



PARENT HANDBOOK

Sparrow Academy

2018-2019

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Our Philosophy

The mission of Sparrow Academy is to approach the whole child in a compassionate, safe, progressive learning environment, where all students are able to reach their maximum potential.

At Sparrow Academy we believe all people are created by God and therefore deserve to be treated with dignity and respect. We believe that all students have a right to learn and to be instructed in a manner that works for their particular needs. All staff and volunteers at Sparrow Academy will view each child as a chosen child of God, who deserves the best we can offer. We will provide an environment where all students feel safe and loved. We strive to live up to our motto, "Sparrow Academy, Where Learning and Healing Meet."

Our core belief at Sparrow Academy is based on the paradigm of a compassionate, progressive approach to education. We understand that children respond to their environment and we strive to take a purposeful, relational approach to our children, parents and teachers in order to create a place of safety and acceptance for children to learn. Sparrow Academy is attuned to the latest research and studies in education, neuroscience and the healing arts, and has taken that knowledge to create a school for children who need that understanding.

Educators have long understood the stages of child development and have linked learning goals and strategies to this understanding. What we haven't known until recently is how adverse childhood experiences affect brain development. We now know that chemicals released during periods of extreme distress disrupt early brain development and compromise functioning of the nervous and immune systems.

The educational program at Sparrow Academy is based on the paradigm of Emotional Regulation. Emotional Regulation is grounded on the premise that social, emotional, and behavioral challenges are symptoms of a disorganized brain. Optimal organization of the brain and our stress response system develop early in life and depends on the health of our earliest relationships and environment. The brain, whether optimally developed and organized or not, becomes the boss of our emotions, socialization, and our behavior.

Emotional Regulation is an implicit paradigm for the treatment of trauma, attachment challenges, and dysregulation through relational, integrated neurophysiological (mind/body)

interventions. It is an intervention based in relationship and always operating in the background of the organization and the family. The faculty and staff of Sparrow Academy understand the importance of emotional regulation and increased attachment, how those processes are impacted via trauma, and how the trauma manifests in negative behaviors. With this knowledge, we approach children through explicit, brain based methods and scientific interventions for reorganizing the brain around regulation and secure attachments.

Once a child's emotional regulation and attachments are increased, there will also be a decrease in negative social, emotional, and behavioral outcomes. No person acts out when they feel safe. At Sparrow Academy we work to create emotionally safe and accepting relationships and environments in order to decrease acting out in the classroom and at home. The result of building the relationships is increased student achievement, a decrease in classroom disruptions, less staff turnover, and increased organizational health. However, by far, the most important outcome is safer, happier and healthier kids.

Admission Policies

Academic Qualifications

At Sparrow Academy, we understand that all children learn at a different pace. Therefore, we will assess your child upon acceptance to our program. We will then meet with you to explain the results of the assessments and work together to develop a learning path.

Student Qualifications

We admit students of any race, color, nationality and ethnic origin. Students receiving services outlined in an Individual Education Plan (IEP) or 504 should make a copy available to the school prior to admittance.

Health Qualifications

A doctor's examination within one year prior to entrance must be on file in the office. An up to date immunization certificate must be on file prior to the first day of school.

Tuition and Fee Schedule

Tuition	Annual	10 Payments	12 Payments
Elementary (K-5)	\$8,000.00	\$800.00	\$700.00
Middle School (6-8)	\$8,000.00	\$800.00	\$700.00

Fees

New Student Application Fee	\$100.00
Book and Material Fee (K-2nd Grade)	\$200.00
Book and Material Fee (3rd-5th Grade)	\$200.00
Book and Material Fee (6th -8th Grade)	\$250.00
Interventionist Services (Per Unit, As Needed)	\$500.00

(All fees are due upon acceptance to Sparrow Academy.)

Both parents, guardians, or other persons responsible for payments should read all the provisions of the enrollment Contract, complete the required information, sign and return the Contract to the Admission Office. A student is accepted for enrollment or re-enrollment when the Contract has been delivered to Sparrow Academy, countersigned and dated. A copy of the accepted Contract will be returned prior to the start of the school year. No amendment to this Contract and no alteration or addition to the printed terms hereof will be effective without the express prior written approval of the Sparrow Education Foundation Board of Directors.

