



**Green Oaks School
Green Oaks Adult Learning**

2018 – 2019

**Family Handbook
for Green Oaks Adult Learning**

Hours of Operation

Office Hours (Mon. – Fri.)	8:15 a.m. – 5:30 p.m.
Class Times (Mon. – Fri.)	8:45 a.m. – 3:00 p.m.
Morning Praise & Prayer Time	8:15 a.m. – 8:45 a.m.
After School Care	3:05 p.m. - 5:00 p.m.
GOAL	7:45 a.m. - 5:30 p.m.

Our doors will open for student arrival starting at 8:15 a.m.

School Location

Green Oaks Education and Support, Inc. is located at 500 Houston St., approximately one block northeast of the intersection of Cooper and Division Streets in historic downtown Arlington.

Mailing Address

Green Oaks Education and Support, Inc.
500 Houston St.
Arlington, Texas 76011

Phone Number

(817) 861-5000

FAX Number

(817) 861-4000

Email

info@greenoaksschool.org

Disclaimer Statement

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

Dear Families,

THANK YOU for entrusting your loved one to Green Oaks Adult Learning! We are glad to have your family as part of our family. This handbook is intended to help all of us have the best possible experience. It is our goal to keep our participants safe and happy while they are learning. We know that is your desire, too.

If you have questions about any of the information contained in this handbook, please call the office. We are here to help!

May God richly bless each of you as we continue on our journey together.

Blessings,
Green Oaks Education and Support, Inc. Administration

Green Oaks School

Green Oaks School is a Christian-based school for individuals with intellectual disabilities, elementary ages through adults, who do not have serious medical involvement or behavior disorders. A focus of our school is to teach academics at the level of ability and interest of our participants. We offer math, reading, writing and basic social studies. In addition, the participants receive instruction in art, music, computer skills and physical education. Our participants are afforded the opportunity to develop life-long friendships and often make great social gains in addition to academic growth.

GOAL

The primary objective of GOAL is to provide an atmosphere of acceptance and appreciation for the gifts of the individual in a place where opportunities for continued growth and development are available. In addition, GOAL offers adults with intellectual disabilities a place for social interaction with their peers. GOAL is a year-round program that runs June through May.

PURPOSE STATEMENT

Green Oaks Education and Support, Inc. exists to glorify God, serving and promoting the cause of Jesus Christ, by developing the whole person to impact the world for Him.

VISION STATEMENT

Green Oaks Education and Support, Inc. strives to be the model community of individuals with intellectual disabilities and others who are prepared to impact the world for Jesus Christ.

MISSION STATEMENT

The Mission of Green Oaks Education and Support, Inc. is to provide a quality, person-centered Christian education to individuals with Down syndrome and similar intellectual disabilities by offering them the opportunity to reach their maximum potential academically, vocationally, socially and spiritually; by recognizing the inherent God-given dignity of each person; by preparing them and offering support for community inclusion; and by assisting each person in finding and living out his or her purposeful life. Green Oaks Education and Support, Inc. also strives to provide services and resources to support families and members of the community.

STATEMENT OF FAITH*

We believe:

- **The Scriptures.** Every word in the original writings of the Bible is inspired by God and is without error. It is accurate in all matters to which it speaks . . . spiritual, historical and scientific. (II Tim. 3:16, II Pet. 1:21).
- **God.** God exists eternally in three persons: the Father, the Son, and the Holy Spirit. The three are mysteriously distinct in person but the same in essence. They are one God. (Gen. 1:1, John 10:30; 4:24; Deut. 6:4; Mat. 28:19; II Cor. 13:14).
- **Jesus Christ.** The eternal Son of God became incarnate in the Lord Jesus Christ, being born of the virgin Mary, and is true God and true man. He lived a sinless life, performed miracles, died physically on the cross and was raised from the dead bodily three days later. (John 1:1,14,18, 5:18, 2:11; Heb. 1:1-9, 4:15, 5:8, 7:26; I John 5:20; I Tim. 2:5; I Cor. 15:1-5).
- **Holy Spirit.** The Holy Spirit is the third Person of the Trinity. He regenerates, indwells, baptizes, and seals all believers in Christ and empowers those yielded to God. (Mat. 28:19; John 3:3-7; Tit. 3:5; I Cor. 6:19; Rom. 8:9; I Cor. 2:12; 12:13; Eph. 4:30).
- **Man.** Man is created in the image and likeness of God. In Adam, all mankind fell into sin with the result that all men and women are now born sinners by nature. Men are justly condemned to eternal judgment and can do absolutely nothing to earn favor or make peace with God. (Gen. 1:26; Jeremiah 17:9; Rom. 3:10-18, 5:12; Rom. 3:23; Gal. 3:10; Rom. 6:23)

** Used with permission from Calvary Bible Church, Fort Worth, September, 2007*

After Care

Traditional After Care is not provided for GOAL participants. In the event that a participant must stay beyond his or her normally scheduled module, he/she will be charged for the additional module.

