

# Student Parent Handbook 2019-2020



**Our mission:** To provide a **H**olistic, **O**pportunistic, **P**ositive, **E**ducation (**HOPE**) to individuals with Autism Spectrum Disorder, and their parents and/or guardians in a nurturing environment, with the goal to lead toward a positive and productive future for these individuals and their families.

Dear Parents and Students,

Welcome to The School of Hope!

We look forward to working with your family to make the **2019-2020 school year successful**.

What makes us unique, is that we strive to provide instruction that is on each child's instructional level, not their pre-determined grade level. Our lessons integrate personal and group interests in the curriculum. Art, music, physical activities, and language will be used to enhance the learning experience. Also, their level of mastery and fluency in critical academic and life skills will determine the students progress.

Working closely with parents, staff, and most importantly, the students are vital to achieving these goals. Without you, we are only able to reach part of the child's potential in life and academics. The School of Hope staff is looking forward to building a strong and essential relationship with the students and with you.

Please read and discuss this handbook with other caregivers and your child where topics are relevant. It will inform you of our programs and policies. Please keep the parent handbook in a convenient location to refer back to when questions arise.

We look forward to building strong working relationships with your family.

Sincerely,

**The School of Hope Staff**

## OFFICE HOURS AND CONTACT INFORMATION

The School of Hope  
111 Burns Street  
Fayetteville, NC 28301

Phone: (910) 339-5683  
School office hours: 8:00 a.m. – 2:30 p.m., M – F

## KEY PERSONNEL

**Principal:** Amy Sparks

## COMMUNICATION

The School of Hope works very hard to keep parents informed and the lines of communication open. Parents can communicate with the school through the following methods.

- School phone: **(910) 339-5683**
- Students bring home notebooks every day. These notebooks may contain various types of communication with parents, such as school communications, school calendars, flyers, and other important documents. It is essential that parents/guardians check their child's communication folder daily. **This is a two-way communication folder.** All notes, fees, and forms requiring parent signatures can be put into the student two-way folder.
- Communication with teachers may be done through email, teacher conference, home/school communication log, or phone calls. Teachers will be sending home their email address in the first weeks of school. The school's primary email address is schoolofhopenc@gmail.com.

**Teachers should be the first point of contact with regard to your child's education.** However, if parents feel that communication with a teacher does not answer all questions or concerns that they may have, please contact Amy Sparks.

All parent-initiated contact, including emails, will be responded to within 48 business hours unless unforeseen circumstances arise, such as a staff member is out. Please do not email with emergencies.

Parents understand that impromptu drop-in visits to your child's classroom will not be allowed, as they disrupt the educational program. If a parent needs to deliver a forgotten lunch, sweater, etc..., please bring it to the office (second floor). A staff member will take the item(s) to the child.

## EXCESSIVE ATTENDANCE

- Parents agree that their child(ren) must attend school on a regular basis. Your child's education suffers, and they may regress when they are not here to learn.
- It is imperative for your child to be at school every day possible so that they do not miss important instruction.
- **Students are only permitted three unexcused absences and five unexcused tardies per every nine weeks.**
- If excessive absences and tardies continue, a conference will be scheduled with parents to discuss the importance of attendance, the importance of being on time, as well as any modification or interventions necessary.
- **Please remember that arriving after 8:01 am. is considered a tardy.**
- **After the fifth tardy or third unexcused absence, you will receive a notification letter from the school, and another conference will be scheduled with the principal to discuss this issue with the parent.**
- **Excessive absences could result in dismissal from the school.**
- Special consideration will be given to those children who are extremely ill, as documented by a medical professional.
- **For an absence to be "excused," a doctor's note must be provided for all days missed.**

## ARRIVAL AND DEPARTURE

- The school doors will be unlocked, and morning drop off will be between 7:45 am - 8:00 am.
- Parents will remain inside their vehicles with their child before 7:45 am.
- **School begins promptly at 8:00 am. At 8:01 am, children will be marked tardy.**
- **You must come inside the school and sign your child in at the office.**
- **If your child is tardy, you may not drop your child off at the front door.**
- School dismissal will begin at 2:30 pm.

