



# **Student Intake Packet**

## **Mid-Atlantic Region**

### **Sections:**

**I – GENERAL INFORMATION**

**II – STUDENT GUIDELINES**

**III – RELEASES**

**IV – REGULATORY POLICIES**

# I. General Information

## Student Information

Student's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #: \_\_\_\_\_  
MM DD YYYY

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Parent/Legal Guardian Information

Name: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Alternate Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Health Information

Allergies: \_\_\_\_\_

Medical Problems: \_\_\_\_\_

Medications: \_\_\_\_\_

Seizures:    Y    N    Diabetes:    Y    N    Asthma:    Y    N

Student's Physician or Source of Health Care: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Health Information (continued)**

Pharmacist Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Student's outside Therapist or Psychiatrist Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Emergency Contact Information**

When parent/guardian cannot be reached, list two people who may be contacted in an emergency and are authorized to pick up student.

**Name 1:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Name 2:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

If emergencies requiring immediate medical attention occur, your child will be taken to the **NEAREST HOSPITAL EMERGENCY ROOM.**

Your signature authorizes the responsible person at High Road School to have your child transported to the hospital for emergency treatment to be administered.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## II. Student Guidelines

### **Attendance:**

Attendance in school is necessary to ensure academic and behavioral progress in the program at High Road School. It is expected that students bring a doctor's or parent's note to school for any excused absences. High Road School will call the parent if a student is absent from school, and it has not been excused. Frequent absences from school must be reported to the student's local school district by High Road School staff. A student can miss no more than 10 days per quarter to earn grades for that quarter. This includes any combination of excused and unexcused absences.

Parent/Guardian initial \_\_\_\_\_

### **Dress Code:**

In order to promote a safe and inclusive learning environment at High Road School, the following dress code has been put into effect:

- No clothing depicting any offensive subjects is to be worn, including drugs, violence, sexual content, alcohol, profanity, obscenity, racism, or gang activity.
- Shorts and skirts must be worn at an appropriate length.
- No tank tops or halter-tops are to be worn.
- No hats, visors, or headbands are permitted.
- No clothing is to be worn that exposes undergarments of any kind.
- Dress code is in effect in school and on all school-affiliated activities.

\*Note: This is a regional dress code policy. The dress code may vary based on which High Road School the student is attending. Based on your student's school, a uniform policy may be in effect. Additional information will be provided.

Parent/Guardian initial \_\_\_\_\_

### **Transportation Expectations:**

High Road School strives to provide and/or assist in providing safe, efficient, quality transportation for our students. Students are expected to follow all school and bus/van rules while being transported. The bus/van is considered an extension of school. Transportation may be suspended for behavioral misconduct on the bus/van. Behavioral interventions and consequences may be applied by the school district, the bus company, and High Road School.

Parent/Guardian initial \_\_\_\_\_

**Check-In Procedure:**

To ensure the safety and security of our school, students are required to participate in a morning check-in procedure. This procedure may include students being checked for contraband. Bags/backpacks and shoes may be thoroughly checked before students go to class. All electronic devices (i.e., phones, tablets, etc.) may be collected at check-in. These items will be returned to the student when they are dismissed.

Parent/Guardian initial \_\_\_\_\_

**Searches:**

It is the right of the High Road School administration or designee to search a student and his/her possessions at any time during the school day if the school has reasonable belief that the student is in possession of any item which is in violation of rules set forth by the state Department of Education, the local Public School System, and/or High Road School.

Parent/Guardian initial \_\_\_\_\_

**Electronic Devices:**

Electronic devices of any kind are not allowed at High Road School or at any school activity. This rule has been put into place to minimize disruption and to ensure a school environment that is safe, structured, and conducive to learning. If a student is in possession of an electronic device, the student will be asked to turn in that item to their teacher or school administration. If possession of electronic devices becomes a chronic issue, additional consequences may be put in place.

I understand my child may bring in small, approved electronic devices such as cell phones, gaming units, or DVD players but that these devices will be turned in upon entry and returned at dismissal. Students may use approved gaming devices during specified times throughout the school year.

Parent/Guardian initial \_\_\_\_\_

I understand that High Road School, its staff and/or parent companies are in no way responsible for any lost, stolen, or broken articles.