Please be aware that Handitran requires a thirty minute window for their arrival times. We suggest that Handitran rides be scheduled for 1:45 p.m. if you desire a 1:30 departure time or no later than 5:15 p.m. (for those enrolled in Thrive or Pathway). You will not be charged for an extra module if Handitran is late in arriving for pick-up. In the event that your participant is scheduled to arrive at 8:15 a.m., we will charge \$5.00 for those dropped off before 8:00 a.m. Additional charges will be billed through Incidental Billing with FACTS (See "Payments").

Arrival Procedure

GOAL participants arriving at any time should come to the main GOES entrance on Houston Street and ring the doorbell. They will be buzzed in, then will enter and go straight to the office. Office staff will call GOAL to announce their arrival. Drivers are asked not to leave until their participant is inside the building. GOAL participants are provided with a name tag containing a unique bar code. They will retrieve their name tag from their box upon arrival, clock in and walk to GOAL. The office will call down to GOAL to let them know of the arrival of a participant who is later than 8:45.

Handitran procedures: Participants who ride Handitran will be dropped off at the front door of the GOS building and ring the bell to be buzzed in. Handitran drivers are required to stay until the participant has entered the building.

Attendance

It is expected that every participant will attend GOAL every day they are scheduled and stay for the full day. When a participant is absent, the family is required to call the office or send an email to office@greenoaksschool.org before 9:30 a.m. If we have not heard from you by 9:30, you will receive a text notifying you that your participant is not at GOAL.

If for any reason a participant must leave early or is late in arriving, the office must be notified. If you must pick up your participant early, please advise the office as soon as possible. All of our participants are frequently out of the building. Arrangements may need to be made for a participant to be picked up prior to their group's departure if they are to be picked up early. Absences, tardiness and early pick-up can negatively impact the learning and development of the participant. Consistently missing any specific part of the day means a participant is missing an important part of the program.

Full tuition is due even when a participant is absent. Medicaid waiver providers will not pay for days a participant is not in attendance.

Birthdays, Gifts and Invitations

All participants are invited to bring cookies (rather than cupcakes) to share with their teammates on their special day. The sharing of birthday treats with friends is a highly anticipated event. Thank you for notifying us in advance so we can plan the festivities into our lunch or break time. Participants do not exchange gifts or invitations with each other at GOAL unless everyone on their team is included.

Communication

Communication between Green Oaks and home is vital to the success of participants at Green Oaks Adult Learning. Central to this communication are three resources. One is the Green Oaks Education and Support, Inc. website (www.greenoaksinc.org). The website is designed to be the central hub of information for families, faculty, and staff at Green Oaks. On the website families can access links to weekly Gator Gabs, class newsletters, FACTS/RenWeb, tuition information, the Green Oaks directory, and calendars. All families are encouraged to check the website frequently.

Access to FACTS/RenWeb is the second important communication instrument used by Green Oaks as it is the primary way staff at Green Oaks communicate financial statements, keep participant information up-to-date, and update participant enrollment.

Finally, email is the primary method of communication used between all Green Oaks personnel and families. Families are encouraged to check email frequently.

In addition to these three resources, Green Oaks will communicate with families by phone calls, ParentAlert text messages, newsletters, and notes home. The use of these resources for families is paramount to the success of the participant attending Green Oaks Adult Learning.

Community Based Instruction and Community Based Vocational Instruction

CBI and CBVI are a vital part of the curriculum for GOAL participants. These participants will be leaving our building for instruction in our community on a regularly scheduled basis. Families will be informed of their participant's schedule at the beginning of the year and of any changes to it, but will not be notified weekly that their participant will be off-campus.

Computer Use Policy

Green Oaks Education and Support, Inc. is committed to utilizing the maximum potential of technology to enhance student learning and increase teacher effectiveness. The Internet is such a tool. In the classroom, for example, we might use the Internet for email, for research or to play a game.

Green Oaks Education and Support, Inc. is aware, however, that resources which are inappropriate or not designed for use in the educational setting may be accessed on the Internet. To maximize protection of students and staff from such inappropriate material we are implementing parental controls on all computers from which the Internet may be accessed.