### The School of Hope Parking Lot Procedures- Pick-up and Drop off

The safety of our students is our most significant concern. Picking up and dropping off your child will require patience and caution. Please remember that school safety is more important than convenience. Students are to remain in the vehicle until a school employee opens the vehicle door to escort the student into the building. Do not at any time drive around a car in the car line, unless instructed to by a staff member. At no time may vehicles be parked or left unattended in the pickup and drop off lanes. Please remain in your vehicles and use the pickup/ drop-off lane unless you are parking in the parking lot because you have an appointment in the building or are signing in a child.

#### Morning Drop off:

Please do not drop off before 7:45 am. Parents will enter from the church parking lot with the passenger side of the vehicle closest to the building entrance. If you are late arriving, please park your vehicle, bring your child into the school office, and sign them in.

#### Pick Up:

Please do not line up before **2:00 pm to pick up** your child. Parents will enter from Burns Street and will pull into the parking lot at Second Baptist Church. They then will come under the overhanging in front of the fellowship hall and their teachers will load your child into your car. If you need to pick up your child early, please park in the church parking lot and come to the second floor of the school to check out your child in the school lobby. Please note that our doors are always locked so it will be necessary for you to ring the doorbell on the door so that someone can let you and your child in the door.

To help ensure student privacy and comply with **HIPPA** and **FERPA** compliance parents are asked to call and schedule a time to speak with their child's teacher in privacy and not in front of others. We want to ensure that everyone's privacy is protected.

All transportation changes must be in writing and provided to the office. Any unfamiliar caregiver wishing to pick up a student must present a driver's license to verify their identity as outlined on the child's approved transportation list. **Please note that NO one can pick up your child if their name is not on the emergency contact list.**

## NOTIFICATION OF ABSENCE OR LATE ARRIVAL

**Day of Absences:** If your child will be out on any day, and the school hasn't previously been notified of the absence, please call the school number that morning to leave a message that your child will not be attending so that your child's teacher will know that they will not be at school on that particular day. **Please do not text or call a teacher's personal cell phone.**

Parents will send a note in their child's communication folder, on a separate piece of paper, or call the school, informing The School of Hope staff of a **future absence** or early pickup time.

## VISITOR POLICY

All visitors must sign the **Visitor Log** at the office. Visitors will receive a badge identifying them as such and are required to wear it while on The School of Hope property. All visitors must sign a visitor agreement stating that they will abide by all **FERPA** and **HIPAA** regulations while in our facility. All visitors must return to the front office to sign-out before leaving the school campus. **Parents understand that if they are observing in the classroom, they must complete a letter stating that all personal and private information cannot be shared about another student while they are at The School of Hope. Please have this pre-approved by the principal.** Staff reserves the right to ask a visitor to leave a classroom if there are any disruptions, such as phone calls, videos on phones, etc. No videos tapes or pictures may be taken of another child except that of your own child.

## CLASSROOM PARTICIPATION AND VOLUNTEERING

Parent volunteers are always welcome and highly encouraged. Any time parents are willing to spend time in their child's classroom is greatly appreciated. Having parents present and assisting not only helps the child's classroom team, but it also helps enrich the educational program for our students. Those who wish to volunteer at The School of Hope must sign a volunteer affidavit and obtain a background check. **Any volunteer schedules are subject to cancellation at any time.**

### Assessment and Curriculum

Because all students do not learn in the same manner, the staff at The School of Hope strives to provide a data-driven, student interest lead educational environment that addresses the needs of the individual student and allows him/her to grow to his/her highest potential.

The School of Hope uses The Unique Learning System to teach our students. This curriculum is research-based in the teaching of Autistic Students. However, The School of Hope does not limit itself to just one curriculum but incorporates many educational practices to help each child be successful at our school.

### The Unique Learning System

The Unique Learning System is a web-based toolkit providing special educators with an evidence-based program to assess, teach, and evaluate individuals with autism adequately. Each lesson is accompanied by critical features and teaching procedures used to present monthly lessons to our students. Some of the essential elements are **comprehension, phonics, leveled reading stories that are academically driven to teach specific skills at different levels for different students. Datasheets, research reference lists and related materials such as pictures or worksheets are also included with every lesson.** Every lesson plan within the Unique Learning System is customized to the learning profile of each student. Other key areas that are addressed in The Unique Learning System are: social, self-help, health and safety, science, community, and math. It also has unique teaching tools that are accessible such as an online library that each teacher can access. This library is essential because it is leveled and meets the needs of the individual student. The Unique Learning System has been found extremely useful in teaching critical skills to a range of individuals with autism, across many locations and educational service delivery models.

