



PHILLIPS

Programs for Children and Families

**PHILLIPS School~Fairfax
PARENT-STUDENT HANDBOOK**

**PHILLIPS School~Fairfax
11230 Waples Mill Road
Suite 100
Fairfax, VA 22030
Phone: (703) 591-1146
Fax: (703) 591-1148
www.phillipsprograms.org**

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A WELCOME FROM OUR DIRECTOR

Dear Parents/Guardians and Students:

Welcome to PHILLIPS School ~ Fairfax, we are providing you with this handbook as a helpful reference; it includes pertinent information about PHILLIPS School ~ Fairfax.

Parents/Guardians are welcome and encouraged to visit PHILLIPS School ~ Fairfax. We request that you call in advance to schedule an appointment through your student's counselor who will work on arranging the appropriate staff to meet with you. We welcome questions regarding any information discussed here, or in any other area specific to your situation. We encourage you to be in regular contact with your student's counselor so that we may provide an optimum learning and therapeutic environment.

We look forward to working with you and your student and we hope this handbook provides an overview of the foundation of education and counseling provided at PHILLIPS School ~ Fairfax.

Sincerely,

***Alteasha L. Ervin
Program Director
PHILLIPS School~Fairfax***

THE PROGRAM

PHILLIPS School~Fairfax is an accredited Virginia Association of Independent Specialized Education Facilities (VAISEF) school, licensed to operate by the Virginia Board of Education as a Private Day School for Students with Disabilities. PHILLIPS School~Fairfax is licensed to serve students who receive special education services under the disability categories of Autism, Developmental Delay, Emotional Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, and Visual Impairment including blindness. PHILLIPS School~Fairfax serves students ages 5 -22.

PHILLIPS School~Fairfax is a structured therapeutic day school with positive behavior interventions and supports with a low teacher-to-student ratio. PHILLIPS School~Fairfax offers a minimum classroom ratio of two staff members for every ten students while maintaining an overall ratio of one staff to every three students.

PHILLIPS School~Fairfax's primary focus is on student academic achievement and personal growth through a rigorous program that strengthen each student's self-confidence and develops pro-social skills. Our goals is to help every student become a more confident learner and make a successful return to his/her least restrictive environment.

Academic Instruction

PHILLIPS School~Fairfax teaches curriculum in accordance with the Virginia Standards of Learning (SOL) and Common Core Standards.

For elementary and middle school students, PHILLIPS School~Fairfax provides comprehensive academic instruction in language arts, mathematics, science and social science/history. Our art teacher is on site to teach art education and history as well as to help students explore their creativity in a supportive environment. Through art instruction, students attain the skills necessary to think critically, solve problems resourcefully, make informed judgments, and work cooperatively within groups, appreciate different cultures, exercise imagination, and be creative. PHILLIPS School~Fairfax's social skills groups introduce students to interpersonal skills and values such as honesty, courage, self-reliance, self-discipline, anger management, conflict resolution, effective communication skills and dependability. To promote health literacy, and the motivation to engage in the health-enhancing physical activity needed to achieve and maintain a balanced, healthy life, elementary and middle school students receive daily physical education instruction.

To meet high school requirements for graduation, PHILLIPS School~Fairfax teaches the following:

- **English** – English 9, English 10, English 11, and English 12
- **Mathematics** – Personal and Financial Math, Algebra I, Geometry, Algebra II, and Pre-Calculus/Trigonometry
- **Science** – Biology, Earth Science, Chemistry, and Physics
- **Social Studies** – World History/Geography I, World History/ Geography II, US/VA History, D.C. History, and US Government
- **World Language** – Spanish I, Spanish II, Spanish III. Additional world languages are offered through virtual courses.
- **Virtual Courses** – Virtual courses are offered through accredited multi-division online providers.
- **Economics & Personal Finance**
- **Health/PE** – All high school student are required to take Health/PE 9 and Health/PE 10 unless the student is unable to participate due to a medical condition or has met the credit requirement.
- **Art** – Art I and Art II.
- **Electives** include Child Development, Psychology, Sociology, Social Skills I, Social Skills II, Music Appreciation, Computer Information Systems, Keyboarding, and Sr. Post-Graduation Skills. Sr. Post-Graduation Skills prepares students to enter employment, by developing interpersonal skills, following directions, working independently, completing a task, and developing self-advocacy and other community living skills. In this class, students develop their resumes and learn job interviewing skills.

Individualized Educational Program (IEP)

In accordance with the *Individuals with Disabilities Education Improvement Act* of 2004 (IDEA), PHILLIPS School ~ Fairfax's educational and counseling staff in partnership with the student and their family, work with their LEA case manager and community professionals to develop an Individualized Education Program (IEP) designed to meet the student's academic, social/emotional and behavioral needs. Each student benefits from this team-oriented approach.

Statewide Assessments

PHILLIPS School~Fairfax follows the local, state and IEP requirements regarding the administration of statewide assessments. Testing is provided on site. However if the LEA case manager provides the opportunity, the student may choose to take the assessment(s) at their home school.

Testing and Evaluation

On an ongoing basis, teachers assess student academic progress through teacher generated assessments. Students are assessed quarterly via Interactive Achievement to evaluate their progress towards achieving the Standards of Learning. On an annual basis students are administered a norm-referenced assessment such as the KTEA-3 to ascertain data for their annual IEP.

Counseling

Counseling is an integral part of PHILLIPS School ~ Fairfax's program. PHILLIPS School ~ Fairfax's experienced licensed clinical therapists work closely with the student and their family to assist with crisis intervention, problem solving, collaboration, and to provide reports on student progress. Therapists provide as-needed and weekly individual student therapy on a regular basis or per the student's IEP. Upon request and when needed, counselors provide family counseling sessions. Parents/Guardians are encouraged to meet with their student's counselor at least twice per month.

Speech and Language and Occupational Therapy

Speech and language therapy and occupational therapy services are provided in accordance with the student's IEP.

Extended School Year (ESY)

ESY is determined on an individual basis and is available upon IEP approval.

