

NORTH SPRING BEHAVIORAL HEALTHCARE, INC.



School Name: North Spring Academy

42009 Victory Lane

Leesburg, VA 20176

Parent/Student/Resident PRTF Handbook

Revised 11-18-21

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Welcome

Welcome to North Spring Behavioral Healthcare, Inc! We look forward to helping you. We know that your decision to get help for yourself was probably not easy to make. You may feel somewhat anxious or guilty. You may feel angry or out of control. Those feelings are normal. You will feel more comfortable as you spend time with our staff and get to know North Spring.

We hope this handbook helps you to learn more about North Spring. It's going to take time to get used to being here, and we want to be as helpful as possible. Your goals may be to feel better, get along better with others, to not feel so angry and upset all the time, or to resolve a crisis situation. We intend to help you reach your goals by providing a safe and structured program made up of good people who are really devoted to helping you.

North Spring staff members have an immense amount of experience helping residents with all types of problems as well as helping their parents, guardians, and other members of their families and communities. Please feel free to ask any of our staff for help in understanding this handbook or any other aspect of the program.

North Spring Academy is the name of our school. Our school is onsite and many of the classrooms are in the same building as our residential treatment services. Your case managing teacher will help you with any questions you have about your education while you are with us.

Key Staff Contacts

At the beginning of your stay, you will have several staff persons assigned to you as main contacts - a Therapist, Case Managing Teacher, Doctor, Case Manager, and Unit Coordinator. They are here for you; ask them whatever you need to know.

Please write the names of your Doctor/Psychiatric Practitioner, Therapist, Case Manager and other members of your treatment team in the space provided below.

Director of Clinical Services _____

Director of Education _____

Doctor/Psychiatric Practitioner _____

Case Manager _____

Therapist _____

Unit Coordinator _____

Case Managing Teacher _____

CHAPTER 1

CLINICAL AND EDUCATIONAL SERVICES –BRIEF OVERVIEW

Assessment and Treatment and Educational Service Planning

Your treatment begins with an evaluation of what is going on in your life. You will be interviewed by your psychiatric practitioner and/or Doctor. You will also talk with a Nurse, Therapist, Teacher, Dietician, and others. It is very important to us to get your view of the situation. You will be interviewed to provide information that **only you can give**. It is very important that you answer questions completely and accurately. The more we know about you, the better we can help.

Following these assessments, your Doctor and other members of your treatment team will meet to form an individualized Treatment Plan. Additionally, your education plan will be reviewed and modified as needed based on recommendations from this team, you and your family. Your help is needed in forming these plans. These plans describe treatment and educational goals, what type of help is needed, what professionals will be involved, and what methods will be used. These plans can help you accomplish your goals. If you have questions about your treatment or education plan, ask your Doctor, Therapist, Teacher or any other member of the treatment team. Please note that North Spring offers year round educational programming including speech/language therapy, and occupational therapy when needed.

Treatment Program

The RTC (Residential Treatment Program) also known as the PRTF which stands for Psychiatric Residential Treatment Facility is a specialized program designed to meet your needs. It is intended to help residents from age 9 through age 17 with all types of problems. We encourage you to be on time and participate in all activities in order to get the most out of treatment. The program provides structured activities seven days a week. A typical treatment day begins around 6:30 a.m. and ends around 9:30 p.m.

You will meet several times weekly with your therapist. Below are descriptions of other key components.

Each unit has a unit specific handbook that will have additional rules tailored to that particular unit and group of residents during non-school hours in particular so please review that as well.

Daily Goals Group and Wrap Up Group

Goals Group and Wrap Up Group are held daily. The purpose of these groups is to help you develop goals related to your Treatment Plan and evaluate your progress. Goals Group is held in the morning. You will talk about your overall goals in treatment, your daily goals, and develop an action plan about how to use daily treatment activities to meet your goals. Wrap Up Group is held in the evening. You will talk about treatment activities, progress in meeting your overall and daily goals, the actual solutions that you used to meet your goals, and other potential solutions. These groups are also used to discuss and solve any problems or issues on the unit.

Group Therapy

Group therapy allows you to get support from others with similar problems, talk about real life situations, and provides a safe place to try out new ways of doing things. Group therapy focuses on your goals, present situation, strengths, and solutions. It can help you change how you think, feel, and act. Group therapy teaches skills - you will learn the important interaction between the way a person views themselves, others, and the world and how this relates to emotions, behaviors, and physical states.

Group therapy lasts approximately one hour and is led by a mental health professional with training and experience in group therapy. Some of the group therapy sessions are educational. These classes or groups involve talking about certain subjects that will help you deal with day to day issues such as decision-making, problem solving, resolving conflicts, stress management, anger management and dealing with peer pressure.

Other groups and classes

Life Skills - This group helps develop basic skills such as communication skills, how to spend leisure time, beliefs and values,

setting daily goals, and time management skills. It also teaches about the importance of good diet, exercise, health and rest.

Addiction Education - This group gives information about addiction, drugs classifications (such as tobacco/caffeine, alcohol/other depressants, marijuana/hallucinogens, and amphetamines/cocaine), and recovery.

Medication/Diagnosis Education - This group teaches you about specific medications, benefits of medications, medication compliance, side effects, and talking with medical professionals. It also teaches you about different problems, symptoms, coping, and treatment.

Activities Groups- You will typically see a recreation therapist at least one time each week. Activity groups help you learn how to solve problems, learn about yourself, express feelings in appropriate ways, reduce stress, and improve how you get along with others. You will get to participate in arts & crafts, music appreciation, exercise, sports, games, relaxation training, and other leisure activities.

Our Treatment Methods

Our residential treatment program uses a token economy system (see pages 34-36 for details). We recognize that every resident is different and has different needs; our level system is individually tailored to you based upon your treatment plan and your own goals.

We have adopted two well-known therapeutic methods to help the residents we serve. Older kids use an approach called Mode Deactivation Therapy (MDT). MDT focuses on a resident's beliefs about themselves and the world, which have developed through their experiences. We recognize that you've been through a lot. MDT doesn't try to change you – it just helps you think about the way you think and react to circumstances; to help you figure out what might make your life easier and happier, and helps you work out a way to make that happen.

Younger kids use a second approach called Parent Management Training (PMT). This method focuses on rewarding you for exhibiting positive behavior and recognizes how hard it can be to control some of your feelings. One component of the PMT rewards program is the utilization of a point system. Our direct care staff accurately document on a daily basis

how you are doing. They account for the day's events by keeping track of the points earned by each resident in half hour increments. These point totals are used for later spending at the canteen or "treasure box". These points are not just tracked for a resident's spending but are used as a measure to determine progress. The tracking of success by using the point system helps to encourage continued progress for the resident.

Restraint and Seclusion Philosophy

The staff of North Spring tries hard to provide a positive, therapeutic environment. We recognize that all residents have the right to considerate, respectful care in the least restrictive treatment environment possible. It is our philosophy that the residents' behavior must be managed in such a way as to prevent situations that might require interventions such as restraint. Physical holds are utilized only when there is an imminent risk of harm to yourself or someone else. We continually educate our staff about the risks of restraint; the manner in which restraint is experienced by our residents; ways to avoid a situation getting out of control; and the proper, safe use of a physical hold.

Educational Services Overview

School is held for five 1/2 hours a day year round. A school staff person will help you develop a personal educational plan based upon interviews, testing, and/or contact with your school. Depending upon your situation, this personal plan may involve regular homework, make-up assignments, tutoring, and/or pursuing a certificate/degree (such as a high school equivalency diploma). Our school is probably very like the school you were attending before coming to North Spring – you have a variety of teachers who specialize in a particular area (like English, Math, and Music), rotate between classes throughout the day, and have the opportunity to participate in clubs.

Family Involvement and Support

Your parent or guardian will be expected to be actively involved in your treatment including assessment, treatment planning, family therapy, discharge planning, and other activities. Family Therapy is an important part of our work together. Family Therapy helps you and your parent/guardian listen, talk to, and get along better with each other. Your therapist and other members of the treatment team will be available to discuss your treatment, progress, and other issues as needed.

Home Passes

Your parent, guardian or other identified caretaker will review the availability and need for therapeutic home passes. We strongly encourage progressive increases in home visitation as the discharge date approaches. To apply for a therapeutic home visit, a resident must have achieved a minimum of level 2. Typically, Level 3 is required for an overnight pass.

Medications

PRN or “as needed” medications will be dispensed by a nurse after there has been an assessment of the resident and a change in behavior, ie., dysregulated, and in need of additional medication. The RN also will have a discussion with the physician before giving a PRN medication. PRN orders will be written at the time of admission and will be reassessed during the residents’ stay.

Discharge Planning

From the moment you come to North Spring, your discharge plan is being developed. We do not want you to be here a moment longer than necessary, and recognize that you don’t want to either! Your treatment team will meet to form the Discharge Plan. You need to be actively involved in discharge planning so that goals and plans are established for when you leave the program. The Discharge Plan describes any needs you may have, goals for several months, any recommended professional assistance, and suggestions about return to school or other activities, and an explanation of any prescribed medication. Your discharge plan will be reviewed in treatment team meetings and additionally as needed in our weekly discharge planning meetings, particularly as you get closer to discharge. This plan is developed by and communicated with other professionals (i.e., Doctors, Therapists, Family Therapists, Teachers, Unit Coordinators, Case Managers etc.) involved in your care.

Visiting

Visiting hours are on Wednesday evenings from 5:00pm – 7:15pm, and Saturday and Sunday from 1:00pm – 3:00pm for Alpha, Fox and Charlie units, 3:00pm -5:00pm for Delta, Echo and Bravo, Gamma units. Exceptions to these hours are available if needed. Please check with your Therapist, Doctor, or other member of your treatment team about visitation. Anything brought to you must be checked by the Supervisor. Please check the list of disallowed items before leaving items with the shift Supervisor. These items will be stored, reviewed and given back to the resident by the Unit Coordinator as soon as they are

inventoried. Common items not allowed include: cameras and glass picture frames.

