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Policy & Procedure Manual

Revised 08-27-03

**EXHIBIT
112**

MISSION STATEMENT

The World Wide Association of Specialty Programs and Schools provides to its associate Programs services that enhance the Program's effectiveness relative to their respective student populations. These services enable Program Staff to better focus attention to their Students and families thereby improving and strengthening those relationships. WWASPS provides a name recognition that is synonymous with quality youth programs, providing the highest in education and Specialty Program services available. WWASPS serves as a central point for screening new and improved services that can be shared with all associated programs.

SCOPE OF THIS MANUAL

To provide Member Programs a guideline of services, and a vision of the overall intent of the Association. The items contained within the Policy and Procedure Manual may be altered at the discretion of WWASPS at any time.

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DEFINITIONS

ASSOCIATED ENTITIES:

Adolescent Programs Consulting
Cross Creek Admissions
R & B Billing
Resource Realizations (Resource)
Spring Creek Admissions
Teen Help
Teens In Crisis

ASSOCIATES:

Employees of The Association

ASSOCIATION:

The World Wide Association of Specialty Programs and Schools (WWASPS)

BOARD OF DIRECTORS:

The Governing Body of The Association.

CHOOSE-OUTS:

Trainees in Seminars that choose to exit prior to Seminar completion

CLIENT:

Parent(s)/Guardian(s) of Students in The Program

CONSULTANT:

A person(s) or organization hired for specific professional advice and input.

LEGAL COUNSEL:

Attorney(s) hired to provide specific advice or direction.

NASC OR NWASC:

Northwest Association of Schools and Colleges.

PROGRAM(S):

Schools that are affiliated as The Association members.

I. RESPONSIBILITIES OF THE ASSOCIATION (WWASP)

The following services are provided and/or supervised by the Association. However, it is understood between the parties that these services may change from time to time as seen for the good of the collective Programs. Services may be added and/or deleted without the consent of the Program(s).

1. Parent Support Services
2. Public Relations
3. Name Identification
4. Collective Purchasing Power
5. Consulting Services
6. Education and Support Services
7. Policy and Procedure Manual
8. Internet Services
9. Director Meetings
10. Confidentiality
11. Seminars
12. New Participating Schools

1. Parent Support Services:

- The Association shall maintain full time staff personnel that will serve to act as a liaison between the Programs and the parents of enrolled students for the purpose of assisting in communicating or contacting Schools or specific persons within the School.
- Parent Seminars shall be provided at selected locations, from time to time, as deemed appropriate by the Association as outlined in Section 13.
- The Association shall provide a news publication, "The Source" which will be published online on the internet as deemed appropriate by the member schools and sponsored by the member schools. This news publication shall provide information on associated Programs and give certain, current information as to the activities within the Association.
- The Association shall provide and maintain a web site and online bulletin board (BBS) sponsored by the Schools as outlined in Section 10.
- The Association shall assist interested parents and families in developing and maintaining Family Support Groups in areas determined by the Program Parents to be necessary. The Association shall not be directly involved in these groups unless specifically invited to participate on a meeting to meeting basis.

2. Public Relations:

The Association shall maintain a "media packet" that may be used to provide information regarding the Programs and the Association. The Association shall provide Programs with updated "media packets" when necessary. Additionally, upon a written request by the Program, the Association shall provide assistance to the Program in specific media related events that may arise from time to time. The Association will provide services that it is capable of providing based on the experience it has had.

3. Name Identification:

The Association shall provide a name recognition that is known throughout the industry and the world. The Association will continue to do those things that would continually make the name known as a service provider to adolescent specialty programs. Each Program has an affirmative duty to ensure that the name of the Association is held in the highest esteem.

4. Collective Purchasing Power:

The Association may, at times, be able to purchase items for all associated Programs, using "volume purchasing," that provide savings to the Programs. Additionally, the Association allows for a sharing of ideas and improvements between the associated Programs.

5. Consulting Services:

The Association will provide to the Program(s), on an "as needed basis," consulting services to assist the Program with issues that arise in the operation of the Program.

These services may be provided by the Association directly or through consulting services as approved by the Association.

6. Education and Support Services:

To assist a School in meeting academic accreditation standards and achieve the highest educational standards, the Association will assist the School within the requested scope that each School would deem necessary with updated academic procedures and report back to the School on specific actions needed to meet those standards. The Program will be supported by the Association by assisting the Programs in locating video and cassette programs and any current technology available that may consist of motivational and academic subjects with the intent of providing the students with added value to their educational experience in the Program. **Upon written request by the Program,** the Association will provide assistance to the Program in updating, upgrading, and investigating resources for the above purpose as outlined in the Academic Section.

