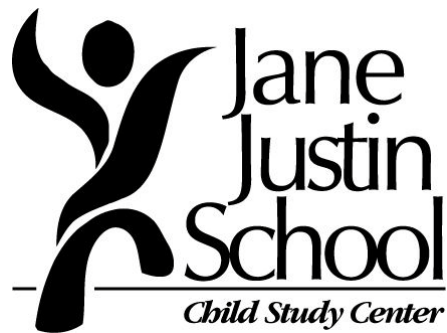


The Jane Justin School Parent Handbook 2011 / 2012



Address:

1300 West Lancaster
Fort Worth, Texas 76102

Telephone:

817-390-2831

School Hours:

8:15 am to 3:00 pm

Extended School Program Hours:

7:30 am to 8:15 am

3:10 pm to 5:30 pm

Accredited and Licensed by:

- Southern Association of Colleges and Schools
- Texas Department of Protective and Regulatory Services
- City of Fort Worth Health Department

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Welcome

Welcome to the Jane Justin School, a community of families and teachers who are committed to helping children become capable scholars, responsible citizens, and loyal friends.

Mission

The Jane Justin School, in partnership with families and the community, fosters the knowledge and life skills necessary for our students to achieve productive and meaningful lives while respecting and embracing the individuality of each child. To achieve this mission, the Jane Justin School responds to the changing needs of our students and their families with compassion and educational excellence.

Goal

It is the goal of the Jane Justin School to one day return each of our students to a more traditional educational setting with the skills needed to be successful in that setting. The Jane Justin School accomplishes this goal through the use of cutting-edge, evidence-based, and scientifically proven teaching techniques.

Mascot

The Jane Justin School mascot is the Trailblazer. The Trailblazer symbolizes that perfect combination of strength, courage, resilience, and perseverance. Indeed, Trailblazers are not satisfied with the status quo. They are in search of something better. They are leaders who seek to make the world a better place. They are scholars who challenge people to think differently. To be sure, each of you, and each of your children embody the characteristics of a Trailblazer. No two children are the same. Each will blaze their own trail in this world. The journey will, no doubt, be full of challenges, but it will also be full of successes. Together, we will transcend the challenges and celebrate much success.

Mascot (continued)

The Robert Frost poem, “The Road Not Taken” is an apropos reminder of the benefits of trailblazing.

Two roads diverged in a yellow wood,
And sorry I could not travel both
And be one traveler, long I stood
And looked down one as far as I could
To where it bent in the undergrowth;

Then took the other, as just as fair,
And having perhaps the better claim
Because it was grassy and wanted wear,
Though as for that the passing there
Had worn them really about the same,

And both that morning equally lay
In leaves no step had trodden black.
Oh, I marked the first for another day!
Yet knowing how way leads on to way
I doubted if I should ever come back.

I shall be telling this with a sigh
Somewhere ages and ages hence:
Two roads diverged in a wood, and I,
I took the one less traveled by,
And that has made all the difference.

Customized Treatment Teams

Because children with developmental differences face many challenges, the Jane Justin School provides customized treatment teams in one location to care for and educate our students. The constituents of each child’s team vary based upon individual needs. As such, members of the team could, but do not necessarily have to, include a pediatrician, a psychologist, an applied behavior analyst, and a speech-language pathologist, as well as teachers who specialize in the education of children with developmental and learning differences. The personal plans created for each child are reviewed every 9 weeks, and performance data are analyzed daily.

Electronic Health Records (EHR)

All students enrolled in the Jane Justin School are considered patients of the Child Study Center. As such, an electronic health record (EHR) is created for each student. These records are accessible to all teachers and clinicians who provide service to a child. For example, some students of the Jane Justin School also see one of the Child Study Center's pediatricians. Other students see Child Study Center pediatricians and psychologists. Still other students see Child Study Center pediatricians, psychologists, and behavior analysts. The EHR is a mechanism that allows teachers and clinicians to communicate effectively about patients and to coordinate the treatment they provide.

Classrooms

The Jane Justin School operates classrooms staffed by a certified teacher, an assistant teacher, occasional practicum and internship students from local colleges and universities, as well as community volunteers. The Green Room maintains a 5:1 student to teacher ratio and the Purple, Red, and Blue Rooms each maintain a 6:1 student to teacher ratio. These 4 classrooms cover 8 instructional levels (Preschool through 6th Grade). As such, parents should expect students to spend a minimum of 2 years in each classroom. A student's movement from one classroom to another is determined by two factors: (1) the student's demonstration of the prerequisite skills required to be successful in the next classroom, and (2) available space.

Teachers

The Jane Justin School employs teachers specially trained in the techniques of classroom management, principals of learning, curriculum development, and data-based decision making. All teachers work from the perspective that learning is personal and that instruction must be individualized.

Individualized Instruction

Delivering individualized instruction begins with a repertoire assessment designed to reveal skill competencies as well as skill deficiencies, and the results are used to pinpoint proper curriculum placement. Teaching then begins with an emphasis on errorless learning. Progress with respect to each learning objective in each curriculum is monitored, documented, and communicated to parents on a daily basis via each student's personal plan. As a student's repertoire becomes more skillful, teachers make adjustments to the personal plan through a process of data-based decision making.

Personal Plan

The device that enables truly individualized instruction at the Jane Justin School is the personal plan—the one-page form that describes a student’s current objectives in every curriculum area and serves as a record of every lesson that occurs during each week. This is the form that allows one teacher to explain to another what and how a student was taught and how well the lesson went. The second teacher can then extend the work of the first with great consistency. Anyone who can read the plan and knows the curriculum can see what a student did every day.

The personal plan is also a record for parents. As soon as you can read the plan, you too will know all the details of your child’s day.

At the beginning of each week, a new personal plan is constructed based on the experience of the previous week. The current personal plan, along with all prior plans for the current quarter is kept in the student’s folder. That folder also contains the student’s curriculum sheets as well as a graph that displays every step completed in every curriculum area during the current quarter. All these records are meant to be shared with you. If an entry does not make sense, please ask. The better you understand everything in the folder, the better we can collaborate in creating the best possible educational program for your child.

Complimenting Students and Teachers

Your child’s personal plan is perhaps the most comprehensive and detailed system of academic recording and reporting ever developed for parents. How you use the information it provides has great influence. A wise parent will search each day’s record for accomplishments so compliments can be given to the student *and* to the responsible teacher or teachers. The parent who has learned to read the plan well will understand the signs of progress, and take the time to comment on them. Nothing is a greater compliment to a teacher than the approval of an informed parent who understands the curriculum and its procedures.

In a conventional classroom, the usual exchange (if any) between parent and teacher at the end of the day is likely to be a friendly, but empty, “How did the day go?” “Fine. He had a good day.” As parent and student leave together walking toward the car, Mother asks, “What did you do in school today?” The predictable answer, “Nothing,” lets them go on to consider what’s for dinner.