We will make every effort to protect our students from offensive material. Proactively, there will always be an adult with a student who is active on the Internet. However, it is impossible for us to restrict access to all controversial material, and individuals must be responsible for their own actions in navigating the network. ***For this reason, families are asked to notify the school if they do not want their student to have Internet access.*** In addition, we cannot be solely responsible for the use of a personal device (phone, iPad, etc.) brought from home. Families must be certain the device has "parental controls" set to prevent access to inappropriate material. Photos of people taken in our environment could also be problematic. Please assist us in keeping our Internet environment safe by monitoring your student's devices.

User Responsibilities

GOES is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational/administrative goal or objective.

Computer Use Policy (cont.)

The use of the GOES Internet and computer network must be in support of educational goals, research and class assignments and consistent with the educational objectives of the school.

The system may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by school policy.

Policy Terms and Conditions

1. **Acceptable Use:** Users are to properly use GOES network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the school's mission statement. Students and staff are expressly prohibited from accessing obscene, profane, vulgar or pornographic sites or materials.
2. **Privileges:** The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked.
3. **Disclaimer of Liability:** GOES shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The school shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information available on the Internet.
4. **Monitored Use:** Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by Internet service providers, operators of system file servers, and designated GOES staff to ensure appropriate use for educational or administrative purposes.
5. **Network Etiquette:** The user is expect to:
 - Be polite;
 - Use appropriate language;
 - Maintain confidentiality of the user, colleagues, and students;
 - Respect copyright laws;
 - Be respectful in all aspects of network use. Remember: all caps implies shouting!

Conferences

Families are strongly encouraged to communicate with their participant's instructor on a regular basis. Conferences are available upon request for the family of each participant to meet with the participant's instructor. Progress Reports will be made available at the end of the semester. **GOAL** participants, their families and their instructors will focus on person-centered thinking and planning. Family input is imperative.

Curriculum

The curriculum at Green Oaks Adult Learning is developmentally based as determined by individual differences. The curriculum includes those subjects deemed necessary for the development of a well-rounded education and includes spelling, reading, math, art, music and physical education, as appropriate. Participants receive instruction in life, social, and job-related skills. Adult participants in GOAL will continue to receive instruction in these areas as determined by their needs through person-centered planning. In addition, GOAL participants are provided instruction to gain skills needed for employment or volunteer opportunities.

Dismissal

Participants who leave at 1:30 p.m. will be escorted to the office for checkout at 1:30. One staff member will remain with the participants and assist them with the checkout process. Those picking them up must come in to the office.

Participants who leave at 3:00 will be sent to the office at 2:55 p.m. with a GOAL staff member and be released through the front door. Drivers may line up on Houston Street to pick up their participant. Those participants not picked up by 3:10 p.m. will be sent back to GOAL and called to the office when their ride arrives. If you know that you will be late for pickup, please call the office. At all other times, drivers must come into the office and GOAL participants will be called for release.

GOAL participants will clock out using the bar code on their name tag and leave the name tag in their box.

Handitran procedures: All participants riding on Handitran will be released through the main office. Handitran drivers are required to pick up their riders at the front door of the GOS building.

If someone unfamiliar to GOES staff is to pick up your participant, the school must receive prior notice from the family that includes the name and phone number of that person. Identification will be required from the person when he/she arrives. For the safety of our participants, parents and other people picking up participants are not permitted past the lobby after 2:45 p.m.

Dress Code

Participants must be neat and clean in appearance. All items worn must be of an acceptable length. In order to ensure proper coverage, clothing should be long enough and loose enough to not reveal the upper chest, abdomen, or lower back of the participant. Girls wearing dresses or skirts must wear shorts underneath. Low-rider pants, uncovered tank tops or shirts with spaghetti straps are not acceptable school attire. Undergarments must be covered. If sandals or dress shoes are worn, suitable shoes should be brought on days when participants have PE activities. There are specific clothing items that must be worn by participants who participate in jobs, CBVI, CBI or field trips. Families will be notified of these clothing requirements. In addition, families will be notified in the event a participant wears unacceptable attire to school. The family and participant are equally responsible for conformity with the dress code. Please mark all clothing items with your participant's name.

All GOAL participants should bring extra clothes in case of an accident. Should a participant need a change of clothes and not have any available, staff will call the family to bring clothes immediately.

FACTS/RenWeb

Green Oaks Education and Support, Inc. uses FACTS/RenWeb as our online data management system. FACTS/RenWeb's ParentsWeb is a private and secure portal that will allow families to view information specific to your student, while protecting the student's information from others. This system also enables us to keep in constant communication with our families. You will be able to access information that we have on file for your student and your family, including accounting information.

FACTS/RenWeb (cont.)