7. Policy and Procedure Manual:

The Association shall provide to the Program a written Policy and Procedure document for the Association and shall update and notify the Program of any significant changes.

8. Internet Services:

The Association shall provide and maintain for the Programs an Internet presence for the purposes of on-line information passing and communication.

1. The base of the service will be the Association Home Site. The Home Site shall include provisions for the individual Programs to offer information and photos from their facilities. As desired, this Home Site will also provide links to Internet sites produced by or for the individual Programs.
2. The Association will also provide and maintain an on-line bulletin board service (BBS) for clients and the Programs.
3. Other related sites will be provided as deemed appropriate by the Association.

9. Director Meetings:

The Association will provide a forum for Program Directors to engage in Program matters from time to time as deemed necessary by the Board of Directors or as requested by member Schools. The forum may include, but is not limited to the following:

Meetings attended by Directors and Association Board Members
Telephone conferencing
Internet conferencing

10. Confidentiality:

It is to be understood that all communication is to be considered confidential. All information passing is to be considered on a "need-to-know" basis only. It is essential that there be a safe, trusting environment created for all parties involved during decision making and policy changing processes by respecting that confidentiality.

11. Seminars:

Adult Trainings:

A privately owned and operated subcontractor will provide Adult Discovery Seminars, Adult Focus Seminars, and Adult Visions Seminars to parents, step-parents, grandparents, and those financially responsible on the Enrollment Agreement at no charge to the participants. If a fee is required, all fees shall be paid to the subcontractor unless otherwise specifically directed.

Schedules for the Seminars shall be announced on a timely basis and posted to the Association Web Site and will be announced in The Source. The subcontractor shall provide all necessary forms, letters, and enrollment support for these Seminars. Each facility should print a weekly schedule from the web-site and distribute it to all Family Representatives. Each facility shall maximize efforts to ensure enrollment of parents into the adult seminars.

The subcontractor shall provide choose-out sheets to each facility immediately. Team Captains will make every effort to contact facilities to notify them of "choose-outs." During Seminars, the Program shall supply the Team Captain with a specific contact person and method to be contacted.

Parent-Child Seminars:

The subcontractor will provide various Parent-Child Workshops for the Association families. The company shall mail out an invitation to the family once The Association office has determined the accuracy and compliability of the information on the form. The company shall e-mail a roster of all PC participants one week prior to the start of the Seminars for facility and Association review. Each Program shall furnish final roster information for PCI's held at the facility.

12. New Participating Schools:

From time to time, there shall be applications and inquiries made to The Association regarding new or existing independent schools wishing to affiliate with The WWASPS or wishing to make arrangements to use and participate in certain Association provided services. The Association's Board of Directors reserves the right to affiliate or not affiliate or provide or not provide services to any school, program, group, entity, or organization, public or private, without divulging the reason for the decision made by the Board of Directors.

The Board of Directors shall have the sole power to make the final decision regarding membership, or use of membership services, to The Association. Inquiries regarding affiliation may or may not be solicited by The WWASPS.

All initial inquiries must include a complete business plan prepared by the inquiring party that includes specific information on location, experience, and financial information.

II. RESPONSIBILITIES OF THE PROGRAM

1. Compensation
2. Admission Criteria
3. Policy and Procedure Manual
4. Availability of Information
5. Maintaining files
6. Confidentiality
7. Internet/Bulletin Board
8. Seminars
9. Medication
10. The Source
11. Education
12. Study Hall

1. Compensation:

The Program shall pay to the Association the monthly dues on the 1st day of the month and to be received by the Association no later than the 5th of the month. It is anticipated that all funds will be by wire transfer, and a 10% late fee shall be added to accounts 15 days past due. Further, the Program agrees to reimburse the Association for any food, travel and lodging by the consultants, employees, or other independent contractors arranged by the Association, or as requested by the Program from time to time. The Association may require personnel to travel for specific and urgent needs of the Program, and the Program shall reimburse the Association for such expenses. Association employees or Consultants may visit the Program, at Program expense, for any special need as deemed necessary by the Association. The monthly Association dues paid by the Program may be adjusted from time to time as may be required. Changes in these procedures must be approved by The Board.