The Jane Justin School parent who takes a moment to examine the personal plan can comment to the student, “Michael, you had another good day with your numbers, didn’t you? I’m so proud of you!” And to the teacher, “Thank you, it really is nice to see this kind of progress. It’s also nice that he really likes the number games.” What teacher does not look forward to the arrival of such a parent? Who among us does not love to show off our good work to an approving and informed audience?

Complimenting Students and Teachers (continued)

The parent who knows how and when to approve has also learned to read the personal plan well enough to see any problems. More important, however, the parent who has correctly noted and complimented the good things has built the social credits that help when asking about problems. “I see he didn’t do any reading the past two afternoons. How does it look for tomorrow?” A question asked out of thoughtful concern can be part of a normal friendly conversation. The same words, delivered as a critical challenge by a parent who seldom compliments, are not received as well.

Unfortunately, too often we find it easier to criticize than to compliment. Some parents seem reluctant to praise the small improvement in their student’s performance fearing that approval of what they have done may stop them from trying to do better. In fact, the opposite is true. People, both big and little people, like to get sincere compliments and they will work hard to get them. The approving audience generates more good performance not less. The personal plan creates new opportunities for parents to become informed.

Curriculum

To help children reach their fullest potential, The Jane Justin School uses a curriculum that is coherent, unified across all classrooms, and capable of accommodating preschool - 6th grade instructional levels. The curriculum is deliberate and purposeful. Just as you measure your child’s growth in height with marks on the kitchen door, you can watch your child’s growing mastery of each curriculum area. The specific curriculum areas are listed below:

- Big Movement Skills: Balance, Tumbling, and Hand/Eye Coordination
- Small Movement Skills: Stringing, Building, Drawing, Cutting, Tracing, Copying, & Mouse Use
- Self-Help Skills: Personal Information, Eating, Grooming, and Dressing
- Social Skills: Protection, Initiations, Tolerance, Rule-Following, and Community Behaviors
- Verbal Skills: Listener Skills and Speaker Skills
- Concept Formation: Colors
- Concept Formation: Shapes
- Concept Formation: Body Parts
- Concept Formation: Numbers and Numerals
- Concept Formation: Alphabet
- Concept Formation: Money
- Concept Formation: Time
- Concept Formation: Patterning, Puzzles, Ordering, Days, Months, and Seasons
- Concept Formation: Prepositions and Comparatives
- Concept Formation: Receptive / Expressive Labels
- The Great Action Adventure
- Literacy Skills: Early Book Skills, Dictation, and Sight Words
- Demonstrating Comprehension Through Reading and Drawing
- Spectrum Writing
- Writing Sentences

Curriculum (continued)

- Talking About a Picture
- Writing About a Picture
- Reading Concordance
- Reading Most Common Words
- Headsprout Reading
- Programmed Reading
- Reading for Concepts
- New Practice Readers
- Reading About Science
- Accelerated Reading
- Accelerated Listening
- History
- Early Handwriting
- Zaner-Bloser Handwriting
- Edmark Reading
- Programmed Spelling
- Spelling Most Common Words
- Spelling 2100
- Elementary Language Skills
- Grammar, Usage, and Mechanics
- Taking the High Road to Social Studies
- Taking the High Road to Reading, Writing, and Listening
- Map Skills and Exploring Maps
- Math Concordance
- Math Facts: See→Type
- Math Facts: See→Write
- Math Facts: Hear→Say
- Programmed Math
- Programmed Math Word Problems
- Math Concepts and Skills
- Math Concepts and Skills Practice Sheets
- Math Concepts and Skills Intervention
- Math Concepts and Skills Worksheets
- Classroom On-Task Intervals
- Good Behavior Cans
- Good Behavior Stars
- Good Behavior Days
- School Contract
- Home Contract
- Friendship
- Citizenship

Achievement Records

The Jane Justin School conducts pretesting and post-testing as a means to assess student achievement during the school year. Pretesting occurs during the second week of school. The pretesting results will be shared with parents during the 1st round of parent conferences in November. Post-testing occurs near the end of the school year and the results will be shared with parents during the 4th round of parent conferences in June.

The achievement records produced by the testing contain information that describes each student's current level of functioning across broad developmental areas. The information is expressed in terms of the number of months of achievement. The difference between the number of months achieved at pretesting and post-testing represents the achievement gain for the school year.

IQ Testing

The Jane Justin School, in conjunction with the Psychology Department of the Child Study Center, conducts IQ testing for students who are new to the program and for those preparing to transition to another school. The results of the tests provide an estimate of a child's ability level relative to national norms. Those estimates help with proper curriculum placements.

Tracking Progress (Grades, Graphs, and Report Cards)

Traditional schools hold the amount of instruction constant and let the amounts students learn vary. Each semester some students will learn more, others less. The variable outcome is then labeled with different letter grades (A, B, C, D, or F) at the end of a set interval. Unlike traditional schools, the Jane Justin School varies the amount of instruction needed to ensure mastery (A⁺) and pays little or no attention to fixed intervals of time. Students are different, and they progress through each curriculum at different rates. Our job is to see that every student masters each step and enjoys the same pride of achievement regardless of time. Because we teach all skills to the mastery level, the critical unit of measurement becomes the number of skills mastered in a given amount of time. At the end of each week, we count the total number of skills mastered during the week and that number is plotted on a curriculum step graph. The updated step graph is sent home each week along with a behavior graph for posting on the refrigerator. Updated copies of those graphs are also available in each student's curriculum folder.

At the end of each 9-week quarter, report cards are presented during parent conferences. The report card details the curriculums in which the student is enrolled and the number of curriculum steps (skills) mastered during the previous quarter. These quarterly report cards are yet another way to celebrate each student's accomplishments.

Homework

Unlike many schools, the Jane Justin School does not require homework in the Green, Purple, and Red Classrooms. The reason for this is that the students we serve in those classrooms generally require specialized teaching techniques. Access to those techniques is the main reason many families choose to enroll their children with us. Although each parent has a unique set of talents, we understand that the delivery of specialized instruction may not be among them. As such, we do not automatically assign homework to students in the Green, Purple, and Red Classrooms and expect that you help them.

Although homework is not required in the Green, Purple, and Red Classrooms, the Jane Justin School does recognize that additional practice in any skill domain is useful. This is, in part, why we offer families the opportunity to participate in a homework program if they so choose. If you decide that you would like your child to complete homework assignments, simply contact your child's teacher. Like all academic programs at the Jane Justin School, homework will be individually tailored to your child's unique repertoire. We do not, however, send home new material and we do not ask you to teach a new concept to your child. Rather, we send home material that your child has already mastered. Extra practice of mastered material in new setting helps promote generalization and maintenance of skills and this is a worthy endeavor in and of itself. This is especially true of children with special educational needs because the skills in their repertoire are often fragile.

