



H.E.R.E. 4 Kids



CONTRACT/AGREEMENT

This document contains policies and procedures for which our school community members are responsible. Arkansas contract law is the predominant governing law. Under contract, H.E.R.E. 4 Kids (HANNAH School) agrees to provide educational services to a student in return for payment in tuition and adherence to school policies and procedures.

The parent(s)/legal guardian(s) on behalf of themselves and students accept all the conditions set forth in the current *Student and Parent Handbook* and agree to comply with all school regulations by their signatures on the verification document indicating that they have read and understand the handbook.

H.E.R.E. 4 Kids (HANNAH School) reserves the right to review and update the handbook as it sees fit. The H.E.R.E. 4 Kids Board of Directors in collaboration with HANNAH School administration, has the right to amend or revise any policy in the *Student and Parent Handbook*. The parent(s)/legal guardian(s) will be given prompt notification in writing if changes are made.

MISSION

H.E.R.E. 4 Kids is a 501(c)(3) organization dedicated to providing a variety of therapeutic and educational programs for children with a variety of learning differences in order to promote success academically, socially, and in the community. H.E.R.E. 4 Kids focuses on using a multi-sensory approach to education utilizing a variety of research based proven methods. HANNAH School is a part of the H.E.R.E. 4 Kids organization committed to providing intensive dyslexia intervention in conjunction with a quality education. H.E.R.E. 4 Kids (HANNAH School) utilizes research proven instructional methods to ensure student success.

CONFIDENTIALITY STATEMENT

Administration, faculty, and staff will keep confidential information entrusted to them unless one's life, health, or safety is at stake. Parents will be promptly notified of teacher/staff concerns.

ENROLLMENT

H.E.R.E. 4 Kids (HANNAH School) does not discriminate on the basis of race, creed, cultural backgrounds, or any other protected class. Candidates for admission must complete the application processes in order to be considered for acceptance. To ensure the highest quality of instruction, HANNAH School provides services for children with characteristics of Dyslexia. Even though students may have coexisting learning differences such as speech and/or language impairments, Childhood Apraxia of Speech, Attention Deficit Hyperactivity Disorder, or related learning differences, the primary emphasis is for students who are struggling to learn to read in more traditional academic settings.

FINANCIAL POLICIES AND PROCEDURES

Fees:

\$25.00 application fee

\$750 annual book and supply fee - this amount is *non-refundable*

- High school students taking classes online will have other fees associated with those classes that are separate from H.E.R.E. 4 Kids' (HANNAH School) fees.

\$9000.00 annual tuition for traditional school year program

- Plan A, one payment - \$9,000 payment is due by September 1
- Plan B, monthly payments (\$1000.00 a month - Payments are due on the first of each month September- May)

All school bills must be paid in full before a student will be admitted to class and before transcripts will be issued. Students with past due tuition on the 15th of each month will not be allowed to attend class until the account is brought current.

Summer programs are typically offered based on the needs in the community and therefore price for those services will be determine before offered.*

PARENTAL/LEGAL GUARDIAN INVOLVEMENT

H.E.R.E. 4 Kids (HANNAH School) considers it a privilege to educate children with characteristics of Dyslexia and related learning differences. However, collaboration and cooperation with parents and guardians is critical for student success. The following are responsibilities of parents who children attend H.E.R.E. 4 Kids (HANNAH School).

- To be a partner with H.E.R.E. 4 Kids (HANNAH School) in the education of your child.
- To understand the and support the intervention model of the school
- To read all communication from the school
- To discuss concerns and problems with the appropriate personnel
- To be as actively involved as you can in the life of the school and to volunteer when possible
- To promote H.E.R.E. 4 Kids (HANNAH School)

- To meet your financial obligations in a timely manner and to support fundraising

As a parent, you have a responsibility to partner with the school to promote your school and speak well of others. Ultimately you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects employees, students, or families of the school may result in disciplinary action up to and including withdrawal of your child from the school and/or legal action.

ATTENDANCE POLICY

Daily attendance is expected of all students because it is integral to the learning process. H.E.R.E. 4 Kids (HANNAH School) attendance policies are compliant with those set forth by the Arkansas legislative mandates. The H.E.R.E. 4 Kids (HANNAH School) policy allows 6 unexcused absences and 10 excused absences per semester. Doctor's notes must be provided for absences to be considered excused.

H.E.R.E. 4 Kids (HANNAH School) has a closed-campus policy. Once the student comes onto the school property, he or she may not leave without official verification and permission from the attendance office.