Belongings and items disallowed for visitation: All items on the disallowed list in this handbook and referenced in the unit handbooks are disallowed in the facility. Additionally, electronic devices of any kind are not allowed in the facility. These items should be left in locked vehicles. Finally, all clothing, shoes or stuffed animals must be immediately put into plastic bags and then laundered and dried on hot for at least 30 minutes. If such an item cannot be dried on a hot setting, it cannot be brought on the unit. Please refer to unit specific handbooks for further guidance.

Human Rights regulations do not allow for restrictions of on-site visitation without a physician order or a court order. North Spring encourages consistent visits.

Confidentiality

North Spring Behavioral Healthcare, Inc. follows all appropriate laws and regulations about confidentiality. You are asked to never talk about other residents outside of treatment (i.e., who they are, what their problems are, etc.). Similarly, your parent/guardian is asked to never talk about other residents. The only exception to talking about other residents is in case of an emergency (i.e., you are asked to tell a staff member if another resident says they are planning to hurt themselves or someone else, for example). You are also asked to respect other residents' privacy by not going into their rooms. We do not allow cameras to be brought into the facility for confidentiality purposes.

Telephones

There are phones available for your use during a designated phone time. We ask that phone calls are made and accepted only during phone times and not during treatment activities or school time. There is a schedule posted on your unit that includes phone call time. As a courtesy to other residents, you are to limit calls to 10 minutes. Human Rights regulations do not allow for restriction of resident phone calls without a court order or physician order. North Spring encourages consistent phone contact with family. Our toll free number is: 1-800-777-8855.

Mail

Incoming mail is distributed daily after school. You may receive a letter addressed to the following address: 42009 Victory Lane. Leesburg, VA 20176. Outgoing mail is picked up daily also. Human rights regulations

do not allow for restrictions in mail without a physician's approval from the local Human Rights committee and/or a court order. Case managers collect and distribute mail daily.

Safety

For your safety and the safety of others, certain actions and items are not allowed. The following behaviors are considered unsafe and therefore not allowed:

- Inappropriate touching of others or sexual acts are not permitted.
- Violence of any sort is not tolerated. This includes threatening others, rough horseplay, physical aggression, destruction of property, threatening or hurting yourself (including body piercing).
- Drinking alcohol, tobacco, or using unprescribed drugs or possession of weapons, alcohol, tobacco, or unprescribed drugs is not permitted.

Unsafe behavior results in a review of the treatment plan and further recommendations (such as a change in level, further professional assistance, etc.).

Also, we have to restrict any items that could be a danger to you or others. All items are checked for safety by staff. The following is a list of items that are not allowed on the unit:

- knives, razors, scissors, nail files, cans, wire coat hangers, guns, weapons, or other things that could cut or hurt
- perfume or cologne bottles, glass picture frames, glass vases, mirrors, or other things that could break
- lighters, matches, aerosol cans, cigarettes, or other things that could burn or explode
- anything containing alcohol, illegal drugs, prescription drugs, over the counter drugs, aerosol cans, finger nail polish, or anything else you could use to get "high"
- cameras, phones, video recorders, tape recorders, or anything else that could violate someone's confidentiality
- money, jewelry, credit cards, checks, or anything else valuable
- Laundry pods or laundry soap. This must be dispensed by staff directly into the washer by a staff and these items may not be in the possession of patients.
- Button batteries as a rule may not be in the possession of a patient.

- Other battery powered devices may be used only if the batteries are secured in the device by a tamper proof screw and/or epoxy and the device is approved by the facility safety officer.

Items That Do Not Belong in the Room or Classroom

- Personal care items such as: cologne, hairspray, shampoo, hygiene products, etc.
- Any electrical appliances (hairdryer, curling iron)
- Porcelain figurines
- Glass items
- Metal objects
- Pens and pencils (Gray, Blue, White)
- Food items
- Colored markers (permanent)
- Money
- Cameras, phones, computers or other electronic devices
- Handheld game players MAY be allowed based on a residents unit and therapeutic level. We are not responsible for the safekeeping of these items.
- CD's
- Shoes with heels that can be used as a weapon
- Notebooks or journals with a spiral ring
- Weapons such as knives, guns or clubs
- Any other items considered contraband that could be used as a weapon

The Canteen

Each unit visits the Canteen twice a week, on Wednesday and Saturday. This is an awesome opportunity for you to spend the coins you have earned on items you enjoy.

Clothing

You should wear appropriate clothing to activities. Nice casual clothes, socks, and shoes are usually appropriate for most activities. Athletic clothes and shoes may be worn for exercise, sports, and some activities. Hats and sunglasses may be worn outdoors only. Pajamas or nightclothes should be worn to bed. Generally, you should bring jeans, tee shirts, tennis shoes, socks, nightclothes, and seasonal wear [i.e., sweatshirts, jackets, a swimsuit (one piece suits for girls)]. Clothing that is not allowed includes: 1) clothing with drug, alcohol, sexual, or gang related messages; and 2)

clothing that is revealing such as tube tops, halter tops, fishnet shirts, short shorts, or clothing which is extremely tight. Jewelry and headgear are not to be worn. North Spring maintains a clothes closet should additional clothing be needed while you are at our facility.

Food

North Spring Behavioral Healthcare, Inc. provides well-balanced meals. You are asked to come to meals on time, eat the food provided, and return trays and utensils to their proper location. Snacks are also provided twice daily. Food may not be kept in your room.

Housekeeping

You and other residents are asked to help clean up after yourselves. You are asked to make up your bed, throw away trash, and put away clothing, toys, and other items in your room. You are asked to do your own laundry and to change your sheets on a regular basis with the help of staff members.

Grievances

North Spring Behavioral Healthcare, Inc. has a procedure for allowing residents, guardians and others to register complaints. Residents with complaints can notify a mental health specialist or a nurse. Staff will encourage the resident to complete a grievance form, and help you do so if needed. If complaints are not resolved, the Resident Advocate at the facility may be contacted for further assistance. Please make sure you talk to your Unit Coordinator or Therapist if you have a concern that you want to get addressed. Please see the more detailed section of this handbook for further detail about your rights.

Kevin Leach, Patient Advocate
42009 Victory Lane
Leesburg, VA 20176
703-777-0800 ext 1270

CHAPTER 2

EDUCATIONAL AND CLINICAL SERVICES IN DEPTH

VISION FOR EDUCATIONAL SERVICES

North Spring embraces lifelong learning through innovation, accountability and our unwavering commitment to Service Excellence

MISSION STATEMENT FOR EDUCATIONAL SERVICES

To serve the unique needs of every student in order that they maximize their full human potential and become productive citizens.

Program Philosophy

It is the philosophy of North Spring Academy to:

- Provide an integrated adaptive program that meets the educational, emotional, behavioral, and medical needs of the young people served;
- Develop a plan that enables the young people served to move toward greater independence and reintegration into the larger community of school, work, and home; and,
- Provide high quality instruction in a therapeutic environment.

Objectives of the Educational Program

Are objective is to provide for students/residents high-quality academic instruction in a therapeutic environment. Using research-supported high-quality materials and methods, the staff at North Spring are committed to enabling students/residents to acquire the skills they need to be successful in school as well as to transition into the community as a contributing member of society. Specifically, the objectives include the following:

- To determine how students with disabilities participate in Virginia's Accountability System.
- To provide specialized educational services to those with disabilities as written in the IEP.
- To utilize a positive behavior management plan.
- To provide an individualized instructional program for regular education students.

- To provide a program of instruction that is adaptive in nature and promotes the individual student's developmental growth or academic achievement at successive grade levels.
- To follow the Standards for Accrediting Public Schools in Virginia (8VAC 20-131).
- To adhere to all procedural safeguards required by regulations governing the education of students with disabilities.
- To adhere to guidelines for the management of the student's scholastic record in Virginia public schools.
- To work co-operatively with each student's home school division.
- To develop and implement a strong vocational program.

Description of North Spring Academy's General Physical Facilities and Equipment

North Spring Academy is located approximately one mile North of Leesburg, Virginia off of Highway 15. We provide services on a 43 acre campus in multiple buildings. Our facilities consist of a Main Building, Cafeteria, Gymnasium, Ropes Course and a self-contained classroom, the Apsche Center. Our facility was constructed in the 1970's and has magnetic locks on the exterior doors for security purposes. Our classrooms do have computer and wireless network accessibility.

Main Building: Our main building houses the majority of our students and classrooms. Most of student's clinical and educational services will be offered in this building. It is a multi-level building with 9 classrooms (counting the gymnasium)

Cafeteria: Our cafeteria is detached from our main building and located approximately 30 meters to the North. Students transition to and from the cafeteria facility for each meal unless a student is on special precautions per his treating medical professional, in which case, meals are provided on the unit.

Gymnasium: Our gymnasium is located on a lower level down two flights of steps within the Main Building. The gymnasium is used for physical education classes and student/staff assemblies.

Ropes Course: The Ropes Course is located on the Northernmost edge of our campus, approximately 150 meters north of the Main Building. It is possible that students might use the Ropes Course for Physical Education class, but only in cooperation with a trained ropes course facilitator.

Apsche Center: The Apsche Center is located about 100 meters from the main building and is used for students who have self-contained educational needs. These are typically the younger students. The Apsche Center does not have exterior door locks and students must not be an elopement risk while attending class in this building.

Outdoor Area: The Outdoor area is located Northwest of the main building. We have an outdoor yard which we sometimes use for physical education and activities and additionally, an outdoor basketball court.

