



**Parent
&
Student
Handbook**

**School Years
2018-2019
&
2019-2020**

The Policy and Procedure Handbook may change at any time during the year. Updates can be found on the school website LumenAcademy.org.

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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

Lucine Drake, President & CEO: lucine@lumenacademy.org

Main e-mail address: info@lumenacademy.org

Main phone line: (206) 953-1834

Physical address: 13940 NE 166th St.
Woodinville, WA 98072

Mailing address: P.O. Box 2334
Woodinville, WA 98072

Board office address: 14461 156th Ave NE
Woodinville, WA 98072

Senior Staff**Board of Directors**

Lumen Academy is a non-profit 501(c) 3 organization governed by a board of directors. The board of directors for 2019 includes:

Lucine Drake (President)
Paige Robidoux (Secretary)
Jordan Bingham (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 use Direct Instruction as our primary curriculums. Direct Instruction is used for the academic areas of language arts and math. All Direct Instruction curriculums meet Common Core State Standards.

We use Reading Mastery Signature Edition for all language arts areas. Reading Mastery is a complete basal reading program that uses the Direct Instruction method to help students master essential decoding and comprehension skills. The program places particular emphasis on teaching thinking skills and helping students acquire background knowledge. A typical 30 to 45 minute lesson includes seven to nine short activities encompassing multiple strands of content including:

- Phonemic Awareness
- Letter-Sound Correspondence
- Sounding Out of Words
- Word Recognition
- Vocabulary
- Oral Reading Fluency
- Comprehension

We use Connection Math Concepts: Comprehensive Edition for math. Connect Math Concepts: Comprehensive Edition is a six level program (A-F) designed to accelerate the math learning performance of students in grades K through 5. The program provides highly explicit and systematic instruction in the wide range of content specified in the Common Core State Standards for mathematics. The program stresses understanding and introduces concepts carefully, then weaves them together throughout the program. Lessons are designed to introduce concepts at a reasonable rate and help students make connections between important concepts. The lessons provide the practice needed to achieve mastery and understanding.

For Science and Social Studies we use curriculums created by a homeschooling educational company called Moving Beyond the Page. These curriculums are literature, rather than text book, based. They allow our students to have different ways of learning - with Direct Instruction and literature based learning.

In addition to these we also use subscription boxes for science, social studies and play schemes to enhance our Common Core State Standard curriculums. We use these subscription boxes to provide project based learning. We use them to create monthly themes and build art, play and science projects based on those themes. We currently use Spangler Science Club for science projects, Little Passports for social studies and KidWonder for play shemes.

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 BCBAs with regular progress reviews performed monthly.

In addition to the individual ABA programing we also conduct monthly team meetings, parent training, and programs to address problem behaviors and a range of behavior analytic services. Our focus is to help 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. We will serve individuals 5-11 years of age for the 2019-2020 school year.

Registration

Parents must complete the registration and enrollment forms and pay the initial tuition installment prior to their child entering school. Students will not be admitted until all forms are completed correctly and the tuition installment is received.

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 by 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

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 idiosyncrasies 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.

Instructional hours may be extended on a case-by-case basis depending on insurance coverage and need. School day extensions may be discussed with the Executive Director.

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 charges. Late arrivals without advance notification will be charged at \$10 per 15 minute 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 at (206) 953-1834. Please make sure these are reserved for emergencies and rare occasions. Early pickups without advance notification (with **less than 12 hours' notice**) will be charged at \$10 per 15 minute increment.

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. Late arrivals without advance notification will be charged at \$10 per 15 minute increment.

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

We require at least 48 hours notice of a scheduled absence. Failure to notify the Executive Director with at least 48 hours notice will result in staff charges billed directly to the parent/guardian financially responsible for the student.

If there is a set of scheduled medical appointments for the student (e.g. an appointment every week for 3 weeks) we require a note from the medical practitioner. Without a note from a medical practitioner ongoing absences will be marked as unexcused and staff charges will be billed directly to the parent/guardian financially responsible for the student.

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 16 business days. We will not be able to continue services for students if there is vacation for a period longer than 16 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 (see appendix). 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 reach, we will contact Child Protective Services.

