



Red Line Academy for Grades K-12+

Policies and Procedures Handbook

2023-2024



## Welcome from the Director

Dear Parents:

Welcome to the 2023-2024 school year at Red Line Advocacy, LLC! My name is Brandie Hazelett, for those of you who may not know me already. I am proud to be an advocate for individuals with disabilities and a support to the families of those individuals as well. This field is incredibly challenging but equally as rewarding, especially when I see the successes of each and every student and client we serve.

*“Faith brings the person to God; love brings the person to people”  
– Martin Luther*

Red Line Academy understands the importance of the “whole person” and the role faith plays in our journey. Many children find the concept of God and the Bible very difficult to understand. Our program will introduce the word of God where they are in their learning comprehension... and in verbiage appropriate for their level of understanding.

I would like to invite you to be a HUGE part of your child’s learning experiences this year. Although it may seem like a lot of paperwork at first, the assessments you will help the staff complete will help us get the best “snapshot” of your child and help their skills reach their maximum potential. When I get to evaluate these assessments, I hope to be able to carry the information right from the classroom into the community! All of our staff are informed about this information to ensure your student has the most successful experience here at Red Line Academy.

When I say that you are ALWAYS welcome to call with questions, concerns, or suggestions—I mean it! Without the input and understanding of the family support system, I will never be able to be on the same page as you. You can reach me during office hours by phone, email, text, snail mail, or any other

options you can think of. **PLEASE PLEASE PLEASE** contact me with **ANY** hesitation or question, I cannot fix things that I know nothing about. I will work to the best of my ability to make sure you and your child have the best services you can possibly have!

I look forward to seeing each and every one of you very soon. Let's make this school year an amazing one!

Warm Regards,

Brandie  
Hazelett

Mrs. Brandie Hazelett



**Red Line Advocacy**

## Our Mission:

*Red Line Advocacy, LLC's goal is to offer high quality, research based, instruction for students with disabilities with a focus on vocational skill education.*

We offer the very best services in our field. We never settle for second best, and always have your satisfaction as our top priority. It's who we are, and we are proud of it.

## Our Vision:

To properly and efficiently provide top quality services to as many individuals as possible, keeping special notice of a person-centered approach in all that we do between our educational programs throughout every grade.

## Statement of Faith:

*Faith \* Character \* Attitude \* Behavior \* Ability \* Love*

- We believe all people have the right to explore their faith.
- We believe all people, regardless of ability, have the right to express their faith in their home, their community, and to those they love.
- We believe that God speaks to us through His Holy Word.
- We believe that God shows us love and mandates us to spread that joy to others.
- We believe that we can do all things through Christ, who strengthens us.

*Jeremiah 29:11*

*"For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope."*

# School Life at Red Line Academy

Red Line Advocacy, LLC (Red Line Academy) offers a unique opportunity for individuals in grades K-12+ with developmental disabilities and behavior challenges to receive individualized academic and vocational training to encourage achievement of potential once outside of the regular school environment.

Our school program runs from the end of August to the end of May. Please see our yearly calendar for specific dates. Summer programs are offered at additional expense to the family.

In keeping with our mission to support independence and academic success, we offer the following throughout our school day:

- ❖ Individual and Small group classroom environment with highly qualified educator
- ❖ Opportunity to experience life skills training within the community
- ❖ Individualized programming, based on goals and objectives designed to meet behavior and academic needs

Based on evaluations of your child's needs and expectations of the family, *Red Line Academy* is able to develop a program which will promote independence.

## Contact Information

<b>Main # &amp; After-Hours Emergency #::</b>	Main: 234-678-9622 Emergencies: 330-957-8112
<b>Student Call-Offs:</b>	Please call our Main Number
<b>Hours of Operations:</b>	Monday through Friday 9:00 a.m. – 2:30 p.m.
<b>Program Address:</b>	Red Line Academy 1011 Gorge Blvd Akron, Ohio 44310
<b>Email:</b>	bhazelett@redlineadvocacy.com

## Enrollment and Admissions Policies

It is very important that any decision regarding enrollment in *Red Line Advocacy, LLC* programming be made with all the necessary information for appropriate placement and program development.

During the admissions process, an interview with both you and your child will be conducted. Documentation from previous placements or medical evaluations may be requested to further inform our staff of your child's needs. Our staff will develop and offer to you a written outline of services available and the funding/fees which are associated with those services.

Once a decision regarding admission is made, you will receive confirmation via phone call, in-person conversation, or via mail. You are welcome to contact the Director with any questions regarding the final decision.

