

HOPE ACADEMY



PARENT GUIDE 2023-2024



4600 Beach Boulevard
Jacksonville, FL 32207

904-346-5100

www.Hope-Haven.org

Welcome to Hope Academy at Hope Haven



We know families have many options when selecting a transition program, and we are happy you chose Hope Haven. This handbook has been developed to provide you with important information necessary for your student to have a successful school year. Please take some time to familiarize yourself with our policies and procedures. We look forward to working with you and your student during this school year!



Our Program Philosophy



The transition phase in a student's life can be both exciting and a little intimidating. Our goal is to teach students the work and independent living skills they will need to increase their level of independence and confidence as they begin their journey into adulthood.

While we do spend some time learning in a classroom setting, we know that hands-on opportunities are key to skill acquisition. That is why we ensure that every student has the opportunity to put the skills they are learning into action. This might mean cooking a meal, participating in a mock interview, or working at a job site. We provide the practice and support that will allow each student to be successful.

"Tell me and I forget. Teach me and I remember. Involve me and I learn."

~Benjamin Franklin



Family Rights & Responsibilities

Your rights are to:

- Be involved in your student's education and care
- Receive information regarding your student's progress
- Share in decisions about your student's education
- Be informed when a communicable disease or traumatic situation occurs
- Be informed by your student's teacher about issues concerning your child
- Be informed about changes in fees, teachers, or programming

Your responsibilities are to:

- Be involved in your student's education and help them meet their life goals
- If eligible, learn about and register for beneficial services (such as the Medicaid waiver) as soon as possible
- Share information about your student that may impact their learning
- Discuss problems and concerns with the teacher first
- Follow the school policies and consult the handbook as needed
- Keep your student home when sick
- Be on time each day and limit absences
- Ensure that your student follows the Hope Academy dress code each day



Family Rights & Responsibilities (cont'd)



FAMILY PARTICIPATION

Participation from families is key to a successful year for our students.

Some ways you can participate:

- Help your student practice the skills we are learning at home. The more opportunities they have, the more successful they will become.
- Ensure your student is on time each day and limit their absences to illnesses and special occasions. Attendance impacts on site learning, but it also impacts the businesses that are hosting our students offsite.
- Attend progress meetings throughout the year.



School Policies

ADMISSION REQUIREMENTS

- All students enrolled in Hope Academy are between the ages of 16 and 22 years old, but similar ages will be considered on a case-by-case basis. Ideally, students should have completed all academic requirements and deferred their diploma prior to beginning the program. Students who have not deferred their diploma may be accepted on a case-by-case basis. Please know that acceptance under those circumstances will have an impact on certain aspects of a student's future which we will be happy to explain.
- Due to the nature of our program, students must be able to function within a 1:5 teacher to student ratio.
- All students should register with Vocational Rehabilitation prior to beginning program services if they do not currently have a VR counselor. We will be happy to assist you with this process.
- The first month's tuition is due in order to secure your students's seat. Tuition must be paid monthly by the 1st, for your student to attend.
- A health certificate (#3040) and immunization form (#680) signed by your student's physician must be on file within 30 days from the date of enrollment. Failure to provide these forms will surrender your place to another student.
- All provided enrollment forms (registration, financial, medical, etc.) are required to be completed and on file prior to the start of school.
- Students who qualify for scholarship funding must have all applicable forms signed by a parent or guardian and notarized. Any fees not covered by the scholarships are the responsibility of the parent.



School Policies (cont'd.)

ALLERGIES

Please indicate on the enrollment form if your child has allergies (both food and non-food related allergies). All staff will be made aware of any potential allergies and this information will be posted in the classrooms and other relevant areas, such as the kitchen. If your child has a life-threatening allergy, the school program requires specific information as to how to administer medical treatment to the child as well as the appropriate supplies needed.

ATTENDANCE

Families will receive a current school year calendar upon enrollment. We try to follow the Duval County Public School calendar as closely as possible. Students must attend class from 9:00 a.m.- 2:30 p.m. in order to receive credit for attendance and remain eligible for enrollment in the transition program. All parents of enrolled students will be required to sign and comply with Hope Academy's attendance policy for their student to remain enrolled in the program. Please call Hope Academy at (904) 346-5100, ext. 237 to let us know if your child will be absent. If a staff member is not available to answer the phone, please leave a voicemail. For an absence to be excused, a doctor's note must be provided for the days missed.

Students are expected to arrive by 9:00am but no earlier than 8:45am. Late arrivals and early departures are disruptive to the classroom environment, and we request that you keep these to a minimum. If your student has outside appointments, please provide documentation of their schedule from the provider. Excessive absences, late arrivals or early departures will require a meeting with the classroom teacher and program staff. At this meeting, a plan will be developed to assist families. Our goal is to keep every student enrolled. We are committed to the success of each and every student. We appreciate your cooperation with the attendance policy.