2. Admission Criteria:

Programs are to interview each student upon admittance to assure they meet Admission Criteria. See General Provisions Section for Admission/Intake Entities responsibilities.

Minimum Age: 12 Years Old (Must Be in 7th Grade) or as determined by Program Director or any local specific requirements. Pre-High School Programs will vary.

Maximum Age: 17 Years 6 Months or as determined by Program Director or any local specific requirements.

• **Custody Must Be Established.**

Divorce and/or etc. Papers Must Be With Enrollment Agreement. (Both parents must consent to admission unless otherwise specified in court document or death of a parent/guardian). In the case of death, a certified copy of the Death Certificate must be included.

- Must Read at 5th Grade Level
 - No Severe Learning Disability
 - No I.Q. Below 90
 - No Physically Disabled
 - No Traumatic Brain Injury
 - No Diabetics (Insulin Dependant)...Oral medication for Director's review
 - No Known Pregnant Girls
 - No Turret Syndrome
 - No Psychotic Diagnosis
 - Conduct Disorder Review
 - Personality Disorder Review
 - Medications (Type & Dosage) Review
 - Language Barriers With The English Language For Parent And Child (Reviewable)
 - History: (As Complete As Possible)
 - No Documented Suicidal Behavior.....Suicide Attempts:
 - Number of Times.
 - Method Used.
 - When?(This is of the utmost importance)
-
- Delinquency Record For Review.
 - Court Records - Status For Review.
 - Physical Acting Out - For Review.
 - Drugs: Heavy And Intravenous Usage For Review.
 - Has an Individualized Education Program Been Done?
 - No Medical Condition That May Possibly Cause Injury To Other Students Or Staff-For Review
 - No Medical Condition That Appropriate Local Medical Facilities or Personnel May Not Be Able To Adequately Provide Services as Determined by the Program

Alert: In what other programs has the student been?

Acute Psyche Hospital
 R.T.C.
 Wilderness
 Boarding School Etc.

Length of Stay?
 How Many Times?
 Reason In?/Reason Out?

3. Policy and Procedure Manual:

The Program shall maintain a Policy and Procedure Manual for the Program. The Association shall be provided a copy that is updated by the school

4. **Availability of Information:**

Enrollment Agreements - must be sent to the Association's Information Coordinator on the day of the student being admitted or transferred to the Program. Program Directors, or assignee, shall verify necessity through the office of the Association. The only deviation from this shall be on holidays and weekends. The information shall be sent the next business day.

The following must be e-mailed and faxed to the Association office every Monday by 10 a.m. Mountain Time:

1. Daily enrolled/discharged statement
2. Student Discharge Tracking Form (See Appendix)

5. **Maintaining Files:**

The Program shall maintain the following files:

- A. Student File which shall contain general Student information
- B. Student Educational Records
- C. All relevant staff files and training records

6. **Confidentiality:**

Maintain visitor's log - confidentiality agreement signed by visitors (See Appendix)

It is to be understood that all communication is to be considered confidential. All information is to be considered on a "need-to-know" basis only. It is essential that there be a safe, trusting environment created for all parties involved during decision making and policy changing processes by respecting that confidentiality.

7. **Internet/Bulletin Board:**

Program Director, or assignee, is required to monitor the Parent's bulletin board (BBS) **everyday**, Monday through Friday. The Program Director, or their assigned representative, shall be responsible for making comments regarding questions asked of their Program on the bulletin board.

Each program may provide relevant Program photos to the designated address. These photos may be of student advancements, photos of significant activities, or other photos as needed to support the School.

8. **Seminars:**

An approved subcontractor shall provide “choose-out” sheets to each facility the week following the ending of the training. Team Captains will make every effort to contact facilities to notify them of “choose-outs.” Each facility will provide the subcontractor with a number to call for notification.

Parent-Child Seminars:

The subcontractor will provide various Parent-Child (PC) seminars for Program families. The following criteria shall be used when recommending a family to a Parent-Child Seminar. Exceptions are discouraged. However, when necessary, the School shall contact the Association and subcontractor with request for approval.

PCI Offered by each school, at each School or near the School, on an “as needed” basis:

1. Student shall be Discovery Graduate and should be a Focus graduate
2. Student should be Level 3
3. Parents shall be invited to attend by each school.

