



3702 Pender Dr #140, Fairfax, VA, 22030

Director@PhoenixNovaSchool.com

www.PhoenixNovaSchool.com

## **ABA Parent Procedures**

Dear Parent,

We are thrilled to share that Phoenix Nova School proudly collaborates with ABA companies to provide support for our students. By allowing Registered Behavior Technicians (RBTs) to work alongside our team, we believe that we can enhance our students' experiences and successes within the school environment.

To ensure clarity and understanding regarding the involvement of ABA companies, we would like to outline the following processes for having an RBT attend school.

1. Inform Phoenix Nova School Directors about your interest in having an RBT accompany your child.
2. Phoenix Nova School Directors will conduct an evaluation to determine whether an RBT is necessary. We believe in always presuming competence and allowing maximum opportunities for independence while also providing them with the support they require.
3. If an RBT is deemed necessary, we will schedule a meeting with the ABA company (BCBA) to discuss having them attend. Parents will need to sign any related forms so that the ABA company and school can correspond and share information.
4. We will require training from all RBTs and BCBAs that will come into the school building along with background check and emergency information.
5. We will then set a trial start date for the RBTs and any scheduled supervisions that might be necessary with the BCBA.
6. Phoenix Nova School staff will relay any feedback directly to the parents and reserve the right to discontinue ABA services if they are deemed not necessary, disruptive, etc. Phoenix staff also reserve the right to ask an RBT to leave the premises if they are inappropriately dressed or engaging in inappropriate or unprofessional conduct.
7. Due to safety and proper staffing, if an RBT is deemed necessary for your child, when there is no coverage, the student is not able to attend without the support unless previously discussed with Phoenix Nova staff.



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## ABA Provider Information

Dear ABA Provider,

We are excited to partner with you to ensure that our shared client is able to reach their full potential!

**Initial Meeting** with BCBA/Director and Phoenix Nova School Directors. In this meeting we will align and collaborate on the following:

- Necessary training and documentation
- Communication protocol
- Determination on students being sent home (sick)
- Coverage for absent RBTs
- Supervisor visits and additional staff parameters
- Lunch break times and coverage
- Sharing of the school calendar, field trips, CBI, etc. procedures
- Goal sharing and alignment
- Expected RBT conduct
- Expectations around ABA support within the school/classroom environment

### Training

Each RBT will receive documentation detailing Phoenix Nova School's regulations, rules, and emergency procedures. This is to ensure that everyone is aligned on the expectations and protocols in our school environment.

### Documentation Needed from RBTs

- Emergency Contact Form
- Copy of Photo ID
- Copy of Background check
- Copy of RBT Certification

**Liability Disclaimer:** Please be aware that Phoenix Nova School is not liable for the conduct of any RBTs. Should any issues arise, the school reserves the right to contact the RBT's manager/supervisor and take appropriate action, including requesting the RBT to leave the premises.



## **ABA Handbook Agreement**

This handbook serves as a comprehensive guide for parents, ABA companies, and Phoenix Nova School staff regarding the implementation and support of Applied Behavior Analysis (ABA) services within the school environment. Our goal is to create a collaborative atmosphere that ensures effective support for students requiring ABA services.

### **Necessary Training and Documentation**

Each RBT will receive documentation detailing Phoenix Nova School's regulations, rules, and emergency procedures. This is to ensure that everyone is aligned on the expectations and protocols in our school environment.

#### Documentation Needed from RBTs

- Emergency Contact Form
- Copy of Photo ID
- Copy of Background check
- Copy of RBT Certification

### **Communication Protocol**

Effective communication between parents, ABA companies, and the school is crucial for the success of our ABA programs.

- Communication with RBTs: Each ABA company may have specific policies regarding communication with their RBTs. The school will coordinate with each company to understand their policies.
- Key communications: Important updates regarding field trips, snow days, or other critical information may need to be relayed through parents. Parents are encouraged to maintain open lines of communication with both the school and the RBTs.
- We will add the BCBA or Director for each partnered ABA Company to our emergency weather alert emails.

### **Determination on Students Being Sent Home (Sick)**

To safeguard the health and well-being of all students:

- A student exhibiting signs of illness (fever, vomiting, etc.) will be assessed by school staff, and if deemed necessary, parents will be contacted by school staff to pick them up.
- RBTs should not contact parents or coordinate early pick up. If an RBT believes a student is sick or notices something of concern, they should notify a Phoenix School staff member.



