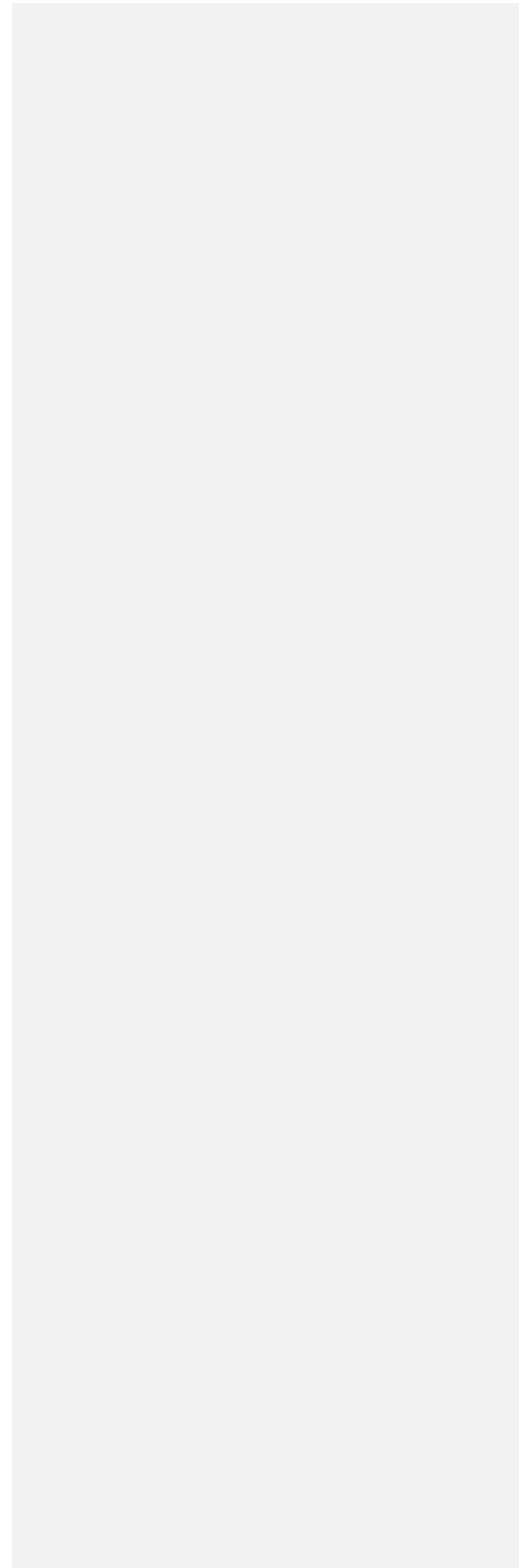




ACCESS[®]
BUILDING BRIGHTER FUTURES

ACCESS Adventure Student Handbook



The ACCESS Adventure summer program is created to provide leisure programs for students. Participating students take advantage of a number of activities Monday-Friday during the summer months. Students get a break from the rigors of year-round academic work through opportunities that build character; encourage development of leisure activities and independence; foster communication and social skills; and promote physical fitness.

Students who participate in ACCESS Adventure, along with their families, must abide by the policies and procedures outlined in this handbook. If you have questions about any of the items in this document, please contact the Director of Academy.

Behavior

The ACCESS community shows respect and dignity through the following:

- Dedication to self-discovery and growth.
- Respect for the feelings, efforts and physical well-being of others.
- Commitment to a safe, clean, congenial and productive learning and living environment.
- Honesty in academic endeavors and in all aspects of campus life.
- Value for the property and materials of all members of the ACCESS community.

Students are expected to treat other members of the school community with respect and courtesy by using appropriate language, utilizing constructive actions and observing the rights of others. Whether on or off campus, all students should live by the ideals and rules of the school. Through respect, consideration and kindness, students not only improve ACCESS as a caring community, but themselves as contributing individuals within the community.

Behavior and Actions That May Lead to Dismissal

1. Withholding of any pertinent information generated prior to the application process or during the enrollment period, which might affect the student's ability to adapt to any aspect of the school's program (e.g. hospitalizations, emotional traumas, suspensions, dismissals, etc).
2. Any behavior or conduct that is deemed by the school's administration to be detrimental to ACCESS®, whether on or off campus or during any school trip or activity. This includes conduct deemed to be dangerous, harmful or threatening to others or to the ACCESS community.
3. Behavior that is disruptive and is determined to be the main barrier to learning.
4. Any activity performed by any number of students under the guise of "initiation" that is threatening or harmful.
5. Any violent, unprovoked attack on others.

