



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.

Family & Student Handbook 2023-2024

Location Information

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Tampa FL, 33617

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Dear FACE Community,

July 31, 2023

We hope you and your family have enjoyed a fun Summer Break, with plenty of time for good food and good quality time with your FACE student! We are excited to welcome all FACE staff and students back to school for a great new school year. Please be reminded that all FACE students are expected to return to school on **Thursday, August 10, 2023**.

There have been some changes made this summer to the FACE program, but we are confident that our FACE chameleons will thrive through the changes! We have highlighted the most important changes below for your convenience. Please see the attached Family & Student Handbook to review all school programs and procedures that affect your FACE student.

1. I will be the new FACE Principal, and Sarah Howard-Willms (our previous Secondary ESE Specialist) will be the new FACE Assistant Principal. I speak for both me and Sarah when I say that we are very excited to continue serving the FACE program as your new Principal and Assistant Principal. We both learned a lot from the leadership and mentorship of Mr. Harvey, and although we are sorry to see him leave FACE, we feel prepared to carry on his legacy.
2. FACE students will continue to receive both breakfast and lunch at no cost due to our continued status as a Community Eligible Provision (CEP) School.
3. FACE encourages all family members of FACE students to be connected to the FACE ClassDojo to receive daily communication about your student's day, as well as communication about events and emergencies. Invitations have been sent to your phone numbers and email addresses on file; if you have trouble connecting, please contact the Main Office (813-985-3223).
4. FACE will continue to hold school and community events so that all FACE family members can be involved in their FACE student's education. Please check ClassDojo and the FACE website (www.faceprogram.org) to stay updated on school and community events for parent and family engagement.
5. FACE will continue to emphasize improvement in student attendance. Please message the Attendance email address (attendance@faceprogram.org) to alert us of any student absences, and stay alert for notifications of violations of the FACE Attendance Policy through letters of educational time lost.

With each new school year, we are all afforded a new start to the possibility of an incredible experience for our FACE students. Please join us in making the commitment to contribute to their education in any way that you can, and continue to positively influence the future outcomes for all individuals with autism.

Thank you,

Sydney Sampson

Sydney Sampson
Principal

Note to Families – 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 procedures, 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 families 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 Procedures

As a Public Charter School all transportation must be Parent provided.

Arrival Procedures

STUDENT ARRIVAL 7:45AM – 8:00AM

Please drop off your student through our Arrival Car Line no later than 8:00AM. FACE Main Office doors will not open until 8:00AM. Students should not be dropped off before 8:00AM unless they are enrolled in the FACE Beforecare Program.

Students who arrive later than 8:01AM are considered Tardy and must be signed in at the Main Office by a parent/guardian. Depending on the Main Office and your student's classroom staff availability, you need to wait outside the Main Office with your student for up to 15 minutes before your student can be signed in and brought to their classroom. Additionally, FACE staff may request Tardy students be escorted to their classroom by a family member to avoid problem behaviors and/or disruption to the learning environment.

HART Plus Bus Riders – Students should be brought through the Car Line by a Parents/Guardian or family member unless they are brought to school by the HART Plus bus service. All HART Plus buses should be scheduled to arrive during the Student Arrival times of 7:45am-8:00am. FACE is not able to accept any HART Plus bus riders before 7:45am until they are enrolled in the FACE Beforecare Program.

Dismissal Procedures

STUDENT DISMISSAL 2:15PM – 2:30PM

Please pick up your student through our Dismissal Car Line no later than 2:30PM.

Students should not be picked up after 2:30PM unless they are enrolled in the FACE Aftercare Program. **Students who remain after 2:31PM are considered Late and must be signed out at the Main Office by a parent/guardian.**

All FACE students are required to attend the entire school day to maximize their learning opportunities. If a student must be picked up early before 2:15PM, they must be signed out at the Main Office by a parent/guardian. Depending on the Main Office and your student's classroom staff availability, you may need to wait in the Main Office for up to 15 minutes before your student can be signed out and dismissed from their classroom.

Students should not be picked up after 1:45PM due to interference with scheduled Student Dismissal procedures.

