



**Parent  
&  
Student  
Handbook**

**School Year 2018-2019**

## Table of Contents

Acknowledgement of Receipt, Rules & Regulations	4
Staff Directory and Contact Information	5
Program Overview	6
Mission Statement	6
Educational Philosophy	6
Applied Behavioral Analysis and Embedded Therapies	7
Treatment Plans	7
Neurodevelopmental Therapy	7
Biomedical Interventions	7
Enrollment	7
Admission and Registration	7
Proof of Residency	8
Emergency Medical Form	8
Medications/First Aid	8
Authorized Pick-up Form	8
Non-discrimination Policy	8
Vaccination Policy	8
Required Physical Exams	9
School Calendar & Schedule	9
Attendance	9
Attendance Policy	9
Hours of Operation	10
Before or After Hours Care	10
Early Departure	11
Late Arrivals	11
Illness	11
Accidents, Illness & Injuries Occurring at School	12
Scheduled absences & Sick Days	12
Family Vacation	13
Snow Days	13
Moving, Withdrawal & Disenrollment	13
Unauthorized Pick-Up	14
If No One Appears to Pick-Up	14
Payment	14
Academic Tuition	14
Returned Checks	14
Clinic Fee	15
Student Policies	15
Lunches/Snacks	15
Food As Reinforcement	15
Birthday Celebrations	16
Peanut and Food Allergies	16
Student Dress	17
Money & Personal Property	18

Lost & Found	18	
Electronic Device Policy	18	
Code of Conduct	18	
Anti-Harassment, Intimidation, and Bullying	19	
Discipline	19	
Emergency Restraint	20	
No Smoking	20	
School Prayer	20	
Pets	20	
Field Trips	20	
Life Skills Outings	21	
Parent Involvement	21	
Annual Parent Meeting	21	
Parent/BCBA Conferences	21	
Home/school Communication	22	
Parent Expectations	22	
Visitors		22
Parent Observation	22	
Gifts & Donations	23	
Fundraising	23	
Volunteers	23	
Custody and Guardianship	23	
Child Abuse	24	
Student Records	24	
Confidentiality	24	
Emergency & Security Procedures	24	
Emergency Preparation	24	
Communicable Disease	25	
General Supervision	25	
Lost Child Protocol	25	
Grievance Process	25	
Grievance Steps	26	
Appendix	28	
Daily Schedule	28	
School Calendar	29	
Tuition & Clinic Fee Schedule		30

## Acknowledgment

I have received the Lumen Academy Parent Handbook, and I agree to abide by the Lumen Academy's policies as set forth in this handbook.

---

Child's name

---

Parent's name

---

Parent's signature

---

Date

**Contact Information**

Angela Calhoun, Executive Director:  
Main e-mail address:

drcalhounc@lumenacademy.org  
info@lumenacademy.org

**Senior Staff**

Dr. Angela Calhoun, DC, LBA, BCBA – Executive Director

**Board of Directors**

Lumen Academy is a non-profit 501(c) 3 organization governed by a board of directors. The board of directors for 2018 includes:

Lucine Drake (President)

Katy Scheck (Secretary)

Abdirahman Mohamud, CPA (Treasurer)

## Mission and Program Overview

### Mission

To empower neurodiverse youth to discover and enjoy their highest potential and champion their contribution to society.

### Our Philosophy

We are a private non-profit educational center providing data-driven, evidence-based, customized one-to-one academic and behavior programs for neurodiverse children.

### Our Approach

We take a positive approach to working with each child:

- Based on the principles of positive reinforcement
- Focused on building upon strengths as well as developing areas of challenge
- Tailored to meet each child's unique needs
- Focused on uncovering and nurturing each child's unique motivation for learning
- Based on the best research supported techniques
- 

### Curriculum

We address the primary challenges identified by the National Academy of Sciences that are common among special needs children:

- Language comprehension and application
- Building broader social skills
- Communicating with and relating to peers
- Building age appropriate and symbolic play skills
- Increasing conceptual thinking and cognitive skills

### Programming Goals:

- Begin with early abstract concepts and responses to simple questions
- Emphasize grammar, increased rapid skill acquisition, and more elaborate interactions with others
- Strive towards more advanced abstraction of skills in a less formal format (for instance, in the case where questions require more than one response and more than one answer is possible)
- Establishing balance between leading play/social skills and cooperating with others

Lumen Academy's trained therapists work one-on-one with each child. This allows them to closely monitor emotional responses in order to match the difficulty of the material and method of instruction to the child's ability level and rate of learning. Supervision of each child's program is provided by one of our BCBA's with regular progress reviews performed monthly.

In addition to the individual ABA programming we will also be conducting monthly team meetings, parent training, as well as programs to address problem behaviors and a range of behavior analytic services. Our focus is on helping your child gain skills in all areas of life so that we may provide them with the opportunity to live a vibrant life.

Every student receives an assessment. A program is designed in cooperation with each child's family to address his/her particular needs, goals, and learning style. All of these programs are developed using Applied

Behavioral Analysis (ABA) principles. The programs are provided or supervised by a Board Certified Behavior Analyst as well as a staff of Certified Behavior Therapists and may also include a speech language pathologist. We work on all areas of development based on VB-MAPP, ABLLS-R assessments, direct observation, functional behavioral assessment, including areas of academic, language, motor, behavior, adaptive skills, cognition, executive function, play skills, and social skills.