Because the Blue Room serves our oldest students who are preparing to make a transition to another school, homework is an essential component of this classroom. By introducing homework while still enrolled in the Jane Justin School, we can help get students accustomed to working at home which is a skill they will need most other schools.

Completing homework assignments should not be an arduous task for children—nor should it be too lengthy. Each child's unique repertoire dictates the type of material that is assigned and the approximate amount of time required to accomplish it. Again, this is the essence of individualized instruction.

If you decide that you would like your child to receive daily homework, you are strongly encouraged to schedule some training sessions with your child's teacher to learn how we conduct personalized tutorials. This training will make for more productive and happier homework sessions.

Award Ceremonies

Because acknowledging student achievement is important for building self-confidence and self-esteem, the Jane Justin School conducts quarterly classroom award ceremonies. The ceremonies are held every 9 weeks (usually the day before parent conferences), at the end of the school day (2:30 pm to 3:00 pm), in each classroom. Parents are encouraged to attend. During the ceremonies the teachers assemble the students, confer award certificates, and celebrate success. It is a wonderful social opportunity for everyone involved.

Parent Conferences

Parents are required to attend a minimum of four parent conferences during the school year. Parent conferences are scheduled to occur at the end of each quarter. During your parent conference, the teacher will present your child's performance data in each curriculum area for the previous quarter. Next, progress with respect to your child's previous social, emotional, and academic goals will be reviewed. Finally, new goals for the next quarter will be forged. Parents may schedule additional conferences on an as-needed basis with their child's teacher. The teachers are available to meet by appointment between 3:15 pm and 4:00 pm. Please call in advance to schedule additional parent conferences.

Opportunities to Participate

The Jane Justin School offers over 80 opportunities for parents to participate in school related events. Indeed, parental participation is a crucial factor in building a robust school community. Some of the opportunities to participate are organized by the faculty and staff of the school such as the parent orientation, open house, award ceremonies, and parent-teacher conferences. Other opportunities to participate are organized through the Parent Teacher Organization (PTO). Please see below for more information regarding the PTO.

Volunteer Opportunities and Log

“There is no better way to increase the capacity of a nonprofit organization than to increase the quantity and quality of the volunteer workforce.” – Author Unknown

“Volunteers are the only human beings on the face of the earth who reflect this nation's compassion, unselfish caring, patience, and just plain love for one another.” – Erma Bombeck

Many of the opportunities to participate in the Jane Justin School community double as volunteer opportunities. In addition to the many prescheduled events on the calendar, the Jane Justin School also makes use of volunteer support for special projects. Past projects include:

- Helping the office staff make copies of materials
- Helping to organize the library
- Helping the teachers prepare new bulletin boards
- Helping design database systems
- Helping to organize the art closet
- Helping to organize the PE closet

In addition to volunteer opportunities in the Jane Justin School, there are also volunteer opportunities around the Child Study Center in general. For example, the Child Study Center Foundation is always looking for volunteer support for special events like the Puzzle Scuttle, The Annual Children's Golf Classic, and the Party on the Patio just to name a few.

Volunteer Opportunities and Log (continued)

If you are interested in volunteering in the areas of the Child Study Center other than the Jane Justin School, please contact Mary Truss (817-390-2804) in the Child Study Center Foundation for more information.

When you do volunteer your time to help in the Jane Justin School for any project, please be sure to log your hours on the volunteer sign-in sheet located outside the school's office. We tabulate the number of volunteers who donate their time and the total amount of time donated on a quarterly basis. Those numbers are used when seeking grant requests and donations from foundations. Funding agencies like to see that we have strong volunteer support from the community. This is certainly the case. For example, in 2010 the Jane Justin School recorded 108 unduplicated volunteers who collectively donated 2,109 hours of their time.

Parent Teacher Organization

Opportunities for parent involvement are also encouraged through the Parent Teacher Organization (PTO). The purpose of the PTO is to support families, students, and teachers. The PTO meets monthly to discuss, plan, and organize extra-curricular activities. The PTO meeting dates may be found on the school calendar. The following are PTO sponsored events. Your participation is crucial to the success of these events.

- The Monthly PTO Coffee Social
- The Popcorn and Beverage Fundraiser
- Johnny Appleseed Wish List
- The Fall Book Fair
- The Great Pumpkin Patch
- The Thanksgiving Feast
- The Talent Showcase
- Pack the Piggy Bank Fundraiser
- The Spring Book Fair
- The Egg Hunt
- Field Day

Enrollment

Enrollment in the Jane Justin School begins with a 20 school day introductory period during which a complete repertoire assessment is conducted. The results of that repertoire assessment are then presented before the school's admissions committee. The admissions committee members include the director, the administrative assistant, the classroom teacher, the classroom assistant teacher, a veteran teacher from the faculty, and a psychologist from the Child Study Center's psychology department.

Enrollment (continued)

It is the collective responsibility of the admissions committee to determine the degree to which the educational needs of a child match the services provided by the Jane Justin School. In making this determination, several factors are considered. Those factors include the degree of developmental delay and behavior patterns that may limit the child's ability to benefit from classroom instruction, such as high levels of stereotypy, aggression, or self-injury. These factors are then considered in the context of the educational needs of the students already enrolled in the classroom. In the end, the members of the admissions committee ask the following question: "Will the Jane Justin School be able to meet the child's educational needs without compromising the success rates of the existing students?" If the answer to that question is "No," referrals are made to put the child in contact with services better matched to his or her unique educational needs. When the answer is "Yes," and space is available, enrollment is offered and continues on a year-to-year basis.

Referral File

If the admissions committee determines that the Jane Justin School can accommodate the special needs of a child, but space for that child is not currently available, the committee will offer to place the child's application in the School's referral file. The referral file is not a wait list. A wait list implies that children are enrolled on a first-come first-served basis. The referral file is a collection of student applications approved by the school's admissions committee. When space becomes available in the Jane Justin School, every child whose application resides in the referral file will be considered for enrollment. After considering each application in the referral file, the school's admissions committee will offer enrollment to the student whose special needs may be best accommodated.

Registration and Re-enrollment

Registration and re-enrollment begins in January. A (\$500) non-refundable registration fee must be paid to secure a student's placement for the fall semester. The \$500 non-refundable registration fee will be applied toward the total tuition. The deadline for payment of the fee is posted on the school calendar. Failure to pay the registration fee by the due date will result in the student's placement being forfeited.

Tuition and Fees

It costs the Child Study Center approximately \$18,500 to educate one child during the course of the regular school year. This is not, however, the amount the Child Study Center charges for tuition. For example, the tuition for the 2011/2012 school year is \$12,400. This means that the Child Study Center underwrites a portion of the tuition for all students. Minimally, for this school year, the amount being underwritten for each child is \$6,100. This underwriting service is made possible through the fundraising efforts of the Child Study Center Foundation and the generous contributions of individuals in the community.