Payment

Academic Tuition

Lumen Academy Tuition Schedule

Your student will be invited to enroll upon acceptance of their enrollment package and tuition deposit.

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.

The process of enrollment and the initial tuition payment serve to reserve my/our child/children's seat for the coming school year and serves to confirm my/our family's intention to attend Lumen Academy. Lumen Academy also requires payments for the months of July and August prior the start of the school year in order to make budget decisions for its fiscal year and commitments for the upcoming school year. Therefore:

1. **The initial payment is due upon enrollment or re-enrollment along with a completed and signed enrollment package.**
2. Annual Tuition payment plans. I/We will pay the annual tuition by one of the following plans:
 - a. Pay in full upon enrollment by check with no potential for late fees (offer expires and fees apply beginning July 1).

b. Pay in 10 monthly installments of \$1,000 each beginning with an initial payment at enrollment, the next payments in July and August, and the remaining payments each month thereafter ending March 2019 by check or ACH (a direct debit from your bank account).

a. A completed ACH Authorization Form is required to initiate these payments. If by ACH withdrawal, my signature affirms that a current ACH authorization is in place with the Finance Office who will continue to draw monthly installments for tuition and fees under that authorization, or that I will contact the Finance Office to update my bank information.

c. Checks should be made out to Lumen Academy.

3. **Withdrawal.** If my/our child/children does/do not attend Lumen Academy or withdraws at any time, I/we will be responsible for all fees and tuition accrued through the end of the semester in which my/our child/children withdraws based on the 10-month installment plan for annual tuition beginning July 1. I/We understand that this means tuition paid at enrollment, July, August, and once billed is non-refundable. There are no refunds other than payments made over and above the fees and tuition accrued through the month of withdrawal. Tuition responsibility is as follows:

Date Withdrawn	Tuition & Fee Responsibility
Prior to December 18th	Tuition fee pro-rated to December 18th
January 2nd through June 20th	Tuition free pro-rated to June 20 th

4. **Late payment, overdue balance.**

a. Late fees are assessed on monthly unpaid tuition and fee balances on the 5th of each month (\$15) and again on the 20th (\$50). Total late fees charged in one month: \$65.00.

b. Payments returned for insufficient funds are charged back to the tuition and fee account along with a \$25 NSF fee. Late fees may also be assessed.

c. If the monthly balance is not paid in full by the end of the month for which it is billed, my/our student may be asked to not attend classes or participate in co-curricular activities until the balance is brought current.

d. Report cards will not be released if there is an unpaid, non-current balance on the account at the grading period month end (quarterly).

e. Lumen Academy transcripts will not be released for school or college applications if there is an unpaid, non-current balance on the account.

f. If we withdraw from Lumen Academy, transcripts and school records will not be released if there is an unpaid balance on the account or if there are outstanding fines or unreturned school property.

g. If any balance remains unpaid after 6 months we understand that Lumen Academy will report us to a collections agency.

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

- In full; or

- 10 months of equal installments, due on the 2nd of the month, beginning with tuition deposit and ending March 2nd.

Student with F-1 visa:

- In full; or
- 2 semester installments, due July 1 and January 1.

*A 4% convenience fee is charged on any tuition or fee payment by credit card.

Billing

Lumen initiates tuition and fee billing upon enrollment for the upcoming school year and continues to bill charges around the 2nd of each following month. The process of making tuition payments upon enrollment through 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.

Monthly installment payments are due on the 2nd of the month, beginning July 2nd; subsequent tuition installments are due on the first of each month through March 2nd. (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 2nd 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.)

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), field trip attendance, etc.

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.

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 March installment cycle. *Using the previous example, those 9 months of tuition would be set up so that payments are completed by March.* 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 and ACH are due on the 2nd of the month, families with unusual income circumstances that do not allow for traditional 2nd 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.

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.

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, a snack, and a beverage for their child every day.

Food should be prepared, mixed, and ready to eat.

