



ANOVA CENTER FOR EDUCATION

THE ACE SCHOOL

***Parent/Student
Handbook***

UPDATED 10/30/2023

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Welcome to The ACE School

Dear Parents and Students,

We are pleased to welcome you and your child to the Anova Center for Education.

At the ACE School, we believe all students can learn and succeed when provided with the proper learning environment. By providing each student with a truly unique academic, social, and communication-based program, our multidisciplinary team of professionals maximizes every student's ability to succeed. We at the ACE School have dedicated ourselves to providing the highest quality educational and therapy services available.

The ACE School is certified by the California Department of Education to provide specialized educational and treatment services for your child. Because your child's academic and social development are of the utmost importance, and most likely include very particular needs, we are designed to offer highly individualized programs that produce measurable growth in these areas. The ACE School utilizes academic curricula drawn directly from California State Standards for instruction. Each student's curriculum is enhanced with intensive multidisciplinary services and support. We use State-adopted textbooks and curriculum materials, augmented by the creative use of teacher-developed materials and high technology. All of our academic programs are provided by fully credentialed and experienced special education teachers.

In conjunction with our excellent academic programs, the ACE School provides comprehensive treatment programs that identify and remediate obstacles to learning. The specialized treatment services available to all ACE students include Speech and Language evaluations and treatment, Occupational Therapy evaluations and treatment, the development of Functional Analyses and Positive Behavior Intervention Plans, Psychological Services, Counseling, and Adapted Physical Education.

We welcome you to The ACE School 'family' and hope you will take an active role in your child's education. We share a common goal: our success is measured by your child's success. Please read this handbook thoroughly and keep a copy for your future reference. Do not hesitate to contact us if you should have any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Bailey". The signature is fluid and cursive, with a large loop at the end.

Andrew Bailey, MA, MFT
Founder and CEO, Anova

Contact Information

The Anova Center for Education school values you, the parent, as a vital part of your child's educational team. We want you to feel comfortable in contacting your child's teacher and professional staff with questions, comments, or concerns. In the event that you are unable to directly reach the person with whom you wish to speak, please leave a message and your call will be returned as soon as possible.

We request that you contact the Anova Center for Education School office in the event your child will be absent, late, or picked-up early.

THE ACE SCHOOL- Santa Rosa / Sonoma County
50 Mark West Springs Road, Suite 101
Santa Rosa, CA 95403

Phone: (707) 527-0183 Fax: (707) 542-8195

THE ACE SCHOOL- Concord/Contra Costa County
1140 Galaxy Way, Suite 100
Concord, CA 94520

Phone: (925) 687-9616 Fax: (925) 687-9626

Program Information

Certification

The Anova Center for Education is certified as a non-public/non-sectarian school by the California Department of Education/Special Education Division. All services are performed in compliance with current laws and regulations including the Individuals with Disabilities Education Act (IDEA), and No Child Left Behind. The State certification agency has the authority to interview clients of this facility, including students and parents, and to inspect and audit client or facility records without prior consent.

Philosophy

The Anova Center for Education is dedicated to providing comprehensive community resources for the ongoing treatment and education of students diagnosed with (or affected by) autism spectrum disorders, learning disabilities and other neurodevelopmental impairments. The Anova Center or Education School meets the needs of our students by providing state-of-the art educational services and individualized programs for children based on current research in the fields of special education, applied behavioral analysis, social thinking, and sensory integration. Our administrators, teachers, therapists, and support staff are dedicated to helping each student achieve academic competence and learn the social, language, and academic skills necessary to navigate the social world. Our goal is for Anova Center for Education students to return to their neighborhood school, or graduate, with the skills and confidence necessary to function independently in all environments and maximize their overall success.

Program Description

- Day classes for grades kindergarten through high school.
- Small class sizes (14 students maximum) with enhanced staff to student ratio.
- Highly qualified teachers, therapists, and support staff.
- Customized classroom, study, therapy and leisure environments designed to accommodate sensory integration issues and the specific learning needs of students.
- Individually designed curricula that meet state content standards. Schedules, environment, and materials adapted for each student's needs.
- Adaptive technology including state-of-the-art computer hardware, specialized software programs, video technology and program support.
- A highly skilled multidisciplinary treatment team that provides behavior analysis, positive behavior support plans, speech and language therapy, direct social skills

intervention, occupational therapy, adapted physical education, and psychotherapy services.

