



Florida Autism Center of Excellence (FACE)

Mission Statement

FACE educates students with autism, to achieve their highest potential.

Vision

FACE is the school of choice for students impacted by autism, professionals dedicated to their education, and the autism community at large.

Parent & Student Handbook 2021-2022

Location Information

6310 E Sligh Ave

Tampa FL, 33617

Ph: 813-985-3223

Fax: 813-985-3199

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Dear Members of our FACE Community:

As we plan the start of a new school year, we are faced with a challenge unlike anything that we may have seen in our lifetime. The introduction of the COVID-19 virus into our world will continue to affect us in ways that we have not been able to imagine.

In response to the challenges that we all are facing in dealing with this dilemma, know that we will continue to stand together in our efforts to provide a safe and prosperous educational plan for your children.

We recognize that from day to day, our routines will vary, our expectations for each other will have to be flexible, and most importantly, we must our children's needs first.

In an effort to develop a plan that is realistic yet flexible, we have prepared a document that will accompany the distribution of this Parent-Student Handbook. The document, The 2020-2021 Plan for Re-Opening FACE is meant to be a "fluid" document, an outline of what we are trying to do within our building to ensure the safety and security of our staff and students while delivering the best educational plan that we can.

Moving forward, we ask for your continued support and understanding, just as we will offer to you, relative to finding ways to cope with the challenges we have been dealt. Please review the attached 2020-2021 Plan for Re-Opening FACE as we believe it will give us all a common ground to begin this new year.

Be Well,

Maynard Harvey
Principal

Revised June 2021

Note to Parents/Guardians – 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 FACE Administration asks parents/guardians and students to commit to us joining in the effort towards a rewarding educational experience, by following the guidelines set forth in this handbook.

School Program

Curriculum

FACE students in Kindergarten through 12th grade are enrolled in grade-level courses from the annual Florida Department of Education’s Course Directory. These courses are aligned to grade-level and subject-specific state standards (e.g., Language Arts Florida Standards, Mathematics Florida Standards, B.E.S.T. Standards, Next Generation Sunshine State Standards). Students who participate in alternate instruction and assessment will be enrolled in courses aligned to Access Points, a modified curriculum intended to be less rigorous and more accessible for students with significant cognitive impairments.

All students at FACE will also be enrolled in grade-level unique skills courses to receive instruction for the goals and interventions listed in the Social Emotional Learning and Independent Functioning sections of their Individualized Education Plan (IEP).

Report Cards

Report Cards are distributed quarterly according to the grading periods from the Hillsborough County Public Schools calendar. Report cards will report academic grades, instructional level, and behaviors according to classroom and school expectations. Each student’s instructional level is elaborated upon in their Individual Education Plan.

If you have any questions about your child’s Report Card, you may call, email, or schedule a Parent-Teacher Conference with your child’s Teacher(s).

Grading Scales

K-2	Explanation
E – Excellent	Demonstrates a clear understanding of concepts, ideas, objectives, or behaviors
S – Satisfactory	Is in the process of understanding concepts, ideas, objectives, or behaviors

N – Needs Improvement/More Time			Needs additional time or more background experience before an understanding of concepts, ideas, objectives, or behaviors can be attained
U – Unsatisfactory			Has not yet demonstrated an understanding of concepts, ideas, objectives, or behaviors
3-5	6-8	9-12	Explanation
A – Excellent	A	A	Demonstrates consistent application of concepts, ideas, objectives, or behaviors
B – Good	B	B	Demonstrates a clear understanding of concepts, ideas, objectives, or behaviors
C – Satisfactory	C	C	Is in the process of understanding concepts, ideas, objectives, or behaviors
N – Needs Improvement	D	D	Needs additional time or more background experience before an understanding of concepts, ideas, objectives, or behaviors can be attained
U – Unsatisfactory	F	F	Has not yet demonstrated an understanding of concepts, ideas, objectives, or behaviors

Individualized 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. 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.

FACE requests parent/guardian input and participation in the development of the IEP. We make every effort to schedule a meeting at a mutually agreed upon time. At FACE, IEP meetings are primarily held Tuesday-Thursday with a start time between 9am and 1pm. If you are unable to attend the IEP meeting, you may consent for FACE to hold the meeting in your absence at the scheduled time and send home copies of the IEP for your review. If you do not show for the meeting, without communicating the desire to reschedule prior to the scheduled meeting time, we will hold the meeting in your absence at the scheduled time and send home copies of the IEP for your review. If you feel additional information should be added or removed, another meeting will be scheduled to address those revisions at a mutually agreeable time.

