



# 2024-2025

## PARENT HANDBOOK

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*"A guiding light for students with autism and special needs"*

[AdvancedSacredHopeAcademy.org](http://AdvancedSacredHopeAcademy.org)

Dear Parents, Guardians, and Students,

Welcome to ASHA!

We are thrilled to have your family as part of our community. This handbook is designed to be a comprehensive guide, offering you insights into our philosophy, policies, and procedures. Our aim is to ensure a smooth and enriching experience for both you and your child.

At ASHA, we believe in fostering a nurturing environment where every child feels valued and inspired to learn and grow. We are committed to partnering with you to create a supportive and engaging atmosphere that will help your child thrive academically, socially, and emotionally.

In these pages, you will find important information about our curriculum, daily routines, and the resources available to you. We encourage you to familiarize yourself with the handbook and refer to it as needed throughout the year. Your understanding and involvement are crucial to the success of our collaborative efforts.

Should you have any questions or need further clarification, please do not hesitate to reach out to us. We look forward to working together to make this a memorable and successful year for your child.

Thank you for entrusting us with your child's education and well-being. Here's to a wonderful year ahead!

Warm regards,

**Advanced Sacred Hope Academy Staff**

## **OFFICE HOURS AND CONTACT INFORMATION**

Advanced Sacred Hope Academy

Physical location:

144 US Highway 98, Bldg 101

Mary Esther, FL 32569

Mailing address:

ASHA

124 E. Miracle Strip Pkwy Suite 503

Mary Esther, FL 32569

Phone: (850) 374-3748

Fax: (855) 445-0214

School office hours:

8:00 a.m. – 3:00 p.m., Monday-Friday

## **KEY PERSONNEL:**

Owner/Founder/CEO

Julie Webb, BCBA, LMHC

[juliegwebb.abhafwb@gmail.com](mailto:juliegwebb.abhafwb@gmail.com)

Director of Admin/Finance

Ched Kibler

[chedkibler.abhatherapy@gmail.com](mailto:chedkibler.abhatherapy@gmail.com)

Director of Operations

Robert "Todd" Hruska

[roberthruska.abhatherapy@gmail.com](mailto:roberthruska.abhatherapy@gmail.com)

School Director

Dani Fordham

[Dani.ashafwb@gmail.com](mailto:Dani.ashafwb@gmail.com)

School Office Administrative Assistant

Kelly Feliz

[ashaschooloffice@gmail.com](mailto:ashaschooloffice@gmail.com)

## COMMUNICATION

Advanced Sacred Hope Academy (ASHA) works very hard to keep parents informed and lines of communication open. Parents can communicate with the school through the following methods.

- Each teacher/classroom has a group chat on **GroupMe app**. Please download the application to communicate with your student's teacher.
- Students bring home their home/school communication folders and planners every day. These contain various school communications, monthly school calendars and flyers. It is extremely important 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 in this folder.
- Communication with teachers may be done through email, a scheduled teacher conference, home/school communication log.

**The first point of contact regarding your child's education is his/her teacher. Contact the school admin and you will be directed to the appropriate staff member. The GroupMe app should be used as the primary form of communication between the teacher and other key personnel.**

## VISITOR POLICY

**All visitors are required to notify ASHA Staff and sign in upon arriving at the school.** Parents are encouraged and welcomed to visit the school, but we ask that you make arrangements to do so at least 24 hours in advance with the teacher. If the parent needs to deliver a forgotten lunch, articles of clothing, or books, please bring it to the school and message your child's class. A staff member will meet you outside and deliver the item(s). **This policy is for the protection of the students and to avoid disruption of classes.**

## VOLUNTEER POLICY

All ASHA volunteers will be held to the highest standards regarding person served rights to confidentiality and privacy. Absolutely no information is to be provided to any individual, program, or agency without a signed release by the person served/guardian, a court order, or as required by law. The sharing of information both within the ABHA and/or ASHA community and to any outside agency may occur on a need-to-know basis only. Information should not be shared with or discussed in other programs outside of these guidelines.

As a volunteer or intern of ASHA, recognize that you may learn certain facts about persons served that are of a highly personal and confidential nature.

Examples of such information include but are not limited to: medical conditions and treatments, information discussed during treatment, finances, living arrangements, relations with family members, and any information included in the individual's confidential file.