### **Applied Behavior Analysis and Embedding Therapies**

Educational programming at Lumen Academy incorporates intensive and structured teaching methods. These methods focus on the enhancement of communication skills, the facilitation of learning readiness skills, and the development of academic learning. As a basis for the classroom programming, components of Applied Verbal Behavior, the Picture Exchange Communications System (PECS), Direct Instruction, Verbal Behavior Therapy and Division TEACCH-style independent workstations directly lend to the embedding of sensory integration, occupational, and speech/language therapies into the classroom curriculum. Due to the ongoing need of these related therapies by most individuals with autism, the “pull-out” model of direct services must be altered in order to effectively provide for more comprehensive therapy interventions. In order to more effectively serve the individual needs for the Model School students, a shift from a “pull-out” therapy model to an embedded, collaborative, classroom model is necessary. Therapy goals are addressed through the collaboration of licensed behavior analysts, therapists and paraprofessionals trained by these therapists in all intervention strategies. Lastly, and most importantly, the school recognizes that these embedded therapies are effective in meeting the communication and sensory needs of students diagnosed with autism spectrum disorders. The school’s philosophy of embedded therapies reinforces the structure and intensive programming techniques that are incorporated through the school classrooms.

### **Treatment Plans**

Lumen Academy is designed for individuals with autism and related neurological differences. Treatment plans are based on the development of language, social, motor, academic, and self-help skills and is guided by developmental, functional, and norm-based curriculums. Each student’s strengths and weaknesses are evaluated, and an individual program plan is developed based on each student’s unique learning needs.

### **Neurodevelopmental Therapy**

Neurodevelopmental therapy is the concept of the nervous system as the modulator of human expression and experience. It aims to integrate all of the brain’s sensory activities in order to treat a variety of clinical and subclinical symptoms and disorders.

### **Biomedical Interventions**

Many children with autism exhibit gastrointestinal, immune, allergic, sensory, motor, and physical conditions that should be treated to improve the overall health of the child. We support each family’s decision for their child. If they are interested to explore biomedical interventions then we will work with families and practitioners to support a holistic approach to healing the child.

### **Admissions and Registration**

#### **Enrollment**

**Admissions**

We will serve individuals 5-10 years of age for the 2018-2019 school year.

**Registration**

Parents must complete the registration and enrollment forms prior to their child entering school.

**Proof of Residency**

Parents and guardians of all students attending Lumen must have Proof of Residency in the student's cumulative file for their current address for each school year that the child attends Lumen. Residency may be proven in one of two ways:

- A copy of a utility bill with the parent's or guardian's name and address clearly printed; or
- A Proof of Residency form that has been notarized by a Notary Public. The Proof of Residency Form can be found in the appendix.

**Emergency Medical Form**

*See Appendix*

**Medication/First Aid**

Band-aids and simple first aid supplies are available at the school.

Parents are responsible for providing the school with:

- prescribed medication clearly labeled, unexpired, and in its original container
- a doctor's statement outlining how the medication is to be administered
- Authorization for Medication form allowing school personnel to administer the medication

Medication will be stored in a locked area at the school and may not be self-administered by the students.

**Authorized Pick-Up Form**

*See Appendix*

**Non-Discrimination Policy**

Lumen Academy 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 origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

**Vaccination Policy**

The Washington State Board of Health requires the following minimum immunization requirements for compliance with the school immunization law RCW 28A.31.118. Students must present proof of "age-appropriate" immunization of the following on the child's first day of attendance.

You may get updated immunization information at:

[www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf](http://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf)

If there are medical, religious, or philosophical reasons why your children should not be immunized you must sign a waiver and present it to the school. In the event of a disease outbreak they may be excluded from school for the duration of the outbreak. They will only be re-admitted to school upon the written advisement of a family physician/pediatrician. Compliance with this request will help minimize the spread of disease among the children, faculty and staff.

### **Required Physical Exams**

Students entering kindergarten and new students in grade 1 or who have not attended school before are required to have a physical examination.

### **School Calendar & Schedule**

See Appendix

### **Attendance**

A completed registration and application packet must be submitted prior to attendance.

### **Attendance Policy**

Lumen Academy's educational philosophy supports intensive, structured programming to allow for students' maximum potential. It is in the best interest of the child that attendance remain structured and consistent. In order for this to be achieved and to keep classrooms running efficiently and smoothly, children are expected to attend school every day that it is in session, and all students must arrive at a time that is consistent with the schedule.

Please remember that Lumen Academy cannot bill insurance for time your child is not physically at school. Therefore if your child is continually late, picked up early or absent this will have a significant impact on our budget. As a result we may have to terminate services, or raise rates for everyone. As a non-profit we fundraise extensively in an effort to keep rates low so that children can have more hours of therapy. Please do your best to help us by adhering to these attendance policies.

That said, we also recognize that our students have particular behavioral and health idiosyncracies that may affect their attendance and we have adopted a more liberal definition of “illness” to accommodate for these instances. Please see our scheduled absence/sick policy below for further detail.

### **Hours of Operation**

Children must arrive on time and be picked up promptly at the end of session. This ensures appropriate services are delivered and the therapists’ time is effectively and efficiently utilized. Therapists will be ready to meet children at the drop-off area. Parents should call the school main line if they cannot meet the scheduled arrival or departure times. This will ensure that staff is prepared to receive the child with minimal disruption to the other students who have already started the session.

Instructional hours generally occur between 8:45am-2:45pm. Students may enter the building at 8:30am. See the school calendar for closures due to breaks, staff training or parent training.

Because of the one-to-one nature of our program we are able to consider some flexibility in schedule on a case by case basis and only with advanced notice and permission from the Executive Director. We understand that you may have other children that need to attend other schools, your work schedule, and other commute issues to consider. We can provide up to an hour of flexibility to the standard schedule as long as it is understood that this affects the end time. For instance, if you cannot drop-off your child until 9:30am, then the end time will be 3:45pm.

**Arrival time:** 8:30-8:45am

**Pick-up time:** 2:45pm

Students should not arrive prior 8:30am.