- Highly effective instructional strategies incorporating techniques and best practices from special education, current thinking in “social cognition,” and the latest research on neurodevelopmental impairments.

School Calendar

Please refer to your school campus calendar for instructional regular school and extended school year days, days vary depending on your campus.

School calendars are posted on the Anova website:

- <https://anovaeducation.org/ace-school-sonoma>
- <https://anovaeducation.org/ace-school-contracosta>

Typically, school will not be in session two weeks for winter break, one week for spring break. There are also breaks at the end of the regular school calendar and between extended school and the beginning of our new school year. The following holidays and breaks are observed annually. Please refer to the current school calendar for specific dates.

Independence Day

Labor Day

Veteran’s Day

Thanksgiving Break

Winter Break

Martin Luther King Day

Presidents’ Day Observed

Spring Break

Memorial Day

Juneteenth

School Hours

School is in session Monday through Friday:

ACE Sonoma County 8:20 a.m. – 2:20 p.m.

ACE Contra Costa County 8:30 a.m. – 2:30 p.m.

Operating Policies and Procedures

Enrollment Packet and Emergency Information

When your child is accepted into the Anova Center for Education School you will receive an enrollment packet (including this Handbook) that must be completed prior to your child's first day of attendance. These forms containing various consent and emergency information are maintained as part of your child's confidential records. It is crucial that we maintain current and accurate records on each child so that parents/guardians can be contacted in the event of an emergency. This information includes: home and work addresses, phone numbers (home, work, cell, alternate), and names of individuals who are authorized to pick up your child. It is extremely important to the safety and wellbeing of your child that you immediately inform the Anova Center for Education Administrator of any changes to your child's Identification and Emergency Information. We assume no responsibility for missed communication as a result of missing or incorrect information.

Attendance

Consistent attendance is a key element in the success of your child's educational program. Please take all necessary steps to assure that your child attends school regularly. Attendance will be taken daily and reported to your home school district. Please notify the Anova Center for Education staff if your child will be absent and send your child to school with a note explaining the reason for his or her absence upon their return.

Sign Out / Release

Students will not be allowed to leave school with anyone other than their parent or guardian or authorized person listed on the Identification and Emergency Information sheet without **specific written instruction** from the parent or guardian. Photo identification will be required even of authorized persons if they are unfamiliar to staff. In the event that you drop off your child late or pick up early, please check in with the front office. Your child's IEP team must approve (in writing) any arrangement that involves a child being dropped off at home alone by the bus, or any independent arrival and/or departure from school (bike, walk, etc).

Daily Communication

Communication between you and the Anova Center for Education staff is very important to your child's success. Please check your child's backpack nightly for notices, newsletters, calendars, behavior charts and schoolwork. If you would like additional information from your child's teacher or other professionals providing services, arrangements may be made on an individual basis. Additionally, PLEASE communicate any important changes in your child's life (medication, behavior, health, family issues, etc.) to the Anova Center for Education staff ASAP.

Field Trips

When a field trip is planned, a signed permission slip will be required. A fee for specific field trips may be charged and will be due in advance. Please see consent for walking field trips for locations within one mile of the school campus which may be related to physical education, vocational training, or classroom enrichment.

Internet

The Internet is utilized in the classroom on a daily basis for research projects and various schoolwork. Although software solutions and adult supervision are provided at all times, it is possible that your child may accidentally view inappropriate material. Please see consent for Internet use in enrollment packet for more information.

Films

Occasionally films may be shown in the classroom. In the event that a PG or PG-13 movie will be shown a permission slip, stating the movie's title and rating will be sent home. Your child will not be allowed to watch the movie unless the permission slip has been returned.

Personal Items

Please refrain from sending valuable personal items to school with your child. We are not responsible for these items being lost or broken. Electronic devices may be allowed at school at the discretion of your child's teacher and at your own risk. Cell phones and smart watches may be carried by students with prior parental and teacher consent, but must be used appropriately (no ring, receive no calls) and with teacher permission.