If you have questions about your child’s IEP or IEP meeting, please contact the FACE ESE Office (813-985-3223).

Progress Reports

Progress reports are distributed quarterly along with Report Cards at the end of each grading period. Progress Reports report student progress on IEP goals according to data and analyses from our school-wide data collection service. Progress Reports are completed by the FACE teacher and, if applicable, the therapists or behavior specialists that work with your child. Please call, email, or schedule a Parent-Teacher Conference with your child’s teacher if you have any questions about your child’s Progress Report.

Revised June 2021

If you would like a report of your child's progress on their IEP goals before a Progress Report will be completed, please submit a written request to your child's teacher or ESE Specialist.

Records Requests

If you wish to have a copy of your child's school records, you must submit a written request to the FACE Data Processor with 48-hours' notice.

Arrival Procedures

Student Arrival begins at 7:45am and finishes at 8:00am. Students should be brought through the Car Line during this time, unless they are brought to school by the HART bus. FACE is not able to accept any students prior to 7:45am, unless they are registered for FACE Morning Care.

Late Arrival – Parents/guardians who arrive after 8:01am must sign their child in at the FACE Main Office and their child will be marked tardy for that school day. Parents must remain with their child until their child is signed in and transitioned to their classroom. Please keep in mind, depending on FACE Main Office availability, you may need to wait up to 30 minutes with your child for transition assistance to bring them to their classroom. Additionally, FACE may request a parent/guardian to transition their child to the classroom to avoid problem behaviors.

Dismissal Procedures

Student Dismissal begins at 2:15pm and ends at 2:30 pm. **There will be no Monday Early Dismissal Procedures at FACE during the 2021-2022 school year.** Students will be brought to the Car Line by FACE staff. For the efficiency and safety of all those in the Car Line, all parents/guardians must remain in their vehicle throughout Dismissal. Parents/guardians may only exit their car to help their child into a car seat or to buckle their child's seatbelt. FACE staff are not permitted to buckle seatbelts for your child. Only persons who have been authorized in writing by the parent/guardian will be permitted to pick up a student from school.

While some greetings are appropriate, Dismissal is not an appropriate time to ask about your child's school day. In order for all students to be dismissed on time, the Car Line must not be stopped for any conversations. All teacher notes about your child's school day will be written on their Daily Home Note. If you would like a conversation with your child's teacher(s), you should call or send an email to schedule a Parent-Teacher Conference.

Late Dismissal – Parents/guardians who arrive after 2:31pm must sign their child out at the FACE Main Office. Parents/guardians will be billed for these Late Dismissals to cover the unexpected cost of staff staying and supervising your child until your arrival. This fine must be paid within 14 days.

Early Dismissal – We expect all FACE students to attend the entirety of the school day to maximize their learning opportunities. If a student must be picked up before Dismissal, their parent/guardian must sign them out at the FACE Main Office. Once their child is signed out, the student will be called to transition from their classroom. Please keep in mind, depending on your child’s classroom schedule or classroom staff availability, you may need to wait up to 30 minutes for transition assistance to bring your child to the FACE Main Office. Additionally, students cannot be signed out for Early Dismissal after 1:45pm due to the interference with the schedule of Student Dismissal.

Change of Contact Information

It is imperative we have current contact information for all our students for emergency situations and official communication. Please notify the FACE Main Office immediately with any changes in phone numbers (home, cell, and work), addresses, or emergency contacts.

Parent and Community Volunteers

Volunteers are essential to the success of our school. Parents are strongly encouraged to volunteer 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.

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:

- All observations must be scheduled 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 the FACE Behavior Analyst, Juliana Giraldo-Isaza, at JGiraldoisaza@faceprogram.org.
- Prior to setting up an observation date, observers must complete:
 1. Hillsborough County School District Consent Form must be signed by parents to obtain and release information to the person/agency conducting the observation. This form must be completed annually.
 2. FACE Confidentiality Agreement must be signed by the observer.
 3. Provide a copy of their ID (DL or HCPS yellow Badge).
- Observations may be no longer than one hour per day.
- Observations may not interfere with classroom activities.
- Observer discussions may not interfere with classroom routine or instruction delivery.
- Observers and teachers may only discuss the specific student being observed.
- Observers must sign in and out of the main office during each visit.