## **Direct Instruction**

Direct instruction is an approach to teaching that is skills oriented and directed by the teacher. Students are instructed in small groups using meticulously designed lessons that target specific skills that are broken down to their most basic elements and taught sequentially. In essence, every skill is broken down to the most basic of its components. Those components are then taught and practiced until mastery at which point the mastered skill is expanded and built upon to achieve the next segment of the higher ability.

## **Precision Teaching**

Precision Teaching looks at a student's accuracy and speed to determine his/her level of proficiency in a skill. Once a skill is introduced and practiced, students will take a short assessment to see if the skill is mastered or if the skill still needs daily practice. This assessment may last from a few seconds up to a minute or two. School staff will then look at the assessments, analyze and graph the results, then use the data to make immediate changes to a student's instruction. Thus, making instruction student-oriented and data-driven. Precision teaching is a research-based method that has been proven to be highly effective in building the foundational skills students need to be successful.

## **Progress Reports**

Academic progress reports will be sent home quarterly in accordance with the school calendar. We will also meet with parents as needed to discuss and talk about the progress that your child has made and the successes that are occurring at The School of Hope. A system of continuous observations, assessments and data collection will be used to monitor and drive your student's academic growth and program. A combination of progress monitoring, Precision Teaching, and various assessments will be used to monitor and determine the student's level of mastery/fluency in essential academic skills. We do not believe that one method fits all children. Therefore, some students may be using different types of test or assessments that will meet their needs and determine what skills need to be addressed.

## DRESS CODE

The School of Hope does not have a uniform, and we ask that parents ensure that students' clothing is clean and appropriate for the weather and school community.

Girls	Boys
<ul style="list-style-type: none"> <li>• Shirts must have wide straps or sleeves.</li> <li>• Shoes need to have a back or back-strap on them.</li> <li>• Shoes must be close-toed.</li> <li>• All clothing should be clean and without large holes or holes in revealing places.</li> <li>• No inappropriate labels, words, or pictures on clothing.</li> <li>• Clothing must fit correctly so that it is not too small, tight, short, see-through, or revealing.</li> <li>• Shorts should be at least mid-thigh.</li> <li>• Hats may be worn outside the building.</li> <li>• Parents may send an additional change of clothing for the school to have on hand.</li> <li>• Shorts/skirts/dresses should be at least mid-thigh.</li> </ul>	<ul style="list-style-type: none"> <li>• Shirts must have wide straps or sleeves.</li> <li>• Shoes need to have a back or back-strap on them.</li> <li>• Shoes must be close-toed.</li> <li>• All clothing should be clean and without large holes or holes in revealing places.</li> <li>• No inappropriate labels, words, or pictures on clothing.</li> <li>• Clothing must fit correctly so that it is not too small, tight, short, see-through, or revealing.</li> <li>• Shorts should be at the knee.</li> <li>• Hats may be worn outside the building.</li> <li>• Parents may send an additional change of clothing for the school to have on hand.</li> </ul>

## TOILETING POLICY

Each child must bring an “extra” set of clothes in case of an accident. Please be aware that as the weather changes, you will need to send in a different set of clothing for your child to wear. Example Spring/Summer and Fall/Winter.

Students enrolled at The School of Hope must be independent in taking care of all their bathroom needs. Specifically stated:

- Children must wear traditional underwear to school, not pull-ups or other absorbent undergarments.
- Children must be able to independently recognize the need to use the toilet and get to the bathroom in a timely manner without having "potty accidents."
- Children must be able to get on and off the toilet without assistance from an adult.
- Children must be able to use the toilet provided by The School of Hope.
- Children must be able to pull pants up and down on their own.

