

Hooper Renwick School

Student/Parent Handbook 2011-2012

"North Metro Program...*where success is more than academic...* "
A member of the Georgia Network for Educational and Therapeutic Support

HOOPER RENWICK SCHOOL

58 Neal Boulevard
Lawrenceville, GA 30046
(770) 682-4290

www.Gwinnett.k12.ga.us/HooperRenwick

Administrative and Support Staff

Principal	Arthur F. Reitz
Secretary	Kirby Riddle
Data Clerk	Brenda Oliver
Clinic Nurse	Michele McMahon
School Psychologist	Dr. Sheara Fernando
School Psychologist	Dr. Judith Crothers-Flamming
Lead Teacher- Referrals	Jennifer Wynne
Lead Teacher- Behavioral Support	Judy Baker
Front Office FAX Number	(770) 682-4294
Office Hours	7:00 a.m. to 3:00 p.m.
Student Hours	7:10 a.m. to 2:00 p.m.

Middle School Program

Assistant Principal	Robin Rainer
Secretary	Suzanne Troendly
Social Worker	Laura Winebarger
Office Telephone	(678) 226-7771
Office FAX Number	(678) 225-7618

High School Program

Assistant Principal	Dr. Linda Spicer
Secretary	Lorraine Puerta
Social Worker	Betty Franklin
Social Worker	Andrea Clifton
Social Worker	Laura Winebarger
Office Telephone	(770) 513-6670
Office FAX Number	(678) 377-8942

HOPE Program

Assistant Principal	Maureen Shannon
Social Worker	Andrea Clifton
Office Telephone	(770) 682-4290
Office FAX Number	(770) 682-4294

Mission Statement

The mission of the Hooper Renwick School is to provide therapeutic and educational services for 11-21 year old students who demonstrate severe emotional and/or behavioral difficulties. Hooper Renwick is dedicated to ensuring a safe, structured, nurturing, learning environment. Our goal is to foster each student to reach his/her highest potential of self-control and independence.

STUDENT POLICIES AND PROCEDURES

Hooper Renwick expects students to come prepared to learn and be respectful to peers and staff. The rights of the individual student to learn and the individual teacher to teach will be respected at all times. Specific interventions are identified for each student to help them maintain appropriate behavior.

Each classroom has a level system designed to provide a framework for assisting a student in the process of developing independent self-management and coping skills. A copy of the level system will be reviewed with each student and sent home for parents.

School Wide Level System

Every class creates its own Level System to meet the needs of the students within that group. These class systems are developed within the framework of a school-wide system. The school-wide level system is as follows:

School-wide – All Classes

1. Students use a level system denoted by Base Level and Levels 1, 2, and 3.
2. Students or their teachers carry individual point sheets at all times.

Level 1 – Yellow

Level 2 – Green

Level 3 – Blue

3. Staff supervise students on Base Level and Level 1 at all times including movement in the halls.

School wide rules are enforced by all school staff. School rules are posted in the halls and will be reviewed periodically in individual classrooms. When a student exhibits behaviors that interrupt classroom instruction, additional support may be necessary.

The following behaviors indicate a need for more support:

1. Disruptive behavior including: non-compliance with the chill zone, refusing to work, not following directions, horseplay, or sleeping.
2. Verbal abuse including: profanity, threats, or inappropriate comments.
3. Physical aggression toward staff or peers.
4. Destruction of property:
 - a. Property damage
 - b. Textbook damage

(Students are responsible for taking care of school property including computers, furniture, windows, and the physical structure. Students who damage school property will be expected to make financial restitution.)

5. Stealing.
6. Out of Program: leaving assigned area or leaving school building and/or campus.
7. Bus referral.

Administration may refer individuals for other behaviors not included in this list.

The Base Level Classroom, (BLC), is intended to manage severe, chronic behavior and reduce the number of Out of School Suspensions accrued by the most disruptive students. The expected outcome of this program is behavioral improvement and academic success.

