and will be maintained in accordance with applicable state and federal laws. A first aid kit and fire extinguisher will be available in each vehicle transporting students. At no time will an employee be permitted to transport a student in the employee's personal vehicle.

The referring school division is responsible for arranging transportation to and from Dominion Academy for their respective students. *Questions regarding student transportation should be directed to the referring school division.*

Reference: 8VAC20-350-430 Transportation.

Attendance and Tardiness

Dominion Academy expects students to attend school regularly, and on time, believing that greater school attendance means greater academic success. Students therefore are expected to attend daily unless suffering from a contagious or infectious disease. Parents/Guardians are expected to call Dominion Academy to report student absences and/or tardiness **by 9:00 am**. Dominion Academy will attempt to contact parent/guardians when an absence has not been reported by 9:00 a.m. and all absences/tardies are reported to the referring school division on a weekly basis.

Regular unexcused or excessive absenteeism and tardiness will be discussed with the parent and the student's local school division to reevaluate the student's placement. The attendance policy of the referring school division will be enforced by Dominion Academy in conjunction with the truancy department of the referring school division. Excessive unexcused absences may warrant court and legal involvement for students under the age of 18. Students under the age of 18 who arrive at school and subsequently leave campus without permission (Absent without official leave or AWOL) will be reported as an **unexcused absence** and both the referring school division and the student's parents will be notified. **A doctor's note is required when a student is absent for three or more consecutive days. After five (5) total absences a note is required for each additional absence.**

Emergency Procedures

Dominion Academy has a comprehensive Emergency Preparedness Plan that addresses many emergency situations that could occur in our school. A copy of the Plan is available at the Front Desk of Dominion Academy.

Weather Related Closings/Snow Days

When weather is poor, Dominion Academy will announce closings and delays through television media using **local television stations and their respective websites**. We generally follow the lead of Henrico and Richmond City Public schools however; we will accommodate each locality individually; meaning if one locality is open and all others are closed, we will open for that one locality and provide services for those students. Students ***are not required*** to attend on days when their home school division is closed for weather unless the home school division provides transportation. In these cases and if Dominion Academy is open, students may attend provided that their parent/guardian provides transportation. When school days are missed due to the weather or any other unforeseen incident the administration of Dominion Academy will determine if make up time is needed. If the determination is made that instructional hours will need to be made up, Dominion Academy will do so in one of the following ways: Dominion Academy will choose to cancel previously arranged non-instructional days, will extend our calendar at the end of the school year, or will extend scheduled half-days to full days. We will give prior notice as to which corrective measure will work best and the administration of

Dominion Academy has sole responsibility for determining how, and if, any missed days will be made up.

Make-up Work

Students will be expected to make up all work missed as a result of any excused absence/s or tardiness. Make-up work for unexcused absences will be provided at the discretion of the classroom teacher. Any make-up work should be completed in a reasonable amount of time generally not to exceed five school days. Every effort will be made by Dominion Academy to ensure that each student is given ample time and attention to review and complete missed assignments and work. Class work will be provided for students during any time that the student is in a staff-directed re-set and the student will receive a grade of zero for any assignments not completed during this time.

Illness of Student

If a student becomes ill during the school day the following may occur.

- **Headache/Stomachache:** Student will be directed to a quiet area (front office, clinic, or re-set room) to rest on the couch for 20 minutes or may choose to put their head down on their desk in the classroom for 20 minutes. If symptoms remain, parent will be contacted and informed. Over the counter medication will be dispensed only with parental permission. The parent will be given the option to pick up the student from school.
- **Temperature > 100 degrees:** Parent will be contacted; student will be sent home for the remainder of the school day and may not return until he/she is symptom free for 24 hours.
- **Vomiting:** Parent will be contacted; student will be sent home for the remainder of the school day and may not return until he/she is symptom free for 24 hours.
- **Diarrhea:** Parent will be contacted; student will be sent home for the remainder of the school day and may not return until he/she is symptom free for 24 hours.
- **Any illness known or discovered to be contagious:** Staff or student must remain home from school until symptom free for 24 hours. Doctor's note clearing student for return to school may be required.
- **Head lice:** Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Health Precautions in the Case of Pandemic

Dominion Academy will follow the VIRGINIA DEPARTMENT OF EDUCATION Pandemic Influenza Plan Guidelines for Virginia Public Schools as long as the procedures can be applied to the current pandemic. A copy of this plan is available at http://www.doe.virginia.gov/support/health_medical/influenza/pandemic_flu_plan_guidelines.pdf

Graduation Requirements

Dominion Academy will work with placing local school divisions to award specific diploma types for enrolled students. Students seeking credit earning diplomas (Standard Diploma & Applied Studies Diplomas) will need to satisfy the requirements established by the Virginia Board of Education and will be awarded these diploma types by their local school division. Referring school systems will award a Certificate of Completion to students who do not meet the above requirements and who complete their secondary education/pre-vocational program at the Academy.