Personal records may only be accessed by authorized staff who have a responsibility to ensure quality and appropriateness of services; authorized medical or mental health personnel in medical emergencies; and certain outside agencies who have a legal authority by state or federal law to access records for court hearings and/or accreditation or quality compliance review.

This policy applies to all ABHA and ASHA employees (including management), interns, volunteers, direct care, administration, and billing departments. Employees, interns, or volunteers who violate these basic trusts of confidentiality and privacy may be subject to disciplinary action up to and including termination.

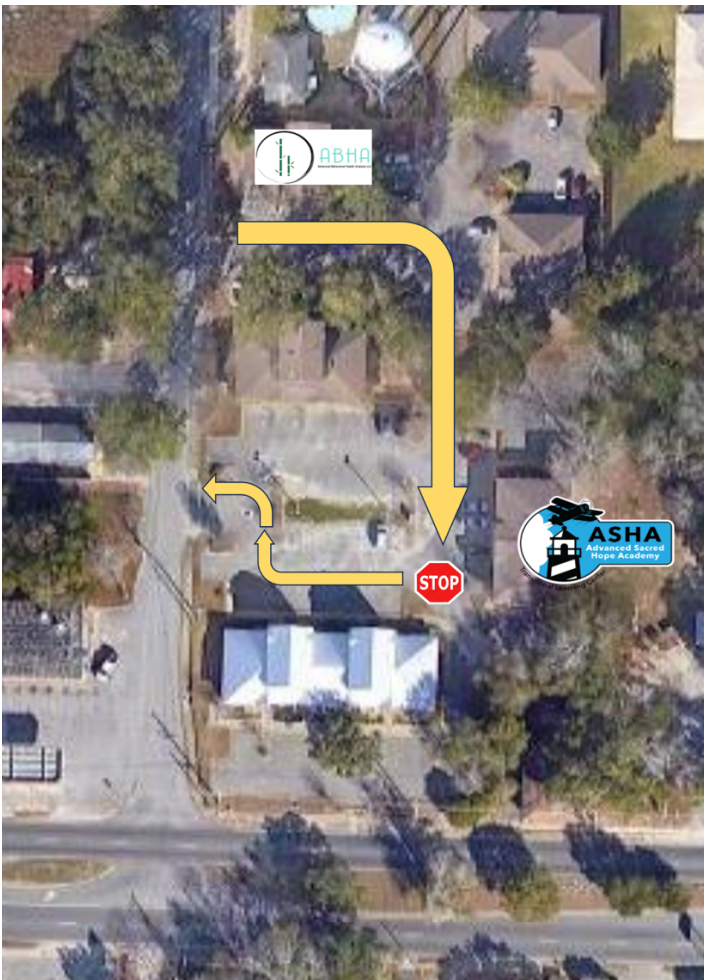
***ALL Volunteers, interns, and parent volunteers on campus for more than a single day activity will be required to sign a document to complete a background check.***

### ATTENDANCE

Parents agree that their child(ren) must attend school on a regular basis. He/she is only permitted (9) unexcused absences and unexcused tardy per every nine-week period. A tardy is considered arriving after 8:35 am. After the eighth tardy or ninth absence, you may receive a notification letter. ASHA is required to report attendance records to Step Up for Students. Excessive absences could affect your child’s scholarship status and possible dismissal from the school. Special consideration will be made for those children who are extremely ill, as documented by a medical professional. Please email your child’s teacher or call the school for excused absences. For an absence of three consecutive days to be “excused” a written note must be received upon returning to school.

### ARRIVAL AND DEPARTURE

The flow for both Morning Drop off and Afternoon Pick up will be as follows:



### **Advanced Sacred Hope Academy Parking Lot Procedures- Pick up and Drop off**

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

Each student will be given two car tags to display in the front windshield during Drop Off/Pick Up.

#### **Morning Drop Off:**

Morning drop-off will run between 8:20 am - 8:35 am. Students will not be allowed on campus before 8:20 am and must remain with their parents. School begins promptly at 8:30 am.

Parents will enter the parking lot from the second north entrance (in front of ABHA) and proceed one way around the parking lot. A school staff member will meet you at your car and escort the child into the building.

After 8:35 am, children will be marked tardy. Parents or Guardians must park and sign-in their child upon arriving to the school. An ASHA staff member will walk the child to his/her classroom in order to prevent interruptions in class instruction.