During the regular school day, unscheduled late pick-ups (after 3pm) may be subject to after-hours care charges. Care is line-of-sight-supervision for safety and appropriate behavior only and is charged at \$10 per ½ hour charged in 1/2 hour increments. No exceptions, unless Lumen Academy is aware and has agreed to special accommodations.

Consistent unscheduled late arrivals (after 8:45am) may result in loss of services.

### **Before or After Hours Care**

We currently do not provide before or after hours care.

### **Early Departure**

If you need to pick up your child early please write a note and send with your child or call the main line .

Please make sure these are reserved for emergencies and rare occasions.

### **Late Arrivals**

Children who consistently arrive late or are frequently absent will have difficulty adapting to our structure. If your child is going to be late or absent, please notify us as soon as possible. If your child arrives more than five minutes late, please wait with him/her until a staff member arrives to escort your child to their program.

Consistent unscheduled late arrivals (after 8:45am) may result in disenrollment.

### **Illness – When to keep your child home**

- Sleep disturbance: if your child has been awake most or all of the previous night
- Extreme negative behavior in the morning prior school attendance
- Fever reaching 100.0 or higher
- Vomiting and/or diarrhea (more than one abnormally loose stool in 24 hours) Child may not return for one full day after the condition is determined to be normal
- Skin rash
- Evidence of lice infestation
- Severe and/or deep coughing – yellow or green mucous secretions from the nose
- Difficult or rapid breathing
- Conjunctivitis (pink eye)
- Untreated infected patch of skin
- Stiff neck (child is in pain touching chin to chest)
- Flu-like symptoms (sudden onset of chills, fever, headache, body-ache, sore throat and a dry hacky cough)

- Strep throat symptoms (sudden onset of fever, headache, difficulty swallowing and occasionally earache, abdominal pain and vomiting)
- Any child who does not feel well enough to participate in class activities but is not exhibiting any other symptoms listed above

Students who contract a communicable disease will be excluded from school during the communicable phase of the illness. They will only be re-admitted to school upon the written advisement of a family physician/pediatrician. Compliance with this request will help minimize the spread of disease among the children, faculty and staff.

### **Accidents, Illnesses and Injuries**

A staff member will contact parents immediately if a student is ever injured or a serious accident should occur. In the case of a medical emergency we will call 911 for emergency help. In the case of illness: if the student needs to go home according to our sick policies parents will be notified to pick up their child.

### **Scheduled Absences & Sick Days**

Parents who know in advance that their child will be absent or take leave (e.g. for medical appointments) are asked to send a note with their child and/or call their lead therapist prior to the date(s) of absence which includes:

- the purpose of the absence/leave
- the time the child will be picked up (if applicable)
- who is picking the child up (if applicable)
- when the child will return: parents must call daily for each day absent in the case of illness

The following reasons are acceptable as approved absences for non-attendance by a student:

- Illness in the family
- Quarantine of the home
- Death of a relative
- Observance of religious holidays
- Emergency set of circumstances that in the judgement of the management team constitute a good and sufficient cause for absence from school. The request form is found in the Appendix.
- Illness (as described in previous section)

- Long-term illness: If the illness or condition is expected to be long-term with the student missing substantial time, the parent is responsible for obtaining a doctor's note to indicate the estimated length of absence and to send this note to the school. The school will make arrangements for instruction of the student who must be absent due to illness or physical issues for an extended time period. Parents must call the school to schedule this instruction as soon as they are aware their child will be absent for more than ten days.

If the student does not arrive at school and no message has been called into the school by the parent or guardian, an assigned employee of the school will attempt to make contact with the parent or guardian. The school keeps a record of phone messages and conversations to be included in the student's attendance file.

Any absences other than those listed above are recorded as unapproved absences. A student with a habitual attendance issue of unexcused absences will be referred for an attendance hearing with the Executive Director. Ten days of unexcused absence in the year is reason for the Director to open investigation.

There are no refunds for absences.

### **Family Vacation**

Vacation absences should be coordinated at least two weeks prior to monthly invoicing. Because consistency is paramount for your child's success, we limit family vacation leave to ten business days.

### **Snow Days**

Please check [www.komonews.com.weather/closings](http://www.komonews.com.weather/closings) to see if Northshore School District schools are delayed or closed.

- If NSD schools have a late start, our school will open at 11am and instruction will finish at the regular time (2:45pm).
- If NSD schools have an early release, please contact our school to determine if we will remain open.
- If NSD schools are closed, then Lumen Academy is also closed.

### **Moving, Withdrawal & Disenrollment**

If a family is moving but the child will remain at Lumen: the family must provide the school with updated contact information as soon as they are aware of the move and the date of the move.

If the child will be moved to a different educational setting:

Due to our one-to-one staffing ratio we require a 30 business day notice for disenrollment and/or changes to your child's schedule. Failure to comply with this requirement will result in an additional month tuition fee. The Executive Director can assist in the transition of the student to their new school if enough preparation time is given to the school.

Parents may withdraw their child from Lumen Academy at any time through the completion of a withdrawal form. If the parents inform the school verbally of a withdrawal but fail to complete a formal withdrawal form the school will report the student withdrawn as of the first date the student does not attend the school after the date the parent(s) verbally indicated the student would be placed elsewhere.

### **Unauthorized Pick-Up**

Children will not be allowed to leave with anyone other than those who are listed on the "authorized pick-up" form that each family is required to complete prior to enrollment. Additional individuals may be added to this list *only* by a legal guardian and in person. Upon their arrival, authorized individuals will be required to present a driver's license or other form of identification.