In order to access your account, please follow these steps:

1. Go to www.greenoaksinc.org
2. Go to “Gator Family” and select ParentsWeb
3. Type in your username and password. If you have forgotten your username or password, click on the link provided.
4. Our district code is GO-TX

Once signed in on FACTS/RenWeb, you will be able to access information that we have published on the system. You may also view the weekly Gator Gab and class newsletters on the Green Oaks website under “Gator Family” using your FACTS/RenWeb login information.

We strongly encourage each family to download the Renweb Home App onto their smart phones and/or tablet devices. Green Oaks has purchased a year of access for each family to download this app. This is an easy-to-use tool which allows you to access the Green Oaks directory, calendar, and more.

Family Responsibilities

A successful experience at Green Oaks Adult Learning depends upon a positive working relationship between the staff, the family and the participant. Families are considered to be a crucial part of their loved one’s team as they have the most knowledge about him or her. Our staff, on the other hand, have the experience and training necessary to guide our participants in the right direction. Cooperation between families and instructors concerning the academic and behavior plans for their participant will help to ensure the success each participant will have in the GOAL environment. We must work together to bring about a successful transfer of skills between the program and home. Good teaching at home is critical to the development of new skills, especially in areas such as personal care, washing, toileting and sexuality. Skills such as these are expected to be taught at home by the family.

We believe that GOAL is God’s program and has been entrusted to all of us as a ministry to serve our participants so that they may realize their full potential. As such, each family has a responsibility to serve to the best of their ability to make sure that GOES is able to meet its financial obligations. Families are needed to help with fundraising, participate in work days and, generally, support the mission of GOES in any way they are able.

If a family member has a concern about his or her participant’s education or behavior in the classroom, he/she should speak with the participant’s instructor first. The instructor has the most information about the participant and should always be the first source to have questions answered. Assistants are instructed to direct questions and concerns from families to the lead team instructor. In the event that the family member feels further assistance is required, the principal should be approached. If a family has questions concerning billing, or other financial matters, they should see the executive director. In the event that additional staff personnel are required to appropriately deal with the behaviors of a particular participant, that participant’s family may be required to share in the cost of hiring additional staff.

*Green Oaks Education and Support, Inc. must have the parent’s or guardian’s current phone numbers, address and other contact information on file with the office at all times. Please remember to give us updated information, **always in writing**, as information changes.* Families can also update their information on FACTS/RenWeb. It is the family’s responsibility to make sure they can always be contacted. In addition, if a custody agreement is in place for any participant, copies of this legal agreement must be on file with the Green Oaks office. Where there are co-guardians, we must have both parties’ permission to add names to the pick up list.

Family Responsibilities (cont.)

Families who have relationships with GOES staff outside of Green Oaks (are social friends, have babysitting arrangements, are online “friends,” etc.) are asked to remember that our policies dictate that they may not discuss any participant other than your own with you. Please do not ask them to provide you with information about other participants.

Our staff are not allowed to use their cell phones during school hours. Please help us (and them) by not calling or texting them during school hours. Personal arrangements should be made outside of the hours that they are working. In an emergency, they may be reached by calling the school office. Please be aware, employment with Green Oaks Education and Support, Inc. is neither an implied nor direct endorsement by the school of any current or past employee being hired by families. In you employ a staff member for your family’s use, we may ask that you sign a release of liability. In addition, our staff should not discuss your participant if he/she is not your participant’s instructor.

While we will support students to manage many personal care situations, if a student has a bowel accident or other issue involving personal care beyond the normal expectations of our staff, a family member will be called to come to the school immediately. In addition, families are expected to pick up students who are ill within 30 minutes of receiving the call. Families may also be expected to assist in significant behavioral situations and/or pick up their student if the administration determines a situation to be beyond acceptable limits.

Field Trips

All program regulations shall apply and participants attending events away from GOAL will dress according to school policy. Blue GOAL shirts are available for purchase and may be worn, but are not required. In signing the Enrollment Contract, the family grants permission for the participant to participate in all program activities, which includes any GOAL trip away from the building. In advance of a scheduled field trip, families will be notified of the destination of the trip, estimated time of departure and return, and any other pertinent information by GOES. To participate in field trips, participants must have current medical information on file in the office. Optional day trips will be made available, at an additional cost, to GOAL participants on a periodic basis. Participant accounts will be billed for field trips so families will not need to send in money.

Handitran

Some of our adult participants use Arlington’s Handitran service for transportation to and/or from Green Oaks. Please be aware of the following guidelines:

- All participants using Handitran will be dropped off and picked up at the main front door throughout the day.
- Please schedule Handitran drop-offs at school fifteen minutes LATER than their usual arrival time (e.g., 8:30 for a scheduled arrival of 8:15) and fifteen minutes BEFORE their latest departure time (e.g., 3:15 for departure by 3:30). This will accommodate Handitran’s need for a thirty minute window with minimal disruption.

