



IVYMOUNT

OUTREACH PROGRAMS

HANDBOOK FOR FAMILIES

2016-2017

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www.ivymountoutreach.org

Table of Contents

<u>TOPIC</u>	<u>PAGE</u>
<u>OUTREACH PROGRAM/INFORMATION</u>	4
2016-17 Outreach Calendar	5
Mission Statement, History, Description of School & Programs	6
Staffing Structure	6
<u>STUDENT ATTENDANCE</u>	6
Program Hours	6
Reporting Student Absences	7
Late Arrival	7
Early Departure	7
Regular Departure	8
Inclement Weather	8
<u>SCHOOL SAFETY/CONFIDENTIALITY</u>	9
Emergency Student Information	9
Emergency Preparedness & Communications	9
School Security/Classroom Visits	9
Scheduling Observation/Conference	9
Confidentiality	10
<u>PARENT/OUTREACH RELATIONSHIP</u>	10
Parent/Guardian Communication	10
Parent/Guardian & Teacher Conferences	10
Staff/Student/Family & Social Media Policy	11
<u>HEALTH/MEDICATION POLICIES</u>	12
Signs of Illness	12
Illness at Outreach	12
Allergies	12
Lice	12
<u>ADDITIONAL OUTREACH POLICIES</u>	3
Child Abuse and Neglect Policy	13

Table of Contents

<u>TOPIC</u>	<u>PAGE</u>
Positive Behavior Policies and Procedures	14
Bullying, Harassment or Intimidation Policy	14
Payment of Tuition	14
Complaint Process	14
<u>CONTACT INFORMATION</u>	15
Outreach Administration Contacts	15

2016-17 Outreach Year Calendar

MONTH	DATE(S)	DAY(S)	EVENT	NOTE(S)
June	ALL		Outreach Program Registrations Open	
July	23	Saturday	Family Fun Fest	Free event for all families
August	28	Saturday	Outreach Program Registration Closes	
September	10	Saturday	All Saturday Outreach Programs Begin Unstuck and On Target Camp LOL Girls' Club	
September	17	Saturday	It's My Voice Begins	
September	27	Tues/Thurs	Arts and Athletics After School Programs Begin	
October	15	Saturdays	Last meeting of Girls Club and Camp LOL for Session 1	
October	22	Saturdays	First meeting of Girls Club and Camp LOL for Session 2 begins	
November	8	Tues	Election Day—No Arts and Athletics	
November	19	Saturdays	NO OUTREACH PROGRAMMING EXCEPT It's My Voice	
November	22	Tues/Thurs	Arts and Athletics Programs Ends	
November	26	Saturdays	Thanksgiving Holiday—No Outreach Programming	
December	10	Saturdays	All Saturday Outreach Programs End	
December	1	ALL	Outreach Programs Registrations Open	
January	14	Saturday	Camp LOL and Girls' Club Session 3 Begins	
January	17	Tues/Thurs	Arts and Athletics Session II Begin	
February	4	Saturday	First day of Programs: Unstuck and On Target It's My Voice	
February	11	Saturday	Last meetings of Camp LOL and Girls' Club Session 3	
March	4	Saturday	Camp LOL and Girls' Club Session 4 Begins	
March	9	Tues/Thurs	Arts and Athletics Session II Ends	
March	28	Tues/Thurs	Arts and Athletics Session III Begins	
April	1	Saturday	Last meetings of Camp LOL and Girls' Club Session 4	
April	8	Saturday	Outreach Programs Closed for Spring Break	
April	15	Saturdays	Outreach Programs Closed for Spring Break	
April	22	Saturday	First meetings of Camp LOL and Girls' Club Session 5	
April	29	Saturday	Outreach Odyssey 200 Mile Relay All Outreach Programs Closed	
May	13	Saturdays	End of Unstuck and On Target End of It's My Voice	
May	30	Tues/Thurs	Arts and Athletics Session III Ends	
June	3	Saturday	End of Camp LOL Session 5	

MISSION STATEMENT

Ivymount Outreach Programs provides services, programs and therapies to children, young adults, families, schools and organizations throughout the Washington DC metropolitan area. All Ivymount Outreach programs and services are provided by Ivymount trained professionals and therapists who are recognized among the best trained special educators in our area. Ivymount's mission is to enable students to achieve their highest level of development; to support families in their efforts to make intelligent, thoughtful choices for their children; and to be leaders in the community and in the field of special education so that our expertise is widely accessible.

Ivymount Outreach Programs

The Unstuck and On Target! Program

- Serves children ages 7—14 with social learning disabilities and focuses on students with diagnoses including Asperger's Syndrome, High Functioning Autism, PDD-NOS, non-verbal learning disability, and Pragmatic Language Disorder.

