



## **Parent / Student Handbook**

The LEAD Center, Ltd.

622A South 6<sup>th</sup> Avenue  
Hopewell, Virginia 23860  
(804) 452-3730

Revised: 07/2017

This document is not all-inclusive.

Dear Parents/Guardians

I would like to take this opportunity to express how excited our team is to work with you and your child. We hope throughout your partnership with The LEAD Center you will get a sense of compassion, knowledge and experience from our team. We are excited to serve your child and their specific needs this year.

Our corporate vision at LEAD is to cultivate potential and create opportunities for your child. The process of educating a child is a monumental task and it requires a unified approach from all team members. We see parents and guardians as an integral part of the educational team. We look forward to a collaborative and positive working relationship with you this year!

If you have any questions during your child's enrollment please do not hesitate to ask. One of our team members will gladly assist you.

Sincerely yours,

A handwritten signature in cursive script that reads "Christina Fukushima".

Mrs. Christina Fukushima, M.Ed.  
Executive Director

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## **History**

The LEAD Center, Ltd. Opened in 2001 with the dream of providing an education resource for students with special needs. Leadership of the school has 30 years of experience with special needs students and knowledge of which methods are most successful with this population.

We started our first year with 17 students and growth has continued over the last decade. We have grown to include programs that serve students who are identified as Intellectually Disabled, autistic, emotionally disabled, learning disabled, other health impaired, traumatic brain injury, multiple disabilities and severe and profound disabilities, all ranging in age from 5 to 21.

We have also designed and established, in collaboration with Hopewell Public Schools, an alternative education program.

As growth continues we will continue to strive for excellence in meeting the needs of special education students academically, socially, emotionally, and behaviorally.

## **Mission Statement**

It is the mission of The Lead Center, Ltd. to provide students in our care with the tools necessary to develop to his or her greatest capacity, to become able to take care of himself or herself, and to become a reliable member of society. Successful transition to the public school, in a timely manner, is the ultimate goal of The LEAD Center, Ltd.

*Creating Opportunities that Cultivate Potential*

## **Program Philosophy**

The Lead Center, Ltd. holds the belief that every child has the ability to learn and develop positively. By providing an environment that encourages this positive development we recognize the potential of each individual. In order to meet and provide for each student's basic needs, we nurture the development of positive self-esteem and independence.

The Lead Center, Ltd. focuses on each student's personal strengths and develops individualized academic and behavioral programs to successfully meet long and short-term goals. In order to achieve success, The LEAD Center, Ltd. uses a team approach, based on consistency, predictability, family involvement, therapeutic counseling, alternatives to regular education, and community. Also included in the process are public service providers, as needed, for continuity during the critical stage of transition back to the community.

## GENERAL SCHOOL INFORMATION

### **Physical Facilities and Equipment**

Our campus is located at 622A South 6<sup>th</sup> Ave. The site houses all the program classrooms on the first floor, along with male and female bathrooms with stalls, a staff bathroom, conference rooms, copy room, the time out area, three timeout rooms, and offices.

All classrooms have computers for staff use and educational purposes. Each room is stocked with necessary supplies to aid students with learning.

### **Ratios**

The LEAD Center, Ltd. meets and often exceeds the state required student to staff ratio. Each program is unique and provides a more than adequate number of staff the meet the students' needs, both behaviorally and academically.

A minimum staff to student ratio of 1:8 will be maintained for the Elementary, Middle and High School Programs.

A minimum of - 1 teacher (CM) and one paraprofessional (PA) for every 6 children or one teacher and two professionals (PA) for every 10 children will be maintained for the ID and MD programs.

### **Admission, Tuition, and Fees**

Students are admitted to The LEAD Center, Ltd. by referral and approval of the Local Education Authority (LEA) that the student is assigned to. The LEA, parent(s)/guardian(s), and other collateral contacts, work with The LEAD Center, Ltd. to determine appropriateness for the program. Once a referral is made and it is determined that The LEAD Center, Ltd. is an appropriate placement for the student, information is acquired from the parent and home school system, including consent forms, student evaluations and transcripts, IEPs, and other information necessary to provide services to the student. The LEAD Center, Ltd. does not discriminate on the basis of sex, race, religion, or national origin.

Upon admission, the student's tuition and fees are funded by their locality. Parents/Guardians are not responsible for payment of educational services that are approved by DSS and FAPT.

### **Discharge of a Student**

Whenever a student is discharged, all parties will be notified. Within 10 days of discharge, an educational discharge summary will be completed and sent to all appropriate parties.

The following are possible reasons for discharge:

- The student has made sufficient progress to return to public school.
- The LEAD Center, Ltd. was unable to meet the needs of the student.
- A student may be discharged in the event of their incarceration or hospitalization.
- The LEA identifies a need for an alternative placement.
- A student may be discharged due to making severe threats to staff, students, or property.

### **Confidentiality**

You child's records or personal information will not be shared without written consent from you.

## ACADEMICS

### Curriculum

The curriculum is based on the Virginia Standards of Learning (SOLs). The LEAD Center, Ltd. follows statewide assessment testing schedules as set forth by the Virginia Department of Education. The curriculum will be delivered in the style that is appropriate for the learner, at the ability level that is appropriate for the learner, and with any accommodations and/or modifications described in the student's Individualized Education Program (IEP).