Transportation

As a courtesy to the IEP team Anova Center for Education staff may contact the bus company with the initial request for busing services and any subsequent changes upon request. All transportation services are provided under contract between the bus company and your child's school district and are NOT performed, managed, or supervised by Anova Center for Education staff.

Report Cards

As mandated by the Individuals with Disabilities Education Act (IDEA), you will receive regular updates on your child's progress towards his or her IEP goals and objectives as outlined in the most current IEP.

Child Abuse Reporting Guidelines

As mandated by State Law, all Anova Center for Education staff must and will report suspected instances of child abuse to Child Protective Services.

Concerns and Complaints

Please speak with your child's teacher regarding any questions or concerns. If the question or concern cannot be answered or resolved, please contact the School Director to set up a meeting. If the problem continues to be unresolved, a meeting with Anova Center for Education's Executive Directors will be scheduled. If every attempt to solve the problem through the teacher, School Director and agency directors is unsuccessful, the parent/guardian is encouraged to contact their local school district Special Education Administrator.

Health and Safety

Standards

Your child's health and safety are the most important considerations in any activities that occur at the Anova Center for Education School. We are continually reviewing our facilities, equipment, and staff procedures to assure a safe and healthy school operation. The Anova Center for Education school staff complies with the health and safety standards of the State of California. Additionally, we meet state and local regulations concerning fire and building codes, zoning, health, and sanitation. We are reviewed by the California Department of Education, the County of Sonoma and the City of Santa Rosa to assure we continue to meet these standards.

Student Illnesses

If your child is ill, please keep him or her at home. In the event that your child becomes ill at school you will be contacted and requested to pick up your child. Please refer to the following guidelines for determining when to keep your child home from school.

1. If your child has a disease (e.g., measles, mumps, conjunctivitis/pink eye, whooping cough, chicken pox, German measles) or condition (e.g., strep throat, head lice, pinworms and impetigo) that is considered contagious or communicable. Student is required to have a doctor's note of clearance upon returning to campus.
2. If your child has a fever above 100 degrees orally or 99 degrees auxiliary.
3. A consistent/phlegmy cough.
4. Vomiting within the last 24 hours.
5. Diarrhea within the last 24 hours.

6. Green or yellow mucus from the nose, eyes, or ears. Children with allergies will have clear mucus.
7. Any undiagnosed skin rash or symptoms of chicken pox.

Accident / Injury

Minor bumps and scrapes are an occasional part of every child's school experience, and the Anova Center for Education School is no exception. Minor injuries will be reported with a short note home. Parents/Guardians will be called immediately in the event of any serious or questionable injuries. If your child is injured, the staff will take whatever steps are necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to the following:

1. Attempt to contact a parent or guardian.
2. Attempt to contact you through any of the persons listed on the Identification and Emergency Information card.
3. If we cannot contact you, we will call 911 and/or have your child taken to the emergency room of the nearest hospital by a staff member.

Please note: Anova Center for Education does not provide medical or hospital insurance for medical costs incurred by individuals in our program. Therefore, any cost incurred should be covered under your personal insurance.

Medication

The Anova Center for Education School team understands that children may need to take medicine at school in order to benefit from their educational program. Therefore, medication may be administered to your child at school under certain circumstances, with approval from the Anova Center for Education administration. Medication must be administered within the following guidelines.

1. Prescription medication(s) must be provided in its original container(s) with the child's name, date, doctor's name, drug name, prescribed dosage and regimen clearly labeled.
2. The parent must complete and sign the appropriate medication permission form, including the information from the prescription container(s) listed above.
3. Your child's doctor must sign the medication information and permission form with all of the information listed above. Please include information for each medication if your child takes more than one.
4. All medications must be delivered personally by the parent to their child's teacher or Anova Center for Education administrator. Neither the student nor the bus driver may deliver medication to school.