## **ABA Handbook Agreement**

### **Coverage for Absent RBTs**

To ensure students receive the required support:

- If an RBT is absent and no coverage is available, the student should not attend school unless alternate arrangements have been made in advance.
- The school will strive to maintain adequate staff ratios to provide a safe and supportive environment for all students at Phoenix Nova School.
- If constant absences, late arrival, etc. become a consistent issue, Phoenix Nova School may request another RBT or remove services so that the student's education is not impacted.

### **Lunch Break Times and Coverage**

- RBTs should work with Phoenix School staff to find the best and appropriate time to take their lunch break so that Phoenix School staff can ensure proper coverage and supervision of the students.
- Additionally, as our school operates on a flexible structure, we kindly ask for flexibility in the lunch times.
- If RBTs need to order lunch, this should not be taking place during class time or time where they should be supervising and working with the student. Please just ask to step away for 5 minutes to place your order as to ensure proper coverage and minimize disruption.
- Phoenix Nova School has teacher lounges and additional small office/classrooms where RBTs are welcome to have their lunch. They are also welcome to use the microwave, refrigerator, and water refill.

### **Supervisor Visits and Additional Staff Parameters**

To foster an optimal learning environment:

- All visits from supervisors or trainees from the ABA companies must be scheduled in advance with the school administrator. This policy ensures we limit the number of adults in the classroom, allowing for a focused and supportive atmosphere for all students.
- Students should have a regular schedule with 1-2 therapists. Unfortunately, due to the nature of our small school, we are unable to accommodate having additional therapists, trainees, or supervisors attending.
- If/when a supervisor is in attendance please ensure that all conversations happen outside of the classroom so we can maintain a focused learning environment.



## **ABA Handbook Agreement**

### **Field Trips & CBI**

Field trips, community based instruction (CBI), and other events are shared with families at the beginning of the year and through our weekly emails.

- Phoenix Nova School will share our yearly calendar with the ABA Company but any changes or updates will need to be shared from the parent to the ABA Company.
- RBTs are expected to attend field trips with their client and should provide their own transportation unless otherwise arranged. Most of our field trips are travelled to by staff and parent cars.

### **Expected RBT Conduct**

RBTs are expected to maintain professional standards, which include:

- Demonstrating respect, empathy, and patience towards students.
- Maintaining confidentiality regarding all student information.
- Maintaining appropriate modest dress.
- Eliminating cell phone use while working with the client.
- Maintaining clear communication with the staff.
- RBTs should follow all safety and procedural protocol as outlined in the Phoenix Nova School Handbook.

### **Goal Sharing and Alignment**

It is essential that all parties work collaboratively to ensure that student goals are aligned and communicated effectively:

- We kindly ask that BCBA's share goals and plans with the Phoenix Nova School staff. This helps our teachers to best align with ABA practices.
- If a student is an AAC user, we expect that the RBTs are appropriately trained and reinforcing communication based on the instructions from the SLP

### **Expectations Around ABA Support within the School/Classroom Environment**

- RBTs will work in coordination with classroom teachers to support student learning and behavior needs in line with the school's curriculum.
- All ABA programs should focus on promoting independence, social skills, and academic success while fostering a positive and inclusive school environment.
- The focus should be to keep the students in the classroom as much as possible and any breaks or rewards should be coordinated with the teacher.
- We are a low tech facility and try to minimize the use of videos, games, etc. as rewards for students.
- RBTs should limit excess talking or verbal prompting while teachers are teaching or giving instruction.



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## ABA Handbook Agreement

### Liability Disclaimer

By signing this agreement, parents are aware that while the RBT is working with the student, the RBT is responsible for the student at that time. RBTs may have times where they are 1:1 with a student during breaks, supporting bathroom, etc.

Please be aware that Phoenix Nova School is not liable for the conduct of any RBTs. Should any issues arise, the school reserves the right to contact the RBT's manager/supervisor as well as the parents and take appropriate action, including requesting the RBT to leave the premises.

This handbook serves as a foundational document to enhance transparency and collaboration among parents, ABA providers, and the Phoenix Nova School community. Together, we can provide the necessary support for each student's growth and development within the school environment. For any questions or clarifications, please feel free to reach out to the school administration.

I acknowledge and agree to the terms of the ABA agreement

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ABA Company Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your support and partnership as we work together to create the best possible learning environment for our students.