PCII Offered every 2 months:

1. Student must be near a level 5 when the application is submitted
2. Student must be a level 5 at least 3 weeks prior to the start of PCII
3. Student must have completed Discovery, Focus, Accountability and one Keys
4. Student must have staffed one 3 day seminar (either Discovery or Focus)
5. Student must be entering a 4 month minimum Internalization Program
6. Student must have a program recommendation
7. All attending parents must be Discovery and PCI graduates Focus is highly recommended
8. Siblings may not attend PCI
9. Home visit requirements:
 - Student must be on level 5
 - Students are eligible for home visits 4 weeks after completion of PCI
 - Students must have a program recommendation for a home visit
10. Student billing account must be current.

PCIII Offered every 2 months:

- 1) Student must have completed PCII and earned 12 advancement points from the date of making level 6. Procedure: Upon reaching level 6, points are reset to zero and an additional 12 points must be earned.
- 2) Student must be level 6 when the application is submitted
- 3) Student's tuition account must be current
- 4) Student must have attended 2 Keys seminars and staffed Discovery, Focus, and Accountability
- 5) Student must have a Program Recommendation

- 6) All attending parents must be PCII Graduates
- 7) Siblings attending must be Discovery or Youth seminar graduates.
- 8) Over 20 months in the Program, 18 or near 18 years old, or other circumstances may be cause to examine certain exception requests that may be approved by WWASPS and the subcontractor.

Parent-Child Procedures:

- 1) All applications must be submitted to the WWASPS office 4 weeks before start of the seminar. Incomplete or inaccurate forms will be returned to the facility for processing. If a form is not returned before the deadline, the family will be put on a waiting list. WWASPS, with the subcontractor's support, will determine if the training can accommodate other families.
- 2) Each facility will review all applications with the review committee to ensure all requirements are met before sending application to the WWASPS office.
- 3) Applications may be submitted either via Internet or fax. The preferred means is via the Internet. A PC form is located at the following address:
www.wwasp.com/pcform
- 4) PC dates shall be released to the facilities 10 weeks in advance. The facilities are to inform parents of dates, times, locations, and other items required for PC attendance.
- 5) The subcontractor shall mail out an invitation to the family once the WWASP office has approved the suitability of attending the training.
- 6) The subcontractor shall email a roster of all PC participants one week before the start of the seminars for facility and WWASP review.
- 7) Each facility is requested but not directed to provide at least one staff per PCII. This staff shall accompany students while on travel, staff the seminar (full time), and accompany students returning to their facility after PCII.
- 8) Each Internalization Facility should provide at least one staff per PCIII. This staff shall accompany students while on travel, staff the seminar(full time), and attend high school graduation.
- 9) Each facility shall send the Stair Step form to PCII for those students transferring from one location to another. Attending staff to bring the Stair Step.
- 10) Each Internalization facility shall ensure each PCIII student's Stair Step form is present at PCIII. The School shall issue a warranty based on this information, but any warranty is at the discretion of the School.

Each Internalization facility shall provide necessary educational updates to the WWASPS office to support high school graduation at PCIII.

The subcontractor shall provide "choose-out" sheets to each facility the week following the ending of the training. Team Captains will make every effort to contact facilities to notify them of "choose-outs." Each facility shall provide the subcontractor with a number to call for notification.

9. Medication:

The Program shall notify the appropriate parties of any students' medication shortage, upcoming possible shortage, or change within a reasonable time to complete resolution.

10. The Source:

The Source is an online newsletter supported by the member Schools. All submissions for The Source should be in alignment with its purpose:

The purpose of The Source is to provide updated communication while conveying support and encouragement for families during their process of change.

- **All submissions to include:**
 - 1. Must be submitted via e-mail: glenda@wwasp.com or thesource@infowest.com**
 2. Title
 3. Author's name
 4. Facility(s) and Month/Year student enrolled in the Program
 5. Staff articles must include their job title.

The Source Rep (Optional)

The purpose of a Source Rep is to oversee the submissions of articles, photos and digital video each month and relay updated information to the staff at The Source office.

- Each facility should have a designated Source Rep. As The Source is a prime opportunity to showcase each School, having a dependable individual who understands your vision and can team with the Editor will greatly optimize your benefits of The Source.
- Teaming with the Editor, the Source Rep plays a vital role in updating information to the staff from The Source office. i.e: The Source Rep can distribute the Source Policy and Procedure information to your Family Reps.

Digital Video

The purpose of the digital video is to provide an introduction to articles posted to the On-Line Source.

Please follow these instructions:

1. Review instruction manual; check settings on your camera.
2. Script to include: Author introducing themselves; share their purpose for writing their article and/or what they learned.
3. Subject should be well groomed, per facility standards.