Homework

GOAL participants will not receive mandatory homework. The completion of optional independent home activities will be encouraged for self improvement.

Lunch Information

Participants are expected to act in an appropriate manner during lunch. They will make sure there is no trash, food, drink, or mess left on the table, chair, floor, or space where they have eaten. All participants should bring a nutritious lunch and drink each day. Microwaveable meals may be brought; however, it is requested that families consider the fact that GOAL has a limited number of microwaves available and that meals with lengthy cooking times can cause participants to have to wait a long time before their lunch is ready. Please precook any meals with long cooking times so they just require a quick warm-up. Participants have 30 minutes scheduled for lunch, which includes food preparation time. Please keep in mind that staff members have the same amount of time for lunch, but frequently spend a significant amount of time helping students prepare their lunches.

Unless requested by your participant's instructor, please do not send or bring food or snacks for participants other than cookies for your participant's birthday. We have participants and staff who have food allergies and intolerances that must be taken into consideration.

Pizza will be available for purchase at GOES on Fridays. Pizza will be purchased at Alley Cats most weeks. Participants may purchase two slices of pizza and a drink for \$4.00. Families who anticipate that their participant will be buying meals must purchase a lunch ticket, good for ten (10) school lunches, for \$40.00. A notice will be sent home when there are only three (3) lunches remaining on a participant's lunch ticket.

Participants who must be provided with an emergency lunch because theirs was forgotten will be charged \$4.00. Sodas are not available for purchase at Green Oaks.

Medical Information

Please keep your participant at home if they have had a fever of 100° or higher, vomiting (for any reason), diarrhea (for any reason) or other illness within the past 24 hours.

IMMUNIZATION & SCREENING REQUIREMENTS. All participants are required to be up-to-date on all mandatory immunizations and screenings. Please provide the office with notification from your doctor for exceptions to this rule.

ILLNESS. Should a participant become ill while at GOAL, his/her family will be contacted by the office. Families are required to pick up ill participants immediately. In the event of a serious accident, every attempt will be made to contact families prior to transporting the participant by ambulance to a hospital. **A participant may not return to GOAL if there has been fever, vomiting or diarrhea within the prior 24 hours.** If a participant has been sent home from GOAL for one of these reasons, that participant may not return to GOAL the next day, even if they appear to have been symptom-free after leaving GOAL.

MEDICAL NEEDS. If your participant has medical needs which may require attention during the GOAL day, the family will meet with a designated staff member to discuss these needs.

MEDICAL RECORDS. Each participant must have a completed, current Enrollment Packet, which includes the Enrollment Form, Health Assessment, and Liability/Medical Release on file with Green Oaks. Participants may not be left in the care of Green Oaks Education and Support, Inc. without these completed forms. These documents are required of all participants and must be updated annually. It is the responsibility of the parents or the person(s) having legal control of the participant to update these records as needed.

Medical Information (cont.)

MEDICATION. If at all possible, please try to administer all medication before or after GOAL hours. When it is necessary for a participant to receive medication during GOAL hours, the following guidelines will be followed:

- *Parental authorization.* The parent or guardian of the participant **MUST** submit a written statement to Green Oaks Education and Support, Inc. specifically granting Green Oaks permission to administer medication to the participant.
- *Physician's order.* Prescription medication may be administered at Green Oaks, when needed, if sent in the original prescription package with the direction label still affixed and readable.
- Medication will not be provided to any participant by GOES personnel. Medication **MUST** be provided by the parent or guardian. Medication is defined as prescription as well as non-prescription or over-the-counter medicine including acetaminophen, aspirin, cough drops, antibiotic ointment, antihistamines, decongestants, etc.
- *Packaging.* The parent or guardian must send the medication in the original prescription or non-prescription package. The package should indicate the participant's name, name of the medication, the required dosage, time(s) to be administered, and the physician's name and telephone number.
- *Dispensing medication.* Medication entrusted to Green Oaks will be kept in a secure area. The staff member responsible for dispensing medication to the participant will keep a record which indicates the date and dose given each time the participant receives any medication.
- **DO NOT SEND ANY MEDICATION TO GREEN OAKS IN YOUR PARTICIPANT'S BACKPACK OR LUNCHBOX.** An adult must hand the medication, along with the required written statement, to an administrator, the administrative assistant, or the arrival teacher on duty.
- *Allergy information.* If your participant has food restrictions or allergies to food, drugs, insect bites, etc., this information **MUST** be on file with Green Oaks. Please notify GOES immediately in writing if your participant has dietary restrictions or allergies of any kind.