Advanced Social Thinking Programs

- Serves children ages 7-14 with social learning challenges who have completed the Unstuck and On Target! program. These programs build upon the skills and strategies learned in the Unstuck program and help students to generalize and build confidence in multiple peer and community environments.

Camp Live Out Loud

- Saturday morning camp for youth and young adults ages 8 – 30 of all ability levels. Campers enjoy a variety of activities each day focusing on music, movement, sports, games, socialization and the arts.

Girls' Club

- Saturday morning club for elementary and middle school girls of all abilities. Group focuses on friendship, social language and interaction and developing an individual sense of style in fashion, music/media and different interests. Weekly discussions build on skills learned in the previous week.

It's My Voice Communication and Language Program

- Comprehensive therapeutic program designed to generalize and strengthen language and communication skills for students with autism spectrum disorder who are challenged with significant delays, ages 5 to 14. Program includes student activities and parent instructional groups

Ivymount Arts & Athletics Programs

- Designed to give Ivymount students a more typical extracurricular experience. Designed and led by an expert team of Ivymount staff, students participate in group sports, art studio and performing arts groups.

Staffing Structure

Recreational/Therapeutic Services

A staff of Ivymount trained and vetted professionals provides educational and recreational services to Ivymount Outreach students. Our staff includes: certified special education teachers, dually certified content/special education teachers, content associate teachers, homeroom teachers, associate teachers, assistant teachers, 1:1 assistant teachers, senior ABA instructors, ABA instructors, an art teacher, vocational specialists, employment coaches, educational/assistive technology specialist, resource teachers, transition specialists, and physical education teachers.

Administrative Structure

Ivymount Corporation is led by the CEO. Ivymount Outreach is led by an Education and Recreation Programs Director and a Clinical Services Director. These directors are supported by the following staff: Clinical Coordinators, Program Coordinators, and a Billing Coordinator.

The Development and Communications Office promotes public understanding of all Ivymount programs and coordinates efforts to raise funds necessary to augment income obtained from tuition and fees: Director of Development and Communications, Manager of Communications and Public Relations, Special Events Coordinator, Grants Administrator, Development and Communications Associate.

STUDENT ATTENDANCE

PROGRAM HOURS

- Regular Outreach Administrative hours are 8:00 a.m. to 2 p.m. on Saturdays and 8:30am to 4:30pm on Tuesdays through Fridays. Outreach is closed on Mondays.
- Saturday program hours vary. Please refer to correspondence about your specific program for start and end times.
- Arts & Athletics begins at 3:15 and ends at 5pm on Tuesdays and Thursdays.

REPORTING STUDENT ABSENCES

Parents/guardians are requested to report unexpected absences to the Outreach Administrative team on the morning of the day your child will not attend. **To facilitate this reporting, please send an email to Barbara Gibbs: bgibbs@ivymount.org. Please email your name, your child's name, the program he/she is participating and the reason for the absence.**

ARRIVAL and DISMISSAL

Arrival:

Social Learning/Unstuck and On Target Classes:

- The Unstuck classes begin at varied times throughout the morning. Please arrive no earlier than 10 minutes of your child's start time. Accompany your student into the lobby where the group teachers will meet you. The students will go up to the classroom in a group with the teacher.

Girls' Club:

- Girls' Club begins at 11:00 a.m. Please do not arrive earlier than 10:50 a.m. Please accompany your student at all times during drop off. Students are not to walk unattended from the parking lot into the building.
- Upon arrival, staff will meet you in the lobby where they will escort students to their group location. Please stay with your student until you have communicated your child's arrival with a staff member.

Camp Live Out Loud:

- Camp LOL begins at 10:00 a.m. Please do not arrive earlier than 9:50 am. Please accompany your student at all times during drop off. Students are not to walk unattended from the parking lot into the building.
- Upon arrival, staff will meet you in the lobby where they will escort students to their group location. Please stay with your student until you have communicated your child's arrival with a staff member.
- In the event of an emergency, please call Amy Couch at 240-460-4372 or email Outreach at outreach@ivymount.org.

Dismissal:

There are two ways you may pick up your child at the end of Outreach.

1. Parents/guardians may wait in the carpool line and an Outreach staff member will meet your car to check your child's name, and then will have your child called down from his/her classroom and will walk your child directly to your car. Please **stay** in your car, and continue to move forward in the line.
2. Parents/guardians can park in an open space (not in the carpool line) and walk into school to have the Outreach transportation team call for their child.