4. **Tape length: 15 seconds maximum.** You may send more than one introduction on one tape as they can be edited.
5. When filming, stand close enough to subject so that they are framed from the waist up.
6. Be sure to have enough lighting on the subject's face. If shooting indoors, activate the camera's light. If shooting outdoors, be mindful of too much shade.
7. Have subject use the microphone.
8. Mail digital tapes via the post office to Roy Bray: 321 N. Mall Drive, Ste. T-101, St. George, UT 84790
9. Send tapes at the same time you email the articles to Glenda Gabriel: thesource@infowest.com (If you're sending photos you may mail the tape, along with the photos, to the Editor, and they shall be shared with the Web-Master.)
10. Tapes will be returned to you. Extra tapes will be provided by World Wide.

Articles from Students:

1. **Recommendation is a minimum of 2 articles per month. Must include:** title of article, name of student, name of facility, month & year they entered facility.
2. Maximum length: 850 words (recommended).
3. Student articles are to be submitted to their Family Rep, and then to the Source Rep who will submit them. This will give the Family Rep an awareness of 'where' the student is at the time; valuable information for the Family Rep in working with the student, as well as with their family.
4. **Articles submitted by a parent on the student's behalf, instead of the student, will be declined.** As self-worth is a core issue for our students, it is clearly more beneficial if the author directs their own submissions. Therefore, students in the Program must submit their article through their Family Rep, who will pass it on to the Source Rep to submit to the Editor. Taking ownership will re-enforce pride in their work, self-confidence and satisfaction. This will also foster parental disengagement; the letting go of their child's program and focusing more on their own.
6. Advise authors that submission for The Source is ***not*** a guarantee it will be published, and that articles may be edited for clarity and/or space availability.

Articles from Staff:

1. Recommendation is a minimum of two (2) articles from a staff per facility, per month.
2. **Must include:** title of article, author's name, position, & facility.
3. **Directors should submit at least two articles per year.**

ReSources

The purpose of the ReSources section is to post information such as

upcoming events and fundraisers. ReSources will be an on-line only feature.

1. All submissions must be in alignment with the purpose of The Source.
2. To be featured in the ReSources section:
 - a. **Submit request to The Source via email. thesource@infowest.com**
Description maybe be up to 100 words.
 - b. It is recommended that you include a website link, providing the reader with further information about your event or function. **NOTE:** The linked website must be in alignment with the Program's purpose which is to "Create Family Unity through Education, Growth and Change" and may not promote another Specialty Program or competing organization with WWASPS.
3. Post-event fund raisers can still be featured in The Source, and are encouraged. Share your results and inspire others to action.
 - a. E-mail post-event articles to thesource@infowest.com
 - b. Send photos of the event to The Source:321 N. Mall Drive, Ste. T-101, St. George, UT 84790 (Photos will be returned)
 - c. In addition to the purpose of the event, the article musts to include the personal purpose/lessons learned for sponsoring and/or participating in the event.

The Source Workshop: Staff Training

The purpose of the Source workshop is to coach staff on maximizing the diverse opportunities The Source presents to create optimal growth in your program.

- To schedule The Source Workshop, contact thesource@infowest.com. Individual Programs are responsible for travel costs.
- **Workshop for Staff** covers how to utilize The Source: what works and what does not work when writing for The Source, keep updated changes, shorten new staff learning curve, use as a coaching tool in working with students and their families, create a staff training/reference notebook on topics such as: 18 year olds, Parent Child Workshops, the importance of completing the seminars, commitment, how to handle manipulative letters, etc. Also covers how to coach your students about writing for The Source, heighten awareness of what will work for your Program, etc.
- **Workshop for students** covers: what works and what does not work when writing for The Source, tool for personal growth, opportunity to serve, a leadership tool, what to write about, etc.
- A primary purpose of The Source is to communicate updates.
- Staff should be familiar with each issue so as to remain current with noted Program changes and updates, as well as being familiar with the contributions of 'their' families.

11. Education:

It is the responsibility of each Program to comply with all applicable accreditation requirements. The Programs will follow the NASC Policies when developing and implementing their academic programs. The Program will maintain up-to-date and accurate student educational records at all times as outlined in the Academic Section.

12. Study Hall:

Each Program should have a Study Hall. The procedure used should all follow the guidelines set forth in the WAVASP Director's Meeting held 9-21-99.