Parent/Guardian initial \_\_\_\_\_

**Illness policy:**

High Road School makes every effort to help keep students healthy. Disinfectant cleaners and sprays are used to clean surfaces in the classrooms. However, at times students contract communicable diseases. Symptoms of a communicable disease may be characterized by any of the following: lethargy, headache, watery or inflamed eyes or nose, cough, sore throat, swollen glands, fever, chills, skin rash, vomiting, or diarrhea. The health department has issued the following information concerning communicable diseases and quarantine times:

Written consent from a doctor is required for the child to return to school. For your convenience, prescribed treatment may be administered at school with the proper medical forms.

Parent/Guardian initial \_\_\_\_\_

### **Behavioral Infractions:**

High Road School strives to provide a safe learning environment for all students. High Road School uses a variety of behavior interventions and crisis management strategies. Students are expected to adhere to our school policies and behavioral protocols. If a student engages in any of the following behaviors (including but not limited to) school disruption, destruction of property, threats, arson, harassment, use of cell phones and electronic communication devices, assault, possession of weapons, elopement from school grounds, possession of paraphernalia, possession of controlled dangerous substances, sex offenses, or gang activity; various interventions and/or consequences may be applied.

Parent/Guardian initial \_\_\_\_\_

### **Anti-Bullying Policy\*:**

High Road School maintains an anti-bullying policy that addresses the prohibition of bullying in school and reprisal and retaliation against individuals who report acts of bullying, as well as subsequent and standard consequences and remedial actions. This policy cannot be effective as prevention and intervention methods unless it is included as part of a whole-school prevention/intervention program. The whole-school program will include the following elements: prevention, intervention/remediation, and consequences.

\*Full policy is available upon request.

Parent/Guardian initial \_\_\_\_\_

### **Anti-Racism Policy\*:**

High Road School has a zero-tolerance stance on racism in any form. We believe that everyone should enjoy our school equally and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality. High Road is committed to establishing and sustaining an equitable community and ensure each individual student's, families' and staff's success. High Road School rejects all forms of racism as destructive to our mission, vision, values, and goals.

\*Full policy is available upon request.

Parent/Guardian initial \_\_\_\_\_

### **Destruction of Records:**

High Road School follows state and local guidelines and will destroy students' permanent records accordingly. Upon discharge, High Road School will maintain an electronic copy of student records in accordance with state and local guidelines.

Parent/Guardian initial \_\_\_\_\_

### **CASE Overview\*:**

High Road School implements the CASE (Considerate, Accountable, Safe, and Engaged) Approach to student behavior modification. CASE is a positive behavior interventions and supports (PBIS) system that targets and promotes various positive student behaviors. CASE is a therapeutic approach that includes setting expectations, teaching and reinforcing, modeling and leading and the use of restorative practices.

\*More information regarding CASE is available upon request.

Parent/Guardian initial \_\_\_\_\_

The preceding guidelines and policies have been explained to me in a way I understand and comply with.

Printed Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **III. Releases/Acknowledgements**

## **STUDENT MEDIA RELEASE FORM**

Specialized Education Services, Inc. (SESI) supports the positive efforts, activities, honors, and work of its students. As a student of a school or program operated by an affiliate of SESI, your student, \_\_\_\_\_, may be involved in school-related activities and events, from which your student’s image, voice, likeness, video, work, books, creative works or name (collectively “Student Information”) may be published – (i) publicly on a SESI or its affiliates’ websites, including social media pages, (ii) news media, including newspapers, radio, and television stations, (iii) publications or books (internal or external to SESI), (iv) for general educational purposes or (v) any other public website.

At times, Student Information may be requested to promote or represent the SESI schools or programs or events in the news media including, but not limited to, television, print, and on the web. Student Information may be used by news media not affiliated with SESI and on SESI’s or its affiliates’ websites and official social media pages (such as Facebook®, Twitter®, YouTube®, Instagram®). Websites, applications, and Internet resources may collect or require the use of Student Information. When Student Information is available publicly, SESI cannot control who can view or share.

In addition, books and other creative works designed by students may be displayed in schools, at school-sponsored events, and shared for educational purposes.

Accordingly, the School District will not post Student Information on a SESI affiliate’s website, including social media pages, or any other public website for news media or educational purposes without prior written consent from you as the parent or legal guardian. Please return this form to your student’s school to indicate if your student’s information may be used as described above. This permission will be applicable to any use of Student Information in the school year in which permission is given and will remain in effect until your consent is withdrawn. As parent or legal guardian, you may withdraw your consent at any time by sending a written notice of withdrawal to the Director of your student’s school.