Please remember: Ivymount Outreach does not provide additional staff to wait with students who are not picked up on time. Families will be charged an additional fee of \$30 if a child is waiting more than 10 minutes for pick-up. Families will be charged an additional \$60 if a child is waiting more than 30 minutes for pick-up, and so on.

Reminder - If you have someone new picking up your child, you must notify Outreach in writing. This person must come into the front office and show picture ID for the first pick-up.

INCLEMENT WEATHER

The Ivymount School follows the inclement weather policy of Montgomery County Public Schools (MCPS). When MCPS closes school due to inclement weather, Ivymount School and Outreach are also closed. When MCPS has a late opening, the Ivymount School has a late opening.

Consistent with Ivymount School, Ivymount Outreach follows Montgomery County Public Schools' cancellation policy for inclement weather. If school is cancelled due to inclement weather on a Friday, there will be no programming that Saturday. If there is an announcement made that all evening and/or weekend activities in Montgomery County Public Schools are cancelled then all of Ivymount Outreach Programs' Saturday and After School programming will be cancelled as well. Please keep up with the current weather and alerts. We will also send email notification of any snow days.

Radio Station WTOP 1500 AM/103.5 FM, and most of the local television stations, and their websites will make announcements regarding MCPS and Ivymount Outreach generally before 6:00 a.m. Local television stations announce closings as they receive them. In addition, a message will be posted on outreach website, www.ivymountoutreach.org.

SCHOOL SAFETY/CONFIDENTIALITY

EMERGENCY STUDENT INFORMATION

In order to attend Outreach programs, it is required that all students have emergency information on file in the office. In addition, it is imperative that the school be informed of all changes of information in writing as they occur.

EMERGENCY PREPAREDNESS AND COMMUNICATIONS

In collaboration with The Maryland Center for School Safety and Montgomery County Public Schools Security office, Ivymount has developed emergency procedures to ensure the safety of all of the students and staff. Emergency plans are reviewed annually and practice drills are conducted throughout the school year.

In the event of a local or national emergency, Ivymount will comply with the determination of the local, state or national authority.

SCHOOL SECURITY/CLASSROOM VISITS

All visitors, including parents/guardians, must immediately go to the front desk to check in with outreach staff upon arrival. The internal doors will be locked at all times, other than arrival and dismissal. Parents may schedule observations in the groups and classrooms with the outreach admin team. However, due to confidentiality, we ask that parents do not go into the classrooms unaccompanied.

Scheduling an Observation/Conference

Ivymount welcomes parent/professional visitors to observe in the classrooms or confer with staff. To make this maximally effective without disrupting the outreach program, we adhere to the following guidelines:

- Parents/Guardians should schedule a classroom observation in advance by emailing or calling the Outreach Director or Coordinator.
- Parents/Guardians/Professionals should comply with the program/classroom rules for observations.
- Conferences with the teacher/staff should occur during non-teaching hours.
- Visitors with special needs are encouraged to let the school know how we can be of assistance.

PLEASE NOTE: Excessive requests for meetings, conferences and/or observations may become unproductive or inappropriate. Such instances will be handled on a case by case basis.

Confidentiality

Every student and family has the right to privacy and confidentiality in accordance with The Family 2016-2017 Parent Handbook

Educational Rights and Privacy Act (FERPA). Confidentiality refers to the protection of identifying information, including but not limited to:

- personal information about students and their families (e.g. names, address, medication)
- student's IEP
- student's medical information
- student's functional behavioral assessment and behavioral program
- student's progress reports
- all records in the student's cumulative file

Disclosure of Student Information

Student names, addresses, and phone numbers are confidential. This information should never be disclosed to anyone outside of the school without the expressed consent of the parent/legal guardian.

Ivymount Outreach facilitates communication among the Ivymount families when requested. If we receive a request to create a contact list for a group, we will ask all parents/guardians in that group if they would like to share personal information including names, phone numbers, and addresses with other Outreach families. Parents/guardians have the right to decline sharing this information in this way.

Exceptions to Confidentiality

Parents/guardians should be informed that there are three exceptions to the legal and ethical requirements to keep confidentiality:

- When the safety of the student and/or others is in jeopardy if the information is not disclosed (abuse/neglect/medical emergency)
- When the student's parents/legal guardians request that the student's records and/or information collected through direct school observation be released and the parents/guardians provide written consent for disclosure of information (e.g. providing information about the student's behavior to a third party).
- When it is legally mandated that school staff share information (licensed supervision, subpoena).

Ivymount staff is responsible for maintaining every student's and family's right to privacy and confidentiality.