### **If No One Appears to Pick-Up**

Lumen Academy will call the parents if no one has arrived to pick up a child 15 minutes past the appointed pick-up time (2:45pm). If a parent is unreachable, the emergency contact will be called. A staff member will wait with the child until an authorized person arrives to pick up the child. In the case of an emergency, parents may give verbal permission for a person not on the authorized list to pick up their child.

If no one has arrived to pick up a child at the time of the school's closing and no one on the emergency contact list can be reached, we will contact Child Protective Services.

### **Payment**

### **Academic Tuition**

The tuition schedule is available in the Appendix.

### **Returned Checks**

The office will notify you immediately upon receipt of any check returned for insufficient funds and a \$48.00 fee will be assessed. A credit card payment for the amount of the returned check and the \$48 fee will be due the following day. If more than two checks are returned due to insufficient funds, checks will no longer be accepted for payment. Thereafter all payments will have to be made with a credit card or cash.

### **Clinic Fee**

Clinic fees that are billable to insurance include individual programming as well as the following:

- Monthly parent training, including monthly progress reports with Executive Director and lead therapist
- A licensed behavioral analyst and a registered behavior technician to oversee and coordinate all aspects of your child's program
- Every 6 month progress reports
- Oversight and supervision from a BCBA
- Treatment Plan preparation
- Monthly school, home, and community coordination
- Home and community life skills training

If for any reason insurance does not cover your monthly charges, it is the responsibility of the legal guardian to pay the remaining balance. The Director will be in contact as soon as payments are not being made in a timely manner and would rely on the legal guardian to help in the collection from the insurance company at any time.

### **Student Policies**

#### **Lunches & Snacks**

Parents/guardians are responsible for providing a lunch and two snacks, including a drink, for their child every day. Food should be prepared, mixed, and ready to eat.

There will be a morning and afternoon snack. These should be small: one or two items (such as a piece of fruit, or cheese) is sufficient.

Snack time is an ideal time to practice fine motor skills as well as to build language skills. Parents are responsible for providing their child with labeled daily snacks and are encouraged to send healthy snacks. If your child is allergic to particular foods or on a special diet, please see the Food Allergies section of this handbook for further information.

**Food As Reinforcers** (OR for eating behaviors/fine motor skills, etc.)

If during initial assessment and interview for enrollment, it is determined that the use of favorite snacks or food items are an effective tool for motivation, or if proper food handling behaviors are a target behavior, we would ask that you provide these on an as needed basis. The Director will contact you in regards to what items and quantity would be needed for proper use during school hours.

### **Birthday Celebrations**

Birthdays are an exciting time for our students. Please check with your child's lead therapist to find out what he or she feels would be appropriate for the students to help celebrate. Some students may adhere to special diets and it is a good idea to check with the therapist before sending class treats.

### **Peanut & Food Allergies**

Food Allergies can be life-threatening. The risk of accidental exposure to food allergens can be reduced in the school setting when we work with families and physicians to minimize risks and provide a safe educational environment for food-allergic students.

#### *Family's Responsibility*

- Notify the school of the child's allergies.
- Work with the school team to develop a Food Allergy Action Plan that accommodates the child's needs throughout the school including the classroom and during school-sponsored activities outside the classroom.
- Provide written medical documentation, instructions, and medications as directed by a physician.
- Provide properly labeled medications and replace medications after use or upon expiration
- Complete an Authorization for Medication form if needed
- Provide emergency contact information

#### *School's Responsibility*

- Be knowledgeable about and follow application laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply
- Review the health records submitted by parents and physicians
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy

- Assure that all staff who interact with the student on a regular basis understand the food allergy, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives
- Designate school personnel who are properly trained to administer medications in accordance with state and Good Samaritan laws governing the administration of emergency medications
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location
- Review policies/prevention plan with the care team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy

*Student Responsibility (within appropriate ability level as determined by parents and staff)*

- Should not trade food with others
- Should not eat anything with unknown ingredients or known to contain any allergen
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level
- Should notify an adult immediately if they eat something they believe may contain food to which they are allergic.

**Student Dress**

Many of our students struggle with sensory issues. Our dress guidelines are intended to keep everyone safe and avoid unintended sensory issues that would detract from their learning potential.

Please be sure your child is dressed with the following in mind:

1. All clothing should be comfortable on your child including shoes, belted items and heavier clothing for winter.

Always assume your child will go outside. Unless the weather is excessively hot (over 95 degrees) or cold (32 degrees or below) students will go outside every day for recess.

In cooler weather, please send a jacket, gloves, hat, etc.

In warmer weather, please apply sunscreen before bringing your child to school.

Your child will probably get mud, dirt, paint, markers, sand, etc. on his or her clothing. Keep this in mind when selecting your child's clothing.

2. Footwear should be sturdy enough so that children can comfortably participate in gross motor activities. Sandals must have heel straps.

3. Any print or graphics on clothes must be non-threatening, non-discriminatory, and not portraying illegal or violent issues.

Please send at least one extra pair of labeled clothing to be kept at school in case of accidents.

### **Money and Personal Property**

Personal property and money brought to the school should be kept to an absolute minimum. Please remember that Lumen Academy cannot be held responsible for any lost or broken items that are brought into the facility.

### **Lost & Found**

A lost & found is maintained throughout the school year. Parents are encouraged to check frequently for lost items. Unclaimed items will be donated to charity. Students should have their names on all clothing and other items brought to school.

### **Electronic Device Policy**

Staff use iPads for the duration of the school day in order to take data and access educational applications that they may incorporate in programming or curriculum. Most students will also use computers or iPads for any on-line curriculums, to look up potential research projects, access library books, and also to learn computer mechanics (create documents, Power point presentations, etc.) These technologies may also be used as reinforcers. All activity on the computer or iPad will be supervised. Supervised video viewing is only permitted when it is included in the student's program for an identified reason.