The \$500 non-refundable registration fee will be applied toward the total tuition.

Financial Assistance

The Jane Justin School has an internal financial assistance program to provide a limited number of partial scholarships on the basis of financial need. Occasionally, external scholarships become available from other community organizations. Applications for these scholarships may be obtained in the school office.

During January the scholarship application process begins for summer school and the following school year. See the school calendar for information regarding deadlines to submit paperwork.

Scholarship applications for students requesting financial assistance following the stated deadlines will be considered if funds are available.

To apply for financial assistance, the responsible party must complete the appropriate forms and submit them according to accompanying instructions and timelines. A copy of the most recently completed and signed income tax return (including the 1040 form, all schedules, and W-2s) must also be provided. Families receiving financial assistance must comply with the Jane Justin School rules, policies, and financial obligations to maintain receipt of the scholarship funds. All Child Study Center accounts must be current before families will be permitted to apply for financial assistance and/or receive a scholarship.

In addition to financial need, the Scholarship Committee will also consider the number of unexcused days a child was absent from school, the number of unexcused days a child was tardy to school, and the number of unexcused days a child left school early. In addition, the committee will also consider the level of parental involvement in the Jane Justin School community by examining participation in the PTO and serving in other volunteer capacities.

Payment Options

1. Payment in full prior to July 1st – With this option, families get a \$125 discount.
2. Monthly Payment Plan through Tuition Management Systems – With this option, tuition is payable in 10 monthly installments beginning July 1st. This plan requires that the financially responsible party complete the financial enrollment form and pay the \$35 enrollment fee to Tuition Management Systems.

Note: If you are seeking financial assistance, the enrollment form for the tuition payment plan cannot be completed until the Scholarship Committee has reviewed your child's scholarship application.

Enrollment Requirements

- The ability to make adequate progress within the Jane Justin School classrooms (determined by the school's admissions committee).
- Completion of and compliance with the Parent Agreement Form that indicates a willingness to work collaboratively and productively with the Jane Justin School.
- An annual physical examination by a physician.
- A completed and current immunization record that has a physician's signature.
- All school information forms and releases completed and signed by the dates indicated.

Refunds

No refund or reduction in tuition or fees will be made for withdrawal, absence, or dismissal.

Payments on Account

Families are expected to comply with the terms of their tuition payment agreements. Families selecting the monthly payment option through Tuition Management Systems (TMS) must comply with the terms and conditions of the agreement that they have signed with TMS.

In the event that TMS notifies the Child Study Center that they are dismissing a family from the monthly payment program due to a negative payment history, the family will be required to submit payment in full for the remaining tuition balance to the Child Study Center Finance Department. Failure to do so will result in dismissal from the school.

Delinquent Accounts

Families experiencing financial hardship during the school year are encouraged to discuss the situation with Child Study Center Finance Department in a timely manner.

All tuition payments are due on the first day of the month. If a student's account becomes 30 days delinquent, the student will not be permitted to attend school until all delinquent tuition and late fees have been paid.

If a student is dismissed due to a delinquent account, no school records will be provided or released until the account is settled.

Enrollment for the following year will not be offered until all financial obligations have been fulfilled.

Chronically delinquent accounts will be turned over to an outside collection agency that will submit a report to a credit-reporting bureau.

Parking and the Drive-Through

It is our collective responsibility to make the morning arrival and afternoon departure a safe and expeditious experience. There are 3 entrances on the east side of the building. The first entrance leads into the school, the second entrance leads into the Behavior Analysis / Autism Department, and the third entrance leads into the main lobby. Parallel to the three east entrances is a drive-through. When you enter the drive-through please remain alert and look for children who may step into the road. This is particularly important at the Jane Justin School because many of the children we serve have a variety of conditions that may put them in jeopardy (e.g., impulsivity, poor coordination, noncompliance). In addition, many of the children we serve are only just beginning to learn how to be safe in dangerous situations.

To help maintain safety and the flow of traffic in the drive-through, several signs are posted. Please notice that the drive-through contains speed bumps and that there is no parking on the left side. Use of the drive-through is for student loading and unloading only. To accommodate visits longer than 10 minutes, parking is available in the street or in the parking lot on the north side of the building.

Attendance

It is essential that your child attend school on a regular basis to maximize the benefits of education. The attendance policy at the Jane Justin School is based upon the compulsory school attendance laws in the State of Texas. Chronic absenteeism and /or tardiness are grounds for dismissal and the denial of enrollment for the next academic school year.

Attendance (continued)

Below is a table that shows how differing amounts of time out of school on a daily basis is multiplied over weeks, months, and years. As you can see, regularly missing just 5 minutes a day translates into missing a substantial amount of school over the course of a year. Because students enrolled in the Jane Justin School often have skill deficits, it is imperative that their time in school be maximized.

Day		Week		Month		Year
5 minutes per day	=	25 minutes per week	=	1 hour, 40 minutes per month	=	2 days, 1 hour, 35 minutes per year
10 minutes per day	=	50 minutes per week	=	3 hours, 20 minutes per month	=	4 days, 3 hours, 10 minutes per year
15 minutes per day	=	1 hour, 15 minutes per week	=	5 hours, 0 minutes per month	=	1 week, 1 day, 4 hours, 45 minutes per year
20 minutes per day	=	1 hour, 40 minutes per week	=	1 day, 0 hours, 10 minutes per month	=	1 week, 3 days, 6 hours, 20 minutes per year
25 minutes per day	=	2 hours, 5 minutes per week	=	1 day, 1 hour, 50 minutes per month	=	2 weeks, 1 day, 1 hour, 25 minutes per year
30 minutes per day	=	2 hours, 30 minutes per week	=	1 day, 3 hours, 30 minutes per month	=	2 weeks, 3 days, 3 hours, 0 minutes per year

The calculations in the column above are based on a 5 day school week.

The calculations in the column above are based on a 20 day school month.

The calculations in the column above are based upon a 180 day school year.

The calculations in the table above are based on a 6.5 hour school day.

The actual number of hours in each school day and the number of school days in each school week, month, and year varies based upon special events such as holiday parties, awards ceremonies, parent teacher conferences, etc.

Arrival

All students must be signed in by parents/guardians using the attendance notebook located outside each classroom. The classrooms open at 8:15 AM and instruction begins promptly at 8:30 AM. From 8:15 AM to 8:30 AM teachers greet parents and students at the door. This is a time for parents and teachers to exchange brief pieces of information. Because of the academic and social needs of an entire class, teachers are not able to accommodate impromptu conferences during this time or when class starts at 8:30 AM. If you have information that requires more than a few minutes to deliver, please call the office to schedule an appointment. We will be happy to accommodate you in every way possible.

Students who arrive after 8:30 AM are considered tardy. Because instruction begins promptly at 8:30 AM, receiving a tardy student is disruptive to the education of other students. As such, every effort should be made to have students arrive on-time. In addition, every effort should be made to minimize the number of days a student is absent from school.