School Policies (cont'd.)

CAREER CONNECTIONS AND COMMUNITY CONNECTIONS

Career Connections are off-site opportunities that will occur at various businesses within the community. They will allow our students to gain valuable hands-on work experience while also helping them to discover new jobs and job tasks that they might not have considered previously.

Community Connections are off-site trips that will allow us to learn about community resources and/or practice our independent living skills. Trips can involve anything from a trip to the grocery store to a tour of an independent living facility. Our goal is to show students that they can live a life of increased independence and give them the tools to make those dreams possible.

Hope Haven will provide transportation to and from both Career and Community Connection locations. Please ensure that your student is on time and will be in attendance throughout the entire experience. Due to the nature of these experiences, students may not be dropped off at or picked up from the site itself.

CURRICULUM

Hope Academy at Hope Haven uses the transition band of Unique Learning System as its core curriculum. With this platform, our students focus on a variety of topics to include work readiness, employability, interpersonal skills, functional academics, and even daily living. The program presents one overarching theme per month while still providing instruction and practice in the recurring core topics. It is carefully organized to help students develop and build important skills necessary for success during the transition to work and adulthood.

Students will take pre and post tests each month to assess their progress. When working both on and off site, data will also be collected on key soft skills which are necessary for workplace success.



School Policies (cont'd.)

DISCIPLINE

Hope Academy at Hope Haven believes in the importance of prevention in terms of unwanted behavior. Our classroom environment is designed to provide age-appropriate activities that allow students to be as independent as possible while providing support. Our small enrollment size and low teacher-to-student ratio allow for more consistent reinforcement for appropriate behaviors and guidance to problem solve with peers. However, sometimes a more direct intervention is needed, such as when a child has difficulty following directions; or might hurt themselves, others, or equipment/materials in the classroom. If this occurs, the student will be reminded of the rules and redirected when appropriate. If necessary, the removal of the student from the activity may be required for a brief period of time. Behavior that is disruptive to the group during structured activities or harmful to other students/staff will not be allowed. Students who exhibit such behavior may not be allowed to participate in offsite career and community activities until the behaviors improve. Physical punishment will never be used with any student by Hope Academy or Hope Haven staff. While every effort to manage behavior will be used, if problem behavior continues to be an issue, the following steps will be taken as necessary:

- A written notice will be given to the parents and placed in the student's file detailing the incident and intervention used.
- A meeting with the student's parents, teachers, and/or director will be arranged to discuss corrective actions.
- If after the above steps have been taken and the unwanted behavior has not improved or is still a safety concern to the child or other students, the parents will be asked, in writing, to withdraw the student from Hope Academy.



School Policies (cont'd.)

DROP-OFF/PICK-UP PROCEDURES

Hope Academy operates from 9:00 AM to 2:30 PM, Monday through Friday. Unfortunately, there is no extended care morning services so students should be dropped off between 8:45 AM and 9:00 AM. If a student must arrive prior to 8:45AM they may do so, but please note that there will be no assigned supervision prior to 8:45AM. If a student arrives before 8:45AM, they will need to wait in the main lobby area until a Hope Academy staff arrives to open the classroom.

Students should be picked up by 2:30pm. If you are interested in our Hope After School program, which is available for an additional fee.

Please contact Dominic Stokes at 904-346-5100 x303.

EMERGENCY CARE

If a student is injured during the school day, a teacher will fill out an incident report. In the event of a serious injury, a parent/guardian will be notified as soon as possible. If it is determined that professional assistance is required, 911 will be called. If a parent/guardian is unable to be reached, the student will be transported according to the information listed on their emergency form. Families are responsible for maintaining current emergency phone numbers and physician information. The registration form includes a waiver, allowing the school to seek medical attention in emergency situations.

FINANCIAL POLICIES

All families will be required to sign a financial contract and comply with the financial policies outlined. School tuition and any other Hope Haven fees are due according to the schedule provided during enrollment. For your convenience, Hope Haven accepts credit card payments as well as cash and checks. Payments can be made at the front desk. Please do not hand payments to the school staff. If a payment has not been received by the due date, the student will not be permitted to return until payment has been made.



School Policies (cont'd.)

FINANCIAL POLICIES (cont'd)

Please read the following fees carefully:

Hope Academy Tuition

- Students enrolled in the Hope Academy program will be charged a tuition fee of \$15,250.00/year. See accompanying forms for cost breakdowns.
- Scholarship funding may be available to offset this cost, but it is the family's responsibility to file the necessary paperwork and provide Hope Haven with that information.
- If a student is absent due to illness or personal reasons, the school tuition is still owed, to hold the student's place.