#### **Late Arrivals:**

If you are late arriving to school, please message your child's teacher. A staff member will meet you at your car and proceed with the same procedure as Morning Drop Off.

#### **Afternoon Pick Up:**

School dismissal will begin at 2:20 pm.

Parents will enter the parking area and proceed one way around the parking lot in the same manner as Morning Drop Off. Car tags must be displayed in the front windshield to allow for quick retrieval of students. A school staff member will escort your child to your vehicle for you.

Early pick up from school: please message your child's teacher or contact the School Office Administrative Assistant. A staff member will bring your child to you and have you sign out your child.

To help ensure student privacy and comply with HIPAA regulations, parents are asked to schedule a time to speak with their child's teacher and/or therapist in privacy and not during drop-off/pick-up.

All children receiving after school therapy services with ABHA will be dismissed to their therapist. After school therapy will not necessarily take place on ASHA school campus. Parents of these students must pick up their child at ABHA at the end of their session.

- All transportation changes must be in writing and provided to ASHA school staff.
- Any unfamiliar caregiver wishing to pick up a student must either:
  - present a driver's license to verify their identity as outlined on the child's approved transportation list
  - or present the student's car tag to school staff member

## **NOTIFICATION OF ABSENCE OR LATE ARRIVAL**

**Day of Absences:** If your child will be absent on any day and the school has not previously been notified of the absence, please contact your child's teacher before 8:00 am indicating the reason for the absence or late arrival.

## **CURRICULUM AND ASSESSMENT**

Because all students do not learn in the same manner, the staff at ASHA strives to provide a data driven, student interest led, project based educational environment that addresses the needs of the individual student and allows him/her to grow to his/her greatest potential and prepare them for the future.

ASHA's TAP program primarily uses Abeka Curriculum. Our LEAP program builds a curriculum based on Assessment of Basic Learning and Language Skills (ABLBS), Assessment of Functional Living Skills (AFLS), Functional Life Skills curriculum. Both programs also employ other proven methods of delivering educational concepts such as Direct Instruction, Precision Teaching, and project-based learning to educate our students.

### **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 component of the greater skill.

### **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, timed assessment daily. 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. The staff at ASHA implements a system of continual observation, assessment and data collection to monitor and drive your student's academic growth and progress. A combination of program monitoring, the Brigance Assessment, Precision Teaching, and MAP Growth Assessment is used to monitor and determine the students' level of mastery/fluency in essential academic skills. We do not believe that one method fits all children. Therefore, some students may be using the VBMAPP, ABLBS, AFLS, and/or Essential 8 assessments to determine what skills need to be addressed.

## **SUPPORT CARD AND SCHOOL STORE**

One of the tenants of ABA is reinforcement of positive behavior. The entire ASHA staff plays a key role in the dissemination of ABA to all of our students. While there are numerous ways that a student can be rewarded for positive behavior, a visual accounting of positive behaviors is extremely effective.

ASHA teachers utilize a Support Card that tracks every student's daily progress of positive behaviors. The Support Card is filled in each day with the tasks and aims for each part of a student's day. Points are given throughout the

day by teachers and staff when students are following expectations. Students can earn an unlimited number of points throughout the day. Support Cards will be sent home each day so that parents can track their student's behavior and continue to reinforce positive behavior. Some parents have elected to give additional rewards at home such as extra screen time or a fun outing for maintaining positive behavior at school.

Points from the Support Card are tallied each day and banked for the student to use at our School Store. One point equates to \$.01 that students can earn to spend at the School Store. Students are taken to the School Store every Friday.

ASHA's School Store is funded by our PTO. Funds are raised all throughout the year by various events to provide the means to purchase items that the students want to buy. Donations of money and items are always accepted!

### DRESS CODE

While Advanced Sacred Hope Academy does have a uniform, we ask that parents ensure that students' clothing is clean and appropriate for the weather and school community.

Uniform Polo Shirt Color: White, navy, or light blue. All Uniform shirts must contain the ASHA logo.

Pants or Shorts: Navy, khaki, black, or gray.

Girl's dresses, jumpers, skirts, skorts, and shorts should be in Land's End Classic Navy Plaid or solid navy.

Wednesdays are Spirit Shirt days; any ASHA t-shirt may be worn with uniform bottoms.