Tuition, Fees, and Financial Responsibility/Protection

Payment and refund policy: The daily rate for tuition is all inclusive. Payment is generally made by the Comprehensive Services Act team of the referring school division. Private pay clients are billed monthly for the total number of enrolled days, regardless of student attendance. Refunds will be disbursed by check in the event of overpayment.

Charges to parents/guardians: As tuition is all inclusive, the only time payments will be required from parent guardian is when

- 1) The student intentionally damages or defaces school property
- 2) The student enrolls in an online course, paid for by Dominion Academy, and fails to complete the course.

Provision of scholarships: Scholarships are generally not available but can be requested of one of the partners of Dominion Youth Services. It is at the sole discretion of the partners to provide any type of tuition assistance.

Insurance information: Insurance information is not required by Dominion Academy but may be requested for students interested in additional services from Dominion Youth (TDT, in-home, outpatient).

Management of student funds: Students are not permitted to have more than \$10.00 cash with them at any time during the school day. Should a student enter with more than \$10.00, all monies over that amount will be secured in an envelope and placed in the school safe. The monies will then be returned to the student at dismissal. Parents may be notified of the student's possession of significant amounts of money.

General Physical Facilities and Equipment

The general physical facilities that will be used by Dominion Academy are located at 1002 Wilmer Ave, Richmond, Virginia, 23227, 5601 Chamberlayne Rd., Richmond, VA 23227, and 5404 Chamberlayne Rd., Richmond, VA 23227 and will be furnished appropriately, remain well maintained, and strive to be conducive to learning. Lighting will be sufficient and adequate, and hot and cold water will be available. Restroom facilities will be appropriately maintained and suitable for use. Fire inspections will be up to date and performed on an annual basis. Students will participate in fire and other emergency drills on a regular basis. All equipment used in this facility will be appropriately maintained in order to optimize student and faculty use. A minimum of 50 square feet of space per student in each classroom will be provided for classrooms placed in use after 07/01/2015.

Child Protective Services and Mandatory Reporting

All faculty, staff, and volunteers of Dominion Academy are considered mandatory reporters and are bound by law to report any instance of suspected abuse, exploitation, or neglect of a child to the local Child Protective Services (CPS) Agencies. In cases where abuse, exploitation, or neglect is suspected, the mandatory reporter will contact CPS and report the suspicion. It is then at the sole discretion of CPS to determine if a report and investigation will occur. The mandatory reporter should make note of the time and date of the call, the CPS employee name or i.d. number, and any reference number that is provided. Employees of Dominion Academy are protected under law from identification by CPS. Employees and volunteers of Dominion Academy are encouraged, but are not required, to report any calls to CPS to their immediate supervisor.

Non-Discrimination Statement

All services available to students at Dominion Academy will be provided without discrimination on the basis of color, race, age, religion, gender (natural or identified), sexual orientation, national origin, disability, or legal protected basis.

Complaint Resolution Procedure

Students and Parents are encouraged to voice their concerns or complaints to the parent liaison at Dominion Academy. A “Student Concern Form” will be available in the front office of the school. Parents/guardians are also encouraged to voice any of their concerns or complaints with their student’s teacher first before contacting the liaison or administrator. If the complaints or concerns are not adequately addressed to the parent or guardian’s satisfaction, Dominion Academy will contact the sending local school district to set up a meeting in an effort to seek resolution. Dominion Academy will make every effort to keep the lines of communication open with students and parents/guardians in an attempt to earn their trust and confidence and better support the student’s academic needs. If there continues to be a lack of resolution of the complaint on the part of any involved party, the complaint may be forwarded to the Virginia Department of Education using the information below.

<http://www.doe.virginia.gov>
Division of Special Education & Student Services
Office of Federal Program Monitoring
Private Schools for Students with Disabilities
(804) 225-4551