When a student is not at school, the child's parent/legal guardian must call the office before 8:00am to report the absence. Should the child's absences exceed H.E.R.E. 4 Kids (HANNAH School) policy, the student may be required to attend Saturday school to make up the missing class time. If this is not feasible or an acceptable number of the days missed cannot be made up, the child's academic progress and standing will be in jeopardy. This may result in grade level retention, summer school, or a change in educational placement from H.E.R.E. 4 Kids (HANNAH School).

- A student whose attendance has otherwise been regular may qualify for extended illness status if an accident, surgery, illness, or other similar circumstances result in an absence of more than the maximum number of consecutive days during a semester. Upon recovery, the student's attendance is to remain consistent and stay within the normal parameters of school policy.
- In order for a student's absence to qualify for "extended illness status", the student must submit a doctor's written verification of the illness within one week. This verification must indicate the amount of missed time due to the illness subject to the prior approval of administration.
- An extended illness lasting more than two weeks normally requires that the student arrange for instruction at home or through the services where he/she may be hospitalized.

BEHAVIORAL EXPECTATIONS / POLICIES

H.E.R.E. 4 Kids (HANNAH School) strives to develop a strong sense of respect for self, others, and the school. The school promotes a safe and secure learning environment during the school day and at all school-sponsored activities. The safety and well-being of all students is the top priority. Therefore, any behavior that threatens that safety and well-being will be addressed immediately and accordingly. All students are asked to follow all school rules and general behavior expectations, and if those expectations are not met, appropriate disciplinary action will be taken.

The following types of behavior towards a staff member or student are unacceptable and will not be tolerated:

- Purposeful physical abuse or assault of a student or a staff member.
- Verbal abuse of a student or staff member – in person, over the phone, or through social media
- Making threats towards a student or staff member
- Racial slurs or comments
- Bullying
- Fighting
- Destruction of school property
- Theft of school property
- Inappropriate use of technology
- Profane language
- Aggressive behavior – hitting, slapping, pushing, punching, aggressive hand gestures, kicking, or spitting
- Any other offense deemed disorderly and not conducive to good order and discipline

This list is illustrative of unacceptable behavior but not exhaustive. Any and all behaviors will fall on a continuum of severity. The level of severity and the number of occurrences of the behavior will determine the decision as to what resources will be taken regarding the discipline of the student. Individual circumstances and student needs will determine which method a teacher/principal will employ with the focus upon improvement of the student's behavior and enhancement of learning.

No student may continually engage in disruptive behavior or negative conduct which would: (1) significantly affect their right of personnel to carry on their function in school, (2) affect the rights of other students to learn in an appropriately controlled educational environment. Nothing shall preclude H.E.R.E. 4 Kids (HANNAH School) from employing any of the below listed option for discipline. Herein precludes expulsion so the behavior is severe enough in the opinion of the school.

Options for Discipline:

- Removal from the situation – Time-Out (typically utilized for younger students)
- Discuss behavior and possible consequences with the student in private
- Deny privileges

- Natural Consequences – actions logically connected to the wrong
- Detention – this will be determined by administration. Prior to this option the student will be explicitly explained the problem behavior and the actions that will be taken.
- Parent Conference (with or without the student)
- Suspension
- Expulsion – determined by the Co-Founders

ACCIDENTS

Accidents occasionally occur on school grounds or at school-sponsored events. Any personal injury incident must be reported to a staff member. An accident report will be completed and filed with the administration. In the case of personal injury to a student or guest, the staff will act immediately to ensure that person's safety. If necessary, emergency medical treatment will be provided. Parent(s)/legal guardians must complete the Emergency Medical Release Form. Parent(s)/legal guardian(s) are responsible for keeping the information current.

DROPP OFF AND PICK UP

To maintain order and safety for our students and staff before school begins and after school dismisses, we ask that parents drop children off at the playground between 7:45am and 8:00 am. A teacher or staff member will be there to monitor children before entering the school building at 8:00am. In case of inclement weather or should families arrive after 8:00am parents/legal guardian(s) must walk their children across the street and in school to ensure safety. After school care will be provided from 2:30 until 4:00pm daily for an additional fee.

EMERGENCY CLOSINGS

In the event of inclement weather or an emergency, H.E.R.E. 4 Kids (HANNAH School) will determine school closings when the safety of students, teachers, and staff are in question. Parent(s)/legal guardians will be notified promptly of any school closings. It is the parent/guardian's responsibility to update changes to contact information.