

ELITE ACADEMY

PARENT AND STUDENT HANDBOOK AND CODE OF CONDUCT



**ELITE ACADEMY
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WELCOME TO ELITE ACADEMY

Dear Students, Parents & Guardians:

On behalf of the Elite Academy staff, we would like to welcome you to the 2026-2027 school year! We are happy to have an opportunity to work with you. Our goal at Elite Academy is to prepare students with the skills they need to have a successful future. The student handbook is designed to provide you with valuable information about our program such as our philosophy and methodology, the Levels System and other information you will need to know as a student, or parent/guardian of a student. **Please read through the handbook and sign and return the Parent/Guardian Participation Agreement Signature page and the Handbook Acknowledgement page (attached).**

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

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

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

Sincerely,

Yasmine Valadez

Yasmine Valadez, Ed.S.
Program Director

ELITE ACADEMY STAFF

Administrative Staff:

Bassel Helmi, Executive Director
Yasmine Valadez, Program Director
Kymani Shegog, Director of Behavior
Sabrina O'Gilvie, Supervisor of Curriculum and Instruction
Ashley Lane, Director of Student Services
Melinda Beachum, HR/Administrative Coordinator

Teaching Staff:

Destiny King
Andrew Prozik
Jena Nelson
Zoe Simms
Amanda Chroniger
TBD
TBD

Behavior Support Staff:

Nadia Samuels
Yanci Gomez
Ariana Wallace
Rachel Killeen
Michael Osefchen
Shanice Harris
Elijah Counts
London Todd

Additional Staff:

Jessica Mays, Kitchen Manager
Aderia Lawrence, Lead Teacher Assistant
Kenyah Fletcher, Lead Behavior Staff

AN INTRODUCTION TO ELITE ACADEMY

MISSION

Elite Academy's mission is to provide a comprehensive educational program that integrates academic instruction, behavioral supports and social-emotional learning to empower students to reach their full potential. Through individualized instruction, therapeutic interventions and collaborative partnerships with families and school divisions, we prepare students to become confident, responsible and successful learners both in school and in life.

PHILOSOPHY

Elite Academy is a therapeutic day school dedicated to meeting the unique academic, behavioral, social and emotional needs of students who require a more structured and supportive educational environment. We recognize that every student possesses individual strengths, talents and the ability to grow when provided with appropriate supports, high expectations and meaningful opportunities for success.

Our educational approach is grounded in the belief that positive relationships, consistency, structure and evidence-based interventions create the foundation for lasting academic and behavioral growth. We foster a safe, respectful and inclusive learning environment where students are encouraged to develop independence, resilience, self-advocacy and accountability while building confidence in their abilities.

Small class sizes, individualized instruction, therapeutic supports and positive behavioral interventions allow students to learn at a pace appropriate for their academic needs while developing the social and emotional skills necessary for success in school, the workplace and the community.

GOALS AND OBJECTIVES

The primary goal of Elite Academy is to help students achieve meaningful academic, behavioral, social and emotional growth while preparing them for successful transitions to less restrictive educational settings, post-secondary education, employment and independent living when appropriate.

To accomplish this mission, Elite Academy strives to:

- Provide a safe, structured and supportive learning environment that promotes academic achievement and emotional well-being.
- Deliver individualized instruction that addresses each student's academic strengths, needs, learning style and educational goals.
- Teach and reinforce positive behavioral, communication, problem-solving, self-regulation and decision-making skills.
- Foster independence, self-confidence, personal responsibility and self-advocacy.
- Utilize restorative practices, positive behavioral supports and therapeutic interventions to promote long-term success.
- Encourage students to actively participate in setting goals, monitoring their progress and celebrating their achievements.
- Build collaborative partnerships with parents/guardians, school divisions, community agencies and other professionals to ensure coordinated support for each student.
- Prepare students for successful transitions by developing academic, social, behavioral, vocational and independent living skills appropriate to their age and abilities.
- Promote respect, empathy, integrity and responsible citizenship within the school community and beyond.

Elite Academy believes that meaningful and lasting growth occurs when students, families, educators and community partners work together toward common goals. By helping students recognize their strengths, develop effective coping strategies and build confidence in their abilities, we empower them to overcome challenges, make responsible decisions and become successful members of their schools, workplaces and communities.

HISTORY AND PROGRAM DESCRIPTION

Elite Academy opened in October 2011 with a license to operate through the VDOE in response to the growing need for a specialized educational setting that supports students whose academic, behavioral, social and emotional needs cannot be fully met in a traditional school environment. Elite became fully accredited through the Virginia Association of Specialized Education Facilities (VAISEF) in October, 2024. We provide special education and related services for students ages 5 through 22 who require intensive academic, behavioral and therapeutic support to be successful.

Our small student-to-staff ratios, self-contained classrooms, individualized educational programming and structured therapeutic environment create opportunities for students to achieve academic, behavioral and social-emotional growth. Instruction is designed to meet each student's unique strengths and needs while promoting independence, confidence and lifelong learning.

In addition to core academic instruction, students participate in social-emotional learning, life skills instruction, physical education, behavior support programming and opportunities for individual and group counseling as determined by their Individualized Education Program (IEP) and therapeutic needs.

The educational program is aligned with the Virginia Standards of Learning (SOLs), the Virginia Department of Education requirements and each student's Individualized Education Program (IEP). IEPs are developed collaboratively by the student's IEP team, which includes representatives from the student's local education agency, Elite Academy staff, the parent(s)/guardian(s) and the student when appropriate.

Students are educated in self-contained classrooms with a maximum of eight students. Each classroom is staffed by a licensed special education teacher and behavior support personnel to provide individualized instruction, behavioral intervention and therapeutic support throughout the school day.

Students receive instruction in:

- English/Language Arts
- Reading
- Mathematics
- Science
- History and Social Science
- Health and Physical Education
- Social-Emotional Learning
- Life Skills
- Communication and Social Skills
- Conflict Resolution and Problem Solving
- Emotional Regulation and Behavior Management

Through individualized instruction and therapeutic interventions, Elite Academy strives to help every student:

- Identify personal strengths while developing increased self-awareness and self-confidence.
- Understand the thoughts, emotions and situations that influence behavior.

- Develop healthy coping strategies, emotional regulation and positive decision-making skills.
- Build effective communication, social interaction and conflict-resolution skills.
- Achieve meaningful progress toward academic and behavioral goals identified in the student's IEP.
- Develop independence, responsibility and self-advocacy skills.
- Successfully transition to the least restrictive educational environment appropriate for the student's individual needs and prepare for post-secondary education, employment, community participation and independent living when appropriate.

PROGRAM APPROVAL

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

ELITE ACADEMY PROGRAM INFORMATION

ACADEMIC INTEGRITY

Elite Academy staff are committed to supporting student learning and are always available to provide instruction, guidance and appropriate assistance. However, students are expected to complete designated assignments independently and demonstrate their own knowledge and skills unless collaboration or assistance has been specifically authorized by the teacher.

Academic dishonesty is a violation of school rules and includes, but is not limited to:

- Cheating on assignments, quizzes, tests, or examinations.
- Assisting or allowing another student to cheat.
- Plagiarizing by presenting another person's words, ideas, or work as one's own without proper acknowledgment.
- Copying or submitting another student's work.
- Falsifying academic information or records.
- Using unauthorized materials, electronic devices, or technology during assignments or assessments.
- Using artificial intelligence (AI) tools or other emerging technologies to generate assignments, essays, responses, projects, or other academic work and submitting them as one's own when such use has not been expressly authorized by the classroom teacher.

The use of artificial intelligence (AI) may be permitted only when specifically authorized by the teacher for a particular assignment. When AI is permitted, students must follow all teacher instructions regarding its appropriate use, including any required acknowledgment or citation of AI-generated content.

If a teacher suspects a student of cheating, the student will be given an opportunity to redo the assignment. If the student does not redo the assignment, they will receive a zero (0). Repeated violations may result in additional disciplinary action.

ACADEMIC PROGRAM

Elite Academy is a private special education therapeutic day school serving students ages 5 through 22 in kindergarten through grade 12. Students are placed through their Individualized Education Program (IEP) by their local education agency (LEA) in accordance with applicable federal and Virginia special education regulations. Elite serves students identified with autism, developmental delay, emotional disability, intellectual disability, other health impairment and specific learning disability.

Students receive instruction aligned with the Virginia Standards of Learning (SOLs), the Virginia Department of Education requirements and each student's Individualized Education Program (IEP). Core academic instruction includes:

- English/Language Arts
- Mathematics
- Science
- History and Social Science
- Health and Physical Education

Students may also participate in elective courses and enrichment opportunities, which may include art, music appreciation, career exploration, life skills, technology and other courses based on student needs, interests, staffing and graduation requirements.

Whenever appropriate, Elite Academy works collaboratively with the student's local education agency to align instruction with the student's educational program and facilitate successful transitions to less restrictive educational settings when appropriate.

Parents/guardians and the student's local education agency receive regular updates regarding academic progress through progress reports, report cards, IEP meetings and parent-teacher conferences. Parents/guardians are encouraged to communicate with school staff throughout the year and may request conferences at any time.

Academic records, grades and course completion information are provided to the student's local education agency. The local education agency remains responsible for awarding course credit, maintaining the official transcript and determining graduation eligibility and diploma requirements.

Elite Academy uses the following grading scale to evaluate academic performance:

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

To provide individualized instruction and behavioral support, classrooms are staffed in accordance with each student's educational and behavioral needs and all applicable Virginia Department of Education regulations. Most classrooms include at least one licensed special education teacher and one behavior support staff member. Additional instructional and related service personnel may be assigned based on student needs, classroom composition and IEP requirements.

ADMISSION

Elite Academy accepts students whose educational and behavioral needs can be appropriately met within the school's therapeutic day program. Admission is based on a review of educational records, available programming and the student's Individualized Education Program (IEP).

Admission Requirements

Students are considered for admission meet the following criteria:

- Are between the ages of **5 and 22**, inclusive and are eligible for educational services under applicable federal and Virginia law.
- Have an Individualized Education Program (IEP) and are referred through a Local Education Agency (LEA)
- Have an identified disability of Autism, Developmental Delay, Emotional Disability, Intellectual Disability, Other Health Impaired and Specific Learning Disability
- Require a structured educational environment with intensive academic, behavioral and/or therapeutic supports that cannot be adequately provided in a less restrictive setting.
- Demonstrate educational, behavioral, social, or emotional needs that interfere with successful participation in a traditional school environment.
- Students who are not in need of a more restrictive residential placement

Admission decisions are made on an individual basis after consideration of the student's educational needs, available services, staffing and the school's ability to implement the student's educational program safely and effectively.

Procedures for Admission

Students may be referred to Elite Academy by a local education agency (LEA), parent/guardian, community agency, or other approved referral source. Elite Academy works collaboratively with referring agencies and families to facilitate timely placement when appropriate. General procedures for applying to Elite Academy are as follows:

1. The referring agency or parent/guardian contacts Elite Academy to discuss the student's needs and current program and to determine whether openings are available.
2. Elite Academy receives and reviews available educational records. Documentation may include:
 - Current Individualized Education Program (IEP)
 - Most recent eligibility determination and reevaluation
 - Educational, psychological, behavioral, speech/language, occupational therapy, or other relevant evaluations
 - Functional Behavioral Assessment (FBA), Behavior Intervention Plan (BIP), manifestation determination reports, disciplinary records and other behavioral documentation, if applicable
 - Academic records, report cards, transcripts, standardized assessment results and Virginia SOL scores
 - Current physical examination, immunization records and other required health documentation
3. Following review of the records, Elite Academy may schedule a tour and admissions meeting with the parent(s)/guardian(s), the referring agency and other members of the educational team, as appropriate.
4. Elite Academy notifies the referring agency and parent(s)/guardian(s) regarding the admission decision.
5. Upon acceptance, enrollment documentation is provided to the funding agency (when applicable) and the parent(s)/guardian(s) receive the required link to complete enrollment forms and school documentation.
6. After all required records and enrollment documents have been received, Elite Academy collaborates with the referring agency to establish an enrollment date.
7. When required, the student's IEP team meets to finalize placement and any necessary revisions to the Individualized Education Program.
8. The referring local education agency coordinates transportation and other required services prior to the student's first day of attendance.

Admission is contingent upon receipt of all required documentation and Elite Academy's determination that the school can appropriately implement the student's educational program in accordance with applicable federal and Virginia regulations.

All newly enrolled students are conditionally accepted on a thirty (30) school-day probationary period. During this period, Elite Academy staff will assess the student's educational, behavioral, social, emotional and therapeutic needs to determine whether the program is an appropriate placement and whether the school can safely and effectively implement the student's educational program. School staff will communicate with the parent(s)/guardian(s) and the referring local education agency (LEA), as appropriate, regarding the student's adjustment and progress during this period.

Acceptance into the program does not guarantee continued placement. If, at any time during or after the probationary period, the student's needs significantly change or it is determined that Elite Academy is unable to safely or appropriately meet the student's educational, behavioral, or therapeutic needs, the school may recommend a review of the student's placement with the referring local education agency (LEA) or parent/guardian, as appropriate, in accordance with applicable federal and Virginia regulations.

ATTENDANCE

Elite Academy follows an annual school calendar and operates Monday through Friday. The regular school day begins at 7:55 a.m. and ends at 2:45 p.m. On scheduled early dismissal days, students are released at 11:30 a.m. Families will be notified in advance of all scheduled early dismissal dates through the school calendar and other school communications.

For student safety, supervision by Elite Academy staff begins at **7:55 a.m.** Students arriving before that time must remain under the direct supervision of their parent/guardian, transportation provider, or other responsible adult until school personnel are available to receive them. Likewise, students remain under the supervision of Elite Academy staff until they are released to their authorized transportation provider at dismissal.

Consistent attendance is essential for student success. Students make greater academic and behavioral progress when they are present to participate in instruction, therapeutic programming and skill-building activities. Parents/guardians play an important role in supporting regular school attendance.

If a student will be absent, a parent/guardian must notify the school by **8:00 a.m.** on the day of the absence. You may call the school at **(540) 412-5028** or send an email to **melindab@eliteacademyfburg.org**. Please include the reason for the absence.

If notification cannot be provided before the absence, a written note or email explaining the absence, including the date(s) and reason, must be submitted within **three (3) school days** of the student's return. Failure to provide timely documentation may result in the absence being recorded as unexcused in accordance with school policy.

All student absences not meeting the criteria of **excused** will be **unexcused**. All absences are reported to the representatives of the sending locality. If a student is on probation, absences may be reported to their probation officer as well.

Elite Academy may convene an IEP Meeting any time a student reaches **(6) total absences in any given grading period**. The team will be responsible for developing and implementing a plan to improve student attendance. In accordance with VA regulations (**8 VAC 20-110-130**),

students who are absent for **15 consecutive school days** may be withdrawn from enrollment. For students placed through a local education agency (LEA), Elite Academy will communicate with the referring school division before any withdrawal is processed. Withdrawal decisions will be made in collaboration with the LEA and in accordance with applicable state and federal special education requirements.