HEALTH DOCUMENTATION

Students are required by law to have a current Florida health form (HRS680 - Part A) with proof of up-to-date immunizations and a copy of their birth certificate on file in the program office before they attend school.

HOPE ACADEMY UNIFORM

Students will be provided with three uniform shirts. These shirts, along with khaki pants, must be worn daily, unless your specific work site requires an alternate uniform.

Dress-down opportunities are possible, but clothes still need to be school appropriate. For instance, no clothing that is revealing or includes any offensive language. Parents will be called to bring a change of clothes if this occurs.

ILLNESS

For the health and safety of all students and staff, please keep your student home if they are ill.



School Policies (cont'd.)

ILLNESS (cont'd)

Reasons to keep your student at home include, but are not limited to:

- Fever of 100 degrees or higher
- Vomiting
- Diarrhea or constipation
- Sore throat
- Rash
- Symptoms of a contagious disease
- Thick nasal discharge, clear or colored
- Chronic cough

Students displaying any of these symptoms will be removed from class to rest and a parent/caregiver will be contacted for pick-up. Please make arrangements for another adult to pick up your student if you are unable to do so. If we are unable to make contact with a parent/caregiver within 30 minutes, the staff will begin calling the emergency contacts listed on the student's enrollment form.

Students who have experienced a contagious condition must have a physician's statement outlining they are no longer contagious upon returning to school. Please alert the school if your student develops a communicable disease (such as chicken pox, strep throat, pinkeye, head lice, etc.) so we may notify other families and help to contain the infection. Students must not have had a fever, vomiting, or diarrhea for at least 24 hours (without medication) before they will be permitted to return to the classroom.

While we understand that it is sometimes difficult for parents to make arrangements for their sick students, our program is for well students only, as we are not set up to care for sick students. It is unfair to the healthy staff and students to expose them unnecessarily to illness; once a virus begins in the classroom, it is difficult to control. Many of our students and clients are medically fragile and our healthy policy is strictly enforced. We appreciate your understanding regarding this policy.



School Policies (cont'd.)

LUNCH AND FOOD POLICIES

All students must bring their lunch and a daily snack to school, unless informed otherwise. A microwave and refrigerator will be provided for student use. Students will be participating in weekly cooking activities, but the amount of food created will not be enough to replace a meal. If your student is on a special diet or has a food allergy, please notify the school staff. Good nutrition is an important part of our program and as such we ask that only nutritious snacks and lunches be sent to school. Please refrain from sending caffeinated beverages or non-nutritious food items for lunch or snacks.

MANDATED REPORTING

The staff members at Hope Haven are mandated reporters, and are **required** to report any signs of child abuse or neglect. Staff members are prohibited from verbally or physically abusing any child in our care.

MEDICATIONS

If a student requires medication during the day, documentation must be provided as to the time and quantity of the medicine needed. A medication form provided by Hope Academy must be filled out and signed by a parent/guardian. All medication must be in the original container. The medication should be placed in a small bag with the student's name. This bag will be kept in a locked cabinet. No medication (including sunscreen and/or bug spray) will be administered without written consent from a parent or guardian. In the case of small incidents, a first-aid kit will be used.

PERSONAL BELONGINGS

A small locker will be provided for Hope Academy students. They are welcome to store any personal belongings they might require. Cell phones are not allowed in the classroom and can only be accessed during break times. If you need to reach your student, please contact us at (904) 346-5100, ext. 237. Please send headphones if your student enjoys listening to music or watching videos on their device. Unless otherwise noted, classroom materials will be provided for each student. A backpack will not be necessary.



School Policies (cont'd.)

RELATED SERVICES

Hope Haven provides a multi-disciplinary approach in the education and treatment of all children. For children who require service outside of the classroom setting, Hope Haven is available to provide or arrange the following:

- Speech/Language Therapy
- Physical Therapy
- Occupational Therapy
- Behavioral Assessment and Services (ABA Therapy)
- Academic Assessments/Support/Tutoring
- Mental Health services, such as counseling and parent training
- Educational assessments and advocacy
- IEP assistance and advocacy

Students enrolled in Hope Academy programs may receive these services at any time. Every effort will be made to schedule these appointments around important activities during the day. Fees for these related services will depend upon Scholarship funding. Tuition for school is separate from these fees and must be paid as such. For information about related services, please contact the Intake Department at (904) 346-5100. We will be happy to assist you with this process.

TRANSFER

Should Hope Academy no longer be appropriate to serve your child's needs, we will meet with you to facilitate enrollment in a more suitable school.





QR Code created by
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