Transition Services

PHILLIPS School~Fairfax assists all students with transition services. When the student's IEP team feels the student is ready to transition back to their home school, an IEP is convened to discuss placement and to develop a plan for partial transitioning or mainstreaming. For students who are aged 14 and above, PHILLIPS School~Fairfax staff work with the student to develop a transition plan as part of their IEP. At each annual IEP, the student's IEP team discusses their least restrictive environment and where appropriate, the team updates and reviews the student's transition plan. For graduating seniors, counselors work with the student and their family to ensure students are applying for colleges and counsel with the student on how to obtain a job. In addition, PHILLIPS School~Fairfax counselors coordinate referrals to DARS/RSA and CSB.

High School Graduation/Diploma Options

High school students graduating from PHILLIPS School~Fairfax receive a high school diploma issued by their Local Educational Agency (LEA). PHILLIPS School~Fairfax works with the student's LEA case manager to ensure that all graduation requirements are being met. At any time and upon request, PHILLIPS School~Fairfax will provide the parents/guardians with a copy of their student's LEA Diploma Options and Requirements Information. At a minimum of once per year, a copy of the student's Diploma Options and Requirements are furnished the parents/guardians at their student's IEP meeting. Virginia students who attend PHILLIPS School~Fairfax have the option to pursue an Advanced Studies Diploma, Standard Diploma, or Modified Standard Diploma (the Modified Standard Diploma option is only available to students who entered the 9th grade for the first time during or before school year 2012-2013). District of Columbia students attending PHILLIPS School~Fairfax have the option to pursue a high school Diploma. In addition to

successfully completing all course requirements, District of Columbia students must complete 100 hours of community service.

Extra-Curricular Groups

PHILLIPS School~Fairfax offers students the opportunity to participate in dance, choir, student government and peer-to-peer mentoring.

Facilities and Equipment

Each classroom has two internet connected desktop computers as well as access to portable laptop computers. Teachers are able to utilize SMART™ boards to teach their lessons. PHILLIPS School~Fairfax maintains a staff and student library where media resources are maintained. PHILLIPS School~Fairfax's gymnasium accommodates student daily physical education activities as well as other student related social/educational functions. The PHILLIPS School~Fairfax lunchroom provides students the opportunity to socialize with their peers in a structured environment while eating their lunch.

GRADING SCALE

A 93-100	A- 90-92	B+ 87-89	B 83-86	B- 80-82	C+ 77-79
C 73-76	C- 70-72	D+ 67-69	D 64-66	D- 63-60	F 59 & Below

PHILLIPS School~Fairfax's grading policies are aligned with the surrounding jurisdictions. Satisfactory progress at PHILLIPS School~Fairfax includes a combination of academic and behavioral success.

Reports on academic and IEP progress are completed at the end of each nine-week grading period. Copies of the student's grade report, IEP Progress Report, interim and/or semester report are mailed to the parents/guardians and the LEA case manager. Academic/behavioral progress is provided to the parents/guardians on a regular basis through telephone calls and e-mail.

Grading

Tests: Study guides will be provided for each test. Students will have the opportunity to retake a failed test if they have completed the Study Guide, and can receive partial credit for corrected items.

Quizzes: The lowest quiz grade each quarter will be dropped. Students will be able to make up missed quizzes during a time arranged with the teacher or after school.

Participation: Students are expected to earn daily points and be active listeners and learners.

Course Work

For any student absence, students will be given the opportunity to work with staff to make up missed work. Students with excused absences have the opportunity to earn a full grade for missed work/tests/quizzes/homework. Unexcused absences may affect a student's grade if they do not complete missing assignments/tests/quizzes/homework within a reasonable timeframe.

SCHOOL CONTACT INFORMATION

PHILLIPS School~Fairfax is located at 11230 Waples Mill Road, Ste. 100, Fairfax, VA 22030. Office # (703) 591-1146; Fax # (703) 591-1148. After-Hours Voice Mail - Extension 300. Administrative Offices – Extension 310.

The main point of contact at PHILLIPS School~Fairfax is your student's counselor. Your student's counselor can be reached to address any educational concerns as the teachers are not available during the school day. Except in cases of emergency, students are not permitted to make or to receive telephone calls during school hours. Any student phone call home will be coordinated through the student's counselor.

Please visit our website periodically for special announcements - our web address is www.phillipsprograms.org

SCHOOL HOURS

PHILLIPS School~Fairfax operates on its own 10-month calendar which is similar to Fairfax County Public Schools. School hours for student attendance are Monday through Friday from **7:55 AM** until **2:35 PM**.

SCHOOL CALENDAR (Enclosed)

In the case of inclement weather, PHILLIPS School~Fairfax follows the dismissals, closings and late openings of Fairfax County Public Schools.

STUDENT RECORDS

Type and Location of Records

A current scholastic records file is developed and maintained for each PHILLIPS School~Fairfax student. All files are maintained in a locked, fire-resistant cabinet to comply with the Virginia Board of Education's policy on record keeping and files.

Access to Records

Parents/Guardians have the right to inspect and review their student's record maintained by the PHILLIPS School~Fairfax. Parents/Guardians who desire access to student records should inform PHILLIPS School~Fairfax administration, who will schedule a time and arrange for a staff member to explain the content of the records. The right of access includes the right to obtain copies of records at cost.

RIGHTS OF STUDENTS AND PARENTS/GUARDIANS

By state and federal law, certain due process rights are guaranteed to students and parents/guardians of students who have been identified as needing special education. You may obtain a copy of, "*Your Family's Special Education Rights*" via the Virginia Department of Education website at http://www.doe.virginia.gov/special_ed/regulations/state/procedural_safeguards/english_procedural_safeguards.pdf. Upon request, PHILLIPS School~Fairfax will provide you a copy of "*Your Family's Special Education Rights*." At a minimum of once per year, a copy of "Your Family's Special Education Rights" will be provided to you at your student's IEP meeting.

For DC students, beginning when the student is in 9th grade, but in no cases later than the year the student turns 16 and in all subsequent IEP meetings before the student's 18th birthday, the LEA case manager will inform parents/guardians and student that parental rights under IDEA Part B will transfer to the student when the student reaches age 18. Additional information on Age of Majority is available on the DCPS website at <http://dcps.dc.gov/page/transfer-rights>. For Virginia students, initially, the student and parents/guardians are notified, at least one year prior to the student's eighteenth birthday that the transfer of rights will occur at age 18. Additional information on Age of Majority is available on the Virginia Department of Education website at http://www.doe.virginia.gov/special_ed/regulations/state/transfer_rights_students_disabilities.pdf

ADMISSION REQUIREMENTS & PROCEDURES

Students are typically referred to PHILLIPS School~Fairfax by their LEA. Students may, however, be privately placed or enter as a transitional placement upon discharge from an acute care treatment facility, before returning to a traditional educational program. PHILLIPS School~Fairfax does not offer scholarships, tuition assistance or insurance, to students privately placed. PHILLIPS School~Fairfax does not discriminate against students due to race, gender or religious affiliation.

