

2019-2020

FLORIDA AUTISM CENTER OF EXCELLENCE

Parent & Student Handbook

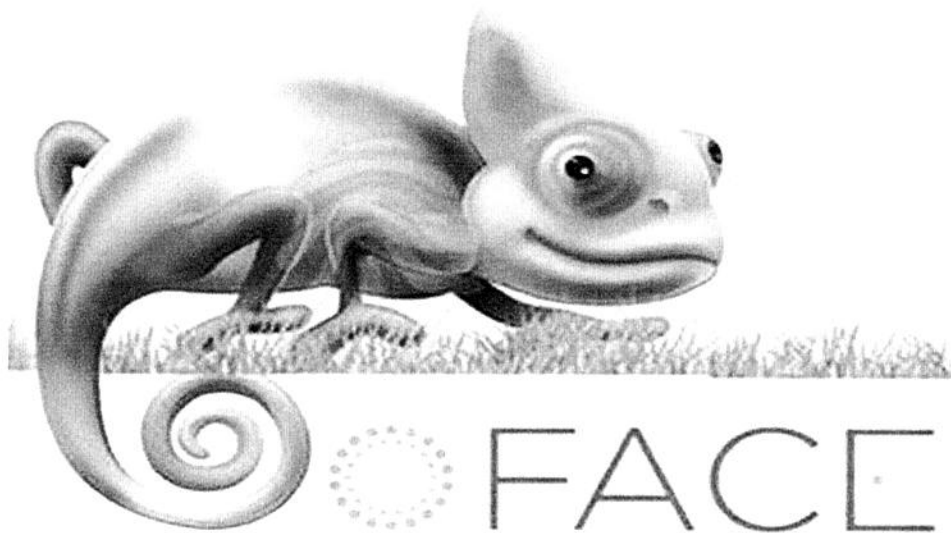


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Introduction

Access to a free and appropriate public education is the right of every student in the United States of America. However, a positive learning environment can only be sustained through adherence to basic rules and regulations, which provide the necessary measures to ensure an orderly and creative learning environment and, at the same time, respect individual rights and differences.

The administration team at FACE asks parents/guardians and students to commit to joining in the effort toward a rewarding educational experience by following the guidelines set forth in this handbook.

Our educational philosophy is based on the belief that all individuals can learn and lead productive lives in the community, when provided with the proper learning environment. However, even the clearest vision is useless without effective teaching strategies. FACE has developed an educational and behavioral improvement model well known for its effectiveness and accountability. This model emphasizes assessment of students' motivational variables, positive and proactive teaching strategies, student teacher interaction, clear measurable teaching objectives, data guided teaching, empirically demonstrated teaching methodologies, and strategies for successful collaboration between all participants in a student's educational environment (peers, teachers, parents/guardians, administrators, and support staff).

Academics

Individual Education Plan

An Individualized Education Plan (IEP) is developed each year and more frequently as needed to accommodate a change in the student's needs. The IEP lists student educational goals, teaching strategies, and current levels of performance in the following domains: Curriculum and Learning, Social/Emotional, Independent Functioning, Communication, and Health. Additionally, during the year that the student turns fourteen years old, the team also begins Transition Planning for post-secondary education, including information regarding academics, independent living, community, vocational, recreation/leisure, speech and communication, behavior, social, and transition. The Transition IEP (TIEP) is a plan developed in conjunction with the student's IEP to facilitate the student's move from school to a quality adult life. We request parent/caregiver input and participation in the development of the IEP. We make every effort to schedule a meeting at a mutually agreed upon time. We send at least one written notice of the IEP meeting. Parent attendance at meetings is strongly encouraged! However, if you choose for us to hold the meeting in your absence or do not show for the meeting and do not communicate the desire to reschedule prior to the scheduled meeting time and are unable to attend, we will hold the meeting at the scheduled time and send home copies of the IEP for your review. If you feel additional information should be added or revisions are required, another meeting will be scheduled to address this at a mutually agreeable time.

IEPs must be reviewed a minimum of once a year prior to the expiration of the current IEP in order to comply with federal guidelines. At FACE, IEP meetings are primarily held Tuesday-Thursday with a start time between 9am and 1pm.

Academics and Grading

Report Cards

Report cards are given out quarterly and distributed according to the grading periods from the Hillsborough County Public Schools calendar. Report cards will assess and report performance and progress in academics and behaviors according to classroom and school expectations.