Parents/guardians must complete the Registration and Enrollment Forms prior to your child starting at *Red Line Advocacy, LLC*. In addition, the following documents will be requested:

- Copy of birth certificate
- Proof of residence
- Proof of custody (if appropriate)
- Funding document

## School Classification

*Red Line Advocacy, LLC* is classified as a Private Non-Charter, Non-Tax School by the Ohio Department of Education. It is important to note that your child **will not** receive a regular high school diploma from *Red Line Advocacy, LLC*. **We DO offer** a home-school education diploma that is accepted by most universities. We will make every effort to work with you and your school district of residence to develop a plan for transitioning from high school to adult services. We are happy to discuss this policy with you further, should you require clarification or have any concerns.

## Termination and Denial of Services

During the Admission Process, should *Red Line Advocacy, LLC* find that your child is not an appropriate fit for our program, we will provide you with a letter detailing this decision.

During enrollment, should *Red Line Advocacy, LLC* find that you or your child have violated any of the policies and procedures set forth, you will be provided with a letter stating what policies have been violated and what corrective action will be implemented. This could include termination of services provided by *Red Line Advocacy, LLC*. A transition plan can be developed if necessary or requested, in cooperation with you and our staff, to safely and appropriately transition your child into alternate placement.

## Service Delivery Policy

- Intervention Services are provided to students on a 1:1 basis or a 1:2 basis during the duration of the program. Students who are given intervention services are working on direct instruction in skills laid out in the student's IEP or request to modify service form. Instructional Strategies used to educate the student are specific to each student and outlined in the IEP. Some examples of instruction are small groups, direct, etc. Our Intervention Staff will promote learning through problem-based learning, hands-on activities, and will scaffold all information throughout the learning process.
- Behavior Services are provided by a licensed BCBA on a 1:1 basis during the duration of the program. This service is provided through direct instruction, focusing on the student's specific needs laid out in the IEP. The BCBA will use interactive, person-centered activities to teach coping skills to help regulate emotions and behaviors.
- Speech and Language Services are provided by a licensed Speech Pathologist on a 1:1 or 1:2 basis during the duration of the program. Students are given these services laid out in the student's IEP, or in the request to modify service form. Examples of instructional strategies include: interactive, direct instruction, etc. Our Speech and Language Pathologist uses a variety of activities to support students through the learning process such as art-based activities, problem based learning, and peer learning.

- Aide Services are provided in conjunction with Intervention services to promote a deeper understanding of content material. Our aides help students, with supervision, review material for goals and objectives that intervention has previously taught to reinforce skill mastery.

## Fee Schedule

Intervention Services	\$175/hr.
Aide Services	\$80/hr.
Behavior Services	\$200/hr.
Speech and Language Services	\$160/hr.
Occupational Therapy	\$125/hr
Physical Therapy	\$110/hr
Tuition	\$1,800/month
Intervention Educational Services (for students not enrolled in our school)	\$45/hr
Summer Camp Program (8 weeks)	\$250/week
<b>Community Opportunities *</b>	
\$125/month (*not billable to Autism/JPSN Scholarship Program)	

Related Services, such as Occupational Therapy or Physical Therapy can be billed for students on the scholarship, however, any excess costs from billing

## Graduation Fees

Students in Grade 23 who will be exiting the school system -or- students in Grade 12 meeting regular graduation requirements, will have fees associated with graduation IF their home district does not issue a diploma.

\$85	Includes Cap, Gown, Tassel, and Diploma
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**\*Please note that this fee cannot be billed to the school or school district.\***



## Community Opportunities

A significant part of our programming includes the opportunity for our students to receive training and participate in activities within the community. In order for your child to participate in this program, there will be a mandatory fee per month. This pays for incidentals associated with this service, such as development of individualized programs, admission to events, snack or drink while in community, transportation, etc. This is a privately paid fee not billable to the Autism Scholarship. Payment Plans can be arranged.

## Transportation

Any transportation required as part of the student's program is considered as included in the monthly fee as stated above. Staff members, who transport clients in their own vehicles during working hours and as part of the client's program, must be on the approved driver list. Approved drivers are those who submit proof of a good driving record from the Ohio Department of Motor Vehicles, proof of insurance, vehicle registration and a valid driver's license. Parents must sign a Trip Consent Form. Clients must be transported according to state and local laws, including use of car seats and restraints.

## Payment Policy

All payments are due on the selected due date. If payments are not received by the due date, a late fee will be assessed of \$10 per month overdue. All families are responsible for meeting their fee obligation on a timely basis. Should you have difficulty in meeting your fee obligation, it is your responsibility to notify the Director so that special arrangements and adjustments to your agreement can be made in writing. This payment plan must be agreed upon by all parties. We accept cash or check made out to:

*Red Line Advocacy, LLC*

## Portfolio and Progress Reporting

*Red Line Advocacy, LLC* will collect student work and test samples throughout the school year in order to compile a Portfolio of Work. This portfolio will be available to you to review upon request.