Parent-Teacher Conferences

Parent-Teacher Conference Nights will be held quarterly after the distribution of Report Cards and Progress Reports. If you would like to schedule a mid-quarter conference, call or email your child's Teacher(s), or request a conference in the Parent Notes section of your child's Daily Home Note.

If you would like to schedule a Conference with Administration or Behavior staff, contact the FACE Main Office (813-895-3223).

Field Trips

When a school activity in the community is planned, each student will receive a Field Trip Permission Slip from their teacher with information about the cost, location, time, and if a parent/guardian chaperone or transportation will be required. Parent/guardians are encouraged to chaperone field trips their child is attending. Parents will not be able to chaperone or volunteer until background verification has been received and approved by FACE Administration.

If your child is unable to attend a field trip but has already paid the cost of the field trip, please note that a refund cannot be given.

Classroom Parties

If you would like to celebrate your child's birthday at school, you must contact your child's Classroom Teacher to assure there are no scheduling conflicts with the classroom or school schedule that day. Any cake or food items must be store-brought and clearly labelled. Please confirm any classroom allergies or dietary restrictions with the Classroom Teacher (*i.e.*, peanuts, eggs, gluten, Red Dye, etc.).

Safety and Security Drills

All Safety and Security Drill procedures are posted in each classroom and practiced each according to state and district requirements.

Parents are not permitted to sign students in or out while Safety and Security Drills are in progress.

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. FACE follows Hillsborough County School District's determination of school closings (such as hurricanes). Please check your email before and during inclement weather for updates from our FACE Administration.

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.

Additionally, parents/guardians must provide at least TWO changes of clothes for their child to be kept in the classroom. Often, FACE students require a change of clothes at school after various incidents or accidents that dirty their clothes (e.g., food spills, messy art projects, playing outside, etc.). Therefore, every student regardless of age or grade-level, must have TWO complete sets of clothing (shirt, pants, underwear) that fit appropriately and follow the recommended dress code. Label each piece of clothing as well as the clothing bag. In the event your child requires a change during the school day, the soiled ones will be rinsed and returned in a plastic bag.

Recommended Dress Code

Shirts/Tops

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

Pants/Shorts/Bottoms

- Solid color pants, shorts, or skirts worn at the waistline, with elastic waist or belt loops/belt to fit appropriately.
- Shorts, skirts, and dresses cannot be shorter than inches above the knee
- Pants and shorts cannot be made of leggings-material unless they are worn under skirts, dresses, or other shorts

Shoes

- Footwear must have closed toes and closed heels to ensure safety moving around the school campus and classroom environment.
- Sneakers, shoes, boots, and loafers of any color; no flip-flops, heels, steel-toed shoes, or house slippers
- Footwear with laces must be tied properly at all times.

Grooming

- All clothing must be clean and in good condition.

Exceptions to the Recommended Dress Code

If your child has unique sensory needs that make the recommended dress code difficult, please contact the FACE Administration for special clothing approving. Parents/guardians must provide any special clothing that is required for their child.

Prohibited Clothing and Accessories

Hats/Hair

- Hats and head accessories (e.g., bandanas, etc.) may not be worn in the classroom or school building.
- A hat may only be worn when outside for Physical Education class or Recess and must be removed when returning inside the classroom or school building.
- Head coverings may be worn for religious reasons if pre-approved by FACE Administration.
- Hairstyles and/or hair colors that are disruptive to the learning environment (as determined by the FACE Administration) may not be worn in the classroom or school building.

Belts/Jewelry

- Large or obtrusive jewelry or piercings may not be worn at school at any time.
- No spikes, chains, sequins, or distracting designs on belts.

Student Nutrition Services

FACE recognizes that good nutrition and regular physical activity affect the health and well-being of all our students. FACE follows all federal and state law and guidelines regarding student nutrition. Students may bring a packed breakfast or lunch, or they may purchase meals provided by the school. Please notify FACE as soon as possible if your child will be purchasing a school lunch so we can include them on our daily lunch count. Adding them to the daily lunch count will ensure that each student who has requested a lunch will receive one.