GRADING SCALES

Middle and High School:

90-100	A
80-89	B
70- 79	C
60- 69	D / Needs Improvement
Below 60	F / Unsatisfactory

Elementary School uses the following scale:

Grades K-2 Codes	Grades 3-5 Codes
E=Excellent	A=Excellent
S=Satisfactory	B=Good
N=Needs Improvement	C=Satisfactory
U=Unsatisfactory	D=Needs Improvement
	F=Unsatisfactory

Note: Each student's instructional level is reflected on their Individual Education Plan.

Progress Reports

Progress reports are completed four times per year to assess and report progress on your child's IEP goals. Teachers write their students' reports. Please feel free to call your child's teacher if you have any questions about the progress reports. In addition to the more formal progress report, we also utilize a data-based system to assess progress on goals on a more frequent basis; summaries are sent home to parents on a monthly basis.

Records Requests

If you wish to have a copy of records, you must submit a written request to administration or the data processor. Please provide at least 24 hour notice when requesting student records.

Attendance

Florida School Law, Chapter 232 states that children up to age 16 are required to attend school regularly. To fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes, and satisfy all course requirements. Poor attendance or excessive tardiness may result in failing grades and will be taken into consideration when evaluating students for promotion and/or graduation.

The attendance policy includes the following:

- An absence can be excused by a phone call or email on the same day. Voice messages must be clear and include the name of the caller, the name of the student, the date, and the reason for the absence. If a call or email is not received on the same day, then only written notification will be accepted for an excusal. This notification must be submitted in a timely fashion and with the above required information.
- After the 10th absence in a 90 day period, an absentee letter will be sent to the parent from FACE.
- We understand that several of our students have reoccurring therapy appointments. Every effort should be made to schedule these appointments with minimal impact to the academic time at school. To ensure that these absences are excused, parents must provide a written letter from the therapy group outlining the dates and times the student will be absent.

Reporting an Absence

The parent or guardian should call or email the school office by 8:30 a.m. to report the student's absence to the data processor.

Excused Absences

Examples of excused absences are:

- Illness of student (Physician's statement may be required upon administration request)
- Medical or dental appointment
- Accident resulting in injury to student
- Death in the immediate family
- Observance of a religious holiday
- Subpoena by a law enforcement agency or a court appearance
- Emergency reasons approved by the school administration

Unexcused Absences

Examples of unexcused absences are:

- Truancy of a student
- Traffic
- Car Problems
- Vacation
- Out-of-school suspension
- Overslept

- Any absence not excused by the administration of FACE

School Business Absences

Students on school business will be counted as present. Examples of school business absences are:

- Field trips approved by the administration
- An academic activity directly related to the instructional outcomes
- A summon to one of the administrative office
- Participation in a scheduled school sponsored event
- Other approved activities as designated by the school administration

Tardy Policy

A student who arrives to school after class has begun causes a disruption to not only other students but themselves. A student is considered tardy if they are not in their classroom by 8:01 a.m. Any student arriving after this time must be brought to the school office and be signed in. A parent must accompany their child to the office when signing in late. Parents must remain with the student until staff can assist with transitioning. PLEASE KEEP IN MIND YOU MAY NEED TO WAIT UP TO 30 MINUTES FOR TRANSITION ASSISTANCE. FACE staff may request that parent/guardian transition student to the classroom to avoid problem behaviors.

Tardy Consequences

Students with excessive tardies (per quarter) will be subject to the following penalties:

- After 4 tardies, a referral will be written
- After the 8th tardy, a written notice will be sent home to parent

Note: Excessive tardies, whether excused or unexcused, will be addressed by school personnel on a quarterly basis.

Dress Code

We have a dress code to ensure students come to school prepared to participate in the educational process. FACE reserves the right to prohibit any clothing items, accessories, or grooming styles that are deemed to be disruptive to the learning environment or presents a safety concern. Consequences may be applied to students for violation of this dress code. This may include a call to the parent/guardian requesting that appropriate attire be brought to the school in a timely manner.

***** If your student has unique sensory needs that make some or all of the dress code requirements difficult, please let the FACE administration know.***

Shirts

- Solid color polo shirt.
- FACE Spirit Shirts and t-shirts may be worn on Fridays.

Pants/Shorts/Skirts/Skorts

- Solid color slacks, shorts, or skirts worn at the waist

- Pants and shorts must be worn at the waistline, have elastic waist or belt loops and must fit appropriately.
- Shorts, skirts and jumpers must be of a length that is no more than 3 inches above the knee.
- Pants must not be stretch material or form fitting.
- On cold weather days, leggings may be worn under skirts and shorts.

