STUDENT-PARENT HANDBOOK

2026-27

St. Joseph's Villa

We never stop believing in children and their families.

St. Joseph's Villa Student-Parent Handbook
Table of Contents

Welcome Letter..... 3
General Information & History.....4
Licensure & Accreditation.....4
Parental Responsibilities & Involvement.....4
Staff Qualifications & Trainings.....4
Background Checks.....5
Hours of Operation.....5
Program Description.....5
School Philosophy.....5
Extracurricular Activities.....6
Additional Services.....6
Admissions Criteria.....6
Admissions Procedure.....6
Tuition.....7
Cancellation Policy.....8
Transportation.....8
Food Services Program.....8
Attendance Policy.....8
Tardiness & Early Dismissal.....9
Inclement Weather.....9
Student Illness & Injury.....9
Make-up Work 10
Student Discharges.....10
Post Discharge Follow-up.....11
Medication Management (including disposal of).....11
Complaint Resolution.....13
Physical Facilities & Equipment.....13
Emergency Procedures & Drills.....14
Referrals to Child Protective Services.....14
Behavior Support Strategies.....15
Prohibited Interventions 15

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Code of Conduct....15
Search and Seizure....16
Services Provided....16
Technology Media....17
Health & Physical Education....17
Art and Music....17
Sports....17
Report Cards....17
Management of Student Records....18
Transcripts....18
Individualized Education Plans (IEP's)....18
Initial Assessment....19
Career and Transition Services....19
School Overview....19
School Offerings....19
Population Ratio....19
Data Collection....20
Grading Scale....20
Curriculum & Instruction....21
Virtual Learning....21
Academic Assessment....21
Career and Transition Assessment....21
Statewide Testing....21
Daily Schedule....21
Graduation Requirements....22
Student Life....22
Daily Schedule....22
Student Withdrawal and Transition....22
School Calendars....23
Important Dates to Remember....25
Contact Information....26

Welcome Letter from the Senior Director

Dear Students, Parents, Guardians, and Families,

Welcome to the Villa Education Center and Dooley School! We are honored that you have entrusted us with your child's education and are excited to partner with you throughout the school year. At St. Joseph's Villa, we recognize that every student brings unique strengths, talents, and opportunities for growth. Our commitment is to provide a safe, supportive, and engaging learning environment where every student can thrive academically, socially, emotionally, and behaviorally.

Our dedicated team of educators, clinicians, and support staff works collaboratively to provide individualized instruction and comprehensive support that meets each student's unique needs. Through strong relationships, evidence-based practices, and high expectations, we strive to help students build confidence, develop essential life skills, and achieve meaningful success both in the classroom and beyond.

We believe education is most successful when schools and families work together. Open communication, mutual respect, and a shared commitment to student success are the foundation of our partnership. We encourage you to stay engaged throughout the year, ask questions, celebrate accomplishments, and collaborate with us as we support your child's educational journey.

This handbook has been developed as a resource for students and families. Inside, you will find important information regarding school policies, procedures, expectations, attendance, student services, safety protocols, and available resources. We encourage you to review it carefully and refer to it throughout the school year.

Thank you for choosing the Villa Education Center and Dooley School. We are proud to be part of your child's educational journey and look forward to a year filled with growth, learning, achievement, and new opportunities. Welcome to our school community!

With appreciation,

Melisa Naumann, Senior Director
Villa Education Center/Dooley School at St. Joseph's Villa
8000 Brook Road
Richmond, VA 23227
Phone: 804-553-5572

General Information & History

St. Joseph's Villa is one of the longest continuously operating children's nonprofits in the United States, founded in 1834. As community needs changed, the Villa transitioned to become a 501(c)(3) nonsectarian nonprofit organization in 1977. Today, operating under the Villa umbrella of services, the Villa Education Center and Dooley School are uniquely positioned to take a collaborative approach to serving the whole student and their family, in partnership with public schools and our community. Our motto is *We never stop believing in children and their families* - and we mean it!

We offer a variety of academic and supportive programs that meet the needs of elementary, middle and high school students who are experiencing emotional or behavioral difficulties, or are living with learning or developmental disabilities. For more information, visit **www.NeverStopBelieving.org**.

Licensure and Accreditations

The schools of St. Joseph's Villa are fully licensed by the Virginia Department of Education and accredited by the Virginia Association of Independent Specialized Educational Facilities. Administrators and teachers meet licensing and endorsement standards of the Virginia Department of Education.

Parental Responsibilities and Involvement

It is of utmost importance for the staff and parent/guardian to communicate on a consistent basis. Studies have shown that your child's success greatly increases when the parent/guardian is involved with daily school activities. We highly encourage all parents/guardians to connect with our staff in a variety of ways, including: emails; calling; visiting our facility; and informing us of any changes such as medication or significant events that occur in your child's life that could impact his/her academic success. Please notify your child's teacher prior to visiting to ensure we are accessible and available to you upon arrival.

Talking with your child and reviewing his/her Home Log/Credit sheets daily is a great way to stay abreast of the events that occur here at school. Nine-week report cards and interim reports will be sent home for review. We conduct parent-teacher conferences and trainings throughout the school year at scheduled times.

Additionally, applying what your child is learning at school in the home environment will reinforce the knowledge gained and increase the chances of success. For further details on how to implement learned behavior at home, feel free to contact our staff for guidance.

Staff Qualifications & Trainings

A dedicated team comprised of a Director of Education, Program Director of Operations, Clinical Supervisor, Education Coordinators, Speech-Language Pathologists, Board Certified and Licensed Behavior Analysts, Behavior Specialists, Behavior Interventionist, Licensed Teachers, Clinicians, Crisis Counselors, and Operations Coordinators all work with our students every day to assure quality services and academics are provided.

All staff receive mandatory trainings prior to assignment with annual refresher courses. Trainings include but are not limited to: CPR, First Aid, Standard Precautions,

Child Abuse and Neglect, Suicide Prevention, Medication Management, Vehicle Training, Therapeutic Options, Emergency Management, and St. Joseph's Villa Orientation, as well as an in-depth service orientation. In addition, weekly training is provided to the staff in specific instructional strategies and issues relevant to students served.

Background Checks

In addition to the Villa's rigorous training, each staff member must successfully complete and pass a criminal background check, criminal name search, Central Registry check, Office of the Inspector General check, and drug screening. No staff will be left alone with a student prior to receiving the clearance notification from Human Resources of all entities stated above.