PARENT/OUTREACH RELATIONSHIP

Parent/Guardian & Teacher Conferences

The Outreach Program will coordinate any parent-teacher conferences, according to the program or

parent request.

Please feel free to contact the Outreach Director or Program Coordinator whenever you have a question, a concern, or need clarification on an issue related to parent/guardian conferences or program logistics.

HIRING IVYMOUNT STAFF OUTSIDE OF SCHOOL

On occasion families inquire about hiring Ivymount staff after school hours. Ivymount recognizes that parents/guardians need qualified individuals to work in their homes. However, this practice can affect the professional boundaries between staff and parents/guardians, confidentiality, and the student's ability to become independent.

If a staff member is hired by an Ivymount family to work with a student in outreach, the staff member must obtain the written permission of the Outreach Director and comply with the Ivymount Confidentiality Policy. Written permission must be renewed annually. Staff may not transport students in their own vehicles without written permission from both the Outreach Director and the student's parent/guardian also to be renewed annually.

It shall be understood that Ivymount bears no responsibility in personal employment situations.

STAFF/STUDENT FRATERNIZATION OUTSIDE OF IVYMOUNT

Ivymount strongly discourages staff/student fraternization outside of school including social networking with families on websites such as Facebook. Ivymount claims no responsibility for any actions or incidents which may occur in such situations.

STAFF/STUDENT/FAMILY & SOCIAL MEDIA

Ivymount has a social media policy for all employees and families should be aware that included in this policy, Ivymount employees may not engage in the following activities:

- "Friend", connect, or otherwise allow students, or family members of such, or any other Ivymount community stakeholders access to their social networking sites with the exception of LinkedIn.
- Correspond with a student or family member of such; or any other Ivymount stakeholders via their personal social networking sites/accounts.
- Make comments that may be perceived as threatening, discriminatory, harassing or would otherwise violate Ivymount policies.

HEALTH/MEDICATION POLICIES

Signs of Illness

It is the intention of the school to work with Ivymount families to keep a safe and healthy environment in which to learn. Therefore, it will be important to follow the following medical and medication guidelines and policies.

If your child has any of the following symptoms he/she should remain at home: **a temperature more than 100 degrees, vomiting, stomachache, diarrhea, headache, cough, earache, thick discharge from nose, sore throat, rash or infection of the skin, red or pink eyes, loss of appetite, or loss of energy or decrease in activity.**

In the event that your child has been absent with a **communicable disease**, such as flu, strep throat, conjunctivitis, etc., please contact the outreach team immediately, so that they can alert families in your child's group. **Students may not return to outreach until they have been fever free for 24 hours without the use of fever reducing medication.**

Illness at Outreach

If your child becomes ill while at Outreach, you will be contacted by one of the Outreach administrative staff. In case of emergency the school will call 911. You will then be contacted and advised of the location to which your child is being transported. **It is imperative that you provide Outreach with up-to-date information and phone numbers in case it is necessary to contact you.**

Allergies

Ivymount is very sensitive to students with food and/or environmental allergies. Please complete all the appropriate medical information to ensure the staff is aware of any allergies. In the case where a student has a known life threatening allergy, be sure to obtain an updated medical authorization for the administration of emergency medication (EpiPen) and Benadryl from your child's physician before Outreach begins.

TRAINING:

- The Ivymount School nurses will train appropriate Outreach staff on the physician prescribed protocols with periodic reviews.
- If a student has an EpiPen® prescribed by a medical doctor, the EpiPen® should follow the student to all activities during Outreach.
- The nurses will educate appropriate staff to recognize the signs of an allergic or anaphylactic reaction and how to administer the medication prescribed.
- The staff will be given information on how to read a food label and avoid cross contamination (eg. reusing any utensil that touched a nut product)
- All staff have basic first aid and CPR training.

Nut Free Zones

Ivymount often has students with severe, life-threatening food allergies to peanuts and tree nuts; therefore, in accordance with our Policy, designated common areas, and in some cases, classrooms will be clearly marked and designated as “Nut FREE” zones.

“Nut FREE” = NO nuts, products with nuts in them, and/or products made with nut flour or nut oil:

- When ingredient labels indicate “CONTAINS” the item is NOT allowed in “Nut FREE” areas.
- When ingredient labels indicate “ALLERGY INFORMATION: THIS PRODUCT WAS PROCESSED ON EQUIPMENT THAT...” the item is allowed in “Nut FREE” areas HOWEVER the item may not be offered to a student with the known nut allergy.