Excused Absences

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

- Student illness (a doctor's note is required for 3 or more consecutive days)
- Medical or dental appointments with a note from doctor's office
- Court appearance (with verification or note from the court)
- Death in the family
- Documented religious holidays
- Family emergency
- Temporary alternative placements (hospitalization, juvenile detention center)
- Principal approved absence

Unexcused Absences

A student's absence will be considered unexcused for the following situations:

- Missing the bus/car
- Family vacations
- No call or note from parent/guardian being received within 3 days of the absence

Tardiness

Parents/guardians must accompany students into the school when a student arrives after 8:30 a.m. Students will be considered tardy and must be signed in by a parent/guardian.

BEHAVIOR MANAGEMENT PROGRAM

Elite Academy believes that every student has the right to learn in a safe, respectful and supportive environment. We are committed to providing a therapeutic educational setting that promotes academic success, emotional growth and positive behavioral development. Our goal is to create a school climate that is free from unnecessary disruptions, intimidation and threats while fostering dignity, respect and accountability for all members of the school community.

Our behavior management program is built on the principles of structure, consistency, predictable routines, clearly defined expectations, restorative practices and positive behavioral supports. Staff work collaboratively with students to teach, model and reinforce appropriate social, emotional and behavioral skills that promote long-term success both in and outside of the classroom.

We recognize that many of our students experience challenges with emotional regulation, impulse control, communication and understanding the impact of their behavior. Rather than viewing behavior as willful misconduct alone, staff seek to understand the function of behavior, identify behavioral triggers, teach replacement skills and provide individualized interventions that help students make positive choices. Students are encouraged to develop self-awareness, self-regulation, problem-solving skills and personal responsibility while being supported through therapeutic interventions and restorative conversations.

Elite Academy utilizes a comprehensive behavior management system that includes individualized behavior plans when appropriate, daily behavior tracking, a level system of privileges and responsibilities, positive reinforcement, restorative practices and graduated tiers of staff support.

Behavioral expectations are taught consistently, reinforced throughout the school day and reviewed regularly with students and families to promote growth and celebrate progress.

Dispersion of Information for Increased Understanding

At the beginning of each school year, teachers review the Student and Parent/Guardian Handbook with students to ensure they understand the school's expectations, procedures and available supports. Special attention is given to the behavior management program, emphasizing skill development, personal growth and creating a safe, respectful learning environment.

During this orientation, students are introduced to the components of the behavior management system, including the Daily Behavior Record, level system, behavioral expectations, incident reporting procedures, positive behavioral supports, restorative practices and the use of crisis prevention and intervention strategies when necessary. Parents/guardians are encouraged to review the handbook with their child and contact school staff with any questions regarding school expectations or procedures.

Behavior support staff also meet individually with each student to review the behavioral goals and objectives identified in the student's Individualized Education Program (IEP), when applicable. Staff work collaboratively with students to help them understand their individual goals, recognize their strengths, identify areas for growth and develop the skills needed to successfully meet their behavioral expectations. Throughout the school year, students receive ongoing feedback, encouragement and support as they work toward achieving their individualized goals.

Daily Behavior Record and Behavior Grading Scale

A behavior record is completed daily for each student in increments of 15 minutes. Throughout the day students have the opportunity to earn points for positive behavior. Each day, the students are asked to identify an individual goal to work toward.

Behavior support staff document student progress toward this goal on the *Daily Behavior Record*. Points are earned for following directions, respecting personal space, appropriate language/gestures, staying in an assigned area and utilizing coping skills. These points affect the final daily behavioral grade and level privileges. Behavior staff will process each student's *daily behavior record* with the student at the end of the school day.

Daily Behavior Records are communicated with guardians each day. Guardians are asked to review the record with their child and discuss the positives and negatives of their child's day. Guardians are encouraged to follow up with teachers if a *Daily Behavior Record* is not communicated.

The following grading system is used to evaluate student **behavioral** progress daily and throughout the grading period:

- A – 100 -96**
- B – 95-91**
- C – 90-86**
- D – 85-81**
- F – 80 or below**

****Students must earn at least 91% to accomplish the daily behavioral expectation****

A student assessment team regularly reviews student progress toward behavior-related goals and objectives in the Individualized Education Plan (IEP) and discusses it weekly. An overall behavior grade is included in the interim report and report card.

Behavior grades reflect each student's progress toward meeting their individualized behavioral expectations and goals. Because many students at Elite Academy are working to develop new social, emotional and self-regulation skills, consistent effort and growth are recognized as meaningful success. Behavior grades of **A** or **B** indicate that a student is consistently meeting expectations and demonstrating positive progress toward their behavioral goals.

Elite Academy encourages parents/guardians to support the school's behavior program by maintaining consistent expectations at home and recognizing positive behavior and improvement. Families are encouraged to celebrate successes and work collaboratively with school staff to address areas of concern. When a student experiences difficulty meeting behavioral expectations, parents/guardians may choose to provide additional structure or modify privileges at home in a manner that is appropriate, consistent and supportive of the student's individual needs.

Open communication between home and school is essential to student success. Parents/guardians are encouraged to contact their child's teacher or behavior support staff at any time to discuss concerns, celebrate progress, or request a parent-teacher conference.

Level System

Elite Academy's level system is a helpful approach to behavioral intervention. It teaches responsibility and shows the connection between responsible choices and corresponding privileges. Upon enrollment at *Elite Academy*, students start on **level one**, which is highly structured and supervised throughout the day and allows maximum support. Responsible behavior choices allow students to move toward higher levels, each representing increased choices, options and privileges. Higher-level students show more positive behaviors and require less support to succeed.

Components of the Level System include the following:

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

Elite Academy believes that patterns of behavior indicate a student's true status. We believe everyone is entitled to a "bad day" without affecting their level status. Therefore, a pattern will be deemed two consecutive days of similar behavior. Two consecutive days of positive behavior will allow an elementary student to move up a level. Middle and high school students will be eligible to apply to level up after two consecutive days of positive behavior. Conversely, two days of negative behavior causes a student to move down a level. For example, if a student has a 91% or above for a behavior grade **and** meets the expectations of the **safety contact** for two days in a

row, they will move up a level. However, they will move down a level if a student earns 90% or below for a behavior grade **or** does not fulfill the safety contract for two consecutive days.

Behavior Supports and Interventions

Elite Academy aims to be proactive and teach students how to successfully manage emotions and conflict by developing and utilizing healthy communication skills. These changes take time and require a supportive and encouraging staff, counseling interventions, consistency and practice. Staff utilizes the following interventions to de-escalate students demonstrating maladaptive behaviors. Interventions may be adjusted based on a student's Individualized Education Plan (IEP), Behavior Intervention Plan (BIP), or other applicable supports when appropriate.

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

Take 5 (T5) is a preventive measure utilized by students who need additional time and space away from a stimulus to calm down, reflect on their behavior and make appropriate choices. A **Take 5** is a positive choice and involves no loss of behavior points for that time frame. A **T5** typically lasts no longer than 10 minutes but can last up to 15 minutes. A **Take 5** follows these guidelines: ask for a **Take 5**, remain in the assigned area, remain quiet and keep hands and feet to yourself. When a student does not follow these rules, the **Take 5** may become a staff-directed **Quiet Time**, resulting in the student not earning all their points.

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

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

If a student's behavior escalates and they continually demonstrate unsafe behaviors and refuse to walk inside the **Calming Area** of their own volition, staff will use a *Nonviolent Crisis Intervention* based physical intervention to transition the student inside.

A student's time in the **Calming Area** is considered to begin when they regain control of themselves and demonstrate rational behavior. After a student de-escalates, a staff member will process the precipitating events and resulting behavior choices. Staff will encourage the student to accept responsibility for their behavior and help the student identify positive alternatives. The door to the **Calming Area** cannot be locked and there is a two-way observation window. If a student is

transitioned into the **Calming Area** by staff, that student will be considered on **level-one support**.

All incidents are documented in an incident report and kept in the student's permanent school file. A ten-minute check sheet is completed for the time a student is in the **Calming Area**. The LEA and guardians are notified and receive copies of the incident report within 24 hours.

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

Continuum of Strategies

Our behavior management program includes positive strategies designed to help students implement appropriate behavior to earn positive reinforcements. In addition to the strategies outlined in a student's IEP, FBA and/or BIP, the following strategies are implemented according to their level of intrusiveness/restrictiveness and the conditions under which trained personnel may use them.

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

1. Non-verbal cues: The teacher will stop presenting the lesson and pause, giving the student an opportunity to stop talking and get back on task. Should the student continue:
2. Class Verbal cue: The teacher or behavior support staff will remind the entire class that talking out of turn is disruptive and remind the students how to ask for assistance appropriately. Should the student continue:
3. Individual Verbal cue: The teacher or behavior support staff will remind the disruptive student that talking out of turn is inappropriate. The student will then be informed that they may be relocated to another area if they continue to disrupt academics. The teacher will ask if the student needs help with their work. Should the student continue:
4. Take 5 (T5) with a member of the behavior support staff: The teacher will request that the student be removed from the room for a T5 with a behavior support staff member. During the T5, the student and behavior support member will process the incident. Students may return to the classroom after developing a plan to behave appropriately. If accommodations are needed to assist the student, they will be implemented. Should the student be unable to return to class or upon return to class, begin exhibiting the same (or similar) inappropriate behaviors:
5. Quiet time with a member of the behavior support staff: Behavior support staff will request the student leave the room for a staff-directed **Quiet Time (QT)**. If the student refuses the request, support staff will implement a CPI escort to transition the student into the **Calming Area (CA)**. If the student willingly participates in the QT, the student and behavior staff will leave the classroom to process the event. Students may return to the classroom after developing a plan to behave appropriately. If accommodations are needed to assist the student, they will be implemented. Should the student be unable to return to class, or upon return to class, begin exhibiting the same (or similar inappropriate behaviors:
6. Calming area with a member of the behavior support staff: The behavior support staff will instruct the student that they need to leave the classroom for a **QT** in the **Calming Area**. If the student refuses the request, support staff will implement a CPI escort to transition the student to the **Calming Area**. A student may return to the classroom once they have

developed a plan to behave appropriately and has processed the consequences of their actions. If accommodations are needed to assist the student, they will be implemented. Should the student be unable to return to class, or upon return to class, begin exhibiting the same (or similar) inappropriate behaviors and after multiple attempts to successfully implement counseling supports:

7. Removal of the student from the school by guardians: The school director or designee will contact the student's guardian to remove them from school for the remainder of the day. Should the student start to display extreme unsafe behaviors:
8. Police removal of the student from the school: The school director or designee will contact the police to remove the student from the school.

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

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

- Deprivation of food and water
- Humiliating, degrading or abusive behavior by staff
- Limitations on contacts and/or visits by a student's probation officer, social worker, LEA or other appropriate service providers
- Mechanical restraints, pharmacological restraints, prone "face down" restraints and any other restraint that restricts breathing, interferes with a child's ability to communicate, or harms a child
- Corporal punishment and abusive techniques and interventions
- Deprivation of approved prescription medication or other necessary services
- Application of aversive stimuli
- Subjection to unsanitary conditions
- Deprivation of appropriate services
- Strip and body cavity searches
- Restraint and seclusion when not necessary to protect the student or others from personal harm, injury or death
- Restraint and seclusion if other interventions have proved successful
- Denial of access to bathroom facilities
- Discipline, restraint, or implementation of behavior management plans by other students
- Physical restraint or seclusion for disciplinary reasons, punishment, retaliation or staff convenience
- Conducting student pat downs

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

Physical Intervention

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

Primary objectives of CPI:

1. Teaching effective techniques to approach and reduce the tension of an agitated person.

2. Focusing on the alternatives if a person loses control and becomes violent.
3. Instructing staff in techniques to control their own anxieties during interventions.
4. Maintaining the best possible professional attitude.
5. Providing nonverbal, paraverbal, verbal and physical intervention techniques allows the staff to maintain the care, welfare, safety and security of all involved—even during the most violent moments.

Direct-care staff is trained to prevent and de-escalate difficult situations using multiple nonverbal and verbal techniques. However, when these de-escalation techniques fail to calm an escalated and/or unsafe student, the student may require additional support to ensure safety. During these times, students may be prompted to walk independently to the Calming Area and/or another designated safe area. If that student refuses to walk to the designated safe area, they will be given additional time and space and will be encouraged to make a positive choice to follow staff directions. If the student continues to refuse to walk independently, staff may use approved CPI physical interventions to transition students into the designated area safely.

When physical interventions are used with students, at least one staff member of the same gender is present to monitor them. Students requiring designated safe areas will be monitored closely and staff will remain with them.

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

Corporal Punishment

Corporal punishment and abusive techniques are not authorized, permitted or condoned.

Parent/Guardian Responsibility for Student Behavior

Elite Academy believes students experience the greatest success when parents/guardians are active partners in the educational process. We are committed to maintaining open, respectful and ongoing communication regarding each student's academic progress, behavioral development, attendance and overall well-being. School staff regularly collaborate with families to celebrate successes, address concerns and develop strategies that support continued student growth.

Consistent with the principles of **Virginia Code § 22.1-279.3**, parents/guardians of students placed at Elite Academy by a local education agency (LEA) are expected to assist the school in supporting student attendance, reinforcing the standards of student conduct and maintaining an educational environment that is safe, orderly and conducive to learning.

When concerns arise regarding a student's behavior, attendance, or academic progress, the school administrator or designee may request a conference with the student's parent(s)/guardian(s) to review the circumstances, discuss interventions and develop a collaborative plan to support the student's success. Parents/guardians are expected to participate in these meetings and work cooperatively with school staff to promote positive behavioral and educational outcomes.

Parents/guardians will be notified whenever a student commits a violation of the Student Code of Conduct that may result in suspension or other significant disciplinary action. Notification will include the nature of the violation, the disciplinary action taken (if applicable) and opportunities for the parent(s)/guardian(s) to participate in developing strategies to improve the student's behavior. When a suspension occurs, the referring local education agency (LEA) will also be notified in accordance with applicable laws and regulations.

Students suspended from school may be required to participate in a re-entry conference with their parent(s)/guardian(s) and school staff before returning to school. The purpose of the meeting is to review expectations, identify supports and develop a plan for a successful return to the educational program.

If a parent/guardian repeatedly fails or refuses to participate in required conferences or other reasonable efforts to support the student's education and behavior, Elite Academy may consult with the student's referring local education agency regarding appropriate next steps consistent with **Virginia Code § 22.1-279.3** and other applicable laws.

Each parent/guardian is required to sign and return the annual acknowledgment indicating receipt of the Student and Parent/Guardian Handbook and Student Code of Conduct. The signed acknowledgment will be maintained in the student's educational record.

BULLYING

Elite Academy is committed to providing a safe, respectful and supportive learning environment where all students are treated with dignity and respect. Bullying, harassment, intimidation and cyberbullying are prohibited and will not be tolerated.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying may include, but is not limited to:

- Physical aggression or intimidation
- Verbal threats, teasing, name-calling, or insults
- Social or relational bullying, including intentionally excluding others or spreading rumors
- Damage to or theft of personal property
- Any behavior intended to humiliate, intimidate, or cause emotional distress

Cyberbullying is bullying that occurs through the use of electronic technology, including cell phones, computers, tablets, email, text messaging, social media platforms, messaging applications, online gaming, or other digital communication methods. Examples include sending threatening or harassing messages, posting embarrassing photos or videos, creating fake accounts, spreading rumors online, or using electronic communication to intimidate or embarrass another individual.