When reviewing applications for admission, PHILLIPS School~Fairfax administration takes into consideration the student's educational records, interview, and availability of space within the program.

To initiate placement, the referring case manager will forward the student's cumulative educational record to PHILLIPS School~Fairfax with a request for possible placement. PHILLIPS School~Fairfax administration and staff will review the student's records to determine whether the student is an appropriate candidate. If the student is an appropriate candidate, PHILLIPS School~Fairfax will schedule an interview for the parents/guardians and student. If the student is accepted by PHILLIPS School~Fairfax, PHILLIPS School~Fairfax will issue a letter of acceptance to the referring case manager. Once the parents/guardians and referring case manager mutually accept placement, and notify PHILLIPS School~Fairfax of their

acceptance, an Individualized Educational Program (IEP) will be convened with the student's IEP team. This placement IEP must occur before the student starts school at PHILLIPS School~Fairfax.

Prior to the student starting school, PHILLIPS School~Fairfax must be in receipt of the following educational records: current IEP, current determination of eligibility with primary disability classification and supporting documents, current report card, Standards of Learning (SOL) scores, educational report, sociocultural report, psychological report, and if applicable, occupational therapy and speech and language reports. If the student is in high school student, the referring case manager must provide to PHILLIPS School~Fairfax, the student's high school transcript which should include verified credits. PHILLIPS School~Fairfax must also receive a record of the student's comprehensive physical examination and current record of immunizations.

In addition, prior to their student starting school, parents/guardians must complete and return all PHILLIPS School~Fairfax related paperwork. This paperwork includes but is not limited to the following: Permission for Emergency Care; Physician's Medication Authorization; Emergency Treatment Plan; Virginia Asthma Action Plan; Epinephrine Authorization; Inhaler Authorization; Behavior Management System Authorization; PHILLIPS School~Fairfax Internet, Computer and Cell Phone Student Acceptable Use Agreement; Field Trip Permission; Photo and Other Material Release; Acknowledgement Handbook Receipt and Release of Information forms.

TUITION

For publicly placed students full tuition is funded through Children's Service Act (CSA). Parents/Guardians may choose to privately place their student at PHILLIPS School~Fairfax and accept full financial responsibility for their student's tuition and transportation. PHILLIPS School~Fairfax bills monthly for services rendered. Student tuition is paid based upon daily rates until such time the student is withdrawn.

CONTACT WITH LOCAL SCHOOL DIVISIONS

PHILLIPS School~Fairfax administration, counselors, and teachers are in regular contact with the student's LEA case manager to evaluate and assess the student's needs. LEA case managers periodically visit PHILLIPS School~Fairfax to evaluate and monitor student progress as well as monitor PHILLIPS School~Fairfax's overall program.

STUDENT OR PARENT/GUARDIAN CONCERNS

Visitors are welcome and encouraged - we request that visitors call in advance to schedule an appointment through their student's counselor. The student's counselor will work on arranging the appropriate staff for the meeting. Staff may be reached by phone: (703) 591-1146, by fax: (703) 591-1148 or via e-mail, Monday through Friday between the hours of 7:45 a.m. – 4:00 p.m.

Students and parents/guardians who have concerns or suggestions regarding the education of their student may present these concerns to teachers, counselors or PHILLIPS School~Fairfax administration, who will make themselves available in person or by phone to hear their concerns.

PHILLIPS School~Fairfax will work diligently with parents/guardians to resolve all complaints and concerns. In the event that the student and/or parents/guardians are not satisfied with the internal resolution, and they reside in Virginia, they may file a complaint with the Office of Private Day Schools for Students with Disabilities, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120.

Any individual or organization residing in the District of Columbia may file a signed, written complaint with the District of Columbia, Office of the State Superintendent of Education, State Complaint Office (SCO). The SCO will accept complaints submitted by fax or by mail. A faxed complaint received for filing by 5:00 p.m. (Eastern Standard Time) will be accepted the following day. A faxed complaint received after 5:00 p.m. (Eastern Standard Time) will be accepted on the next business day. The SCO will accept complaints submitted by e-mail. A complaint submitted by e-mail must be signed, scanned, and attached to an e-mail to enable receipt of a signed complaint. Electronic or digital signatures are not accepted at this time. A complaint submitted by e-mail will be deemed filed/received when it arrives at the SCO, except that e-mail complaints that arrive at the SCO after 5:00 p.m. (Eastern Standard Time) will be deemed filed/received on the next business day. Complaints filed with the SCO should be directed to:

By Mail: Office of the State Superintendent of Education
Division of Special Education – State Complaint Office
810 First Street, N.E., 5th Floor, Washington, DC 20002

By Telephone: (202) 727-6436

By Fax: (202) 741-0227

By E-mail Attachment: osse.IDEAstatecompliance@dc.gov

All complaints must be signed and dated.

Any individual who is unable to file a written complaint by mail, fax, or e-mail may contact the SCO for further assistance. The SCO has a maximum of 60 days after a complaint is filed to investigate all allegations and issue a final written decision.

EMERGENCIES

Emergency procedures are posted in all rooms, and are reviewed annually with staff and students.

PHILLIPS School~Fairfax conducts periodic fire, lockdown, tornado and earthquake drills.

In the event of severe weather or any area-wide emergency, PHILLIPS School~Fairfax follows the announcements and/or instructions of Fairfax County Public Schools.

When Fairfax County Public Schools is pre-scheduled to be closed and PHILLIPS School~Fairfax is scheduled to be in session, please call PHILLIPS School~Fairfax's main number (703) 591-1146 after 6:10AM for information about a delayed start time or school cancellation.

In the event of loss of utilities, fire, severe injury, or any situation specific to the PHILLIPS School~Fairfax facility, all parents/guardians will receive a phone call. Any other situations will be handled room-by-room or over the paging and/or alarm system.

