

COMMONWEALTH OF VIRGINIA

DEPARTMENT OF EDUCATION

#### APPENDIX G

**POLICIES AND PROCEDURES CHECKLIST**

Overview: The Policies and Procedures Manual shall provide sufficient information regarding the policies and procedures specific to the school. It must convey an accurate and professional impression of the school by avoiding false, misleading, or exaggerated statements. Policies and procedures shall be updated annually and made accessible to students, parents, local education agencies (LEAs), representatives of placing agencies, and other interested parties.

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| **Regulation** | **Responsibilities of the licensee** | **Page #** |
| **210.2**  | Develop and implement a written decision-making plan that shall include provision for a staff person with the qualifications of the school administrator or education program director to be designated to assume the temporary responsibility for the operation of the school in the absence of the school administrator. The plan shall include a current organizational chart. |  |
| **210.4**  | Develop a written statement of the objectives of the school including a description of the target population and the program offerings.  |  |
| **210.5**  | Develop and implement written policies and procedures to monitor and evaluate the effectiveness of the education program on a systematic and ongoing basis and implement improvements when the need is determined.  |  |
| **210.7**  | Develop a written policy prohibiting the consumption of tobacco products, illegal drugs, and alcohol or being under the influence of intoxicating or hallucinogenic agents while on campus and at school-sponsored student activities.  |  |
| **210.13**  | Develop and implement an accessible policy and procedures to handle school related complaints from students, parents, and employees. Schools are required to provide written notification of the right to file a complaint with the Department’s private school licensure office.  |  |
| **210.14**  | The school shall have a written policy and procedure that the school does not discriminate according to state and federal law. |  |
| **Regulation** | **Fiscal accountability** | **Page #** |
| **220.C** | There shall be written policies and procedures that address the day-to-day handling of the school's funds. |  |
| **Regulation** | **Personnel policies and procedures** | **Page #** |
| **270.A** | The licensee shall have written personnel policies and procedures that include, but are not limited to, job qualifications, job descriptions, supervision, evaluation, dispute resolution and termination. |  |
| **270.A.1** | The licensee shall develop and implement written policies and procedures that persons appointed or designated to assume the responsibilities of each position possess the education, experience, skills, and abilities specified in the job description. |  |
| **270.B** | The licensee shall maintain a current organizational chart of all full-time and part-time positions.  |  |
| **Regulation** | **Job descriptions** | **Page #** |
| **290** | There shall be a written job description for each position that includes job title; duties and responsibilities; job title of the immediate supervisor; and minimum education, experience, skills, and abilities required for entry-level performance of the job. |  |
| **Regulation** | **Staff supervision** | **Page #** |
| **340** | The licensee shall develop and implement written policies and procedures regarding the supervision of employees, full-time and part-time, and all other staff including volunteers and student interns working in the school building or on the school grounds.  |  |
| **Regulation** | **School facilities and safety** | **Page #** |
| **370.K** | There shall be a written policy regarding safeguards for school-sponsored activities including adventure and wilderness activities.  |  |
| **Regulation** | **Weapons** | **Page #** |
| **390** | The licensee shall develop written policies and procedures governing the prohibition of weapons on school property. The staff and students shall annually be informed of the policies and procedures regarding the prohibition of weapons.  |  |
| **Regulation** | **Searches** | **Page #** |
| **400.A** | A school that does not conduct pat downs shall have a written policy prohibiting them.  |  |
| **400.B** | A school that conducts pat downs shall develop and implement written policies and procedures that shall provide the following:  |  |
| 1. Pat downs shall be limited to instances where they are necessary to prohibit contraband;  |  |
| 2. Pat downs shall be conducted by personnel of the same gender as the student being searched;  |  |
| 3. Pat downs shall be conducted only by personnel who are specifically authorized to conduct searches by the school's written policies and procedures; and  |  |
| 4. Pat downs shall be conducted in such a way as to protect the subject’s dignity and in the presence of one or more witnesses.  |  |
| **Regulation** | **Student application and admission** |  **Page #** |
| **410.A.1-5** | The school's written admission policy shall include: |  |
| 1. A description of the population to be served; |  |
| 2. A description of the types of services offered;  |  |
| 3. Admission procedures;  |  |
| 4. Exclusion criteria that identify behaviors or conditions the school will not accept; and  |  |
| 5. A description of how educational services will be delivered.  |  |
| **Regulation** | **Standard school year and school day** | **Page #** |
| **420.C** | Each school shall have policies and procedures that address make-up days when the school is unable to meet the required instructional time.  |  |
| **Regulation** | **Extracurricular and other school activities, and recess** | **Page #** |
| **550.C** | Schools that take students on outdoor adventure activities and offer programs such as canoeing, skiing, camping, and rock climbing shall develop policies and procedures to ensure supervision, health and safety, and medical management. |  |
| **Regulation** | **Equipment, instructional materials, and library media** | **Page #** |
| **590.C** | Each school shall establish written policy on the use of computers, including the use of the Internet and email.  |  |
| **Regulation** | **Diplomas** | **Page #** |
| **610.B.1-2** | Each school that offers a diploma upon graduation shall have written policies and procedures that address the following: |  |