Retaliation against any student who reports bullying or participates in an investigation is strictly prohibited and may result in disciplinary action.

Students who believe they have been bullied, have witnessed bullying, or have knowledge of bullying are encouraged to report the incident immediately to a teacher, behavior support staff member, counselor, or administrator. Reports will be taken seriously, investigated promptly and addressed in a manner consistent with school policy while respecting student privacy to the extent possible.

CAFFEINATED BEVERAGES

To promote student health, attention and emotional regulation, students may not bring outside caffeinated beverages to school. This includes, but is not limited to, energy drinks (such as Monster, Red Bull, Bang, Celsius, etc.), coffee, espresso drinks and highly caffeinated teas or sodas. If a student brings a caffeinated beverage to school, staff will collect the beverage and return it to the parent/guardian or dispose of it in accordance with school procedures.

CANCELLATIONS AND DELAYED OPENING

Once a decision has been made regarding school cancellation or delayed openings due to inclement weather, an email and/or text message will be sent to all contacts through our Student Information System, Gradelink.

Elite Academy will follow the inclement weather determination made by Spotsylvania County www.spotsylvania.k12.va.us. If Spotsylvania County Public Schools are closed or delayed, Elite Academy will be closed or delayed. If school is canceled, Elite Academy will proceed with their virtual learning schedule and procedure. The Virtual Learning information will be posted on our website and social media accounts, communicated with parents via email and/or sent home with your student.

CHANGE IN PLACEMENT/DISCHARGE FROM PROGRAM

Elite Academy is committed to helping every student succeed and makes every reasonable effort to provide the educational, behavioral and therapeutic supports necessary for student success. A change in placement or administrative discharge is considered only after appropriate interventions and supports have been implemented and it has been determined that Elite can no longer safely or appropriately meet the student's educational, behavioral, or therapeutic needs.

When concerns arise regarding a student's placement, Elite Academy will collaborate with the student's parent(s)/guardian(s), referring local education agency (LEA) and other members of the educational team to review the student's progress, needs and available supports. If it is determined that another educational setting may be more appropriate, Elite Academy will request that the LEA convene an Individualized Education Program (IEP) meeting or other appropriate placement meeting to consider alternative educational options.

In cases involving serious or repeated violations of the Student Code of Conduct, significant safety concerns, or circumstances in which Elite Academy is no longer able to safely or effectively serve the student, the school may recommend an administrative discharge or change in placement in accordance with applicable federal and state laws and regulations.

Before a student is discharged, Elite Academy will communicate with the parent(s)/guardian(s) and the referring LEA regarding the reasons for the recommendation, participate in the appropriate educational planning process and make every reasonable effort to support a smooth transition to a more appropriate educational placement.

CLASSROOMS, PHYSICAL FACILITY & CLASSES

Elite Academy provides a safe, structured and therapeutic learning environment designed to meet the individual academic, behavioral, social and emotional needs of each student. Classrooms are spacious and organized to support whole-group instruction, small-group learning, individualized instruction and therapeutic interventions. Students are placed in classrooms based on their age, educational needs, Individualized Education Program (IEP) and instructional level to promote academic success and positive peer interactions.

Our small student-to-staff ratios allow teachers and behavior support staff to provide individualized instruction, frequent feedback and targeted academic and behavioral support throughout the school day. Each classroom is equipped with instructional technology and educational resources that enhance learning and student engagement.

Students have access to a variety of school facilities, including a cafeteria, outdoor playground, half-court basketball area, sensory and regulation spaces and other designated recreational areas during scheduled breaks and physical education. Designated calming and de-escalation areas are available to support students in developing self-regulation skills while minimizing disruption to the learning environment. Student restrooms are conveniently located throughout the school.

Each student's schedule is developed collaboratively through a review of educational records, including official transcripts (when applicable), graduation requirements, diploma status, the Individualized Education Program (IEP), academic needs, transition goals and student interests whenever appropriate.

Students receive instruction in the required academic content areas aligned with the Virginia Standards of Learning (SOLs), including:

- English/Language Arts
- Mathematics
- Science
- History and Social Science
- Health and Physical Education

In addition to core academic courses, students may participate in elective and enrichment offerings such as independent living, social skills, art appreciation, music appreciation, career exploration, technology and other courses designed to support student interests and post-secondary goals. Elective offerings vary by semester based on student needs, interests, staffing and program availability.

Health and Physical Education are provided in accordance with Virginia Department of Education (VDOE) requirements for students in grades K–10. Additional physical education electives may be available for interested students based on scheduling and staffing.

Health and Physical Education courses include age-appropriate instruction in health, wellness, personal safety and physical fitness. Students enrolled in PE 9 receive instruction in First Aid, CPR and Automated External Defibrillator (AED) awareness. When available, students may have the opportunity to earn an industry-recognized First Aid and CPR/AED certification through an approved training provider.

COMPLAINTS AND GRIEVANCES

Elite Academy is committed to treating all students and families with fairness, dignity and respect. We believe that open communication and collaborative problem-solving are essential to maintaining positive relationships and ensuring student success. Questions, concerns and suggestions are welcomed and encouraged.

Parents/guardians and students are encouraged to address concerns as soon as possible so that issues may be resolved promptly and effectively.

Whenever appropriate, concerns should first be discussed with the staff member(s) directly involved. If the concern cannot be resolved at that level or if the concern involves a sensitive matter, parents/guardians or students should contact a school administrator.

Students who have concerns involving another student or a staff member are encouraged to speak with a trusted staff member, counselor, behavior support staff member, or administrator. When appropriate, restorative conversations or problem-solving meetings may be used to help resolve conflicts.

If a concern cannot be resolved informally, a formal grievance may be submitted verbally or in writing to a school administrator. The grievance should include a description of the concern, any relevant information and the resolution being requested.

The administrator or designee will investigate the matter and make every effort to respond within

five (5) business days. Some investigations may require additional time depending on the complexity of the issue. If additional time is needed, the parent/guardian will be informed.

If the concern remains unresolved, a conference may be scheduled involving the parent(s)/guardian(s), school administration and, when appropriate, representatives of the student's referring local education agency (LEA) to collaboratively identify a resolution.

If the concern is still not resolved after completing the school's grievance process, parents/guardians may contact the appropriate office of the Virginia Department of Education: Private Day Schools for Students with Disabilities, Department of Education, P. O. Box 2120, Richmond, VA 23218-2120.

COMPUTER AND INTERNET USAGE

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

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

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

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

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

- Students may not use the computer or access the Internet for any purpose other than academics. Students do not have permission to access the WiFi for personal devices. Playing games or using Internet resources for non-academic purposes is not permitted unless supervised by school staff.
- Students are not allowed to load software onto any computer or use any unauthorized external device without permission from the school administrator.
- Students may not use impolite, abusive, or otherwise objectionable language in either public or private messages.
- Students may not change any computer file or access/make any changes to school computers or network.
- Students may not send messages that are likely to result in the loss of the recipient's work or systems; post inappropriate files or files dangerous to the integrity of any computer and/or network; or circumvent network security measures.
- Students may not send chain letters or pyramid schemes to lists or individuals and any

other types of use which would cause congestion of the Internet or otherwise interfere with the work of others; use the Internet for political lobbying; use the Internet to send or retrieve pornographic material; threaten any person or property.

- Students may not knowingly give their password to others or use someone else's password.
- Students may not falsify their identity to others while using the Internet.

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

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

COUNSELING

As part of Elite Academy's therapeutic program, students may have the opportunity to participate in individual and group counseling services based on their Individualized Education Program (IEP), educational needs and therapeutic goals. Counseling services are designed to support students' social, emotional, behavioral and academic success by helping them develop healthy coping strategies, emotional regulation, problem-solving, communication and interpersonal skills.

Upon enrollment, students who receive counseling services will meet with the school counselor, social worker, or other qualified mental health professional to establish a positive therapeutic relationship, review individual strengths and needs and develop goals that support the student's educational and behavioral progress. Parents/guardians are encouraged to communicate with counseling staff to provide relevant background information and to collaborate in supporting their child's success.

Students may also participate in structured group counseling or social skills groups that focus on topics such as emotional regulation, conflict resolution, communication, coping skills, problem-solving, self-awareness, relationship building and other developmentally appropriate social-emotional skills.

Counseling services are provided in accordance with professional ethical standards and applicable federal and state laws. Information shared during counseling is treated with respect for student privacy and confidentiality; however, counseling staff are required to share information with appropriate school personnel, parents/guardians, or other authorities when necessary to protect the safety of the student or others, when required by law, or when information is needed to support the student's educational program or implement the student's Individualized Education Program (IEP).

Counseling staff work collaboratively with teachers, behavior support staff, administrators,

parents/guardians and the student's educational team to promote student success while maintaining appropriate professional confidentiality.

CRISIS MANAGEMENT PLAN

The safety and well-being of students, staff and visitors is a top priority at Elite Academy. The school maintains a comprehensive Crisis Management Plan developed in collaboration with the Spotsylvania County Fire, Rescue and Emergency Management officials and in accordance with applicable Virginia Department of Education (VDOE) requirements.

The Emergency Operations Plan addresses a variety of emergency situations, including but not limited to fire, severe weather, medical emergencies, hazardous materials incidents, transportation emergencies, missing persons, security threats, intruders, violence, utility failures and other natural or human-caused emergencies.

Students receive instruction regarding emergency procedures at the beginning of each school year and throughout the year as needed. Fire drills, evacuation drills, lockdown drills, severe weather drills and other required safety exercises are conducted in accordance with Virginia law and VDOE regulations to help prepare students and staff to respond safely during emergencies.

When an emergency occurs or an emergency announcement is made, all students, staff and visitors are expected to remain calm, immediately follow the directions of school personnel and comply with the procedures appropriate to the specific situation.

Elite Academy reviews its Crisis Management Plan regularly and updates procedures as necessary in collaboration with local emergency management, law enforcement, fire and rescue personnel and other appropriate agencies.

Because the Crisis Management Plan contains sensitive safety and security information, it is not included in the Student and Parent/Guardian Handbook. Parents/guardians with questions regarding the school's emergency preparedness procedures are encouraged to contact school administration.

Building Evacuation Procedure

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

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

Reverse Evacuation Procedure

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

Off-Campus Evacuation Procedure

Off-campus evacuations are ordered when circumstances require the off-site evacuation and

relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians. Students shall leave their rooms in single file, staying to the right side of the passageway and, at a brisk walk, leave the building using the designated exit. Under no circumstances shall students go to get their personal belongings prior to exiting the building.

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

Shelter-in-Place Procedure

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

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

Active Shooter/Armed Intruder

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

Auto Accident

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

Bomb Threat

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

Earthquake

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings and injuries. Students should immediately seek shelter under a desk or table and assume the "drop, cover and hold" position. Students may be directed to evacuate if

conditions become unsafe inside the building. State law mandates that schools hold annual earthquake drills. Students who refuse to participate in or disrupt a drill are subject to disciplinary action.

Elopement

If a student under the age of 18 leaves school grounds without permission, the police and parents will be notified. If a student over the age of 18 decides to sign him/herself out, they will

not be permitted to return to the building for that day and may not access base school transportation. Signing out may lead to a student's suspension or termination.

Fire

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

Flood

Except in the case of flash flood, the onset of most floods is a relatively slow process with buildup taking several days. Floods may also be caused by broken water lines. Students should remain indoors unless otherwise directed by staff. A shelter-in-place may be ordered if conditions outside warrant this procedure. An evacuation may be ordered if flooding occurs in the building. If the school is evacuated for an extended amount of time students will be reunited with their families at a designated safe area.

Hazardous Material Release

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

Hostage Situation

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

Medical Emergency

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

Missing Student/Kidnapping

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

Physical/Verbal Altercations

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

If you witness other students becoming involved in a physical or verbal altercation, remove yourself from the situation and report the emergency to a staff member. Students encouraging or assisting in the fight will be considered guilty of involvement. Follow all staff directions, including moving to another part of the school or evacuating. Staff have been trained in handling this type of emergency. As needed, the police will be called for assistance in resolving the conflict. **AT NO TIME ARE STUDENTS TO ATTEMPT TO STOP AN ALTERCATION BETWEEN STUDENTS OR STOP A STUDENT WHO BECOMES VIOLENT TOWARDS A STAFF MEMBER AS THIS COULD RESULT IN SERIOUS INJURY.**

Power Outages

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

Structural Failure

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

Tornado/Severe Weather

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

CURRICULUM

Elite Academy's instructional program is aligned with the Virginia Standards of Learning (SOLs), the Virginia Department of Education curriculum frameworks and each student's Individualized Education Program (IEP). Instruction is individualized to address each student's academic strengths, learning needs, post-secondary goals and educational objectives.

Students may pursue the diploma option established by their local education agency (LEA) and IEP team, including Standard, Advanced Studies, or Applied Studies diplomas, when appropriate. Functional academic instruction is provided for students pursuing the Applied Studies Diploma and transition-focused programming is available for eligible students preparing for employment, independent living, community participation, or other post-secondary goals.

Upon enrollment, students participate in academic assessments and educational record reviews to assist staff in determining instructional levels, identifying strengths and areas of need and developing appropriate educational programming. Instruction incorporates a variety of evidence-based teaching strategies, instructional materials, technology, hands-on learning experiences and

authentic learning opportunities to meet the diverse needs of learners.

When current educational assessment data are unavailable or additional information is needed to support instructional planning, Elite Academy may administer standardized academic assessments consistent with applicable educational regulations and the student's educational needs.

Statewide assessment participation is determined by the student's Individualized Education Program (IEP) and the requirements of the student's referring local education agency (LEA). Elite Academy collaborates with each LEA to coordinate Standards of Learning (SOL) testing and other required state assessments. Depending on the procedures established by the referring school division, students may complete assessments at Elite Academy under approved testing conditions or at their base school. Elite Academy works directly with each school division's testing coordinator to ensure compliance with all Virginia Department of Education testing procedures and security requirements.

Elite Academy does not offer the Individual Student Alternative Education Plan (ISAEP) program or General Educational Development (GED) preparation or testing.

DIPLOMA STATUS

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

DISPLAY OF AFFECTION

Elite Academy is committed to maintaining a safe, respectful and professional learning environment. Public displays of affection (PDA) are not appropriate in the school setting or during school-sponsored activities.

Students are expected to maintain appropriate personal boundaries at all times. Public displays of affection, including but not limited to kissing, embracing, sitting on another person's lap, prolonged hugging, inappropriate touching, or other intimate physical contact, are not permitted while on school property, during school-sponsored activities, or while being transported to or from school.

Students who do not comply with this expectation will be reminded of appropriate boundaries and may be subject to behavioral or disciplinary interventions in accordance with the Student Code of Conduct.

DISRESPECT AND ABUSIVE LANGUAGE

Elite Academy is committed to maintaining a safe, respectful and professional learning environment where all individuals are treated with dignity and respect. Students are expected to communicate appropriately with peers, staff, visitors, transportation personnel, community partners and others at all times.

Disrespectful, abusive, threatening, or profane language, obscene gestures, verbal harassment, intimidation, or other behavior that disrupts the learning environment or interferes with the rights and safety of others is prohibited.

Students who engage in this behavior will be subject to appropriate behavioral and disciplinary interventions, which may include restorative conversations, loss of privileges, behavior support interventions, parent/guardian notification, suspension, or other disciplinary action consistent with the Student Code of Conduct.