Dismissal

Teachers at the Jane Justin School are trained to make the most of every possible moment for educating students. As such, students are dismissed at 3:00 PM. Picking up a child before 3:00 PM should be minimized because it is disruptive to the classroom and compromises the learning opportunities of other students. In the rare event that a student must be picked up early from class, the classroom teacher should be notified in the morning.

Students will only be released to parents/guardians and individuals listed on the approved pick-up list. If a person other than the student's parent/guardian attempts to pick up a student, the driver's license of that person will be checked by a staff member to ensure safety. Parents/guardians and individuals listed on the approved pick-up list must sign their child out of school each day using the attendance notebook located outside the classroom.

Students who have not been picked up by 3:10 PM will be escorted to the Extended School Program. For more information related to the Extended School Program and its fees, please see the "Extended School Program" section below.

Calendar

It is the responsibility of parents to consult the Jane Justin School calendar on a regular basis to stay informed about scheduled events. Although reminders will be provided via the blue communication folders, it is best to frequently review the calendar. New calendars are distributed in May of each school year. Copies of the calendar are posted outside each classroom and on the general bulletin boards. Copies are also laminated into the blue communication folders. Additional hard copies are available from the school's office at any time and electronic copies are available on the Child Study Center's website (www.cscfw.org).

Inclement Weather Days

In the event of severe weather conditions, the Jane Justin School will follow the decision of the Child Study Center regarding closings and delayed openings. Decisions to close or delay the opening of the Child Study Center will be called into Channel 5 by 6:30 am. Channel 5 will then announce on TV and their website that the "Child Study Center" rather than the "Jane Justin School" will be closed or delayed. For those who leave early in the morning and travel a long distance to come to the Child Study Center, please know that there is often a lag between the time we call Channel 5 and the time the information is posted. Although school may not close during some hazardous driving conditions, it is understood that some children will be unable to attend due to the travel distance involved. In such cases, please notify the school by phone if your child will not be attending school on a particular day due to inclement weather.

Because of the low probability of closing the Child Study Center due to inclement weather, the Jane Justin School does not schedule "make-up" days. Please note that a child's tuition will not be adjusted due to an inclement weather day.

Blue Communication Folders

Good communication between parents and staff is essential for student progress. One of the ways the Jane Justin School communicates with parents is through the use blue communication folders. When information is scheduled to be sent home, it will be delivered through a blue communication folder placed in your child's backpack. It is the responsibility of the parent to check their child's backpack every day to see if the blue communication folder has been sent home. When the folder has been sent home, it is important to carefully read all the information it contains and promptly complete any required action (e.g., signing paperwork and sending it back to school). The Jane Justin School maintains a record of all (non-clinical) communication sent home in the "History of Communication" folder which is located outside the school office. Parents are welcome to review the contents of this folder whenever they wish to do so.

Email

The Jane Justin School also communicate non-clinical information to parents via email. Clinical information is not shared via email because our email system is not encrypted. If you have extended family members who would like to be included in the Jane Justin School email distribution list, please have them contact the school office by phone (817-390-2831) or by email (atapp@cscfw.org).

Classroom and Playground Observation

Because the Child Study Center is a medical facility, all children who consume its services are technically considered patients. As such, students and their families are legally entitled to special confidentiality assurances. To accommodate the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and protect the privacy rights of the students, requests to observe in the school must be scheduled through the office so that appropriate provisions may be arranged.

Lunch

Parents are responsible for providing their children with a well-balanced lunch including a drink, appropriate utensils, and napkins. Students may bring food that needs to be heated in a microwave provided that it requires no more than 2 minutes of heat. Food that requires heating in the microwave must be sent to school in microwave-safe containers that are labeled with your child's name.

Dress Code and School Uniform

The complete Jane Justin School uniform must be worn each day unless otherwise specified. Your child’s uniform should be clean and neat in appearance. The following guidelines have been established to promote safety and to minimize distractions.

- Leather shoes or athletic footwear may be worn with the school uniform.
- Sandals, open-toed shoes, platform shoes, or “roller” shoes are not permitted.
- Pants must be hemmed or cuffed, fitted by length and size with no cuts, holes, or tears.
- Field Day T-shirts are not part of the uniform. These shirts may be worn on casual dress days. Please see below for more information.

The Jane Justin School contracts with Lands’ End to provide many pieces of its school uniform. Lands’ End is the only manufacturer that is permitted to use our trademarked logo. Other manufacturers are not permitted to use our logo or a likeness of it on their garments.

Lands’ End has a great many products available for purchase. Only a portion of those products, however, have been approved for use in the Jane Justin School. Below is a list all the Lands’ End products that qualify as part of the Jane Justin School uniform. Please use this list in conjunction with the catalog when making uniform selections.

Because the Jane Justin School logo does not appear on pants or shorts, you are welcome to purchase pants, shorts, skorts, and skirts from a retailer of your choosing in brown, khaki, navy, white, or black.

To help off-set the cost of purchasing new uniforms, the school accepts the donation of used uniforms so that those uniforms may be resold at a modest price of \$5 per article. If you would like to donate or purchase used school uniforms, please see Andrea Tapp in the school’s office.

Approved Products	Approved Color(s)	Notes
Boy pant, chino, reinforced knee	Classic navy, khaki	The logo is not applied to this product
Boy tie, pre-tied, plaid	Hunter green/classic navy	The logo is not applied to this product
Boy tie, pre-tied, solid	Classic navy	The logo is not applied to this product
Boy tie, to-be-tied, plaid	Hunter green/classic navy	The logo is not applied to this product
Boy tie, to be tied, solid	Classic navy	The logo is not applied to this product
Boy pant, chino, elastic waist	Classic navy, khaki	The logo is not applied to this product
Boy pant, chino, plain front	Classic navy, khaki	The logo is not applied to this product
Boy pant, chino, pleat	Classic navy, khaki	The logo is not applied to this product
Boy shirt, Oxford	Blue, white, French Blue	The logo is applied to this product
Boy shorts, chino pleat	Classic navy, khaki	The logo is not applied to this product
Boy shorts, chino plain	Classic navy, khaki	The logo is not applied to this product
Co-ed outerwear polar jacket	Classic navy	The logo is applied to this product
Co-ed midweight fleece jacket	Classic navy	The logo is applied to this product
Co-ed midweight fleece vest	Classic navy	The logo is applied to this product
Co-ed microfleece pullover	Classic navy	The logo is applied to this product
Co-ed shirt, polo, interlock	Classic navy, maize	The logo is applied to this product
Co-ed shirt, polo, mesh	Classic navy, maize	The logo is applied to this product
Co-ed shirt, mock turtleneck	Classic navy, maize	The logo is applied to this product
Co-ed shirt, turtleneck	Classic navy, maize	The logo is applied to this product
Co-ed sweat shirt, crewneck	Classic navy, maize	The logo is applied to this product
Co-ed sweat shirt, zip front	Classic navy, maize	The logo is applied to this product
Co-ed sweater, drifter, cardigan	Classic navy, maize	The logo is applied to this product
Co-ed sweater, drifter, crewneck	Classic navy, maize	The logo is applied to this product