| 1. The requirements for a diploma shall be those in effect when the student enters the ninth grade for the first time. |  |
| 2. The requirements for a diploma shall be based upon completion of program requirements that demonstrate academic rigor. |  |
| **Regulation** | **Student conduct** | **Page #** |
| **620.B** | Each school shall have written policies and procedures that address standards of student conduct and procedures for enforcement to include: |  |
| attendance, |  |
| truancy,  |  |
| suspension,  |  |
| expulsion,  |  |
| alcohol,  |  |
| drugs,  |  |
| weapons,  |  |
| fighting,  |  |
| bullying,  |  |
| sexual and disability harassment, |  |
| pornography, and  |  |
| other areas as appropriate. |  |
| **Regulation** | **Behavior intervention** | **Page #** |
| **630.A** | Each school shall develop and implement written policies and procedures that emphasize positive behavior interventions. |  |
| **Regulation** | **Time-out** | **Page #** |
| **640.1-6** | Policies and procedures shall be written that govern the conditions under which a student may self-select or be placed in time-out and the maximum length of time a student may be in time-out. The conditions for time-out and length of time a student may be in time-out shall be based on the student’s chronological and developmental levels. The school’s policy and procedures shall include: |  |
| 1. Each student is entitled to be completely free from any unnecessary use of time-out. |  |
| 2. A door to a time-out room shall not be locked nor secured in a manner that prevents the student from opening it. |  |
| 3. A student in time-out shall be able to communicate with staff. |  |
| 4. Staff shall check on the student at least every 15 minutes and more often depending on the nature of the student's disability, condition or behavior.  |  |
| 5. The use of time-out and staff checks on the student shall be documented.  |  |
| 6. Staff shall review procedures when a student consistently chooses to stay in time-out beyond the determined time limit to determine that it has not become reinforcement. |  |
| **Regulation** | **Prohibitions** | **Page #** |
| **650** | The following actions are prohibited: |  |
| 1. Restraint and seclusion, except when it is necessary to protect the student or others from personal harm, injury, or death and other less restrictive interventions were unsuccessful; |  |
| 2.Prone "face down" restraints, mechanical restraints, pharmacological restraints, and any other restraint that restricts breathing or harms the child or interferes with the child's ability to communicate; |  |
| 3. Deprivation of drinking water or food; |  |
| 4. Limitation on contacts and visits from the student's probation officer, social worker, placing agency representative, or other service provider as appropriate; |  |
| 5. Any action that is humiliating, degrading, or abusive; |  |
| 6. Corporal punishment; |  |
| 7. Deprivation of approved prescription medication or other necessary services; |  |
| 8. Denial of access to toilet facilities; |  |
| 9. Application of aversive stimuli; |  |
| 10. Strip and body cavity searches; and |  |
| 11. Discipline, restraint, or implementation of behavior management plans by other students. |  |
| **Regulation** | **Managing student behavior in emergency situations** | **Page #** |
| **660.A.1-3** | Each school shall have written policies and procedures made available annually to students, parents, and placing agencies that include, but are not limited to: |  |
| 1. Methods for preventing student violence, self-injurious behavior, and suicide, including de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student. |  |
| 2. A statement that corporal punishment and abusive techniques and interventions are not authorized, permitted, or condoned. |  |
| 3. A statement that behavior management techniques are applied in order of their degree of intrusiveness or restrictiveness and the conditions under which they may be used by trained personnel.  |  |
| **Regulation** | **Videotaping** | **Page #** |
| **670.A** | Schools shall have written policy and procedures regarding videotaping students while in school and any school-sponsored activity, including those used for staff training. |  |
| **Regulation** | **Suspected child abuse and neglect** | **Page #** |
| **690.A.1-2** | Written policies and procedures related to child abuse and neglect shall comply with the requirements of § 63.2-1509 of the Code of Virginia and distributed to all staff members. Policies and procedures shall include: |  |
| 1. Handling accusations against staff; and |  |
| 2. Reporting immediately, but no later than 24 hours after having a suspicion of a reportable offense of child abuse and neglect to the local department of social services child protective services unit of the county or city wherein the abuse or neglect was believed to have occurred or to the Department of Social Services toll-free child abuse and neglect hotline and for cooperating with the unit during any investigation.  |  |
| **Regulation** | **Medication and health** | **Page #** |
| **710.H.1-7** | The provider shall develop and implement written policies and procedures regarding: |  |
| 1. Managing medication errors to include the following:  |  |
| administering first aid; |  |
| contacting the poison control center;  |  |
| notifying the prescribing physician;  |  |
| taking action as directed; |  |
| documenting the incident; |  |
| reviewing medication errors and staff responses; and |  |
| reporting errors to the parent and placing agency.  |  |
| 2. Handling adverse drug reactions; |  |
| 3. Revising procedures as events may warrant; |  |
| 4. Disposing of medication and medical supplies such as needles, syringes, lancets, etc.; |  |
| 5. Storing of controlled substances;  |  |
| 6. Distributing medication off campus; and |  |
| 7. Documenting medication refusals. |  |
| **Regulation** | **Student Discharge** | **Page #** |
| **740.A** | Each school shall have policies and procedures that address conditions for which a student may be discharged from the school.  |  |
| **Regulation** | **Maintenance of student records** | **Page #** |
| **750.A** | The school shall have written policy and procedures for the management of all records, print and non-print, regarding confidentiality, accessibility, security, retention, and disposition. |  |