Snacktime occurs in the mid-morning. This 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>

Incident Report Forms

There are incidents that require the completion of an incident report form that will be sent via e-mail to parents/guardians within 24 hours of the incident. This would be in addition to or in lieu of a phone call to the parents/guardians depending on the circumstances. The following are types of incidents that would require this reporting:

- Arson
- Assault
- Drugs/Alcohol
- Fire Alarm
- Physical Injury
- Police-related incidents
- Theft
- Threats
- Trespass
- Vandalism
- Weapons
- Building Damage

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.

We abide by classroom discipline measures as written in Washington State Law where the offense jeopardizes the safety and wellbeing of student, staff, or property. Each of our students and staff have a right to feel safe in

our school environment. Disciplinary measures resulting from the offense are not punitive but in order to preserve and protect the safe environment each individual at our school deserves.

Disciplinary Measures

The following includes a partial list of school offenses that will require disciplinary measure. Disciplinary action may include a switch to a different behavioral therapist, early dismissal, suspension or expulsion. Parents will be immediately contacted for notification of an offense, receive an Incident Report Form within 24 hours of the offense, and will be required to schedule a time to discuss next steps. Parents/guardians are required to attend this meeting within 7 days of the incident to insure the safety and wellbeing of the student as well as staff. If behaviors that require restraint continue prior the meeting, we will provide early dismissal for the student. These measures are intended for the safety and wellbeing of the student. Any three offenses will require suspension and another parent/guardian meeting.

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, crude language, 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. School staff are subject to employment disciplinary measures. Harassment, intimidation, or bullying staff or student or any individual associated with the school environment by a student is considered an offense subject to early dismissal, suspension or expulsion. 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>

Physical damage

If a child damages property during school attendance, an Incident Report Form will be provided to parents/guardians within 24 hours. Damage beyond normal wear/tear will be assessed as parent responsibility. In the case that physical damage occurs as a result of “malicious mischief” - or intent to knowingly and

maliciously cause physical damage to property - this is considered a school offense. In the case that the property does not belong to a known entity, we will be required by law to contact police in order to determine rightful owner.

Weapons

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, it 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.

Law Enforcement

Our staff are required by law to contact law enforcement:

- if they or any child or individual feels threatened by a student and cannot restrain the child without inducing harm to self or child.
- If a child damages property and we are unable to determine the owner of the property otherwise
- If a child is found with weapons or drugs in their possession

- If a child communicates a desire to harm themselves
- If a child communicates fear or evidence of abuse from anyone

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. Parents/guardians will receive a completed Incident Report Form within 24 hours anytime restraint has been used. 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. Parents/guardians are required to attend this meeting within 7 days of the incident to insure the safety and wellbeing of the student as well as staff. If behaviors that require restraint continue prior the meeting, we will provide early dismissal for the student. These measures are intended for the safety and wellbeing of the student.

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 occur on a monthly basis 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. Students cannot attend field trips without a signed permission slip and ticket purchase amount.

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 individuals on the Lumen 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. Lumen Academy provides a DOT-approved booster seat for all students. Please contact the Executive Director if your child needs any other transportation accommodation.

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. Our program will not be effective without consistent and clear home/school communication, attendance at parent trainings, and rapid response to violations of the code of conduct or behavioral concerns. Parents are required to sign a Parent Commitment Contract as a part of the enrollment process. Failure to participate in the requisite meetings may lead to disenrollment of the student.

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. If you are unable to attend a previously scheduled parent meeting, please contact the Executive Director at least 48 hours ahead of time to reschedule. Missing any three parent meetings over the course of the school year will result in disenrollment.

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

Home/school Communication

Daily: Your child's RBT of the day will share any significant behavioral concerns at pick-up. Because each student differs in the type and frequency of notable behaviors, we will focus on reporting any major changes in their more typical behavior patterns. If any major incidents occur you will be e-mailed a copy of an incident report form within 24 hours of the incident, and additionally contacted immediately depending on the type and severity of incident.

Drop-off is an excellent time to share with us any behaviors at home that you need assistance with or that you feel would impact your child's success at school that day.