Shoes

- Footwear may be any color, but must have closed toes and closed heels for safety.
- Sneakers, shoes, boots and loafers are allowed.
- No heels, steel toes, flip-flops, or house slippers
- Footwear with laces must be tied properly at all times

Belts

- A belt must be worn and visibly seen.
- No spikes, chains, sequins, or distracting designs on belts.

Hats/Head Covering

- No hats or head covering may be worn at any time unless pre-approved for religious reasons.
- No bandanna print headwear/accessories may be worn on campus.
- A hat may be worn when appropriate during PE or cold weather but must be removed upon entering the building.

Jewelry

- No large or obtrusive jewelry or piercings may be worn.

Grooming

- All uniforms must be clean and in good repair.
- Hairstyles and colors that are distracting as determined by the school administration are not permitted.

Student Code of Conduct

School Wide Discipline Plan

Discipline is a process that uses teaching, modeling, and other research-based strategies to shape behavior and provide a safe, orderly, and productive learning environment.

FACE is committed to the goal of positive, effective and orderly process of instruction. School administrators, teachers, parents/guardians, support staff and students assume and share in the responsibility for attaining this goal. Consequence-based practices at FACE are founded on positive behavior. Parents/guardians can communicate with the student's teacher to learn more about how to maintain consistent consequences at home.

FACE follows the Applied Behavior Analysis (ABA) principle model.

Positive Behavior Intervention Plans

It is the policy of FACE to assure that students with serious and pervasive behavior challenges are provided teaching strategies which: 1) result in lasting positive change; 2) provide greater access to community, social, and public events; 3) do not cause pain or trauma; and 4) respect the dignity of the individual.

Before a plan can be implemented, parent/guardian consent must be obtained for completion of a behavioral assessment. Once the assessment determines the reason/function for the behavior, a positive behavior intervention plan (BIP) is written. The goal of behavioral intervention is to replace maladaptive behavior with alternative acceptable behavior and instill in the student a greater level of independence and self-control. This plan describes what and how positive behaviors will be taught to replace maladaptive behaviors. The Individual Education Plan (IEP) team (parent/guardian, case manager, school district, education co-coordinator, teacher, and others) then will come together and, if the plan is agreed upon, it will become a part of the student's IEP.

Destruction of School Property

The parent/guardian of any student found responsible for defacing or destroying school property will be required to pay for any damages as determined by the school.

Consequences for this type of action could include but not be limited to:

- Parent contact and conference
- Modified Schedule
- Out-of-School Suspension

Searches in School Building or on School Property

The Executive Director of FACE retains control over the interior and exterior of the campus. Therefore, if there is reasonable suspicion that drugs, weapons, dangerous/illegal matter, or stolen goods are likely to be found, the school Executive Director and/or designee has the right and duty to inspect and search student backpacks, work spaces, non-student automobiles, etc. The Executive Director and/or designee, in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student body, also has the right and duty to search the student's person if there is a reasonable degree of suspicion that drugs, weapons, dangerous/illegal matter, or stolen goods are likely to be found on the student's person. All items may be turned over to the police, resulting in possible criminal or juvenile court prosecution.

Cellular Phone/Electronic Devices

Cellular phones and electronic devices are not permitted to be activated on the school campus and must be stored out of sight (unless authorized for school use with prior approval). If any faculty or staff sees or hears a student's phone or electronic device, the item will be confiscated. The confiscated item will be returned to the parent/guardian at the discretion of administration. Repeated offenses may result in the student losing the privilege of bringing these devices to school. Inappropriate material on devices will not be permitted. In an emergency, family members must contact the school, not the student's cell phone.

Suspension

A suspension is a disciplinary action imposed upon a student who, in the opinion of the administration and based on the rules and conduct code of our school, is guilty of serious misconduct.

When a suspension is issued, the parent/guardians are notified and provided the date(s) the suspension is to be served. Administration may meet with the parent/guardians and the student to discuss the situation. Suspensions will be out of school.

Manifestation Determination Meeting

Once an exceptional education student has received his/her 10th day of out-of-school suspension, a Manifestation Determination meeting will be called. The purpose of this meeting is to determine whether there is a relationship between the student's disability and their misconduct. At this time, the committee will review the student's disciplinary history and determine how the student's disciplinary history relates to the following:

- The child's identified disability
- Intervals of suspension
- The severity of the behavior/infraction
- Patterns of misconduct

Emergency Situation

Certain rule infraction(s) may constitute an emergency situation. An emergency situation is defined as one in which the student's presence at school poses a danger to persons, property or self. An emergency meeting of the administration will be convened to address the situation.