Car Line Dismissal – Only persons who have been issued a FACE Car-tag or authorized in writing by the parent/guardian will be permitted to pick up your student from school. 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.** For all students to be dismissed on time, the car line must not be stopped for any conversations. While some greetings are appropriate, dismissal is not an appropriate time to ask about your student's school day. Notes about your student's school day can be seen through daily Home Notes or ClassDojo. If you would like a conversation with your student's Teacher(s), you can call or email your student's Teacher to schedule a Parent-Teacher Conference.

Please note that FACE staff are not permitted to buckle seatbelts for your student. If you have questions about this policy, please see the FACE Principal.

Late Dismissal Charges – Parents/guardians who arrive after 2:31pm must pick up their student from the FACE Main Office. **Parents/guardians will be billed \$1 per minute to help cover the unexpected cost of staff supervising your student until your arrival.** This must be paid within 14 days of receipt. Excessive late pick-ups can result in disciplinary action and/or attendance plan.

Change of Contact Information

It is **imperative** that FACE has current contact information for the families of our FACE 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.

Parents and Community Volunteers on Campus

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. All volunteers will be required to complete a background check, through the school's Raptor Management System. Background checks will be completed prior to volunteer engagement.

Student Observations – To request a student observation, please contact the FACE Principal.

- Prior to setting up a student observation, all visitors must:
 1. Provide written consent from parent to observe their student.
 2. Complete a background check, through the school's Raptor Management System. Background checks will be completed prior to student observations.
 3. Sign Confidentiality Agreement (Appendix A.).
- All observations must be scheduled at least 2 business days in advance. Times must be mutually agreed upon by teachers, and parents.
- Observations must not be longer than one hour per day.

- Observations must not interfere with classroom activities.
- Observer discussions must not interfere with classroom routine or instruction delivery.
- Observers and teachers must only discuss the specific student being observed.
- Observers must sign in and out of the main office during each visit.

Confidentiality Agreement – Private Providers on Campus

FACE welcomes the opportunity to collaborate with qualified private providers in order to meet the needs of its students. 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 must not interfere with classroom activities.
- Observer discussions must not interfere with classroom routine or instruction delivery.
- Observers and teachers must only discuss the specific student being observed.
- Observers must sign in and out of the main office during each visit.

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 student is attending; however, students with Behavior Intervention Plans (BIPS) require parent/guardian attendance. Parents will not be able to chaperone or volunteer until background verification has been received and approved by FACE Administration using FACE Raptor Visitor/Volunteer System.

If your student 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 student's birthday or another occasion at school, you must contact your student's Teacher to ensure there are no scheduling conflicts with the school or classroom 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 (e.g., peanuts, eggs, gluten, Red Dye, etc.).

School Calendar

The First Day of School is Thursday, August 10th, 2023 and the Last Day of School is Friday, May 24th, 2024. Please see the FACE website for the most updated School Calendar with school events (also attached to the end of Handbook).

Safety and Security Drills

All Safety and Security Drill procedures are posted in each classroom and each drill is practiced 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

FACE follows HCPS for determination of school closings (e.g., hurricanes). If it should be necessary to close school for any reason, an announcement will be sent to FACE families by email, ClassDojo, and/or made over local radio/TV stations. Please check your email before and during inclement weather for updates from our FACE Administration.

FACE will consider HCPS for determination of make-up days for school closings. Please refer to the HCPS school calendar for proposed Hurricane make-up days to plan accordingly.

School Program

The Florida Autism Center of Excellence (FACE) is an Exceptional Student Education (ESE) Center chartered in Hillsborough County where all students have an Individualized Education Plan (IEP) with eligibility for Autism Spectrum Disorder services. (Students in Lower Elementary grade-levels may temporarily qualify for the FACE program with Developmental Delay.)

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., 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 disabilities.

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).

All Instructional Programs and resources used in the classroom have been intentionally researched and reviewed by the FACE Curriculum Specialist for its compliance with the school curriculum and/or individual student needs. If you have questions about which Instructional Programs and/or resources are used to support the curriculum in your student's classroom, please ask your student's Teacher(s) or the FACE Curriculum Specialist.