Student IEPs are reviewed in the first 30 days and re-written as needed. At a minimum, IEP's are reviewed quarterly and are re-written annually.

IEPs and IIPs (Individual Instruction Program) will be developed in conjunction with the sending locality and parent/guardian.

### Educational Objective

The nature of the Intellectually Disabled / Autism program is to deal with functional, vocational, and social skills. In the Emotionally Disabled / Learning Disabled Program, the objective is academic and social skills. The ED / Oppositional Defiant Disorder program also focuses on academic and social skills.

Learning outcomes for all subject areas: Reading, Mathematics, Science, and History align with the Standards of Learning from the VA Department of Education and the student's IEP/IIP.

### Teacher Training

Training for teachers in each program includes annual in-service trainings, continuing educational courses, and professional development seminars and conferences.

### Recreation Time and Physical Education

Each student must participate in recreational and PE activities, unless the student is unable to participate due to medical reasons or has met PE requirements for graduation.

### Art and Music

Students will have an opportunity to gain appreciation for Art and Music through classroom activities and club times.

### Student Evaluation

Student evaluation is an ongoing process throughout the school year. Students are evaluated regarding their academics and behavior. Report cards are issued every quarter. Report card grading is as follows:

- Kindergarten – High school grading scale (10 point scale)
  - A = 90-100
  - B = 80-89
  - C = 70-79
  - D = 60-69
  - F = 0-59
    - Class participation average will equal 30% of the student's final grade.
    - Tests average will equal 30% of the student's final grade.
    - Quiz average will equal 20% of the student's final grade.
    - Homework average will equal 20% of the student's final grade.

## **Homework**

*Students will be given homework when appropriate.* They are expected to return their homework the following day. Parents/guardians are encouraged to make it a home routine by asking about homework and providing a quiet, well-lit area for the student to complete their assignments. Should you have questions, the case managers will be available until 4 p.m. daily.

- Elementary students should expect 15-20 minutes of homework each night.
- Middle School students should expect 20-30 minutes of homework each night.
- High School students should expect 30-60 minutes of homework each night.

## **Make-up Work**

Students have the opportunity to complete make-up work following an excused absence. Parents may request the materials during a student absence, or assignments can be sent home with the student upon his/her return. Make-up work will not be graded differently than regular classwork.

## **Satisfactory Progress**

Student progress is tracked on a daily, weekly, monthly, and quarterly basis. Reports are generated and reviewed by staff and administration to ensure that the student is making satisfactory progress according to goals set forth in the student's IEP. Reviews are compared with the goals and objectives in the IEP to determine that satisfactory progress is being made.

## **Promotion and Retention**

Whether a student goes to the next grade level is dependent upon attendance and class performance/grades. Promotion and retention will be discussed at the annual IEP meeting.

## **Graduation**

Requirements for graduation are determined by the State of Virginia. The type of diploma awarded upon graduation is set forth at the student's IEP meeting and is determined by the IEP team. The LEAD Center will collaborate with the LEA prior to each school year to determine a plan of study that meets requirements for graduation.

The diploma will be awarded by the student's Home school/Locality.

Please refer to the printout in the student enrollment package that outlines the state requirements for each type of diploma. If you do not have a copy, then we will supply you with another copy upon request. You can also access these graduation information at <http://www.doe.virginia.gov/instruction/graduation/>

Upon enrollment we will develop a plan of study that matches the diploma requirements for the diploma option currently selected for the student's IEP.

We will award credit based on the standard unit of credit as outlined by the Virginia Department of Education. Credit is earned based on the minimum DOE requirements.

## **Transition**

Transition back to public school is the ultimate goal for students at The LEAD Center. Transitional plans are developed at the annual IEP meeting and in parent/teacher conferences or other meetings scheduled for the child.

Transition to post-school activities such as work, community involvement, or independent living are discussed in the life skills and health curriculum for secondary students.

### **Family Life Curriculum**

Family life curriculum requires parental consent. A description of the program will be sent home with the consent form.

### **High School Curriculum**

Students in grades 9-12 will utilize an on-line, accredited program for coursework. Their on-line courses will be coupled with direct instruction from the teacher. Students are supervised by licensed staff and received educational support on their on-line instruction by all staff in the program.

### **Assessments**

The LEAD Center, Ltd. uses various types of assessment to evaluate the student's progress, to assess proper placement, and determine if emergency mental health intervention is needed. The assessments include, but are not limited to, the following:

- Informal Orton Gillingham Reading Assessment
  - This test is often given at the beginning of the school year or upon enrollment and at the conclusion of the school year. The test results are noted in each student's IEP when applicable.
- Teacher Assessments
  - This includes but is not limited to traditional tests and quizzes, less traditional portfolios, rubrics, plays, observations, dictation, etc.
- Counselor Assessments
  - When a student makes threats to hurt themselves, hurt someone else, is out of control and cannot be stabilized over time using the resources provided at school, or needs medication stabilization, a phone call will be made to D19 Crisis, the mental health services provided in this community, to request a consultation. The D19 prescreener will determine if they need to come to school and see the student or will request to have the student brought to their office by the parent/guardian. Should they determine an interview at school is necessary; they will come to the school and determine the need for a psychiatric hospitalization after speaking with the student and contacting their parents/guardians. *As a result of this level of intervention, it is important to contact the school with your current phone number(s) so we can contact you in case of an emergency.*
- Wide Range Achievement Test (WRAT)
  - This test is given as requested or as needed at the beginning of the school year or upon enrollment and at the conclusion of the school year.
- Statewide Assessments
  - Students will participate in statewide assessments as prescribed in their IEPs.
    - Such as – SOLs and VAAP