Students are permitted to bring personal cellular phones to school. Students must turn their cell phones off during school hours.

Augmentative and Alternative Communication devices are welcome.

All other electronic equipment is not permitted at school unless written permission is given by the Executive Director.

## **Code of Conduct**

This code of conduct will be implemented with extreme caution and discretion taking each child's diagnosis into consideration and while employing a functional behavior analysis regarding a student's behavior.

We abide by Washington State Chapter 28A.600 RCW as our standard of student conduct. Please see:

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.600>

## **Anti-Harassment, Intimidation, & Bullying**

Harassment of any kind towards students or staff by other students or staff is unlawful. We will not tolerate any harassment at our school. All contact between students and staff should be in keeping with respect for the individual students, be of a nature which does not make the student feel uncomfortable, and be conducive to creating a stable environment. Harassment includes but is not limited to making unwanted sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive environment. All students and all school staff are expected to conduct themselves with respect for dignity of others.

We abide by Washington State Chapter 28A.600.485 as our protocol to address harassment, intimidation, and/or bullying whether from or to school employee, student, or volunteer. Please see:

<http://app.leg.wa.gov/RCW/default.aspx?cite=28A.600.480>

## **Discipline**

We use positive behavioral supports to allow individuals to be successful and to prepare them for independent living. Each person is taught in accordance with their individualized treatment plan using the principals of applied behavioral analysis which may include: redirection, token systems, social praise for appropriate behavior, or temporary removal of reinforcement. When necessary, a behavior plan is developed and overseen by a Board Certified Behavior Analyst. All professional ethical standards are observed. We do not tolerate any form of corporal, humiliating, and/or traumatic treatment.

The Revised Code of Washington (RCW) describes dangerous weapons, and the carrying or possession of such: "Any instrument or weapon of the kind usually known as sling shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of

gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirk, pistol or other dangerous weapon; who shall use any contrivance or device for suppressing the noise of any firearm (RCW 9.41.250).

Any fire arm; or device commonly known as “nun-chu-ha sticks,” consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; or any device commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas (RCW 9.41.280).

As required by RCW 28A.320.130, each private school shall report annually to the Office of Superintendent of Public Instruction (OSPI) all known incidents in violation of RCW 9.41.280 in the year preceding the report involving the possession of weapons on school premises, on transportation systems, or in areas of facilities while being used exclusively by public or private schools. OSPI must compile the data and report to the House of Representatives, the Senate, and the U.S. Department of Education.

### **Emergency Restraint**

In the case of an emergency that involves behaviors representing a significant danger to themselves or others while the client is enrolled in the program, Lumen will use Safety Care restraint procedures. In the case that Safety Care procedures are needed for new or unusual behaviors that are not successfully remediated by the disciplinary measures outlined above, parents will be immediately contacted for notification and to schedule a time to discuss next steps.

### **No Smoking**

Lumen Academy prohibits the use of any substance containing tobacco in or on the school grounds or at any school-sponsored function.

### **School Prayer**

Students who wish to engage in prayer or religious commentary may do so as long as it does not infringe on the rights of other students or staff members.

### **Pets**

For the safety of all students pets are not allowed at school.

### **Field Trips**

Field trips may be planned to assist students with social, functional, or leisure skills. Parent permission slips to participate will be sent home. All students who attend field trips must have a signed copy of the Field Trip Permission Slip prior to attending the field trip. The classroom BCBA is required to take all medical and emergency forms for all students attending the field trip with them.

Parents will be advised if their presence is welcomed or expected with each field trip. Parents may transport their own child/children in their personal vehicle but may not transport any other students in their own vehicle. If parents prefer that children not attend a field trip or if the student arrives late and the group has already left, the student's regular schedule will be followed. Transportation may be expected from parents or provided by Lumen staff on the approved drivers list.

### **Life Skills Outings**

Staff who transport students in their own vehicles during working hours and as part of the student's program must be on the approved driver list. Approved drivers are those who submit proof of a good driving record from the Washington State Department of Motor Vehicles, proof of insurance, vehicle registration and a valid driver's license. Parents must sign a transportation waiver. Students must be transported according to state and local laws including the use of car seats and restraints.

### **Parent Involvement**

Lumen Academy requires a high level of parent involvement in their child's education to insure the child's highest potential for success.

### **Annual Parent Meeting**

Lumen schedules a mandatory parents meeting prior the beginning of the school year (late August) in order to remind parents of requirements and expectations and review key policies.

### **Parent/BCBA Conferences**

Parent/BCBA conferences are scheduled on a monthly basis to discuss needs, progress, and ways in which the family and school can work together. The Executive Director and lead therapist will meet the parents at the school to discuss the child's program and address questions. This is a mandatory appointment required for all

students. Parents are also encouraged to keep in contact with the Director as needed during non-instructional times.

### **Home/school Communication**

In order to communicate efficiently, we will correspond in the following ways with parents:

- Access to Catalyst website/software parent portal to review their child's progress
- Immediate announcements and program-specific information provided via email or communication log
- Description and explanation of curriculum chosen for their child
- The forms of academic assessment used to measure student progress
- Proficiency levels that students are expected to meet
- Opportunities for decision-making related to the education of their children
- Materials and training so parents can participate in improving their child's achievement
- Strategies to build ties between home and school
- General information appears on our website, Facebook page, and e-mail to parents.
- Important information that requires your immediate attention will be sent home and placed in the front of your child's communication log. Please check the notebooks daily as this information usually requires a timely response.