General Information

Attendance

Regular school attendance is extremely important for student success. While we understand at times students will miss class due to appointments, these should be kept at a minimum. The school day begins at 7:45 each morning and ends at 2:30. Any student arriving after 7:45 will be considered tardy. All early check outs will be documented on the student's attendance record. Excessive tardies and early dismissals could result in dismissal from Sparrow Academy.

Bullying

The staff of Sparrow Academy will strive to maintain a bully free atmosphere. All accusations of bullying will be investigated and dealt with in an appropriate manner. In order for an incident to be considered bullying, the following criteria must be met.

1. The behavior is unwanted, offensive, threatening, intimidating, insulting, causing discomfort or humiliation, or interferes with the individual's school performance which results in the victim feels stressed, injured, or threatened.
2. The behaviors are repeated.
3. There is an imbalance of power between the bully and the victim.

Clinic

Student safety and well-being is of the utmost importance. All staff members will be on the lookout for unsafe practices and will make corrections, as needed. All accidents are reported to administration as soon as possible through the Online Incident Report. Accidents requiring medical assistance will be reported over the two-way radio system. If needed, the school nurse will come to the scene of the accident. Otherwise, the nurse will direct the staff member at the scene to escort the injured student to the clinic.

Students requiring on-going medication administration will be served by our on-staff nurse or clinic para. The nurse will inform each teacher of the time and procedure for medication administration for individual students. Any student who becomes ill during the school day and

requires clinic services will be sent to the clinic only after a staff member has contacted the school nurse over the two-way radio system.

Dress Code

Tops: A Sparrow Academy T-shirt is to be worn daily.

Bottoms: Students may wear pants or appropriate length shorts made of any fabric desired.

Shoes: Students must wear closed-toe shoes of the appropriate size. No boots are allowed.

Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable. Examples include but are not limited to: drug references, violent images, skulls, profanity, etc.

Individual Behavior Plans

All students at Sparrow Academy will work with teachers and staff to develop personal behavior goals and a plan to reach the goals. The plan will be individualized for each child and will include short and long term targets, steps for reaching goals, student, teacher and parent interventions, and rewards and consequences. Once developed, the plan will be reviewed with each student's parent or guardian. This individual plan will list specific, inappropriate behaviors and will list the progressive disciplinary actions that will be taken for individual students. All plans will be reviewed and revised as needed to meet the changing needs of the student.

Morning Routines

Students will come directly to the classroom starting at 7:30 each morning. Class will begin at 7:45. The teacher will then lead the class in the pledge to the American flag, give a short bible-based devotion, and will lead the class in prayer.

Outdoor Learning

Students at Sparrow Academy will take part in outdoor learning through the use of our outdoor classroom. The philosophy of the outdoor classroom is that all students need and benefit

from more time outdoors. This benefit affects development and learning. It is critical for physical health. Nearly every activity that can be done indoors can be done outdoors. Some activities can only occur outdoors. Other activities occur best outdoors. Development and learning outdoors is often easier and more beneficial than it is indoors.

Parent Communication

Teachers are expected to maintain an open and ongoing communication with parents. Teachers will send home general notes daily in each students' agenda. All communication with parents concerning individual students will come from the teacher. Paras will not discuss concerns with parents, unless they are involved in a teacher-parent conference.

Parent conferences are to be scheduled as needed. Teachers are required to have a minimum of three face to face conferences with each family per year. Each conference should be documented with an agenda and parent signature.

Student Breaks

All of us need breaks from activity at regular intervals. With this in mind, teachers will develop classroom activities and lesson plans that meet the needs of students. Teachers will purposefully plan to allow stretch and brain breaks throughout lessons. Just simply allowing students to stand up, do a quick breathing exercise, and then getting back to the task at hand can be very beneficial for students.

In addition to quick, in-class breaks, each class will take a morning break from activities. The teacher will allow 10 minutes for students to go outside, eat a snack, and have a bit of free time. This break will be fit into the instructional schedule in a manner that will be least intrusive to student learning.