## **PARENT INVOLVEMENT PROGRAM**

Parental involvement is key to the success of student progress at The LEAD Center. You can be involved in your child's education by:

- Attending regulatory meetings, such as, IEP meetings, FAPT meetings and Eligibility Meetings.
- Scheduling your parent/teacher conference on the assigned parent/teacher conference days.
  - See School Calendar for these dates.
- Calling your child's teacher, or participating in phone calls from your child's teacher.
- Attending our annual events for Thanksgiving and Closing Ceremonies.
- Use the 'Toolbox' feature on our webpage to incorporate therapeutic interventions in your home.
- Complete homework with your child each evening.

## BEHAVIORAL TRACKING AND REPORTING

**All behavior is tracked and scored in the following way:**

Behavioral Score Rubric	
1	Observed, Verbal Prompts failed
2	Observed, More than one verbal prompt required
3	Observed, One verbal prompt corrected
4	Observed Student Corrected
5	Not Observed – this will usually indicate that the student didn't present the behavior

Goals Monitored	Definitions
Aggression	Actions that are considered to be verbally or physically threatening.
Staying in assigned area	Student remains in the area he/she is expected (by staff) to be in.
Verbal Comments	Comments made to peers, staff, or visitors that may be offensive to others and are typically not socially acceptable.
Completed assignments/activity	Student completes his/her assignment/activity as requested.
Follow rules/directives	Student is able to follow the rules and directives given.
Focusing on self	Student stays focused on him/herself.
Appropriate interactions	Student takes part in socially acceptable behaviors with peers and staff.
Appropriately handling of feelings/disappointment	Student handles his/her feelings in an appropriate manner when he or she becomes upset.
Appropriate Communication	Student utilizes appropriate communication skills with staff and peers.

The scores are based on observations by teaching and professional staff. The scoring is not a measure of the intensity of the behavior, but rather an indicator of the intervention level required so the student could return to class.

The categories being tracked represent the areas of the social emotional goals in a combined category.

Should you have any questions concerning this process, please feel free to contact the students' teacher.

## BEHAVIORAL RULES AND RULES

### Behavioral Rules and Expectations

One of the most important goals of The LEAD Center, Ltd. is to return our students to their home school in the shortest period of time. When the students do return, we want them to have all of the tools, know-how, and self-esteem they will need in order to be successful. They are at The LEAD Center, Ltd. because they were unsuccessful in the public school setting. While at The LEAD Center, Ltd., they will be provided with opportunities to see that they do have the ability to experience success.

In order to have our students return to the public school as quickly as possible, we must have a program that is firm, consistent, fair, and intense. The students need to know from day one what is expected of them in order for them to return to the public school.

Sometimes a student may choose not to return to a public school setting for any number of reasons, even if The LEAD Center, Ltd. feels that they are ready. If this is the case, arrangements can be made. We encourage the students to talk to their teachers, counselor, or administration if they do not wish to return to public school.

The following rules will be in place in all of the classrooms at The LEAD Center, Ltd. It is expected that the rules will be followed. For those students who feel the need to challenge the rules and boundaries, there will be consequences. The quicker the students understand the expectations and accept the expectations, the sooner they will be eligible to return to the public school.

The school and classroom **Code Of Conduct** includes, but is not limited to, the following:

#### Classroom Rules and Expectations

- Students will raise their hands and be called on before speaking.
- Students will remain in their seats.
- Students are not allowed to eat food in the classroom (except during lunch and other approved snack times).
- Students will be respectful toward staff and other students.
- Students will use appropriate language in all communications.
- Students will not have physical contact with other students or staff.
- Inside voices must be used at all times.
- Students will not engage in physical/verbal “horseplay”.
- Students are expected to respect their school property.

#### School Rules and Expectations

- There is to be no running on school property (inside or outside) unless participating in an approved activity.
- Students are to use inside voices at all times.
- Students are to have writing implements at their desks only.
- Students are not to wear large jewelry (large earrings, long chains, bulky rings, tongue rings, grills/fronts, large studded earrings, eyebrow rings)
- Students are expected to bring appropriate footwear and socks for P.E.
- Students will use appropriate language in all communications.
- Students will be respectful toward staff and other students.
- Students will not engage in physical/verbal “horseplay”.

- Threats toward staff, students, or school property are prohibited.
- Students will not have physical contact with other students or staff.
- Students are expected to remain in authorized areas only.
- Community conflicts/social media issues are not to be discussed on school property.
- No contraband is to be passed through searches or smuggled through the search area (See “Search Policy” section below for specific examples of Contraband).

**Possible “Sanctions” for failure to follow school rules and expectations (at discretion of administration)**

- Community service
- Loss of privileges (i.e. Club Time, special activities, free time/incentives in class, etc.)
- Parent/Teacher Conferences
- Parent/Locality/LEAD Conference
- In school suspension
- \*\*\* Out of school suspension
- Discharge (for repetitive offenders or severe offenses)

\*\*\* If a student is suspended, they are not allowed on school property during the length of their suspension. Presence on school property will be considered trespassing and local authorities will be notified.