Admissions Requirements

To determine if a student/resident is eligible for admission to North Spring Academy, a parent, local or state agency personnel, or private referral agent must contact the admissions department of North Spring Behavioral Healthcare, Inc. The basic criteria for admission are listed below.

- Age 9 through 17 inclusive
- Male and Female Residents/Students
- A physician's Certificate of Need is required for this level of care
- We provide services for the following special education identifications
 - Emotional Disturbance
 - Learning Disabilities
 - Other Health Impaired

Admission Process

An application packet with information about North Spring Academy's program will describe the information necessary for admission and be mailed/emailed prior to admission to all parent and/or sponsors of applicants. Upon admission, a release of information will be signed by parent/guardian to obtain a current IEP and evaluations from the local education agency, as well as to enable North Spring staff to communicate directly with the local/state education agency. If the release of information is not signed by the parent/guardian, the local education agency will be notified by the Superintendent of Schools or his designee of the student's/resident's acceptance for admission. Any other communication shall require the parent's/guardian's approval or consent.

Students/residents enrolled at North Spring Academy will be required to present an immunization record and a report of physical examination by a physician (certificate of need). Any student/resident entering the center who is suffering from a contagious or infectious disease shall provide a written statement by a physician describing this condition and any necessary precautions.

North Spring Academy teaches only students who are accepted and enrolled in our Psychiatric Residential Treatment Facility. We do not accept other community students at this time.

Referral information may be faxed or mailed to:

North Spring Behavioral Healthcare, Inc.
Admissions Department
42009 Victory Lane
Leesburg, VA 20176
FAX Number: 703-777-1038

Discharge Process (8VAC20-671-750)

As students/residents progress through our system of care they will complete individualized Treatment Plan and Individual Education Plan goals and objectives. Progress will be discussed and evaluated at least monthly in the treatment plan meetings. Once a resident's/student's discharge criteria are met they will be discharged. Please see the individualized plan of care, but some typical discharge criteria are noted below.

- Level 4 is achieved
- At least 2 successful overnight passes are achieved
- A discharge placement is identified and transition services have been completed

Provisions for Health and Safety (8VAC 20-671-710)

Comprehensive Physical and Immunizations

A report of a comprehensive physical examination by a qualified healthcare provider and an up to-date immunization record is on file for each student. A student suffering with a contagious or infectious condition or disease is excluded from school while in that condition unless attendance is approved by a qualified healthcare provider.

Medications

Medication is to be administered by the Nursing Staff that will be on campus 24/7. Medication will be housed in the Main Building.

Emergency Medical Care

A North Spring Information and Emergency Medical form and consent for care is completed for each student and signed by the parent or legal guardian.

Health Precautions

The Director of Nursing will identify infectious outbreaks in the facility through data collection and follow-up processes. This will ensure the control of pathogenic organisms within our program. In order to prevent infectious outbreaks, students and staff diagnosed with an infectious disease should remain at home or at a specified cottage area until cleared by the Director of Nursing to return to work or school. For each day a student misses school due to illness that student will have the same number of days to make up any work missed. We will provide homebound school materials for students in these circumstances if at all possible.

Health and Fitness

North Spring offers Physical Education and Health classes, Recreation Therapy and structured activities outside and in our gymnasium on a daily basis. We strongly encourage students/residents to participate in these programs.

Child Abuse

Any case of suspected child abuse or neglect shall be reported immediately to the local child protective services unit as required by the Code of Virginia.

Staff Training

All school staff is trained and certified in first-aid and CPR. A First-Aid Kit is available at each school building.

Food Service

School lunches are planned and prepared in accordance with USDA requirements and approved by a registered dietician. Menus are posted weekly.

Safety

Fire Drills are held at least once a month and more often if necessary. Evacuation routes are posted in all areas of the school. The school will follow emergency plans as written by the North Spring. Fire Inspections are held annually.

Emergency Procedures

Threatening Intruder is in the facility/school (Code Purple).

1. Shut Doors
2. Stay away from windows and doors
3. Remain in classroom or secure area until instructed otherwise
4. Ignore normal schedule routing
5. No school personnel should circulate through the building
6. Staff will keep the patient rounds sheets with them at all times
7. The staff will Contact 911 as soon as possible.

Bomb Threat (Code Black)

1. Evacuate the building via the fire evacuation routes
2. Remain in designated area until notified otherwise by staff
3. Ignore normal schedule routine
5. Staff will keep the patient rounds sheets with them at all times
6. The staff will Contact 911 as soon as possible.

Fires (Code Red)

1. Exit building via fire evacuation routes
2. Remain in designated area until notified to return to classroom or until other instructions have been given
3. Staff will keep the patient rounds sheets with them at all times
4. The staff will Contact 911 as soon as possible.

Accident/Injury

1. Seek first aid assistance
2. Notify parents if applicable
3. If questionable to move injured, notify administration
4. Complete proper form for accidents to file in the school office

Weather/Tornado (Code White)

Tornado warning or severe weather warning has been issued.

1. Move all students to designated areas (to your Unit)
2. Remain in this area until notified it is safe to return to classrooms or until other instructions have been given
3. Ignore normal schedule routine
4. Staff will keep the patient rounds sheets with them at all times

Power Outages

1. Remain in classroom or your current location until instructed otherwise
2. Ignore normal schedule routine
3. Staff will keep the patient rounds sheets with them at all times

Contingency Plan – Evacuation off Facility Property

1. Students will be evacuated to the North Spring Gymnasium.
2. The safety officer will sound the alarm and alert emergency units.
3. The safety officer or designee will complete a head count.
4. From the gymnasium, the safety officer or designee will coordinate with Loudoun County Emergency services as to the safest identified evacuation location.
5. Emergency plans communicated to all staff during orientation and to all students/residents within 7 days of admission.

Transportation (8VAC 20-671-730)

All vehicles used to transport students on school-related activities meet federal and state standards and are maintained in accordance with applicable state and federal laws. North Spring Regulations Governing Pupil Transportation Virginia Administrative Code 20, 2016.

Transportation Safety: All drivers of vehicles transporting students comply with the requirements of the applicable laws of Virginia. Transportation staff will additionally have training in first aid and CPR. Drivers and students/residents are required to use their seatbelts, keep their arms and legs inside the vehicle at all times, avoid loud talking or yelling and to stay in their assigned seats and avoid any form of horseplay or aggression.

Additionally, we do transport students/residents to various outings and medical and dental appointments when possible. Below is a list of outings that we will likely take while a student is in our program and qualifies to go. Outings are an earned privilege.

- District of Columbia museums and national sites
- Local city and state parks
- Bowling
- Movie Theaters
- Roller skating
- Zoo
- Local Restaurants
- Sports Events

The Parent/Legal Guardian signs and receives a copy of the North Spring **Transportation Guidelines**.

Student Educational Services

All residents of North Spring Behavioral Healthcare, Inc. and students of North Spring Academy must be age 9 through 17 inclusive. Students may not be enrolled in our program or school after their 18th birthday. Upon admission of a special education student/resident, the Director of Education or designee will request from the local education agency a copy of the student's Individualized Educational Plan (IEP) approved by the local school division. Students admitted to our Psychiatric Residential Treatment Facility (RTC) shall automatically be enrolled in North Spring Academy and receive regular education, Special Education, Vocational, Transition and Related Services as specified in his/her IEP.

Upon admission of a regular education student/resident, an Individualized Instructional Plan (IIP) will be developed by North Spring staff with input from the student's/resident's parent/guardian. The IIP shall be reviewed at least annually. Special education and Regular education services will be delivered in a traditional classroom setting, via computer-based services and curricula or as a combination of the two based on the individual needs of each student.

Curriculum Design/ Instructional Program (8VAC 20-671-490)

Education services shall be supervised and coordinated by the Director of Education. No change in placement shall occur without the prior notification of the Director of Education. The Director of Education will oversee the day-to-day operation of the school. The instructional program reflects the school's philosophy and meets the applicable academic, vocational, therapeutic, recreational, and socialization needs of the students served. North Spring offers core courses required by both the Virginia Department of Education, as well as by the District of Columbia Public Schools. Further, electives are available for students. The curriculum offers instruction in reading, language arts, mathematics, social studies, science, art, music, and physical education as well as practical life instruction. Apex, computer-based curricula is potentially available as an instructional program to create individualized curricula to meet each students' IEP goals and objectives along with customized daily assignments. Apex curricula is also aligned to Virginia Standards of Learning. We use the Glencoe textbooks for most of our course instruction.

The instructional program is conducted in accordance with regulations governing the education of children with disabilities approved and issued by the Board of Education

Education services shall be provided by:

Virginia state certified special education teachers and regular education teachers;

- A. Vocational instructors; and
- B. Teacher aides/paraprofessionals and mental health counselors.
- C. Qualified substitute teachers will also provide services

Clinical services shall be provided within the scope of practice and job duties by Registered Nurses, Licensed or license-eligible Therapists, licensed nurse practitioners, licensed physicians and other trained staff.

Educational and other support, direct-care, clinical staff will receive annual training in the following areas

- A. In-service training hour requirements to maintain licensure or
- B. Coursework required under a provisional license and
- C. Handle With Care verbal and physical skills training
- D. CPR/First Aid Training
- E. Job specific training at the facility which is required to work with the population we serve.

Medication Administration and Handling:

Medications are administered by licensed, Registered Nurses. All prescription and over-the-counter medications are stored in a designated, secure area. Medications are administered based on the time and dosage prescribed by the treating practitioner. Medications are supplied by our licensed, contracted pharmacy. Medications for home passes or transports are placed in clearly labeled containers with instructions and signed out to the guardian transporting the resident/student.