6. Any theft from other students, teachers or the school, both on campus and/or during any school-sponsored activity.
7. Continuous or excessive absenteeism.
8. Refusal to obey and follow teachers' instructions.
9. Vandalism.
10. Possession of any item which may be used as or deemed to be a weapon.

General Discipline Policy and Student Code of Conduct

The vast majority of parents, caregivers and others visiting our school are keen to work with us and are supportive of the school. However, on the rare occasions when negative attitudes or actions towards the school are expressed, this can result in aggression, either verbal and/or physical, towards members of school staff and/or the wider school community.

We expect students, parents and other visitors to behave in a reasonable way towards members of school faculty and student body. This policy outlines the steps that will be taken when behavior is unacceptable.

The following types of behavior towards a staff member or student are considered serious and unacceptable and will not be tolerated:

1. Purposeful physical abuse or assault of a student or a staff member
2. Verbal abuse of a student or staff member—in person or over the phone
3. Making threats towards a student or staff member
4. Racial slurs or comments
5. Bullying
6. Fighting
7. Destruction of school property
8. Theft of school property
9. Inappropriate use of technology
10. Profane language
11. Aggressive Behavior--hitting, slapping, pushing, punching, aggressive hand gestures, kicking or spitting
12. Horseplay
13. Breaching the school's security procedures

This is not an exhaustive list but seeks to provide illustrations of such behavior. Any and all behaviors will fall on a continuum of severity. The level of severity and the number of occurrences of the behavior will determine the decision as to what recourse will be taken regarding discipline of the student.

Options for Discipline:

- Time-Out: minutes per age for younger children (with no attention or talking)
- Natural Consequence: actions logically connected to the wrong
- Detention (determined by management-Held in a space outside of the classroom)

- Student Conference--held with the student and teacher and possibly a member of management
- Parent Conference with or without the student (determined by staff)
- Go Home for Day--will be determined by member of management (Academy Coordinator or Director)
- Suspension--2-3 days determined by the Director
- Expulsion--determined by Director

Parent Meeting as a Result of a Behavior Incident:

Depending on the severity of the situation, staff may or may not attend the parent meeting. For situations that the faculty feels we can quickly or systematically modify the behavior to an acceptable outcome, staff will join the Director in meeting with the family to develop a written plan including the action steps, time frame and consequences should the behavior continue or escalate.

If the behavior is severe in nature, the Director of the program will have follow-up with the family in regard to the final outcome for the student.

Technology

ACCESS has an acceptable use policy and contract that students sign each year. Students are allowed to bring cellphones to school. These phones should be kept in the students' backpacks in silent mode throughout the day. If students are using their phones inappropriately during the day, the devices will be taken and returned at the end of the day. Staff reserves the right to inspect a student's personal device if there is any reason to believe that the student has violated policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.

Intermediate 2 and Upper School students are allowed to use their cellphones during aftercare, but the devices must be on the Mississippi Visitor Wi-Fi network to help monitor content. Other gaming and technological devices or gadgets should remain at home. ACCESS will not be responsible for personal technological devices. Loss of technology privileges are a natural consequence of abuse.

Car Rider

Students who are leaving at 4:00 p.m. will wait for their ride in the car rider line. Please remember that the car rider line is not the place for conversations; if you need to talk to someone, please be considerate of other driver's schedules and park.

Any student who is still in the car rider line at 4:15 p.m. is considered an extended care drop-in; subsequently, parents will be charged the \$25 daily drop-in fee.

Lunches

Lunches may be brought from home; however, they cannot be refrigerated or heated at school. Please make sure your child's lunch is nutritional and well-balanced.

Parents also have the option to buy a school lunch. Little Bites Catering will be providing the lunch program at ACCESS. Courteous, professional staff members will prepare menu items in the ACCESS state-of-the-art kitchen to meet the needs of our staff and families. Detailed information will be emailed to you regarding the online, user-friendly system where you will be able to place and pay for your orders.

<https://littlebitescatering.schoolchoice.com/>

Dress Code

It is strongly recommended that students do not wear flip-flops, crocs or any other types of shoes (bulky or strappy) that make it difficult for them to walk around campus and participate in school activities. Students must have a pair of athletic shoes each day to participate in physical fitness programs and other school activities. Tennis shoes or other close-toed shoes with a strap around the heel are the best choice. Students need to be able to participate fully in all activities in class and around campus.