**Section 22.1-279.3:1D of the Code of Virginia requires principals to immediately report to the local law enforcement agency any of the following acts:**

- The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity.
- The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity.
- Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications.
- Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity.
- The illegal carrying of a firearm, as defined in § 22.1-277.07, onto school property.
- Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in § 18.2-85, or explosive or incendiary devices, as defined in § 18.2-433.1, or chemical bombs, as described in § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity
- Any threats or false threats to bomb made against school personnel or involving school property or school buses.

**Child Protective Services:**

All licensed staff and administration are mandated CPS reporters in the State of Virginia. If a student reports abuse or neglect from someone at home, school, or the community a report will be filed with the Department of Social Services/CPS.

## **BEHAVIORAL SUPPORTS AND INTERVENTIONS**

The school uses a positive behavioral support program. The program's focus is on recognition of appropriate student behavior. Prior to the start of the school year the staff receives specific training regarding the use of positive behavioral supports. In addition, listed below are strategies used to provide a positive and supportive classroom environment:

- A structured environment
- Set well defined limits, rules and task expectations
- A consistent classroom routine
- Keep the classroom free from distractions
- Use visual cues and supports
- Assigned seats
- Allow frequent breaks
- Keep assignments short and manageable
- Allow time to process
- Use of planned ignoring
- Set easily obtainable daily goals
- Get to know and understand the moods and body language of the student
- Listen carefully to the student
- Use verbal reminders, coaching and encouragement
- Use of a point system
- Recognize antecedents
- Teach the desired behavior
- Identify what motivates the student
- Provide language so the student can express feelings
- Acknowledge feelings
- Use of proximity
- Positive verbal redirection – tell the student the expected behavior
- Provide choices for the student
- Offer praise
- In class timeout
- Change seating
- In class separation
- Provide temporary 1:1 support

When the above strategies fail to prevent disruptive behavior the following hierarchy of interventions is used:

- Separation within the classroom
- Isolation within the classroom
- Separation from the classroom
- Unsecured Seclusion
- Seclusion
- Crisis Wave restraint

If a student remains at a heightened level of distress despite efforts to de-escalate the behavior, the parent will be called for consultation or a prescreening by District 19 Community Services Board will be requested.

### **Behavioral Support – Communication**

All LEAD Center, Ltd. Staff receive training in Life Space Crisis Intervention (LSCI) which is “an advanced, interactive therapeutic strategy for turning crisis situations into learning opportunities for children and youth with chronic patterns of self-defeating behaviors”. LSCI focuses heavily on understanding crisis from the student’s point of view in order to help them develop new ways of dealing with stressful situations. This non-physical intervention program uses a multi-theoretical approach to behavior management and problem solving and provides staff with listening and communication skills that help navigate through conflict to desired outcomes. LSCI ultimately views crisis as an opportunity to teach and create positive relationships with youth. For additional information about Life Space Crisis Intervention, you may visit their website at [www.lsci.org](http://www.lsci.org).

### **Behavioral Support - Restraint**

All LEAD Center, Ltd. staff are trained in the Crisis Wave Behavioral Management System. The Crisis Wave model explains how difficult behaviors begin, escalate into a crisis and then de-escalate. It teaches diffusion techniques and skills to be used before the physical restraint is applied. Should physical restraint be necessary, these techniques are designed to adhere to the principle of minimum force necessary, specifically when a student moves to the “crisis stage.” The “crisis stage” refers to when a student is committed to “fleeing or attacking” which is marked by “fighting with peers and /or staff, continuously cursing/yelling, self-mutilation, leaving the building or assigned area or other aggressive acts.” In this stage, the use of a physical restraint will occur to transport the student to a “Secured Seclusion” until they can regain control. The restraint continuum includes a physical escort, passive restraint and/or full restraint. The parent/guardian will receive contact informing them of when their child has been restrained and the circumstances surrounding the restraint. For additional information on the Crisis Wave system, you may visit their website at [www.crisiswave.biz](http://www.crisiswave.biz).

### **Behavioral Support - Seclusion**

Students will be placed in a secured seclusion when they are a danger to themselves or others. This is a last resort option to ensure their safety and the safety of others. You will be notified anytime that your child is placed in a secured seclusion. If your child is in seclusion for 30 minutes or more you and/or D19 crisis intervention will be called.

While in the secured seclusion your child will be directed to stand against the back wall and remain quiet for 2 minutes. Once that is completed, the staff will begin to process with your child and the seclusion door will be opened.

### **Classroom Specific Positive Behavioral Supports**

Students are recognized for their appropriate behaviors. Each class develops systems that may include a point and level system to acknowledge these achievements with tangible and intangible rewards and privileges. Point and level systems are customized for each program within The LEAD Center, Ltd. This allows the focus to be specific as per the population that the program

services. The Case Manager of your child's program will be able to provide you with the details of the point and level system that is currently in use.

Individual and group contracts will also be used within the classroom setting to address specific areas of need for the student and the classroom. This offers an additional incentive to the points and level system.

## **TRANSPORTATION**

Transportation is provided by the Local Education Authority. Although The LEAD Center, Ltd assists in scheduling and maintaining communications with the various transportation departments, parent or guardians are responsible for establishing initial and changes to the transportation requirements with their respective Local Education Authority.

The LEAD Center, Ltd. from time to time will provide transportation for field trips and other school related activities. These activities are described later in this handbook. Permission to transport your child must be given in writing.