Dress Code

Neatness, cleanliness, and appropriate dress are expected of all Hooper Renwick students at all times. Clothing or jewelry that draws unfavorable attention, interferes with instruction, refers to drugs, tobacco, alcohol, gangs, or threatens the health or safety of others is neither appropriate nor acceptable. Students may not wear hats or other head coverings in school unless a special "hat day" has been scheduled. In addition, students may not wear sleeveless muscle shirts or sleeveless shirts designed as underwear. Pants must be worn around the waist. **No "sagging" pants are permitted.** The administrators shall determine the appropriateness of an individual's attire. Parents may be called and In-School Suspension may result from failure to follow dress code rules. Chronic offenders may be subject to wearing a uniform of khaki pants, belt, collared polo shirt, tied-shoes or loafers.

Textbooks

Students are responsible for all textbooks issued to them throughout the year. Students will be responsible for reimbursement to the school for lost or damaged books.

Search

Students perform a self-search daily by emptying pockets and taking off shoes. Jackets, book bags and other carried items will be checked by school personnel. School administration reserves the right to make random searches or to search any student at other times if probable cause exists.

Personal Possessions

We suggest that students bring **no more than \$5.00** to school. Wearing expensive, irreplaceable jewelry, watches, and clothing is discouraged. Bringing valuable possessions of any kind is discouraged. Hooper Renwick staff are *not* responsible for the loss or destruction of a student's personal items. **Students are not allowed to borrow, lend, buy, sell or exchange any items or money.** In addition, any containers which have been opened are not permitted at school or on the bus. Students who choose to bring backpacks to school must leave them in their assigned homeroom at all times.

Cell Phones

Cell phones and/or pagers that are visible and/or turned on and/or ring during the school day between 7:10 am and 2:00 pm are in violation of the school system Rule 11L. The consequences for cell phone and pager violations are as follows:

- First infraction- confiscated and held for three school days
- Second infraction- confiscated and held for five school days
- Subsequent infractions- to be determined by administrator

Parent/Guardian will have to contact the school social worker to arrange for the retrieval of the confiscated item(s).

Electronic Devices

Electronic devices may be used on the bus to encourage appropriate behavior while on the bus. However, students must turn in all devices (CD players, MP3 players, I Pod's, etc.) to the teacher in the morning and they will be returned to student at the end of the day. Students who refuse to turn in electronic devices will lose the privilege of using them on the bus and may be subjected to other consequences for non-compliance.

STATE AND COUNTY POLICIES

School Buses

Riding a school bus is both a right and a privilege. Proper behavior is expected while riding, loading, and unloading. All necessary steps will be taken to ensure the safety of all persons riding the bus. Bus referrals will be handled by building administration. Please notify transportation of any changes that may impact pick-up or drop-off. (770-513-6881)

For Your Safety:

1. Students will follow directions of the driver at all times.
2. Students will safely wait for, board, and exit the bus only at their assigned bus stops.
3. Students will remain properly seated at all times.
4. Students will keep hands, head, arms, and legs away from windows and confined to their own seat area.
5. Students will talk quietly. Loud voices and profanity are not allowed.
6. Students will not eat, drink, chew gum, or bring tobacco products on the bus.
7. Students will not bring animals, glass objects, or items too large for bus space.
8. Students will keep their bus clean and in good, safe condition.
9. Students will not be allowed to ride another student's bus.

Cafeteria

2011-12 School Meal Prices

Breakfast

Student breakfast \$1.25
Student breakfast (reduced) \$.30
Adult breakfast \$1.50

Lunch

Student lunch \$2.25
Student lunch (reduced) \$.40
Adult lunch \$3.00

A la carte items and/or additional portions are an additional cost.

The parent may pay on-line at www.mealpay.com for student lunches. When paying on-line, please print the receipt so it may be brought to the cashier. The posting to the account may take up to three days. Without a receipt the student will not be able to eat. The cafeteria does not allow meal charges. No soft drinks are allowed at lunch. Application forms for free or reduced cost meals are available from High School, Middle School or HOPE Program Social Workers, or online at <http://gwinnett.schoolunchapp.com>

Fire Alarms/Fire Drills

When the alarm is sounded everyone must evacuate the building at once following the posted evacuation plan.