If an emergency would require staff and students to evacuate the building, staff will assemble students, collect emergency/medical information and all student medications, and escort students in an orderly manner to Inova Kellar located at 11204 Waples Mill Road, Fairfax, VA 22030. All parents/guardians will receive a phone call as soon as possible.

TRANSPORTATION

PHILLIPS School~Fairfax does not provide transportation for students to and from home - transportation to and from home is provided by the placing case manager. All transportation concerns or scheduling changes need to be addressed with the student's LEA case manager. Parents/guardians who privately place their student at PHILLIPS School~Fairfax are responsible for providing transportation for their student to and from home.

It is the responsibility of the parent/guardian to contact their student's LEA case manager as soon as possible if:

- The parents/guardians and student are moving to a new residence.
- The student's pick-up and/or drop-off address needs to be changed temporarily or permanently.
- Parent/guardian brings student to school, and student will need transportation home.
- Student takes transportation in the morning, but is picked up by parent/guardian early due to appointment, etc. and does not need transportation home.

It is important that the student's LEA case manager be advised of any changes as soon as possible as three to five business days are needed in order to implement any change in pick-up or drop-off address. Upon request PHILLIPS School~Fairfax will provide the parent/guardian with their student's LEA transportation call phone number.

The parent/guardian should also call PHILLIPS School~Fairfax if any of the above conditions occur.

Conduct on School Buses and in Taxis/County Cars

Students who ride LEA provided transportation (school buses, taxis, county cars, etc.) are at all times expected to conduct themselves in a way that does not endanger or disrespect themselves or others. Drivers

and/or attendants will notify PHILLIPS School ~ Fairfax staff of any violations to these standards. Written bus incident reports will be maintained in the student's education record and copy of the report will be sent to their LEA case manager. Disciplinary actions will be coordinated through the student's LEA case manager.

Conduct on PHILLIPS School ~ Fairfax Activity Bus

PHILLIPS School~Fairfax has an activity bus to transport students to off-campus activities. All behavior strategies that apply to classroom and school behavior are expected on the PHILLIPS School~Fairfax activity bus. When leaving campus, staff take with them a folder that includes student contact and emergency information, and a cell phone. While on the bus, students are monitored by PHILLIPS School~Fairfax teachers and instructional assistants. The activity bus is equipped with a first aid kit and fire extinguisher. PHILLIPS School~Fairfax instructional, clinical and administrative staff are first aid certified and receive annual and at-hire CPR and AED training.

DRESS CODE

PHILLIPS School~Fairfax's dress code has been designed to help the student make appropriate choices for the setting, activity, or weather conditions, and to ensure their safety. Therefore, dress must always be appropriate to the activity, weather, and school setting at PHILLIPS School~ Fairfax. PHILLIPS School~Fairfax administration determines violations of the dress code.

Clothing and accessories should not:

- Display vulgar, discriminatory, or obscene language or images
- Promote illegal or violent conduct
- Contain threats or gang symbols
- Promote the unlawful use of weapons, alcohol, tobacco, drugs or drug paraphernalia
- Expose cleavage, private parts, the midriff, or undergarments, and in the case of pants the waistband should not fall below the hips
- Contain studs
- Be see-through or sexually provocative
- Include caps or other head coverings unless required for religious or medical reason

Hooded clothing is strongly discouraged. If the student comes to school wearing a hooded garment and wears the hood at any time during school hours, the clothing will be confiscated and returned at the end of the day.

If the student attends school wearing clothing that is determined to be inappropriate, the student will be given appropriate clothing to wear on that day and the parent/guardian will be notified. If PHILLIPS School~Fairfax cannot provide clothing, the parent/guardian will be notified by the counselor to bring the appropriate attire to school in order for the student to meet the required dress requirements.

Students are encouraged to remove or cover any piercings during PE activities, failure to comply indicates acceptance of risk involved.

Students are not allowed to carry their backpacks on their person during the school day. Student backpacks are to be stored in the student's PHILLIPS School~Fairfax assigned school locker.

ELECTRONIC DEVICES POLICY

PHILLIPS is unable to take responsibility for the loss or damage to any electronic equipment. If students choose to bring their personal electronics to school, however, the following procedures will be in effect:

When disembarking from the bus and entering school each day, students will enter the rear entrance and pass through the gym. All will walk pass a wand that will signal electronics, metal, etc. Each student will be asked to turn in whatever electronics they have. A designated drop off area will include personalized individual envelopes, in which the student's electronics will be placed. They will be locked up and returned at the end of the day as the students leave to board their buses. All students, with permission and on the appropriate level, may have access to school phones during the day if necessary. As well, parents may always call the school to speak to their children.

If a student chooses to not turn in their electronics, parents will be notified immediately and consequences determined individually.

Students on level five and off level are allowed to carry their cell phones, and may use their electronic device during lunch time to listen to music, read books or play a game on their own device. During non-instructional times, and with teacher permission, students may use their electronic device to exclusively listen to music. When listening to music students are required to leave their device on their desk to ensure they are only listening to music, and maintain the volume so it does not disturb others.

Students in the elementary and middle school program are expected to turn in their electronic devices when they arrive. Students on level three and above will be able to listen to music, read books or play video games during lunch time only.

Students may not use their electronic devices to make phone calls, access the internet, use texting programs, take video or audio recordings or to photographs. PHILLIPS School~Fairfax is not responsible for loss or damage to the student's electronic devices.

During school hours, when staff observe a student using their cell phone, staff will:

Ask the student to turn in their cell phone. Once the student gives staff their phone, staff will lock it up in the student's homeroom until dismissal - the student will lose the privilege of using their phone for the day.

If the student refuses to turn in their phone to staff, staff will remind the student that they are not earning any points while they have their phone. Staff will prompt the student to turn in their phone and advise the student that they have five minutes to turn in their phone. If they turn in their phone within the five minute timeframe, they will not earn a consequence.

If the student does not turn in their phone after five minutes, the student will be notified that they will have lunch detention and will have to complete a consequence. They will be in an alternative room during lunch but after lunch, they will return to their classroom.

The first time the student refuses to turn in their phone to staff, the student's parents/guardians will be called to request that the phone remain home for one day.

The second time the student refuses to turn in their phone to staff, the student's parents/guardians will be called to request the student not bring their phone to school for five school days.

The third time the student refuses to turn their phone in to staff, a conference with the student and their parents/guardians will be required. During the conference a plan must be developed before the student can bring their phone to school.