See Appendix for sample policy and procedure.

III. RESPONSIBILITIES OF ADMISSION AND INTAKE ASSOCIATES

1. Admission Criteria and Enrollment Agreements
2. Confidentiality
3. Approved Forms
4. Availability of Information
5. Verification of Current Enrollment Agreements

1. Admission Criteria:

Admission and Intake entities shall follow the Admission Criteria set forth by **Each School**. Each Program Director shall have final approval of each student admitted to their Program. The Admission Criteria is a guideline, and each agent shall attempt to gather all requested information to the best of their ability. Any additional or requested pertinent information shall also be provided.

Any changes, addenda, or modifications in the standard Enrollment Agreement shall be presented in it's entirety (all enrollment documents) to The Association and to the Program Director for approval prior to the student's arrival at the Program. Modifications are generally discouraged.

2. Confidentiality:

It is to be understood that all communication is to be considered confidential. All information passing is to be considered on a "need-to-know" basis only. It is essential that there be a safe, trusting environment created for all parties involved during decision making processes by respecting that confidentiality.

3. Approved Forms:

Only Approved Pre-Admission Screening Forms shall be accepted. **There shall be no exceptions to this item. (DAQE)**

4. Availability of Information:

- A. Each Admissions Office shall provide a copy of the complete, "approved" pre-admission screening form to each Program Director, or assignee, prior to the admission of the student for approval, rejection, or a request for additional information.

- B. Each Admissions Office shall provide to The Association a copy of the Student Information Sheet and the student enrollment questionnaire on the day the student is enrolled in the Program.**

- C. **Each Admissions Office shall provide to The Association statistical information upon request.**

5. Verification of Current Enrollment Agreements:

When requested by the School, The Association shall notify each Admission and Intake Department of any pertinent updated Program information, updated Enrollment Agreements, updated Program tuition fees, or other pertinent information. The Association should receive verification of receipt from each Admissions and Intake Entity.

ACADEMICS

- Responsibilities of Academic Administrator
- Accreditation
- Curriculum
- Record Keeping
- The Association Academic Policies and Procedures

1. Responsibilities of Academic Administrator

A. Accreditation

- 1) It shall be the responsibility of each Program to have a specified, approved Academic Administrator to assure that all Northwest Accreditation, or any other accreditation organization, standards are being met.
- 2) To Insure that all recommendations included in Interim Report are being addressed.
- 3) To provide in-service workshops as necessary to maintain standards in the following areas and any other areas necessary:
 - a. Accreditation
 - b. School Improvement Process
 - c. ADD/LD characteristics and needs.
 - d. Teaching techniques and strategies.
 - e. Learning styles.
- 4) Maintaining appropriate text and library books or approved online library access:
 - a. Basic curriculum.
 - b. Special Education curriculum.
 - c. Supplementary materials.
- 5) Special Education:
 - a. Testing
 - b. Modifications for Student Educational Plans.

B. Curriculum Policies and Procedures

Consulting with Academic Coordinator to assure that all recommended Accreditation Policies and Procedures have been considered.

- A. Individual student needs will be addressed.
 - B. Admission Criteria standards should be considered, at all times, before a student is accepted into the program. Unless the Program has the appropriate curriculum material to meet a students needs, it is recommended that the Program does not accept a student.
 - C. All Students will complete the orientation procedure.
 - D. All students will be given an Entrance and Exit Test.
 - E. All students shall sign a tracking contract for each class in which they are enrolled.
 - F. Students must complete all designated assignments for a course to receive credit.
 - G. Students are to master all assignments and tests at an appropriate mastery level.
 - H. All grade level (core) classes must be completed prior to the student beginning the next grade level. If a student comes into the program with uncompleted core classes for previous grades, they must complete these classes before starting current grade level classes unless approved by the Academic Administrator..
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Students who have graduated from High School may be registered in college classes, retake classes, or study classes for SAT, ACT etc.

C. Record Keeping Services: All records shall be kept by the school in compliance with any accreditation requirements.

2. ACCREDITATION

- A. The Program Academic Administrator shall be responsible for Program compliance with all NASC Accreditation Standards. (If the Program has not met all criteria listed under a standard, the reason for noncompliance should be written on Accreditation Spreadsheet.)
- B. The Program Academic Administrator shall be responsible to make sure that all of the recommendations on the Interim Report have been addressed and completed. (If Program cannot complete a recommendation, the reason for noncompliance must be written on Interim Spreadsheet.)