Tornado Alarm/Tornado Drills

When the announcement or alarm is made indicating a tornado drill or the possibility that an actual tornado may occur, all students are to proceed to the nearest inside wall and follow the Tornado Drill plan posted in each classroom.

Drug Free Schools Statement

The Gwinnett County Board of Education is concerned about the well being of its students and employees. The Board of Education recognizes that establishing a drug-free environment encourages student and employee productivity and promotes the accomplishment of the school system's mission and goals. In accordance, the Board of Education declares the following:

- The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- Standards of conduct prohibit the unlawful possession, use, manufacture, distribution, or dispensation of illicit drugs and alcohol by students and employees on school premises, en route to and from school, or as part of any school sponsored activity.
- Disciplinary actions as described by the Student Conduct Behavior Policy (Policy JDC) will be imposed on students who violate these standards of conduct. Employees should refer to Gwinnett County Public Schools' policies and procedures for pertinent disciplinary sanctions.
- Information about drug and alcohol counseling, rehabilitation, and re-entry programs is available through school social workers, administrators, and from the Staff Benefits/Risk Management office.

Use of Tobacco

The use of all forms of tobacco is prohibited in the school building, on school grounds, or in connection with any school activities including the school bus.

Weapons

Hooper Renwick strictly adheres to Gwinnett County School System policy and the state statute regarding the possession of a weapon on school property.

Gwinnett County Board of Education states:

“A student shall not possess, handle, transport or threaten with any object that can reasonably be considered or converted to and/or used as a weapon such as, but not

limited to knives, guns, pellet guns, brass knuckles, firecrackers, or cigarette lighters. This includes:

- a. On the school grounds at any time.
- b. Off the school grounds at a school activity, function, or event; or,
- c. When either the alleged victim is en route to or from school or to or from a school activity, function, or event.”

GEORGIA STATE LAW

Official Code of Georgia Annotated, O.C.G.A. 16-11-127.1

It shall be unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound. Any person who violates this subsection shall be guilty of a felony, and upon conviction thereof, be punished by a fine of not more than \$1,000.00, by imprisonment for not less than two nor more than ten years, or both. A juvenile who violates this subsection shall be subject to the provisions of Code Section 15-11-37.

As used in this Code section, the term “weapon” means and includes any pistol, revolver, or an weapon designed or intended to propel a missile of any kind, or any dirk, Bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edged razor, spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chukka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or weapon of like kind, or any stun gun or taser, or any bat, club, or other bludgeon type weapon.

Residency

School officials must require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school.

Immunization Requirements

All students in grades K – 12 who register in Georgia schools must have an official immunization certificate showing a second MMR and chicken pox vaccination and a vision, hearing, and dental form. Please refer to the GCPS web-site for additional information.

McKinney-Vento Act

A law was passed in 1987 and re-authorized in 2002 under the No Child Left Behind Act that removes barriers to access or success of homeless children in school. Homelessness is defined as an individual who lacks a fixed, regular and adequate nighttime residence. This includes shelters, motels, campgrounds, cars, abandoned buildings or other inadequate shelter. It also includes situations where an individual shares housing with relatives or others because they lost housing or cannot afford housing.

The McKinney-Vento Act allows any homeless student to immediately enroll in and attend school without having health and school records present. You have the right to enroll in the school where you are living or the school attended when you were permanently housed if in the child's best interest. You have the right to utilize the dispute resolution process if you have any grievance.

If you become homeless during the school year, you should ask to speak to your child's school social worker.