Co-ed sweater, drifter, v-neck	Classic navy, maize	The logo is applied to this product
Co-ed sweater, drifter, vest	Classic navy, maize	The logo is applied to this product
Girl jumper, poly-rayon	Classic navy, khaki, plaid	The logo is applied to this product when using classic navy and khaki colors. It is not possible for Lands' End to apply the logo to the plaid.
Girl dress, mesh polo, long sleeve	Classic Navy	The logo is applied to this product
Girl dress, mesh polo, short sleeve	Classic Navy	The logo is applied to this product
Girl shirt, Peter Pan, microfiber	Blue, white	The logo is applied to this product
Girl pant, chino, elastic waist	Classic navy, khaki	The logo is not applied to this product
Girl pant, chino, plain front	Classic navy, khaki	The logo is not applied to this product
Girl pant, chino, pleat front	Classic navy, khaki	The logo is not applied to this product
Girl pant, corduroy	Classic navy, khaki	The logo is not applied to this product
Girl shirt, Oxford, short/long sleeve	Blue, white, French Blue	The logo is applied to this product
Girl shirt, Oxford, 3-qtr sleeve	Blue, white, French Blue	The logo is applied to this product
Girl shorts, chino	Classic navy, khaki	The logo is not applied to this product
Girl skirt, A-line	Classic navy, khaki, plaid	The logo is not applied to this product
Girl skirt, pleated	Classic navy, khaki, plaid	The logo is not applied to this product
Girl skort, chino	Classic navy, khaki	The logo is not applied to this product
Girl skort, corduroy	Classic navy, khaki	The logo is not applied to this product
Girl sweater, fine gauge, cardigan	Classic navy, maize	The logo is applied to this product
Girl sweater fine gauge, crew shell	Classic navy, maize	The logo is applied to this product
Girl sweater, cable hooded, zip front	Classic Navy	The logo is applied to this product

Casual Dress Days

The following days have been designated as “casual dress” days. Casual dress simply means non-uniform attire. Casual dress days are a good time for students to wear their Field Day t-shirts. Clothing worn on these days must be clean, neat, and in good condition. Shirts or t-shirts should have sleeves (long or short). For safety reasons, sandals, thongs, and flip-flops are not permitted.

Dates for Casual Dress:

- Oct. 31st Fall Party
- Nov. 3rd Classroom Awards 1
- Nov. 18th Thanksgiving Feast
- Dec. 16th Winter Party
- Jan. 20th Western Day
- Jan. 26th Classroom Awards 2
- Feb. 14th Valentine’s Day Party
- April 6th Egg Hunt / Spring Party
- April 12th Classroom Awards 3
- April 20th Talent Showcase
- May 4th Field Day
- May 31st Classroom Awards 4

In addition, your child is permitted to wear casual clothes on his or her birthday.

Health Policy

The Jane Justin School is committed to wellness. All immunizations and vaccinations must be completed and validated by a physician or health clinic before a student is admitted to school.

You will be notified if your child becomes ill at school. It will then be your responsibility to contact your private physician if treatment is needed. It is important for the health of the other children that your child does not come to school when he/she is ill. If your child is ill, please let us know if the illness is contagious so we may notify the other parents. The notification will occur via a letter and will not reveal your child's name. According to school policies, a child must not attend school with fever, vomiting, diarrhea, or any contagious illness.

A child having one or more of the following symptoms will be sent home:

- Fever (100.5 degrees Fahrenheit or higher)
- Suspected contagious disease
- Vomiting
- Diarrhea

If your child has any of the above symptoms please keep him/her at home. A child with a cold or rash should be kept home for observation.

A student may not return to school until their temperature is normal (98.6 degrees Fahrenheit) and they are free of vomiting and diarrhea for 24 hours.

School Exclusion for Communicable Disease

The following list presents a variety of medical conditions and the attendance contingencies associated with each:

- Chicken Pox - exclude from school until free of fever, scabs are dry, and there is no evidence of secondary infection.
- Head Lice - exclude from school until adequately treated. Following treatment, children will need to be checked by a Child Study Center health care staff member upon their return to school.
- Impetigo - may attend school if under medical treatment for 24 hours.
- Infectious Hepatitis – may attend school when physician permits.
- Measles - may attend school when free of rash and fever.
- Mumps - exclude from school until swelling and fever is gone.

School Exclusion for Communicable Disease (continued)

- Pink Eye - may attend school if under treatment for at least 24 hours.
- Ringworm – may attend school if under treatment for at least 24 hours.
- Scabies - exclude from school until day after treatment is completed.
- Streptococcal (including scarlatina, scarlet fever, and strep throat) - may return to school after 24 hours of antibiotic treatment and free of fever for 24 hours. Antibiotic treatment usually requires 10 days. Medication to be given outside school hours if possible. A written statement from the child's physician is necessary prior to the child's return to school.
- Meningitis Meningococcal (Epidemic type) – exclude from school until a statement from the child's physician is provided that indicates that the child is non-infectious.
- Mononucleosis (infectious) – exclude from school until recovered or released by physician.
- Tuberculosis – exclude from school until released by physician.
- Whooping Cough – exclude from school until the child is free of cough, following completion of antibiotic therapy and release by physician.

When a communicable disease is detected in a member of the student body, the Jane Justin School will issue a letter to all parents alerting them to the possibility that other children may have been exposed. To protect privacy and maintain confidentiality, the Jane Justin School will not release the name of the child who has been infected.

Immunization Policy

Your child's immunization must be kept up-to-date and a copy of the immunization record must be provided to the school office. Required immunizations are as follows:

- Diphtheria-Tetanus (DPT or DT) - 5 doses (1 must be on or after 4th birthday). However 4 doses meet the requirement if the 4th dose was given on or after the 4th birthday.
- Polio - 4 doses (1 must be on or after 4th birthday). However 3 doses meet the requirement if the 4th dose was given on or after the 4th birthday.
- Measles, Mumps, and Rubella - 2 doses of a measles-containing vaccine with the first dose on or after the first birthday; second dose required upon entry into kindergarten.
- Hepatitis B - Three doses

Immunization Policy (continued)

- Varicella (Chicken Pox) – K-2nd Grade must have 2 doses, 3rd-6th Grade must have 1 dose. The first dose of Varicella must be received on or after the first birthday.
- Hepatitis A – K-2nd Grade must have 2 doses. The first dose of Hepatitis A must be received on or after the first birthday.
- TB Test – All new students must have a TB test within 180 days prior to school opening. Results are not valid unless verified + or - on health form.

