



**Green Oaks School
Green Oaks Adult Learning**

2018 – 2019

**Family Handbook
for Green Oaks School**

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 School! 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 students 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 students. We offer math, reading, writing and basic social studies. In addition, the students receive instruction in art, music, computer skills and physical education. Our students 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 Green Oaks Adult Learning, 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.

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 School Care

Supervised after school care is available until 5:00 p.m. The charge for this service is \$1.25 per 15 minutes, up to a maximum of \$10.00 if the student is picked up at 5:00 p.m. At 5:05 p.m., the family will be charged \$25.00 and then \$1.00 *per minute*. After Care charges will be billed through Incidental Billing with FACTS (See “Payments”).

If you know you will need care in advance, please let us know. Students not picked up from school by 3:05 p.m. will be taken to After Care. If we have not heard that your student is supposed to be in After Care, we will call you to confirm. For After Care pick-up, please enter the main entrance on Houston Street. All students must be signed out.

Arrival Procedure

Students are admitted to school beginning at 8:15 a.m. Our staff arrives at 8:05 and has ten minutes to prepare for our students. Please do not expect to leave your student before 8:15. Between 8:15 and 8:40, please pull up in the car line area on Taylor Street. Your student should exit the vehicle on the passenger side. A teacher will greet your student at the car. Please do not let your student exit the vehicle without a teacher present. After 8:40 and throughout each day, all students must be walked through the front door to the office. Upon ringing the bell, you will be buzzed in. Please do not let your student come inside alone.

Handitran procedures: Students 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 student has entered the building.

Attendance

It is expected that every student will attend school every day and stay for the full day. All students are expected to arrive by 8:45 a.m. each morning, unless they have a medical appointment or emergency. When a student is tardy or absent from school, 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, we will send a text letting you know that your student is not at school.

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

Birthdays, Gifts and Invitations

All students are invited to bring cookies (rather than cupcakes) to share with their classmates 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 time. Students do not exchange gifts or invitations with each other at school unless everyone in their class is included. If your student has food allergies, please feel free to send a special snack (labeled with his or her name) for us to keep on hand.

Communication

Communication between Green Oaks and home is vital to the success of students at Green Oaks School. 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 student information up-to-date, and update student 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 student attending Green Oaks School.

Community Based Instruction and Community Based Vocational Instruction

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

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.

Computer Use Policy (cont.)

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 student's teacher on a regular basis. Conferences are available upon request for the family of each student to meet with the student's teacher(s). Progress Reports will be made available at the end of each semester.

Curriculum

The curriculum at Green Oaks School 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. In addition, the Intermediate, JV, and High School class students take part in the Circles program which teaches appropriate social behavior. Older students receive instruction in life, social, and job-related skills.

Dismissal

Please use the car line on Taylor Street to pick up your student at GOES. School is dismissed at 3:00 p.m. and activities are scheduled until 2:55. Drivers who are picking up students at GOS are asked to form one car line on Taylor Street. Starting at 2:55 p.m., students will be brought out to the cars by a GOES staff member. For safety reasons, students will not be permitted to walk to cars alone for any reason. If it is impossible to use the car pick-up line, the driver must park and come inside. Your student will be brought to you as soon as it is convenient. No students will be dismissed from the office between 2:50 and 3:05.

Dismissal (cont.)

Handitran procedures: All students 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 student, 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 students, parents and other people picking up students are not permitted past the lobby after 2:45 p.m.