In the event of an emergency on the bus all necessary precautions and procedures will be taken to ensure your child's safety.

Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported; to refrain from conduct which will offer a hazard to themselves, their fellow students, or the general public; and to refrain from violating federal, state or local law.

Student behavior on the bus that endangers others will not be tolerated. Rules regarding bus stop safety and behavior on the bus are provided.

Students may be disciplined for conduct that occurs while traveling to and from school if such conduct directly affects order and welfare of the school. Drivers and Teachers will instruct students that they are expected to conduct themselves in an orderly manner at all times and that failure to do so may result in discipline described in this handbook.

Students are expected to observe the following rules for safety and courtesy on the bus and at the bus stop.

### **Rules** (provided by The LEAD Center, Ltd)

- Students will remain in their seats
- Students will use inside voices
- Students will not have physical contact with other students or staff.
- There is a zero tolerance for disrespect towards peers and staff
- There is a zero tolerance for profanity
- There is zero tolerance for any type of horseplay
- Students will walk on and off the bus in an orderly fashion
- Transportation provided by The LEAD Center, Ltd. will be at the discretion of the case managers and administration.

\*The LEAD Center, Ltd. does not provide transportation to and from school. Each community coordinates their own transportation for students. We will counsel students for inappropriate behavior that we are made aware of via the drivers or their support staff.

## **EDUCATIONAL TRIPS AND FIELD TRIPS**

Students are allowed educational trips, with the parent/guardian's written permission, as a part of the instructional program each year. Since teachers plan these trips as part of the educational program, all students are expected to participate; however, field trips are privileges given to students. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet the behavioral requirements prior to the trip, are emotionally unstable at the time of the trip, or create an unsafe situation within the community during the trip. Expenses for field trips are taken care of by The LEAD Center, Ltd., unless otherwise noted

## **COMPUTER USAGE**

### **Student Internet Access**

1. Elementary students will have access only under their teacher's direct supervision using a student account.
2. Secondary students will have access only under their teacher's direct supervision using a student account. Unauthorized access to an electronic mail account by any student is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password.
3. Students and parents must sign both the Internet Access Agreement These agreements must be renewed on an annual basis. Parents can withdraw their approval at any time.

### **Acceptable Computer Usage**

All use of The LEAD Center's computer system shall be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the internet and any other internal or external network.

### **Computer System Use -- Terms and Conditions:**

1. **Acceptable Use** -- Access to the school's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.
2. **Privilege** -- The use of the school's computer system is a privilege, not a right.
3. **Unacceptable Use** -- Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but not limited to:
  - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state or local law.
  - sending, receiving, viewing or downloading illegal material via the computer system. - unauthorized downloading of software.
  - using the computer system for private financial or commercial gain. - wastefully using resources, such as file space.
  - gaining unauthorized access to resources or entities.
  - posting material created by another without his or her consent.

- submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material
- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
- Intimidating, harassing, bullying or coercing others.
- Threatening illegal or immoral acts.

**4. Network Etiquette** -- Each user is expected to abide by generally accepted rules of etiquette, including the following:

- users shall be polite.
- users shall use appropriate language. The use of obscene, lewd, profane, lascivious, threatening, or disrespectful language is prohibited.
- users shall not post personal information about themselves or others.
- users shall respect the computer system's resource limits.
- users shall not post chain letters or download large files.
- users shall not use the computer system to disrupt others.
- users shall not read, modify or delete data owned by others.

**5. Enforcement** -- Software will be installed on the school's computers having internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by school policy, or legal action.**

## SEARCH POLICY

The LEAD Center, Ltd. reserves the right to search all individuals at any time within our program if suspicion arises that a student is carrying any prohibited items. A pat down search and a search with a metal detector are completed on every student every morning and following AWOLs. Female students will be searched by a female staff member and male students will be searched by a male staff member. Shoes, jackets, and backpacks will be removed and searched separately. At this time, any items that are considered contraband are confiscated. Following are some examples of contraband:

- Lighters, aerosol sprays, permanent markers, white out, hair spray. These items will not be returned.
- Drugs, alcohol, cigarettes, guns, weapons, medications. Illegal substances will be turned over to the local police department.
- Cell phones, CD players, MP3 players, DVD players, Headphones, CD's, DVD's, Game Boys and other hand held games, extra bags, lap top computers, and any kind of toys. On the first offense, the student will received these items back at the end of the school day. On the second offense a parent or guardian has to pick the item up. On the third offense, a parent or guardian may retrieve the item at the end of the school year or upon discharge.
- Soda, candy, gum and more than one sweet snack. These items will be thrown away immediately.
- Spikes, belts, chains, metal picks or other items that may be used as a weapon.
- Any item deemed inappropriate by school administration.