### **Parent Expectations**

Parents are expected to attend a monthly 1-1.5 hour training at the school. In addition, we expect that you will communicate with the school via communication log, e-mail, in person, or over the phone regarding:

- Absences
- Vacations
- Illnesses
- Any behavioral concerns including daily (e.g a "bad night", got into food they shouldn't have or unexpected change is bothering them, etc...) or overall goals/concerns such as adding or excluding programs from the treatment plan

### **Visitors**

All visitors must call the main line number to gain entrance for each visit to the school. Visitors may be asked to leave if staff determines that the visitor's presence is causing any student to have severe behaviors or is disruptive to classroom activities.

## **Parent Observation**

Parents will be required to read and sign a HIPPA form prior observation. Please see the Appendix for the HIPPA form.

You may schedule an observation time and date with the Executive Director. Observations must be scheduled in advance in order to minimize program disruption (preferably at least one week prior). Siblings and other small children are not allowed in the classroom during these visits. Call the main line for entry at the time of the observation. Follow classroom staff direction for an appropriate place to observe. Please do not leave your spot except to stand and move slightly to get a better view. Do not speak with the staff or students unless they approach you. Please make an appointment with the Executive Director if you wish to follow-up on your observation. Parents/guardians may be asked to leave if staff determines that the visitor's presence is causing a student to have severe behaviors or is disruptive to classroom activities.

## **Gifts and Donations**

Lumen will gratefully accept any items from home to be used for crafts, play and language activities, and supplies. Please make sure the donated items are complete and in good condition.

## **Fundraising**

Lumen Academy is a non-profit, tax-exempt organization whose annual expenditures substantially exceed income generated from fees. We encourage each family to participate in all fundraising activities.

Various fundraisers will be held each year for our nonprofit organization. It is our hope that everyone involved with the school will participate. If you would like to join our fundraising committee, please contact us at [info@lumenacademy.org](mailto:info@lumenacademy.org).

## **Volunteers**

Lumen Academy encourages parents to volunteer. Volunteers are needed to work at all levels on a variety of projects. Please contact the Executive Director if you would like to volunteer. It is our belief that all parents have something to offer, and it is always appreciated!

## **Custody and Guardianship of Students**

For parents of students who are not married, it is the responsibility of the custodial parent(s) to provide the school with a copy of a date-stamped court document indicating the custodial status of the child or children.

The custodial parents maintain the responsibility to inform the school of any changed in custody through date-stamped court documents throughout the duration of the child's enrollment at Lumen Academy. If both parents maintain custody it is the responsibility of both parents to present date-stamped court documents to this effect.

For individuals other than the parents it is the responsibility of the person who maintains custody to provide the school with current date-stamped documents indicating the custodial status of the child.

If we do not receive up-to-date copies of court date-stamped documents then school personnel will follow the most recent court documents available in the event of any student issues regarding custody or guardianship.

### **Child Abuse**

Professional school personnel are required by state law to report to designated school and community authorities any suspected case of child abuse and neglect. Failure to make the required report is a gross misdemeanor. The law protects the reporter from any liability which might be incurred for breach of confidence between them and a student. Lumen staff are accountable to prevent this offense against children. Lumen will protect all students. Strict confidentiality will be maintained. Reporting procedures will be outlined in the Employee Handbook.

### **Student Records**

Student records are confidential and protected by the Privacy Act. Only school staff and the child's biological parents or legal guardians have access to the records. Parents must request access to student records through the Executive Director. Either parent of the child has the right to inspect the child's record unless legal evidence to the contrary is supplied. The school will disclose records when required to do so by court order subpoena or in accordance with State or Federal law.

### **Confidentiality**

In order to protect the confidentiality of students and their families as well as staff we follow HIPPA guidelines. Staff are not encouraged to interact with current or former students. This includes personal relationships and e-mail, as well as social media such as Facebook, Twitter, and Instagram.

### **Emergency and Security Procedures**

#### **Emergency Preparation**

Fire drills, emergency evacuation drills, lockdown drills, and earthquake drills, are held to help students learn appropriate responses in the event a real emergency should occur, and also for insurance purposes. Students must conduct themselves as though a real emergency were in progress. Staff will help students with the procedures and the route to be used in exiting classrooms.

In an effort to be adequately prepared to serve students in the event of a disaster or during an extended loss of power, our preparedness plan includes supplies, procedures, and training required in the event of a major emergency. We will work closely with the local fire department to assure our preparation is appropriate and adequate at all levels.

In the event of an emergency the Executive Director and/or a designated representative will communicate with the parents via an automated text message or phone call.

### **Communicable Disease**

The Executive Director or designated representative will contact the King County Health Department to notify them of any reportable communicable illnesses.

### **Accidents, Illnesses and Injuries**

A staff member will contact parents immediately if a student is ever injured or a serious accident should occur, as well as fill out an accident report form to communicate the circumstances to parents. In the case of a medical emergency we will call 911 for emergency help. In the case of illness: if the student needs to go home according to our sick policies parents will be notified to pick up their child.

### **General Supervision**

At all times during the day every student is assigned to a staff member. That staff member is responsible for keeping the student in line of sight supervision.

### **Lost Child Protocol**

In the event a student is temporarily lost at the school, we will issue an emergency alert, all exits will be checked for locks and a pre-assigned staff member will inspect the grounds and neighborhood.

### **Grievance process**

From time to time honest differences of conscience over sensitive issues, concern about the educational program, or concerns about the performance of an employee may arise which demand attention and peaceful resolution. We are committed to addressing these concerns in a manner as swiftly as possible.

#### *Concerns regarding an employee*

1. As much as possible the concern should be addressed informally first.
2. Should a formal process become necessary it will begin by submitting a written statement of concern to the employee's supervisor and the parties will meet to resolve the matter.
3. If necessary, the formal process may continue with a meeting of the parties involved and the supervisor. The supervisor will render a decision and communicate to all parties involved.
4. An appeal of the supervisor's decision may be communicated to the school board.