Progress reports will be made available on a quarterly basis and provided to you and to the Ohio Department of Education, as required.

## Grade Promotion

A student will be promoted to the next grade level per Ohio Department of Education guidelines. The following shall be present for a student to be promoted to the succeeding grade level.

- 1) In the opinion of the professional, credentialed staff, the student has achieved the instructional objectives set for the present grade;
- 2) The student has demonstrated sufficient proficiency to permit them to advance in the educational program of the succeeding grade;
- 3) The student has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the succeeding grade level.

## Attendance Policy

Regular attendance is essential for successful school achievement. Therefore, students are expected to attend class on a regular basis. Absence shall be excused for personal illness, illness in the family, religious reasons, death in the family, or for other reasons that the home and *Red Line Advocacy, LLC* agree are for good cause. All other absences shall be unexcused. Each Month, Red Line Advocacy, LLC will submit an attendance summary to the home district as required.

## Calling in Late/Absences Policy

If a student is more than thirty (30) minutes late for school, Red Line Advocacy, LLC requests that a parent/guardian notifies the Main Office as soon as possible.

If a student will be absent (excused or unexcused), we request that a parent/guardian notify us of the absence and the reason.

## Early Dismissal

- The student must present a note from parent/guardian to the Main Office requesting an early dismissal before the start of the school day. The note must include date, time and reason for early dismissal.
- If the student leaves for a time and returns within the same day, they must report to the Main Office upon returning

## Excessive Absences

A student who has been absent more than six (6) times per semester will be required to have a doctor's note for any additional absence. All absences beyond that number per semester without medical verification will be considered unexcused. Doctor's notes will be presented to the Lead Teacher for verification. Any student who has an extended period of illness will need to have a doctor's note on file explaining the chronic illness. Students who miss more than the time allotted above will be required to meet with the Director to develop an attendance plan.

## School Cancellation Policy

*Red Line Advocacy, LLC* follows the Akron Public School District's weather policy. If Akron Public Schools cancels school for inclement weather, *Red Line Advocacy, LLC* will be closed as well.

## Communication with Clients

In order to communicate efficiently, *Red Line Advocacy, LLC* will correspond in the following ways with parents:

- Immediate announcements and program-specific information will go home in each child's daily communication notebook.
- General information appears on our website, Facebook page, and email to parents.

Important information that requires your immediate attention will be sent home and placed in the front of your child's notebook. Please check the notebooks daily, as this information usually requires a timely response.

## Non-discrimination

*Red Line Advocacy, LLC* does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, sex, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, admissions procedures, in the administration of its policies and procedures, or any financial aid programs. Our services are offered in compliance with the Americans with Disabilities Act.

## Confidentiality

Parents may request to inspect the records of their child. *Red Line Advocacy, LLC* assumes either parent of the child has the right to inspect that child's record unless legal evidence to the contrary is supplied to the office.

A parent has the right to request an amendment of the client's records if the parent believes the record is inaccurate, misleading or a violation of the client's rights. Such a request must be made in writing to the Director. If *Red Line Advocacy, LLC* refuses to amend the record, it will inform the parent of this refusal in writing.

*Red Line Advocacy, LLC* will not disclose therapy/educational records to persons other than the parent unless the parent directs us to release those records to a third party. In such cases *Red Line Advocacy, LLC* must receive a release form from the parents.

Auditors of the Ohio Department of Education or *Red Line Advocacy, LLC* consultants will be allowed to see the records to the extent necessary. *Red Line Advocacy, LLC* will disclose records when required to do so by court order subpoena or in accordance with State or Federal law.

## Emergency Information Policy

All *Red Line Advocacy, LLC* students must have emergency contact and medical information on file. This information will only be used in case of legal or medical emergency. Only *Red Line Advocacy, LLC* staff will have access to this information.

## Illness/Communicable Diseases

It is important to keep your child home in the case of illness. This prevents the spread of illness or infections. The following symptoms, among others, also indicate a child must stay home to avoid the spread of illness or infection to others:

- **Fever** above 100 Degrees: child must be fever free for at least 48 hours before they can return.
- **Diarrhea** (more than 2 loose stools in a 24 hour period): if a child has more than 2 loose stools in a day they will be sent home.
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- **Vomiting** more than once in a 24-hour period: if they vomit at Red Line Advocacy, LLC they will be sent home.
- **Pink-eye**: The child will not be allowed back until they have been seen by a physician and had 24 hours of treatment.
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- **Head lice**: They will be sent home and the child will need to be treated before returning.
- **Scabies or chicken pox**: They will be sent home and cannot return until treatment has begun and sores have been crusted over. A physician must also approve the return.
- **Covid-19 Symptoms**: a temperature of 100°F or higher OR acute respiratory infection symptoms

## Medication

All medications must be in the original container and dropped off to Red Line Advocacy, LLC staff, along with a signed Medication Form.