### **Enforcement:**

If a child has a "potty accident" at school, a report will be sent home indicating the date of the accident and a reminder of the policy as written above. This letter will be signed by the teacher and an administrator and will be sent home to be signed by a parent and returned to school the next day. The same procedure is followed after a second potty accident. In the event of a third "potty accident" or the recognition that one of the above criteria are not being met, a meeting will be scheduled with the parents, teachers, and administration to discuss whether or not The School of Hope is the best suitable placement for the student.

### **LUNCH/SNACKS**

The School of Hope will not have lunch or snacks available for purchase. This includes snacks for reinforcers. Please do not send in food that requires heating unless your child is able to and can heat their own food. If your child's lunch requires refrigeration, please pack an ice pack or insulated lunch box to keep it cold. Warm foods can be put in a thermos. **The School of Hope staff is unable to heat or refrigerate meals.** All students are required to bring a lunch, drink, and snack with them to school every day. We will eat a morning snack.

### **LOST AND FOUND**

Lost items will be turned in to the office. Please ask your child to check the lost and found if they are missing an item. Please label all of your child's items including jackets, lunchboxes, and canteens, so if found they can be returned to your child. Please remember that valuables should not be brought to school. The school is not responsible for any lost items.

### **COMPUTER POLICY**

The School of Hope's computer network is provided for students to conduct research, to develop computer skills, facilitate learning, and communicate with others. Access to the network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and access entails responsibility. The School of Hope staff monitors the use of the network very carefully. Computers are used only for educational and motivational purposes.

### **ELECTRONIC DEVICES AND CELL PHONE POLICY**

Cell phones, mobile devices, and all other electronic media are not allowed on campus. Please do not allow your child to bring cell phones to school. Students who bring cell phones to school must keep them turned off and stowed away in a backpack or school bag while the student is on the school campus. If any student is found using an electronic device during school hours, the device will be confiscated, and a parent will be called. The item will be returned at the end of the day to the parent/guardian. If the student repeats this behavior more than three times, they will be banned from bringing their phone to campus altogether. If students need to use the phone during school hours, they may use the office phone after speaking with their class teacher and the Office Coordinator. After school, students may use their cell phones with permission from a faculty member, within a classroom or the office.



## CONTACT INFORMATION FORMS

Parents are asked to fill out a “Contact Information Form” for each child attending The School of Hope. It is very important for the safety of each child that these forms are kept up to date. **ANY CHANGES TO THIS FORM MUST BE UPDATED IMMEDIATELY.** These forms are maintained in a file and are used by the staff in the event we need to reach a child’s parents. Please update when changes occur to the following:

- Home phone number, address, cell phone, email addresses
- Parents’ work numbers and addresses
- Doctor’s name and phone number
- Names and contact information of friends, relatives or caregivers that are designated as emergency contacts or authorized transportation providers
- Changes to prescribed medications and allergies

**To ensure your child’s safety, you must keep this information current.**

## HEALTH and SAFETY Medication Guidelines

If your child takes medication during the school day, a medical form, signed by the parent or guardian, must be on file in the school office. Without a prescription from your child’s doctor, school personnel cannot dispense medication to a child. This includes any over-the-counter medication such as Tylenol, Benadryl, cough medicine or cough drops. This also includes topical medication, such as antibiotic creams, Benadryl creams, and sunblock. If the medication is a prescription, the child’s name and prescription must be written on the container. We will not dispense any medication with another person’s name on it. **Children are not permitted to have medication of any kind in their possession at school.**

## Illness

The School of Hope requires that any child with any of the following conditions listed below must remain at home until they are symptom-free or on antibiotics for 24 hours.

- a fever of 100° or greater;
- colored discharge from their nose, eyes, or mouth
- chest congestion that impedes the natural flow of air
- drowsiness/fatigue that interrupts the ability to perform academic or behavioral skills
- vomiting and diarrhea (2 or more times) warrant removal from school until symptoms have ceased for 24 hours and a meal is retained without inducing symptoms

**Please be considerate of the health of other students, families, and staff. We cannot accept sick children.**

When a child becomes ill at school, parents, or the designated emergency contact, will be called to take the child home as soon as possible. A child may not remain at school if they are sick. The school reserves the right to request any child to be sent home if he/she is listless or unhappy because of poor health.