Educational services shall consist of:

- A. Education assessment and evaluation that is not racially or culturally discriminatory and takes into consideration the student's disabling condition(s), racial and cultural background.
- B. Special education programming to coincide with Virginia's Accountability System.
- C. Regular meetings and follow-up summary letters to parents, guardians, and local school division personnel will be documented in the student's educational file. E. A curriculum design that is adaptive in nature.
- D. Monthly progress reports addressing treatment or IEP goal areas.
- E. At a minimum, Quarterly grade reports
- F. A discharge summary.

Case Managing Teachers:

All teachers have specialty training to accommodate both populations. Students are assigned a case teacher to assist and guide them as they work within our program. A master caseload is maintained wherein the Director of Education ensures that ALL IEPs for students from all localities are in compliance.

Other Significant Staff

All Students/Residents will additionally be assigned to a Therapist, a Unit Coordinator and a Medical Practitioner. These staff may change over time based on student needs and assigned Units.

Related services will be afforded in accordance with the IEP through contracts with private service providers in the community. The Education staff shall

work closely with all related service staff to meet the academic, emotional, and behavioral goals and objectives on the IEP/IIP.

Course Schedule

Students/residents in North Spring Academy shall be assigned to a course schedule based on their transferring grades and individual needs.

- A. Age of the student/resident;
- B. Cognitive ability of the student/resident;
- C. Social/emotional/physical needs of the student/resident;
- D. Safety needs of the student/resident and classmates;
- E. Space and equipment needs of the student/resident; and
- F. Staff expertise in meeting specific needs of the student/resident.

Each student/resident will be given a schedule that indicates the following:

- A. Time of classes and length of class period;
- B. Subject areas/classes scheduled for each student/resident for each class period; C. Lunch time; and
- C. Dismissal time.

Student Assessment Services

Within the first thirty days of school each student will receive assessment in one or more of the following areas: academic, vocational, and social development. The assessment will include a review of previous records, past test scores, and observations. Also, the most recent eligibility determination will be reviewed for IQ scores and cognitive assessments.

All assessment data will be included on or attached to the Educational Assessment/Summary Sheet located in each student's educational file housed in the school office.

Reading and Math Skill Assessments

Immediately upon admission of a student, the school seeks information to ensure that the student is placed in both the appropriate grade, as well as in the correct credit classes for middle and high school. As a result, school personnel will send a request for records/transcripts to the previous school. This request is accompanied by the "record release form" provided by the parent/guardian upon admission to the facility. Through research and observation, some students admitted have below average Math and Reading skills. These weaknesses may be a result of learning disabilities, emotional or behavioral difficulties, poor school attendance, attention issues, or a failure to recognize school as a priority.

In order to help our students overcome these challenges, achievement testing is conducted at the time of admission to evaluate the student's strengths and weaknesses in Math and Reading. If a weakness is revealed, that student is referred for in-class assistance or potentially our computer-based instruction program.

Administration of Statewide Assessment Testing

The administration of statewide assessment testing will be determined within the context of the IEP/IIP that is written and on file for each student/resident. This assessment will be carried out by the educational staff in conjunction with all procedures/regulations set forward by the Virginia Board of Education. All state assessments will be conducted in association with the local education agency (LEA).

Those students placed at North Spring from the District of Columbia or states other than Virginia will, if appropriate, be administered required testing for the school division. It will be the responsibility of the school division to provide in a timely manner all testing materials.

The testing coordinator will communicate with all LEAs to determine who needs to receive SOL testing documents. Once the SOL tests are received, the testing coordinator collaborates with all teachers to administer the required testing for all students in all content areas. As a result, students are up-to-date with all required testing upon discharge.

Class Size

Class size at North Spring Academy will typically not exceed 10 students in most cases and will be taught/supervised by a special education teacher licensed by the Virginia Department of Education or by a qualified substitute teacher and additional, trained mental health specialist for each class as needed.

Satisfactory Progress Policy

Satisfactory progress will be determined as specified on the IEP/IIP. Progress may be measured by:

- A. Results of standardized individual or group achievement tests;
- B. Accomplishments of specific academic/behavioral classroom objectives;
- C. Progress toward IEP/IIP goals and objectives;
- D. Results of curriculum-based and appropriate accountability assessments;
- E. Assignment Completion; and
- F. Results of teacher-made or informal tests/quizzes/inventories.

Grade Reporting

Report cards will be issued to all students/residents at the end of each report period on a quarterly basis. Copies of the report card will be given to the resident, placed in the student's/resident's educational file, sent to the local education agency, and mailed to the parents/guardians. In addition each student will receive a thirty day progress report for treatment team.

Grading Policy

Elementary students will be assessed on progress made towards achieving the goals and objectives written in the individual IEP. Evaluation will consist of checklists, teacher observation, and by measuring the effectiveness of specific approaches. Progress will be reported in narrative form and as grade percentages.

The grading policy of North Spring for middle and high school students will be based on how students with disabilities participate in Virginia's Accountability System. This decision is made by the IEP Committee and becomes part of each student's Individual Education Plan. There are four options for participation:

- Standards of Learning test, either with or without accommodations;
- Virginia Substitute Evaluation Program; or, Virginia Alternate Assessment Program.

The Applied Studies Diploma was intended for certain students at the secondary level who have a disability and are unlikely to meet the credit requirements for a Standard Diploma. The decision of eligibility and participation may be made at any point after the student's eight grade year and must have written consent from parent or guardian. The student must not be excluded from courses and tests required to earn a Standard or Advanced Studies Diploma and must pass literacy and numeracy competency assessments as prescribed by the Board. There is a minimum of 140 hours of instruction in core subject areas in the elementary and middle grades, and in all credit courses.

Students identified with disabilities who complete the requirements of their individualized education programs shall be awarded special diplomas by their local school boards if they do not fulfill any other diploma requirements. These students will participate in one of the other options of accountability listed above.

Students who have completed a prescribed course of study as defined by their local school boards shall be awarded certificates by their local school boards if the students do not qualify for diplomas.

School Calendar

North Spring operates a year-round school schedule, typically 240 school days per year. The hours of operation are Monday through Friday from 8:20am to 3:07pm. A school calendar will be published each year in August and the actual calendar is attached to this handbook and Addendum A.

Individualized Education Plans and Individualized Instructional Plans

Each special education student/resident shall have an Individualized Educational Plan (IEP), which meets the standards set forth in Regulations Governing Special Education Program for Children with Disabilities in Virginia, 2002, and the Individuals with Disabilities Education Act (IDEA) 2004; each non-special education student/resident shall have an Individualized Instructional Plan (IIP). A student/resident's IEP will be secured by the Director of Education or his designee prior to admission/acceptance and amended to indicate private day placement prior to enrollment. The IEP or IIP shall be utilized to provide educational, vocational, related services, and transition planning to students/residents. All IEP's will be maintained by the assigned teacher and overseen by the Director of Education to assure:

- A. Service delivery as stated in the IEP;
- B. Maintenance of current status; and
- C. Documented participation of the local education agency.

The IEP shall include:

- A. Present level of performance. Statement should include:
 - a. Description of the student's/resident's strengths in academic and non-academic area;
 - b. Description of specific areas of concern both academic and non-academic and a statement explaining how these areas affect the student's/resident's involvement and progress in the general education curriculum;
 - c. Information regarding the student's/resident's learning preferences; and
 - d. Full name and date of administration of any formal assessments.
- B. Measurable annual goals and short-term objectives relating to the current levels of performance.
- C. Special education and related services needed.
- D. Program modifications.
- E. Assistive technology.

- F. Statement of transition needs/services (beginning at age 14 or sooner, if applicable).

For students/residents who arrive at North Spring without an IEP from the local education agency (LEA) or an expired IEP, the following process shall occur:

1. The teacher shall notify the LEA representative and the student's/resident's parent/guardian to solicit input for the IEP.
2. An IEP drafting date shall be determined to include members of the team at North Spring Academy, parent(s)/guardians(s), and a representative of the LEA.
3. The LEA will be asked to conduct the meeting with input from the teacher regarding the goals and objectives.
4. An IEP meeting shall be scheduled with North Spring staff, LEA representative, parent(s)/guardian(s), and the Director of Education.
5. If the LEA representative is not available, a copy of the IEP draft will be sent for approval and signatures.
6. Participation by the LEA representative and parent/guardian will be documented.

When a student/resident arrives at North Spring and is in due process with the LEA, notification will be sent by the Director of Education or his designee to the LEA to inform them of admission. The student/resident shall be enrolled in North Spring Academy and receive educational services as per the most current IEP. Any other contact shall go through the designated legal representative.

All past IEP's written and utilized while at North Spring Academy shall be maintained in the student's/resident's education file. All current IEP's shall be kept in the student's/resident's medical record (if applicable) as well as his/her education file. The IEP shall be reviewed annually, or more frequently when information suggests that a change in services or placement is in order. There is at a minimum an opportunity each month in the multi-disciplinary treatment team meetings to discuss the need to evaluate or re-evaluate service needs. If the review is the annual review, the local education agency should conduct the meeting. A written notice will be sent to the local education agency at least 30 days prior to the annual date. Students/residents shall be encouraged to provide input and invited to participate in the IEP/IIP planning process and meetings. Parent/guardian participation in the IEP/IIP process shall be encouraged by the following procedures:

- A. Prior to the review of an IEP, the parent/guardian will be notified in writing and early enough to ensure their participation. The notice will

include the purpose, time, and location of the IEP meeting, as well as who will be invited to attend. Additionally, a copy of “Parental Rights in Special Education” will be distributed at the time of admission.