Lice

Head lice (*Pediculus capitis*) are common among children and can be readily transmitted by **direct contact** with an infested person’s hair or occasionally their clothing, combs, brushes, carpets or linens. Lice do not jump from person to person. Ivymount Outreach has recently revised its policy on head lice in alignment with MCPS and The Maryland Department of Health and Mental Hygiene. A student is considered to have infestation with head lice if live lice and/or viable nits (the oval eggs lice produce) are closer than ½ inch from the scalp. If an Outreach staff checks the student’s hair and observes **nits within ½ inch from the scalp**; the parent or guardian will be contacted to pick their child up and to remain at home until after the first treatment with a medicated shampoo (a pediculicide) is completed. Upon return to Outreach, the student should report to the administrative team for inspection and provide them with a written note indicating what treatment was administered.

If all observed nits are located greater than ½ inch from the scalp, the parent/guardian will be informed- but no further action is necessary.

ADDITIONAL OUTREACH POLICIES

Child Abuse and Neglect Policy

Maryland law requires that all educators and other school employees, including volunteers, report suspected abuse or neglect to the proper authorities in order that students may be protected from harm and the family may be helped.

Ivymount policy supports laws in all local jurisdictions regarding child abuse and neglect and requires that all school staff report suspected abuse and neglect to the appropriate Protective Services Division and if required the local police department. At all times, the intent is to protect students from harm by providing services to maintain and strengthen his/her own family.

POSITIVE BEHAVIOR POLICY & PROCEDURES

The Ivymount Outreach staff is not licensed to implement restrictive behavior management procedures. If your student has difficult behaviors during a session, we will follow “hands-off” safety procedures and do everything we can to keep him/her, ourselves and his/her peers safe. If your student’s behavior cannot be safely managed through these procedures, we will call you to pick him/her up. This requires that you remain within a reasonable driving distance from Ivymount School during your student’s activities.

Bullying, Harassment or Intimidation Policy

Ivymount Outreach follows the Maryland’s Model Policy to Address Bullying, Harassment or Intimidation approved by the Maryland State Department Education on February 24, 2009. Ivymount Outreach prohibits bullying, harassment or intimidation of any person on school property, at outreach sponsored events and through electronic technology including email and websites. Ivymount also prohibits the reprisal or retaliation against anyone who reports any of these acts or who are victim, witness, bystander or others who have reliable information about any bullying, harassment, and/or intimidation. After appropriate investigation by the Outreach Director, consistent and fair consequences will be implemented for anyone committing any of these acts or for anyone making false accusations about any of these acts. Consequences may range from parent/guardian notification, loss of privileges to program suspension.

Payment of Tuition

Payment details are individualized per family and program and outlined in your invoice.

Payment in full or the first payment of a payment plan must be submitted by the first day of your child’s program. If payment is not received before or on this date, enrollment in the program will be canceled.

Outreach tuition may not be prorated for missed sessions. If a student withdraws at the parent’s request at any point during the groups, no refund will be issued. If a student must withdraw because Ivymount Outreach Programs cannot meet his/her needs, a refund will be issued for any remaining sessions once the student is officially withdrawn.

Your child’s enrollment in Ivymount Outreach is contingent on continued timely payments as agreed upon in your Tuition/Enrollment contract and as outlined in your invoice. **If payments are terminated or delayed, the family is responsible for any remaining balance.**

To pay by check, please note the name of the activity on the front of the check and address your payment to:

Ivymount Outreach Programs
11614 Seven Locks Road
Rockville, MD 20854

To pay by credit card, please call Ivymount Outreach Programs Billing Coordinator, Courtney Jenkins, at 301-469-0223 extension 153.

Complaint Process

When a student and/or parent/guardian have a complaint or concern regarding Ivymount Outreach's policy or performance, the student/parent/guardian should first take their concern to the Program Coordinator and/or Outreach Director.

Please do not submit your complaint to an Outreach instructors and/or staff. The Outreach Director and/or Program Coordinator are onsite during all Outreach activities.

IVYMOUNT SCHOOL ADMINISTRATION CONTACTS

General Questions:

For general inquiries about your student's outreach program, contact Barbara Gibbs, Program Coordinator.

Email: bgibbs@ivymount.org

Phone: 301-469-0223 ext 148

Billing Questions:

Courtney Jenkins, Outreach Billing Coordinator

Email: cjenkins@ivymount.org

Phone: 301-469-0223 ext 153

Outreach-Wide Issues:

Amy Couch, Outreach Director

Email: acouch@ivymount.org

Phone: 301-469-0223 ext 149

Outreach Communications/Development Questions:

Nicole Carr, Director of Development & Communications

Email: ncarr@ivymount.org

Phone: 301-469-0223 ext 105

Admissions Questions:

Barbara Gibbs, Program Coordinator

Amy Couch, Outreach Director