Behavior that includes threats, intimidation, harassment, or conduct that may violate local, state,

or federal law may be referred to law enforcement when appropriate.

DRESS AND GROOMING

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

- Clothing that contains diagrams, pictures, or words that may be interpreted as racially, religiously, ethnically, or sexually offensive, promoting alcohol, tobacco, or drug usage, or displaying weapons or violence are not permitted. Such clothing will be removed or worn inside out.
- Attire and any accessories that may be associated with gang involvement are not permitted.
- Wallet chains are not permitted.
- Sunglasses will not be worn in the building.
- No headphones or earbuds allowed during school hours
- No bandanas are to be worn in the building or brought in from home.
- Pants/shorts will not be baggy enough to expose undergarments; belts are to be worn around the waistline and not below, at all times.
- All shorts and skirts/dresses must be mid-thigh length. Shorts/skirts are not permitted when they do not cover at least half of the student's thigh.
- Necklines on shirt tops must not go lower than the top of the student's armpits. In addition, bare-midriff shirts, halter tops, tube tops and see-through clothing are not permitted.
- Sleeping garments (including but not limited to exposed undergarments, thin pajama pants and slippers) are not permitted.
- Articles of clothing will be free of big metal zippers and any large or decorative metal items.
- Students will not bring make-up, hair picks, combs, or other personal grooming accessories.
- All book bags/backpacks, purses, duffel bags or other forms of luggage will be collected upon arrival and placed in a safe and secure area until dismissal.
- No oversized, heavy jewelry is allowed at school due to potential injury to the wearer and others.

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

Items deemed inappropriate by school personnel, whether specifically listed in the above dress code or not, will be subject to removal, change or confiscation. Confiscated items may be returned only to the parents/guardians and may be held until the end of the school year. Students who refuse to cooperate with removal, change or confiscation may be subject to disciplinary action.

EDUCATIONAL EQUALITY

Elite Academy is committed to providing an inclusive educational environment that values diversity, dignity and respect. The school admits students and employs staff without discrimination on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, or any other characteristic protected by applicable federal or Virginia law. All students are afforded equal access

to the educational programs, services, activities, privileges and opportunities offered by the school.

EDUCATIONAL RECORDS

Elite Academy is committed to protecting the privacy and confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), applicable Virginia laws and regulations and Virginia Department of Education (VDOE) requirements.

Parent and Eligible Student Rights

Parents/guardians and students who are 18 years of age or older ("eligible students"), have the right to:

- Inspect and review the student's education records.
- Request amendments to records believed to be inaccurate, misleading, or in violation of the student's privacy rights.
- Provide written consent before personally identifiable information is disclosed, except when disclosure is permitted by law.
- Receive notice of their FERPA rights.

Requests to inspect educational records should be submitted to the school administrator or designee. Elite Academy will provide access without unnecessary delay and in accordance with FERPA, IDEA and applicable state regulations.

Release of Student Records

Elite Academy will not disclose personally identifiable information from a student's educational record without the written consent of the parent/guardian or eligible student except as permitted by law. Written consent must identify:

- The records to be disclosed;
- The purpose of the disclosure; and
- The individual or organization authorized to receive the information.

Student information may be disclosed without prior consent when permitted by FERPA, including, but not limited to:

- Officials of the student's referring local education agency (LEA) with legitimate educational interests.
- School officials with legitimate educational interests.
- Individuals or agencies as required by court order or subpoena.
- Health or safety emergencies as permitted by law.
- Other circumstances specifically authorized under FERPA.

Upon student discharge, graduation, or transfer, educational records are forwarded to the referring LEA or other authorized educational agency in accordance with applicable laws and regulations.

Requests to Amend Educational Records

Parents/guardians or eligible students who believe information contained in the educational record is inaccurate, misleading, or otherwise violates the student's rights may submit a written request to amend the record.

If the request involves records originating from the referring LEA, Elite Academy will consult with the LEA before making a determination. If the request is denied, the parent/guardian or eligible student will receive written notice of the decision and information regarding the right to request a hearing in accordance with FERPA.

If the decision is to amend the records, an Administrator will complete the amendment and inform the parent/guardian in writing. If the record is amended by either a statement or purging of information, the sending school or *Elite Academy* will notify past recipients of the original information that the record has been amended.

Confidentiality of Information and Records

Elite Academy maintains all educational records in a locked, fire and waterproof file cabinet and limits access to authorized personnel with legitimate educational interests. School employees, contractors, consultants, volunteers and related service providers who have access to confidential student information are required to maintain confidentiality in accordance with federal and state law and school policy. Student information may be shared among appropriate school personnel when necessary to provide educational services, implement a student's Individualized Education Program (IEP), ensure student safety, or otherwise support the student's educational program. All staff, consultants and contract personnel agree in writing to abide by Elite Academy's confidentiality policy.

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

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

Elite Academy staff ensures that all matters relating to any student, whether educational, emotional, medical, physical, or behavioral, are considered confidential and are not to be disclosed to anyone outside the school **unless prior written permission has been given by the parents/guardians.**

Confidentiality may be limited when disclosure is required or permitted by law, including but not limited to:

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

- When releasing information, such as grades, attendance and reports to a student's probation officer
- Other disclosures permitted under FERPA or required by law

Information shared during counseling services is treated with respect for student privacy. However, counseling staff may share information with appropriate school personnel, parents/guardians, or outside agencies when necessary to protect student safety, comply with legal reporting requirements, implement the student's educational program, or as otherwise permitted or required by law.

Students participating in group counseling are expected to respect the privacy of others. Students should not disclose personal information shared by other group members outside of the counseling session. Although the school cannot guarantee that other students will maintain confidentiality, staff will emphasize the importance of respecting each person's privacy and creating a safe environment for participation.

Disclosure and Disposition of Educational Records

Educational records are maintained and disposed of in accordance with applicable federal and Virginia laws, VDOE requirements and records retention schedules. Our policy guarantees that disclosure and disposition of educational records will be carried out in accordance with Management of the Student's Educational Records in the Public Schools of Virginia.

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

If Elite Academy ceases operation, student educational records will be transferred to the appropriate local education agency (LEA) or other authorized entity in accordance with state requirements.

ELECTRONICS/CELL PHONES

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

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

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

- At dismissal, electronics/cell phones will be returned to the students as they leave the building by a staff member.

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

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

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

EMAIL

Elite Academy utilizes Google Workspace for Education as a supplemental instructional and communication tool. Teachers may use Google Classroom and other Google applications, such as Gmail, Drive, Docs, Sheets, Slides, Forms, or Meet, to distribute assignments, share instructional materials, communicate with students, provide feedback, or support classroom instruction when appropriate.

Upon enrollment, students are assigned an Elite Academy Google account, including a school-issued Gmail address. This account may be used to communicate with teachers, access instructional materials, submit assignments and participate in virtual learning activities when required.

Google Workspace for Education may also be used to support continuity of instruction during periods of distance learning or other circumstances that require temporary virtual instruction.

Student use of school-issued Google accounts and applications is subject to the school's Acceptable Use Policy. School-issued accounts remain the property of Elite Academy and may be monitored or managed by authorized school personnel in accordance with applicable laws and school policies.

EXTENDED SCHOOL YEAR

Elite Academy offers an Extended School Year (ESY) program for students whose Individualized Education Program (IEP) team has determined that ESY services are necessary in accordance with applicable federal and Virginia special education regulations.

The purpose of ESY is to help eligible students maintain critical academic, behavioral, social-emotional, communication and functional skills, reduce the likelihood of significant regression during extended school breaks and support continued progress toward IEP goals.

Elite Academy's ESY program combines structured educational instruction with engaging, hands-on learning experiences. Depending on student needs, programming may include:

- Academic remediation and skill maintenance;
- Social-emotional learning and behavioral skill development;
- Individual and group counseling services, when appropriate;
- Team-building and cooperative learning activities;
- Community-based instruction and service-learning opportunities;
- Functional life skills instruction;
- Recreation and outdoor educational experiences; and Educational field trips that reinforce

classroom learning and support transition and community participation.

ESY programming is designed to provide a structured, supportive and engaging learning environment while helping students maintain essential skills and continue developing the academic, behavioral and social competencies necessary for success.

EXTRA-CURRICULAR ACTIVITIES

Elite Academy provides students with opportunities to participate in educational, recreational, community-based and extracurricular activities that enhance classroom learning, promote social development and encourage positive peer interactions. Activities may include educational field trips, community-based instruction, service-learning projects, recreational outings, school celebrations and other enrichment experiences.

All school-sponsored activities are supervised by qualified staff. At least one staff member who is certified in First Aid and CPR will accompany students on off-campus activities whenever feasible and appropriate. Staff are trained to respond to medical, behavioral and emergency situations in accordance with Elite Academy's Crisis Plan and established safety procedures.

Student participation in field trips and extracurricular activities is based on safety considerations, the student's behavioral readiness, the ability to safely meet the student's individual needs in the community setting and compliance with any applicable Individualized Education Program (IEP) requirements. Participation may be limited or modified if administration determines that an activity presents a safety concern for the student or others.

A signed parent/guardian permission form is required before a student may participate in off-campus activities unless otherwise permitted by law or school policy.

For all off-campus activities, staff carry emergency contact information, relevant medical information, necessary emergency supplies and any required medications. Elite Academy follows the same health, safety, medical management, supervision and emergency response procedures used during the regular school day to ensure the well-being of students while participating in school-sponsored activities.

FIELD TRIPS

Field trips are an important extension of the educational program and provide students with meaningful opportunities to apply classroom learning in real-world settings. Each field trip is carefully planned to support curriculum objectives while promoting social, behavioral, recreational, vocational and community-based learning experiences. Student safety and educational value are the primary considerations in planning all off-campus activities.

Participation in field trips is based on the student's behavioral readiness, ability to safely participate and the school's ability to provide appropriate supervision and support. Individual student needs, including behavioral, medical and educational considerations, are reviewed prior to participation. The school reserves the right to modify or deny participation when it is determined that doing so is necessary to ensure the safety of the student or others.

A signed parent/guardian permission form is required before a student may participate in any off-campus activity.

All field trips are supervised by qualified Elite Academy staff. Whenever practicable, at least one supervising staff member will maintain current certification in CPR, First Aid and Automated External Defibrillator (AED). When a participating student requires medication during the trip, a

staff member trained and authorized in medication administration will accompany the group.

Elite Academy follows the same health, safety, medical management, supervision and emergency response procedures during field trips as are used during the regular school day. Emergency contact information, required medications and appropriate emergency supplies accompany students on all off-campus activities.

GAMBLING

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

GRADELINK

Gradelink is the cloud-based school management system used by Elite that connects teachers, students and parents. With Gradelink, parents can stay updated on their child's academic progress at school. Upon enrollment, each student and family will be assigned login information to access the program. The following information is available to you when you log in to Gradelink:

- Current Grade in each class
- Current GPA for the term, if applicable
- Descriptions, Grades and Teacher Comments for graded assignments
- Descriptions and Due Dates for upcoming assignments
- Assignment handouts or documents (attachments)
- Email Alerts
- Discipline records/incident reports
- Attendance Information
- Transcript Information, if applicable
- Enrollment Paperwork

Gradelink is supported by current versions of Internet Explorer, Safari, Firefox and Google Chrome. If you have trouble logging into Gradelink due to password issues or your account being locked, please contact the school. Your school administers all student accounts and can reset your password or unlock your account if needed.

GRADING SYSTEM

An official, current transcript is required as part of the enrollment process to ensure that each student's academic program is aligned with the graduation requirements established by the student's local education agency (LEA). Elite Academy obtains an updated transcript from the referring LEA annually, or more frequently as needed, to monitor graduation progress and course completion.

Student progress is evaluated using multiple measures, including:

- Progress toward Individualized Education Program (IEP) goals and objectives;
- Academic achievement and course grades;
- Class participation and work completion;
- Behavioral progress; and
- Graduation requirements established by the student's referring LEA.

Progress toward IEP goals is documented and reported to parents/guardians at each scheduled reporting period in accordance with the student's IEP and applicable special education regulations. Teachers maintain ongoing records of student performance, including daily assignments, assessments, interim progress reports and final course grades.

The grading scale is as follows:

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

Elite Academy recognizes students who demonstrate outstanding academic achievement.

- **Principal's List:** All A's
- **Honor Roll:** All A's and B's

Additional recognition may be provided for academic growth, attendance, citizenship, leadership, behavioral improvement and other student accomplishments.

Graduation requirements and diploma options are determined by the student's local education agency (LEA) in accordance with Virginia Department of Education requirements and the student's Individualized Education Program (IEP), when applicable.

Students work toward successful completion of the coursework, verified credits (when required) and other graduation requirements established by their LEA. Upon successful completion of these requirements, eligible students may earn the diploma or certificate for which they qualify, including the Standard Diploma, Advanced Studies Diploma, Applied Studies Diploma, or other credential authorized by the student's LEA and the Virginia Department of Education.

Elite Academy works collaboratively with students, families and referring school divisions to monitor graduation progress and support successful completion of each student's educational program.

GRIEVANCE PROCEDURE

Students are provided with this formal written grievance procedure that includes five levels of appeal and ensures that no adverse action is taken against the grievant as a result of the filing. If you (or your parent) have a complaint about the program or an action taken that may impact your education, you are to utilize the following procedure:

Step I:

1. The student will contact a trusted staff member and that staff member will help facilitate a restorative circle with the staff member(s) involved.
2. The restorative circle will be held within three working days of the request.
3. A solution agreeable to both parties will be worked out and placed into action within two working days from the time of the conference.
4. The teacher will file a report of the problem, the solution and its implementation in the student's file.

Step II: If the complaint remains unresolved:

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

Step III: If the complaint remains unresolved:

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

Step IV: If the complaint remains unresolved:

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

Step V: If the complaint remains unresolved:

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

HEALTH

Students who become ill or are injured during the school day should immediately notify a teacher, behavior support staff member, administrator, or other supervisor. First aid supplies are maintained throughout the school, including in the main office and classrooms and trained staff will provide appropriate first aid within the scope of their training.

If a student's illness or injury requires medical attention beyond basic first aid, the parent/guardian will be notified as soon as possible. When appropriate, the student may be released to the parent/guardian for medical evaluation, transported by emergency medical services, or referred for emergency medical care based on the nature and severity of the situation. Emergency medical services (911) will be contacted immediately whenever staff determine that emergency medical intervention is necessary.

Any student suspected of having sustained a concussion or other head injury will be managed in accordance with applicable Virginia law and accepted medical guidelines.

When a concussion is suspected:

1. The student will be immediately removed from physical activity.
2. The parent/guardian will be notified as soon as possible.
3. Concussion information and recommended follow-up instructions will be provided to the parent/guardian.
4. Parents/guardians will be advised to have the student evaluated by an appropriate licensed healthcare provider.
5. The student may not return to physical activity until written clearance is received from an appropriate healthcare provider stating that the student may safely resume participation.

Emergency medical services will be contacted whenever the student's condition warrants immediate medical evaluation.

Students or staff members with a communicable or infectious disease that poses a risk to others may be excluded from school in accordance with public health guidance, applicable laws and school policy.