*This space is intentionally left blank.*

**STUDENT MEDIA RELEASE FORM (continued)**



**AUTHORIZATION OF RELEASE**

\_\_\_\_\_ I am the parent or guardian of the student named above, I agree to the release and use of my student's Student Information as more fully described in this SESI Student Media Release Form and consent for my student to be photographed, filmed, or recorded for the purposes described above. I release SESI from all claims, demands, actions, complaints, or other forms of liability that arise out of the use of my child's picture, image, likeness, voice, video or name on the Internet. I waive my rights to any compensation for, or ownership, of any of these materials.

\_\_\_\_\_ I do not consent to the release of my student's information as described in this SESI Student Media Release Form.

*Full Name of Student:* \_\_\_\_\_

*Parent/Guardian Signature:* \_\_\_\_\_

*Signature Date:* \_\_\_\_\_

*This space is intentionally left blank.*

**Trip Authorization:**

\_\_\_\_\_ Yes, I authorize my child to participate on school trips during their tenure as a student at High Road School.

\_\_\_\_\_ No, I do not authorize my child participate on school trips.

Parent/Guardian initial \_\_\_\_\_

### **Community-Based Instruction Authorization**

As part of your student's transition services, it is vital they are given opportunities within their community in a variety of areas; job shadowing, volunteering, life skills opportunities, internships, as well as other forms of individualized lessons/experiences tailored to your student.

A staff member from High Road School will inform you of when your student will be participating in a community-based instruction/experience. Informal assessments will be completed to track your student's progress in specific areas as well as areas needing improvement.

\_\_\_\_\_ Yes, I authorize my child to participate in community-based instruction at High Road School.

\_\_\_\_\_ No, I do not authorize my child participate in community-based instruction at High Road School.

Parent/Guardian initial \_\_\_\_\_

### **Therapeutic Aggression Control Techniques (TACT-II)**

Certified staff members at High Road School will use physical interventions when necessary to protect a student or other person from imminent, serious, physical harm after other less intrusive, nonphysical interventions have failed or been determined inappropriate.

Physical intervention will only be used by school personnel who are trained in the appropriate use of a therapeutic holds, Therapeutic Aggression Control Techniques Volume II (TACT-II) and will be used when required to protect a student or other person from immediate physical harm, including self-injurious behavior. In the instance that a therapeutic hold is utilized, the parent(s)/guardian(s) will be notified via phone within 24 hours of the incident.

Parent/Guardian initial \_\_\_\_\_

### **High Road School Elopement Policy**

If your child elopes (leaves) High Road School building and/or school grounds it will be at staff's discretion whether physical interventions are appropriate to put in place in order to keep your child safe.

If your child is communicating verbally or nonverbally that they are in danger of hurting themselves or others, school staff may at their discretion utilize appropriate TACT-II physical interventions to prevent them from leaving the school building and on or off school grounds.

If your child is not communicating verbally or nonverbally that they are in danger of hurting themselves or others school staff will not be duty-bound to attempt to physically prevent them from leaving the building and on or off school grounds.

Parent/Guardian initial \_\_\_\_\_

**Emergency Operations Plan:**

In the event of an emergency, High Road School has emergency plans and protocols in place to ensure student safety. More information about these procedures is available upon request.

Parent/Guardian initial \_\_\_\_\_

I, \_\_\_\_\_, hereby acknowledge High Road School releases/acknowledgements have been explained to me in a way I understand and acknowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship to Student: \_\_\_\_\_

*This space is intentionally left blank.*

**AUTHORIZATION TO RELEASE AND OBTAIN INFORMATION**

This is to authorize High Road School to:

Release information ( ) Yes ( ) No

Obtain information ( ) Yes ( ) No

Student Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

I. TO/FROM

\_\_\_\_\_  
Individual or Organization

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Address

II. PARENT/ LEGAL GUARDIAN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Relationship

III. REMARKS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. HIGH ROAD STAFF SIGNATURES

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## IV. Regulatory Policies

## **ADMISSION OF STUDENTS POLICY**

**Policy:** High Road School does not discriminate based on race, color, socio-economic level, religion, or nationality in the admission of students. High Road School provide services for male and female students who have been diagnosed with a federally coded IDEA disability.