Bullying and Harassment Policy

This policy has been developed as prescribed in F.S. 1006.147 and in conformity with Florida Department of Education (FLDOE).

FACE will not tolerate unlawful bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited during any educational program or activity conducted by FACE, during any school-related or school-sponsored program or activity or through the use of data or computer that is accessed through a computer, computer system, or computer network of FACE.

Definitions

"*Bullying*" means systematically and chronically inflicting physical hurt or psychological distress on one or more student or employees. It is defined as any unwanted and repeated written, verbal or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational

environment; cause discomfort or humiliation; unreasonably interfere with the individual's school performance or participation; and may involve:

- Teasing
- Threats
- Intimidation
- Stalking
- Cyberstalking
- Cyberbullying
- Physical Violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of property

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical contact directed against a student or school employee that"

- Places a student or school employee in reasonable fear or harm to person or damage to personal property
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
- Has the effect of substantially disrupting the orderly operation of the school

"Bullying" and *"Harassment"* also encompass:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered *retaliation*.
- Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - Incitement or coercion
 - Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of FACE.
 - Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

"Harassment" or *"Bullying"* also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or group of students exhibits toward another particular student, and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

“Cyberstalking” means to engage in a course of conduct to communicate or to cause to be communicated words, images, or language by or through the use of electronic mail or electronic communication directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Expected Behaviors

FACE expects student to conduct themselves in keeping with their levels of development, maturity, cognition, social awareness and demonstrated capabilities. This should be done with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of the school facilities and equipment. It is understood that due to the nature and social limitations concomitant with the identified disabilities of many of the students, cases of suspected bullying will be diligently investigated in order to determine, to the best of the investigator’s ability, causation relative to the students disabilities. Such behavior is essential in maintaining an environment that provides an education that enables each student to excel as a successful and responsible person. The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff, and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others as well as for FACE and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, to treat others with civility and respect, and to refuse to tolerate harassment and bullying. Students are expected to respect the person, property, and the rights of others; to obey constituted authority; and to respond to those who hold that authority.

FACE shall provide for appropriate recognition and positive reinforcement of good conduct, self-discipline, good citizenship, and academic success.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or who are found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion as outlined in the Code of Student Conduct.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment or found to have falsely accused another as a means of bullying or harassment shall include discipline in accordance with FACE policies and administrative procedures. Egregious acts of harassment by a certified educator may result in sanction against the educator’s State-issued certificate (See Principles of Professional Conduct of the Education Profession in Florida-F.A.C. 6B-1006).

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or found to have falsely accused another as a means of bullying or harassment of the act shall include discipline in accordance with FACE policies and administrative procedures, including reports to appropriate law enforcement officials.

Procedure for Reporting

Any student or student's parent/guardian who believes the student has been or is the victim of bullying or harassment should immediately report the situation to the Executive Director. The student may also report concerns to teachers and other school staff who will be responsible for notifying the Executive Director. Complaints against the Executive Director should be filed with the FACE Board of Directors. The Board of Directors contact information can be located on the FACE website.

All school employees are required to report alleged violations of this policy to the Executive Director, or as described above. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy to the Executive Director or as directed above.

Written and oral complaints shall be considered official reports. Complaints may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous complaint.

The Executive Director shall establish and prominently publicize to students, staff, volunteers, and parents the procedure for reporting bullying and how such a report will be acted upon. A victim of bullying and/or harassment, anyone who witnessed the act and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report.

Procedure for Investigation

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by the Administrative Team, who are trained in investigative procedures. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigators shall collect and evaluate the facts including but not limited to:

- Nature of the behavior
- How often the conduct occurred
- Past incidents or a past continuing patterns of behavior
- Relationship between parties involved
- The characteristics between parties involved
- Identified disabilities of parties involved
- The identity of the alleged perpetrator, including whether the individual was in a position of power over the individual allegedly subjected to bullying or harassment
- The number of alleged bullies/harassers
- The age of alleged bully/harassers
- Where the bullying or harassing occurred
- Whether there have been other incidents in the school involving the same or other students
- Whether the conduct adversely affected the student's education or educational environment
- The context in which the alleged incidents occurred

Whether a particular action or incident constitutes a violation of the policy requires determination based on all facts and surrounding circumstances and shall include a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior and a written report to the Executive Director. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible shall be provided regarding the submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed. The physical location or tie of access of a computer related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

Scope

The investigator will provide a report on results of the investigation with recommendations for the Executive Director to make a determination if an act of bullying or harassment falls within the scope of FACEs authority. If the action is within the scope of FACEs, stated procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of FACEs and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of FACEs and believed not a criminal act, administration shall inform parents/guardians of all minor parties.