Students who become ill during the school day, including those with a fever of 100.4°F or higher, vomiting, diarrhea, or other symptoms that may indicate a contagious illness, may be required to

leave school and remain home until they meet the school's return-to-school guidelines.

When appropriate, the school may require written clearance from a licensed healthcare provider before a student returns to school. Elite Academy will work collaboratively with families and the referring local education agency (LEA) to minimize interruptions to the student's education. Temporary alternative instructional services or distance learning may be provided when appropriate and feasible.

Elite Academy is committed to protecting the safety and well-being of all students. When a student is experiencing a behavioral or mental health crisis that presents an immediate risk of harm to themselves or others, trained staff will implement the school's crisis response procedures.

When necessary, Elite Academy may contact emergency medical services, law enforcement, or the Rappahannock Area Community Services Board (RACSB) Emergency Services team to assist with crisis assessment, stabilization, or emergency intervention.

The student's parent/guardian and referring local education agency (LEA) will be notified as soon as practical following a significant behavioral or mental health emergency. When required by the student's funding source or applicable procedures, additional notifications may be provided to the Family Assessment and Planning Team (FAPT) or other authorized agencies.

Student safety remains the school's highest priority during all medical, behavioral and mental health emergencies.

HOMEWORK

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

IEP/IIP

Each student enrolled at Elite Academy has an educational program designed to meet their individual needs. For students eligible for special education services, an Individualized Education Program (IEP) is developed and maintained by the student's local education agency (LEA) in collaboration with the parent(s)/guardian(s), Elite Academy staff and other required members of the IEP team in accordance with the Individuals with Disabilities Education Act (IDEA) and applicable Virginia regulations.

Elite Academy works closely with each student's LEA to ensure IEP meetings, reevaluations and annual reviews are completed within required timelines. Staff implement the accommodations, modifications, supports, services and goals identified in each student's IEP and regularly communicate with families and the LEA regarding student progress.

For students who are not eligible for special education services but require individualized educational planning, Elite Academy may develop an Individualized Instruction Plan (IIP). IIPs are reviewed at least annually and revised as needed to address the student's changing educational needs.

Progress toward IEP and IIP goals and objectives is monitored on an ongoing basis. Formal progress reports are completed at the end of every grading period and are provided to parents/guardians as part of the school's regular interim progress reports and report cards.

INSTRUCTIONAL TECHNOLOGY/DISTANCE LEARNING

Elite Academy integrates instructional technology into daily classroom instruction to enhance student engagement, promote individualized learning and support academic achievement. Teachers utilize a variety of educational technology tools and online resources to supplement classroom instruction, provide differentiated learning opportunities and monitor student progress. Digital resources may include platforms such as Google Classroom, IXL, iCivics, Literacy Loft and other educational programs approved by the school. All student use of instructional technology is supervised by school staff and must comply with the school's Acceptable Use Policy.

When appropriate, students may also participate in virtual courses offered through an accredited educational provider to meet graduation requirements or individual educational needs.

In the event that in-person instruction is interrupted due to inclement weather, a public health emergency, facility issues, or other circumstances requiring school closure, Elite Academy may implement distance learning in accordance with Virginia Department of Education (VDOE) requirements and the school's Continuity of Learning Plan.

Distance learning may include a combination of:

- Live virtual instruction through video conferencing platforms;
- Teacher-directed lessons and assignments through an online learning management system;
- Independent assignments, projects, quizzes and assessments;
- Digital instructional resources and educational software; and
- Printed instructional materials when technology or internet access is unavailable.

Students and families are expected to participate in distance learning to the greatest extent possible and complete assigned work in accordance with teacher expectations. When internet access or appropriate technology is unavailable, Elite Academy will work collaboratively with families to provide alternative instructional materials or arrange for the distribution of printed assignments whenever feasible.

Behavioral support services, counseling services and communication with teachers and staff may continue during periods of distance learning through secure methods such as telephone, email, virtual meetings, or other approved communication platforms, as appropriate.

Should an extended school closure require modifications to the instructional calendar, Elite Academy will follow guidance provided by the Virginia Department of Education and communicate any changes to students, families, staff and referring local education agencies.

MANDATORY SUBSTANCE TESTING

The possession, use, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, unauthorized prescription medications, or other intoxicating substances while on school property, on school transportation, or at any school-sponsored activity is strictly prohibited.

Consistent with applicable Virginia law and local education agency (LEA) policies, a student found to be in possession of or under the influence of drugs or alcohol may be required to undergo an evaluation for substance use or abuse. If recommended by the qualified evaluator and with the consent of the student's parent/guardian, the student may be required to participate in an appropriate treatment or intervention program.

If a student is reasonably suspected of being under the influence of alcohol or drugs while at school or participating in a school-sponsored activity, Elite Academy will take appropriate action to ensure the safety of the student and others. Such actions may include notifying the parent/guardian,

contacting emergency medical services when warranted, notifying the referring LEA, requesting a medical evaluation and implementing appropriate disciplinary or safety measures in accordance with school policy and applicable law.

When authorized by law, LEA policy, or as part of a medical evaluation conducted by qualified professionals, a student may be asked to submit to alcohol or drug testing. Refusal to comply with a lawful request may result in disciplinary action or other consequences consistent with applicable laws, regulations and school policies.

MARIJUANA, NARCOTICS, ALCOHOL AND OTHER CONTROLLED SUBSTANCES

Elite Academy is committed to providing a safe, healthy and drug-free learning environment. Students are prohibited from possessing, using, selling, distributing, transmitting, purchasing, attempting to purchase, or being under the influence of alcohol, illegal drugs, controlled substances, cannabis, unauthorized prescription medications, inhalants, intoxicants, drug paraphernalia, or any other substance used for the purpose of intoxication while on school property, during school transportation, or at any school-sponsored activity.

Students may possess prescription or over-the-counter medications only when such medications are administered in accordance with the school's Medication Administration Policy.

The use or possession of alcohol, illegal drugs, controlled substances, or drug paraphernalia is inconsistent with Elite Academy's educational mission and may pose a significant risk to the health, safety and well-being of students and others.

Students who violate this policy are subject to disciplinary action, which may include removal from the classroom, parent/guardian notification, suspension, referral for substance use assessment, notification of the student's referring local education agency (LEA) and other interventions or disciplinary consequences as determined by school administration.

When required by law or when circumstances warrant, Elite Academy may notify law enforcement and cooperate fully with any resulting investigation. The school also reserves the right to confiscate prohibited substances or items and release them to the appropriate authorities.

Students reasonably suspected of being under the influence of alcohol or drugs while at school will be removed from instructional activities pending evaluation and appropriate action to ensure the safety of the student and others.

LIFE SKILLS CURRICULUM

Elite Academy believes that developing life skills is an essential component of preparing students for success in school, the workplace and the community. Life skills instruction supports students' academic achievement, social-emotional development, independence and overall well-being by providing practical knowledge and opportunities to apply skills in meaningful, real-world situations.

Life skills instruction is embedded throughout the school day and integrated across the curriculum. Through classroom instruction, community-based learning experiences, therapeutic supports and daily routines, students have opportunities to develop and practice skills that promote greater independence, self-confidence and responsible decision-making.

Life skills instruction may include, but is not limited to:

- Communication and interpersonal skills
- Self-advocacy and self-determination
- Emotional regulation and coping strategies
- Problem-solving and decision-making

- Organization and time management
- Independent living skills
- Personal health and hygiene
- Financial literacy and consumer skills
- Career exploration and workplace readiness
- Community participation and safety
- Social skills and relationship building

Elite Academy is committed to helping every student develop the knowledge, confidence and practical skills needed to become as independent, responsible and successful as possible while preparing for future educational, vocational and community opportunities.

MAKE-UP WORK

Teachers will keep track of make-up work for any student who misses school due to a tardy or absence and will work with the student and parent/guardian to develop a plan to make it up in a reasonable amount of time.

MEALS

Elite Academy provides nutritious breakfast and lunch options that meet applicable federal and state nutritional guidelines. The cost of school meals is included in tuition and there is no additional charge to parents/guardians.

Breakfast options are available each morning for students who have not eaten prior to arriving at school. Students are encouraged to eat a healthy breakfast to support learning and participation throughout the school day.

Students typically eat lunch with their classmates in the school cafeteria as part of the daily educational program. Staff supervise meal periods and use this time to encourage appropriate social interaction, communication, table manners and other positive life skills.

Students are expected to demonstrate safe, respectful and appropriate behavior during meal times. If a student's behavior creates a safety concern or significantly disrupts the cafeteria environment, the student may be required to eat in an alternative supervised location until they are able to safely return to the cafeteria. Every effort will be made to help the student successfully return to the cafeteria as soon as appropriate.

Parents/guardians are responsible for notifying the school of any food allergies, dietary restrictions, or special nutritional needs at the time of enrollment and whenever changes occur. Any student requiring a special or individualized diet must have written instructions from the parent/guardian and/or a licensed healthcare provider describing the dietary requirements. Unless otherwise arranged with the school, parents/guardians are responsible for providing all meals, snacks and beverages required to meet the student's individual dietary needs.

Elite Academy will make reasonable accommodations for students with documented medical dietary needs and for students whose dietary restrictions are based on sincerely held religious beliefs, consistent with applicable laws and school procedures.

To help ensure student safety, dietary instructions and allergy information will be communicated to staff members who have responsibility for the student's care and supervision. These instructions will be reviewed regularly and updated as needed. A current list of students with known food allergies or other medically necessary dietary restrictions will be maintained in the food service area and made available to appropriate school personnel while protecting student confidentiality in accordance with applicable privacy laws.

School menus are planned by a qualified nutrition professional and are available each month on the Elite Academy website and through Gradelink.

MEDICATION

To ensure the safe administration of medications, all prescription and over-the-counter medications administered during the school day must comply with Virginia regulations and Elite Academy's medication administration procedures.

Before any medication may be administered at school, a completed Request for Medication/Treatment Form signed by the student's parent/guardian and the prescribing licensed healthcare provider (when required) must be on file.

- Medications must be delivered to the school by the parent/guardian or another authorized adult. Students may not transport medication to or from school unless specifically authorized by law and school policy.
- Prescription medications must be in the original pharmacy-labeled container with the student's name, medication name, dosage, route, frequency, prescribing provider and current expiration date.
- Over-the-counter medications must be in their original, unopened manufacturer's container and accompanied by the required written authorization by parent/guardian.
- Parents/guardians are encouraged to provide at least a 30-day supply of medication whenever appropriate and are responsible for ensuring an adequate supply is available throughout the school year.
- Parents/guardians must notify the school immediately of any medication changes, discontinuations, dosage adjustments, or potential side effects.

All medications are stored in a secure, double-locked medication cabinet unless otherwise permitted by law or school policy.

Medications are administered only by staff members who have successfully completed Virginia-approved Medication Administration Training (MAT) and are authorized to administer medications.

Prior to administering medication, staff follow the Six Rights of Medication Administration by verifying the:

- Right student
- Right medication
- Right dose
- Right time
- Right route
- Right documentation

Students are observed while taking medication and each administration is documented on the Medication Administration Record. If a student refuses medication or if a medication error or unusual reaction occurs, the incident will be documented, the parent/guardian will be notified as soon as possible and appropriate follow-up procedures will be implemented.

Students may possess and self-administer emergency medications, such as prescribed asthma inhalers or epinephrine auto-injectors (EpiPens), only when authorized by the student's licensed healthcare provider, parent/guardian and school administration in accordance with applicable Virginia law and school policy.

Students who self-carry emergency medication must notify a staff member immediately after using the medication so that appropriate documentation and follow-up may occur.

Elite Academy maintains a stock, non-student-specific epinephrine auto-injector pursuant to Virginia law and a standing medical order. Authorized MAT-trained staff may administer stock epinephrine when a student is reasonably believed to be experiencing an anaphylactic reaction. Emergency medical services (911) will be contacted immediately following administration and the student's parent/guardian will be notified as soon as possible.

Discontinued medications should be picked up promptly by the parent/guardian. Medications not retrieved within thirty (30) days of notification, at the end of the school year, or upon a student's withdrawal from Elite Academy will be disposed of in accordance with applicable federal, state and local guidelines.

MONITORING THE EFFECTIVENESS OF MEDICATIONS

Elite Academy recognizes that medication may play an important role in supporting some students' educational, behavioral and social-emotional success. The school collaborates with parents/guardians, the student's local education agency (LEA), prescribing healthcare providers and other authorized members of the student's treatment team to monitor the effects of prescribed medications on the student's functioning within the school environment.

The purpose of medication monitoring is to objectively observe and document changes in a student's academic performance, behavior, attention, participation, communication, social functioning and other educationally relevant areas. Information collected by school staff is intended to support communication among the student's educational and medical providers and is not intended to replace medical evaluation or treatment decisions.

Procedure:

- Provide annual staff training on medication monitoring procedures, including common medications prescribed to children and adolescents, potential therapeutic benefits and side effects and objective data collection practices.
- Collaborate with parents/guardians, the prescribing healthcare provider, the referring local education agency (LEA) and other authorized members of the student's educational or treatment team to determine the need for medication monitoring and the appropriate monitoring schedule.
- Collect objective observational data regarding the student's academic, behavioral, social-emotional and functional performance while maintaining confidentiality in accordance with applicable laws.
- Share relevant observational data with parents/guardians and other authorized individuals who have written permission to receive such information or who are otherwise authorized by law.
- Collaborate with the student's educational team to implement appropriate instructional strategies, behavioral supports, accommodations, or other educational interventions when medication-related effects are observed and documented.

MEDICAL CARE

Elite Academy is committed to providing a safe and healthy learning environment. School staff respond promptly to student illnesses and injuries and provide first aid within the scope of their training. Emergency medical care will be obtained whenever necessary.

Student Illness

A student who becomes ill during the school day should immediately notify a staff member. The student will be evaluated by trained school personnel, who will provide appropriate care and determine whether the student may remain at school or should be sent home.

Parents/guardians will be contacted if a student develops any of the following while at school:

- A fever of 100.4°F (38°C) or higher;
- Vomiting or diarrhea;
- Symptoms of a potentially contagious illness, including persistent cough, sore throat, body aches, significant fatigue, or other flu-like symptoms;
- Signs of a communicable condition such as conjunctivitis (pink eye), ringworm, unexplained rash, or other suspected contagious illness; or
- Any illness or injury requiring medical evaluation or preventing the student from safely participating in school activities.

If a parent/guardian cannot be reached, the school will contact the student's designated emergency contact. Parents/guardians are responsible for ensuring that emergency contact information remains current throughout the school year.

Students who become ill during the school day should be picked up as soon as possible. When requested by the school, parents/guardians are expected to arrange for student pickup within one (1) hour, unless other arrangements have been approved by administration.

Students with a fever, vomiting, diarrhea, or other symptoms of a contagious illness should remain home until they have been symptom-free for at least 24 hours without the use of fever-reducing or symptom-suppressing medications, or longer if required by a licensed healthcare provider or public health guidance.

When appropriate, Elite Academy may require written clearance from a licensed healthcare provider before a student returns to school following a communicable illness or other significant medical condition.

Student Injuries

Students who are injured during the school day will receive immediate attention from trained staff. Parents/guardians will be notified whenever an injury requires medical evaluation, ongoing monitoring, or emergency treatment.