- B. If a parent/guardian indicates an inability to attend a scheduled IEP meeting, phone contact will be made to determine a mutually agreeable time and place.
- C. All communication (i.e., written, phone, etc.) with/to a parent/guardian concerning the IEP meeting shall be formally recorded and filed.
- D. Every effort will be made to ensure that the parent/guardian understands the proceedings at the IEP meeting. This includes, but is not limited to, arranging for an interpreter for a parent/guardian who is deaf or whose native language is not English.
- E. If a parent/guardian is unable to attend an IEP meeting a draft of the IEP will be mailed along with a request for their review and input.
- F. If the child is placed at North Spring Academy by a public agency, no cost will be charged to the parent/guardian for special education and/or related services.

Reintegration and Transition Services

An important goal of North Spring Academy is to successfully return students to a less restrictive environment. This process begins upon admission to the facility. The resident is assigned a case managing teacher, case manager, therapist, and medical practitioner. An initial treatment plan is written based on the admission documentation. Within 10 days the treatment team meets to write a master treatment plan. The treatment team consists of: case manager, therapist, nurse, doctor, teacher, parent/legal guardian, placing agency, resident, and others as appropriate. After the master plan is written the treatment team meets every 30 days. Every treatment team meeting including the master plan meeting includes a discussion concerning discharge plans for the resident. In addition the educational staff through the IEP and the local education agency work co-operatively to make sure that goals are included that helps the student work towards a placement that is less restrictive upon discharge.

Family Life Education Program

An important part of the education for children and adolescents is including age-appropriate instruction in family living and community relationships, abstinence education, the value of postponing sexual activity, the benefits of adoption as a positive choice in the event of an unwanted pregnancy, human sexuality and human reproduction. We follow Virginia's standards for family life education provide a comprehensive, sequential K-12 curriculum. They include age-appropriate Instruction is designed to promote parental

involvement, foster positive self-concepts and provide mechanisms for coping with peer pressure and the stresses of modern living according to the students' developmental stages and abilities. Parents have the right to review the complete family life curricula, including all supplemental materials used in any family life education program.

Related Services

The responsibility of providing related services written into the current IEP lies with the local education agency. Upon admission the LEA will be notified of such services and information will be given as to local contacts that will provide these services. The LEA and the Provider contract to provide identified services in a timely manner. It is the responsibility of North Spring Academy to ensure that services are being provided and if not to contact the LEA. North Spring will keep written documentation of the date and time that services were provided. Each individual teacher at North Spring Academy will keep written documentation of all meetings with related services' providers.

After enrollment if a member of the educational staff feels that a student is in need of services not currently written into the IEP, a written referral for such services will be made to the LEA. The LEA will then follow the referral process to determine if the student is in need of such services.

Students who are enrolled that have limited English proficiency and begin to experience difficulty in the classroom will be provided with the following intervention plan:

1. The teacher will attempt a variety of strategies to resolve the student's difficulty. The teacher will document progress, behavior, and uses of interpreters as needed;
2. The teacher will request assistance from the Director of Education;
3. The Director of Education in co-operation with the local education agency will convene an IEP meeting to determine if a request should be made for a dual language assessment;
4. The IEP will be amended to include services needed in order for the student to be successful; and,
5. The local education agency will provide the means for obtaining the services that are contained in the IEP.

The school offers year round educational programming. Also provided are speech and language therapy, occupational therapy and English Speakers of Other Language (ESOL) services. The school is equipped to offer the necessary services needed to implement any student's IEP requirements.

Interdepartmental collaboration is vital to our students' academic and therapeutic success at North Spring. For this reason, educational staff

participate in monthly treatment team meetings and IEP goals are supported on clinical treatment plans. Animal-assisted therapy has also been integrated into our educational program. Regular contacts with parents, guardians, and Local Education Agencies are just as vital to student success. This is typically done through monthly treatment team meetings, IEP meetings, periodic mailings, and phone calls.

Due to our close proximity to Washington D.C., our students are able to visit museums year-round. Student visits to local colleges are also offered through our Life Skills program.

Management of Student/Resident Records

North Spring Academy shall maintain such records as follows. The school educational file shall include the following.

- A. Courses/assignments to be complete by students/residents;
- B. Student/resident quarterly grades;
- C. Results of formal and informal academic assessments;
- D. Individualized Education Plans and Individualized Instructional Plans;
and
- E. Communication (written and verbal) with a student's/resident's local education agency.

The Medical file shall include all other student records to include progress reports. Progress reports are reported at the monthly treatment team meetings and scheduled IEP meetings.

All records shall be maintained according to Management of the Student's Scholastic Record in Public Schools of Virginia, May, 2004. All education records shall be returned to the local education agency should North Spring Academy close. Parents/guardians may review their child's records within five days after their written request.

Contact with Local School Divisions

The Director of Education or the case managing teacher is responsible for coordinating communication with a student's/resident's local education agency (LEA). The LEA shall be notified of the student's/resident's name, date of birth, date of admission to North Spring Academy, and parent/guardian signature. The case managing teacher will inform the LEA of the placing agency. The teacher and/or the case manager shall provide any requested assignments to the LEA to assist with programming and transition planning. The LEA shall be informed by the teacher/case manager of the services the student/resident is receiving at North Spring Academy and receive periodic updates (at least every nine weeks) regarding the student's/resident's progress. If a student/resident is placed at North Spring Academy without special

education status and is assessed to have a disability, the LEA will be contacted to assist in the development of an educational program or to initiate the eligibility process for special education status. All contacts with the LEA, parent/guardian, or other outside agencies shall be documented as a telephone log by the teacher/case manager.

Local/State Education Agency participation in the IEP process will be encouraged by the following procedures:

- A. Prior to the review of the IEP, the LEA will be notified in writing and early enough to ensure their participation.
- B. If the LEA is unable to attend the IEP meeting, input in the creation of the IEP will be solicited. This may be through a telephone conference. The IEP forms from the LEA will be used.

When appropriate, the teacher shall use any of the following strategies to assist the student's/resident's LEA in planning for a student's/resident's return to his/her community:

- A. Provide written updates on the IEP goals and objectives;
- B. Provide a written discharge summary;
- C. Conduct a teleconference with a representative from the LEA; D. Invite the LEA to observe a student/resident prior to discharge; and
- E. Attend a formal meeting held by the LEA.

Student/Resident Conduct

North Spring Academy is a community of students/residents, staff, and families working together to create an environment conducive to academic and social/emotional growth and development. Students/residents are expected to be diligent in their studies and to conduct themselves in such a way that the rights and privileges of others are not violated.

All students/residents at North Spring are expected to treat one another, the adults at the Center, and the Center's building and materials with respect. Courteous behavior is expected of students/residents at all times at the Center and off-campus at Center-sponsored events. Rudeness, defiance, the use of profanity, harassment of any kind, and other forms of incivility are incompatible with the needs of the Center and the community and will not be tolerated.

Students/residents at North Spring Academy are subject to disciplinary and legal action if they do any of the following:

- A. Defy instructions given to them by staff or other adults in the building;
- B. Are suspected of being involved in the possession, use, or distribution of any controlled, illegal, or restricted substance (including tobacco);

- C. Are suspected of being in the possession of any firearm, whether loaded or unloaded, operative or inoperative, or of any object similar in appearance to a firearm;
- D. Are suspected of being in possession of a pellet gun, BB gun, or CO² pistol;
- E. Are suspected of being in possession of a knife, razor, slingshot, brass or metal knuckles, blackjacks, explosives, or other dangerous articles;
- F. Are involved in fighting/aggressive behavior and/or verbal physical threats toward another;
- G. Leave the campus, classroom, or other designated area without permission;
- H. Damaging or stealing school/facility property or property belonging to others; It is the responsibility of any perpetrating student and his or her guardian to pay for any such damaged or stolen property.
- I. Tamper with a fire alarm;
- J. Engage in sexual and/or personal harassment of another;
- K. Use of profane or vulgar language; or
- L. Engage in inappropriate public displays of affection.

Violations of North Spring Academy's Code of Conduct will be addressed through the established Behavior Management program at the school. Consequences for Code of Conduct violations may include all of the below and additionally an administrative discharge from the facility:

- A. Becoming ineligible for certain points, tokens, and/or privileges for a pre-determined length of time;
- B. Being directed to timeout in the classroom or in a separate room;
- C. Contacting local law enforcement personnel when applicable;
- D. Contacting the student's/resident's parent/guardian and/or LEA when applicable;
- E. Requiring educational services to be provided in a setting other than the classroom (e.g. living area);
- F. Requiring before- or after-school detention;
- G. Evaluation of the appropriateness of the placement and consideration of discharge by the IEP team;
- H. Physical restraint, when appropriate, according to policy and procedures using the Handle With Care program; or
- I. Search and seizure of any illegal, unauthorized, or contraband materials by school authorities when reasonable suspicion has been established. Searches may include the person and/or personal effects, locker or other storage area, and/or living space. Strip searches and body cavity searches are prohibited at school, but a hospital gown search may be ordered by a physician.