Parent Notification

Administration shall report the occurrence of an incident of bullying as defined by FACE's policy to the parent/guardian of all students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone, personal conference, and/or in writing by email and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERA). The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

According to the level of infraction, the victim's parents will also be notified by telephone and/or in writing of actions being taken to protect the child. The parents/guardian of the perpetrator will also be notified. The expediency of notification will depend on the seriousness of the bullying or harassment incident.

If the bullying incident results in the perpetrator charged with a crime, the Executive Director shall inform the parent/guardian of the identified victim involved in the bullying incident about the Unsafe Schools Choice Option (No Child Left Behind (NCLB), Title IX, Part E, Subpart 2, Section 932) that states:

"A student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary or secondary school that the student,, attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Upon completion of the investigation and if criminal charges are to be pursued against the perpetrator, the appropriate law enforcement agencies shall be notified by telephone and/or in writing.

Counseling Referral

FACE shall provide a referral procedure for intervening when bullying or harassment is suspected or when a bullying incident is reported. The procedure will include:

- A process by which the teacher or parent may request informal consultation from school staff (e.g. school mental health counselor, school psychologist, etc.) to determine the severity of concern and appropriate steps to address the concern.
- A referral process to provide professional assistance or services that may include school intervention with a problem-solving focus to consider appropriate services (parent/guardian involvement required) or, if a formal discipline report or formal complaint is issued, a student referral for such school intervention as counseling support or other action (parent/guardian involvement required).
- A school-based action to address intervention and assistance as determined appropriate by the intervention team that includes:
 - Counseling and support to address the needs of the victim(s) of bullying or harassment,
 - Intentions to address the behavior of students who bully and harass others (e.g. empathy training, anger management, etc.)
 - Intervention which includes assistance and support for parents as may be deemed necessary and appropriate.

Data Report

FACE will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data as prescribed. If the bullying and/or harassment incident occurs, it will be reported in SESIR coded appropriately using the relevant incident code and the related element code. Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System. In a separate section, FACE shall include each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy with recommendation regarding such incident.

FACE will provide bullying incident, discipline, and referral data to the Florida Department of Education (FLDOE) in the format requested, through Survey 5 from Educational Information and Accountability Services and at designated dates provided by the Department.

Training and Instruction

Students, parents, teachers, school administrators, counseling staff, and school volunteers shall be provided instruction at least annually on FACE policy and administrative procedure regarding bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as information about how to effectively identify and respond to bullying in schools. Instruction regarding bullying, harassment, and violence prevention and school safety efforts shall be integrated into FACE curriculum at the appropriate grade levels. Additionally, specific, targeted instruction will be provided in the prevention of bullying/harassment aimed at

students (as well as by students) with disabilities as well as accurate identification of what constitutes bullying/harassment and what does not.

Immunity

A school employee, school volunteer, students, parents/guardians, or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set for in FACE policy is immune from cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

Submission of a good faith complaint to report bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Such immunity from liability shall not apply to an employee, student, volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

School Program

Health

Immunization Requirements for School Entry

- Students in PK through 12th grades who are making their initial entry into a Florida school must present a record of a physical examination within the last twelve months.
- The immunization record must show that the child has met the minimum state requirement.
- Students in Pre-kindergarten through 12th grade who are coming into a Florida school for the first time must present a record of a immunization record (DH 680) and a physical examination completed within the last 12 months. The immunization record must show that the student has met the minimum state requirement. Immunizations are provided for free at the Health Department.
- Immunization Requirements for 2019-2020 School Year Entry
 - For students entering Pre-Kindergarten*, Kindergarten*, first, second, third, fourth, fifth, sixth, seventh and eighth grades, the immunization record must show that the student has met minimal state requirements for vaccines.
 - * 4-5 doses DTaP (diphtheria-tetanus-pertussis)
 - * 4-5 doses Polio (Kindergarten)
 - 2 doses MMR (measles-mumps-rubella)
 - 3 doses Hepatitis B
 - * 2 doses Varicella (chicken pox)
- Immunization Requirements for Pre-Kindergarten
 - Students must submit an updated immunization record annually through Kindergarten and a school entry physical examination
 - (Age-appropriate doses as indicated)
 - Diphtheria-tetanus-acellular pertussis (DTaP)
 - Inactivated polio vaccine (IPV)
 - Measles-mumps-rubella (MMR)