Dress Code

Students 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 student. 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 students have PE activities. There are specific clothing items that must be worn by students who participate in CBVI, CBI or field trips. Families will be notified of these clothing requirements. In addition, families will be notified in the event a student wears unacceptable attire to school. The family and student are equally responsible for conformity with the dress code. Please mark all clothing items with your student's name. *Please make sure that your student has extra clothes at school in case a change in clothing is necessary.*

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. 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 education at Green Oaks School depends upon a positive working relationship between the school, the family and the student. Families are considered to be a crucial part of their child's educational team as they have the most knowledge about their child. Our staff, on the other hand, have the experience and training necessary to guide our students in the right direction. Cooperation between families and teachers concerning the academic and behavior plans for their student will help to ensure the success each student will have in the Green Oaks School environment. We must work together to bring about a successful transfer of skills between school and home. Good teaching at home is critical to the development of new skills, especially in areas such as personal care, washing and toileting. Skills such as these are expected to be taught at home by the family.

We believe that Green Oaks is God's program and has been entrusted to all of us as a ministry to serve our students 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 Green Oaks in any way they are able.

If a family member has a concern about his/her student's education or behavior in the classroom, he/she should speak with the student's teacher first. The teacher has the most information about the student and should always be the first source to have questions answered. GOS teacher assistants are instructed to direct questions and concerns from families to the classroom teacher. 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 student, that student'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 student, 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.

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 student other than your own with you. Please do not ask them to provide you with information about other students.

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 Green Oaks 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 student if he/she is not your student's teacher.

Field Trips

All Green Oaks regulations shall apply and students attending events away from school will dress according to school policy. GOS students are required to wear their Kelly Green Green Oaks School T-shirts on field trips. In signing the Enrollment Contract, the family grants permission for the student to participate in all school activities, which includes any school sponsored trip away from the school 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 the school. To participate in field trips, students must have current medical information on file in the office. Student accounts will be billed for field trips so families will not need to send in money.

Handitran

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

- All students 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

The purpose of homework for Green Oaks School students is two-fold: to provide an opportunity for the student to take responsibility for his own learning and to provide an opportunity for the student to develop productive study skills. When assigned, homework is expected to be completed. It offers an excellent way to teach the concepts of behavior reinforcement and consequences. Homework is for the student – not for the family. Families can be supportive by providing time and an appropriate place for homework to be done. Any family perceiving that the student is unable to do the homework with only minimal assistance should notify the teacher.

Lunch Information

Students 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 students should bring a nutritious lunch and drink each day. Microwaveable meals may be brought; however, it is requested that families consider the fact that Green Oaks Education and Support, Inc. has a limited number of microwaves available and that meals with lengthy cooking times can cause students 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. Students 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 student's teacher, please do not send or bring food /snacks for students other than cookies for your student's birthday. We have students and staff who have food allergies and intolerances that must be taken into consideration.

Lunch Information (cont.)

Pizza will be available for purchase at GOES on Fridays. It will be brought in from an area restaurant. Students may purchase two slices of pizza and a water for \$3.00. Families who anticipate that their student will be buying meals must purchase a lunch ticket, good for ten (10) school lunches, for \$30.00. A notice will be sent home when there are only three (3) lunches remaining on a student's lunch ticket.

Students who must be provided with an emergency lunch because theirs was forgotten will be charged \$3.00. Sodas are not available for purchase at Green Oaks.

Medical Information

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

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

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

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

- *Parental authorization.* The parent or guardian of the student **MUST** submit a written statement to Green Oaks Education and Support, Inc. specifically granting the school permission to administer medication to the student.
- *Physician's order.* Prescription medication may be administered at school, when needed, if sent in the original prescription package with the direction label still affixed and readable.
- Medication will not be provided to any student by Green Oaks 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.

Medical Information (cont.)