Secondary Departmentalization – FACE students in the Secondary school program (Grades 6-12) have a Departmentalized school schedule. Therefore, all Secondary students will have a Homeroom Teacher who instructs them in Social Skills and one academic subject, either English Language Arts, Mathematics, Science, or Social Studies. Then, they will change classrooms for the remainder of their school schedule to receive instruction in their other three academic subjects and their two special subjects (*i.e.*, Music, Art, Physical Education). All Secondary students will start the school day for Arrival in their Homeroom period and return to their Homeroom teacher for Lunch period and Dismissal period.

All daily Home Notes are completed by the Homeroom Teacher and support staff. If you or your family have questions about your Secondary student's day, please contact your student's Homeroom Teacher (listed on their schedule).

Report Cards

Report Cards are distributed quarterly according to the guidelines of the Hillsborough County Public Schools Student Progression Plan and the grading periods from the Hillsborough County Public Schools calendar.

Report cards will report academic grades, instructional level, and behaviors/comments according to classroom and school expectations. Each student's instructional level is elaborated upon in their Individual Education Plan (IEP). Grades represent:

1. **a student's success and/or mastery of the grade-level state standards from their courses,**
2. how the school believes a student will perform on their end-of-course assessments and/or their standardized state/district assessments, and
3. how much support a student will require from their school in the following grade, either if academically promoted or retained.

Additionally, grades are calculated from data collected on assignments or assessments that the student completed:

1. independently *after implementation of all student-specific modifications and/or accommodations as listed on their IEP*
2. to demonstrate grade-level content knowledge and/or understanding.

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

Grading Scales (from HCPS Student Progression Plan)

Elementary Grade Levels (Grades K-5)

<u>Grading Scale</u>	K-2	Explanation
90-100%	E – Excellent	Demonstrates a clear understanding of concepts, ideas, objectives, or behaviors
70-89%	S – Satisfactory	Is in the process of understanding concepts, ideas, objectives, or behaviors
60-69%	N – Needs Improvement	Needs additional time or more background experience before an understanding of concepts, ideas, objectives, or behaviors can be attained
0-59%	U – Unsatisfactory	Has not yet demonstrated an understanding of concepts, ideas, objectives, or behaviors
<u>Grading Scale</u>	3-5	Explanation
90-100%	A – Excellent	Demonstrates consistent application of concepts, ideas, objectives, or behaviors
80-89%	B – Good	Demonstrates a clear understanding of concepts, ideas, objectives, or behaviors
70-79%	C – Satisfactory	Is in the process of understanding concepts, ideas, objectives, or behaviors
60-69%	N – Needs Improvement	Needs additional time or more background experience before an understanding of concepts, ideas, objectives, or behaviors can be attained
0-59%	U – Unsatisfactory	Has not yet demonstrated an understanding of concepts, ideas, objectives, or behaviors

Secondary Grade Levels (Grades 6-12)

<u>Grading Scale</u>	6-12	Explanation
90-100%	A – Outstanding	Demonstrates consistent application of concepts, ideas, objectives, or behaviors
80-89%	B – Above Average	Demonstrates a clear understanding of concepts, ideas, objectives, or behaviors
70-79%	C – Average	Is in the process of understanding concepts, ideas, objectives, or behaviors
60-69%	D – Lowest Acceptable Progress	Needs additional time or more background experience before an understanding of concepts, ideas, objectives, or behaviors can be attained
0-59%	F – Failure	Has not yet demonstrated an understanding of concepts, ideas, objectives, or behaviors

Grading for Preschool Program

FACE Preschool students are graded according to their progress on the Florida Early Learning Developmental Standards, accessible here: <http://flbt5.floridaearlylearning.com/standards.html>. The Domains for the developmental standards are:

- I. Physical Development
- II. Approaches to Learning
- III. Social and Emotional Development
- IV. Language and Literacy
- V. Mathematical Thinking
- VI. Scientific Inquiry
- VII. Social Studies
- VIII. Creative Expression through the Arts

Their progress according to these Developmental Domains are measured according to these Progress Codes:

Progress Codes		
<i>Note: The goal is for all students to reach Level 3 (Proficient) before entering Kindergarten.</i>		
4	Advanced	Student exceeds expectations for understanding concepts and skills
3	Proficient	Student consistently demonstrates an understanding of concepts and skills
2	Developing	Student is developing an understanding of concepts and skills
1	Emerging	Student does not yet demonstrate an understanding of concepts and skills
NA	Not assessed	Not assessed this reporting period