- Varicella (chickenpox)
- Haemophilus influenzae type b (Hib)
- Pneumococcal conjugate (PCV13)
- Hepatitis B (Hep B)
- Immunization Requirements for Kindergarten
 - Students must submit an updated immunization record annually through Kindergarten and a school entry physical examination
 - * KG — If the fourth dose of polio vaccine is administered prior to the fourth birthday, a fifth dose of polio vaccine is required for kindergarten entry only.
 - * Varicella vaccine is not required if Varicella disease is documented by the health care provider.
 - ** The final dose of the polio series should be administered on or after the fourth birthday regardless of the number of previous doses.
- Immunization Requirements for students entering 7th Grade
 - All previous immunization requirements
 - 1 dose Tdap (tetanus- diphtheria- pertussis)
 - * An updated DH 680 form to include Tdap must be obtained for submission to the school.
- For students entering ninth through 11th grades, the record must show that the student has met the minimal state requirements:
 - 5 doses DTaP (diphtheria-tetanus-pertussis)
 - 4 doses Polio (IPV or OPV)
 - 2 doses MMR< (measles-mumps-rubella)
 - 3 doses Hepatitis B
 - 1 dose Tdap (tetanus, diphtheria, pertussis)
 - 2 doses Varicella (chickenpox) or has had the disease as documented by a healthcare provider
- For students entering 12th grade, the record must show that the student has met the minimal state requirements:
 - 5 doses DTaP (diphtheria, pertussis, tetanus)
 - 4 doses Polio (IPV or OPV)*
 - 2 doses MMR (measles, mumps rubella)
 - 3 doses Hepatitis B
 - 1 dose Tdap (tetanus, diphtheria, pertussis)
 - 1 dose Varicella (chickenpox) or has had disease as documented by a doctor
- NOTE:
 - Four vaccines which may not be mandated for your child's grade level, but are recommended to be discussed with your physician, are meningococcal meningitis, hepatitis A series, Influenza and Human Papilloma Vaccine series. The HPV vaccine has been approved for both males and females.
 - 12th grade, two varicella vaccines are not mandated for your child's grade level, but are recommended to be discussed with your physician. If a child has had the chicken pox disease, documentation (the year the child had the disease) as verified by a physician should be given to the school.

- If you have private health insurance or Medicaid, contact your physician or health care provider. If you do not have private health insurance or Medicaid, contact the Florida Department of Health, Hillsborough County Immunization Clinic for further information.
- Additional Immunization Recommendations:
 - MENINGOCOCCAL DISEASE
 - Although not required, a dose of MCV4 is recommended for children and adolescents 11-18 years of age.
 - Meningococcal disease is a serious illness caused by bacteria. It is a leading cause of bacterial meningitis in children 2-18 years old in the United States. For those who have never gotten MCV4, a dose is recommended at high school entry but not required. Many colleges and universities require this vaccine.

Medication

Prescription medication shall be administered by FACE staff members that have been trained by the District nurse. FACE does not have a nurse on staff. Students requiring medication during campus times must have a Physician Authorization Form on file in order to receive over the counter and prescription medications. All medications must be brought to the school by a parent/guardian. No child should bring medication to school. NO student is permitted at any time to self-administer medication(s).

Medication must be brought to school in the container in which it was purchased.

A separate supply of medication must be kept at school. Medication shall not be transported between home and school on a daily or weekly basis. The medication label must indicate the student's name, name of medication, physician's name, dosage, and time (frequency).

If medication requires equipment for administration (cup, spoon, dropper), the parent is responsible for supplying the articles labeled with the student's name.

CBD oil products cannot be brought the FACE campus and cannot be administered by FACE staff.

All medications given at school must be U.S. Food and Drug Administration (FDA) approved. Substances not to be given at school are all unregulated products such as herbs and food supplements, which are being used as treatments, dietary supplements, or folk remedies.

Whenever possible, over-the-counter medications should be administered outside of school hours.