## Communicable Disease

When you have verification of the fact that your child has a communicable disease, please call the school immediately so that we may inform other parents. (names will not be shared) According to Health Department regulations, ALL communicable diseases, including head lice, must be reported at once to school officials.

### Head Lice-Policy

Students cannot return to school until they have proof to show that he/she has had an effective treatment for head lice.

## Allergies

The School of Hope strives to provide a safe and healthy environment for all children. We follow these guidelines to the greatest extent possible, but we do not guarantee that we can keep our environment completely free of food or other allergens that might cause a severe reaction. All children's allergies that require treatment must be documented by a medical professional, including symptoms that indicate a reaction is occurring and instructions for administering medication. In order to ensure that all children and staff are kept in an environment that is sanitary and as healthy as possible:

- We are enforcing a strict **NO PEANUTS/PEANUT PRODUCT** policy. This includes anything cooked in peanut oil. If a peanut product is found in a child's lunch, it may be thrown away. There are several students and staff that are severely allergic.
- We teach our students about the importance of keeping the classroom safe and healthy for fellow classmates.
- We encourage frequent hand washing, especially before and after meals.
- We do not permit the sharing of food in lunches or snacks. We post lists of allergies in every classroom. The teachers and behavior specialists are required to be familiar with every child's allergies and post it in the classrooms.
- Our guidelines apply to all functions in the school building in areas where children would be present.
- While we will strive to do our best to assist our children with special needs, we recognize we cannot guarantee the total elimination of allergens.

In an effort to maintain the safety of our students, we are ensuring all **life-threatening** allergy records are up to date. Please fill out the attached form regarding your child's allergies. If your child does not have allergies, please indicate this on the form. If your child does have a life-threatening allergy and requires the use of medication, a medication profile sheet must be filled out for school records. The prescription label must be located on the medication with up to date information. Also, remember that life-threatening food allergies are different from a special diet that your child may be on for behavior modification or symptom relief. Do not include the diet on the allergy form. This information will be requested with another form.

Food allergies are a growing health concern in schools across the country. While The School of Hope cannot provide a completely allergen-free environment for students with food allergies, we strive to create a safe and respectful place for learning for all students. **Many foods pose problems for children with allergies, but the most dangerous are peanuts and tree nuts (almonds, walnuts, cashews, chestnuts, hazelnuts, etc.)** Peanuts and tree nuts cause over 90% of all fatal and near-fatal reactions.

**Since our students will be rotating through many rooms and inadvertent contact (nose, eyes, or mouth) can be sufficient enough to cause life-threatening reactions, we want to ensure that no peanut products are introduced into the school.** Allergic reactions can occur in people with peanut allergies, not only by them

ingesting **peanuts** but also from the smell of them. This can also occur from a peanut product touching their skin. Other common causes of anaphylactic shock include bug-bites, latex, and certain medications.

**If you have any questions or concerns, please contact Ida Woods @ 910.339.5683.**

### **Birthdays**

Each teacher has a unique way of acknowledging the birthdays of children in their class. Please talk to your child's teacher in advance if you would like to prepare a special snack for the celebration. There may be children in the class with dietary restrictions you should consider before choosing what to bring. Suggested birthday treats include: fresh fruit (already cut up unless it is something like a tangerine); 100% fruit juice popsicles; and popcorn (savory seasonings are fine). Do not bring: homemade items. All items must be store bought. We must be able to see the ingredients. Please provide plates/bowls and utensils.

### **Safety**

The employee's first priority at The School of Hope is the safety of the children. All staff members are expected to bear this in mind at all times. Preparation of a safe environment in and outside the building is a responsibility shared by all staff and faculty. Each teacher is responsible for ensuring that children are under the direct supervision of one or more staff at all times. The School of Hope properties is under video surveillance, using cameras.

### **Accidents**

Although we are dedicated to providing a safe environment at all times, staff members recognize that accidents can occur. In the event of an injury, staff members will use basic first aid unless it is judged that professional assistance is required. At that time **911** will be called. The School of Hope staff members will immediately notify the child's emergency contact. We will use discretion on when to contact parents/guardians by phone based on the situation.