Parking

For the safety of our students, do not leave your running vehicle unattended near Green Oaks at any time. If there are no available parking spaces in our lot, it may be necessary to park along Houston Street (past the signs). Please be mindful of the time so that your car is not blocking the carpool line during dismissal.

For your own security, vehicles should be locked and belongings hidden or taken inside any time you enter the building. Please drive slowly around the building, being aware that some students have limited impulse control and may walk in front of your car.

Please do not talk or text on your cell phone while driving near Green Oaks. Please drive slowly. If walking on Green Oaks property, please keep your student with you at all times. Please do not get out of your car or allow passengers to get out of your car while in the carpool line.

Payments/FACTS

All monies sent from home should arrive at Green Oaks in an envelope that is either clipped or taped inside your participant's communication folder. **PLEASE DO NOT send your participant to Green Oaks with cash or a check in their hand.** These items are often misplaced when they arrive with a participant. Please make sure all money is clearly marked with a name and reason for the payment. Payments may be handed to an administrator, the administrative assistant, or the teacher on duty during carpool arrival. *Anyone using a credit card, Paypal, or Donate Online for tuition payment will be charged a fee of 3.75%.*

All families are required to have an account with FACTS Management for tuition invoicing and Incidental Billing. Tuition payment plans are chosen during enrollment each year. Families are able to pay with automatic debit from a checking account, with a credit card (fees apply) or by check. Families may also choose a payment due date of the first or the tenth of the month. In the event that a student incurs additional charges during the month (e.g., field trips or adding a module) a bill will be sent out through FACTS for Incidental Billing. The family may choose to pay these charges through automatic debit, with a credit card, or by check.

Personal Items

Participants may not bring personal items from home to Green Oaks unless they are essential or the teacher specifically requests that participants bring a particular item to school (e.g., sanitary items in a purse). Please do not allow your participant to bring pens/pencils, videos, CDs, photographs, toys or other items from home unless they have been specifically requested by the teacher. Participant cell phones are to be turned off and left in the backpack or purse they came in. GOAL participants will be able to use their phones during their lunch break, just as the staff do. Proper cell phone usage/etiquette will be taught.

If sanitary items are needed for a young lady, they must be brought from home. They can be sent daily in a purse or a small supply can be kept at school. A supply to be kept at Green Oaks should be clearly marked with a name.

Standards of Behavior

Green Oaks disciplinary rules apply to all participants at all times. Participants and families alike should thoroughly familiarize themselves with Green Oaks and classroom rules. *Observance of these rules is of fundamental importance to our Green Oaks community.*

Participants are subject to Green Oaks disciplinary rules whenever they are on campus, on a school-sponsored excursion, or involved in off-campus activities with other Green Oaks School/GOAL participants. Further, any GOAL participant (whether alone or with any other individual) who engages in any type of criminal activity (misdemeanor or felony) will be subject to the Green Oaks disciplinary rules.

The disciplinary system will explain the Green Oaks approach to infractions of rules. The final responsibility and administrative authority within Green Oaks are the principal's. The teacher has been given the authority to deal with all matters concerning rules and discipline within his/her respective area.

It should be noted that the experience at Green Oaks is that our community is best served when its members share the responsibility and authority. In addition, we welcome the cooperation of families and are convinced that most problematic behavior will not arise as long as we share, realistically and consistently, the task of establishing the right balance of freedom and responsibility for our participants.

Standards of Behavior (cont.)

Major School Rules

- Behavior that violates the rights of individuals within the Green Oaks community may lead to restriction, probation, suspension, or dismissal/expulsion at the sole and absolute discretion of the administrators of Green Oaks Education and Support, Inc. ***Actions deemed harmful to a member of the Green Oaks community will not be tolerated.***
- Vandalism: The willful damaging of Green Oaks property or the property of members of the community.
- Incompatibility: This is defined as flagrant or consistent defiance of the basic routine of Green Oaks.

Participants are expected to be responsible for their own actions and to behave appropriately both in and outside of the classroom. Since each participant represents a unique child of God, discipline techniques may vary according to the participant, the infraction, and the participant's past record.

Discipline Procedures and Positive Behavioral Support

The staff members of Green Oaks Education and Support, Inc. provide positive behavioral support and use discipline measures that demonstrate kindness and compassion, but also firmness and consistency. Every attempt is made to help participants gain the confidence and knowledge that is needed to develop their self-control. Participants are not allowed to hurt themselves or others, or to destroy property.