ATTENDANCE

Daily attendance is essential if students are to benefit fully from the educational opportunities provided for them. The General Assembly of Virginia has mandated attendance by law for students under the age of 18. PHILLIPS School~Fairfax follows the attendance and reporting policies of the sending LEA.

Absences

It is *mandatory* that any student absence be reported by the parent/guardian to the school prior to the start of the school day. Please leave a voicemail message on our main line (703) 591-1146, ext. 310 - we listen to messages upon arrival each morning. When leaving a message, please indicate the reason for the student's absence. The following absences are considered excused:

- Medical (doctor, dentist, vision or therapy appointments)
- *Illness (student is sick or hospitalized)
- Death in Family
- Court
- Religious Holiday

- Out-of-School Suspension
- Pre-Approved Absence (must be approved in advance by PHILLIPS School~Fairfax administration)

Any questions regarding unexcused absences versus excused absences should be directed to PHILLIPS School~Fairfax administration.

*Three or more consecutive absences due to illness may require a physician's note.

All unreported student absences will be recorded as unexcused. After five unexcused absences, a consultation with PHILLIPS School~Fairfax administration is required. Any unexcused absence will result in the loss of one day on the Level System.

Student who miss work due to an absence will be given the opportunity to work with staff to make up their missing assignments.

STUDENT MEDICATION

For emergency purposes all medications taken by a student must be listed on the PHILLIPS School~Fairfax Permission for Emergency Care form. If a student's medication(s) change(s) at any time during the school year, a new PHILLIPS School~Fairfax Permission for Emergency Care form must be completed. This form is available on our website or will be furnished to you upon request.

Parents/Guardians have the option to have PHILLIPS School~Fairfax staff administer prescription medication(s) to their student during school hours. If a parent/guardian elects to have PHILLIPS School~Fairfax staff administer prescription or over-the counter medications to their student during school hours, in conjunction with the student's prescribing physician, the parent/guardian must complete the PHILLIPS School~Fairfax Physician's Medication Authorization Form in its entirety and return the completed form to PHILLIPS School~Fairfax. For each medication being administered during school hours, we must have an accompanying PHILLIPS School~Fairfax Physician's Medication Authorization form per medication (one form, one medication). A parent/guardians must personally deliver the medication(s) to PHILLIPS School~Fairfax. All prescription medications must be delivered in the pharmaceutical container provided by the pharmacy. The pharmaceutical container must be labeled with the student's name, name of medication, time medication is to be given, dosage and the name of the prescribing physician. All over-the-counter medications must be delivered in an unopened, original bottle or package with the student's name clearly marked on the bottle/packaging.

In accordance with the Virginia School Health Guideline, all medication and medical paraphernalia are properly labeled and securely locked and stored in PHILLIPS School~Fairfax's medication closet. All prescription medications are in a lock box in the medication closet. PHILLIPS School~Fairfax staff administering medications to students are Medication Administration Training for Youth (MATY) certified. Any medication administered to a student during school hours is administered in accordance with the instructions provided by the student's physician as indicated on the signed PHILLIPS School~Fairfax Physician's Medication Authorization form. Upon receipt of verbal notice from a parent/guardian that they want PHILLIPS School~Fairfax to stop administering medications to their student, PHILLIPS School~Fairfax will stop immediately. However, PHILLIPS School~Fairfax requires written notification from either the parent/guardian or prescribing physician within 24 hours of the verbal notification. PHILLIPS School~Fairfax will advise the parent(s)/guardian(s) of any remaining medication(s). The parent/guardian has up to two weeks to personally pick up the medication. After that time, PHILLIPS School~Fairfax MATY staff will dispose of the medication(s) in accordance with the standards set forth by MATY.

COMMUNICABLE ILLNESS

In order to control, manage, and protect students from unnecessary exposure to contagious conditions such as chicken pox, strep throat, measles, head lice, pink eye, ringworm, impetigo, vomiting, diarrhea, rashes or skin eruptions of any type; any student displaying such symptoms at school will be sent home early. Students displaying such symptoms should stay home until they are cleared by their physician to return to school. The Fairfax County Department of Health recommends that after an illness, and prior to returning to school, a student should remain at home fever-free for 24 hours. Please notify the school if your student should contract any communicable condition, as this information will help PHILLIPS School~Fairfax monitor the classroom

situation. PHILLIPS School~Fairfax follows the Fairfax County Public School requirements in matters relating to health. Assistance will be sought from the Fairfax County Department of Health to interpret the regulations as they may relate to the attendance of a student suffering from a contagious condition. All decisions will be made on a case-by-case basis. Student who miss school due to illness will be given the opportunity to work with staff to make up their missing assignments.

LUNCH

PHILLIPS School~Fairfax provides daily catered lunches to all students. Menus are developed in accordance with USDA food guidelines and approved by a registered dietician. Students may bring a non-refrigerated lunch from home if they have varying dietary requirements. Monthly menus are published on the PHILLIPS School~Fairfax website and are sent home with students.

GENERAL CLASS RULES

- Walk in the building at all times.
- Turn in completed assignments on time.
- Follow staff direction at all times.
- Keep hands, feet, body, and objects to self at all times.

BEHAVIORAL MANAGEMENT PROGRAM

The Level System

The Level System is designed to provide the most appropriate educational placement for students whose behavioral challenges hinder their learning and/or interfere with the learning of others in the classroom. The goal of this program is to assist the students in learning and exhibiting appropriate school-related behaviors within the classroom environment and in life. It is a positive reinforcement program.

Point System

At the end of each period of the day, each student may earn up to 10 points for turning in neat, accurate and complete assignments on time and for having appropriate goal behavior. In addition, five points may be earned for appropriate behavior at arrival and dismissal. The student may earn up to 10 points for appropriate lunchtime behavior. Students also receive five points for getting their book signed and turning in completed homework. Each student will be informed of the number of points he/she has earned at the end of each period or at designated times during the day. Each student will also be informed of his/her weekly point standing. A written record will be sent home daily and/or weekly, to be signed by a parent/guardian and to be returned to school the next day.

Weekly Goals

Weekly social skills goals are selected under the guidance of a counselor and teaching staff. These goals are set to enhance each student's school performance and behavior. This goal will be considered in assigning daily points.

LEVELS

Level I

- Earns \$.35 per successful day through Mainstream Pay
- Must earn 80 points or higher for 5 days to move to Level II
- If earns under 80 points then drops back 1 day.