Behavior Modification

The Behavior Modification/Management Program at North Spring Academy consists of a combination of research-supported, positive, and proactive techniques. Among these techniques are:

- A. Advancement through our Therapeutic, 5-Level system;
- B. Positive reinforcement of desired behavior;
- C. Daily points system/token economy;
- D. Level system;
- E. Timeout and debriefing;
- F. Life Space Crisis Intervention;
- G. Cognitive-behavioral social/life skills instruction;
- H. Adaptation of instruction;
- I. Group contingencies;
- J. Individual contracts;
- K. Self-monitoring;
- L. Anger management instruction;
- M. Handle With Care interventions
- N. Timeout and Restraints

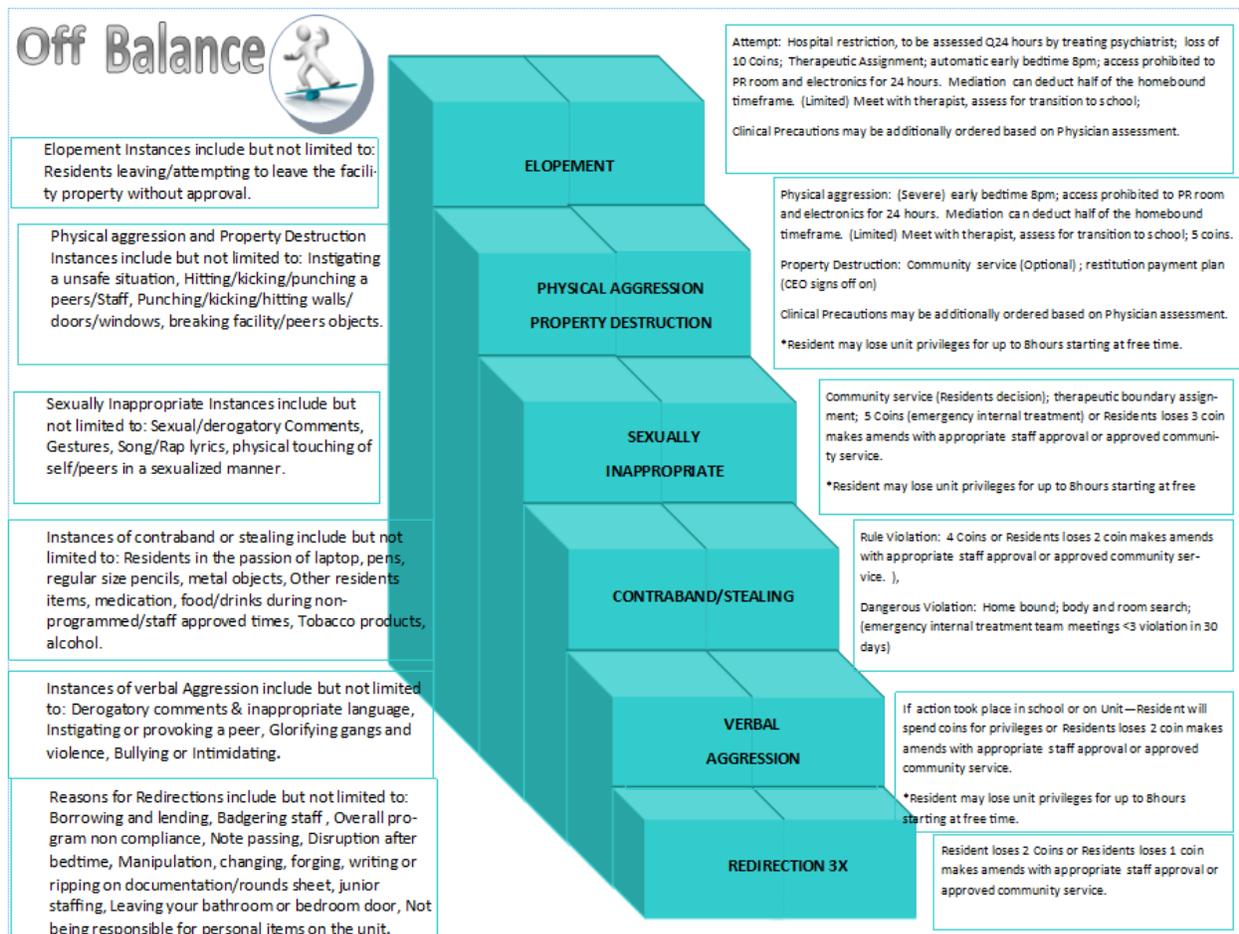
Therapeutic Level System

We use a level system to acknowledge your progress. There are 5 levels at North Spring: Orientation Level, Level 1, Level 2, Level 3 and Level 4. On admission, all residents are on Orientation Level. Once you have been at North Spring for 14 days, you can complete an orientation packet in order to demonstrate understanding of the program rules and expectations and identify important people to know. In order to achieve Levels 2, 3 or 4, you will need to accrue 35 balanced days on the previous level, complete all necessary objectives for the level, and complete a level petition. This level petition is a form requiring signatures and feedback from teachers, unit staff, nursing department, therapist and unit coordinator. It will also provide you an opportunity to reflect on your progress on the unit, in school, and in therapy, and identify areas in which you can continue to improve.

We encourage you to view your behavior as either “balanced” or “unbalanced.” For example, when you are in control of your behavior and following the rules/expectations you are balanced. We want to help you stay balanced as much as possible, and we believe you deserve to be rewarded when you are balanced. You will have the opportunity to earn a certain number of “coins” each day, depending on how balanced you are. The more balanced you are, the more coins you will earn. You can use your coins to purchase items from the canteen, in addition to other options which will be specified by your unit coordinator. You can decide whether to purchase items with the coins you have, or save your coins to purchase a more expensive reward. You will see a

board posted on your unit which will list the ways you can earn coins, as well as your progress toward a balanced day.

We also have a “justice system” to address unbalanced behaviors. Remember, we want to see you balanced as much as possible. Our justice system can help you recognize when you are unbalanced, and to learn other ways of dealing with unpleasant emotions. If you act in an unbalanced way (see below for specific examples), you may receive a ticket which indicates the unbalanced behavior, as well as any consequence. There are six categories of unbalanced behaviors: Elopement, Physical Aggression/Property Destruction, Sexually Inappropriate Behaviors, Contraband, Verbal Aggression, and Redirection. Depending on the severity of the behavior, you may not be eligible for privileges, but may have the option to engage in community service. Do your best to stay balanced so that you can earn coins and avoid the justice system!



Below is an overview of our four level system.

<u>Level</u>	<u>Criteria for obtaining this Level</u>	<u>Privilege examples</u>
Orient ation	Admission	Access to basic school and unit areas as well as therapy services.
1	7-14 consecutive balanced days AND Level Petition AND individual treatment goal completion	Level 1 AND balanced day, later bed time, privilege room access
2	35 Additional balanced days AND Level Petition AND individual treatment goal completion	Level 2 AND balanced day, later bed time, privilege room access, outings in the community, Day passes
3	35 Additional balanced days AND Level Petition AND individual treatment goal completion	Level 3 AND balanced day, later bed time, privilege room access, outings in the community, overnight home passes
4	35 Additional balanced days AND Level Petition AND individual treatment goal completion	Level 4 AND balanced day, later bed time, privilege room access, outings in the community, overnight home passes

Reinforcement, consequences and Timeouts (i.e. “Cooldowns”)

The staff at North Spring Academy uses a form of timeout called “Cool-Down”. When a student/resident engages in a behavior that is disruptive to the class or group or has the potential to escalate to more serious behaviors, he/she will be asked/encouraged to take a 5 minute cool-down in a designated area within the classroom. If a student/resident does not comply with the staff’s request to take a “Cool down” the resident will not earn a consequence for refusing but will continue to be encouraged by staff to utilize this coping skill as a way to avoid potential consequences for additional off task and or disruptive behavior.

Seclusion

North Spring does not use any form of seclusion in the school or PRTF.

Removal of a student/resident from the classroom

Procedures for the removal of a student/resident from the classroom shall be as follows:

- A. The teacher may need to have a student/resident removed from the classroom briefly when he/she poses a danger to him/herself or others. Staff support will be called and Handle With Care procedures will go into effect. If a student refuses to leave the classroom with support staff then the other students will be evacuated until the situation is considered safe. These involve verbal de-escalation techniques if at all possible, but

ultimately, physical holds will be used to protect the student or others around him or her if necessary. Once de-escalated the student is allowed to return to class if possible. If a student is not stable enough to return to class then he or she will be escorted to an area out of the school, typically the unit. Educational assignments will be brought to the student/resident at the living unit until he/she is able to return to the classroom. The teacher shall continue to monitor educational progress individually for students in these circumstances. The student/resident will, therefore, continue to receive education and related services during the period away from the classroom. If the student/resident is unable to return to his/her schedule that day, the Medical Director, Director of Education, Clinical Program Director and CEO will be consulted to review the appropriateness of the admission and either an intervention change or possible administrative discharge plan. Educational services will continue to be offered to students in these circumstances while they are out of school.

- B. Any student/resident who violates the drug or weapon policy will receive a Safety Consequence and potentially be suspended as noted above. The LEA and parent/guardian shall be notified both verbally and in writing.

Attendance/Tardiness/Truancy /Early Dismissal

Students/residents are expected to attend school daily and to remain at school for the entire day. Students will receive 5.5 hours of instruction for each day of operation. Tardiness to school or leaving school early will be handled through the school's behavior management plan. Any work missed must be made up by the next school day unless it is an absence due to illness. In those cases the student will be allowed one day to make up work for each day of excused absence.

A student/resident could be excluded from school if he/she becomes a safety threat to himself/herself or to another student/resident. This decision would be made by the Director of Education in consultation with the Clinical Director, Director of Nursing, and Psychiatrist. Please see the section above for further detail. Also, the Behavioral Support Plan that is a part of the resident's Treatment Plan will be reviewed to determine if there are interventions in place for behavior(s) that are being displayed at the time of the exclusion. In the event a student/resident is excluded from school the following procedure would be followed to ensure that he/she receives instruction and school work for the day:

1. The student/resident will be assigned a staff outside of the classroom, typically on the Unit until a safety contract is completed and committed to by the student;

2. The teacher will deliver to the student/resident his/her lesson plan for the day along with all materials that are needed to complete the assignments;
3. The teacher will explain to the student and the Mental Health Specialist the assignments to be completed and answer any questions at that time;
4. The teacher will communicate with the student/resident or the Mental Health Specialist at least once during the school day to answer any questions;
5. The teacher, at the end of the school day, will collect all work completed, check it, and offer any re-teaching that may be necessary;
6. The Mental Health Specialist will be responsible to monitor the student/resident and offer assistance as needed or to make contact with the teacher if there are questions that need to be answered; and,
7. This procedure will be followed for each additional day of exclusion.