5. Over the counter medication will only be administered by school staff with a doctor's note specifying dosage amount and frequency of administration.
6. Medication will be locked in the school office and will be retrieved by trained school staff.
7. A designated staff member will sign a medication dispensation log upon giving medication to the student. This log will be kept with the medication and checked before administering meds to assure that repeat dosing does not occur.
8. Anova Center for Education staff will receive regular training in the proper management of medication.
9. Any changes to the previous prescription(s) must be made in writing and be accompanied by a new medication information and permission form, signed by the parent and doctor
- 10. The Anova Center for Education School reserves the right to refuse to administer medication.**

Student's Rights

Student's Rights to Confidential Conversations with IEP Team

Members:

It is the policy of the Anova Center for Education School, in accordance with applicable laws, to recognize each student's right to have an *entirely confidential* conversation with any member of his/her IEP team *at any time* during the IEP cycle. Any Anova Center for Education student may request, either privately or through a parent, a confidential meeting with any member of his/her IEP team. Anova Center for Education students (or their parents on the student's behalf) may request such a meeting from the school director or directly with the team member.

The contents of any meeting convened by a student with a member of his or her IEP team will be kept in confidence by the team member. The student may convene such a meeting at any time and for any purpose.

The confidentiality of the contents of such meetings is limited in that any reasonable suspicion of child, elder, or dependent abuse or imminent danger to self or others will be reported to the appropriate parties.

Any questions regarding this policy should be directed to the Anova Center for Education School Director or your child's school district representative.

Sexual Harassment Policy

The Anova Center for Education School has in place procedures for reporting instances of sexual harassment. Please see the sexual harassment policy statement included in your enrollment packet and sign the consent form stating that you understand the policy. Although instances of such behavior are extremely rare among our students, they are taken quite seriously and investigated fully. Your child has a right to a safe and healthy school environment that is free from harassment of any kind. We will take whatever steps are necessary to assure that our school meets this high standard. (See policy and acknowledgement form in the enrollment packet).

Student Discipline and Behavior Management Policies and Procedures

Student Discipline and Behavior Management Policy

Anova expects all of its students to follow the basic code of conduct found in Education Code sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, and 48915, and will take appropriate action should students commit any of the enumerated acts.

Anova will maintain a written policy pursuant to California Education Code section 56521.1 regarding emergency interventions and Behavioral Emergency Reports.

The ACE School is prepared to assist students with severe emotional and behavioral challenges utilizing Behavior Intervention and Supports. Behavior Intervention means relying on the use of teaching, prevention, therapy, and reinforcement to manage behavioral challenges, instead of relying on the traditional methods of applying punitive consequences. Our staff can be observed implementing a skillful combination of preventative measures, curriculum modifications, specialized instruction, OT and SLP therapy, rewards and incentives, and teaching positive behaviors that “replace” maladaptive behaviors. The cornerstone of our disciplinary policy is to adjust our behavioral, therapeutic and instructional strategies rather than applying a punishment such as suspension. This philosophy is informed and augmented by the principles of Professional Assault Crisis Training (Pro-ACT), which is the professional organization that Anova uses to train our staff. Additionally, staff takes part in a Pro-ACT review session on an annual basis. Anova will apply emergency procedures and techniques that are compatible with state and federal laws, approved and monitored by the IEP team and designed to allow the student to continue to access their educational program. Most students at the ACE School have an individualized Behavior Intervention Plan that is approved by the IEP team, designed to comply with the relevant education code and which is implemented by regularly trained staff. The dignity and safety of our students is the main priority for Anova staff when we implement the IEP and intervene with serious behavior challenges.

Student Discipline and Behavior Management Procedures

Depending upon the nature of student code of conduct violation, Anova considers, when warranted, other means of correction or community services rather than suspension under Education Code sections 48900.5 and 48900.6.

Anova implements planned systematic positive behavioral interventions for students with exceptional needs whose behavior impedes the learning of the student or impedes the learning of others (in accordance with Education Code sections 56520-56525).

Anova adheres to systematic positive behavioral interventions, including data collection for behavioral challenges, conducting functional behavioral assessments, and formulation of behavioral intervention plans with IEP team guidance.

Emergency interventions are only used to control unpredictable, spontaneous behavior that poses a clear and present danger of serious physical harm to the individual with exceptional needs, or others, and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to control the behavior.

Anova shall only use techniques such as physical containment as an emergency intervention by staff trained in these techniques.

Anova completes a Behavioral Emergency Report the same day of the use of an emergency intervention with a student with exceptional needs or if serious property damage is caused by a student with exceptional needs.

Anova emails a copy of the Behavioral Emergency Report to the appropriate district (hereinafter referred to as "LEA") no later than 24 hours after the emergency intervention was used or if serious property damage occurs.