Level II

- Must earn 85 points or higher for 10 days to move to Level III
- Maintains level and day if receives any score from 80-84
- If earns under 80 points, then drops back 3 days
- Earns \$.45 per successful day through Mainstream Pay

Level III

- Must earn 90 points or higher for 15 days to move to Level IV
- Maintains level and day if receives any score from 85-89
- If earns under 85 points, then drops back 4 days
- Can use electronic devices during lunch
- Earns \$.55 per successful day through Mainstream Pay

Level IV

- Must earn 95 points or higher for 20 days to move to Level V
- Maintains level and day if receives any score from 90-94
- If earns under 90 points, then drops back 5 days
- Can use electronic devices during lunch
- Earns \$.65 per successful day through Mainstream Pay

Level V

- Must earn 95 points or higher for 25 days to move off level
- If earns under 95, then drops back 5 days
- Can use electronic devices during lunch
- Allowed to carry their electronics/phones – can listen to music during non-instructional times with teacher permission
- Can be in the hallway unattended with hall pass such as classroom runner
- Earns \$.75 per successful day through Mainstream Pay

Off Level

- Must maintain high points everyday
- Can be placed back on level system any time behavior deteriorates
- Can use electronics during lunch
- Allowed to carry their electronics/phones – can listen to music during non-instructional times with teacher permission
- Can be in the hallway unattended with hall pass such as classroom runner
- At this level the student has earned the privilege to not carry their assignment book back and forth between home and school. Parents/guardians can request that student continue bringing assignment book home.
- Earns \$.85 per successful day through Mainstream Pay

BULLYING POLICY

Bullying is defined as the unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. This includes but is not limited to verbal aggression, physical aggression, intimidation and harassment. Bullying can occur within the school, on the bus or through cyberbullying. PHILLIPS School~Fairfax encourages students that are being bullied to express their concerns to either their counselor, teacher, a school administrator or their parents/guardians.

For students who engage in bullying behaviors, PHILLIPS School~Fairfax works to help the student realize the impact of their behavior and learn coping strategies to help them refrain from engaging in the bullying behavior(s). For students who are being bullied, PHILLIPS School~Fairfax works to help the student process their feelings and to learn what to do if they are being bullied. Parents/Guardians of both students are notified if their student is bullying or is being bullied.

PHILLIPS School~Fairfax has clearly defined consequences for students who engage in bullying behaviors that include but are not limited to point loss, reflection sheets, working in an alternative setting, after school detention and suspensions. If the bullying behavior(s) continue the parents/guardians and student will be required to meet with PHILLIPS School~Fairfax administration.

REPORTING OF CHILD ABUSE

Staff are annually certified as having received local Social Services “Child Abuse and Neglect Reporting” training.

As required by law, all cases of suspected child abuse or neglect are immediately documented, and PHILLIPS School~Fairfax administration reports the suspected child abuse and neglect within 24 hours of suspicion to Child Protective Services, the Virginia Department of Education, the parent/guardian and the student’s LEA case manager.

EPINEPHRINE

PHILLIPS School~Fairfax maintains non-student specific epinephrine on site for usage in cases of suspected anaphylaxis. All administrative and instructional staff receive annual training on identifying anaphylaxis and administering auto-injectable epinephrine.

CRISIS MANAGEMENT STRATEGIES

PHILLIPS School~Fairfax staff receive annual on-site Handle with Care Behavior Management System ® training from a certified trainer. Over this two day course and at hire, staff learn verbal interventions (de-escalation skills: verbal and non-verbal; the tension/tension reduction cycle; and the solid object relationship model) and physical intervention (understanding personal space; self-defense and defense of others; escort/transport; physical restraint and primary restraint technique). Once staff have completed the course and demonstrated satisfactory achievement of the verbal and physical interventions, they receive a certificate of completion which expires one year from the date of training. PHILLIPS School~Fairfax does not perform prone restrains.

The classroom behavior management system emphasizes the staff’s identification and clarification of appropriate behaviors for the student. Within the behavior management system, the student is provided various options along a behavioral continuum to control his/ her behavior within the classroom setting. Some of the basic intervention strategies that staff use are re-framing, redirecting of behavior, and breaks, as well as praise, rewards, special events, etc.

Behavioral Interventions

A continuum of time-out options is provided to enable a student to regain control, and to provide a safe, secure environment. Students displaying any behavior problems will progress through the continuum of behavioral interventions. Some examples of behavioral interventions are as follows:

- Re-framing and Redirection
- Space-Breaks: Student will be given a 5 minute space-break to regain self-focus. The staff will assess the appropriate location for the space-break.
- Exercises: Students have the opportunity to complete various exercises in order to assist them in regaining focus.
- Carrels: Carrels are set up in every classroom so that a student who is having difficulties at their desk can move to a different environment in order to regain focus.
- Self-Reflection Evaluation: If the student cannot regain self-control to participate within the classroom, the student will be given an appropriate writing assignment, such as a Self-Reflection Evaluation sheet, to complete. Once the writing assignment and class work have been completed, the student will process the incident and return to class.
- Tutoring Room: If the student cannot regain focus inside the classroom, there are Tutoring Rooms available where the student can go and work in a less stimulating environment so that they can regain focus and self-control.
- Alternative Program: If the student cannot regain the self-control necessary to effectively participate in the classroom activities for the rest of the day, the student will be separated from the rest of the class and will participate in an individual program for the rest of the day.

Clinical Interventions

Counseling is an integral part of all student discipline and crisis intervention. Counseling of students is reality-oriented and focuses on problem solving.

Therapeutic Physical Interventions

PHILLIPS School~Fairfax uses Handle With Care Behavior Management System® and follows the Commonwealth of Virginia guidelines. A therapeutic physical intervention is defined as the purposeful action taken by trained PHILLIPS School~Fairfax personnel and is only used when a student is a threat to him/herself or a threat to others. The only therapeutic physical intervention administered at PHILLIPS School~Fairfax is the standing Physical Restraint Technique (PRT.) No prone physical restraints are used at any time. Standing PRTs are accomplished by holding the student so that no personal injury occurs. Follow-up counseling is provided when the student exhibits a willingness to process the incident and begin problem solving.