Hours of Operation

The Villa Education Center operates Monday through Friday from 8:00am to 2:45pm, except on Wednesdays, when students are dismissed at 12:00pm. Dooley School operates Monday through Friday from 8:00am to 3:00pm with Wednesday dismissal at 12:30pm. The main offices are open from 7:45am to 4:00pm, Monday through Friday. To ensure the safety of all students and staff, visitors are required to sign in and out when visiting the program.

Program Description

The Villa Education Center and Dooley School are fully accredited, nonprofit private schools focused on the educational needs of students in elementary, middle and high school who are experiencing significant challenges related to autism and emotional or behavioral difficulties or are challenged by learning or developmental disabilities. We serve our students with special education services in our elementary or secondary programs. Our students receive vocational exploratory, transitional and vocational skills development through the Career and Transitional Services (CATS) component of the school providing culinary, horticulture, recycling, office/retail experiences and much more. Through our Career and Transitions services, we allow the students to experience hands on, real life work situations that engage and prepare our students for the future. Both schools are designed to provide students with unique, individualized learning opportunities to meet their needs and to support their return to a less restrictive environment while fostering a climate that can lead the student to experience success.

School Philosophy

We believe that all children can learn and can experience success. We believe that positive behavior change is more likely to occur when the teacher and the staff are able to develop and maintain positive and mutually respectful interactions. The teacher and staff demonstrate empathy and understanding in a supportive and caring environment. We develop and maintain confidence in the student's ability to change and grow in positive ways. We believe that providing support and appropriate academic and social/ behavioral interventions our students can and should return to the least restrictive environment. We utilize a variety of methodology and interventions to reach our students both in academics and social behavioral spheres. We support our students in their goal of returning to public school and or to provide them with instruction for independent living.

Extracurricular Activities

Extracurricular activities such as seasonal parties, school sports, and prom are offered at St. Joseph's Villa. All activities, including field trips, are supervised by well-trained teachers and staff. All school rules apply to both on- and off-campus activities.

Additional Services

Students have the opportunity to participate in a multitude of services offered by St. Joseph's Villa, which include:

- Speech Services at the Villa Education Center are provided based on each student's Individualized Education Program. Our licensed speech-language pathologistcollaborates with teachers and caregivers to establish a functional communication system tailored to each student's needs. We follow an integrated collaborative speech-language therapy model, which emphasizes daily instruction throughconsultation, collaborative planning, and implementation between the speech-language pathologist and classroom teachers. This approach ensures that students receive consistent support across all environments throughout the school day. Students who attend Dooley school will have Speech Services provided by the student's locality per their IEP requirements.
- Clinical counseling services are available to students based on individual need and, when applicable, the decision of the student's IEP team. When a need for clinical counseling is identified, Education Services will coordinate with qualified St. Joseph's Villa clinical professionals to facilitate the referral and determine appropriate services. Clinical counseling is an additional billable service and will be coordinated with the parent/guardian, Local Education Agency (LEA), and other members of the student's educational team, as appropriate.
- Career and Transitional Services - Students experience training locations on and off the campus of St. Joseph's Villa associated with the Career and Transition Services program, either through a campus internship or through Work Adjustment Training opportunities.
- Vocational opportunities
- Art Classes
- Use of technology in instruction
- Library
- Counseling

Admissions Criteria

Students range in age from ages 5-22 and have a diagnosis of Autism Spectrum Disorder, Developmental Delay, Emotional Disability, Intellectual Disability, Multiple Disabilities, Other Health Impairment and/or Speech/Language Impairment, and Specific Learning Disabilities. Students are working toward an applied studies diploma, certificate of completion, or standard diploma. Student face-to-face tours will be scheduled through centralized admissions. All visitors will be subject to our campus protocols.

Admissions Procedure

- All referral calls will be received by or directed to the Centralized Admissions Office and documented on the initial referral screening form.
- Centralized Admissions staff will collect the required screening information and record it in the electronic client database system.

- Admissions staff will confirm service specific eligibility and funding.
- Admission staff will obtain copies of the social history, psychological report, or IEP as applicable. If the student has an IEP, staff will ensure the following:
    a. IEP is current.
    b. IEP is signed by all parties.
    c. IEP is service specific (private day is on the placement page).
    d. Eligibility is current.
- Admissions staff will schedule a tour and interview with the family to include interface with the director or education coordinator. The placement agency will be notified of the date and the time of the tour. Any reports provided by the placement agency or family will be sent to the service in advance of the tour.
- Admission staff will bring a pre-populated intake packet to the tour. The parent may complete the intake packet at the conclusion of the tour or take it home to be returned at their earliest convenience.
- The service Director will determine the admission decision and communicate the decision to Centralized Admissions Office.
- Admission staff will offer resources as needed to support responsiveness and ease of referral process:
    a. Medications: Once a student is accepted and a POF is completed by all parties (physician and parent), med-trained staff will accept medication into the service and administer as appropriate.
- The Centralized Admissions Office will notify referrals and placement agencies as applicable by phone and in writing regarding the admission decision. Referral information will be provided to individuals not accepted to programs at St. Joseph's Villa.
- Admissions staff will work with the placement agency to ensure transportation has been arranged for the student.

Prior to admission, an IEP meeting will be scheduled may be scheduled to review or change content and confirm the students official start date.

Intake documentation shall include but is not limited to:
- Results from a physical exam and immunization records signed by a physician
- TDAP test results and HPV vaccine for 7th grade students
- Meningococcal vaccine for all 7th and 12th grade students
- Most current psychological and social history (if applicable)
- Copies of previous assessments and/or testing
- Disciplinary records
- Most recent academic transcripts

Exclusionary Criteria
- Adjudicated sex offenders
- Adjudicated fire starters
- Medically fragile
- Actively psychotic or psychotic episodes
- Actively suicidal or homicidal

Tuition
For students referred to our schools by their Local Educational Agency (Public School), Community Policy Management Team (CPMT) or Local Community Service Act (CSA) is responsible for allocating funds necessary to provide private education and related services. A current signed Purchase of Service Order (POSO) or a letter to pay for services rendered must be submitted to the St. Joseph's Villa

Finance Office upon admission. Charges are based on enrollment. Additional supplies needed that are not a part of the curriculum such as medical supplies or personal sanitary items are not included and are the responsibility of the parent/guardian.