In the event of a life-threatening illness or injury, Elite Academy will immediately contact **911**, provide emergency first aid within the scope of staff training, notify the student's parent/guardian or emergency contact and complete all required incident documentation. When appropriate, the student's referring local education agency (LEA) will also be notified.

All student injuries and significant incidents are documented using the school's Incident/Injury Report procedures to ensure appropriate follow-up, communication with families and continuous improvement of school safety practices.

Communicable Diseases

Elite Academy follows current guidance from the Virginia Department of Health (VDH), the Virginia Department of Education (VDOE) and other applicable public health authorities regarding communicable diseases, including COVID-19 and other infectious illnesses. School health procedures may be modified as public health guidance changes.

PARENT & TEACHER CONFERENCES

Elite Academy values the partnership between home and school and encourages ongoing communication regarding each student's academic, behavioral and social-emotional progress.

Formal parent-teacher conferences are offered at least twice each school year, once during the

fall semester and once during the spring semester. During these conferences, parents/guardians have the opportunity to meet with their child's teacher(s), counselor, behavior support staff and administrator, as appropriate, to discuss the student's progress, accomplishments, areas of concern, Individualized Education Program (IEP) goals and strategies for continued success.

Open communication is encouraged throughout the school year. Parents/guardians may request a conference with a teacher, counselor, behavior support staff member, or administrator at any time. Likewise, school staff may request a conference whenever additional collaboration would benefit the student's educational, behavioral, or social-emotional development.

PARTICIPATION IN POLITICAL ACTIVITIES

Elite Academy encourages students to think critically, engage in respectful discussions and explore a variety of perspectives on current events, history, government, civics and other public issues as part of the educational program. Classroom discussions and instructional materials may include political, social, or issue-oriented topics when they are relevant to the curriculum and presented in an objective, educational manner.

Elite Academy employees are expected to maintain professional neutrality when discussing political or controversial issues with students. Staff shall not use their position to promote, advocate for, or discourage any political party, candidate, elected official, ballot measure, or personal political ideology. Employees should not share or promote their personal political beliefs or opinions in a manner that could reasonably be perceived as influencing, persuading, or pressuring students. Instruction should encourage critical thinking, respectful dialogue and consideration of multiple viewpoints rather than advancing a particular political perspective.

Consistent with Virginia law, no student shall be required or encouraged by Elite Academy staff to convey, distribute, or deliver materials that:

- Advocate for the election or defeat of any candidate for public office;
- Advocate for or against any referendum or ballot measure; or
- Advocate for or against any matter pending before a local school board, local governing body, the Virginia General Assembly, or the United States Congress.

Nothing in this policy prohibits the objective study of political systems, public policy, elections, government, current events, or controversial issues as part of classroom instruction. Students are encouraged to express their own viewpoints respectfully, listen to differing perspectives and engage in civil discourse while maintaining a respectful learning environment.

PERSONAL ITEMS

To help maintain a safe, secure and orderly learning environment, student belongings brought onto school property may be inspected upon arrival or at any time during the school day. Elite Academy conducts routine screening of items brought into the building to identify prohibited or unsafe items and to ensure the safety of students and staff. By enrolling at Elite Academy, parents/guardians and students acknowledge that all personal belongings brought onto school property are subject to inspection to maintain a safe educational environment.

Items that are prohibited, may interfere with the educational process, or present a health or safety risk will be confiscated. Depending on the nature of the item, confiscated property may be returned to the student at dismissal, released only to a parent/guardian, retained pending administrative review, or turned over to law enforcement when required by law or school policy.

Students are required to surrender personal electronic devices, including cell phones, smart watches (if applicable), earbuds, headphones, tablets and similar devices, upon arrival at school. Electronic devices will be secured by school staff and returned to students at dismissal unless

otherwise authorized by administration or required for educational purposes.

To promote safety and supervision, students are not permitted to carry backpacks, purses, bags, or similar personal containers during the instructional day unless specifically authorized by school administration.

Students may not sell, purchase, trade, barter, or attempt to exchange personal property on school grounds or during school-sponsored activities without prior administrative approval.

Elite Academy is not responsible for personal property that is lost, damaged, or stolen. Students are encouraged to leave valuable or unnecessary personal items at home.

RELATED SERVICES

Elite Academy provides educational instruction, behavioral supports and school-based counseling services as part of its therapeutic program. Except for counseling services provided by Elite Academy, related services identified in a student's Individualized Education Program (IEP) are the responsibility of the student's referring local education agency (LEA).

Related services may include, but are not limited to, speech-language therapy, occupational therapy, physical therapy, vision services, orientation and mobility services, audiology, nursing services, psychological services, or other services required by the student's IEP.

The referring LEA is responsible for ensuring that all required related services are provided in accordance with the student's IEP. When the LEA is unable to provide a qualified service provider directly, the LEA is responsible for arranging services through a qualified contracted provider or other appropriate means.

Elite Academy works collaboratively with referring school divisions and related service providers to coordinate scheduling and ensure students have access to the services identified in their IEP.

REPORTING OF SUSPECTED CHILD ABUSE

The safety and well-being of every student is a top priority at Elite Academy. In accordance with Virginia law, all school employees are mandated reporters and are legally required to report any reasonable suspicion of child abuse or neglect to the appropriate authorities.

When a report of suspected child abuse or neglect is made, Elite Academy will cooperate fully with Child Protective Services (CPS), Adult Protective Services (APS), law enforcement and other authorized agencies during any investigation.

To protect the integrity of investigations and ensure student safety, parents/guardians may not be notified of a report of suspected abuse or neglect unless authorized or directed by the investigating agency or as otherwise required by law.

All reports of suspected abuse or neglect are treated as confidential and handled in accordance with applicable federal and Virginia laws. Information is shared only with individuals or agencies authorized to receive it.

Elite Academy is committed to maintaining a safe, supportive and protective environment where students can learn, grow and thrive.

RESEARCH

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

RIGHTS AND RESPONSIBILITIES OF STUDENTS

The primary purpose of Elite Academy is to help students develop the academic, behavioral, social, emotional and life skills necessary to become responsible, productive and independent members of their communities. Through individualized instruction, therapeutic supports and positive behavioral interventions, students are encouraged to reach their full potential while demonstrating respect, responsibility, integrity and good citizenship.

Elite Academy recognizes that every student has important rights. With every right comes a corresponding responsibility. The expectations outlined below are designed to promote a safe, respectful and supportive learning environment where all students have the opportunity to succeed.

Student Rights	Student Responsibilities
To receive an education in an environment free from unlawful discrimination based on race, color, national origin, religion, sex, disability, or other characteristics protected by law.	Attend school regularly, participate actively in learning, follow school rules and contribute positively to the educational environment.
To learn in a safe, orderly and supportive environment.	Behave in a manner that promotes safety, remain engaged during instruction and follow the directions of school staff. Report safety concerns or situations that may place themselves or others at risk.
To be treated with dignity, courtesy, fairness and respect by students, staff and visitors.	Treat others with dignity, courtesy, fairness and respect, even during disagreements or conflict.
To have personal property treated with respect.	Respect the personal property of others and care for school buildings, equipment, technology and other school resources.
To express ideas, opinions and concerns respectfully through appropriate school channels.	Exercise freedom of expression responsibly without disrupting the educational process or using language or behavior that is threatening, harassing, obscene, defamatory, or otherwise violates school policy or the rights of others.
To voice concerns or disagreements regarding school decisions or policies.	Follow the grievance procedures outlined in this handbook and communicate concerns respectfully and appropriately.
To learn in an environment free from sexual harassment, bullying, intimidation and discrimination.	Refrain from engaging in harassment, bullying, intimidation, discrimination, or any behavior that violates the dignity or rights of others.
To hold and practice personal religious beliefs consistent with applicable law.	Respect the religious beliefs, practices and rights of others and refrain from interfering with another person's ability to exercise those rights.

SCHOOL CLEANLINESS

Elite Academy is committed to providing students with a clean, safe and well-maintained learning environment. Students are expected to take pride in their school and share responsibility for

helping maintain the building, classrooms, restrooms, cafeteria, outdoor areas, school equipment and other school property.

Students are expected to dispose of trash properly, keep learning spaces orderly, respect school property and report any damage or safety concerns to a staff member promptly. Intentional damage, vandalism, misuse of school property, or failure to follow expectations for maintaining school facilities may result in disciplinary action and, when appropriate, financial responsibility for repair or replacement in accordance with school policy.

By working together to care for our school environment, students help create a safe, welcoming and respectful place where everyone can learn and succeed.

SEXUAL HARASSMENT

Elite Academy is committed to maintaining a safe, respectful and inclusive educational environment that is free from sexual harassment and other forms of sex-based misconduct. Sexual harassment by or against students, employees, volunteers, contractors, or visitors will not be tolerated.

Sexual harassment includes unwelcome conduct of a sexual nature that is sufficiently severe, pervasive, or objectively offensive that it interferes with or limits a student's ability to participate in or benefit from the school's educational program or creates an intimidating, hostile, or offensive educational or work environment. Sexual harassment may include, but is not limited to:

- Unwelcome sexual advances or requests for sexual favors;
- Unwelcome sexual comments, jokes, gestures, or propositions;
- Unwanted physical contact of a sexual nature;
- Displaying or sharing sexually explicit or inappropriate materials;
- Sexual harassment through electronic communication or social media; or Other verbal, nonverbal, or physical conduct of a sexual nature that violates school policy or applicable law.

Any student, parent/guardian, employee, or other individual who believes they have experienced or witnessed sexual harassment is encouraged to report the concern immediately to the School Administrator or another trusted administrator. Reports will be taken seriously, investigated promptly and impartially and addressed in accordance with applicable federal and state laws, including Title IX, as well as school policies.

Retaliation against any person who reports sexual harassment, participates in an investigation, or assists in resolving a complaint is strictly prohibited and may result in disciplinary action.

Students or employees who engage in sexual harassment or retaliation are subject to appropriate disciplinary action, up to and including suspension, expulsion, termination of employment, referral to law enforcement when appropriate, or other corrective action consistent with applicable law and school policy.

Students may not leave school property during the instructional day unless authorized and accompanied by school staff or released in accordance with established school procedures.

STAFFING

Elite Academy is committed to employing highly qualified, compassionate professionals who are dedicated to supporting the academic, behavioral, social and emotional success of every student. We recognize that the quality of our staff is one of the greatest strengths of our program and are committed to recruiting, developing and retaining exceptional educators and support personnel.

Instruction is provided by licensed special education teachers or other educators who meet the

qualifications established by the Virginia Department of Education (VDOE). School counselors and social workers possess the education, credentials and professional qualifications required for their respective disciplines.

Behavior support staff and paraprofessionals receive ongoing training in evidence-based instructional practices, positive behavior supports, de-escalation techniques, communication strategies and interventions designed to meet the unique needs of students with disabilities, including students with autism spectrum disorder and other developmental, behavioral and emotional disabilities.

Upon employment, all staff participate in orientation and training that includes, but is not limited to:

- School policies and procedures
- Emergency preparedness and crisis response
- Child abuse and neglect recognition and mandated reporting
- Suicide prevention and awareness
- Confidentiality and professional ethics
- Positive behavior supports and behavior management
- Trauma-informed practices
- Student supervision and safety procedures

Staff receive annual refresher training and ongoing professional development to ensure continued compliance with applicable laws, regulations and best practices.

Staff members maintain certifications and training as required for their positions, including CPR, First Aid, Automated External Defibrillator (AED) and Crisis Prevention Institute (CPI) training. Designated staff members also maintain Medication Administration Training (MAT) certification to safely administer medications in accordance with Virginia regulations.

In addition to required training, staff participate in a minimum of **15 hours** of professional development annually. Training topics are selected to enhance instructional practices, improve student outcomes, strengthen behavioral and therapeutic interventions and support the continuous growth of our educational program.

STEALING

Students are expected to respect the property and belongings of others. Taking, possessing, concealing, damaging, or using another person's property without permission is prohibited. This includes property belonging to other students, staff members, visitors, or Elite Academy.

Students who are found to have stolen or knowingly possessed property belonging to another person may be referred to school administration for investigation. The school will make every reasonable effort to recover and return the property to its rightful owner.

Depending on the nature and severity of the incident, consequences may include restitution or replacement of the property, restorative interventions, loss of privileges, parent/guardian notification, suspension, referral to the student's local education agency (LEA) and other disciplinary action in accordance with the Student Code of Conduct.

When appropriate or required by law, theft or other criminal conduct may be reported to law enforcement.

STUDENT AND FACILITY SEARCHES

To maintain a safe, secure and orderly learning environment, Elite Academy conducts routine safety screenings and, when appropriate, searches based on reasonable suspicion. The school's responsibility to protect the health, safety and welfare of students, staff and visitors is balanced with each student's right to dignity and privacy.

Students are responsible for all personal property they bring to school or school-sponsored activities. School-owned desks, cubbies, lockers and other storage areas remain the property of Elite Academy and may be inspected by authorized school personnel at any time.

As part of Elite Academy's daily safety procedures, students and the personal items they bring into the building may be screened upon arrival. Students may be asked to empty their pockets, remove shoes or outerwear when appropriate and allow their belongings to be inspected. Hand-held metal detectors or other screening devices may be used as part of routine safety procedures.

Items that are prohibited, unsafe, disruptive to the educational environment, or otherwise violate school policy may be confiscated.

When there is reasonable suspicion that a student possesses prohibited or dangerous items or has violated school policy or the law, authorized school personnel may conduct a search of the student's person, clothing, personal belongings, electronic devices (when permitted by law and school policy), school-issued storage areas, or other property under the student's control.

Whenever practicable, searches will be conducted by an administrator or administrative designee in the presence of another staff member. School personnel will make every effort to conduct searches respectfully, privately and in a manner that minimizes embarrassment while maintaining school safety.

Elite Academy does **not** permit strip searches, body cavity searches, or other excessively intrusive searches.

Students who refuse to comply with a lawful search may be subject to disciplinary action. Parents/guardians and, when appropriate, law enforcement may also be notified.

Contraband includes any item prohibited by law or school policy, including but not limited to weapons, illegal drugs, alcohol, tobacco or vaping products, unauthorized medications, stolen property, or other items that threaten the safety, security, or orderly operation of the school.

Contraband discovered during a search will be confiscated. Depending on the nature of the item, it may be returned to the parent/guardian, retained by the school pending administrative review, or released to law enforcement when required by law or school policy.

Searches conducted in response to reasonable suspicion and any resulting seizure of contraband will be documented in accordance with school procedures.

SUSPENSION

Out-of-school suspension (OSS) is a serious disciplinary consequence and is used only when necessary to protect the safety of students or staff, maintain the integrity of the educational environment, or address serious or repeated violations of the Student Code of Conduct. Suspension decisions are made only after careful consideration and approval by school administration.

When a student is suspended, the parent/guardian will be notified as soon as practicable and the student's referring local education agency (LEA) will be notified within 24 hours, as required. Prior

to returning to school, the student and parent/guardian must participate in a re-entry conference with school administration. The student is expected to actively and appropriately participate in the meeting. If the student refuses to participate or is otherwise determined by administration to be unprepared to return safely to the school environment, the student may be sent home. Any day the student is sent home due to failure to participate in the required re-entry meeting will be considered an additional day of out-of-school suspension (OSS).