Alternative Classroom

The purpose of the Alternative Classroom is to provide an environment where a student can be safely, therapeutically, and effectively managed when that student is presenting as a danger to self or others.

While in the Alternative Classroom, PHILLIPS School~Fairfax staff may individually tutor the student. A student's length of stay in the Alternative Classroom is determined by the length of time for which the student is not using internal controls.

Support Room

The Support Room is the most restrictive area and is used for crisis management at PHILLIPS School~Fairfax. The Support Room is a short term placement and is only used when the student is a danger to self or others and is unable to regain self-control through a systematic application of all other therapeutic interventions. While in the Support Room, PHILLIPS School~Fairfax staff constantly monitor and document the student's activities. PHILLIPS School~Fairfax staff will process the crisis event with the student after the student is able to regain control.

DISRUPTION OF THE SCHOOL ENVIRONMENT

In order for students to flourish, the environment of PHILLIPS School~Fairfax must be one in which learning time is protected, the security and dignity of each person is protected and where all activities can be conducted in an orderly and productive manner. Severe disruption of this environment may result in arrest and criminal prosecution. Less serious instances will be subject to school disciplinary procedures.

Students are expected at all times to conduct themselves in accordance with federal, state, and local laws and to obey all policies, rules and regulations of PHILLIPS School~Fairfax and their local school jurisdiction. When a student violates a policy or a school rule, PHILLIPS School~Fairfax administration shall take appropriate disciplinary action in accordance with established policy and procedures. Violations of the law will be reported to law enforcement agencies, the student's school district and to the parent/guardian of any student involved. Students who violate the law can expect to be prosecuted in court.

Suspension and Expulsion

A student may be suspended or expelled from school by the decision of PHILLIPS School~Fairfax administration. Depending on the severity of the infraction, a student may receive an in-school suspension, out-of-school suspension, or expulsion. Most out-of-school suspensions are for one to two days. Out-of-school suspensions require a parent/guardian conference to review the problem and assist the student in modifying his/her behavior. This conference is mandatory before the student may return to school.

Behaviors that are prohibited and would necessitate a suspension or expulsion include, but are not limited to, the following:

- Acts or threats of physical violence
- Disruption of the school environment
- Acts or threats against property
- Use or possession of tobacco
- Use or possession of alcohol
- Use, possession or selling of drugs and other chemical substances, including prescription and over-the-counter medication

- Physical altercations
- Harassment
- Bullying
- Possession of weapons

SCHOOL INVESTIGATIONS, SEARCHES AND SEIZURES

Searching of the student and/or their belongings may be required under certain circumstances and conditions to ensure student and staff safety. Consideration shall be given to safeguard student privacy. Searches will be conducted any time staff suspects a student is concealing a potentially dangerous or prohibited object or substance.

Students believed to have any prohibited or dangerous items on their person may be searched. The personal search may extend to pockets, the removal and search of outer garments such as jackets, coats, sweaters or shoes, and to items such as pocketbooks or backpacks. Any searches of person or property will be conducted in the presence of one or more witnesses and conducted by an administrator or designee of the same gender and done in a manner that protects student's dignity.

Desks and storage spaces provided to the students are property of the school. PHILLIPS School~Fairfax administration may conduct general inspections on a periodic or random basis and may open desks or storage spaces, including personal belongings of the students.

Professional Development:

All Staff Meetings:

Twice each month all staff meets together. The content of these meetings varies and the agenda is set by the Program Director. In general, this is a time to share information and focus on global questions & needs.

Workgroups and Task Forces:

As stated previously, Phillips serves a very diverse population of students who are faced with many challenges. As such, our training and professional development needs may fluctuate year to year. As needs or challenges arise, the Program Director and Leadership team meet and develop multi-disciplinary groups that can address the issues. As our needs change, so do the topics for these groups.

PARENTAL INVOLVEMENT AND RESPONSIBILITY

PHILLIPS School~Fairfax emphasizes the importance of regular communication between the parents/guardians and the student's teacher and counselor. It is vitally important that the school and parents/guardians communicate during the school year. Please check and sign your student's agenda every night.

PHILLIPS School~Fairfax asks that parents/guardians stay involved in the education of their student. Parents/Guardians are asked to read all of the materials that go home with their student, participate in school activities, and if something is unclear – ask questions.

Each parent/guardian has a duty to help the school enforce the rules of conduct and attendance so that each student is given the best education the school can provide. Parents/guardians are expected to attend all parent-teacher conferences and any other scheduled meetings during the year. Parents/guardians are also required to meet twice a month with their student's counselor. Weekly telephone conferences with counselors are encouraged. Setting limits at home, talking to your student about school and setting a good example are keys to a successful education.

Facts & Questions

How is Family Life and Education taught?

PHILLIPS School~Fairfax staff teach family life education. Parents are mailed home letters letting them know when the family life topics are going to be taught and which topics will be covered. At this time parents can sign the letter and opt out of family life education. If letters are not returned it is assumed the child is going to

participate in the lessons. Family life education is presented on the child's grade and cognitive level and is based off state standards.

How is Media used at PHILLIPS?

PHILLIP School~Fairfax has several web based subscriptions which help plan and teach lessons. There are also DVDs and CDs in the resource rooms, tech lab, and library that staff may check out. These are used to enrich the learning environment. Each year at minimum, media resources are reviewed and updated as needed.

PHILLIP School~Fairfax is always looking for ways to increase technology and media in the classrooms. Parents and students must read and sign a user permission form before students are allowed to use the computers and internet at school. The permission sheet covers the rules and expectation for using the internet and computers while at the school.

Will I get a daily report concerning my child?

Most classroom staff send home daily reports letting parents know what kind of a day the student has had. You will be informed if the notes are to be signed and returned to school. If you fail to receive a report over a period of time, please let the teacher know. We make every effort to communicate student progress daily.

How do students earn grades?

Students in High School working towards a high school diploma, course grades are based upon completion of work, participation and effort in the specific subject areas. For students who are not yet in 9th grade, or who are working towards a certificate or an applied studies diploma, course grades are based upon student effort on work that is individualized and at a student's level of performance.

What type of Diploma will my child leave school with?

Diploma options depend on the state the student resides in. Below are links for the most up-to-date diploma, certificate types, and graduation requirements. Program Supervisors can help explain the different options. PHILLIPS School~Fairfax does not issue diplomas. Each state/jurisdiction issues their students diplomas. Your local LEA can explain the when and how the student will receive their diploma or certificate.