Promoting positive behaviors in participants is a primary goal across settings. Guidelines for promoting positive behaviors follow:

1. Classroom rules are simple and geared toward the participant's developmental level.
2. Teachers and other staff serve as models of appropriate behaviors. Speaking loudly to participants and frequent use of the word "no" are not acceptable staff interactions with the participants.
3. Participants will be praised for following the rules and for modeling positive behaviors.
4. Participants will be reminded of the rules, and classroom limits will be consistently enforced by the classroom staff.

Unacceptable behaviors will be addressed using the following guidelines.

1. Consistent responses and consequences for unacceptable behavior
2. Planned ignoring
3. Restitution
4. Re-directing
5. Removal from activity or group
6. Thinking Time

Telephone Messages and Usage

A family member wishing to contact the instructor should leave his or her name and number with the office. The instructor will make every effort to contact parents at his or her earliest convenience. We ask families to schedule appointments by telephone through the office. If a family member wishes to get a message to a participant during the course of the school day, the individual should call the office.

Participants may not use the office telephone except in cases of emergency, and then only with the permission of a staff member. Participants will not be allowed to use their personal cell phones during school hours, except at lunch. If cell phones are brought to school by participants, it is required that they be turned off and remain in the participant's backpack or purse except during the permitted times. These times include lunch, break time (2:45-3:15) and during class activities which involve using the device. We ask that families not call or text their participant during the day.

Transportation

Staff members will drive participants to various activities in their personal vehicles or in a Green Oaks Education and Support, Inc. van. These activities may include field trips, bowling, jobs or community-based instruction. Green Oaks Education and Support, Inc. insurance regulations require that all staff drivers must possess a current valid driver license, be a minimum of 21 years old, and have current insurance coverage on their personal vehicle. Any employee driving a Green Oaks vehicle or driving on Green Oaks business must observe all safety, traffic, and criminal laws of this state. No driver may consume alcohol or illegal drugs while driving a Green Oaks vehicle, while on Green Oaks business, while in a Green Oaks vehicle, or prior to the employee's shift if such consumption would result in a detectable amount of alcohol or illegal drugs being present in the employee's system while on duty. In addition, no driver may consume or use any substance, regardless of legality or prescription status, if by so doing, the driver's ability to safely operate a motor vehicle and carry out other work-related duties would be impaired or diminished. No driver may pick up or transport non-employees while in a Green Oaks vehicle or on Green Oaks business, unless there is a work-related need to do so. Any illegal, dangerous, or other conduct while driving that would tend to place the lives or property of others at risk is prohibited.

Staff must carry emergency medical consent and contact information forms for each participant as well as have a driving list of the names of all participants and the vehicle in which they will be riding. Notice of field trips must be given to parents at least 24 hours prior to the field trip.

When driving participants in Green Oaks Education and Support, Inc. or personally owned vehicles, the following non-negotiable rules are in effect:

- All vehicle occupants must be restrained by a seat belt or child safety seat, as appropriate, at all times.
- Participants must be loaded and unloaded at the curbside of the vehicle or in a protected parking area or driveway. Vehicles must be turned off and the key removed from the ignition during loading and unloading of participants.
- Staff may not use a cell phone (talking, texting, listening to voicemail) while driving or accompanying participants on trips outside the building. They are to pull over and put the vehicle in Park before making or receiving a call.
- Staff are directed to check that every participant on their driving list is in the vehicle, then to count and recount every time they enter or leave a vehicle or building. Upon return to Green Oaks, they must check participants off their driving list to be sure everyone is out of the vehicle, then return to the vehicle to be sure.
- Participants may not unbuckle their seat belts until the vehicle is turned off. Staff is to exit the vehicle before any participant. All participants are expected to stay with the staff member at the vehicle until all participants have disembarked and are ready to move.
- Staff are not to start the vehicle until all participants are loaded and buckled in. They may not exit the vehicle until it is turned off, with the key removed from the ignition.

Tuition

All tuition invoicing is handled through FACTS Management. During the enrollment process, each family is required to sign up for a tuition payment plan through FACTS. Several tuition payment plans and payment methods are available.

In the event that a participant's account becomes 45 days in arrears, the participant will not be permitted to return to school until the account is brought up to date. Please note that there will be a \$30.00 charge for all returned payments.

Vanpool

Vanpool is an optional, add-on service for families. The costs are charged to the families who utilize the service. As such, any family may opt out at any time. In addition, Green Oaks Education and Support, Inc. reserves the right to cancel any ride determined to be too risky, for any reason. In addition, since participants are held to the same high behavioral expectations as when at school, any participant may be removed from vanpool at any time. There is a required seating chart for some participants, as determined by administration.