Grading for Grade 12 Deferred Students

Grade 12 Deferred students (including all students in the Transition and Vocational Program and the Project Search Program) are enrolled in courses focusing on the development of Unique Skills, Life skills, social skills, and career skills. Their courses reflect the focus on these skills instead of academic standards. Their progress according to these skills are measured according to this Grading Scale:

Grading Scale	Grade 12 Deferred	Explanation
90-100%	A – Advanced	Student exceeds expectations for understanding concepts and skills
80-89%	B – Proficient	Student consistently demonstrates an understanding of concepts and skills
70-79%	C – Developing	Student is developing an understanding of concepts and skills
60-69%	D – Emerging	Student does not yet demonstrate an understanding of concepts and skills
0-59%	F – Failure	Student has not yet attempted an understanding of concepts and skills

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 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 virtually Monday-Thursday with a start time between 9:00am and 1:00pm. In-person meetings are available upon request.

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. 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.

Upon completion of IEP meeting, all IEP documentation will be emailed for parent signature, with the opportunity to download the file personally once all attendees have signed. Additionally, if you feel additional information should be added or removed from the IEP, another meeting will be scheduled to address those revisions at a mutually agreeable time.

If you have questions about your student'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 Homeroom Teacher and, if applicable, other teachers, therapists, or specialists that work with your student. Please call, email, or schedule a Parent-Teacher Conference with your student's Teacher if you have any questions about your student's Progress Report.

If you would like a report of your student's progress on their IEP goals before a Progress Report is scheduled to be delivered, please submit a written request to your student's Teacher or ESE Specialist.

Records Requests

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

Parent-Teacher Conferences

Parent-Teacher Conference Nights are scheduled mid-quarter before the completion of quarterly Report Cards and Progress Monitoring Reports. **All Parent-Teacher Conference Nights are held virtually either by Phone or on Teams for 15 minutes each** to accommodate all families of a classroom. Signups for Parent-Teacher Conference Nights will be sent by email and ClassDojo within two weeks of the scheduled event.

The Parent-Teacher Conference Nights for the 2023-2024 school year are:

1. Mid-Quarter 1 – Tuesday, September 12th @ 3:30pm-6:30pm
2. Mid-Quarter 2 – Tuesday, November 14th @ 3:30pm-6:30pm
3. Mid-Quarter 3 – Tuesday, February 6th @ 3:30pm-6:30pm
4. Mid-Quarter 4 – Tuesday, April 23rd @ 3:30pm-6:30pm

If you would like to schedule a Parent-Teacher conference outside of these scheduled days or times OR in-person at the FACE campus, contact your student's Teacher(s) by phone, email, ClassDojo, or in your student's daily Home Note.

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

Student Dress Code

We have a dress code to ensure FACE 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 present 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, families must provide at least TWO (2) changes of clothes for their student to be kept in the classroom.

Often, FACE students require a change of clothes at school after various incidents or accidents that soil their clothes (*e.g.*, food spills, messy art projects, playing outside, etc.). Therefore, **every student** regardless of age or grade-level, must have TWO (2) complete sets of clothing (*i.e.*, shirt, pants, underwear, socks) that fit appropriately and follow the recommended dress code. **Label each piece of clothing as well as the clothing bag.** In the event your student requires a change during the school day, the soiled ones will be returned in a plastic bag and documented by ClassDojo or daily Home Note. Please check your student's backpack each day for soiled clothes.

Recommended Dress Code

Shirts/Tops

- Solid color shirts or 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

We understand that your student may have unique sensory needs that make the recommended dress code difficult; however, all students must remain in clothing that is school appropriate.

Prohibited Clothing and Accessories

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 packed foods for breakfast and/or lunch, or they may purchase meals provided by the school Food Service Program. Please notify FACE as soon as possible if your student will be receiving school meals so that we can include them on our daily food order.

Cost of Student Meals

Free breakfast and free lunch will be available to all FACE students during the 2023-2024 School Year based on our school status as a Community Eligibility Provision (CEP) school.