Weekly binder: On Fridays you will receive a report summarizing your child's academic and therapeutic progress (including speech and OT), examples of your child's work, and any other communications such as field trip slips, newsletters etc. ***Please return the binder in your child's backpack every Monday so we can prepare it for the following week.***

On occasion if we need to send along information on any other day besides Friday we will send you an e-mail to notify you to check your child's backpack for it.

Monthly: We will use your parent training time to discuss academic progress and behavior concerns in depth. To make best use of this time come prepared with your list of concerns or questions, if any.

In addition we provide the following information/communications tools:

- Access to Catalyst website/software parent portal to review their child's progress
- Immediate announcements and program-specific information provided via email
- 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
- General information appears on our website, Facebook page, and a monthly newsletter to parents.

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 is a 501(c)3 non-profit organization.

We 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.

We can take advantage of corporate match programs for your donations. Please contact the Board President for further information.

Amazon Smile

When you shop at AmazonSmile, Amazon will donate to Lumen Academy. Support us every time you shop! Simply enter “Lumen Academy” as your non-profit organization of choice, and make sure to select the “AmazonSmile” version of your webpage during checkout.

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.

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 Incident 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

<u>Time</u>	<u>Activity</u>
8:30-8:45	Drop off/Recess
8:45-10:00	AM Routine and Academic Period
10:00-10:10	AM Recess
10:10-11:15	Academic Period
11:15-11:45	Lunch
11:45-12:15	Lunch Recess
12:15-1:00	Academic Period
1:00-1:15	Early Release: Clean up and Classroom jobs
1:15-1:30	PM Recess
1:30-1:45	Class circle time
1:45-2:00	Station 1
2:00-2:15	Station 2
2:15-2:30	Station 3
2:30-2:40	Early Release: Cool down and Pick up
2:20-1:40	Art/Cooking/Specials/Other NET Teaching
2:30-3:30	Academic Period
3:30-3:45	Clean up, Cool down and Classroom jobs

Week 1 Stations: Pretend Play Theme

Week 2 Stations: Pretend Play Theme

Week 3 Stations: Science

Week 4 Stations: Social Studies

2019-2020 School Calendar

Important Dates

Date	Event
Sep 4th	First day of school
Nov 11th	Veteran's Day (observed) - No school
Nov 28th-29th	Thanksgiving Break - No school
Dec 23rd-Jan 3rd	Winter Break - No school
Jan 20th	Martin Luther King Jr. Day - No school
Feb 17th	President's Day - No school
Feb 18-21st	Mid Winter Break - No school
April 6th-10th	Spring Break - No school
May 25th	Memorial Day - No school
June 18th	Last day of school

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

Student Withdrawal Form

Student Name: _____ Date of Birth: _____

Withdrawal Date: _____

I wish to withdraw my child:

- Temporarily
- Permanently

Parent/Guardian Name: _____ Telephone: _____

Forwarding Address: _____

Reason for Withdrawal (check all applicable):

- Transfer to Another District
- Transfer to Another Private School
- Transfer to Another School in same District
- Transfer Out of State
- Transfer Out of the United States - Name of Country
- Home School
- Financial Reasons
- Personal Reasons
- Employment
- Medical Reasons
- Academic Failure
- Other reasons (list)

Transfer School: _____

Transfer District: _____

Please share any positive experiences you have had during your time at Lumen Academy:

Please share any negative experience that may have caused you to withdraw your child (if different from reasons stated above):

What could we have done to help you stay?

What needed to be different for you to consider continuing your child's enrollment at Lumen Academy?

Prior to withdrawing your child, did you discuss your concerns with a staff member? If so, with whom did you discuss:

If yes, what response did you receive?

If no, please list the reasons that you did not choose to discuss your concerns with staff prior to making your decision to withdraw:

Parent/Guardian Signature: _____ Today's Date: _____

Student educational records will be forwarded to the receiving school upon written request.

Please send completed form to info@lumenacademy.org. The withdrawal is not official until you receive confirmation from Lumen Academy. Confirmation will come within 1 business day, so please contact us if you do not receive confirmation.

For Office Use Only:

Date Student Records Sent: _____ Sent By: _____