PARENTAL INFORMATION

Absences

If possible, please notify the school if the student will be absent for the day or any portion of the day. An answering machine is available during non-school hours. On the first day back to school the student must bring a signed note from a parent stating the reason for the absence. After 5 absences, a student may be required to have a medical excuse. An official letter will be issued to notify the parent that their student is in danger of violating the state attendance law. Transportation will be cancelled after three consecutive days of absence if dispatch has not been provided proper notification. Please call (770) 513-6686 to report absences.

Georgia law defines the following areas as Excused Absences:

1. Student illness.
2. Death or serious illness in the immediate family.
3. Recognized religious holidays.
4. Student under order of a governmental agency (Armed Forces exam, court appearance, etc.)
5. Service as a page in the Georgia General Assembly.
6. Conditions rendering school attendance impossible or hazardous to student's safety or health (such as icy road conditions).

All students are expected to be in attendance in all classes unless the absence is covered by one of the above areas as defined by Georgia law. **More detailed attendance information can be found in the Gwinnett County Student Discipline Handbook.**

Make Up Work for Absences and Excused Tardies

When a student has been absent, arrangements to make up missed work must be completed by the student. It is the student's responsibility to contact the teacher concerning missed work. Teachers will make the decision as to how many days the student has to turn in the work. If parents request work, please allow 24 hours notice before picking up assignments.

Medications

Specific procedures for dispensing medications to students will be reviewed with the parents. All medications (prescription or nonprescription) must be:

- Provided by parent
- Accompanied by PERMISSION TO ADMINISTER MEDICATION form
- Changes in schedule, dosage, or medications must be accompanied by updated Permission to Administer Medication form.
- In current original container with label intact
- Handed directly to staff (or via bus driver)
- **Students may not personally carry any medication.**

Progress Reports, Report Cards, IEP Goal Reports

Board policy requires that the parent of every student who is in danger of failing be notified of that fact in writing. This is accomplished through progress reports. All students will receive academic progress reports after each 9 weeks of school. All students will receive an updated review of their IEP goals and objectives when they receive their academic progress report. A report card will be issued at the end of the semester for all students.

Tips for parents to help your student succeed:

- Make sure that your child comes to school every day. Assure that s/he is on time.
- Have a folder or bag to keep all of your child's important records (grades/progress reports, immunizations, birth certificate)
- Communicate your needs to the appropriate school personnel (teacher, administrator or school social worker). There are many ways in which they may be able to help.
- Show your child that you think their education is important. Help them study and talk to them about what they've been learning in school.

- Make every effort to attend parent/teacher conferences, meeting and events. If you cannot make a meeting or event, let your child's teacher know in advance. Other arrangements can be made to share information.
- If it is difficult to find a quiet space for your child to do his/her work, try the public library or local community center.
- If you feel there is any information that would be helpful to us in educating your child, please let the social worker know as soon as possible.

Change of Phone Number and/or Address

Please report changes of phone and/or address to the school office and the transportation office. Transportation can be reached at (770) 513-6881 to report changes.

If any of your telephone numbers change, please notify the corresponding program office immediately. Current information is necessary in case of an emergency or if a staff member wishes to contact the parents.

If your address should change over the summer or during the year, you must present a copy of your new lease or executed contract before the address can be changed on our computer. Please submit the change to the appropriate program secretary. Verification of residency is a requirement for continued enrollment. Failure to provide this verification can result in withdrawal of the student from Hooper Renwick.

Release of Children

In cases where parents are divorced or separated, the school must refuse to take sides or otherwise be caught up in family disputes. Generally, a child may be released from school to go with either parent. If, however, a copy of a court order granting one parent sole custody of the student has been filed in the main office at the school, the school may refuse to release the child to the parent deprived of custody by the court.

Information Requests

Please allow at least 48 hours after notifying the front office when requesting:

- withdrawal forms
- work permits
- certificate of attendance
- records requests

Please leave your name, type of request, and phone number where you can be contacted if necessary.