Cost of Student Meals

Breakfast – FREE for ALL students

Lunch (Elementary Grades, PK-5) – \$2.25

Lunch (Secondary Grades, 6-12) – \$2.75

FACE participates in the free breakfast and free/reduced lunch program. **Parents/guardians must apply every school year to qualify for this program.** Application for the federal free and reduced program is available online through the Hillsborough County Public schools' website (<https://www.myschoolapps.com/Application>). The application requires:

- The names and incomes of every member of your household
- The school, grade, birthdate of every student in your household
- Your social security number and electronic signature
- A valid email address and phone number for district communication about the status of the application.

Parents/guardians will be billed monthly for meal services provided. FACE offers options for payment type. FACE utilizes the EZ Lunch cloud technology to manage our food services. You can access the EZ Lunch payment center

by going to <https://www.ezschoollapps.com/> This will allow you the ease of using a credit card to place money on your student's account. You may send lunch money in an envelope with your child's name on it and turn it into the main office. Checks/Money Orders should be made payable to FACE. You will find directions for creating an account for your student at <http://www.faceprogram.org/lunch-menu/>.

Student Health

Immunization Requirements for School Entry

- Students in Pre-Kindergarten 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 are required to have the following immunizations:
 - 5 doses of DPT (diphtheria, pertussis, and tetanus)
 - 4 doses of polio vaccine (IPV, OPV)
 - 2 doses of MMR (measles, mumps, rubella)
 - Hepatitis B series (HBV)-given over a 6 month period
- For every student entering 7th grade, the record must show the student has received one dose of the Tdap vaccination. A student may not start 7th grade without this additional shot required by the state.

Immunizations are provided for free at the Health Department.

Medication

Students must have a Physician Authorization Form on file in order to receive over the counter and prescription medications during the school day. New authorization forms may be requested periodically. When medication is discontinued or the end of the school year arrives, parents/guardians are required to sign out all remaining medication. Medication not signed out will be destroyed.

For prescription medication, a script from the prescribing doctor or pharmacy is required. The script MUST match the medication label. 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/guardian is responsible for supplying that equipment labeled with the student's name.

Over-the-counter medications may require physician's note to be administered at school (*e.g.*, cough drops, cough medicine, etc.). Whenever possible, over-the-counter medications should be administered outside of school hours.

All medications administered at school must be U.S. Food and Drug Administration (FDA) approved. CBD products are not permitted at FACE and cannot be administered by FACE staff. Substances that are unregulated products (*i.e.*, herb and food supplements, dietary supplements, home remedies, etc.) are not permitted at FACE and cannot be administered by FACE staff.

Bringing Medication to School

- Medications must be brought to the school by a parent/guardian.
- Medications cannot be transported to school by a student or in a student's backpack.
- Medication must be brought to school in the container in which it was purchased.
- Medication shall not be transported between home and school on a daily or weekly basis. A separate supply of medication must be kept at school.

Administering Medication at School

- All medication MUST be administered with the knowledge and supervision of a medically trained FACE staff member. FACE does not have a nurse on staff but has access to the Hillsborough County Public Schools nurse as needed.
- Medication cannot be disguised in a food or drink item to be consumed by the student.

Student Illness

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

- Fever
- Diarrhea
 - If student has a medical condition, or is on a medication or specific diet, that can cause this symptom, a physician's note must be provided to the front office. The student will be sent home for each occurrence until a physician's note is provided.
- Vomiting
 - In the case of self-induced vomiting, the FACE Behavior Specialist will determine if the student should be sent home or if FACE should follow the specifications and strategies outlined by their 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)
- Exposed rash or fungus
- Uncontrolled/Excessive bleeding (*e.g.*, mouth, teeth, nose) due to possible exposure of bloodborne pathogens
- 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 kept 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.

Student Code of Conduct

Attendance Policy

Florida School Law states that children up to age 16 are required to attend school regularly. Students are expected to have regular and punctual school attendance to 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.

- An absence can be excused on the day of the absence by 8:30am by emailing FACE Attendance (attendance@faceprogram.org). If an email is not received on the day of the absence, FACE cannot guarantee that your child will be excused for their absence.
- Attendance emails must be sent to FACE Attendance (attendance@faceprogram.org) and include the name of the FACE student, the date, and the reason for the absence.
- If a student is absent due to illness for more than three consecutive days, FACE requires a doctor's note before the student can return to school.
- Once a student has been absent for a total of 10 days within one grading period, a notice will be written by the FACE Administration to the parents/guardians and the Hillsborough County Public Schools Social Worker.