If the student/resident who is excluded from school has an Individualized Education Plan (IEP) the Local Educational Agency will be notified if the length of exclusion exceeds five (5) school days.

According to §22.1-258 of the Code of Virginia “truancy” is defined as an unexcused absence from school. While Virginia law does not define a truant specifically but does define a child who is habitually and without justification absent from school as a “child in need of supervision”. North Spring Academy works through the Treatment Team, IEP Team, and the Local Education Agency when dealing with any truancy issues that might arise.

Early dismissal will occur based on the school calendar or unforeseen weather events. The Director of Education will consult with the CEO, make a decision and then inform staff and students.

Make-up Work

Student/residents are responsible for all assignments given by the classroom teacher or other clinical staff. Missed work that is the result of absence, tardiness, timeout, and/or off-task behavior will be made up during designated times before, during, or after the school day. Teachers and other staff should ensure that students/residents make up work in a timely manner and do not accumulate a large number of missed assignments.

Graduation Requirements

North Spring Academy shall define a student’s/resident’s grades and hours attended in a particular subject and the local education agency (LEA) shall convert this information to standard credits. Students/residents will be required to meet the graduation requirements of their LEA.

The Virginia Board of Education of the Commonwealth of Virginia establishes graduation requirements for all Virginia public schools. The Board of Education of each LEA maintains its graduation requirements based on regulations set by the Virginia Board of Education. To receive a high school diploma from their respective schools systems, students must meet the requirements for one of the following: the Advanced Studies Diploma, the Standard Diploma, the Applied Studies Diploma, or Special Diploma. These diploma programs are designed to ensure that students have the skills and knowledge necessary to continue educational options after high school or to enter the world of work. Through elective choices, students have the opportunity to explore a course of study that best prepares them for different career/educational goals. The standard unit of credit is based on a minimum of 140 clock hours of instruction. At North Spring, credits are awarded by the LEA, with the recommendations of the Education Department at North Spring.

The Certificate of Compliance with the District of Columbia Public Schools requires a total of 24 Carnegie Units in corresponding subjects, with additional specifications listed in the Certificate.

Document Awarded Upon Graduation

Students/residents will be eligible for an Advanced Studies Diploma, Standard Diploma, Applied Studies Diploma, Special Diploma, or Certificate of Program Completion if they meet the requirements put forth by the Virginia Board of Education and the local education agency (LEA). All information regarding a student's/resident's educational program, grades, and SOL testing results (if applicable), etc. will be communicated to the local education agency, which will determine whether a student/resident has met the State criteria for a diploma.

The Individual Student Alternative Education Plan (ISAEP)

The ISAEP program is designed for those students ages 16 to 18 and enrolled in high school programs who are having difficulty finding success in a regular classroom environment. ISAEP programs are located in school divisions and funded through a combination of state grants and local funds. Many, but not all school divisions, provide program services.

Included in Enrollment (but not limited to)

- Career school counseling
- Mandatory enrollment in a GED preparation program
- Career and technical education

The student will also have an opportunity to re-enroll in a regular classroom environment at any time.

ISAEP Enrollment Requirements

Requirements for enrollment in the ISAEP program

- Initial Principal-Parent Student (PPS) meeting

- Student evaluation and/or assessment (score of 125 or higher on each subtest of the GED Ready)
- 7.5 grade equivalent or higher on a recognized standardized measure of reading achievement
- Achieve a passing score on each of the subtests of the [GED Ready](#) Official Practice Test (score of 145 or higher/final qualifying post test)

Completion Requirements

- Passing the GED test (score of 145 or higher in Reading, Math, Science, Social Studies)
- Successful completion of the career and technical component.
- Complete an Economics and Personal Finance course

Tuition, Cancellation, and Settlement

Tuition

All tuition rates are available from the Admissions Department by calling (703)777-0832.

Cancellation and Settlement

North Spring Academy reserves the right to terminate a student's enrollment if the educational placement is no longer in the best interest of the student or facility. When possible, North Spring will provide the sending agency/school/guardian with at least a thirty day notice prior to termination, unless the student is believed to be a threat to self or others, or if the student has committed an act resulting in suspension or expulsion.

Placing agencies, sending schools, or legal guardians are asked to provide at least a thirty day notice before withdrawing a student from school as per the placement agreement.

Further, in each classroom, there is a form that students can freely complete and drop in a box attached to the Director of Education's door, with or without identification of the student. However, students are encouraged to self-identify for the purpose of the resolution of the concern to be addressed specifically to satisfy the student's individual needs, as well as the needs of the full milieu. Every effort is made to address every concern within a 24-hour window within the education department.

Treatment Team meetings

Treatment teams are held once each month for every resident and use a multidisciplinary approach. The purpose of this process is to review each resident's progress in his/her overall treatment, including education. The case teacher collects/gathers progress reports and grades from all teachers, and reports this progress as an active participant during the monthly treatment team meetings. The case teacher also uses this setting to receive input and feedback

from parents/guardians, community agencies, other departments and often from the student.

Extended Learning Opportunities

Extended learning opportunities include as examples, allowing students to develop and publish the school newsletter and potentially participating on our Student Council. Our elected Student Council meets at least quarterly and typically monthly to plan school-related activities such as community volunteer opportunities and seasonal plays; also to raise concerns and work with staff to find solutions to current challenges faced by our therapeutic school and community.

Work-study for students/residents

We do not currently offer any work-study programs for students/residents. There are community service work opportunities for select students who might be under a community corrections plan. These are reviewed individually to determine how much if any of these types of plans can be supported in our program.

Services for Students with Autism (ASD)

Effective 5-1-17, North Spring Academy offers a specialty service program track for students with autism. As individually evaluated and determined by the student's IEP team, these students are screened and assessed via our Functional Behavior Assessment (FBA) screening and assessment process. As a result of this assessment, individualized interventions may be implemented and can include the following services. If a student has a previously implemented FBA, then this will be reviewed by the student's IEP team for implementation or revision based on the current placement at North Spring Academy. A monthly report reflecting FBA progress will be included with the standard, monthly educational report.

All statewide approved curriculum materials will be used for students with an ASD diagnosis in accordance to their IEP or Behavior Intervention Plan. We presently use the Glenco (2018) Math, Science and Social Studies text books. For Language Arts Holt McDougal Literature published by Houghton Mifflin (2013) is used. Additionally, the following curricula may be used depending on the student's need and finalized plan.

1. Supplemental Text books: Globe Fearon Basic English, Math, Consumer Science, History, Health
2. Apex Learning: The primary use of the Apex Learning curricula is to address individualized needs within our educational program. This includes credit recovery, adaptive curricula and remediation in the areas of reading and math. We also utilize

Apex for elective courses we do not typically offer (Creative Writing, Psychology, GED preparation, and Remediation for students for SOL testing). Apex is highly individualized. Students receive 2-3 lessons per topic. During these lessons they complete written practice assignments (graded assignments), study guides (quizzes and tests are open note) and other activities depending on the course.

3. **ALEKS:** ALEKS stands for Assessment and Learning in Knowledge Spaces. This is an online learning program by text book publisher Glencoe (McGraw Hill). ALEKS is based upon original theoretical work in a field of study called "Knowledge Space Theory." Work in Knowledge Space Theory began in the early 1980s and is authored by Dr. Jean-Claude Falmagne, an internationally renowned mathematician and Professor of Cognitive Sciences who is the Chairman and founder of ALEKS Corporation. It is an online based artificial intelligence assessment and learning system. Aleks uses adaptive probes to determine the knowledge base of a student and then instructs the learner on the topics they are most ready to learn. As a learner progresses through the course, the program periodically reassesses the learner to make sure that topics covered are also retained. This learning tool is already being piloted in some Loudoun County Public Schools and at North Spring Academy it will additionally be used for math remediation purposes in the classroom.
4. **Zones of Regulation** curricula description: is a curriculum geared toward helping students gain skills in consciously regulating their actions, which in turn leads to increased control and problem solving abilities. Using a cognitive behavior approach, the curriculum's learning activities are designed to help students recognize when they are in different states called "zones," with each of four zones represented by a different color. In the activities, students also learn how to use strategies or tools to stay in a zone or move from one to another. Students explore calming techniques, cognitive strategies, and sensory supports so they will have a toolbox of methods to use to move between zones. To deepen students' understanding of how to self-regulate, the lessons set out to teach students these skills: how to read others' facial expressions and recognize a broader range of emotions, perspective about how others see and react to their behavior, insight into events that trigger their less regulated states, and when and how to use tools and problem solving skills.

Patient Safety and Infection Control

North Spring is committed to patient safety and on-going medical care. Patients are assessed daily for change in condition and responses to pain are taken seriously with the best possible practice initiated to treat pain by the most humane and compassionate means. Vital signs are monitored at least weekly and as needed to assess physical status and reported to the appropriate practitioner for follow up and to assist in guiding the plan of care with 24 hour nursing care. Lab work is also used as an assessment tool to guide the appropriate course of treatment.

Patients are oriented to their surroundings within their first day of admission and assessed for risk for falls. Such risks are identified and the appropriate precautions are implemented to ensure patient safety upon admission and as needed in response to change in condition and recent episodes of falls with follow up with the medical practitioner as soon as possible (within 24 hours).

Infection control is another priority at North Spring. Hand hygiene is championed and role modeled by the staff for the patients to adopt and further incorporate into healthy life style practices. This is to ensure a decrease in disease transmission and a healthy milieu.

Vaccinations are promoted including annual influenza vaccinations offered annually to all patients to decrease the spread of flu. Health education is promoted throughout the patients stay and any information can be further obtained at the patient/guardian's request be it medical care, medications and other treatment modalities explained in the patient's own language and at a level everyone can understand.