New parental authorization forms may be requested periodically. When medication is discontinued or the end of the school year arrives, medication not taken home by parent shall be destroyed.

Illness

Parents/guardians will be contacted to pick up their student if any of the following potentially contagious symptoms are present:

- Fever – any temperature above 99.8
- Diarrhea - Note: if student has a medical condition, on a specific diet, or medication that can cause this symptom, a new note each year from the student's physician must be provided to the front office. The student will be sent home for each occurrence until a note is provided.
- Vomiting - Note: in the case of self-induced vomiting, the behavior unit will determine if the student will be sent home or follow the specifications and strategies outlined by the Behavior Intervention Plan.
- Runny nose – Excessive nasal discharge, which has a yellow or green color.
- Coughing – Severe and/or frequent coughing.
- Skin irritation/rash that is consistent with a contagious illness (e.g., ring worm)
- Uncontrolled/Excessive bleeding (e.g. mouth, teeth, nose – due to possible exposure of blood borne pathogens)
- Exposed rash or fungus
- Lice

Emergency Illness Procedures

If a student becomes ill at school, every effort shall be made to notify parents/guardians, or an emergency contact person. An emergency information card must be on file in the school office. Students will be released to persons on the emergency card ONLY unless otherwise notified by the parent/guardian. It is extremely important to keep your emergency card up to date with all current phone numbers and contact information.

Internet and Computer Use

FACE provides its teachers and students with access to a variety of resources on the Internet. In an effort to educate students about efficient, ethical, and appropriate use of the Internet, the following policies are in place:

- The school has additional software to further block inappropriate sites.
- Students are supervised/monitored at all times while using the Internet.
- Students are not permitted to use the Internet without adult supervision.
- Any student using the Internet is held fully responsible for his/her actions. If he/she acts irresponsibly, his/her consequences depend on the violation. Consequences range from school disciplinary actions (out-of-school suspension, dismissal) to law enforcement and/or other appropriate agencies.

It is important to understand that using the internet is a privilege. This privilege may be revoked if a student violates the Internet or computer policies set forth below.

Inappropriate or Unacceptable Uses of the Internet/Computer

- Using the Internet for any and all illegal activities or financial interactions
- Setting up, accessing or reading e-mail without permission

- Entering chat rooms and playing on-line games without permission
- Attempting to access vulgar or pornographic sites/materials
- E-mailing chain letters
- Conducting any and all activity and use that violates the mission and purpose of the school
- Degrading or vandalizing computer equipment or changing/disrupting computer system performance
- Accessing the school network or DOS without permission
- Downloading viruses
- Conducting and activities and use that violates the mission and purpose of the school

The school will make every effort to ensure that students are using the Internet appropriately but cannot be held responsible for the following:

- Costs that a student may incur if he/she requests a product or service for a fee:
- Any consequences of disruption in service that may result in a lack of resources
- Guaranteeing privacy of access or mail; teacher and administrators reserve the right to investigate possible misuses or monitoring any activity that comes through the internet.

Parents and Teachers Changing Hearts (PATCH)

Parents and teachers are encouraged to be an active participant in this organization in order to assist with fundraising events and other activities each year. All parents are encouraged to participate and support the school.

Arrival Procedures

Students should be dropped off in the car line between 7:45 and 8:00 a.m. Do not drop your student off any earlier than this time as there is not adequate supervision before this time. Once students enter the property, supervision must be present in order to ensure their safety.

Early Release of Student

We expect our families to make every attempt in arranging all appointments for their children after school hours. If this is not possible, a parent or guardian must report to the Main Office to properly check their child out of school. Please do not call ahead and request to have your child waiting in the office. Students cannot be signed out after 12:45 pm on Monday or 1:45 pm Tuesday through Friday. At this point, they must wait for general dismissal. Only persons who have been authorized in writing by the parent/guardian will be permitted to pick up a student from school.

Dismissal Procedures

Dismissal time is 1:15 – 1:30 pm. on Monday and 2:15 – 2:30 pm Tuesday – Friday. Students are required to remain in their designated areas while waiting to be picked up. For the safety of your child, and to ensure a quick flow of traffic, please remain in your vehicle. Parents are not permitted to pick up their child from the classroom or outside the campus gates. Dismissal time is

not an appropriate time for a parent/teacher conference. If you would like to speak with your child's teacher, please make an appointment in advance. All students remaining on the school campus at 2:30 pm. will be sent to the Resource room. Parents will be billed a \$15.00 per ½ hour late fee. This fee must be paid promptly (within 14 days of the occurrence) to cover the unexpected cost of staff remaining with your child. Failure to pay the fee within 14 days will result in the student not being able to participate in extracurricular school activities.