Virginia Department of Education

<http://www.doe.virginia.gov/instruction/graduation/>

District of Columbia

<http://dcps.dc.gov/graduation>

Will my child participate in Art and Music?

Each student participates in Art class daily. We do not have an official music program. Students have access to music at PHILLIPS School~Fairfax by participating in music clubs, holiday shows, talent shows, and assemblies.

What if I am thinking of moving?

If, at any time, you think of moving to a different county, please call the school immediately and speak to the Program Director, Alteasha Ervin. Moving from one county to another can result in losing your child's placement at PHILLIPS School~Fairfax. Please call for more details.

Who do I talk with if I disagree with something related to my child's program?

Open communication between families and PHILLIPS School~Fairfax staff is very important. Please share any concerns, issues, and complaints with your child's teacher. If the issue is not resolved at that point, please contact the Program Director, Trudy Bell. Ms. Bell will work towards resolution, including relevant staff. If a concern continues, please contact the President and CEO of Phillips,

Piper Phillips Caswell. In the event you are not satisfied with the internal resolution, or if you prefer, you please contact the students LEA. If you still have concerns after speaking with the County LEA and would like to file a complaint below are the different state contact information:

DC Due Process Complaints:

Office of the State Superintendent of Education
Division of Special Education - State Complaint Office
810 First Street, NE – 5th Floor
Washington, DC 20002
Telephone: (202) 727-6436
Fax: (202) 741-0227
Email: osse.IDEAstatecomplaints@dc.gov

VA Due Process Complaints:

Virginia Department of Education - Division of Special Education and Student Services
Office of Dispute Resolution and Administrative Services
Telephone (804) 225-2013, Facsimile (804) 786-8520
Voice/Relay: 1-800-292-3820; Text users dial 711 for Relay service
http://www.doe.virginia.gov/special_ed/resolving_disputes/

Will my child participate in statewide assessment testing?

The No Child Left Behind Act of 2001 is designed to improve student achievement. One aspect of the law emphasizes that states' responsibility in measuring that each student is making adequate yearly progress. PHILLIPS School~Fairfax's students participate annually in all required statewide assessment for Virginia and the District of Columbia. At the annual review, the student's IEP team determines the type of assessment in which the student participates. Testing tools vary from state to state. Specific PHILLIPS School~Fairfax staff members are trained by each jurisdiction in correct administration of each assessment. Testing accommodations are implemented for each student based on their IEP.

How do students leave PHILLIPS?

Many students leave PHILLIPS School~Fairfax each year, in a planned thoughtful approach to their next placement. PHILLIPS School~Fairfax staff work with the families and local school division to develop and implement a transition plan.

Occasionally, there are unexpected terminations. Unless it is a question of a student's behavior being immediately dangerous to himself/herself or others, termination is discussed only as a last resort after all programming ideas are exhausted and parents and LEA representatives have been made aware of all the issues and concerns.

What is the school Calendar?

Each parent will receive a copy of the school calendar in the parent packet sent to parents once placement is accepted and confirmed. Calendars are also located at the front desk of each office and posted on the school webpage. Calendars on the webpage will be the most up-to-date as the calendar changes when we have weather related closings.

What if my child takes medication?

PHILLIPS School~Fairfax staff will administer medications to students who need them. A separate notice will be sent to all parents outlining the procedures for medication. Please remember that medications should **never** be transported to school by your child. Also, they must be brought in the original container with the correct dosage indicated.

We look forward to helping your student have a positive educational experience with us at PHILLIPS School~Fairfax!

ACKNOWLEDGMENT OF RECEIPT OF PARENT/STUDENT HANDBOOK

Student's Name

I, the parent/guardian, do hereby recognize that I have received the PHILLIPS School~Fairfax Parent/Student Handbook and Calendar.

I also understand that if my child is accepted by PHILLIPS School~Fairfax, I will agree to meet with my child's counselor at a minimum of once per month during the child's enrollment. Any exceptions to this will require approval by PHILLIPS School~Fairfax administration.

I also commit to uphold my parental responsibility for involvement in the educational growth of my child.

Parent/Guardian Signature

Printed Name

Date

2016 - 2017 PHILLIPS PROGRAMS CALENDAR

PHILLIPS SCHOOL ~ FAIRFAX

	M	T	W	Th	F
AUG	1	2	3	4	5
³	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

	M	T	W	Th	F
JAN	2	3	4	5	6
¹⁸	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26 [△]	27
	30	31			

	M	T	W	Th	F
SEPT				1	2
²⁰	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

	M	T	W	Th	F
FEB			1	2	3*
¹⁸	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28			

	M	T	W	Th	F
OCT	3	4	5	6	7
¹⁹	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

	M	T	W	Th	F
MAR			1	2	3
²¹	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

	M	T	W	Th	F
NOV		1	2	3	4* [△]
¹⁹	7	8	9	10	11
	14	15	16	17	18
	21	22	23*	24	25
	28	29	30		

	M	T	W	Th	F
APR	3	4	5	6	7* [△]
¹⁴	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27*	28

	M	T	W	Th	F
DEC				1	2
¹⁵	5	6	7	8	9
	12	13	14	15	16
	19	20	21*	22	23
	26	27	28	29	30

	M	T	W	Th	F
MAY	1	2	3	4	5
²⁰	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26*
	29	30	31		

- Administrative Staff return 15-Aug
- New Staff Begin: 19-Aug
- Returning Staff Begin: 22-Aug
- First Day for Students: 29-Aug
- Last School Day: 20-Jun
- Back to School Night: 22-Sep
- Snow Make-Up Days: 20-Jan
- 4-May
- 6-Feb
- 27-Jan
- 14-Mar
- 15-May
- 9-Jun
- 21-Jun
- 22-Jun
- 23-Jun

	M	T	W	Th	F
JUN				1	2
¹³	5	6	7	8	9
	12	13	14	15	16
	19	20 [△]	21	22	23
	26	27	28	29	

STUDENT HOURS

M-F 7:55 - 2:35

LEGEND:	
	HOLIDAY
	STAFF WORK DAY-NO STUDENTS
	Snow Day
*	EARLY DISMISSAL-Dismissal at 12:30
	END OF QUARTER

ESY: Jul 3 - Aug 4

Print Date: 05/19/16