Following an out-of-school suspension, a student's behavioral support level or privileges may be adjusted as determined by administration based on the student's individual needs, safety considerations and behavior support plan. Unless otherwise determined by administration, students returning from an out-of-school suspension will re-enter the behavior program at Level 2. Students who were on Level 1 prior to the suspension will return at Level 1.

Parents/guardians may request a review of a suspension decision by contacting the School Administrator at (540) 412-5028.

When repeated or severe behavioral concerns indicate that Elite Academy may no longer be able to safely or appropriately meet a student's educational or behavioral needs, administration may convene a meeting with the parent/guardian, referring local education agency (LEA) and other appropriate team members to review the student's placement and consider additional interventions, long-term suspension, or other placement options consistent with applicable laws and regulations.

Serious Safety Violations

The following behaviors are considered serious violations of the Student Code of Conduct and may result in out-of-school suspension, referral to law enforcement and/or additional disciplinary action, depending on the circumstances:

- Assault, battery, or physical aggression toward another student, staff member, or other individual.
- Possession, use, sale, distribution, or attempted distribution of weapons or weapon-like objects.
- Possession, use, sale, distribution, or being under the influence of alcohol, illegal drugs, controlled substances, unauthorized medications, or other intoxicating substances.
- Sexual misconduct, including sexual activity, indecent exposure, or inappropriate sexual contact.
- Threats of violence, bomb threats, threats involving weapons, or other threats of catastrophic harm.
- Bullying, cyberbullying, harassment, intimidation, or other behavior that substantially disrupts the educational environment or threatens the safety or well-being of others.
- Any other conduct that poses a significant threat to the health, safety, or welfare of students, staff, or visitors.

Students are expected to immediately report any known or suspected weapon, threat, or other serious safety concern to a teacher, counselor, behavior support staff member, or administrator. Reports will be investigated promptly and appropriate action will be taken to protect the safety of the school community.

Violations of federal, state, or local law may also be referred to law enforcement when appropriate.

TESTING ADMINISTRATION

Students participate in state and local assessments in accordance with Virginia Department of Education (VDOE) requirements, their Individualized Education Program (IEP) and the policies of their referring local education agency (LEA). Unless otherwise exempt or participating in an

approved alternate assessment, students are expected to participate in Virginia Standards of Learning (SOL) assessments during the same testing windows as students in public schools.

Elite Academy collaborates closely with each student's referring LEA to coordinate all required state assessments. Depending on the procedures established by the LEA, students may complete SOL assessments at Elite Academy or at their home school. When assessments are administered at Elite Academy, school staff follow all VDOE testing security requirements and implement the testing accommodations documented in each student's IEP or other approved educational plan.

In addition to state assessments, Elite Academy utilizes a variety of formal and informal assessments throughout the school year to monitor academic progress, guide instructional planning and measure student growth. Informal assessments in reading and mathematics are administered at least twice each school year to assist staff in identifying student strengths, instructional needs and progress over time.

THREATS

Elite Academy is committed to maintaining a safe and secure learning environment. Threats of violence against any student, staff member, visitor, volunteer, community partner, or school property will not be tolerated. This includes verbal, written, electronic, symbolic, or implied threats, regardless of whether the threat is communicated in person, online, through social media, text message, email, or any other form of communication.

Students who make threats of violence or engage in conduct that creates a reasonable fear for the safety of others are subject to immediate disciplinary action, which may include removal from the classroom, out-of-school suspension, referral for a threat assessment, recommendation for a change in placement or administrative discharge and referral to law enforcement when appropriate.

Threats involving bombs, explosives, fire, firearms, or other acts of catastrophic violence will be treated as serious safety violations and may result in immediate law enforcement involvement.

Parents/guardians should be aware that certain threats made by students may constitute criminal offenses under the Code of Virginia, including but not limited to:

- **Code of Virginia § 18.2-83** – Prohibits communicating a threat or false report involving bombs, explosives, fire, or the destruction of buildings or places of assembly. Violations may result in felony or misdemeanor charges, depending on the circumstances and the age of the individual.
- **Code of Virginia § 18.2-60** – Prohibits communicating threats to kill or cause bodily injury. Written threats made on school property or at a school-sponsored event, as well as certain oral threats, may constitute criminal offenses.
- **Code of Virginia § 18.2-152.7:1** – Prohibits the use of a computer or computer network to communicate threatening, harassing, obscene, or otherwise unlawful electronic communications.

Elite Academy will cooperate fully with law enforcement and the student's referring local education agency (LEA) whenever a threat of violence or other serious safety concern is reported or investigated.

TOBACCO, NICOTINE and VAPING PRODUCTS

Elite Academy is committed to maintaining a healthy, safe and tobacco-free environment for all students, staff and visitors.

By State law, no one under the age of 21 years of age may possess tobacco, THC and CBD products.

Students are prohibited from possessing, using, distributing, purchasing, selling, or attempting to purchase or sell any tobacco, nicotine, vaping, hemp-derived, or similar products while on school property, during school transportation, or at any school-sponsored activity. This prohibition applies regardless of the student's age.

Prohibited items include, but are not limited to:

- Cigarettes and cigars
- Smokeless tobacco, chewing tobacco, snuff and nicotine pouches
- Electronic cigarettes (e-cigarettes), vape pens, vaporizers and other electronic smoking devices
- Nicotine liquids, cartridges, or pods
- THC, CBD, hemp-derived products, or similar substances not specifically authorized by law and school policy
- Matches, lighters, rolling papers, pipes, grinders, or other tobacco- or vaping-related paraphernalia

Any prohibited items found during routine safety screenings or otherwise discovered on school property will be confiscated. Students who violate this policy are subject to disciplinary action in accordance with the Student Code of Conduct. When required by law or circumstances warrant, the student's parent/guardian, referring local education agency (LEA) and law enforcement may be notified.

For purposes of this policy, **school property** includes the school building and school grounds located at 3345 Shannon Park Drive, Fredericksburg VA 22408, the surrounding parking areas, school vehicles, contracted transportation, school buses, work-based learning sites, community-based instruction locations, field trips and all other school-sponsored activities.

TRANSITION SERVICES

Elite Academy's primary goal is to help students develop the academic, behavioral, social-emotional and functional skills necessary to be successful in the least restrictive environment (LRE). For many students, this means returning to their referring public school when the Individualized Education Program (IEP) team determines that such a transition is appropriate.

Student progress is monitored continuously through classroom performance, behavioral data, progress toward Individualized Education Program (IEP) goals, daily behavior records, formal and informal assessments and input from school staff, parents/guardians and the referring local education agency (LEA). This information is used to evaluate each student's readiness for increased independence and consideration of a transition to a less restrictive educational setting.

Transition planning is an ongoing, collaborative process involving the student, parent(s)/guardian(s), Elite Academy staff, the referring LEA and other appropriate members of the IEP team. Placement decisions are made through the IEP process in accordance with applicable federal and Virginia special education regulations.

When appropriate, a student's transition plan may include gradual reintegration into the referring public school through activities such as classroom observations, visits, partial-day attendance, selected classes at the base school, or other individualized transition supports. Whenever possible, transitions are scheduled to coincide with natural breaks in the school calendar, such as the beginning of a semester or school year, to promote student success.

For students preparing to exit high school, Elite Academy collaborates with the referring LEA and appropriate community agencies to support post-secondary planning. Students may be referred to the Virginia Department for Aging and Rehabilitative Services (DARS) for **Pre-Employment**

Transition Services (Pre-ETS), when appropriate. These services may include:

- Job exploration counseling;
- Work-based learning experiences;
- Counseling regarding post-secondary education and training opportunities;
- Workplace readiness training;
- Independent living and employability skills; and
- Instruction in self-advocacy and person-centered planning.

Elite Academy is committed to preparing students for successful transitions to school, employment, post-secondary education, independent living and meaningful participation in their communities.

TRANSPORTATION

Transportation to and from Elite Academy is the responsibility of the student's referring local education agency (LEA) unless otherwise arranged by the parent/guardian or specified in the student's educational program.

Students arriving by private vehicle must remain under the direct supervision of their parent/guardian or driver until **7:55 a.m.**, when supervision transfers to Elite Academy staff. Students who arrive after **8:30 a.m.** must be escorted into the main office by the parent/guardian or authorized adult and signed in. Elite Academy is not responsible for students who are left unattended before school supervision begins.

Students are expected to follow all transportation rules and expectations established by their referring LEA, transportation provider and Elite Academy. Bus referrals or transportation-related disciplinary concerns are addressed in accordance with the policies of the student's LEA. A copy of any transportation referral may be maintained in the student's school record.

If a student's behavior at dismissal presents an immediate safety concern that prevents safe transportation, Elite Academy may require the parent/guardian or another authorized emergency contact to provide transportation home. If no authorized individual is available and the student's safety cannot otherwise be ensured, Elite Academy will take appropriate action, which may include contacting the student's LEA, emergency contacts, or other appropriate agencies.

Incidents that occur while students are being transported by an LEA-operated or contracted school bus are generally investigated and addressed by the referring LEA and transportation provider in accordance with their policies and procedures.

Alternate Transportation

If a student will be picked up by someone other than their regularly authorized transportation provider, the parent/guardian must notify the school by signed note, email, or telephone before 1:00 p.m. whenever possible. Students will otherwise be dismissed using their regular transportation arrangements.

Only individuals authorized by the parent/guardian may pick up a student. Government-issued photo identification may be required before a student is released.

Parents/guardians are responsible for maintaining current emergency contact information and a list of individuals authorized to transport or pick up their child. Students will not be released to unauthorized individuals.

When a student will be transported on a recurring basis by an individual other than the regular transportation provider, parents/guardians should provide the school with a written transportation

schedule. Students may be released to approved mentors, in-home counselors, community service providers, or other authorized individuals only after advance authorization has been received from the parent/guardian.

Elite Academy staff may transport students in school-approved vehicles for educational activities, community-based instruction, work-based learning experiences, extracurricular activities, or field trips.

Employees who transport students must possess a valid driver's license, successfully complete required driving record reviews and meet all applicable school, Virginia Department of Education (VDOE) and Department of Motor Vehicles (DMV) requirements. School vehicles are maintained in accordance with applicable safety standards and are equipped with required emergency and communication equipment.

TUITION, FEES AND FINANCIAL RESPONSIBILITY/PROTECTION PAYMENT AND REFUND

Tuition at Elite Academy is established on a daily, all-inclusive rate and is updated annually in the Children's Services Act (CSA) Service Fee Directory, as applicable.

For students placed at Elite Academy through their Individualized Education Program (IEP), tuition is funded by the referring local education agency (LEA) and/or the Children's Services Act (CSA) in accordance with applicable state and local procedures.

Parents/guardians of students enrolled through a private-pay arrangement are responsible for tuition and any applicable fees. Private-pay tuition is billed monthly based on the total number of enrolled school days, regardless of student attendance. Tuition charges are prorated on a per diem basis beginning on the student's date of enrollment.

If a private-pay student is withdrawn by the parent/guardian or administratively discharged by Elite Academy, any prepaid tuition covering school days after the student's final date of enrollment will be refunded in accordance with the enrollment agreement. Refunds are not provided for temporary absences when the parent/guardian intends for the student to return to Elite Academy or during a mutually agreed-upon period in which the student's enrollment is being held while receiving temporary services in another setting.

The daily tuition rate is intended to be all-inclusive. Except as otherwise provided in the enrollment agreement, parents/guardians are not responsible for additional educational fees. However, parents/guardians may be financially responsible for the repair or replacement of school property that is intentionally damaged, destroyed, or defaced by their student, consistent with applicable law and school policy.

All private-pay enrollments require a written enrollment agreement signed by the parent/guardian and accepted by Elite Academy. The agreement will specify tuition, payment terms, any additional fees, refund and cancellation provisions and other applicable financial policies. Upon written acceptance by Elite Academy, the enrollment agreement becomes a legally binding contract between the parent/guardian and the school.

VANDALISM

Students are expected to respect and care for school property and the property of others. A student who intentionally damages, destroys, defaces, or vandalizes school property or the property of another student, staff member, or visitor is subject to disciplinary action.

Consequences may include restitution for repair or replacement costs, loss of privileges,

parent/guardian notification, out-of-school suspension, referral to the student's local education agency (LEA), referral to law enforcement when appropriate and other disciplinary action in accordance with the Student Code of Conduct.

When school property or the property of another individual is intentionally damaged or destroyed, the parent/guardian may be held financially responsible for the reasonable cost of repair or replacement. An invoice or written notice of the charges will be provided to the parent/guardian.

Serious or repeated acts of vandalism, or incidents that significantly threaten the safety or operation of the school, may result in a recommendation for a change in placement or administrative discharge in accordance with applicable laws, regulations and school policy.

VISITATION

Elite Academy values strong partnerships with families and community agencies and welcomes parents/guardians, referring local education agency (LEA) personnel, probation officers, mentors, in-home counselors, social workers, service providers and others who are actively involved in supporting our students.

To ensure the safety and security of students and staff, all exterior doors remain locked during the school day. Visitors must ring the entrance bell, present valid photo identification upon request and be admitted by authorized school personnel. All visitors are required to sign in at the main office, obtain and wear a visitor badge while on campus and sign out before leaving the building.

Visitors will be escorted to their destination as appropriate and are expected to follow all school safety procedures while on campus.

Elite Academy welcomes parent and professional collaboration. To minimize disruptions to instruction and ensure that the appropriate staff members are available, visitors are encouraged to schedule appointments in advance whenever possible. School hours are **8:00 a.m. - 2:45 p.m.**

Elite Academy reserves the right to limit, postpone, or deny visitation when necessary to protect student privacy, maintain a safe learning environment, or avoid disruption to the educational program.

WATER-RELATED ACTIVITIES

The safety of students is the highest priority during all water-related activities. Students may participate in swimming or other water-based recreational or educational activities only with prior written permission from their parent/guardian.

All swimming activities are supervised by a certified lifeguard. In addition, Elite Academy staff accompany students and provide direct supervision throughout the activity. At least one staff member present will maintain current certification in CPR, First Aid and Automated External Defibrillator (AED) and a staff member trained in Medication Administration Training (MAT) will accompany the group whenever a participating student requires medication during the activity.

Students participating in boating, kayaking, canoeing, paddle sports, or other activities where there is a risk of entering deep water are required to wear a properly fitted, U.S. Coast Guard-approved personal flotation device (life jacket). Life jackets may also be required during other water-related activities based on the nature of the activity, environmental conditions, or safety considerations.

All water activities are conducted in accordance with Elite Academy's safety procedures and applicable risk management practices to ensure the health, safety and well-being of all

participants.

WEAPONS

Elite Academy is committed to maintaining a safe and secure learning environment. Students are prohibited from possessing, using, displaying, transmitting, or threatening to use any weapon or weapon-like object while on school property, during school transportation, or at any school-sponsored activity.

Weapons include, but are not limited to, firearms, knives, explosive devices, ammunition, BB or pellet guns, airsoft guns, tasers, martial arts weapons, clubs, chemical agents, or any object that is used or intended to threaten, intimidate, or cause bodily injury. Objects that closely resemble weapons or are used in a manner that causes others to reasonably believe they are weapons may also be treated as prohibited items.

Any weapon or suspected weapon found on school property will be immediately confiscated when it is safe to do so. Parents/guardians, the student's referring local education agency (LEA) and law enforcement will be notified as appropriate. Possession of a weapon on school property may result in criminal charges under Virginia law.