Anova notifies the parents of the student with exceptional needs within one school day following the completion of a Behavioral Emergency Report.

If a Behavioral Emergency Report is written regarding a student with exceptional needs who did not have a behavioral intervention plan, Anova shall notify the LEA Administrator so that, within two days, an IEP meeting can be scheduled for the student to review the Behavioral Emergency Report to determine the necessity for a functional behavioral assessment, and to determine the need for an interim behavioral intervention plan.

If Anova writes a Behavioral Emergency Report regarding a student with exceptional needs who did have a behavioral intervention plan, then Anova shall notify the LEA Administrator so that the incident is referred to the IEP team to review and determine if the incident constitutes a need to modify the positive behavioral intervention plan.

Anova will comply with the requirements of Education Code section 56521.5 regarding positive behavior interventions. LEA students who exhibit serious behavioral challenges must receive timely and appropriate assessments and positive supports and interventions in accordance with the federal law and its implementing regulations. If the individualized education program (“IEP”) team determines that a student’s behavior impedes his or her learning or the learning of others, the IEP team is required to consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations. This could mean that instead of developing a BIP, the IEP team may conclude it is sufficient to address the student’s behavioral problems through the development of behavioral goals and behavioral interventions to support those goals.

Anova will ensure that all of our relevant staff members are trained annually in crisis intervention and emergency procedures as related to appropriate behavior management strategies. Other contracted agency personnel shall be trained as needed. This will not be in lieu of general positive behavior management training.

Pursuant to Education Code section 56521.1 Anova will not use emergency interventions as a substitute for a Behavior Intervention Plan (BIP). Emergency interventions will only be used to control behavior that is unpredictable and spontaneous. For an emergency intervention to be used, the behavior must pose a clear and present danger of serious physical harm to the individual with exceptional needs, or others. Before emergency interventions may be applied, the behavior must be of the kind that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior.

Emergency intervention shall not be employed longer than necessary to contain the behavior. If a situation requires prolonged use of emergency intervention, staff must seek assistance from the school site administrator or a law enforcement agency.

Anova will complete a BER when an emergency occurs that is defined as a serious, dangerous behavior that staff has determined to present a clear and present danger to others. It requires a non-violent physical intervention to protect the safety of student, self, or others and a physical intervention has been used; or a physical intervention has not been used, but an injury or serious property damage has occurred. Personal Safety Techniques may or may not have been used. Emergencies **require** a BER form be completed and submitted to the LEA within twenty-four (24) hours for administrative action. Anova will notify Parent within twenty-four (24) hours via telephone. If the student does not have a Behavior Intervention Plan (“BIP”) or Positive Behavior Intervention Plan (“PBIP”), an IEP team shall schedule a meeting to review the BER, determine if there is a necessity for a functional behavioral assessment, and to determine an interim plan. If the student already has a BIP, the IEP team shall review and modify the BIP if a new serious behavior has been exhibited or existing behavioral interventions have proven to be ineffective. Anova will schedule with LEA an IEP meeting within two (2) days.

Anova staff will not ever use the following prohibited interventions, or any other intervention similar to or like the following: (a) any intervention that is designed to, or likely to, cause physical pain; (b) releasing noxious, toxic, or otherwise unpleasant sprays,

mists, or substances in proximity to the LEA pupil's face; (c) any intervention which denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities; (d) any intervention which is designed to subject, used to subject, or likely to subject the LEA pupil to verbal abuse, ridicule, or humiliation, or which can be expected to cause excessive emotional trauma; (e) restrictive interventions which employ a device, material, or objects that simultaneously immobilize all four extremities, including the procedure known as prone containment. Except that prone containment or similar techniques may be used, when specified in a student's IEP, as a short term emergency intervention by Anova's trained and qualified personnel as allowable by applicable law and regulations; (f) locked seclusion except as allowable by applicable law and regulations; (g) any intervention that precludes adequate supervision of individual; and (h) any intervention which deprives the LEA pupil of one or more of his or her senses, pursuant to California Code of Regulations 3052(l) (1-8).

Managing Behavioral Emergencies

Frequently Asked Questions

Why might the physical management of a student occur?