Complaint Resolution

North Spring has a suggestion, grievance and complaint system which allows for a verbal or written suggestion, grievance or complaint to be filed by a student or guardian. There are locked boxes on each unit and the school for this purpose. We will review and respond to each such complaint within 1 business day. And complete any involved inquiries and investigations within seventy-two business hours from the initial response. Our Patient Advocate and contact information is noted below.

Kevin Leach, Patient Advocate
42009 Victory Lane
Leesburg, VA 20176
703-777-0800 ext 1270

The Virginia Department of Education (VDOE) has established procedures for receiving and resolving complaints which allege a violation of Federal and State laws and regulations pertaining to the education of children with disabilities, in accordance with the Individuals with Disabilities Act (2004) and its implementing regulations, 34 C.F.R. §300.151, et. Seq.; the Code of Virginia, §22.1-214,E. and the Regulations Governing Special Education Programs for Children with Disabilities in Virginia, effective July 7, 2009, 8 VAC 20-81-200.

A copy of the complaint resolution procedures is available in the school office or by calling the Director of Education. A copy is given to each parent/legal guardian at admissions.

The District of Columbia Public Schools has developed policies and procedures that provide a process through which complaints can be investigated and resolved. A copy of the procedure is available in the school office and available to parents of DCPS students upon admission. Complaints filed should be directed to:

Office of the State Superintendent of Education
Division of Special Education – State Complaint Office
810 First Street, NE – 5th Floor Washington, DC 20002
Telephone: (202) 727-6436

Student Rights

As a student of this school, you have certain rights of which you need to be aware. A summary of these rights is listed below. You may request a complete copy of the “Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers of Mental Health, Mental Retardation, and Substance Abuse Services” at any time.

I. Right to notification:

You must be informed of your rights every year while in the program and you have the right to see and get a copy of your rights upon request. Also, you must be told what the program rules of conduct are and you have a right to have a copy.

II. Right to Accept or Refuse Treatment:

You have the right to consent, or to refuse to consent, to any proposed procedure or therapeutic course. North Spring Behavioral Healthcare, Inc cannot deny services to you solely on the basis of your race, national origin, sex age, religion or handicap. If you think you have been discriminated against, you can contact the facility administrator, the regional advocate, or any program employee.

III. Right to Confidentiality:

Your records will be released only with your consent or the consent of your authorized representative or by court order, except in emergencies or as otherwise required or permitted by law. You have the right to inspect and to have copies made of your records at your own expense, except where it would be harmful to you. In that situation, a lawyer, doctor, or psychologist you choose can see the records on your behalf. If you feel there are mistakes in your record

you can ask to have them corrected, and if the program does not change what you think is in error, you can place your statement about the error in your record.

IV. Right to Consent:

A treatment which presents a “significant risk,” that is, one that might cause some injury or have serious side effects, may not be administered unless you or your authorized representative first give informed consent.

V. Right to Dignity:

You have the right to be called by your preferred or legal name, to be protected from abuse, and to request help in applying for services or benefits for which you are eligible. In the program, you have a right to a safe, sanitary humane environment; to confidential mail and telephone communications; to personal meetings with professional or counselors assisting you; and to observe religious practices which do not conflict with the rights of others.

VI. Right to Least Restrictive Alternative:

Your personal and physical freedom can be limited when necessary for your safety or the safety of other residents, or for treatment. You will be involved in decisions to limit your freedom, and you will be told what has to happen for the limits to be removed. Restrictions can be applied without notice in emergencies.

VII. Right to be Compensated for Compensable Work:

You have the right to be paid for work you do for the facility which the law says is compensable work. Personal housekeeping and work that is done as part of the treatment and is not done mainly for the purpose of making money for the program is not “Compensable Work”.

VIII. Right to Retain Certain Legal Rights:

When you enter this program you still keep your basic legal rights, including the right to enter into contracts, to register and vote, to marry and divorce, to make will and to use courts, etc.

IX Right to Hearings and Appeals:

If you believe any of your rights have been violated, you may file a complaint and you may appeal the decision to the facility administrator. In answering your complaints, board staff must inform you of your rights, which include the right to appeal a decision to the local human rights committee.

X. Right to Assistance by Regional Advocate:

The state has appointed a regional advocate to assist residents and to make sure programs recognize resident’s rights. The advocate will assist you in making, resolving or appealing complaints about rights violations. You can contact the regional advocate yourself or the board staff will help you make the contact.

How do I contact Victim Rights?

Additionally, the Disability Law Center of Virginia (DLCV) may help with disability-related problems like abuse, neglect and discrimination. DLCV can provide disability information and resources, explain rights and responsibilities, and give guidance on solving disability-related problems. Their mission is to advance independence, choice and self-determination; protect legal human and civil rights; and eliminate abuse, neglect and discrimination of people with disabilities through zealous and uncompromising legal advocacy and representation. (NOTE: DLCV does NOT address issues related to criminal charges, immigration, family law, or issues for which you already have an attorney.) You can contact DLCV at 800-552-3962; or write to: DLCV at: 1512 Willow Lawn Drive, Suite 100 Richmond Virginia, 23230 info@dLCV.org

How do I file a complaint with the local Human Rights organization in Virginia?

Call or Write: If you need to contact the state Human Rights organization, please see the below information and directions.

Local Human Rights contact: Ann Pascall
804-382-3889
Ann.pascall@dbhds.virginia.gov

How do I file a complaint with the Virginia Department of Education or D.C. Schools?

To file a complaint or for information, you may contact any of the following:

- Virginia Department of Education: Mailing Address: James Monroe Bldg. 101 N. 14th Street, Richmond, VA 23219; Office of Dispute Resolution link: http://www.doe.virginia.gov/special_ed/resolving_disputes/ Telephone: (804)225-2013
- DC Department of Education: Mailing Address: 1200 First St. NE, Washington, DC 20002; Website: www.dcps.dc.gov; Telephone: (202) 442-5885; Fax: (202) 442-5026
- OSSE: Mailing Address: 810 1st Street, NE, 9th Floor, Washington, DC 20002; Website: osse.dc.gov; or call: (202) 727-6436; Email parent concerns to: rochelle.wilson@dc.gov; Rochelle Wilson telephone: (202) 299-2006.
- HSCSN: Health Services for Children with Special Needs; Mailing Address: 1101 Vermont Ave., NW, Washington, DC 20005; Telephone: (202) 467-2737 (Open 24 hours)
- DSS, Division of Licensing Programs, (800) 543-7545 (toll free)
- DSS, Child Protective Services Hotline, (800) 552-7096 (toll free)
- DMHMRSAS, Office of Licensing, (804) 786-1747
- DMHMRSAS, Office of Human Rights, (804) 786-3988

Video Conferencing for Telepsychiatry

Directions for use with smartphones:

1. Go to the Apple Store or Google Play
2. Download the app for ZOOM Cloud Meetings
3. Check your email for the meeting invite that will be sent from your therapist
4. Click the link in the email to enter the meeting directly or enter the meeting number in the app
5. Engage in Family Therapy with your resident

Directions for use with a web browser:

1. Go to the website www.zoom.us
2. Click the link at the top of the screen that says **Join a Meeting**
3. Enter the meeting number into the box requesting this number
4. Engage in Family Therapy with your resident

Technology Required for Web Browser use:

1. Your computer must have a camera so that you can be seen on our end.
2. Your computer must have a microphone so that what you say can be heard on our end
 - a. If you do not have this please follow the directions when you enter the meeting to use a phone to communicate with us
3. Your computer must have speakers so you can hear us
 - a. If you do not have this please follow the directions when you enter the meeting to use a phone to communicate with us

Handbook Addendum B

North Spring Academy, 2021/2022 School Year Calendar

	2021	
August 27		End of Summer School (1/2 day)
August 30-31		(NO SCHOOL) Summer Vacation
September 1		First day of school 2021-2022 School Year
September 6		(NO SCHOOL) Holiday- Labor Day
November 3		End of First Quarter
November 24- November 26		(NO SCHOOL) Holiday- Thanksgiving
December 24- December 31		(NO SCHOOL) Holiday- Winter Break
2022		
January 3, 2022		First day of school following Winter Break
January 18		End of Second Quarter
March 22		End of Third Quarter
April 18- April 22		(NO SCHOOL) - Spring Break
May 30		(NO SCHOOL) Holiday - Memorial Day
June 1		End of Fourth Quarter
June 2-3		(NO SCHOOL) Holiday - Summer Break
June 6		First Day of Summer School 2022
July 1, 4		(NO SCHOOL) Holiday- Independence Day
August 30		½ Day: Last Day of Summer School
August 31		(NO SCHOOL) Professional Development Day
September 1- September 4		(NO SCHOOL) - Summer Vacation
September 5		(NO SCHOOL) Holiday- Labor Day
September 6		First Day of school 2022-2023 School Year

MONTH	NUMBER OF SCHOOL DAYS	NUMBER OF HOLIDAYS/BREAKS
August 2021	0	2 (8/30-8/31)
September	21	1 (9/6)
October	21	0
November	19	3 Per Policy (11/24, 11/25, 11/26)
December	17	6 (12/24, 12/27, 12/28, 12/29, 12/30, 12/31)
January 2022	21	
February	20	
March	23	
April	16	5 (4/18, 4/19, 4/20, 4/21, 4/22)
May	21	1 (5/30)
June	1/19	2 (6/2, 6/3) **
July	19	2 (7/1, 7/4)
August 2021	22	1 PD (8/31)
	**Make up days	
1 st Quarter	45	
2 nd Quarter	45	
3 rd Quarter	45	
4 th Quarter	45	
Summer 2022	60	
Total Days for 2020-2021	240	

**Make up days if needed- 2 days