Cancellation Policy

St. Joseph's Villa bills for services on a monthly basis for the prior month. Tuition is prorated for students who discharged in accordance with contractual/purchase order stipulations.

Transportation

Each student's Local Education Agency (LEA) provides transportation for your child to and from school unless other arrangements have been made by the educational agency or parent/guardian. Our educational and clinical staff provides support for students to and from each vehicle in the mornings and at the end of the school day. Once the student has been transferred to the supervision of the transportation staff it is their responsibility to conduct any securing or fastening of the student into safety equipment per the students IEP. We do realize that drop-off and dismissal can be challenging for our students and stand ready to assisting any situation in which student/staff safety is at risk. The school is happy to provide technical assistance to ensure safety during transportation. A meeting must be scheduled during the school day to discuss details of what assistance is needed. In the event there is a disruption in transportation, the student's locality is responsible for contacting the parent, making arrangements for the student to get home and confirming with St. Joseph's Villa those plans. In the event that a student is dismissed early, it is the parent/guardian's responsibility to arrange transportation for their child.

Riding the school bus is a privilege. Students who violate the Code of Student Conduct designated by their specific locality may have their privilege of riding revoked for a specific time frame or permanently.

Transportation for instructional field trips and athletic events during the school day will be provided by properly trained staff of St. Joseph's Villa.

Food Services Program

Culinary Services at St. Joseph's Villa is licensed by the Commonwealth of Virginia Department of Health. Our licensed specialists conduct at least one unannounced site visit annually to ensure compliance with all licensing standards. A well-balanced dietician approved breakfast and lunch are served daily. Special dietary needs will be followed as instructed by a licensed physician. Depending on the need, culinary services may or may not be able to accommodate the diet, in which case the parent will be responsible for providing meals.

Attendance Policy

Attendance is paramount to the success of each student. Whenever a student is absent, it is the parent/guardian's responsibility to contact the school by calling the main office. Prior notification is requested as a courtesy. Excessive absenteeism, regardless of whether it is excused or not, impedes the individual learning process. If remote learning is deemed appropriate for whatever reason, please ensure your child is in attendance for daily scheduled sessions. Students who miss sessions will be marked as absent according to the Villa's attendance guidelines. In collaboration with the LEA,

if attendance becomes an issue, St. Joseph's Villa reserves the right to schedule an attendance conference with the student and his/her parent/guardians. All absences are considered unexcused unless the parent/guardian contacts the school with a written reason for the absence. The reasons are listed below:

- Student illness
- Family emergency
- Serious illness/death in the family
- Religious holiday
- Other reasons approved by the Director of Education/designee

A written statement by a physician may be required when a student misses 3 or more consecutive school days. Truancy is defined as the absence of a student for which neither parent nor the school had prior knowledge and consent. When a student is truant the school authorities shall notify the locality and parents or guardians of the situation.

Tardiness/Early Dismissal

Any student who arrives after 8:20am is considered to be tardy and must be signed in at the main office by a parent/guardian. Any student who leaves before 3:00 p.m. (except on Wednesdays with early dismissal) must be signed out by a parent/guardian in the main office. Absences from class including arriving late or early dismissal will be documented in the student's record.

Inclement Weather

St. Joseph's Villa will disseminate advance notifications regarding important announcements and altered hours of service. The mass communication system will provide you with immediate information when events such as inclement weather prevent our schools from operating as scheduled. Notifications will be sent to you via email, text, and voice mail.

By providing the school with your contact information, you are giving St. Joseph's Villa permission to send notifications to you regarding important school information. Please reach out directly to the Villa to ensure contact information is up to date. As always, feel free to contact us with any questions (see contact information on page 22).

During periods of severe or inclement weather, service cancellation or modification of service hours may take place and transportation will not be provided. Announcement of school closings or modified hours will still be displayed on WWBT Channel 12 and the WWBT12 website.

If the student's local school district is closed, and St. Joseph's Villa schools are open, parents/guardians will be responsible for transportation. Make-up days will be scheduled using any available teacher work days, holidays, or days after graduation. Notification of school make-up days will be sent to each locality to ensure transportation is provided.

Student Illness & Injury

A student who is injured or experiences the following symptoms is considered sick and unable to participate in Villa services:

- A fever of 100.1 or higher
- Vomiting

- Diarrhea
- Excessive coughing and runny nose with/without a fever
- Lethargic and uncharacteristic behavior
- Possibly rash or dysentery, depending on the severity

Common infectious communicable diseases and conditions are listed below but not limited to:

- COVID-19
- Influenza
- Conjunctivitis (Pink-eye)
- Strep-throat
- Chickenpox
- Viral gastroenteritis
- Hand foot and mouth disease
- MRSA
- Ring-worm
- Lice
- Scabies

Any student that shows symptoms of an infectious communicable condition or a temperature of 100.1 degrees or higher must be sent home from the program and shall not return until they are free from any signs/symptoms and/or medically cleared by a physician and 24 hours after the individual is no longer symptomatic or contagious.

If a student tests positive for COVID-19, the parent or guardian will notify the school and the school will follow the recommendations set forth by the Virginia Department of Health and the Virginia Department of Education.

Certain suspected or confirmed diseases must be reported to the Henrico County Health Department within 24 hours. Refer to the Virginia Reportable Disease List located on the website (www.virginia.gov/epi/regs.asp).

Notification of Responsible Parties: Responsible parties will be notified if the student, during service delivery, begins to display the symptoms listed above. Responsible parties will be expected to make arrangements to have the student picked up as soon as possible. Responsible parties will be responsible for contacting the Emergency Contact if they are not able to pick up the student.

Maintaining proper hygiene is an important aspect of providing a safe and healthy environment for our students. Shower facilities are available as needed.

Make-up work

Students will be given the opportunity to make up work that is missed. Instruction will be reinstated at the appropriate level following a student's absence.

Student discharges

When a student is discharged, a summary will be completed within 30 days. The completed discharge summary shall be provided to the student or student's legal guardian, placed in the student's file and forwarded to the placing agency or CSB, as appropriate. Discharge summaries shall include, but not limited to: dates of attendance; reasons for discharge; progress within the program; and discharge recommendations. In the event of extreme aggression or circumstances where the safety of students and staff is at risk, St. Joseph's Villa will convene a meeting with parents, placing agents and staff to discuss whether remaining at the Villa is in the best interest of the student and the school.