All accidents occurring on school property will be documented by the staff member who witnessed the accident. An Accident/Incident Report Form will be sent home and should be signed by the parent/guardian and returned to The School of Hope for the student's file. If an accident/incident occurs, the parents of the student will be notified in person before the child goes home.

If bleeding occurs, universal precautions will be used by staff. Precautions include, but are not limited to, gloves, as well as, the washing of hands before and after contact with the injured student. In the event that a child is removed from the school by anyone other than a parent (e.g. ambulance, paramedics) a School of Hope

employee will accompany the child and stay with him/her until a parent/guardian arrives. The employee will take the child's emergency contact form with them.

### **Inclement Weather**

In the event of tropical storms, hurricane, other severe storms, snow, or ice, we will follow Cumberland County School policies. If Cumberland County schools are closed due to weather, we will also be closed until we determine that it is safe to re-open. Re-opening may occur before or after Cumberland County schools open. Parents may be contacted to pick up their child before the end of the day depending on severe weather conditions. In the event of a tornado, we ask parents to wait to pick up their child until they have been contacted. This includes any time after when the tornado warning occurs close to the end of the school day.

### **Fire Alarms & Drills**

The school is required to have a minimum of one fire drill per month. The teacher is responsible for instructing the children on the fire drill procedures. All students are required to leave the building through the designated fire exit (posted in each classroom) in an orderly manner upon the sounding of the fire alarm. Students, accompanied by teachers, must remain a safe distance (as outlined by the local fire department) from any building, and beyond school driveways and access roads. All staff and students are prohibited from re-entering any school building until directed by the School Director, Fire Marshal, or other officials supervising the fire drill. Each time the alarm goes off, it must be treated as a possible emergency. Teachers will remain with their class at all times.

### **PARENT TEACHER ORGANIZATION**

The School of Hope would like to begin a Parent Teacher Organization. Our PTO helps in creating family activities, assists with/organizes holiday parties and festivals. In addition, the PTO helps raise funds for student field trips and materials. Anyone interested in helping us begin our first PTO, please contact Mrs. Amy Sparks, the principal.

### **PARENT RESPONSIBILITIES**

Parents agree to cooperate with educational services and treatment in the following ways:

- Attend parent training
- Complete training programs and help child with homework, as recommended by the team.
- Alert the school if there are any significant changes in the child's health or well-being, or home life that affects his/her ability to perform in school or during therapy sessions.

- Please alert staff of any medication changes or new interventions.
- Notify the treatment team of **ANY** changes to insurance.

## **STUDENT REMOVAL/DISMISSAL**

When students enter The School of Hope, it is understood that parents agree to support all rules of the school as outlined in this Parent Handbook. Expulsion is the last resort, but the safety of our students will not be compromised. In situations involving repeated violations of school rules, or if at any time a student's influence is considered harmful to other students, the school reserves the right to require withdrawal. Every effort will be made to avoid terminating a child's enrollment in the school.

### **The following are grounds for expulsion:**

- Failure of the parents to cooperate with the school's policies
- Failure by the parents to provide health forms and other paperwork required for enrollment
- Excessive absenteeism and/or tardiness
- Ongoing noncompliance/parent disagreements regarding sick policy, and/or other policies
- Parent's refusal to pursue additional professional services when suggested as being in the child's best interest
- Student's jeopardizing the safety of another child (not to exclude fighting)
- The inability of the school to meet the apparent needs of the child, as determined by the team
- Parent's disrespectful behavior toward other parents, children, teachers, therapists, administrators, or other staff
- If your child is dismissed from our school, we will not refund any monies that may have been paid to The School of Hope that was paid out of pocket
- We care about each of our students at The School of Hope, but we must safeguard and protect each one of our students

### **Formal Disciplinary Hearing**

- If a child is going to receive in-school or out of school suspension as a form of discipline, the parents will be required to attend a formal disciplinary hearing before the student will be permitted to return.
- We do not want this, and it is used as a last alternative, but The School of Hope exercises the right to suspend a child if they have bodily contact with another student and or staff member, not to exclude hitting or throwing objects.