#### *Concerns regarding the school*

1. Lumen will take proactive steps to identify potential issues, to improve communication between the school and home, and to encourage involvement from all members of the school community.
2. Lumen will foster community sensitivity by requiring all communication to be conducted in a respectful manner free of gossip and recrimination, and without intimidation.
3. To the extent possible the process is to be conducted informally.
4. Should a formal process become necessary it will begin with a written statement by the aggrieved and communicated to the Executive Director. The parties will then meet until such time as a resolution is reached, if possible. Outside parties may be brought in to the discussion to assist in seeking a resolution.
5. If the Executive Director is unable to resolve the matter, he/she will appeal to the Board of Directors.

### **Grievance Steps**

#### *Informal Process*

Speak first to the person most directly involved and do not make the circle of knowledge any larger than necessary to deal with the situation. If, however, the parties concerned are unable to resolve the matter satisfactorily, the formal process shall be initiated.

#### *Formal Process*

The formal resolution process begins with a written statement that clarifies the concern(s). The statement shall

be signed and delivered to the party with whom resolution is sought, and a copy should be delivered to the Executive Director. The parties involved shall meet to discuss the issues raised and to work out a mutually agreeable resolution. If the matter is not resolved in one meeting then additional meetings shall be scheduled. To alleviate any pressure an interim resolution may be initiated until a final resolution is reached. These meetings shall continue as long as progress is being made towards a solution. However, if the parties determine that progress is not being made or that a facilitator is needed, a supervisor will meet with them to assist in the process. If the parties still believe that no progress is being made they shall submit an appeal in writing to the Executive Director. After reviewing the situation the Executive Director will meet with the parties involved as often as needed in order to render a decision. The Executive Director shall render a decision and deliver it in writing to the involved parties within 30 days. The Executive Director's decision may be appealed to the Board which will determine its own procedure.

#### *Review*

Staff shall document the nature and number of resolution issues raised and submit an annual report to the Executive Director and the Board.

## Appendix

### Daily Schedule

<b>Time</b>	<b>Activity</b>
8:30-8:45	AM Routine Play
8:50-9:10	AM Meeting
9:10-9:30	Stations
9:30-10:00	Recess
10:00-10:15	Snack
10:15-10:35	Stations
10:35-10:55	Stations
10:55-11:15	Stations
11:15-11:45	Lunch
11:45-12:00	Sensory or Social Skills
12:00-12:20	PM Meeting
12:20-12:40	Recess
12:40-1:00	Stations/PE/Group Game
1:00-1:20	Stations
1:20-1:40	Art/Cooking/Specials/Other NET Teaching
1:40-2:00	Snack
2:00-2:10	Clean-up/PM routine
2:10-2:25	Closing Circle
2:25-2:30	Departure

**Station 1: Fine motor/Writing**

**Station 2: Reading**

**Station 3: Expressive Language/Talking**

**Station 4: Observing/Visual Performance**

**Station 5: Receptive Language/Listening**

**Station 6: Mixed Verbal Behavior**

**CLM: reading, writing, talking, observing, problem solving, participating, listening**

# 2018-2019 School Calendar

## Important Dates

Date	Event
Sep 5th	First day of school
Nov 12th	Veteran's Day (observed) - No school
Nov 22nd-23rd	Thanksgiving Break - No school
Dec 18th-Jan1	Winter Break - No school
Jan 21st	Martin Luther King Jr. Day - No school
Feb 18th	President's Day - No school
Feb 19-22	Mid Winter Break - No school
Feb 8-12	Spring Break - No school
May 27th	Memorial Day - No school
June 20th	Last day of school

## **Lumen Academy Tuition Schedule**

Your student will be invited to enroll upon acceptance of their application. Returning students must re-enroll each year. Lumen charges an annual enrollment/re-enrollment fee. The fee is identified in the tuition price sheet. This fee is a deposit paid towards the tuition fee upon enrollment. This fee is non-refundable if enrollment is rescinded.

### **Annual Tuition Fee**

Annual tuition is \$10,000.

This amount is due July 1. Two payment tracks are provided depending on student status.

Domestic student or permanent resident (student with green card):

- In full (with 2% discount if paid by July 1 by **check**; no discount beginning July 2\*); or
- 10 months of equal installments, due on the 1<sup>st</sup> of the month, beginning July 1 through April 1.

NOTE: families who pay in full may place a voluntary deposit with the school to cover class- and co-curricular fees that arise during the year. Any deposit remaining will be refunded after your family withdraws or the last student in the family graduates from BCS.

Student with F-1 visa:

- In full (with 2% discount if paid by July 1 by **check**; no discount beginning July 2\*); or
- 2 semester installments, due July 1 and January 1.

\*there is no discount for full payment made by wire or credit card prior to July 1 for the upcoming school year, but wire or credit card fees will be waived. A 4% convenience fee is charged on any tuition or fee payment by credit card beginning July 2.

### **Clinic Fee**

Considerable care has been taken to determine our fees. We want to assure you that our charges accurately reflect the complexity of care rendered and the skill and expertise required for your care. We understand that you are fortunate to have insurance coverage and we will go the extra mile to help you maximize your benefits provided by your specific plan.

It is our policy to invoice families on a monthly basis. If your insurance carrier provides financial assistance for services, please understand that Calhoun Consulting, LLC will bill insurance directly. All fees are due by the due date indicated on the invoice. Calhoun Consulting, LLC will provide you with the proper invoice and/or all the necessary paperwork that will be needed so that you can submit it to your insurance carrier in order to obtain reimbursement for out-of-network providers.