Excused Absences – Examples of excused absences are:

- Illness of student (Physician's note may be required upon request)
- Medical or dental appointment (Physician's note may be required upon request)
- 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
- Any emergency absence approved by the FACE Administration

Unexcused Absences – Examples of unexcused absences are:

- Truancy (Any intentional, unjustified, unauthorized, or illegal absence from compulsory education. It is a deliberate absence by a student's own free will and usually does not refer to legitimate excused absences, such as ones related to medical conditions.)
- Traffic
- Car Problems
- Vacation
- Out-of-school suspension

- Overslept
- Any absence not excused by the FACE Administration

Tardy Policy

A student arriving to school after class has begun causes a disruption to the learning environment. Excessive tardiness, whether excused or unexcused, will be addressed by school personnel on a quarterly basis.

- After a total of 5 tardies in one grading period, a notice will be written by the child's classroom teacher to the FACE Administration.
- After a total of 10 tardies in one grading period, a notice will be written by the FACE Administration to the parents/guardians and the Hillsborough County Public Schools Social Worker.

Excused Tardies – Examples of Excused Tardies

- Doctor/Dentist/Medical Appointment
- Therapy Appointment
- Late Bus
- Accident Involving Student
- Family Matter/Emergency

Unexcused Tardies – Examples of Unexcused Tardies

- Late (No Reason)
- Traffic
- Car Trouble
- Overslept

School Activity Absences/Tardies

Students participating in school activities outside of the classroom or classroom schedule will be counted as present. Examples of school business absences are:

- Field trips or community-based instruction approved by the FACE Administration
- Academic activities or assemblies scheduled or sponsored by the FACE Administration
- A summon to one of the FACE Administrative offices
- Other school activities approved by the FACE Administration

Therapy Appointment Absences/Tardies

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 or tardies are excused, parents must provide a written letter from the therapy group outlining the dates and times the student will be absent or tardy.

School Wide Discipline Plan

FACE is committed to provide students with an enriching, challenging, and nurturing learning environment. 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 uses the principles of Applied Behavior Analysis (ABA) for positive behavior support and intervention. Applied Behavior Analysis is a research-based science for teaching and positively reinforcing appropriate and expected behavior.

Each teacher has a classroom management plan addressing the rules and procedures applicable in their classroom. These rules and procedures are taught and reinforced daily to ensure our students have a clear understanding of the expectations for the learning environment. For students who need individualized behavior support or intervention, FACE may create a Positive Behavior Intervention Plan.

Positive Behavior Intervention Plans

Before a positive behavior intervention plan (BIP) can be created, the parent/guardian of the student must consent for completion of a functional behavioral assessment (FBA). Once the assessment determines the function of the behavior (i.e., the reason that is causing the behavior), a BIP can be written. The IEP team then will meet to review the plan before adding it to the IEP.

Zero-Tolerance Infractions	
Bringing a firearm or weapon to school, to any school function, or onto any school sponsored transportation or possessing a firearm at school.	
Making a threat or false report respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity.	
Response to Zero-Tolerance Infractions: Zero-Tolerance Infractions will result in immediate administrative disciplinary action.	
Level 1 Behavior Infractions	Level 2 Behavior Infractions
Dress code violation	Aggressive physical contact
Failure to be in one's assigned location	Bullying/Harassment (including cyberbullying; racial/ethnic/gender/ orientation discrimination)
Inappropriate language	Cheating or academic dishonesty
Invading personal space of others (grabbing items, pushing past someone, unsafe/rough play)	Fighting
Lying/giving false information	Inappropriate of use internet or computers
Refusal to follow school rules	

Theft Teasing Unauthorized use of personal electronic devices on campus (including cell phones) Unexpected behaviors (calling out, inattentive behavior, minor disruption, disrespect, refusing to work, etc.) Response to Level 1 Behavior Infractions: Level 1 Behavior Infractions may result in additional or targeted classroom support, individual intervention, or administrative disciplinary action.	Property destruction (students will be responsible for cost of damages) Major or consistent refusal to follow school rules Major or consistent aggressive behavior or inappropriate language Possession, use, showing effects of, or distribution of tobacco/vaping products, alcoholic beverages and/or illegal drugs Response to Level 2 Behavior Infractions: Level 2 Behavior Infractions may result in additional or targeted classroom support, individual intervention, or administrative disciplinary action.
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Student Personal Items/Electronic Devices

FACE is not liable for loss or damage to personal items/electronic devices that are brought to school; therefore, students are encouraged to leave these items/devices at home.