Students may not wear shirts that have inappropriate characters or messages on them. It is not appropriate for undergarments to show or for students to wear extremely tight clothing. Student's shorts need to be an appropriate length offering complete coverage while students stand, walk, and sit. Shorts must also be visible below the shirt line. All shirts must cover the chest, shoulder, and midsection without showing undergarments or cleavage.

Attendance

School attendance is vital to student progress. ACCESS staff members have gone to great measures to ensure we are available to perform therapy and classroom activities that are necessary for maximum progress. Therefore, it is very important that the administrative office is notified about a student's absence because of the level of individualized teaching/learning that is done on a daily basis. Absenteeism greatly affects therapy schedules as well.

Knowing and following these attendance guidelines benefits your student and makes scheduling easier for the ACCESS team:

1. Poor attendance directly affects student progress and may affect future placement in ACCESS Adventure. Students in the ACCESS Adventure program are required to attend 80% of scheduled program days.
2. Please provide the administrative office – not teachers and therapists – with any information about absences, arriving late, or leaving early.

3. Parents are required to call the office by 8 a.m. on any program day when their student is not attending. Parents may leave messages on the answering machine prior to 8 a.m. or after 5:30 p.m.
4. If you know ahead of time that your student will be absent (i.e., vacations, medical appointments, etc), please notify the administrative office as soon as you know the dates.

Inclement Weather

In case of inclement weather, parents of ACCESS Academy students should listen to local broadcastings for school closings, late arrivals or early dismissals. The broadcasting will be listed as ACCESS@. ACCESS@ will also post this information at AccessGroupInc.org; on the ACCESS@ Facebook and Instagram pages; and an email will be sent to all families to the email address(es) on record. When ACCESS Academy is closed for inclement weather, all related **services** including therapy and evaluations are canceled.

Illness

No student is to attend school if:

- Running a temperature of 100 degrees or more
- Broken out with a rash that is undiagnosed
- A contagious disease (chicken pox, impetigo, etc.)
- Vomiting or diarrhea

A student must be free from fever for a 24-hour period of time (without the use of Tylenol or Ibuprofen) or on an antibiotic for 24 hours in order to return to the program. A student should be free of diarrhea and/or vomiting for 24 hours before returning to the program.

If your student gets sick at school the administrative office will:

- Call the family and/or emergency number to arrange for the student to be picked up immediately.
- Isolate the student until he or she can be picked up.
- If your student has been absent for an extended period of time or has a contagious condition, ACCESS@ requires a note from the physician clearing your student to return to school.

Medication

If a student is in need of oral medication during school hours, the ACCESS school nurse will administer the medication with written permission from parents and with a doctor's order.

All prescription medication must be in the original bottle or a blister pack with the original label attached.

All parents must complete and sign a medication form. A medication log containing these forms is kept in a central location to document medication administration. ACCESS staff members are unable to accept prescriptions to administer medication "as needed," with the exception of an Epi-Pen, glucose, diastat and updraff albuterol.

All information regarding medication is confidential. Medication is kept in a locked box with the individual medication reports. Parents may not have access to this area; staff members assist parents by placing student's medications in the appropriate place and documenting activity in the log. Parents may ask to see student medical reports or to receive copies of their reports at any time.

If there is a medication change for your student, and it involves being part of a controlled medical study, you must contact Cheri Stevenson, Becky Terbrack or Janice Edmonson at 501-217-8600 or cheri@accessgroupinc.org, becky.terbrack@accessgroupinc.org or janice@accessgroupinc.org.

In case of a serious medical emergency, the administrative office will contact 911 first and then parents. A copy of the medical release form and the daily medication log will be ready when emergency medical personnel arrive.

Incident/Injury Report

Incident/injury reports are completed regardless of severity levels. Staff members are responsible for completing reports and having parents sign them for the following situations:

1. Any time a student is hurt on the ACCESS campus.
2. Any time student siblings or other family members are hurt while on the ACCESS campus.
3. Any time staff members or other students are hurt while interacting with your student.
4. Other incidents involving your student that warrant reporting.

The form is completed on the day of the incident or injury. ACCESS Academy teachers and coordinators initial the report, a copy is filed, and a copy is given to parents.

Field Trips

In order for ACCESS to have field trips, parent participation may be needed. The law regulating car seat usage requires any child aged 6 or younger or 60 pounds or less to be in a car seat. Parent participation is handled on a case-by-case basis per class.