Textbooks and Library Obligations

All teachers will encourage their students to read books on their level. The media center will be used by classes for weekly check-out of books. Each teacher will have an assigned time to come to the media center. This weekly visit will take about 30 minutes and will include a story or brief media lesson and time for students to check out books. Each student will be allowed to

checkout two books. One must be on the student's reading level. The other book can be a book of the student's choosing. Students are responsible for maintaining all books and materials in good, usable condition. Any lost or damaged materials will be the responsibility of the student/parent.

Token Economy

According to the Encyclopedia of Mental Disorders, "a token economy is a form of behavior modification designed to increase desirable behavior and decrease undesirable behavior with the use of tokens. Individuals receive tokens immediately after displaying desirable behavior. The tokens are collected and later exchanged for a meaningful object or privilege." At Sparrow Academy we will implement a token economy based on Sparrow Bucks. Students will earn Sparrow Bucks. Students will have the opportunity to "purchase" a reward at the end of each school day. Additionally, students will be able to "purchase" a ticket to the monthly "Sparrow Buck Reward Party."

Sparrow Bucks will be given to students throughout the day as the student demonstrates appropriate behavior. Fines will also be taken when the student incurs the infraction. Teachers will strive to provide the appropriate consequence as close to the behavior as possible. In other words, payments and fines should be given within 10 seconds of the behavior which warranted the action.

Visitors

Students will be able to have visitors during lunch and break time only. Any parent or parent representative wishing to observe their child in class must obtain permission from the principal prior to the visit. Any outside counselors or other professionals wishing to visit with students must have proper documentation and should arrange visits in a manner which would minimize the disruption of the student's educational process.

2018-2019 Sparrow Academy Academic Calendar

Teacher Mini Conference	July 30-August 3, 2018
Teacher Work Days	August 6-10, 2018
Student Orientation Day	August 9, 2018
First Day for Students	August 13, 2018
Holiday (Labor Day)	September 3, 2018
Interim Reports	September 14, 2018
Staff Development Day	September 17, 2018
End of the Grading Period	October 12, 2018
Teacher Work Day/Student Holiday	October 15, 2018
Distribute Report Cards	October 29, 2018
Holiday (Veterans' Day)	November 12, 2018
Interim Reports	November 16, 2018
Fall Break	November 19-23, 2018
End of the Grading Period	December 19, 2018
Winter Break	December 20, 2018- January 4, 2019
Teacher Work Day/Staff Development Day	January 4, 2019
Students return from winter break	January 7, 2019
Distribute Report Cards	January 18, 2019
Holiday (Dr. MLK, Jr. Day)	January 21, 2019
Interim Reports	February 14, 2019
Staff Development Day	February 15, 2019
Holiday (Presidents Day)	February 18, 2019
End of the Grading Period	March 15, 2019
Spring Break	March 25-29, 2019
Distribute Report Cards	April 5, 2019
Holiday (Good Friday)	April 19, 2019
Interim Reports	May 3, 2019
Holiday (Memorial Day)	May 27, 2019
Last Day for Students	May 30, 2019
Teacher Work Day	May 31, 2019

The following dates have been chosen as the student Early Dismissal days, school will dismiss at 12:00:

- September 12, 2018
- October 3, 2018
- November 7, 2018
- January 16, 2019
- February 6, 2019
- March 13, 2019
- April 24, 2019
- May 30, 2019

SPARROW ACADEMY

Where Learning and Healing Meet!

Tuition and Fee Schedule

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(All fees are due upon acceptance to Sparrow Academy.)

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Student: _____ Grade: _____

Person Financially Responsible: _____

Did your child receive a scholarship? _____ Amount of Scholarship: _____

Payment Plans

Plan A (Annual Payment):

Receive a 5% discount when tuition and fees for the coming academic year are paid in full by July 31, 2018.

Plan B (10 Monthly Payments):

The first payment is due on August 1, 2018. Each additional payment is due on the 15th of the month, starting on September 15, 2018 and ending on May 15, 2019.

Plan C (12 Monthly Payments):

The first payment is due on August 1, 2018. Each additional payment is due on the 15th of the month, starting on September 15, 2018 and ending on July 17, 2019. A convenience fee of 5% is added to the 12 monthly payments.

SPARROW ACADEMY

Where Learning and Healing Meet!

In consideration of the acceptance of this Contract by the School, the undersigned agrees to pay the required TOTAL TUITION for the full academic year and any additional fees incurred and agrees to be bound by the provisions of this Contract. So long as tuition and fee payments are not delinquent, tuition payments are due no later than the dates listed on the reverse side of this Contract.