Medication Policy

Medication may be administered to a student during school hours only if a written order for such medication is in the student's file, signed by the attending physician, and dated within the past twelve months. The authorization form must also be signed by the parents. Parents must notify the teacher when prescriptions are changed or discontinued by the attending physician.

Any medication to be given at school must be in the original prescription bottle. The pharmacist can be requested to put the medication in multiple labeled bottles, one for home, one for the classroom, and one for the ESP, if medication must be given during school hours. Prescription refills should be supplied monthly and the medication will be counted and verified by a Jane Justin School staff member upon receipt.

Aspirin, cough medication, eye drops, ear drops, etc. can only be administered with a physician's written order and when the medications are in their original containers.

Specific Medical Protocol

If your child has a medical condition that requires a specific medical treatment (e.g., a seizure disorder), please inform the school of the condition and ask your physician to write a protocol indicating that which should be done if the condition requires special care.

Allergies

If your child has allergies that require a specific medical treatment, changes to diet, and/or restriction from activities, etc., please inform the school of the condition and ask your physician to write a protocol indicating that which should be done at school if your child experiences an allergic reaction.

School Visitors

All visitors must report to the school office.

Service Animals

The only types of animals allowed to enter the building are service animals. Pets are not allowed to enter. Service animals are individually trained to perform tasks for people with disabilities. Service animals are working animals, not pets.

For educational purposes, the administration of the Child Study Center does allow non-service animals on the premises during occasional visits from the Fort Worth Zoo and other reputable agencies.

Birthdays

Parents may prearrange birthday celebrations with their child's teacher. The teacher will let you know the time available during the school day to celebrate these occasions.

No Latex

In keeping with the policies of the Child Study Center, the Jane Justin School maintains a latex free environment. Latex gloves and balloons will be not be used in the school. Vinyl gloves and mylar balloons are permitted.

Items from Home

Please consult your child's teacher before sending your child to school with items from home.

Private Tutoring and Babysitting

In an effort to avoid the potential conflicts of interest that can arise from dual relationships, the staff members of the Jane Justin School do not provide private tutoring or babysitting services for currently enrolled students.

Discipline Policy

Parents are the primary educators of their children, working in partnership with the Jane Justin School and the Child Study Center. Discipline begins at home and will be maintained by the School. It is essential for students to experience parents and teachers working together cooperatively. The solidarity of this partnership empowers students to focus on the development of self-discipline, the ultimate goal of our discipline policy.

All people need to understand limits and boundaries, and to follow clear and concise guidelines for expected behavior. Students are expected to show courtesy and respect to each other, adults, themselves, and property. Defiance, violence, insubordination, or any behavior that infringes on the learning process will not be tolerated.

Students and parents will be treated with respect by the Jane Justin School, and in turn, the Jane Justin School expects to be treated with respect by students and parents.

Intervention Techniques

It is the policy of The Jane Justin School to use positive approaches to behavior management that encourage appropriate behavior in an effort to replace inappropriate behavior. Positive reinforcement is the primary teaching procedure used by the staff of the Jane Justin School to promote the acquisition of pro-social behavior. Spanking or paddling is not allowed. When functionally appropriate to do so, a brief period of "time-out" from positive reinforcement may be used to reduce the future probability of problem behavior. If significant problem behavior persists, an individualized treatment protocol will be developed in cooperation with the student's parents.

Extended School Program (ESP)

The Jane Justin School offers before and after school care through the Extended School Program. Two rooms are certified for ESP use. The first is Green Room 2 (817-390-2832) and the second is Red Room 2 (817-390-2837). The room that is used at any particular time depends upon the general age of the students currently enrolled.

- Sandy Rodriguez is the ESP Coordinator. Her telephone number is 817-390-2842. The ESP telephone number is 817-390-2838.
- Morning ESP opens at 7:30 AM and closes at 8:15 AM.
- Afternoon ESP opens at 3:10 PM and closes at 5:30 PM.
- The ESP registration fee for the regular school year is \$50. This registration is valid for 1 regular school year (late August to early June).

Extended School Program (continued)

- The ESP registration fee for the summer session is \$30. This registration is valid for 1 summer session (late June to early August).
- The ESP weekly fee when school is in session is \$65/week. Payment is due on Friday prior to the week that your child will attend. Payments received after Friday will result in a \$10 late payment fee. If payment is not received by Monday of the week of service, your child will not be permitted to attend ESP until full payment (including the late fee) is made. When ESP is open three days or more in a single week, the full weekly rate is charged. ESP fees are not prorated when a holiday, school break, or inclement weather day falls during a program week. ESP accounts will not be credited for family vacations, illness, etc.
- The ESP fee for service provided on days when the school closes early (e.g., Teacher Inservice days) is \$25 for “drop-in” students. The cost for fully enrolled students is covered by the weekly fee.
- If a non-registered student “drops-in” to ESP due to necessity (e.g., parent is not able to pick up the student on time), the registration fee will be waived one time during a particular school year as a courtesy, but the student’s account will be charged \$10/hour of ESP use. If a non-registered student “drops-in” to ESP a second time during a particular school year, the student’s account will be charged the \$50 registration fee as well as \$10/hour of ESP use.
- The accounts of “drop-in” students are charged in whole hour increments beginning at 3:10 PM. This means that:
 - Time spent in ESP from 3:10 PM to 4:09 PM will be charged \$10.
 - Time spent in ESP from 3:10 PM to 5:09 PM will be charged \$20.
 - Time spent in ESP from 3:10 PM to 5:30 PM will be charged \$30.
- A \$1 per minute late fee will be charged for each minute any student remains in ESP past 5:30 PM. This late fee is due at the time the student is picked-up. Failure to pay the late fee will result in the termination of ESP services for the student. If a student has not been picked up by 5:30 PM, the ESP staff will begin calling people listed as emergency contacts to arrange for the student’s transportation home. If the ESP staff is unable to contact people listed on the student’s list of emergency contacts and the student is still in ESP at 6:00 PM, the Fort Worth Police will be contacted.
- The clock on the wall in the ESP classroom will be used to make all billing calculations.
- Any medication to be administered during ESP must be prescribed by a physician, accompanied by the appropriate Child Study Center form, and be contained in the original prescription bottle (one bottle for the classroom and one bottle for ESP).

Extended School Program (continued)

- The policies and procedures of the Extended School Program (ESP) are the same as those used in the Jane Justin School.
- Parents are entitled to see the following information:
 - The Minimum Standards for this licensed child-care center.
 - These are available upon request from the director of the child-care center.
 - These are also available on the web at www.dfps.state.tx.us and at your local licensing office.
 - The most recent Department of Family and Protective Services inspection/investigation report for this licensed child-care center.
 - These are available upon request from the director of the child-care center.
 - Compliance information is also available on the web at www.dfps.state.tx.us and at your local licensing office.