Visitors

GCPS Policy K- Visitors to Schools (Effective Date: May 8, 2008) states:

Any visitor with legitimate business on school grounds must sign in at the Main Office (or an Administrative Office) and request a visitor's pass. The visitor's pass must be clearly visible the entire time the visitor is on campus. To ensure the safety and confidentiality of students, Gwinnett Public Schools limits classroom visitors to:

During School Hours

- The parents/guardians (or court appointed guardians) of current students;
- Other family members of current students who are approved by the student's parent/guardian; and
- Those persons invited by the Gwinnett County Public Schools for official business.

The principal or designee may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time.

Students should not bring student visitors to school.

Parents and visitors should make an appointment to see a teacher, the principal, the counselors, or to visit their children's classes.

After School Hours

No students or unauthorized visitors may remain on the school campus after regular school hours without supervision.

School Authority

School personnel have the authority to warn persons trespassing to leave the facilities or properties. Persons who refuse are subject to prosecution under the laws of the State of Georgia.

Hooper Renwick Procedure for School Visits:

- All aspects of the GCPS Policy for school visits will be strictly adhered to.
- All visits must be pre-arranged with the appropriate school personnel/administrator.
- All visitors will be accompanied by school personnel during the visit.
- All visits will be limited to twenty (20) minutes of student observation and may be curtailed if deemed necessary by a school administrator.
- All visitors will follow staff direction to ensure a safe and appropriate educational environment, including but not limited to leaving a classroom or other area where students may be located.

Parental Concerns

If a student or parent has a concern about a school policy or an employee, the following procedures should be followed in order to resolve the problem as quickly as possible:

1. Contact your child's teacher or school social worker to discuss your concerns.
2. If your concern is not resolved, contact your school administrator.

Conferences and Appointments

If parents wish to confer with staff members concerning the progress of their children or any aspect of Hooper Renwick School, an appointment is needed. We ask that you call the school between the hours noted below to arrange a time that is convenient for all parties involved or please use our voice mail system or e-mail to arrange a conference with the teacher. Due to our teaching schedule and other prearranged meetings, we ask that you respect our working times and understand that **unscheduled meetings and conferences are not possible.**

Physical Restraint

In response to Georgia Code: JGF(2) 160-5-1.35 SECLUSION AND RESTRAINT FOR ALL STUDENTS, the North Metro Program of the GNETS implemented the following:

Procedures for the Use of Physical Restraint

Definition:

Physical restraint is direct physical contact from an adult that prevents or significantly reduces a student's movement.

Use:

Physical restraint of a student is used only in cases when the student's behavior poses an immediate danger to himself/herself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. The use of restraint is an intervention of last resort.

Staff Training:

Prior to participating in physical restraint of a student, all North Metro staff members will be trained in a specified crisis prevention/intervention curriculum. The crisis prevention/intervention curriculum for North Metro is the MindSet Training Curriculum. This curriculum emphasizes the use of prevention and de-escalation techniques prior to physical restraint. If it becomes necessary to physically restrain a student, North Metro Program staff use MindSet restraint techniques. These techniques emphasize student and staff safety and respect.

Documentation:

Incidents of restraint will be documented on the day the incident occurred using the North Metro Physical Restraint Incident Report Form. Incident reports will be reviewed by North Metro leadership staff or restraint curriculum trainers on a monthly basis.

Each North Metro Coordinator will submit a monthly data report on use of restraint to the North Metro Director. Incident reports, physical restraint data and training activities will be reviewed by the North Metro director, leadership staff, and restraint curriculum trainers bi-annually.

Parent Communication:

North Metro staff will communicate with students' parents in writing within one school day regarding incidents of restraint.

RESPONSE FORM

Student:

I have received a copy of the 2011-2012 Hooper Renwick School Student/Parent Handbook. The contents of the Handbook have been reviewed with me by school staff. I understand my rights and responsibilities as a student enrolled at Hooper Renwick School.

Student Signature

Date

Parent:

I acknowledge receipt of the 2011-2012 Hooper Renwick School Student/Parent Handbook for my son/daughter. I have reviewed the contents of the handbook with my son/daughter.

Parent/Guardian Signature

Date