**\*NO HOODIES ARE ALLOWED TO BE WORN AT ANY TIME**

Free Dress Friday! Uniforms are not required, but please maintain proper dress code

Girls	Boys
<ul style="list-style-type: none"> <li>● Shirts must have wide straps or sleeves.</li> <li>● Shorts/Skirts/dresses should be knee length.</li> <li>● Dresses/skirts must have shorts underneath.</li> <li>● Shoes need to have a back or back strap on them. Shoes must be closed toe.</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>● Sweatshirts or fleece style jackets (in school colors with school logo) may be worn.</li> <li>● Long sleeve shirts may be worn under their school uniform shirt.</li> </ul>	<ul style="list-style-type: none"> <li>● Shirts must have wide straps or sleeves.</li> <li>● Shorts should be at least mid-thigh.</li> <li>● Shoes need to have a back or back strap on them. Shoes must be closed toe. Parents may send an additional pair each day.</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>● Hats may be worn outside the building.</li> <li>● Sweatshirts or fleece style jackets (in school colors with school logo) may be worn.</li> <li>● Long sleeve shirts may be worn under their school uniform shirt.</li> </ul>

**\*If your student has any clothing sensitivities, please contact the School Director so that a workable solution can be obtained.**

## Hygiene

Education about hygiene can help children make informed choices that can impact their health. Children's development depends upon the attention given to proper nutrition, exercise, appropriate hygiene, safety, and healthy choices. Parent collaboration is a vital part of ASHA's student hygiene program. Teachers may ask students to bring the following hygiene items to keep at school:

- deodorant
- toothbrush
- toothpaste
- flossers
- comb/brush
- baby wipes

## LUNCH/SNACKS

ASHA will not have lunch or snacks available for purchase. This includes snacks for after school, therapy, or reinforcers. **ASHA is unable to heat or refrigerate meals.** Please do not send in food that requires heating or refrigeration. 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. All students are required to bring a lunch, drink, snack, and water bottle with them to school every day. **ALL food products that contain ANY TREE NUT, or foods with peanut ingredients or cooked in unrefined peanut oil are prohibited.** If your child requires a special diet, please contact your child's teacher.

## LOST AND FOUND

Please label all your child's items including jackets, lunchboxes, and water bottles so they can be returned. Items not picked up before winter break will be donated to charity. Items not picked up by the end of the school year will also be donated to charity. Please remember that valuables should not be brought to school. ASHA is not responsible for any lost or broken items.

## WEAPONS

No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon when in a school building or on school grounds. ASHA will act to enforce this policy and take appropriate action against anyone in violation of this policy.

A weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; face weapons; all knives; blades; clubs; metal num-chuks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poison; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon. Such objects, devices, or instruments shall be treated as weapons, including, but not limited to, weapons listed above which are broken or non-functional; look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, nail files, scissors, etc.), to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a weapon.



## TOYS, GAMES, ETC.

Unless approved for instructional purposes (“Show and Tell” or part of a project), students are not allowed to bring toys to school as it is a distraction to learning and often results in lost or broken toys. **This includes Trading Cards of any kind.** The school provides sufficient items for children to play with for both outdoor and indoor recess.

## PERSONAL CELL PHONES

Students may have personal cell phones on school grounds; however, these devices must be kept out of sight (in backpacks, lockers, or given to the teacher to hold) and turned off during instruction and in the classroom. Unauthorized use of these devices distracts from the learning environment. Any ASHA/ABHA staff member may take devices away from students for inappropriate use. Students who choose to bring such devices to school do so at their own risk.

## COMPUTER POLICY

ASHA’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. ASHA staff monitors the use of the network very carefully. Computers are used only for educational and motivational purposes. ASHA prohibits students from using school electronics for entertainment such as Roblox, YouTube, all video streaming platforms, chatrooms, and all social media platforms.

Personal electronic devices such as laptops and tablets must be approved by the student’s teacher before being brought to school.

## CONTACT INFORMATION FORMS

Parents are asked to fill out a “Contact Information Form” for each child attending ASHA. 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, please keep this information current.**

## HEALTH and SAFETY

ASHA follows Okaloosa County School District guidelines on health and safety matters.