Students who violate this policy are subject to immediate disciplinary action, which may include out-of-school suspension, recommendation for a change in placement or administrative discharge and referral to law enforcement.

WILDERNESS & ADVENTURE ACTIVITIES

Adventure and wilderness activities are designed to provide students with educational, recreational, team-building and personal growth experiences in a safe and supervised environment.

Any adventure or wilderness activity requiring specialized instruction or technical skills shall be supervised by an individual who is appropriately licensed, certified, or otherwise qualified in that activity. Students may participate in these activities only after written permission has been obtained from the student's parent/guardian.

All adventure and wilderness activities are supervised by Elite Academy staff. At least one supervising staff member will maintain current certification in CPR, First Aid and Automated External Defibrillator (AED). A staff member trained in Medication Administration Training (MAT) will accompany the group whenever a participating student requires medication during the activity.

Prior to participation, staff will assess activity-specific risks, review safety procedures with students and ensure that appropriate equipment, emergency supplies, communication devices and required medications are available. All activities are conducted in accordance with Elite Academy's safety procedures and applicable risk management practices to protect the health, safety and well-being of all participants.

CODE OF STUDENT CONDUCT (August 2026)

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

Purpose

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

Rights and Responsibilities of Students

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

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

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

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

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

Students have a right to expect that other students and school personnel will respect their personal property. Students have the responsibility to respect the personal property rights of other students, teachers and administrators as well as the public's property, including school equipment and buildings.

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

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

Rules of Conduct

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

1. Absenteeism (including cutting of class), unexcused or excessive; The matter shall be reported to the student's referring LEA (Local Educational Authority) and/or guardian. Minimum of warning, including parent/guardian and other stakeholder notification, to maximum determined by the LEA (including referral to truancy officer and the juvenile and domestic relations court).
2. Alcoholic beverages and imitation alcoholic beverages including non alcoholic beer, possession, delivery, sale, distribution, manufacture, use, or being under the influence of; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to maximum determined by LEA. The matter may be reported to the police with the potential for criminal charges being filed. Additionally, the student may be required to undergo evaluation for drug or alcohol abuse, or both. Students suspected of being under the influence may be subject to breath analysis. With the recommendation of the evaluator and with the consent of the parents, the student may be required to participate in a treatment program.
3. Arson or attempted arson; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the Fire Marshall and police, with the potential for criminal charges being filed.

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

23. Fighting; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
24. Fire alarm and/or fire extinguisher activation without just cause; false alarm including calling 911 to falsely indicate an emergency; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the Fire Marshall and police, with the potential for criminal charges being filed.
25. Fireworks or other explosives, including chemicals and materials which may be combined to manufacture such item, possession, distribution, manufacture, use or lighting of; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the Fire Marshall and police, with the potential for criminal charges being filed.
26. Forgery of notes or passes, etc; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
27. Gambling and/or promotion of gambling; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
28. Gang Activity; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
29. Hazing; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
30. Illegal conduct involving firebombs, explosive materials or devices, hoax explosive devices, or chemical bombs in school vehicles, school property, or at a school-sponsored activity (including school-sponsored work experience site); The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
31. Immorality; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA.
32. Leaving class without teacher's permission; Minimum of a warning to a maximum of short-term suspension (up to 10 days or less).
33. Leaving school grounds without proper authorization; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Police will be notified when the student is under 18 years of age.
34. Loitering on school property, including halls, restrooms and parking lots; Minimum of a warning to a maximum of short-term suspension (up to 10 days or less).
35. Loitering in vehicles in parking lots or on streets; Minimum of a warning to a maximum of short-term suspension (up to 10 days or less).
36. Lying/falsehood; Minimum of a warning to a maximum of short-term suspension (up to 10 days or less).
37. Mace or like substance, possession and/or use of; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA.
38. Misuse of school property or the property of others; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
39. Molesting others; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
40. Profane or obscene language, gestures or conduct, or use of; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter may be reported to the police, with the potential for criminal charges being filed.
41. Obscene writing, pictures, or articles, or possession of; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
42. Participating in and/or instigating a fight or riot; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
43. Possessing, using, distributing, intending to sell, selling, manufacturing, giving, attempting to sell, or being under the influence of a controlled substance other than an alcoholic beverage, including anabolic steroids, an imitation controlled substance and other lookalikes (placebos), marijuana, illegal drugs, intoxicants other than an alcoholic beverage, inhalant, intoxicants, or possessing, distributing, intending to sell, selling, or attempting to sell drug paraphernalia on school property, including the parking lot, in a school vehicle, or while engaged in or attending any school activity or in any manner so as to endanger the well-being of students or staff or any other type of substance abuse; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension

- (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter shall be reported to the police, with the potential for criminal charges being filed. Additionally, the student may be required to undergo evaluation for drug or alcohol abuse, or both. With the recommendation of the evaluator and with the consent of the parents, the student may be required to participate in a treatment program.
44. Possession, use, distribution, attempted distribution of prescription medications, over-the-counter, non-prescription medications and/or lookalikes in conjunction with failure to provide to school staff any prescription or nonprescription medication for safekeeping and administration; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter shall be reported to the police, with the potential for criminal charges being filed. Additionally, the student may be required to undergo evaluation for drug or alcohol abuse, or both. With the recommendation of the evaluator and with the consent of the parents, the student may be required to participate in a treatment program.
 45. Presentation of forged notes or passes; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
 46. Profane or abusive language, use of; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
 47. Publication and/or distribution of unauthorized materials including newspapers, letters, flyers and posters; Minimum of warning to maximum of short-term suspension (up to 10 days).
 48. Refusal to follow directions of teacher or other staff member; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
 49. Refusal to identify self properly; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
 50. Removal of food from lunchroom; Minimum of warning to maximum of short-term suspension (up to 10 days).
 51. Rude behavior to others; Minimum of warning to maximum of short-term suspension (up to 10 days).
 52. Sexual harassment; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
 53. Sexual offenses, including inappropriate public display of affection, consensual sex, indecent exposure, rape, attempted rape, non-consensual physical contact, possession of or use of pornographic materials; The matter shall be reported to the LEA and/or guardian. Minimum of a short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
 54. Smoking or using tobacco; and the possession of any tobacco product regardless of age of student; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
 55. Sleeping in class; Minimum of warning to maximum of short-term suspension (up to 10 days).
 56. Tardiness, unexcused or excessive; The matter shall be reported to the LEA and/or guardian. Minimum of warning to a maximum including termination as determined by the LEA.
 57. Theft; attempted theft, robbery, attempted robbery; The matter shall be reported to the LEA and/or guardian. Minimum of a short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
 58. Threatening bodily harm or property damage; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
 59. Threatening language or gestures, use of: The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
 60. Trespassing on school property, including the parking lot, while suspended; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
 61. Truancy from school; The matter shall be reported to the LEA and/or guardian. Minimum of warning including parent notification to maximum determined by LEA, including referral to the juvenile and domestic relations court.
 62. Unauthorized entry into restricted areas; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
 63. Use or possession of any firearm, knife, other weapon, whether armed or disarmed, or lookalike, on or near school property, including the parking lot, in a school vehicle, or while engaged in or attending any school activity unless part of the curriculum, including the use or possession of explosives or destructive devices. Weapons include, but are not limited to, any gun or object designed to propel a missile of any kind including bows; any dirk, bowie knife, switchblade, ballistic knife, razor, slingshot, spring stick, metal knuckles, blackjack, any stun weapon or taser, any flailing instrument consisting of two or more rigid parts that can be swung freely (such as nunchuck or fighting chain); any object with points or pointed blades; any imitation weapon or lookalike, including, but not

limited to toy guns, etc., or any object (including imitation or lookalike) used with the intent of threatening or harming an individual; The matter shall be reported to the LEA and/or guardian. Minimum of a short-term suspension to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.

64. Verbal abuse/cursing; The matter shall be reported to the LEA and/or guardian. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
65. Violence, acts of; The matter shall be reported to the LEA and/or guardian. Minimum of a short-term suspension to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
66. Any violation of this handbook, policies of the school board, or state law; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
67. Any other conduct considered by the school administrator, president or board of Employment Resources Incorporated to be disruptive, disrespectful, threatening and/or presenting an immediate danger to the welfare, health and safety of any person; The matter shall be reported to the LEA and/or guardian. Minimum of a warning to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.

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

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

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

1. Any attempted or actual physical injury, including "unlawful woundings", maimings and homicides, other than involuntary manslaughter, committed by a student on school personnel;
2. The assault, assault and battery, sexual assault, death, shooting, stabbing, cutting, or wounding of any person while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
3. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
4. Any threats against Elite Academy personnel, clients or worksite supervisors while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
5. The illegal carrying of a firearm (including those defined in Sections 22.1, 277.01, 18.2-308 and 18.2-308.1 of the Virginia Code) onto school property, including the parking lot, or a school vehicle
6. Any illegal conduct involving firebombs, explosive materials or devices, hoax explosive devices, or chemical bombs in a school vehicle, on school property, or at a school-sponsored activity;
7. Possession and/or use of tobacco and smokeless tobacco products by students under the age of 18;
8. Bomb threats or false bomb threats made against school personnel or involving school vehicles or school property;
9. Extortion;
10. Possession of weapons;
11. Property crimes (arson, burglary, theft, vandalism);

12. Robbery;
13. Runaways;
14. Sex offenses (indecent exposure, obscene phone calls, rape, sodomy and child molestation);
15. Threats to do bodily harm;
16. Trespassing;
17. Use of abusive or profane language.

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

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

Disciplinary Actions for Violations of Standards of Conduct

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

Investigative Stage:

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

Adjudicative Stage:

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

Types of Disciplinary Action

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

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

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

APPENDIX 1

Elite Academy

Level Privileges

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

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

APPENDIX 2

Elite Academy

Safety Contract

Creating a safe, respectful and supportive learning environment is the responsibility of every member of the Elite Academy community. For students and staff to learn and work together successfully, both physical and emotional safety must be maintained at all times.

As a student at Elite Academy, you are expected to contribute to a safe school environment by demonstrating appropriate behavior and by not initiating, encouraging, participating in, or supporting behaviors that may place yourself or others at risk.

I understand that the following behaviors are considered unsafe and may result in increased supervision, behavioral interventions, disciplinary action, or other appropriate consequences as determined by school administration:

- Threats of self-harm, including self-injurious behavior, statements, or gestures
- Threats, intimidation, or assault (verbal, written, physical, or gestural, whether direct or indirect)
- Physical aggression or battery, including pushing, tripping, hitting, kicking, spitting, or similar behaviors
- Bullying, harassment, or intimidation
- Destruction or vandalism of school or personal property
- Sexual assault
- Sexual harassment
- Theft or possession of stolen property
- Leaving assigned supervision, the classroom, or school grounds without permission
- Bringing prohibited or dangerous items to school, including weapons, tobacco or nicotine products, vaping devices, lighters, alcohol, illegal drugs, controlled substances, or other contraband
- Any other behavior determined by the School Administrator to pose a threat to the health, safety, or welfare of students, staff, or visitors

I understand that all safety concerns are taken seriously. Safety infractions may result in increased supervision, temporary or permanent loss of privileges, behavioral interventions, disciplinary action, parent/guardian notification and other responses deemed appropriate by the school. Interventions will be implemented in accordance with school policy and applicable laws and regulations.

By signing below, I acknowledge that I have read, understand and agree to follow the safety expectations outlined in this Student Safety Contract.

Student Signature

Date

Parent/Guardian Signature

Date

APPENDIX 3
Elite Academy
Parent/Guardian Participation Agreement

Elite Academy is committed to helping students achieve their educational, behavioral, social and emotional goals so they may successfully transition to less restrictive educational settings and become successful members of their communities. We believe students experience the greatest success when families and school staff work together through open communication, mutual respect and shared responsibility. Elite Academy is committed to partnering with parents and guardians throughout each student's educational program.

Elite Academy Staff Will:

- Maintain open, respectful and timely communication regarding the student's academic, behavioral and social-emotional progress.
- Inform parents/guardians of significant changes in student performance, behavior, or educational programming.
- Remain available to discuss questions, concerns, or recommendations regarding the student's educational program.
- Value parents/guardians as important partners and sources of information about their child.
- Collaborate with parents/guardians when developing and reviewing educational and behavioral goals.
- Provide progress reports, report cards and other required educational updates
- Implement the student's educational program in accordance with the Individualized Education Program (IEP) and the Virginia Standards of Learning (SOLs) or other applicable curriculum standards.
- Schedule meetings at mutually convenient times whenever reasonably possible.

Parents/Guardians Agree To:

- Notify the school promptly of changes that may affect the student's education or safety, including:
 - Changes in medications (whether administered at home or school)
 - Changes in address, telephone number, emergency contacts, or custody arrangements
 - Significant family events, crises, or other circumstances that may impact the student's school performance
- Complete and return required forms and requested information in a timely manner.
- Maintain current contact information and be reasonably available to communicate with school staff regarding their child. If telephone access is unavailable, work with the school to establish an alternate method of communication.
- Participate, when appropriate, in supporting educational or behavioral strategies recommended through collaboration with school staff.
- Notify the school if the student has a communicable disease or medical condition that may affect school attendance and provide any required medical clearance before the student returns to school.
- Promote regular and punctual school attendance and notify the school as early as possible regarding student absences.
- Provide written documentation for absences when required by school policy.
- Supply medications and required medical documentation in accordance with the school's medication administration policy.
- Share copies of new educational, medical, psychological, or related evaluations that may assist the school in meeting the student's educational or health needs, when available.
- Work collaboratively with school staff to support the student's educational, behavioral and social-emotional success while communicating any questions or concerns in a respectful and timely manner.

By working together, parents/guardians and Elite Academy staff create a positive partnership that promotes student growth, independence and success.

APPENDIX 4

Elite Academy
Parent/Guardian Participation Agreement Signature Page

I acknowledge that I have read and understand the Parent/Guardian Participation Agreement. I understand my responsibilities as outlined in this handbook and agree to work cooperatively with Elite Academy to support my child's educational, behavioral and social-emotional success throughout their enrollment.

By signing below, I acknowledge my commitment to fulfilling these responsibilities and maintaining open communication with school staff.

Parent/Guardian Signature

Date

APPENDIX 5

Elite Academy 2026-2027 Handbook Acknowledgement

I acknowledge that I have received and reviewed the Elite Academy 2026–2027 Parent/Student Handbook. I understand that the handbook contains important information regarding school policies, procedures, expectations, student conduct and parent responsibilities.

I understand that it is my responsibility to become familiar with the contents of the handbook and to comply with the policies and procedures established by Elite Academy. I understand that if I have questions regarding any portion of the handbook, I may contact the school office for clarification.

My signature indicates acknowledgement of receipt and understanding of the handbook. It does not waive any rights afforded under applicable federal or Virginia law.

Student Signature

Date

Parent/Guardian Signature

Date

Staff Signature

Date

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

APPENDIX 6
Elite Academy
Transportation Contract Numbers

Caroline County	(804) 633-6562
Colonial Beach	(804) 224-9897
King George County	(540) 775-3870
Orange County	(540) 661-4596
Prince William County (Everdriven)	(877) 225-7750 x1
Spotsylvania County	(540) 582-5125
Stafford County	(540) 373-6095