Student Allergies and/or Dietary Restrictions

All students who have food allergies and/or dietary restrictions (*e.g.*, gluten-free, no pork, *etc.*) must submit these restrictions to the Food Services Coordinator so that appropriate substitutions can be made to their school meals. **Failure to submit these forms for allergies and/or restrictions may result in student's receiving inappropriate school meals.** Contact the Main Office for more information (813-985-3223).

Student Health Services

Immunization Requirements for School Entry

Students in Pre-Kindergarten through Grade 12 who are coming into a Florida school for the first time must present a current (within the last twelve months) Florida School Entry Physical Examination (Form DH 3040) and

an immunization record (DH 680). The immunization record must show that the student has met the minimum state requirements.

- Students are required to have the following immunizations unless religious/medical exemption provided:
 - 5 doses of DPT (diphtheria, pertussis, and tetanus)
 - 4 doses of polio vaccine (IPV, OPV)
 - 2 doses of MMR (measles, mumps, rubella)
 - 1-2 doses of Varicella (chickenpox)
 - Hepatitis B series (HBV)-given over a 6-month period
 - For every student entering 7th grade, the record must show the student has received the Tdap vaccination. A student may not start 7th grade without this vaccine required by the state.

If you have any questions or concerns about these requirements, please contact the FACE Data Processor. Please note: immunizations are provided at no charge by the Department of Health, Hillsborough County.

Medication

Students must have a Physician Authorization Form on file in order to receive over the counter and/or 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, aspirin, antihistamines, 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 may not be disguised in a food or drink item from home to be consumed by the student on the school campus.**

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 at the start of each school year. The student will be sent home for each occurrence until a physician's note is provided. Additionally, if medical needs are unable to be met at FACE, this could impact their ability to remain enrolled at FACE.
- 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, including skin/scab-picking
- Lice- Student cannot return to school for at least 72 hours from start of treatment. Upon return to school, student will be checked by administrative team to ensure that lice are no longer present. Student will not be permitted to attend school until the lice are completely gone.

Emergency Illness Procedures

If a student becomes ill at school, every effort will be made to notify parents/guardians or an emergency contact person as listed on the emergency contact card. Students will be released to person(s) 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 the age of 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 student 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 student's 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 (not limited to)

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

Unexcused Tardies – Examples of Unexcused Tardies (not limited to):

- 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
- Other school activities approved by the FACE Administration

Therapy Appointment Absences/Tardies

We understand that several of our students have recurring therapy appointments. Every effort should be made to schedule these appointments with minimal impact on 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 providing 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 request to create a Functional Behavioral Assessment and/or 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.

Student Misconduct (includes but is not limited to):

Level 3 Behavior Infractions (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.

Aggressive physical contact that leads to significant bodily harm of FACE staff or student.

Threats of harm to other FACE students.

Significant disruption to instruction and/or the school/classroom learning environment.

Severe property destruction.

Response to Zero-Tolerance Infractions:

Zero-Tolerance Infractions will result in immediate administrative disciplinary action including Suspension as in-school suspension or out-of-school suspension.

Level 1 Behavior Infractions	Level 2 Behavior Infractions
<p>Dress code violation</p> <p>Failure to be in one’s assigned location</p> <p>Inappropriate language</p> <p>Invading personal space of others (grabbing items, pushing past someone, unsafe/rough play)</p> <p>Lying/giving false information</p> <p>Refusal to follow school rules</p> <p>Theft</p> <p>Teasing</p> <p>Unauthorized use of personal electronic devices on campus (including cell phones)</p> <p>Unexpected behaviors (calling out, inattentive behavior, minor disruption, disrespect, refusing to work, etc.)</p> <p>Response to Level 1 Behavior Infractions:</p> <p>Level 1 Behavior Infractions may result in additional or targeted classroom support, individual intervention, or administrative disciplinary action.</p>	<p>Aggressive physical contact that does not lead to significant bodily harm of FACE staff or student</p> <p>Bullying/Harassment (including cyberbullying; discrimination)</p> <p>Cheating or academic dishonesty</p> <p>Fighting</p> <p>Inappropriate of use internet or computers</p> <p>Property destruction (students will be responsible for cost of damages)</p> <p>Major or consistent refusal to follow school rules</p> <p>Major or consistent aggressive behavior or inappropriate language</p> <p>Possession, use, showing effects of, or distribution of tobacco/vaping products, alcoholic beverages and/or illegal drugs.</p> <p>Response to Level 2 Behavior Infractions:</p> <p>Level 2 Behavior Infractions will result in additional or targeted classroom support, individual intervention, or administrative disciplinary action.</p>

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. Inappropriate material on devices will not be permitted, and students will not be allowed to continue bringing devices on school campus.