### 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 the form, school personnel cannot dispense medication to a child. We cannot dispense “as needed” medications. This includes any over-the-counter medication such as Tylenol, liquid 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

ASHA 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 100.4° or greater
- colored discharge from their nose, eyes, or mouth
- repetitive cough and/or chest congestion that impedes the natural flow of air
- drowsiness/fatigue that interrupts the ability to perform academic or behavioral skills
- vomiting and diarrhea warrant removal from school until symptoms have ceased for 24 hours and a meal is retained without inducing symptoms
- rash
- lice
- any other apparent symptom of illness that is concerning to school staff, including excessive sleepiness.

**Please be considerate of the health of other students, families, and staff. We cannot accept sick children. A doctor’s note will be required to return to school.**

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. *If parents refuse to pick their child up from school when illness has been determined, staff will call the Department of Children and Families to file a report of abandonment/neglect.*

### 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 and COVID, must be reported at once to school officials.

### Allergies

ASHA 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 PEANUT/PEANUT PRODUCT** policy. This includes anything cooked in unrefined

peanut oil. There are several students and staff that are severely allergic. If your child requires a special diet, please contact your child's teacher.

- 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 in 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 dietary needs, we recognize we cannot guarantee the total elimination of allergens.

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 than 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 on another form.

Food allergies are a growing health concern in schools across the country. While ASHA 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.). Over 90% of all fatal and near-fatal reactions are caused by peanuts and tree nuts. **Please ensure that no peanut and/or peanut products are introduced into the school.** Allergic reactions can occur in people with nut allergies, not only by them ingesting the nuts, but also from the smell of them. This can also occur from a nut 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 your child's teacher.

## SAFETY AND ACCIDENTS

The employee's priority at ASHA is the safety of the children. All staff members are expected to always bear this in mind. 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 always under the direct supervision of one or more staff.

### Accidents

Although we always provide a safe environment, 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. ASHA 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 ASHA 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. If a child is removed from the

school by anyone other than a parent (e.g., ambulance, paramedics) an ASHA 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, hurricanes, severe thunderstorms, snow, or ice, we will follow Okaloosa County policies. If Okaloosa 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 Okaloosa County schools open. Parents may be contacted to pick up their child prior to 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 Marshall, or other senior administrative official supervising the evacuation. Each time the alarm goes off it must be treated as a possible emergency. Teachers will always remain with their class.

## **PARENT RESPONSIBILITIES**

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

- Attend parent trainings/meetings. These may be scheduled through Zoom.
- 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.
- Alert staff of any medication changes or new interventions.
- Notify the school office of **ANY** changes to any student information sheets.

## **STUDENT EXPULSION**

When students enter ASHA, it is understood that parents agree to support all rules of the school as outlined in this Parent Handbook. 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. ASHA reserves the right to terminate a child's enrollment, at any time. 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.
- Noncompliance/parent disagreements regarding sick policy, and/or any other policies.
- Parent's refusal to pursue additional professional or medical services when suggested as being in the child's best interest.
- 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.**

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

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

## **CONFIDENTIALITY POLICY**

ASHA staff, visitors, and volunteers must strictly adhere to HIPAA guidelines concerning confidentiality. Therefore, we will not provide full names or information regarding students to any non-ASHA 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 ASHA, parents are acknowledging the right for ASHA team members to be given and share confidential information regarding their child with other ASHA team members that interact with the child. All personal information about children, including records, are regarded as confidential. The School Director and Administrative team will determine who will have access, and whether those concerned have access to all or only select information.

### **Equal Opportunities Statement**

ASHA is committed to providing equal opportunities to all, in all aspects of school life.

## **FINANCIAL POLICIES**

All school fees including tuition are due at the beginning of each 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. All tuition, 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 payments must be made by personal check, cashier’s check, or money order. **Cash payments are not accepted for tuition.** School payments for field trips and special projects must be paid electronically via the provided QR code/link. **Exception: If this amount is \$20.00 or less, it may be in cash form.** Parents may turn in any payments directly to your child’s teacher or placed in the communication folder.

All checks need to be made to **Advanced Sacred Hope Academy** or **ASHA**. Financial questions should be directed to Ched Kibler.

### **Returned Checks**

If a check is returned “Non-Sufficient Funds” or “Uncollected Funds,” the family will be given a penalty fee of \$45.00. In the event of any checks returned NSF or UF, future payments must be made by cashier’s check, money order, or cash.