Post Discharge Follow-up

St. Joseph's Villa is available to be contacted or offer additional consultation for all previous students post discharge. St. Joseph's Villa will contact the student within 1 year after the discharge by way of a questionnaire or data collections sheet to obtain student's current status, progress and/or outcome feedback. Documentation of contact will be maintained in the student's file.

Medication Management

Qualified staff will administer prescription medication if the following conditions are met:

- The Physicians Order Form is completed annually and signed by the prescribing physician and responsible party.
- The Physicians Order Form clearly indicates the client's name, medication, side effects, dosages, times, frequency and route of administration.
- The medicine must be received in the original prescription bottle or container with an unaltered pharmacy label attached that matches the Physicians Order Form.
- The physician must provide St. Joseph's Villa staff with current information each time the medication or its directions are changed in any way (i.e. - type of medication, time, frequency or dosage of medication). An updated form must be completed and signed by the physician and entered into the files prior to the next scheduled dosage.
- "Over-the-counter" medications can be administered to students with a Physician Order Form (POF) signed by a physician and parent/guardian. The dosage cannot exceed the guidelines outlined by the manufacturer. Over-the-counter medication must be provided to staff in an unopened container by the parent and labeled with the client's full name.
- All medications will be kept secured in accordance with State regulations.
- Parent or Legal Guardian is responsible for all medication transfers to and from the service.
- All staff are trained by a registered nurse in the administration of epinephrine in the event of an emergency.
- If a medication is discontinued, the physician must submit a discontinuation of a medication script to the school.

Medication Storage

- All medication must be kept behind two locks at all times.
- Only designated staff will retain or have access to keys to medication cabinets.
- Only the medication of persons served and supporting documentation may be stored in the medication cabinet. Staff personal belongings or personal medication shall not be intermingled with the medication of individuals or persons served.

Medication Administration Errors and Refusals

- When individuals refuse medication, staff will indicate the refusal in the medication log and complete an Incident Report which becomes part of the individual's file. Under no circumstances should a staff force an individual to or insist that an individual ingest medication (e.g. force individual's mouth open, pinch nose, etc.).
- In the event that a medication error occurs, staff will at minimum document the error as an incident report in the client's record. The Director of Education Services should be notified and the individual should be kept under observation for adverse reactions.

- Medication errors that are potentially life threatening will require Villa staff to contact emergency response entities immediately, which may include Poison Control, 911, and the individual's physician. A consultation with the physician and pharmacist may be warranted as a first step if the individual's reaction to the medication does not appear to be a threat to his or her life, health and safety.
- Medication administration errors are defined as any time a staff administers the wrong medication, or at the wrong time, or to the wrong client, or by the incorrect route, or the wrong dosage. It could also include no medication present to administer.

Adverse Reactions, Side Effects

In the event that an individual shows signs of a drug reaction, or if a medication error has resulted in or may result in adverse consequences for the individual served, the staff on duty must take the following steps immediately to ensure the individual's safety:

- Notify the individual's physician and/or pharmacist immediately - 911 will be called if necessary.
- Notify immediate supervisor, who should then follow the internal communication lines to the Service Director, the Administrator-On-Call, or the Chain of Command.
- Notify parent or legal guardian.
- Notify placing agency.
- Document reaction and error in the medication log.
- Complete an incident report as soon as the individual's safety is secured and within 24 hours of the incident. Incident reports must be completed prior to a staff person leaving the St. Joseph's Villa property at the end of his or her shift.

Medication Administration on Field Trips

Should it be necessary to transport medication outside of the program to administer to an individual during a field trip, the protocols for field trips must be followed as trained in the service and licensing specific Medication Administration curriculum. At minimum, for a field trip that lasts a day or less, medication will be packaged safely and securely with the following information:

- Individual's name.
- Prescribing physician's name and contact information.
- Drug name, strength and quantity in the packaging/container.
- Directions for administration.

If a field trip will last longer than a day, an individual's prescription medication should be provided by the parent in a properly labeled container which has been dispensed from the pharmacy, and which contains only the quantity needed for the duration of the field trip.

Medication Disposal

- At any point while an individual is receiving service, and at discharge or service termination, the following will be returned to the legal guardian or authorized authority for disposal: expired medication, discontinued or unused medication, and drug containers with worn, illegible or missing labels.
- In instances in which this procedure is unable to be completed (i.e. voluntary or sudden discharge), the Director (or designee) shall make efforts to have the unused medication returned to the legal guardian or authorized authority.

- Medications that are not returned to the legal guardian or authorized authority shall be documented on the Medication Transfer and Count form. Medications are disposed either on National Drug Take-Back Day, dropped off at Bremo Road Pharmacy, or follow the Health Department Guidelines for home disposal.
- In the event that St. Joseph's Villa becomes responsible for medication disposal, federal guidelines on the Proper Disposal of Prescription Drugs will be followed. Medications in need of disposal will be destroyed on a quarterly basis. The expired medications, completed Medication Transfer & Count Forms, and signed and dated receipt by person accepting medications for disposal must be obtained for each item and shall be brought to Triannual Review meetings for disposal. Designated staff of the Integrated Services Office will ensure that all medications are disposed of properly with two (2) witnesses, and properly stored for transport. Documentation of date/time of disposal with signature on the corresponding Medication Transfer & Count Form shall be obtained upon destruction. Form will be returned to service and maintained in client's record. Copies of all forms will be maintained in the Office of Integrated Services.
- A medication count should occur under all circumstances and be witnessed and documented per the section in this procedure on transferring and counting medication.

Complaint Resolution

Any individual receiving a Villa service may file a grievance in relationship to the services they have been receiving at any time. Some of the reasons an individual may file a grievance include:

- You feel a staff member has been unfair.
- You feel that a staff member has not followed the rules and/or procedures correctly.
- You are having serious conflicts with a staff member and can't resolve it without help.

Before you file a formal grievance, we encourage you to discuss your concerns with the staff member and resolve it directly with him or her. If that does not work, we ask that you talk with the staff member's supervisor and see if the issue can be resolved. If the issue still does not get resolved or you don't feel comfortable talking with the staff member, then you may file a formal grievance. If you would like a copy of the St. Joseph's Villa Grievance Procedure and Form, please contact your school's main office. Parents and guardians should also understand that the Virginia Department of Education is interested in and available to help resolve complaints if it is needed. In the event that a complaint is not satisfied with the internal resolution, they may file a complaint with the Office of Private Day Schools for Students with Disabilities, Virginia Department of Education, P.O. Box 2120, Richmond, Virginia 23218-2120.