Vanpool is generally operated twice each school day. For pick-up services, the van will leave from the designated location at 8:10 a.m. to bring students to Green Oaks. For drop-off services, the van will deliver participants to the designated location at approximately 3:40 p.m. Vanpool may be delayed for staff meetings with prior notice provided. Vanpool may cancel at any time for safety reasons. If there are not more than three riders scheduled for vanpool, a driver may drive their personal vehicle.

A Green Oaks Education and Support, Inc. staff person will drive the van both ways. There is generally only one paid staff member on the van. Because of this, all behavior that may affect safety is taken very seriously. Vanpool drivers receive training which includes Green Oaks van policies and information about participants. They are also observed during a ride-a-long before taking a van out by themselves. They must hold a valid Texas driver license and automobile insurance. In addition, they must meet criteria of the Green Oaks Education and Support, Inc. insurance provider to drive a van.

In case of any emergency or crisis situation (e.g., problematic or unsafe behavior, sick van rider), the van driver must pull the van over to a safe location, away from traffic. Upon putting the van in park, the van driver will call Green Oaks and speak with an administrator, who will work with the driver to determine the course of action to take.

A video camera is in use in the van during vanpool. This increases accountability for both the driver and riders. The videos will be reviewed by administration as needed.

Participants must be escorted by a family member or a designated person from their automobile to the van. The family member must stay with the participant during the loading process and until the participant has been loaded and has fastened the seatbelt. After the participant is loaded, the family member should initial the vanpool clipboard next to the participant's name and the day of the ride. If a participant needs assistance loading and fastening the seatbelt, this assistance must be provided by the participant's family member. The vanpool driver cannot do this for individual participants while monitoring all riders. During afternoon vanpool, a family member must walk to the van to get their participant. The driver will not allow participants to exit the van and walk across the parking lot to meet their family member. After the family member has unloaded their participant, they should initial the clipboard next to their participant's name and the day of the ride.

Vanpool Policies and Procedures may be modified at any time.

Visitors

All visitors, including parents and volunteers, are required to sign in and out at the office. Visitors will be given a name badge which must be clearly visible at all times while on the Green Oaks campus. Visitors are expected to abide by the normal policies of conduct of Green Oaks.

Weather Related School Closings

Weather related school closings will be the same as for the Arlington Independent School District. In the event of severe or inclement weather, Green Oaks will announce program closings or delays as early as practical. Green Oaks closings and delays will also be listed on NBC Channel 5 and their website, NBC5i.com. Given the broad Metroplex area from which participants come to Green Oaks, families should exercise their own judgment before traveling to Green Oaks.

Please keep one copy for your records and return one completed copy by the first day of school.

I _____, family member of _____, have read, understand and agree to follow the 2018-2019 Family Handbook, including the following policies:
(Please initial each item)

_____ After School Care (page 5)

_____ Arrival (page 5)

_____ Computer Use Policy (pages 6-7)

_____ Dismissal (page 8)

_____ Family Responsibilities (pages 9-10)

_____ Lunch Information (page 11)

_____ Medical Information (specifically the sections on Illness and Medication, pages 11-12)

_____ Parking (page 12)

_____ Payments (page 13)

_____ Standards of Behavior (pages 13-14)

_____ Tuition (page 15)

Family Agreement

I acknowledge that Green Oaks Education and Support, Inc. shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments, and the assessment of participant and instructor performance.

I acknowledge that Green Oaks shall have the right to decline enrollment or reenrollment of any participant or to suspend or dismiss any participant at its discretion, and for any cause deemed sufficient by Green Oaks. A positive and constructive working relationship between Green Oaks and a participant's parents/guardians is essential to the fulfillment of Green Oaks' educational purpose. Thus, Green Oaks reserves the right not to extend the privilege of reenrollment to a participant if Green Oaks concludes that the actions of a parent(s)/guardian(s) make such a positive and constructive relationship impossible or otherwise seriously interfere with Green Oaks' accomplishment of its educational purpose.

I hereby agree to abide by the rules and regulations of Green Oaks Education and Support, Inc., and I acknowledge that serious or repeated breaches of Green Oaks' rules and regulations by my participant or me may, at the sole discretion of Green Oaks, result in the suspension or dismissal of my participant.

Green Oaks may from time to time require the written acknowledgement of Green Oaks' rules, values and regulations by the family and student. I acknowledge that failure to sign such an acknowledgement would be considered a breach of this contract and may result in dismissal of my student from Green Oaks.

Signature

Date

Please keep one copy for your records and return one completed copy by the first day of school.

I _____, family member of _____, have read, understand and agree to follow the 2018-2019 Family Handbook, including the following policies:
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Signature

Date