- *Packaging.* The parent or guardian must send the medication in the original prescription or non-prescription package. The package should indicate the student'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 student will keep a record which indicates the date and dose given each time the student receives any medication.
- **DO NOT SEND ANY MEDICATION TO GREEN OAKS IN YOUR STUDENT'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 student has food restrictions or allergies to food, drugs, insect bites, etc., this information **MUST** be on file with the school. Please notify GOES immediately in writing if your student 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 student's communication folder. **PLEASE DO NOT send your student to Green Oaks with cash or a check in their hand.** These items are often misplaced when they arrive with a student. 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 After Care) 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

Students may not bring personal items from home to Green Oaks unless they are essential or the teacher specifically requests that students bring a particular item to school (e.g., sanitary items in a purse). Please do not allow your student to bring pens/pencils, videos, CDs, photographs, toys or other items from home unless they have been specifically requested by the teacher. Unless they are being used as part of a class activity, student cell phones are to be turned off and left in the backpack or purse they came in. If they are seen during the school day, they will be confiscated until school is dismissed.

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 school should be clearly marked with a name.

Standards of Behavior

Green Oaks disciplinary rules apply to all students at all times. Students 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.*

Students are subject to Green Oaks disciplinary rules whenever they are on campus, on a Green Oaks-sponsored excursion, or involved in off-campus activities with other Green Oaks School/GOAL students. Further, any GOS student (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 students.

Major Green Oaks 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.

Students are expected to be responsible for their own actions and to behave appropriately both in and outside of the classroom. Since each student represents a unique child of God, discipline techniques may vary according to the student, the infraction, and the student'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 students gain the confidence and knowledge that is needed to develop their self-control. Students are not allowed to hurt themselves or others, or to destroy property.

Standards of Behavior (cont.)

Promoting positive behaviors in students 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 students and frequent use of the word "no" are not acceptable staff interactions with the students.
3. Students will be praised for following the rules and for modeling positive behaviors.
4. Students 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 teacher should leave his or her name and number with the office. The teacher 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 student during the course of the school day, the individual should call the office.

Students may not use the office telephone except in cases of emergency, and then only with the permission of a staff member. Students will not be allowed to use their personal cell phones during school hours. If cell phones are brought to school by students, it is required that they be turned off and remain in the student's backpack or purse.

Transportation

Staff members will drive students 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 student as well as have a driving list of the names of all students 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.

Transportation (cont.)

When driving students 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.
- Students 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 students.
- Staff may not use a cell phone (talking, texting, listening to voicemail) while driving or accompanying students 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 student 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 school, they must check students off their driving list to be sure everyone is out of the vehicle, then return to the vehicle to be sure.
- Students may not unbuckle their seat belts until the vehicle is turned off. Staff is to exit the vehicle before any student. All students are expected to stay with the staff member at the vehicle until all students have disembarked and are ready to move.
- Staff are not to start the vehicle until all students 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 student's account becomes 45 days in arrears, the student 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 students are held to the same high behavioral expectations as when at school, any student may be removed from vanpool at any time. There is a required seating chart for some students, 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 school. For drop-off services, the van will deliver students 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 students. 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

Vanpool (cont.)

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.

Students must be escorted by a family member or a designated person from their automobile to the van. The family member must stay with the student during the loading process and until the student has been loaded and has fastened the seatbelt. After the student is loaded, the family member should initial the vanpool clipboard next to the student's name and the day of the ride. If a student needs assistance loading and fastening the seatbelt, this assistance must be provided by the student's family member. The vanpool driver cannot do this for individual students while monitoring all riders. During afternoon vanpool, a family member must walk to the van to get their student. The driver will not allow students to exit the van and walk across the parking lot to meet their family member. After the family member has unloaded their student, they should initial the clipboard next to their student'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 school 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 students come to Green Oaks, parents 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 7)

_____ Family Responsibilities (page 9)

_____ Lunch Information (pages 10-11)

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

_____ Parking (page 12)

_____ Payments (page 12)

_____ 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 student and teacher performance.

I acknowledge that Green Oaks shall have the right to decline enrollment or reenrollment of any student or to suspend or dismiss any student at its discretion, and for any cause deemed sufficient by Green Oaks. A positive and constructive working relationship between Green Oaks and a student'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 re-enrollment to a student 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 student or me may, at the sole discretion of Green Oaks, result in the suspension or dismissal of my student.

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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Date