Texas Department of Family and Protective Services-----817-321-8618
1501 Circle Drive, Suite 310, Fort Worth, Texas 76119

Child Abuse Hotline -----800-252-5400

Parental Rights

The Child Study Center maintains educational records for your child that contain personal information such as dates of attendance, level of development, record of immunizations, intervention programs, and correspondence. Parents / legal guardians of children enrolled in the Jane Justin School are entitled to inspect and review the records pertaining to their child. A request for review should be made in writing and addressed to the Director of Education and Chief Executive Officer of the Child Study Center. If a parent should disagree with any part of their child’s record, they are entitled to challenge the contents.

A parent who has concerns about the staff of The Jane Justin School or its procedures should follow the steps outlined below:

1. Initially, discuss your concerns with the teacher or staff person involved.
2. If satisfaction has not been reached, the Director of Education should then be contacted.
3. If you are still not satisfied, concerns should be presented, preferably in writing, to the President and Chief Executive Officer of the Child Study Center.

Frequently Asked Questions

Do you have any openings?

The Jane Justin School maintains a full enrollment at all times. When a child is transitioned to another school, another child from a younger classroom within the school is promoted to fill the vacancy. This process typically pushes the enrollment opening to the youngest classroom. A child whose application resides in the referral file and who is of an appropriate age for the classroom in which the opening exists is then accepted into the program.

Do you have a “Waiting List?”

The Jane Justin School does not maintain a “waiting list” because the term implies that students are enrolled on a first-come, first-served basis. The Jane Justin School does, however, maintain a referral file. The referral file allows us to offer enrollment to students whose repertoire and age can best be accommodated by the classroom in which the enrollment opening exists.

What kinds of students do you serve?

The Jane Justin School serves children with developmental and learning disabilities and related behavior and emotional problems. The school is not limited to serving any one particular diagnosis. Any child with a developmental or learning disability or related behavioral or emotional problems who can function well within the context of a 6:1 student to teacher ratio will be considered for enrollment. Children whose special needs require a smaller ratio are referred to the Child Study Center’s Behavior Analysis Department and/or other area schools.

What is the age range of children you serve?

The Jane Justin School serves children between the ages of 3 and 12 years old.

What is the grade range of the school?

The Jane Justin School offers a curriculum that covers instructional levels preschool through 6th grade.

Are your teachers certified?

The Jane Justin School operates 4 classrooms and each is staffed by a certified teacher and an assistant teacher.

What is your student to teacher ratio?

In the youngest classroom, the student to teacher ratio is 5:1. In each of the elementary classrooms, the student to teacher ratio is 6:1.

What is the cost of tuition?

Tuition for the 2011/2012 school year is \$12,400.

Do you offer financial assistance?

The Jane Justin School offers a need-based scholarship program. Families may apply for a scholarship upon enrollment. The financial need of a family is determined by a 3rd party organization. The Scholarship Committee of the Child Study Center uses the information provided by the 3rd party to determine the amount of scholarship to award.

What are your hours of operation?

The morning drop-off begins at 8:15 AM and continues until 8:30 AM. The afternoon pick-up time is 3:00 PM.

Do you offer extended care?

The Jane Justin School operates an extended care program for an additional fee. Students who are enrolled in this program may be dropped off as early as 7:30 AM and picked up as late as 5:30 PM.

What does your calendar look like?

The Jane Justin School calendar is similar to that of the Fort Worth Independent School District. School begins in late August and ends in early June.

Do you offer a summer school program?

The Jane Justin School offers a summer school program that typically runs 6 weeks in June and July.

How do I apply to the Jane Justin School?

1. Download the Client Services application from the website www.cscfw.org.
2. Complete the Client Services application.
3. Deliver the Client Services application to the School's office.
4. Schedule a time for your child to visit the school.

What will happen during my child's visit to your school?

The visit will last 2 hours (10 AM to 12 PM). Upon arrival, the child will be taken to the classroom that is best suited to his or her age. While the child gets comfortable in the classroom, the child's parents will meet with the director of the school. The director will ask the child's parents to describe the behavioral, developmental, emotional, and academic challenges that have led them to seek out the services of the Jane Justin School. The director will then describe how the Jane Justin School operates and give the parents the opportunity to ask questions. The director will then tour the parents through the entire school. At the end of the tour, the director will leave the parents in the waiting room so that he may return to the classroom and assist the teacher in gathering information for the school admissions committee.

Information gathered during the visit will be presented during a school admissions committee meeting. If the committee determines that the services offered by the Jane Justin School are well matched to the special needs of the child, placement of the child's application in the referral file is offered. If, however, the committee determines that the services offered by the Jane Justin School are not well matched to the special needs of the child, recommendations are made to seek the services offered by the Child Study Center's Department of Behavior Analysis as well as other area schools.

What pre-requisite skills should the children have to attend?

The pre-requisite skills needed to attend the Jane Justin School include (but are not limited to) the following:

- Generalized motor imitation
- Generalized verbal imitation
- Generative language
- Ability to follow 2 step simple directions

For more information, please see the answer to the frequently asked question-“What kinds of students do you serve?”

Does there need to be a certain IQ score for admittance?

IQ is not a consideration for enrollment in the Jane Justin School. However, the mean IQ in the school is 79 (Range 40 to 124). The majority of students have an IQ between 65 and 100. For more information, please see the answer to the frequently asked question-“What kinds of students do you serve?”

Do the children have to have a certain diagnosis to attend?

The Jane Justin School serves children with a wide array of developmental and learning disabilities. We are not limited to serving children with any one particular diagnosis. Some children who attend the school do not have a formal diagnosis, but do have documented skill deficits. For more information, please see the answer to the frequently asked question-“What kinds of students do you serve?”

Do the children have to see a Child Study Center developmental pediatrician in order to attend the Jane Justin School?

The students of the Jane Justin School are not required to see one of the Child Study Center pediatricians. However, many of our students do see one of the Child Study Center pediatricians for developmental following, education regarding diagnosis, and medication management.

Is a referral required to visit and/or attend the JJS?

A referral from a doctor is not necessary to have your child considered for enrollment in the Jane Justin School. Interested parents who have a child with special developmental or educational needs are welcome to contact the school’s office at 817-390-2831.

What paper work should I bring with me to the initial visit?

It is not necessary to bring paperwork to the initial visit unless additional reports have become available since the time the appointment was made. In that case, copies of any additional information regarding your child’s development should be brought so that it can be reviewed and added to the application.

PLEASE SIGN AND RETURN THE ACKNOWLEDGEMENT FORM ON THE NEXT PAGE.

Acknowledgement

Return this form to your child's teacher by
August 26, 2011

Student's Name

I acknowledge that I have received a copy of The Jane Justin School Parent Handbook. I have read the handbook and understand that I will be held accountable for its contents.

Mother's Signature
(if applicable)

Date

Father's Signature
(if applicable)

Date

Guardian's Signature
(if applicable)

Date