## DRESS CODE

### Dress Code

#### Boys

- ***Pants must be worn at the waist.*** Pants may not sag and may not show undergarments.
- Students must wear shirts with sleeves (short or long, no sleeveless tank tops).
  - If t-shirts are worn, it cannot depict drugs, alcohol, weapons, war, gang, or religious affiliations.
- Clothes must be clean.
- Absolutely ***no headgear of any kind is allowed in the building at any time.*** (ball caps, do rags, scarves, and bandanas are not allowed). This does not include ponytail holders as a part of hair care.
- Outer garments (coats, jackets, heavy winter sweaters) must be removed in the building. Students will not be allowed to sit in class with outer garments on. If the student feels that they will be cold in the classroom, they should bring or wear an appropriate indoor sweater.
- Students are allowed to wear small necklaces or bracelets. If earrings are worn, they must be small and tasteful. Large hoops are unacceptable and inappropriate. If earrings are deemed inappropriate, the student will be asked to remove them.
- No sunglasses should be worn in the building.
- If shorts are being worn, they may not be any shorter than two inches above the knee.
- No paisley/bandana clothing is allowed.
- Pants with excessive slits or rips in them are not acceptable.

#### Girls

- ***Pants must be worn at the waist.*** Pants may not sag and may not show undergarments.
- Female students should not wear skirts or dresses to school.
- Shirts and tops must have sleeves (no sleeveless tank tops). Shirts must cover the stomach area at all times.
  - If t-shirts are worn, it cannot depict drugs, alcohol, weapons, war, or religious affiliations.
- All clothes must fit appropriately (no tight pants, dresses, tops; no cleavage should be exposed).
- Pants with excessive slits or rips in them are not acceptable.
- Clothes must be clean.
- Absolutely ***no headgear of any kind is allowed in the building at any time.*** (This does not include headbands, scrunchies, hair clips and ponytail holders as a part of hair care). No scarves or other cloth hair wraps allowed on student's heads.
- Outer garments (coats, jackets, heavy winter sweaters) must be removed in the building. Students will not be allowed to sit in class with outer garments on. If the student feels that they will be cold in the classroom, they should bring or wear an appropriate indoor sweater.
- Students are allowed to wear small necklaces or bracelets. If earrings are worn, they must be small and tasteful. Large hoops are unacceptable and inappropriate. If earrings are deemed inappropriate, the student will be asked to remove them.
- No sunglasses should be worn in the building.
- If shorts are being worn, they may not be any shorter than two inches above the knee.
- No paisley/bandana clothing is allowed.

If dress code is violated student will be offered appropriate clothing or **MUST** be picked up by authorized person to change clothes at home. This would be considered an unexcused absence from school.

## **ATTENDANCE**

### **Student Absences**

If a child is absent, **parents/guardians** are asked to take the following steps:

- Call the school office, (804) 452-3730 in the morning to report the absence. A message may be left on the telephone answering machine. Please be certain to identify yourself and your child in the message. This step insures the safety of the student.
- Send a note/leave a specific message explaining the absence and the day you expect your child will return to school. This is the formal verification that there is no truancy. Notes and/or a phone log are kept on file for the school year. If it is a medical absence for more than three days The LEAD Center, Ltd. requires a signed doctor's, dentist or hospital note.
- No student may leave the school without a note or phone conversation from his/her parent or guardian.

### **Truancy Policy (Varies by locality)**

1. **First absence** (and every absence) – The teacher will make a phone call to the party responsible for the student to obtain an explanation for the absence.
2. **Third unexcused absence** – A warning letter will be sent home to the party responsible for the student and a copy will be placed in the student's file.
3. **Fifth unexcused absence** – The teacher will make direct contact with the party responsible for the student either in person or by telephone (not by phone message, letter home, or e-mail) to obtain an explanation for the absences, explain the consequences of the absence and identify steps to take in order to improve the student's attendance. (This plan should be written out and explained to the student if/when they return to school.)
4. **Sixth unexcused absence** – A conference will be scheduled. The conference will include the teacher, the parent/guardian, the student, someone from the locality (if possible), and the school counselor and/or the Director of Student Services. The conference's purpose will be to develop a contract with the student and the parent/guardian with the goal of improving the student's attendance.
5. **Seventh unexcused absence** – The case will be referred to truancy.

### **Tardy Policy**

Students arriving late after 8:35 a.m. are considered tardy. Students arriving late to class are disruptive to the teaching and learning process. This disruption takes time away from the education of the other students in the class. As a result, three tardy days within a school year will equal an unexcused absence. If a student arrives tardy they will not be allowed into the classroom with food (except their lunch) due to the disruption it causes in class. Students are not considered tardy if their public transportation is experiencing a delay.

\*Students that arrive after 11:30am without a doctor's note or other approved excuse will not be permitted to attend gym class in an effort to make up missed classwork during the morning hours.

### **Appointments**

Parents are encouraged to make dental, medical and/or mental health appointments, *after school* if at all possible. If this is not possible, parents are urged to limit their child's early dismissals to necessary dental, doctor and/or psychiatrist/therapy appointments only. Please alert your child's teacher or administrator as to the early dismissal by providing a note or making a call to the school. Without a note or call, your child's absence will be counted as an unexcused absence.

## **INCLEMENT WEATHER**

### **Snow Days**

If Hopewell Public Schools are closed, The LEAD Center, Ltd. is closed. Please listen to the television for news concerning snow closing/inclement weather. Snow days/inclement weather will be made up during the school year. If transportation is not provided by a student's home school due to weather, the student's absence will be excused.

\*Please complete our inclement weather notification form to be notified of LEAD Center closings via e-mail or text. In the event that The LEAD Center's schedule deviates from Hopewell's planned closing, this notification system will confirm The LEAD Center's opening status.