Physical Facilities and Equipment

Our schools are located on the 82-acre campus of St. Joseph's Villa at 8000 Brook Road, Richmond, VA 23227. The campus includes playgrounds, a gymnasium, outdoor learning centers, recreational fields, picnic pavilions, enclosed pedestrian walkways and a therapy garden. The buildings contain sensory rooms, individual and group classrooms, laundry facilities, kitchens, dining areas, computer labs, a centralized library, social/common areas as well as offices for the professional staff.

Emergency Procedures and Drills

All emergency procedures and protocols can be found in the St. Joseph's Villa Emergency Preparedness Manual located in the main office of each service. Students will receive training in all drills and safety procedures during the first week of school, and upon admission. Emergency drills are conducted on a monthly basis which may include evacuation, shelter-in-place, lockdown, tornado and earthquake drills. One emergency evacuation drill shall be conducted once per week for the first 20 days of school and each month for the rest of the school year. Other emergency drills are conducted at intervals recommended by the Virginia Department of Education. Below are the actions to take during the following emergencies:

- Fire – Evacuate the building – Staff will assist students to quickly and calmly evacuate the facility according to posted and practiced evacuation routes. The primary evacuation route will be the closest exit from the group's current location.
- Tornado – Shelter in-place – Relocate to a space that has no windows on the lowest floor possible and remain there until the emergency passes.
- Earthquake – Drop, duck under a piece of furniture, or cover your head and hold on to a solid structure.
- Hold and Secure – Lock the doors – If you are not in a lockable space, move to the nearest lockable space, cover the windows and remain there until further instructions.
- Lockdown – Run – only if you're certain it is safe to run. Hide – close windows, lock/barricade the door, silence all electronics, hide under furniture, in a closet or any space where you are not visible, remain quiet, and stay there until you have instruction from law enforcement. Fight – only if you are in imminent danger.
- Vehicle Evacuation – Safely evacuate the vehicle using the emergency exit.

Threatening Behavior

When a student makes a threat or engages in concerning communications/behaviors that suggest the likelihood of a threatening situation, the Safety Assessment Team shall be notified and will review the situation to determine if an assessment is needed. A team of identified staff has been trained on a fact-based theory to identify, assess and monitor students whose behavior poses a threat to the safety of others. The goal of the team is to make appropriate preventative or corrective measures to maintain a safe and secure environment as well as to provide assistance as needed to those students being assessed.

Communicating with Parents during an Emergency

In the event of an emergency, the Villa's Mass Communication System will be used to relay information to families via voicemail, text, and email. Information disseminated will contain the nature of the emergency and specific instructions for parents to follow. Contact information is collected annually and updated as needed.

Referrals to Child Protective Services

All staff employed by St. Joseph's Villa are mandated reporters. Any staff who suspects maltreatment, abuse or neglect of a student must inform their immediate supervisor. The supervisor will contact the Director of Clinical Services. The Director of Clinical Services will investigate the situation and determine if Child Protective Services (CPS) should be notified. If CPS is deemed necessary the Director of Clinical Services will make the contact.

Behavior Support Strategies

The Villa uses a wide variety of Trauma-Informed behavior techniques appropriate for the unique and individual needs of the students. Those technique are listed below but not limited to:

- Token economy system
- Positive reinforcements
- Applied Behavior Analysis
- Relaxation
- Exercise
- Therapeutic Take Space
- Modeling

In order to identify and implement alternative more adaptive strategies to meet the needs of the maladaptive behavior, strategies are developed and tailored to each student need. We use support based on Therapeutic Options.

Prohibited Interventions

- *Seclusion* - The involuntary placement of an individual receiving services alone, in a locked room or a secured environment from which he is physically prevented from leaving.
- *Time out*
- *Mechanical or chemical restraints*
- *Students supervising students*
- *On-floor restraints (supine or prone)*
- *Other prohibited interventions and actions* - Abuse; corporal punishment; degrading comments or actions; profane, demeaning, indecent or insulting language or actions; racial or ethnic slurs; or deliberate destruction of student property; releasing any confidential information about the student, the student's treatment or the student's family; or belittling jokes, cartoons or comments are prohibited.
- *Withholding basic rights of students* such as food and water; use of toilet facilities and needed medical services including approved prescriptions is prohibited. In no way will students' well-being be violated by intrusive and punitive measures such as strip and body cavity searches or aversive stimuli.

Student Code of Conduct

Students at St. Joseph's Villa are expected to meet the following code of conduct. Due consideration is given to the relationship between a student with a disability and their ability to manage their behavior.

- Respect all staff, students, guests and property.
- Be considerate and kind to others.
- Be on time for school. Those arriving late must have a parent/guardian sign in the main office.
- Students must remain in sight and sound supervision at all times.
- Students must dress in appropriate attire (shorts and skirts at least finger-tip length, no low-cut tanktops, clothing must cover body parts when sitting, standing or bending, no exposed undergarments or advertisements for sex, drugs, alcohol or profanity).
- Students must have permission to enter the school office.
- Smoking/Vaping or use of any tobacco products is not allowed on or off campus.

- All electronics, including cell phones, are to be given to staff upon arrival and will be returned to student upon dismissal (unless student has prior approval to keep devices throughout the day). Devices will besecured at all times.
- The use, possession, and/or distribution of illegal drugs and/or alcohol is strictly prohibited.
- Destruction/defacement of property is not permitted and student may be required to make restitution.
- Theft will not be tolerated, including plagiarism, theft of another person's property, hiding another person's belongings, and/or eating another person's food.
- Settle disagreements verbally and respectfully. Physical violence and/or threats will not be tolerated.
- The school prohibits bullying, cyberbullying, and hazing. Confirmed incidents of bullying shall be reported to the parent of any student involved within 24 hours of confirmation. No student who reports, witnesses, or seeks help regarding bullying or cyberbullying shall be subjected to retaliation, intimidation, or adverse treatment for doing so. Staff will be trained in conduct management and will enforce the code in a manner designed to reduce bias and harassment. Any reports of bullying, cyberbullying, or hazing willbe handled in accordance with the St. Joseph's Villa Threatening Behavior Procedure.
- Firearms, knives or other weapons are not allowed on the grounds of St. Joseph's Villa.