Observers on Campus

FACE welcomes the opportunity to collaborate with parents and qualified private providers in order to meet the needs of its students. In order to facilitate the many requests made for observations in a timely manner, please follow the procedure outline below:

- Before scheduling any observation, the online Hillsborough County Public School Volunteer Application must be completed and screening completed. A new application must be completed each school year. All applications expire July 1st for the previous school year.
- All observations or meetings with teachers must be schedule at least 2 business days in advance. Times must be mutually agreed upon by teachers, parents, and observing professional. To request an observation please contact FACE's Lead BCBA, Tawnya Hanlon, at thanlon@faceprogram.org.
- Observations may be no longer that one hour per day.
- Observations may not interfere with classroom activities.
- Therapists and teachers may only discuss the specific student being observed.
- Persons conducting observations must sign in and out of the main office during each visit.

Conferences

Parent/Teacher Conference Nights will be held twice yearly. If you would like to schedule additional conferences, these must be scheduled with the teacher. Please contact the teacher via email, phone or written notice.

Change of Phone Numbers, Addresses and Contacts

It is imperative we have current phone numbers and addresses for all our children. Please notify the school office immediately of any changes in phone numbers (home, cell, and work), addresses or contacts. You may also email enrollment@faceprogram.org.

Field Trips

FACE is a community-based program. When a community outing or field trip is planned, each student will receive a general permission slip from his/her teacher. A new individual permission slip will be required for each event. Students with a lunch balance, before care, or late pick-up fee balance will not be permitted to attend field trips until the balance is paid. In the event your child is unable to attend a field trip, please note that a refund cannot be given. Parent are encouraged to chaperone and participate in field trips their child is attending. Any parent chaperoning for a field trip must complete the online Hillsborough County Public School Volunteer Application. Parents will not be able to chaperone or volunteer until verification has been received and approved.

Non-School/Personal Items

FACE is not responsible for the loss or damage to personal items that are brought to school and therefore, students are encouraged to leave these articles at home. Students are permitted to bring electronic devices designed to enhance participation in school curriculum, communication and activities. FACE cannot be held liable for any damages or loss incurred to such devices while on the school campus. Parents must complete, sign and submit an electronic device release form prior to the student using any personal electronic on campus. Forms may be obtained from the Main Office.

Parties

Birthday parties for individual students are not allowed. If you would like to bring in items to celebrate your child's birthday, it must be preapproved. Invitations to parties at a student's home are not to be distributed at school unless all members of the class are invited. Due to potential risks with allergies to food products, only store bought items with ingredients clearly labeled are permitted.

Playground Safety

The playground areas at FACE are unsupervised before and after school, and should not be used during this time.

Volunteer Commitment

Parent volunteers are essential to the success and viability of our school. Parents are strongly encouraged to help out at school in a variety of ways, such as securing donations of goods and services in support of our various community events, or personally donating time in service to the school. Parent volunteer hours will continue to be monitored and tracked. FACE PATCH will be key in helping organize volunteering initiatives.

Weather Emergency Warnings/Drills

- **Tornado** – Tornado safety rules are posted in each classroom. Students are to follow these directions. Tornado drills are conducted on a regular basis.
- **Inclement Weather** – If it should be necessary to close school for any reason, the announcement will be sent to parents and/or made over local radio/TV stations. It is our policy to follow Hillsborough County School District's determination of school closings (such as hurricanes).
- **Fire Drills** – Fire Drill safety routes are posted in each classroom. Students are to follow these directions. Students shall leave the building quickly and silently in an orderly manner. When the building is emptied and the signal given, the students will return immediately in an order manner to their classroom. Fire drills are conducted on a regular basis.

Note: Parents are not permitted to sign students in or out while drills are in progress.

Student Nutrition Services

FACE is an approved sponsor and participates in the National School Breakfast/Lunch Program. FACE follows all federal and state laws and guidelines regarding nutrition and free breakfast, and free & reduced lunch for qualifying families. Application for the federal free and reduced program are available on line through the Hillsborough County Public schools website at <https://www.sdhc.k12.fl.us/doc/41>. Students may bring their lunch.

Parents/guardians will be billed monthly for meal services. Please send lunch money in an envelope with your child's name on it and turn it in to the Main Office. Checks should be made payable to FACE.