- As part of a written Behavior Intervention Plan addressing specific behavioral concerns targeted in his/her IEP, or
- An unusual event or 'behavioral emergency' (danger to self or others, or serious property destruction) occurs where physical management is deemed necessary by staff trained in emergency management procedures.

What are emergency management procedures?

- Anova Center for Education utilizes *ProACT*. *ProACT* focuses on preventing potentially assaultive events from escalating. Physical escorts and containment methods are described and practiced during the course. These techniques protect the safety of everyone concerned, especially the students themselves. More complete information on *ProACT* is available at the Anova Center for Education office.

What happens after the emergency?

- The Anova Center for Education staff member(s) involved must complete a Behavior Emergency Report ("BER"). Those involved meet to complete the BER form together within 24 hours to ensure accuracy of details.
- All BERs shall immediately be forwarded to, and reviewed by, the Anova Center for Education School Director, the student's LEA.
- The student's parents may be contacted immediately by phone and will receive a copy of the BER (upon request).

- An IEP team meeting may be convened by the student's LEA, the Anova Center for Education School Director, or parent to address issues arising from the behavioral emergency.
- If your child requires an emergency procedure at school, a formal behavior plan may be developed if one does not already exist.

Parent Involvement

Back-to- School Night

Back to school night is a very important yet informal evening with the staff that works with your child. You will have an opportunity to meet the staff, learn about curriculum, ask questions, and meet other families. The date and time will be announced in a note home. Although children are welcome to attend this event, please be prepared to provide supervision for them.

Parent Trainings

The Anova Center for Education school staff will occasionally be conducting parent trainings and community lectures or symposiums throughout the school year. These trainings will be targeted toward giving you current research based strategies and techniques to use in the home with your child. The training topics and schedule will be announced in the Anova newsletter and on the Anova website.

Parent Conferences

Conferences will be held during each reporting period. All parents will have the opportunity to schedule a conference with their child's teacher. Parent attendance is strongly encouraged.

Parent Participation in the Development of IEP Goals and Objectives

Parent participation is crucial to each student's success. During your child's initial assessment period at the Anova Center for Education school and prior to IEP reviews, you will be contacted by your child's teacher to discuss and participate in the development of goals and objectives.

School Volunteers

Anova We value and appreciate parent involvement, and we encourage parents to participate in student activities on campus.

Because of Anova's highly individualized and specialized treatment integration in the education programs, we limit parent involvement to special events and activities such as walk-a-thon, talent show, school dances, etc.

All volunteers must complete a one-time fingerprint clearance and background check one week prior to the activity.

To learn more about volunteer opportunities and to get involved, please contact info@anovaeducation.org.

Anova Newsletter

Anova publishes a comprehensive newsletter that includes recent happenings at the Anova Center for Education campuses, resources for parents, specialized programs, tips on outside resources, success stories about our students, ways in which you can support ACE, and upcoming events in the community.



Admission Agreement

The parent/guardian agrees to the following:

1. I hereby grant permission for my child to use the equipment and to take part in all activities at the school site.
2. I understand that Anova Center for Education will not be responsible for anything that may happen as a result of false information being given at the time of enrollment or of failure to report new or changed information on enrollment forms.
3. I realize that notices or newsletters sent home contain important information and agree to read them.
4. I understand that only those with prior parent authorization and proper identification will be allowed to sign my child out from school.
5. I understand that I have the right to visit my child's classroom and prior notice is appreciated. I further understand that when I observe my child, I must limit my questions to my child's behavior and educational needs/performances. I must respect confidentiality and not discuss other student's actions, performance, or behavior in or outside the facility.
6. I understand the procedure for submitting a complaint specific to school issues. Concerns or complaints regarding my child's IEP need to follow due process and I understand that I can request a handout explaining due process from my child's teacher or the school administrator.
7. Records concerning my child are confidential information. They are accessible to Anova Center for Education school staff for evaluation and assessment purposes.
8. I understand that this is a special education placement and all rules and regulations set forth by special education mandates and laws will be followed.

I have received a copy of the Anova Center for Education School Parent Handbook. I understand and agree that it is my responsibility to read the admission agreement and abide by the rules, policies and standards set forth herein.

Student Name: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Teacher/Director: _____ Date: _____