Consequences and disciplinary actions up to and including discharge could occur if rules are not followed. In addition to the Villa's Code of Conduct, students must follow their locality's Code of Conduct. Students' inappropriate or dangerous/ serious behaviors are handled in the following ways:

- Documentation of the event by completion of an Incident Report to be maintained in the student's permanent file.
- Notification of parent/guardian/locality placing agent.
- A meeting with all interested parties to discuss action steps and future activities to reduce or extinguish the behavior.
- Suspension from school will only be used when other means of intervention/ correction/instruction fail to bring about the desired respectful conduct. Suspensions are used for serious offenses only.

Search and Seizure

As a matter of school safety and respect for students, general searches are discreet and as infrequent as possible, consistent with the protection of values, property, health and lives of the other students, faculty and/or administration. Students may be required to pass through a metal detector and/or electronic wand upon entry into the school building. All backpacks are required to be clear. All school facilities are property of St. Joseph's Villa and may be searched at any time without cause and without notice. In addition, students may be searched at any time if the administrator has "reasonable cause" to suspect contraband of any type. Searches of students will be conducted by an administrator of the same sex, and pat down searches are not conducted under any circumstances.

Services Provided

- Individual education programs for each student (IEP/IIP)
- Physical Education
- Use of technology in instruction
- Structured referral systems
- Remediate deficiencies in basic, essential skills

- Focus on academic challenges appropriate for students based on their learning and academic ability
- Build strength in problem solving, critical thinking, communication and organizational skills
- Engender close communication between parents and staff regarding academic expectations and progress
- Career and Transition Services provides exploratory opportunities and enrichment to help prepare students for future studies and employment.

Technology Media

Students will use technology in an appropriate manner. Technology is an integral part of a student's educational experience and must be used in support of education and research consistent with the educational objectives of the school. Technology includes, but is not limited to, computers, other hardware, electronic devices, software, internet, e-mail, all other networks, etc.

Students are responsible for all appropriate use of all computers to which they have access. Obscene, pornographic, threatening, or other inappropriate use of technology, including but not limited to e-mail, instant messaging, web pages, and use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited even if such takes place off school property (i.e. home, business, private property, etc.).

Staff are provided with computers in their classroom for instructional and student use. In addition, teachers are provided with a laptop to use throughout the school year. Teachers have access to a variety of educational software such as Brain Pop, Ingenuity, A to Z Reading, ABC Teach, Super Teach Worksheet, Education.com, 5 Ponds Press, etc.

Health and Physical Education

Health and P.E. is provided based on the student's skill and abilities. Family life is offered as appropriate during health class with parent consent.

Art and Music

Art and music experiences will be provided by a Certified Art Teacher or classroom teacher.

Sports

St. Joseph's Villa provides an opportunity for students to participate in organized sports activity on a daily basis.

Report Cards

Interim report cards generated at 4.5 weeks and report cards are distributed every 9 weeks. Monthly progress reports are generated and reported to the school division. IEP progress is reported quarterly. Transcripts are updated annually. Faculty update grades on the electronic grading system (Infinite Campus). Parents are encouraged to schedule conferences to discuss student's academic and behavioral progress as needed throughout the year.

Management of Student Records

The schools of St. Joseph's Villa comply with all regulatory requirements from the Virginia Department of Education (VDOE) and the Virginia Association of Independent Specialized Education Facilities (VAISEF) as well as St. Joseph's Villa internal procedures. Student records are confidential and are stored in a locked file cabinet located in the main office with limited access. The content of each student record is updated annually and on an as needed basis.

Confidential information will not be made available or transferred using the internet unless through secure methods. Electronic client records are maintained in the St. Joseph's Villa client database system. Security for and access to electronic records include multiple layers of password protections and firewalls to prevent access by unauthorized users. All client records are retained according to the Record Retention Schedule identified in the SJV Records Retention and Destruction for Discharged Client Records procedure. The school shall inform each individual/designee how to access his/her client record should they so desire. This discussion includes how and when an individual/designee is able to amend their record. Should access be denied, the individual/designee will be provided a written explanation as to the denial, the individual's rights and the process for appeal. Student information may be shared with other individual agencies if the parent/guardian completes a Consent to Exchange Information form indicating who information may be shared with.

When a privately placed student graduates or leaves school, the student's education record shall be offered to the student or parent. The records of a publicly placed student who graduates or leaves school shall be transferred to the child's home school. Each school shall maintain a permanent record of attendance to include the following:

- Name and address of school
- Name, address, and birth date of student
- Name and address of the home school division for publicly placed students
- Name and address of the parent
- Student ID number
- Dates of attendance
- Academic transcript

Transcripts

Requests for transcripts from alumni or former students must be made in writing. Transcript requests can be faxed to 804-553-3317 or emailed to the director. Any forms required with the transcript, from businesses, colleges, etc., must be completed as appropriate by the student and submitted with the transcript request. Allow 5 business days to complete a transcript request. Transcript requests made via phone or voicemail will not be accepted.

IEP Individualized Education Plans

All Exceptional Education students are provided an instruction and transition plan (if secondary student) that provides individual goals, both academic and behavioral. The development of goals in collaboration with the home locality offers students and parents the forum to formalize ideas about the future and prepare for achievement of those goals. The purpose of this plan is to identify the student's areas of relative strength and need, his/her present level of performance, and to specify goals relevant

to the student's progress and the school's mission. This plan is updated annually and may be used/referred to during faculty/family conferences and transition meetings. Progress on the IEP will be reported monthly and quarterly to jurisdictions, and interim and 9 weeks to parents and guardians. In extreme unforeseen circumstances, St. Joseph's Villa recognizes electronic signatures.

Initial Assessment

All students will receive an initial assessment within the first 30 days of enrollment. The assessment is based on current school records. If additional educational assessment is needed, evaluation will be completed by St. Joseph's Villa staff.

Career and Transition Services

Career and Transition Services (CATS) offers a wide variety of quality services designed to support and challenge participants at nearly every stage of their academic, transition, vocational, post-secondary, and employment stages of development. Participants have opportunities to learn, plan, assess, train, and participate in various activities that will help them prepare to secure employment or participate in post-secondary training or educational activities. CATS encourages participants to strive to discover their tomorrow.