Our hourly fee for Dr. Calhoun is \$174 per hour for consultations, meetings, assessments, program development and direct intervention. For program development we bill anywhere between 15 minutes - half hour per program developed. We charge this same fee on a prorated basis for telephone calls longer than 10 minutes, as well as any persistent e-mail communication.

Our hourly fee for behavior technicians is \$55 per hour for direct intervention, meetings and material preparation.

### **Additional cost considerations**

In addition to the tuition and clinic fees, there will be a cost associated with supplemental material and co-curricular fees. Families will be responsible for purchasing these items. These may include the cost of food reinforcers, sensory items that could not be shared with others (i.e. chewie rings), etc.

### **Billing**

Lumen initiates tuition and fee billing in early- to mid-June for the upcoming school year and continues to bill charges around the 20<sup>th</sup> of each following month. Monthly installment payments are due on the 1<sup>st</sup> of the month, beginning July 1; subsequent tuition installments are due on the first of each month through April 1. (See also Withdrawal and Tuition Responsibility.) Late payments (with the exception of ACH payments) are subject to the late payment policy. Monthly payment options:

- Lumen requests that families authorize Lumen to use the [ACH](#) (automated clearing house) payment method for 10-month installment plans. ACH withdrawal is made from the account you designate on the 5<sup>th</sup> of each month; no late fee. Once authorized, student billing will continue to draw payment from month to month and year to year until the authorization is cancelled in writing.
- Alternatively: scheduled, recurring bank bill pay will be accepted but the late payment policy will apply.
- Cash, cashier's check or money order. Families are welcome to drop off cash payments to the Executive Director. (Late payment policy applies.)
- Credit or debit card. Other than re-enrollment and full payment of tuition on or before July 1, any Visa, Mastercard or discover card payment will be charged an additional 4% convenience fee. American Express is not currently accepted for tuition and fee payments. (Late payment policy applies.)

### **Tuition for Enrollment After the Start of the School Year**

When a student enrolls after the start of the school year, annual tuition is calculated from the beginning of the month the student enters class through the end of the school year, the month of June. The tuition calculation is based on monthly installments of the annual tuition. *For example, a student entering class in October would participate in school 9 of the usual 10 months and therefore is only charged 9 installments of the annual tuition.* However, if a new family chooses to make monthly installments, we would work with the family to get caught up to the usual July to April installment cycle.

Using the previous example, those 9 months of tuition would be set up so that payments are completed by April. Ideally, this means paying several months' tuition immediately upon enrollment. The withdrawal policy applies to all after-school-start tuition plans.

### **Unusual Income Circumstances**

Lumen does not have an option for a mid-month ACH draw. Because monthly installments are due on the 1<sup>st</sup> of the month, or by authorized ACH on the 5<sup>th</sup>, families with unusual income circumstances that do not allow for traditional 1<sup>st</sup> of the month payment are encouraged to make advance installments by beginning the 10-month installment cycle in June, so as to pay prior to the due date. Doing so will help match each family's unique financial circumstances to our billing cycle.

### **Late Payment, NSF Return, Outstanding Balance**

**Late payment:** Late fees are assessed on monthly unpaid tuition and fee balances on the 5<sup>th</sup> of each month (\$15) and again on the 20<sup>th</sup> (\$50). Total late fees charged per month: \$65.00.

**NSF payment:** Payments returned for insufficient funds are charged back to the tuition and fee account. A \$25 NSF fee is also charged to your account. Late fees may also be assessed.

**Monthly balance must be paid by month end.** Your tuition contract signed upon enrollment or re-enrollment stipulates that the monthly installment must be paid in full by the end of the month in which it is billed. If your balance is not cleared by month end, *your student may be asked not to attend classes or participate in co-curricular activities until your balance is brought current.*

**Transcripts/School Records.** School records will not be released if there is an unpaid, non-current balance on the tuition and fee account at the grading period month end (trimester in elementary).

Upon withdrawal or graduation from school, transcripts and/or school records will not be released until the balance on the account is cleared, outstanding fines are paid and school property is returned.

### **Withdrawal and Tuition Responsibility or Refund**

The enrollment fee is due upon enrollment and is non-refundable. July and August tuition is due once billed and non-refundable. The process of re-enrollment and open enrollment serves to reserve the student's seat for the coming school year. The process of making tuition payments in July and August serves to confirm the family's intention to attend Lumen Academy. Lumen relies on both these processes to make budget decisions for its fiscal year and to make commitments for the upcoming school year.

Should you find it necessary to withdraw your student from Lumen, you will be responsible for all fees and tuition accrued through the end of the month in which your student withdraws based on the 10-month

installment plan beginning July 1. There are no refunds other than payments made over and above the fees and tuition charged through the month of withdrawal.

### **Confidentiality Statement for Classroom or Therapy Observations**

**Federal Health Insurance Portability and Accountability Act (HIPAA), and their respective regulations protect the confidentiality of medical, educational, and personal information of students. Such information may not be disclosed except as authorized by law or as authorized by student’s parent/legal guardian. These privacy laws and regulations apply to all persons, including all persons conducting observations in educational settings. All observers are required to agree to and sign this confidentiality statement.**

**I understand that, as an observer, I may see, hear, or be exposed to confidential information about students, such as medical information, information about a student’s disability, educational performance, and educational services received, or other educationally related information about a student.**

**I acknowledge that it is my responsibility to respect the privacy and confidentiality of this information. I will not access, use, or disclose any confidential information outside of my observation of student: \_\_\_\_\_.**

**I understand that if I breach any provision of this Agreement, I may be subject to civil or criminal liability.**

\_\_\_\_\_ **Observer’s Name (Please Print)**

\_\_\_\_\_ **Observer’s Signature**

\_\_\_\_\_ **Date**