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 teachers and administrators reserve the right to investigate possible misuses or monitor any activity that comes through the internet.

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 always supervised/monitored 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

- Physical damage to the computer.
- Accessing the school network without permission.
- Using the Internet for any 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, based on the rules and conduct code of our school in the opinion of the FACE Administration, is guilty of serious misconduct (Level 3 Behavior Infraction). FACE attempts to prevent all serious misconduct during the school day using specific behavior management strategies. Please note, FACE will not provide FACE staff on a one-on-one for a FACE student basis due to behavioral conduct unless otherwise specified within their IEP.

Suspensions may be in or out-of-school. 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. The FACE Administration may call a meeting for the FACE staff and parent/guardian may meet to determine any additional supports or changes that need to be made prior to your student's return to school.

In-School Suspension	Out-of-School Suspension
The student will not attend any classes on this day. All assignments will be completed in a designated area.	The student is not permitted on campus. The student will not receive credit for work he/she has missed while suspended.

Manifestation Determination Meeting

Once a student has received their 10th day of 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 misconduct and their suspension. 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/infracton
- Patterns of misconduct

FACE is required to have district personnel present for all Manifestation of Determination meetings. If FACE is unable to meet the unique needs of your student based on suspension events, an IEP meeting may be called to determine if FACE is or is not able to continue meeting the needs of your student.

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 students or employees. It is further defined as 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, but is not limited to:

- Physical violence
- Teasing or public humiliation
- Threats or intimidation
- Destruction or theft of 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; or
- Has the effect of substantially disrupting the orderly operation of the school.

Bullying and harassment also encompasses:

- 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 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 the district school system; or
 - Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

All FACE employees are required to complete annual training courses on the FACE Bullying and Harassment Policy. 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.

Consequences for Bullying and/or Harassment

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. 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 and student discipline up to and including suspension as outlined in the Student Code of Conduct. Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions and student discipline up to and including suspension, as outlined in the Code of Student Conduct.

Procedure for Reporting Bullying and/or Harassment

The FACE Principal is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Principal. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the Principal.

The following individuals can file a report of bullying or harassment:

- the victim of bullying or harassment,
- anyone who witnessed the bullying or harassment, and
- anyone who has credible information that an act of bullying or harassment has taken.

A school employee, school volunteer, student, parent/legal guardian, or other person who promptly reports in good faith an act of bullying or harassment to the Principal is immune from a 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 or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

Written and oral complaints will be considered official reports. Complaints may be made anonymously, but formal student or staff disciplinary action may not be based solely on an anonymous complaint.

In accordance with Rules 6A-1.0014 and 6A-1.0017, F.A.C., FACE will utilize Florida's School Environmental Safety Incident Reporting (SESIR) system to report all incidents of bullying, harassment, as well as any other incident that is bullying-related. Reporting must be completed in the format and by the deadlines specified in Rule 6A-1.0014, F.A.C. Required SESIR reporting also includes allegations of bullying and harassment that are not able to be substantiated following an investigation.

Procedure for Investigating Reports of Bullying and/or Harassment

Procedures for investigating bullying and harassment must include:

1. The Principal selects a FACE Administrator to investigate the report.
2. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and confidentially.
3. The investigator shall collect and evaluate the facts including, but not limited to:
 - a. Description of incident(s) including nature of the behavior, context in which the alleged incident(s) occurred, etc.;
 - b. How often the conduct occurred;
 - c. Whether there were past incidents or past continuing patterns of behavior;
 - d. The relationship between the parties involved;
 - e. The characteristics of parties involved (i.e., grade, age, etc.);
 - f. The identity and number of individuals who participated in the incident;
 - g. Where the alleged incident(s) occurred;
 - h. Whether the conduct adversely affected the student's education or educational environment;
 - i. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - j. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
4. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
 - a. Recommended remedial steps necessary to stop the bullying or harassing behavior; and
 - b. A written final report to the principal.
5. The 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 will be upheld regarding the submission of a complaint or a report of bullying or harassment, and the investigative procedures that follow.