CATS staff believes in enhancing the programming offered to students already enrolled in our programs on campus. We engage in hands-on, real-time opportunities in various locations such as pizza making and garden-based activities. Additionally, students participating in CATS have an opportunity to connect with professionals from world of work or college through our career-mentoring program. The Villa helps facilitate connections to potential professional career mentors to help students further develop their vision for their future and the pathway to their success. We believe that every participant needs to have a vision for their future in order to achieve the success they desire.

St. Joseph's Villa Education Services Overview

School Offerings

Opportunities for group interactions, independent work, physical education, transitional programing, vocational training, family life, academic courses, and field trips are offered. All students are enrolled in English, Math, History, Science, Physical Education, and Career Exploration. Integrated speech services (VEC) by a certified speech pathologist are available for students who require that speech be integrated into their daily schedule.

St. Joseph's Villa provides quality education and transition services for students with disabilities in a therapeutic environment directed towards helping them utilize acceptable behavior, adopt appropriate methods of coping, and improve appropriate skills.

Population Ratio

The school ratio is typically one teacher, one instructional assistant and cousenlors as needed per classroom. A classroom consists of a maximum of 8 students. The number of cousenlors may vary depending on the needs of the students in the class. In addition, students may be assigned a 1:1 counselor at Dooley School if identified in their IEP.

Data Collection
Data will be collected consistently throughout the school day and will be used to determine if the individual student's needs are being met.

Grading Scale
Depending on the student's functional abilities, they may fall under 2 different grading scales: Standards of Learning (SOL) or Virginia Essentialized Standards of Learning (VESOL). Below outlines the grading scale for both tracks and is based on the students need:

SOL Track

Letter Grade	*Percent Grade*	*4.0 Scale*
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0.0

Student grade point averages will be determined as follows:

- Class work 50%
- Tests/Projects 25%
- Participation 15%
- Homework/Makeup work 10%

Length and number of assignments will be determined by the classroom teacher to meet each student's goals/objectives and grade level. Students may be given the opportunity to redo assignments when appropriate for a blended grade using the Imagine Learning online education program. Work refusals will result in additional support from staff to help students complete their assignment.

VAAP Track
Functional Grading Scale:

P pass	65%-100%
F fail	0%-64%

Percentages are recorded on the monthly progress reports and discussed during weekly treatment team meetings to determine the effectiveness of the instruction.

Behavior is not factored into academic grades but has a significant impact on results. If students/parents/guardians have concerns about student academic, behavior or discipline, contact the Director of Education. If the complaint is not satisfied with the internal resolution or if the complainant prefers, he/she may file a complaint with the

Office of Private Day Schools for students with Disabilities, Virginia Department of Education, P.O. Box 2120 Richmond, VA 2318-2120.

Curriculum & Instruction
Our schools offer a small student-to-teacher ratio using multiple teaching techniques designed to meet individual needs while preparing the student for transition back into their comprehensive setting and or post-secondary goals. We focus on identifying what learning strategies work successfully for everyone, and building on students' strengths while giving equal attention to academics and the learning process.

Virtual Learning
Imagine Learning is an online electronic learning program used for a variety of purposes in grades 6-12. Its primary goal is for initial credit, credit recovery, to enhance direct instruction and test preparation, SOL remediation and preparation and electives.

Academic Assessment
Assessments may include but are not limited to the following:
- Woodcock Johnson Test of Achievement IV
- WRAT IV
- NWEA
- Imagine Learning
- Standards of Learning (SOL)
- VAAP
- IXL

Career and Transition Assessment
- MECA (Microcomputer Evaluation of Careers & Academics), O'Net, VA WIZARD and other assessments appropriate for the student

Statewide Testing
- SOL (Standards of Learning):
- SOL tests are provided by each student's home school division and administered by school personnel in accordance with all state and testing regulations and the student's IEP. School Education Coordinators will coordinate with the student's locality or placing agency to obtain the appropriate SOL test at the scheduled time during the school year. All completed tests will be returned to the home school division for scoring and reporting.

- VAAP (Virginia Alternate Assessment Program):
- Students with significant cognitive disabilities who meet eligibility criteria, as determined by their IEP team, participate in the VAAP. This alternate assessment based on the Virginia Essentialized Standards of Learning (VESOL) is administered to students grades 3 through 8 and high school, typically 11th grade. Students are assessed in reading, writing, mathematics, science, and history/social sciences. For writing and history, a collection of student work samples (evidence) is compiled and submitted to the student's home school division. For reading, mathematics, and science, students complete testing booklets which are returned to the home division in accordance with timelines and procedures set by the local school division.

Graduation Requirements
Students seek to achieve an Applied Studies, Certificate of Completion, or a diploma awarded by their home school division. Education Coordinators collaborate closely with the home school LEA to ensure all diploma or certificate requirements are met in alignment with the students IEP and graduation plan. The VA Department of Education and the IEP team will determine if students will take the VA Alternate Assessment Program during grades 3-8 and at grade 11, or the Standard of Learning Assessment testing.

Student Life
- School Mascot: Villa Hawks | School Colors: Green, White, and Blue

Daily Schedule
The school day begins at 8:00am for both the Villa Education Center and Dooley School.
- VEC dismisses at 2:45pm, with an early dismissal at 12:00pm on Wednesdays
- Dooley dismisses at 3:00pm, with early dismissal at 12:30pm on Wednesdays

Each student's daily schedule may vary based on their academic therapeutic track. Meal times are consistent and scheduled for a minimum of 20 minutes to ensure students have adequate time to eat and recharge.

Student Withdrawal and Transition
The Villa Education Center and Dooley School work closely with students, families, and Local Educational Agencies (LEAs) to support a smooth transition whenever a student leaves the program.

Educational placement decisions are made by the student's Individualized Education Program (IEP) Team in collaboration with the LEA. When a student transitions to another educational setting, graduates, withdraws, or is no longer enrolled at the Villa Education Center or Dooley School, the school will work with the family and LEA to support the transition.

As part of the transition process, St. Joseph's Villa will:
- Coordinate with the parent/guardian and LEA throughout the transition.
- Share educational records and other required documentation in accordance with state and federal confidentiality requirements.
- Provide information regarding the student's educational progress, supports, and current programming to help ensure continuity of services.
- Complete all required withdrawal procedures in accordance with Virginia Department of Education requirements and St. Joseph's Villa policies.