Enrollment and Re-enrollment is conditioned upon the following terms:

1. Successful completion of the current academic year and recommendation of Sparrow Academy is required for re-enrollment of currently enrolled students.
2. A non-refundable Reservation Deposit of \$500 must accompany the Contract for all students new to the School. This deposit will be applied against tuition. Tuition payments must be received by Sparrow Academy on or before each due date. Tuition for students entering Sparrow Academy after the start of the school year will be prorated based on the number of attendance days remaining in the school year after entry compared with the total attendance days in the school year.
3. Acceptance of enrollment constitutes an agreement to pay the full academic year's account, comprised of both TOTAL TUITION and all related fees and expenses of the student. Sparrow Academy is entitled to be reimbursed for any attorney's fees and costs incurred in the collection of any unpaid balance.
4. This contract will serve as a promissory note for the balance of the year's tuition (with 0% interest) and will be signed by the parents in those cases in which parents choose an installment payment plan in lieu of full payment prior to the beginning of the school year.
5. An account is considered delinquent if not paid within 10 business days of the due date. A late payment fee of 1-1/2% per month, or fraction of a month, will be charged on a delinquent account. Whenever a tuition or fee account becomes past due for a period of 90 days from its due date then, unless Sparrow Academy shall obtain adequate security acceptable to the school for such account within that 90 day period, the student will be withheld from classes until the delinquency is cured. If the delinquency is not cured within an additional 30 day period, the student will be dismissed. In all events, the first tuition installment payment must be paid on or before the first day of school or the student's place will not be reserved. The student will not be enrolled in classes.

Accepted:

Payment Plan Selected _____

Signature _____ Date: _____

Parent/Guardian or Person Responsible for Payment



8595 Hwy 98 North
Lakeland, FL 33809

PHONE (863) 777-2269
WEB SITE www.sparrowacademy.org



STUDENT CODE OF CONDUCT

Sparrow Academy

2018-20191814

Overview of Discipline Policy

The mission of Sparrow Academy is to approach the whole child in a compassionate, safe, progressive learning environment, where all children are able to reach their maximum potential.

Our core belief at Sparrow Academy is based on the paradigm of a compassionate, progressive approach to education. We understand that children respond to their environment and we strive to take a purposeful, relational approach to our children, parents and teachers in order to create a place of safety and acceptance for children to learn. Sparrow Academy is attuned to the latest research and studies in education, neuroscience and the healing arts, and has taken that knowledge to create a school for children who need that understanding.

We take a purposeful, relational approach to all individuals, especially those children who need a calm, relaxed environment, those exposed to trauma, and those who are dealing with emotional stress. We seek to understand the connection between presenting symptoms and behaviors and the child's life experience in order to better educate the child. We offer an environmentally aware atmosphere that focuses on meeting the needs of the child before the child acts out to have needs met.

We understand that our brain controls all behaviors. In order to calm the behaviors of children, we must work to calm their brain. Neuroscience tells us the brain can be calmed through the five senses. Therefore, our classrooms are calm, sensory-aware environments. We strive to understand why behaviors happen instead of blaming the child for the behavior. Once the behavior is understood, we can then help the child behave in a more appropriate manner.

Equality Statement

The Sparrow Education Foundation, Inc. admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on the basis of race, color, and national or ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Parental Involvement

Sparrow Academy understands the importance of families being actively involved in the education of their children. Therefore, we strive to involve families in a meaningful manner. In addition to the standard parental involvement programs found in typical schools, we offer families a wide variety of parenting resources and expect parents to implement approaches to building relationships at home to complement the techniques used at Sparrow Academy.

School Climate and Discipline

At Sparrow Academy we take a proactive, innovative approach toward classroom management and student discipline. We will strive to meet the needs of children before they act out to have their needs met. We understand that our brain controls our behavior. Therefore, in order to calm student behaviors, we must first calm the brain.