## **COMMUNICATION WITH THE SCHOOL**

### **Home- School Communication**

A monthly report will be completed on each student. This report will be mailed out to the parents/guardians during the week following the last day of the month. It will address the academics/grades received and a behavioral report for that month alone. Additionally, a quarterly report will be completed at the conclusion of each quarter and mailed out accordingly.

### **Other Communication**

Parents/guardians are encouraged to share information which they deem to be important to the progress of their child. At enrollment, consent to release information forms will be presented for signature to enable The LEAD Center, Ltd. to communicate with outside agencies.

Teachers welcome calls from the parents, however, parents/guardians are encouraged to make these calls between 3:00 and 4:00 p.m. Calling after the students have left the school allows the teachers to address any needs or concerns parents/guardians may have.

Should you need to notify the school of an absence, a doctor's appointment, or if you want to confirm that your child has arrived at school safely, please speak with the administrative staff and they can take your information or answer those questions.

### **Telephone**

The school telephone is (804) 452-3730. A child *may not* be called to the phone. An important message may be taken for him/her. Children are permitted to use the phone in case of an emergency, only with permission of the case manager.

Students are not permitted to have cell phones in the building.

### **Complaints**

Any complaints can be directed to the Executive Director by calling 804-458-3730 or submitting a written complaint to The LEAD Center Executive Director, Chrissy Fukushima. A complaint will be responded to within 48 hours and a meeting time for resolution of the complaint will be made.

## **MEDICATION AND HEALTH**

### **Prescription Medications**

- Medication prescribed by the doctor can be given to the students in the program at The Lead Center, Ltd.
  - The parent/guardian and prescribing physician must sign a MEDICATION ADMINISTRATION FORM, giving the school permission to give the medication. This form can be obtained during the Enrollment Meeting or by requesting a form from the Administrative Assistant.
- Medication can be given while the school is in session (8:15am –2:35pm) only.
  - The school **cannot give medication without a completed Medication Administration form.**
- Parents need to send their child's medication in a **properly labeled bottle** from the pharmacist, stating the name of the medication, time to be given and the dosage. Parents can request (typically free of charge) an extra bottle for the medication when getting the prescription filled, by asking the pharmacist.
  - When a refill on the medication is needed, the parents/guardians will be notified.
- The school will keep a record of the medication given to each student.
- All medication must be picked up by the parent or guardian within 10 days of student discharge from LEAD Programming, or medication will be destroyed.

### **EPI Pens**

If your child requires the use of an EPI-pen the procedures for prescription medications apply. It is the responsibility of the parent to supply an allergy plan.

### **Illness**

If your child states that they are sick – their temperature will be taken by the behavioral director. If the temperature is 100.0+ the parent will be called to pick the child up from school immediately. Parent/Guardian **MUST** arrange for them to be picked up within 1 hour of being notified.

A child should be fever free for 24 hours before returning to school.

A student that is vomiting at school will be sent home immediately. A parent/guardian **MUST** arrange for them to be picked up within 1 hour of being notified.

If the child is presenting with an illness that is contagious, such as lice, he/she will be sent home immediately.

A doctor's note or documentation of treatment is required for return to school following lice.

Any missed school work will be sent home, or the child will have the opportunity to make up the work when he/she returns to school.

### **Medical Evaluation and Immunization Record**

The state requires the parent(s)/guardian(s) to provide a current record of their child's immunization record (section 22.1-271.2). Additionally, The LEAD Center, Ltd. requests that the parents provide a school physical that is current within three years.

### **Health Administration and Reporting**

- It is the parent/guardians responsibility to notify the school of any allergies, food, chemical, or otherwise, and any precautions that must be taken in the classroom. i.e. a specific food allergy and precautions that must be taken by classmates and/or staff.
  - Notification of student allergy must be done in writing via the student enrollment documents or a letter from the parent/guardian.
- Upon receipt of changes/additions related to medical information, health information or special health concerns, updates will be made on the Student Contact Sheet reflecting changes and the Administrative Assistant to Student Services will distribute the updated Student Contact Sheets to the appropriate program.
- Should a student exhibit signs of illness, physical abnormality, or other health concern, the parent/guardian will be contacted by the Clinical Director and informed of the student's current status. The parent/guardian will then be solely responsible for making the determination to schedule needed appointments and/or other medical services to include emergency and/or ongoing evaluation.
- Medication effectiveness will be determined through our reporting system and consultation with parent/guardian and any other agency for which a Release of Information has been signed will be initiated by LEAD Administration.

## **OTHER SCHOOL INFORMATION**

### **Educational Materials**

The LEAD Center, Ltd. will provide all educational materials.

### **Student Records**

The LEAD Center, Ltd. maintains a record for each student which includes the student's enrollment information, IEP, grade and progress reports, evaluations and counseling summaries, and other information. Data for individual students is maintained in a single record. Access to a student's record is limited to parent(s) or legal guardian(s), school staff and officials, others who have the written permission by a parent/guardian, or those with legal authority to access student records.

### **Lost And Found**

Unmarked articles which are found will be kept in the "lost and found" container for one month. If they are not claimed, they will be given to charity or thrown away.

### **Lunch**

Hot lunches are not supplied to students. The school provides a refrigerator to store lunches and a microwave to heat lunches, as necessary. Parents are encouraged to send healthy/nutritious lunches with their child. Students are expected to bring their lunch from home each day.

Students are not allowed to call their parents to bring lunch unless it has been destroyed in route to school.