- The principal has the authority to deem what is an appropriate suspension/ discipline based on the severity of the incident.
- In-school suspension may be used as a form of discipline.

### **Damages/Destruction of Property**

- The School of Hope has the right at any time to charge a parent or legal guardian for any, and all damages that may have occurred while on school's property.

### **ROLE OF THE PARENT**

In order for your children to take hold of the educational opportunity provided at our school, we ask that you as parents or caregivers attend to the following:

- (1) Provide a home atmosphere that is conducive to the child's social, emotional, and educational well-being.
- (2) Work toward eliminating television, computers, and other media that have a detrimental impact on the child's development, especially during the school week.
- (3) Collaborate with faculty in implementing discipline policies.
- (4) Review the discipline policy and school rules with your child or children. (This is not necessary for younger children.)
- (5) Ensure that your child or children arrive at school on time and are picked up in a timely manner.
- (6) Ensure that children are dressed appropriately for school and the weather.
- (7) Ensure that children get adequate rest.
- (8) Provide healthful, nourishing food.
- (9) Ensure that children get the appropriate time and environment for homework when given.
- (10) Support your child's class and attend parent meetings.
- (11) Treat teachers and staff with courtesy and respect, especially in times of disagreement.
- (12) Make use of the opportunities given by the school to learn more about the philosophy of The School of Hope.

### **REPORTING CHILD ABUSE, ABANDONMENT OR NEGLECT**

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect.

### **CONFIDENTIALITY POLICY**

We strictly adhere to **HIPPA** and **FERPA** guidelines concerning confidentiality. Therefore, we will not provide full names or information regarding students to any non-School of Hope employee or direct parent/guardian of the child in question. In addition, we ask all volunteers to refrain from discussing students and situations with other parents/guardians.

Upon enrolling a child in The School of Hope, parents are acknowledging the right for The School of Hope team members to be given and share confidential information regarding their child with other The School of Hope team members that interact with the child. All personal information about children including records is regarded as confidential. The School Directors will determine who will have access and whether those concerned have access to all or only select information.

### **Equal Opportunities Statement**

The School of Hope is committed to providing equal opportunities to all, in all aspects of school life.

### **FINANCIAL POLICIES**

All tuition fees are due on the first of every month, or as per agreements made with the financial office. If the beginning of a month falls on a weekend or holiday, payments are due on the next business day. You have until the 5<sup>th</sup> of each month to pay tuition. After the 5<sup>th</sup> there is a \$35.00 late fee that will be assessed. Curriculum fees in the amount of \$300.00 are due each semester. All tuition, curriculum fees etc., are due regardless of days your child attends. All holidays, etc. have been taken into consideration when setting the monthly tuition and fee rates. Fees are always due as agreed, regardless of if you receive a statement. All tuition or payments must be made by personal check, cashier's check, money order, or cash. Parents may turn in payment at the school office or preferably in their child's communication folder. Any and all checks need to be made to **The School of Hope. Please note that if your tuition is not paid by the end of the month, your child will be dismissed.** Financial questions should be directed to Ida Woods.

### **Returned Checks**

If a check is returned "Non-Sufficient Funds" or "Uncollected Funds," the family will be charged a returned check fee of \$35.00. In the event of two checks returned NSF or UF, future payments must be made by cashier's check, money order, or cash.

### **WITHDRAWAL**

The parent or guardian agrees to furnish The School of Hope with at least a thirty (30) days written notice, of the date of withdrawal, failure to do so, will result in forfeiture of any tuition or fees paid.



## **The School of Hope 2019-2020 Student-Parent Handbook**

I, the parent/guardian of \_\_\_\_\_, have read and reviewed The School of Hope 2019-2020 Student-Parent Handbook. Since the information contained in the handbook is subject to change, I acknowledge that revisions will occur throughout the school year. All such revisions will be communicated through memos sent home with my child. I concede that revised information may supersede, modify, or eliminate existing policies and programs.

I understand that it is my responsibility to comply with The School of Hope policies contained in the Student-Parent Handbook.

Please detach this signature page from the handbook and return this page to the school by way of your child's communication folder.

\_\_\_\_\_  
Sign Parent, Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent, Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
School of Hope, Principal

\_\_\_\_\_  
Date