Photo and Video Release

We ask all families to sign a release form allowing ACCESS® to photograph and videotape students involved in school activities on and off campus. We use this

media for classroom activities and projects, teaching demonstration, marketing, and other media-related activities.

For families who DO NOT sign the photo release form, your child will most likely be excluded from the activity that is occurring during the photo shoot.

Telephone Calls

Teachers are not available to take phone calls during class time. The administrative office gladly connects parents to teacher voicemail; teachers may return calls during a break time. If you have an emergency, the administrative staff will assist you in whatever way they can. Please remember your child's teacher must utilize available time before and after class for classroom preparation.

Therapists may not receive phone calls during therapy sessions. Please feel free to leave a note in the therapy notebook or send them an email.

Client Files

Confidential student files are kept in the administrative office in a locked room or are stored in our electronic records system.

HIPAA Statement

ACCESS® is dedicated to maintaining the privacy of your child's individual health information as protected by law, including the Health Information Portability and Accountability Act (HIPAA). In conducting business, we create records regarding your student and the treatment and services we provide to him or her. We are required by law to maintain the confidentiality of health information that identifies your student. We also are required by law to provide you with this notice of our legal duties and privacy practices that we maintain at ACCESS® concerning your student's protected health information (PHI). By federal and state law, we must follow the terms of the notice of privacy practices that we have in effect at the time.

Confidentiality

Confidentiality of all information found in a student's record shall be protected.

1. All information in the records is classified as confidential.
2. No information from the student's record/file is to be released except as permitted by regulation or unless proper authorization to do so is received from a parent.
3. It is preferred that all requests be made in writing. Information from the records can be released via telephone if proper procedure is followed.
4. There will be no charge for copies of records sent to other agencies.
5. It is acknowledged that parents have a right to have access to the contents of their student's records and request copies of records as desired.
6. All records are stored in a secure area and protected from the use of unauthorized individuals.

Commented [MT1]: They actually have the right to have copies of their records.

7. An ACCESS employee cannot release information that did not originate within our organization. (Some information from outside sources may be released to our payor sources and oversight organizations, in the event of an audit.)

Release of Information

Proper authorization to release information from a student's records shall be identified as a written document containing all the following information:

- Student's name and date of birth;
- A description of the information to be released and why the recipient requires it; and
- A release of information form must be signed by a parent/legal guardian each time information is requested.

Student, Parent and Guardian Rights

When parents are divorced, ACCESS@ requires that a custody statement be on file in the administrative office specifying whether or not the school may release a student or release that student's information to the non-custodial parent. No student will be released to a person other than the custodial parent, legal guardian, designee of the legal guardian, or anyone identified by the legal guardian.

To accommodate busy staff schedules, student conferences are limited to one per set of parents or guardians. In other words, only one conference meeting per appropriate meeting period is scheduled per student, even when parents are divorced or separated.

All parents must complete a student access sheet for authorization of designees who are permitted to pick up their students. ACCESS@ refers to this document if anyone other than a parent comes to pick up a student. Designees must be prepared to show picture identification (i.e. a driver's license or state ID).

Maltreatment Reporting

Any ACCESS employee is considered a mandated reporter of any suspected child mistreatment. Staff members who have reasonable cause to suspect a child is being abused or neglected shall immediately report this to the Child Maltreatment Hotline: 1-800-482-5964. This number is also posted in the campus entrance hallway. A written report follows a call to the hotline and is kept in a confidential file accessed by Cheri Stevenson, Director of Academy and Adult Services. These reports are not placed in a student's personal file.

The Department of Human Services requests you be notified when possible that your child may be subject to interviews at any time by Division of Provider Services and Quality Assurance (DPSQA) or the Department of Children and Family Services, special investigations, and law enforcement for investigative purposes and/or for determining compliance with licensing regulations.

Emergency Drills

ACCESS staff members and students follow monthly tornado and fire drills. These emergency plans of action stay posted in the school building. The documentation of these drills is kept in a file in the administration office. Fire extinguishers, smoke detectors and emergency backup lighting are checked on a regular basis.

During the 2017-2018 school year, ACCESS began active shooter/intruder training with the staff. Intruder drills now occur with students periodically throughout the school year.

Discharge

A student can be discharged from ACCESS® for any of the following reasons:

- Doctor's orders due to a health/medical condition
- Unresolved behavior that disrupts the classroom or behavior that is aggressive
- Parent or team request
- Progress or parent participation
- Failure to adhere to campus policies
- Attendance or tardiness