Procedure for Notifying Parents/Guardians of Reported Bullying and/or Harassment

The FACE Principal 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) and state privacy laws.

Upon receiving a report of bullying, harassment, or other qualifying incident under Section 1002.40, F.S., the School District shall timely notify parents of the Hope Scholarship program, which allows students who have been bullied, harassed, or subjected to other violent acts to transfer to another public school or to enroll in an approved private school. Reported acts of bullying, harassment, or other violent incidents do not have to be substantiated in order to qualify for the Hope Scholarship. The School District shall follow all Hope Scholarship procedures in accordance with Section 1002.40, F.S., and Rule 6A-6.0951, F.A.C.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by phone or in writing.

Meet the Admin Team!

FACE Administration 2023-2024



Sydney Sampson, Principal

This will be Sydney's seventh year with FACE and first year as Principal. Sydney received her BA in Psychology from UVA and her MA in Autism Spectrum Disorder from the USF. Sydney has her Professional Educator Certificate as well as her Registered Behavior Technician (RBT) certification. Before becoming Principal this school year, Sydney served on the FACE Administration as the Assistant Principal after three years as the Curriculum and Instruction Specialist. Sydney also enjoyed two years as the Upper Elementary Transition Teacher, and loves visiting her former students throughout the school! Sydney feels very confident and blessed to be leading the FACE program into the 2023-2024 school year. Outside of FACE, Sydney enjoys reading by the pool, listening to Taylor Swift, and cheering for the Tampa Bay Lightning! Go Hoos, Bulls, and Bolts!




Sarah Howard Wilms, Assistant Principal

Sarah is a recent transplant to the Tampa area originally from Saint Louis, MO. Sarah spent the first 11 years of her professional career working with special needs students in a variety of positions, from Special Education Teacher to School Administrator, at a similar type of school in St. Louis. Sarah received a Bachelor's in Special Education and Elementary Education and went to further her education with a Master's in Special Education, with an Endorsement in Autism and Developmental Disabilities from University of Missouri and a second Master's in Educational Administration from Southeast Missouri State University. This will be her first year at FACE and working in the Florida School system. Sarah has enjoyed becoming a Disney Passholder, all things hockey, traveling with her family and spending all her time with her two nieces.



Juliana Giraldo-Isaza – Behavior Specialist, BCBA

Juliana graduated with a B.S in Clinical Psychology in 2009 in South America, Colombia where she was born and raised. That year, she moved to the United States to continue with her professional development. She lived in Philadelphia for 9 years where she studied English, and then graduated from a Master's Certificate in Leadership and Organizational Management in 2013. Juliana then started working as an RBT (Registered Behavior Technician) for 3 different clinics in the Philadelphia and New Jersey area. In 2018, she graduated with a Master's Degree in School Psychology and Applied Behavior Analysis and moved to the Tampa area where she became a Licensed Behavior Specialist (LBS). In 2019 she became Board Certified Behavior Analyst (BCBA) and started consulting with FACE; in 2020 she joined full time.