If it is determined that VEC is unable to effectively meet a student's educational, behavioral, or clinical needs, the school will notify the parent/guardian and the student's LEA. VEC school representatives may also participate in the IEP process and work collaboratively with the team to identify an appropriate educational placement and support a safe and positive transition.

Parents/guardians who are considering a change in their child's educational placement or withdrawing their child from the Villa Education Center or Dooley School are encouraged to contact their LEA and school administration to discuss the transition process.

2026 - 2027 School Calendar

School Hours: Mon, Tues, Thurs, Fri - 8:00am - 2:45pm
Wednesday - 8:00am - 12:00pm

Jun-26
16 Days

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 8 - First Day of Summer Session
June 19 - Juneteenth Holiday

Jul-26
22 Days

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 3 - Independence Day Observed

Aug-26
11 Days

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 7 - End of Summer Session
Aug 17 - 21 - Staff Orientation
Aug 24 - Frist Day of School

Sep-26
21 Days

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept 7 - Labor Day
Sept 23 - Parent Teacher Conferences

Oct-26
22 Days

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct 28 - End of 1st Quarter

Nov-26
19 Days

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov 27 - 27 - Thanksgiving Break

Dec-26
14 Days

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 21 - 31 - Winter Break

Jan-27
19 Days

Su	Mo	Tu	We		Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 1 - Winter Break
Jan 4 - School Reopens After Winter Break
Jan 18 - Martin Luther King, Jr Day
Jan 20 - End of 2nd Quarter & First Semester

Feb-27
20 Days

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar-27
20 Days

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar 24 - Parent Teacher Conferences
Mar 26 - End of 3rd Quarter
Mar 29 - 31 - Spring Break

Apr-27
20 Days

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Apr 1 - 2 Spring Break

May-27
20 Days

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 31 - Memorial Day

Jun-27
16 Days

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jun 4 - End of 4th Quarter & Second Semester
Jun 14 - First Day of Summer Session
Jun 18 - Juneteenth

School Holidays & Closures 2026 - 2027

Jun 1 - 5 - School closed
Jun 19 - Juneteenth
Jul 4 - Independence Day
Aug 10 - 24 - School closed
Sep 7 - Labor Day
Dec 21 - Jan 1 - Winter Break
Jan 18 - Martin Luther King Jr. Day
Mar 29 - Apr 2 - Spring Break
May 31 - Memorial Day
June 4 - Last Day of School &

Designates An Early Dismissal Day

Academic Quarters:

Oct 28 - End of 1st Quarter
Jan 20 - End of 2nd Quarter & First Semester
March 26 - End of 3rd Quarter
June 4 - End of 4th Quarter & Second Semester

DOOLEY SCHOOL at St. Joseph's Villa

2026 - 2027 School Calendar

School Hours: Mon, Tues, Thurs, Fri - 8:00am - 3:00pm
Wednesday - 8:00am - 12:30pm

Jun-26
14 Days

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 8 - First Day of Summer Session
June 19 - Juneteenth Holiday

Jul-26
18 Days

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 3 - Independence Day Observed

Aug-26
10 Days (4 Summer Session & 6 Reg Days)

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 7 - End of Summer Session
Aug 17 - 21 - Staff Orientation
Aug 24 - Frist Day of School

Sep-26
21 Days

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept 7 - Labor Day
Sept 23 - Parent Teacher Conferences

Oct-26
22 Days

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct 28 - End of 1st Quarter

Nov-26
19 Days

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov 26 - 27 - Thanksgiving Break

Dec-26
14 Days

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 21 - 31 - Winter Break

Jan-27
19 Days

Su	Mo	Tu	We		Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 1 - Winter Break
Jan 4 - School Reopens After Winter Break
Jan 18 - Martin Luther King, Jr Day
Jan 20 - End of 2nd Quarter & First Semester

Feb-27
20 Days

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar-27
20 Days

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar 24 - Parent Teacher Conferences
Mar 29 - 31 - Spring Break
Mar 26 - End of 3rd Quarter

Apr-27
20 Days

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Apr 1 - 2 Spring Break
Apr 5 - School Reopens

May-27
20 Days

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 31 - Memorial Day

Jun-27
15 Days (4 Days Reg Session & 11 Day Summer Session)

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jun 4 - End of 4th Quarter & Second Semester
Jun 14 - First Day of Summer Session
Jun 18 - Juneteenth

School Holidays & Closures 2026 - 2027

Jun 1 - 5 - School closed
Jun 19 - Juneteenth
Jul 4 - Independence Day
Aug 10 - 24 - School closed
Sep 7 - Labor Day
Dec 21 - Jan 1 - Winter Break
Jan 18 - Martin Luther King Jr. Day
Mar 29 - Apr 2 - Spring Break
May 31 - Memorial Day
June 4 - Last Day of School & Semester

Designates an early dismissal day

Academic Quarters:

Oct 28 - End of 1st Quarter
Jan 20 - End of 2nd Quarter & First Semester
March 26 - End of 3rd Quarter
June 4 - End of 4th Quarter & Second Semester

Important Dates to Remember

First Day of School	August 24, 2026
Labor Day	September 7, 2026
Parent Teacher Conferences	September 23, 2026
Thanksgiving Break	November 26-27, 2026
Winter Break	December 21, 2026-January 1, 2027
Martin Luther King Jr. Day	January 18, 2027
Parent Teacher Conferences	March 24, 2027
Spring Break	March 29-April 2, 2027
Memorial Day	May 31, 2027
Juneteenth Holiday	June 18, 2027

St. Joseph's Villa School Contact Information

Director of Education	804-521-5572
Program Director of Operations	804-553-3296
Operations Coordinator (VEC)	804-521-5571
Operations Coordinator (Dooley)	804-553-3265
Education Coordinator (VEC)	804-553-3270 | 804-553-3282
Education Coordinator (Dooley)	804-553-3265|
Clinician	804-553-3248
Main Office Number (VEC)	804-521-5571
Main Office Number (Dooley)	804-553-3265
Fax Number	804-553-3317

ST. JOSEPH'S VILLA

8000 Brook Road, Richmond, VA 23227
www.NeverStopBelieving.org