- Asthma, Epi Pens, Diabetes and Seizures require an action plan from a doctor.
- Over the counter medications may be administered but only with the over the counter prescription form filled out and turned in to Red Line Advocacy, LLC Staff. That includes sunscreen. The over the counter prescriptions, including sunscreen, are provided by the parents/guardian.

## Food Restrictions

If your child has food restrictions it is your responsibility to inform us immediately. We always try to ensure that we accommodate each child but you may be asked to provide substitutions of food.

## Toileting

Parents are responsible for providing wipes, pull-ups, diapers, and spare changes of clothes. *Red Line Advocacy, LLC* staff provides all necessary safety items to assist in toileting, as well as disposal of soiled items.

## First Aid

In the case of a minor injury/accident, a *Red Line Advocacy, LLC* staff member who is trained in First Aid/CPR will administer first aid. If more serious first aid would need to be administered, the parents/guardian will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening *Red Line Advocacy, LLC* staff will call 911, notify the parents/guardian, and a member of our staff will accompany the child.

## Visitor Policy

All *Red Line Advocacy, LLC* visitors must sign in with the Main Office. Visitors that refuse to comply with this policy will be escorted off *Red Line Advocacy, LLC* property, by security if needed. Due to the delicate nature and small size of our classrooms we prefer that parents/guardians and all other visitors schedule appointments at least 24 hours prior to visit.

## Volunteer Policy

Any *Red Line Advocacy, LLC* volunteers will be scheduled and approved by the Director. All volunteers must be background checked (FBI/BCI) prior to any scheduled volunteer date. Volunteers are only allowed on company property during scheduled times. Volunteers will be asked to leave *Red Line Advocacy, LLC* property for any violation of set policies.

## Fire/Tornado/Severe Weather Procedures

In case of fire, the first concern is the safety of the students.

- A staff member will direct the students out of the buildings.
- Staff members and students will then proceed to a designated area/location.
- After ensuring that all individuals are accounted for, a staff member will inform administration and take necessary measures to deal with the fire.

If tornado is sighted moving towards Red Line Advocacy, LLC property, students and staff will be notified:

- If in the classroom, remain in the classroom. Students and staff will sit along the wall with their heads between their knees and hands clasped over their heads. Students and staff will stay away from desks, tables, and windows if possible. They will then wait for further instruction.
- If in an outdoor area, students and staff will seek low ground, clear of trees and other hazards, and lay face down.

If the event of severe weather, the following procedures will be followed:

- Communication will be made to staff regarding the type of severe weather.
- The office staff will monitor radio broadcasts for the latest weather bulletins concerning immediate and surrounding areas.
- Lightening is a potential threat when it is less than six miles away. How do you determine the distance? The rule of thumb is when you see the lightning, count the seconds until you hear the thunder. Five seconds means the lightning is one mile away; thirty seconds means it is six miles away.
- *30/30 Policy*: when lightning/thunder are less than thirty seconds (or less than six miles) away Red Line Advocacy, LLC will suspend any outdoor activities immediately.

## Social Media Policy

*Red Line Advocacy, LLC* staff members are personally responsible for the content that they share and post online. When posting online, all information is considered representative of your views and opinions and not those of *Red*

*Line Advocacy, LLC.*

Please consult with the Director to ensure that all individuals have given permission for their image to be shared before posting photographs and videos of staff and/or students. Ensure digital pictures are appropriate for viewing by students, parents and staff members. Online postings and conversations are not private. Do not share confidential information or specific information about students or other staff members.

Do not use any program logo or image without permission. If you wish to promote a specific activity or event, you are welcome to share flyers that have been previously posted by administrative staff.

Accepting invitations to social networking sites, by staff members, from students under the age of 18 is strongly discouraged.

In the online environment during programming hours, students and staff alike must follow all Red Line Advocacy, LLC policies and conduct themselves online as in School.

## *Reporting Abuse*

Any staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, will immediately report such fact to the Summit County Children Services:

*Summit County Children Services*  
330-434-5437

## *Grievance/Dispute Resolution*

We strive to have an open and honest relationship with all of our clients, students, staff, and vendors. If you have a concern, we encourage you to contact the Director to discuss how we can work together to resolve the issue. If you feel this is a more significant grievance or complaint, we encourage you to follow the procedure listed below:

- Should you wish to file a grievance against a staff member, you are welcome to do so by contacting the Director in writing within twenty-four (24) hours of the occurrence. You must concisely detail the



perceived offense and list the violated policy or procedure, if appropriate. The Director will respond to you within seven (7) days.

- Any complaints that you have regarding staff, programming, or events must be brought to the Director within twenty-four (24) hours. The Director will respond to your complaint within seven (7) days.

**Thank you!**