Students may bring electronic devices designed to enhance participation in communication and/or school curriculum or activities. Parents must complete, sign, and submit an Electronic Device Release Form prior to the student bringing or using any electronic devices on campus. Electronic Device Release Forms are provided in the FACE Main Office.

Cell phones 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 FACE staff sees or hears a student’s cell phone, 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 cell phones or other electronic devices to school. Inappropriate material on devices will not be permitted.

In case of an emergency, family members must call the FACE Main Office, not the student’s cell phone.

Internet and Computer Policy

FACE provides its teachers and students with access to a variety of resources on the Internet. It is important to understand that using the internet is a privilege. This privilege may be revoked if a student violates FACE Internet or computer policies. FACE teacher and administrators reserve the right to investigate possible misuses or monitoring any activity that comes through 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 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 administrative disciplinary action to law enforcement and/or other appropriate agencies.

Inappropriate or Unacceptable Uses of the Internet/Computer

- Accessing the school network without permission
- Using the Internet for any and all illegal activities or financial interactions
- Entering chat rooms and playing online games without permission
- Attempting to access vulgar or pornographic sites/materials
- Downloading viruses OR degrading/vandalizing computer equipment or changing/disrupting computer system performance
- Conducting and activities and use that violates the mission and purpose of the school.

If a student uses the Internet inappropriately, FACE cannot be held liable for the following:

- Guaranteeing privacy of the student or the student’s information
- 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

Searches in School Building or on School Property

The FACE Principal is responsible for the interior and exterior of the FACE campus. Therefore, if there is reasonable suspicion that drugs, weapons, dangerous/illegal matter, or stolen goods are likely to be found, the school Principal and/or designee has the right and duty to inspect and search student backpacks, workspaces, non-student automobiles, etc. The FACE Principal 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.

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. FACE Administration may meet with the student and/or the parent/guardians to discuss the circumstances leading to suspension. Suspensions may be in or out of school.

In-School Suspension	Out-of-School Suspension
The student will not attend any classes on this day.	The student is not permitted on campus.

All assignments will be completed in a designated area.	The student will not receive credit for work he/she has missed while suspended.
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Manifestation Determination Meeting

Once a student has received their 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 student's identified disability
- Intervals of suspension
- The severity of the behavior/infraction
- Patterns of misconduct

Bullying and Harassment Policy

FACE does 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.

Bullying is defined as 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:

- Physical violence
- Teasing or public humiliation
- Threats or intimidation
- Destruction or theft of another student's property
- Stalking
- Cyberbullying or cyberstalking
- Sexual, religious, or racial harassment

Harassment is defined as 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.

Consequences for Bullying and/or Harassment

FACE understands that many FACE students have cognitive and social impairments that may lead to behaviors comparable to acts of bullying and/or harassment. All reports of bullying or harassment made at FACE will be diligently investigated in order to determine, to the best of the investigator's ability, causation relative to the student's disabilities. Consequences for students who commit acts of bullying and/or harassment may range from positive behavioral interventions up to and including suspension or expulsion as outlined in the Student Code of Conduct.

Procedure for Reporting Bullying and/or Harassment

Any student or parent/guardian who believes the student has been the victim of bullying or harassment should immediately report the situation to the FACE Principal. The student may also report concerns to staff who will notify the FACE Administration. Complaints against the FACE Principal should be filed with the FACE Board of Directors. The FACE Board of Directors contact information can be located on the FACE website.

Written and oral complaints will 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.

FACE Administration will report incidents of bullying and/or harassment to the parents/guardians of all students known to be involved in the incident on the same day an investigation of the incident was initiated. Notification will be by phone, email, and/or in-person conference and will be consistent with the student privacy rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice will 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, parents/guardians will also be notified the actions being taken to protect students victimized by the incident. If the bullying incident results in the identified perpetrator being charged with a crime, the FACE Principal will inform the parent/guardian of the identified victim about the Unsafe Schools Choice Option. 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 phone and/or in writing.

Bullying Prevention Training

FACE Staff are required to complete trainings twice annually on the FACE policies and administrative procedures regarding Bullying and Harassment. These presentations 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.