**Goal:** To ensure that High Road School is accessible to all students who meet the admission criteria.

### **Procedure:**

1. Initial referrals will be referred from Local School Systems.
2. Referrals will be screened by the Program Director/designee to determine eligibility for the program. Intake appointments will be scheduled when deemed appropriate.
3. Basic eligibility factors to be considered are as follows:
  - a. Gender: Male and Female
  - b. Disability: Emotional disabilities with or without other behavioral, cognitive, intellectual, physical and/or learning disabilities.
  - c. Academic performance levels: Although High Road School is offered for various grades, students do not necessarily need to be functioning on grade level. Modifications will be made to the curriculum to meet each student's individual needs.
  - d. Possible Behavior characteristics:
    - i. Difficulties with peer and/or adult relationships
    - ii. Pervasive sadness, avoidance, and withdrawal
    - iii. Attention problems, impulse control
    - iv. Aggressive behaviors
    - v. Hyperactivity
  - e. Behaviors precluding admission: Students will be considered on an individual basis
  - f. Grades: Various
4. During the intake appointment, the Program Director/designee shall interview the parent/guardian and obtain a release of information to/from the Local School System.
5. The multidisciplinary team, consisting of the Program Director, Special Educator(s) and Social Worker will meet within five school days to determine if enrollment at High Road School is deemed appropriate.
6. Within five school days, the Program Director will contact the family and review all assessments and appropriateness for the program.
7. If the student is not an appropriate candidate, the Program Director/designee will discuss alternative options with the family.

## **PRIVACY RIGHTS POLICY**

**Policy:** High Road School will not disclose any personally identifiable information regarding a student without prior written consent from the parent/guardian. Furthermore, each student's record

will be prepared, maintained, and secured in accordance with state and Federal laws governing confidentiality. High Road School shall make all records available to that student's parent/guardian for inspection.

**Procedure:**

1. All staff members shall adhere to High Road School's written policies and procedures on protecting the privacy rights of students and their families.
2. All staff members shall safeguard the student's and family right to confidentiality by assuring that no information is shared, either orally or in writing, without signed written consent from the parent/guardian of the student.
3. Disclosure of any information regarding the student, including his or her participation in High Road School programs, is allowed only in the following circumstances:
  - a. If the funding source request is anonymously statistical, non-identifying data for research purposes.
  - b. In instances of suicidal or homicidal ideation or threats.
  - c. In instances where notification is required by law, for example, in reporting suspected child abuse, neglect, or criminal activity.
  - d. In all such cases, the Program Director must be involved in the release of requested information.
4. In accordance with the established format, the Program Director/designee shall prepare a record for each student after notification by State Educational Authority/Local School System of the student's approval for enrollment.
5. The Program Director/designee shall assure that all necessary documents are filed accurately in the record and that the document is stamped Confidential.
6. On an ongoing basis, the Program Director/designee shall assure that all information to be placed in the student's record is accurate and clearly written.
7. All records will be maintained in a locked file cabinet in a secure, safe area, which is accessible to authorized personnel only. By the end of each working day, the staff member who has removed the record will return each record to the locked file cabinet.
8. The Program Director/designee shall assure that records are routinely and randomly reviewed for sequence, completeness, and accuracy. (S)he shall also assure that corrections are made, as necessary.
9. High Road School shall maintain a chart, of requests for, and disclosure of, personally identifiable information from each student's record on the Record Review form. The chart shall include the name of the reviewer, date, and purpose of each review.
10. The parent/guardian shall contact the Program Director to schedule an appointment, either orally or in writing, to inspect his/her child's record and/or to receive a copy of any or all the records. This appointment shall be scheduled for the parent/guardian without delay. The Program Director/designee shall explain these rights to the parent/guardian during the intake appointment.
11. At the time of each student's enrollment into High Road School, the Program Director/designee shall assure that the parents/guardians are sent a copy of policies and procedures related to privacy rights, as part of the new enrollee's packet of information.

**STUDENT AND FAMILY RIGHTS**

**Rights include the following:**

1. Receipt of information describing the program and community services.
2. Humane, respectful, and dignified treatment in accordance with the ethical and professional standards in the education and mental health fields.
3. Confidential treatment in accordance with local and federal confidentiality regulations and the right to approve or disapprove with any release of information pertaining to their program participation.
4. Complete and current information concerning his/her levels of functioning and program.
5. Knowledge of the names of staff members responsible for his/her program.
6. Assistance on how to voice grievances and recommend changes in program policies and services.
7. A reasonable and timely response to his/her requests.
8. Information regarding the rights and responsibilities set forth above, and rules and regulations governing the students and family's conduct and responsibilities.

I have reviewed and received a copy of the Admission Policy, Privacy Rights and Student and Family Rights.

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Signature of Parent/Guardian

Date

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Signature of School Representative

Date