We take a positive, proactive approach to meeting the behavioral needs of our students in a manner that promotes respect for self and others. At Sparrow Academy we implement a "responsibility modeled approach" toward discipline, instead of the traditional "obedience modeled approach." The key points to our classroom management program will focus on the following aspects:

- Managing student behavior is part of the job of an educator.
- All children deserve to be treated with dignity.
- Discipline works best when coupled with effective teaching strategies.
- All adults will strive to make positive, consistent connections with children.
- Acting out equals stressed out and can be an act of sanity.
- Being fair is not always equal. Each child and situation will be handled by considering all of the pertinent facts.

Approach to Discipline

The approach to discipline at Sparrow Academy incorporates the components of a variety of programs and research. We take a common sense, proactive approach. We use what has been called the "Rule of Good Judgment," when disciplining a child. Our program is based on the neuroscience research of Dr. Bruce Perry and Dr. Spencer Kagan. We implement components of Discipline with Dignity developed by Richard Curwin and Allen Mendler and the idea that children do well if they can, developed by Dr. Ross Greene. Our program is proactive and strives to ensure a calm, peaceful environment for children and teachers.

Sparrow Academy does not have a lengthy document that sets out to define every offense a child may commit, along with an "if that, then this" set of consequences. Instead, Sparrow Academy employs professionals who look at a situation, consider all of the factors and then make an informed decision that will help the child learn a better way to handle a similar situation in the future. We see behavior just like academics. If a child can't read, we teach, if a child can't multiply, we teach, if a child can't behave appropriately, we teach.

At Sparrow Academy we endeavor to not use out of school suspension. We understand that children need to be in class in order to learn. Most children with emotional illness know how to "leave." At Sparrow Academy we want to teach children how to stay. Only after multiple interventions have been unsuccessful, will out of school suspension be considered.

Behavioral Expectations

All students at Sparrow Academy are expected to conduct themselves in a manner that is respectable and God-honoring. Students are expected to treat their classmates, teachers, staff members and self with dignity. The staff of Sparrow Academy expects students to strive to meet their individual behavioral goals and to follow the behavior plan developed. All infractions of a student's behavior plan will be documented and provided to the child and parent, as needed. A student's continued refusal to work towards the goals set in the individual behavior plan may result in dismissal from Sparrow Academy.

General Rules and Regulations

Attendance

Regular school attendance is extremely important for student success. While we understand at times students will miss class due to appointments, these should be kept at a minimum. The school day begins at 7:45 each morning and ends at 2:30. Any student arriving after 7:45 will be considered tardy. All early check outs will be documented on the student's attendance record. Excessive tardies and early dismissals could result in dismissal from Sparrow Academy.

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The staff of Sparrow Academy will strive to maintain a bully free atmosphere. All accusations of bullying will be investigated and dealt with in an appropriate manner. In order for an incident to be considered bullying, the following criteria must be met.

1. The behavior is unwanted, offensive, threatening, intimidating, insulting, causing discomfort or humiliation, or interferes with the individual's school performance which results in the victim feels stressed, injured, or threatened.
2. The behaviors are repeated.
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Shoes: Students must wear closed-toe shoes of the appropriate size. No boots are allowed.

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Medication

Students are not allowed personal possession of any medication while at school. All medications will be stored in a locked cabinet in the school clinic. Medication will be administered by a trained staff member based on a doctor's order that must be on file with all medications. All medications must be brought to the school by an adult. Students should not bring medication for the clinic. Medication must be in the original labeled container prepared by a pharmacist or manufacturer accompanied by a completed Authorization for Medication form.

Textbooks and Library Obligations

Students are responsible for maintaining all books and materials in good, usable condition. Any lost or damaged materials will be the responsibility of the student/parent.

Visitors

Students will be able to have visitors during lunch and break time only. Any parent or parent representative wishing to observe their child in class must obtain permission from the principal prior to the visit. Any outside counselors or other professionals wishing to visit with students must have proper documentation and should arrange visits in a manner which would minimize the disruption of the student's educational process.

Sparrow Academy Uniform Order Form

Student Name _____

Item Description	Size	Price	Quantity	Total
Short Sleeve T-Shirt-Sapphire	Youth <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L Adult <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL	\$12.00		
Short Sleeve T-Shirt-Electric Green	Youth <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L Adult <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL	\$12.00		
Short Sleeve T-Shirt-Purple	Youth <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L Adult <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL	\$12.00		
Total Amount Due				



Sapphire



Electric Green



Purple