\*We discourage parents from bringing lunch to their child during the day because it is disruptive to the educational environment. If you choose to bring your child lunch it must be between 11:30 and 12:00.

### **Policy for Grievances**

If it is felt, by the student or parent, that a child has been treated unfairly (academically and/or behaviorally) then it is recommended that the parent take the following steps.

- Address the complaint with the student's case manager.
- If the complaint cannot be resolved with the case manager, then the grievance should be presented to the Director of Student Services and/or Executive Director.
- If further action is required, a complaint can be submitted to: Virginia Department of Education, Division of Accountability Services, Attention: Private Day Schools, P.O. Box 2120, Richmond, Virginia 23216-2060.
- Exceptions to this process will be considered on a case by case basis.

### **School Pictures**

The student's pictures may be taken during the school year for assessments, monthly newsletters, the company website, and yearbook purposes. At enrollment you will be asked to sign a release regarding pictures.

### **Visitor Sign In**

Visitation during school hours is prohibited, with the exception of parents/guardians, community counselors, probation officers and other approved outside agencies. A parent/guardian may call the school and give permission for someone on the approved list to have contact with the student during school hours if necessary. All visitors who enter the school must sign in at the office and wear a nametag.

Staff are available for parent meetings from 2:35 to 4:00pm. Meeting with outside agencies are limited to 15 minutes or less and must be scheduled through the administrative assistant. Longer meetings can be approved by the executive director.

### **Student and Parent Rights**

By state and federal law, students and parents are guaranteed certain rights when these students have been identified as eligible to receive special education services. Copies of these rights are available upon enrollment and at any meeting with your child's locality representative.

### **Emergency Procedures**

Staff are trained in and follow emergency procedures to ensure the safety of your child while they are in school. We have an individual on staff at all times with a current training in CPR/First Aid/AED training. In the event of an emergency situation within the school or with your child you will be notified immediately. We routinely practice fire drills to prepare students in the event of a fire emergency. The safety of your child is of utmost importance!

### **Child Protective Services (CPS)**

All teachers and administrators are mandated reporters, so any observed or reported abuse or neglect towards a student will be reported to CPS.

## **Student Rights**

- You have the right...
  - to receive considerate and respectful care
  - to reasonably expect from staff members responsible for your care and welfare, complete and current information concerning your placement and progress in language you can understand;
  - to know all staff members responsible for your care, by name
  - to your privacy and individuality, and to be treated with respect
  - to confidentiality and discretion
  - to reasonable responses to your educational/behavioral planning
  - to the opportunity to participate in your reasonable requests
  - to the opportunity to participate in your educational/behavioral planning
  - to be encouraged, challenged and assisted academically and behaviorally
  - to know what your rights are with regard to grievances regarding treatment, schedules and services provided
  - to be free from any kind of abuse, restraints, discrimination, coercion or reprisal
  - to be assured of the confidentiality of you records at the Center
  - to be fully informed of all rules, regulations, and expectations during your enrollment at the Center

## **Student Responsibilities**

- You have the responsibility to...
  - to be honest
  - to be respectful to staff and peers
  - to try to follow rules, regulations and advice offered by staff
  - to get to know the staff responsible for your care
  - to honor confidentiality and privacy of other students
  - to be cooperative
  - to become an active, contributing member of the program

## **A FINAL WORD**

We look forward to providing a positive school experience for your child academically, socially, emotionally, and behaviorally. Please contact us with questions or clarification of information contained in this handbook.

## Calendar

The LEAD Center, Ltd.'s school calendar follows the Hopewell Public Schools' calendar, with a few exceptions. The school calendar is provided to all students at enrollment. If there are any changes to the school calendar, a new calendar will be sent home. Additional copies are stored in our front office and on our website.

# School Calendar 2017 - 2018

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
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OCTOBER						
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29	30	31				

NOVEMBER						
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DECEMBER						
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31						

JANUARY						
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28	29	30	31			

FEBRUARY						
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25	26	27	28			

MARCH						
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APRIL						
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29	30					

MAY						
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27	28	29	30	31		

JUNE						
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JULY						
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22	23	24	25	26	27	28
29	30	31	8/1	8/2		

<b>Student Holiday</b>	<b>Early Release</b>	<b>First &amp; Last Day of School</b>	<b>Parent/Teacher Conference</b>	<b>622 A South 6th Avenue</b>	<b>= 180 School Days</b>
10/12/2017	11/10/2017	9/5/2017	10/12/2017	Hopewell, VA 23860	= 23 ESY school days
11/7/2017	11/22/2017	6/14/2018	3/8/2018	Phone (804) 452-3730	
11/23-24/2017	12/19/2017			(804) 452-2500	
12/20-29/2017	1/26/2018	<b>End of 9 Weeks</b>	<b>Staff Work Days</b>	Fax (804) 452-3725	
1/1-2/2018	3/8/2018	11/6/2017	8/21-9/1/17	(804) 452-2506	
1/15/2018	3/30/2018	1/26/2018	10/12/2017		
1/29/2018	5/25/2018	3/30/2018	11/7/2017		
2/19/2018	6/14/2018	6/14/2018			
4/2-6/2018					
5/28/2018					
7/4-5/2018	<b>Extended School Year</b>	<b>Staff Development</b>			
	6/25/18 - 08/02/18	8/21-9/1/17			

Revised 6/6/2017





**THE  
LEAD  
CENTER**