	<p>In the afternoons, she works as a BCBA for a clinic in Tampa. She loves her job as much as she loves music, her family, and friends!!</p>
	<p>Rebecca Null, ESE Specialist Rebecca Null is one of the FACE ESE Specialists, helping to maintain compliance with student IEP documents. She is a St. Petersburg native, born and raised. She attended Saint Petersburg College where she received her Bachelor’s in Special Education, and later her Autism Endorsement. She has been in Hillsborough County for going on 10 years, with this being her 7th year at FACE.</p> <p>She has a passion for advocating for students with special needs, as well as for their families. Rebecca enjoys serving at her church, being a wife and mom, and listening to true crime podcasts in her free time.</p>
	<p>Karen Kelley, Administrative Assistant Karen is a transplant Floridian who grew up as a military dependent and has lived in five countries and six states. She has an Associate’s degree from Hillsborough Community College. Her career has been primarily providing administrative support to organizations in the Federal and State government, both stateside and abroad.</p> <p>She has spent the last few years as a data processor for both FACE and the school district. Karen’s current role at FACE is that of the Data Processor and oversees student enrollment, daily student attendance, and student mainframe.</p>
	<p>Tabitha Chapman, Office Manager Tabitha has been an employee of FACE for nine years as the Office Manager. She works in the main office and takes care of parent requests, new employee hires, payroll, office supplies, email issues, and anything else that comes her way throughout the day. If any questions are had, she is here to assist in any manner possible. Tabitha tries to make each day at FACE fun, so that it’s enjoyable by all.</p> <p>Tabitha has been married to her husband, Bryan, for 13 years and has a sweet 7-year-old little girl, and a crazy 3-year-old little boy. Tabitha enjoys family time and is super involved in her local church. Working at FACE has been an amazing journey for her. Tabitha would like all to know that it has been an awesome experience for her to see how FACE’s students grow and learn from year to year, while being afforded the opportunity to develop relationships with their families. Tabitha looks forward to the future of FACE and the role that each of you will no doubt play in it.</p>
	<p>Susette Troche Silva, Data Processor/Registrar</p>



Aida Delgado, ESE Assistant

This will be Aida's fifth year with FACE. Aida works within the ESE department as an ESE/IEP Assistant. Working hand in hand with FACE's ESE Specialists, Aida's role is to assist ensuring IEP compliance and scheduling. She also works to address family/parent questions, assist at the front desk as needed, and serves as a Spanish interpreter/translator.

Aida enjoys reading, reading, music, dancing, plants, and being positive. She has 13 grandchildren and 1 precocious pup. Aida would like all to know that she not only strives to make herself available to anyone that needs assistance, but also looks forward to working with you all.



FACE

FLORIDA AUTISM CENTER
OF EXCELLENCE

where hope leads to success

School Calendar 2023-2024

**PLEASE NOTE THIS FACE SCHOOL CALENDAR MAY BE SUBJECT TO CHANGES;
ALWAYS CHECK WWW.FACEPROGRAM.ORG FOR MOST UPDATED INFORMATION**

July '23							August '23							September '23						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31				6e	0s						23e	16s						20e	19s
19- Board of Directors Meeting 24-31- Teacher Planning Day(s)							1-9- Teacher Planning Day(s) 10- First Day of School 16- Board of Directors Meeting							4- Labor Day 20- Board of Directors Meeting 29- Teacher Planning Day						
October '23							November '23							December '23						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
					22e	20.5s						16e	15.5s	31					16e	15.5s
9-13- School Spirit & Attendance Week 12- End of 1 st Grading Period 16- Teacher Planning Day 18- Board of Directors Meeting 31- Half Student Day							10- Veteran's Day 15- Board of Directors Meeting 17- Half Student Day 20-24- Fall Break							20- Board of Directors Meeting 22- Half Student Day 22- End of 2 nd Grading Period 25-29- Winter Break						
January '24							February '24							March '24						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
					17e	16s						21e	20s	31					15e	13.5s
1-5- Winter Break 8- Teacher Planning Day 15- MLK Jr. Day 17- Board of Directors Meeting							5-9- School Spirit & Attendance Week 19- Teacher Planning Day 21- Board of Directors Meeting							8- Half Student Day 11-15- Spring Break 18- Teacher Planning Day 20- BOD Meeting/End of 3 rd Grading Period 29- Good Friday						
April '24							May '24							June '24						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
					22e	20.5s						18e	16.5s	30					15e	13.5s
1- Teacher Planning Day 17- Board of Directors Meeting 26- Half Student Day							15- Board of Directors Meeting 17- Teacher Planning Day 24- Last Day of School/Half Student Day							19- Board of Directors Meeting						
Holiday (School Closed)							First/Last Day of School OR End of Grading Period							Half Student Days (Dismissal 11:15am-11:30am)						
Teacher Planning Day (No School for Students)							School Spirit & Attendance Week (Student Attendance Required)							FACE Board of Directors Meetings						