



A Parent's Guide  
Regulations of Operation for  
The Palm Beach School for Autism  
**Parent Handbook**  
**2014-2015**



**PALM BEACH**  
SCHOOL for AUTISM

Palm Beach School for Autism

8480 Lantana Rd.

Lake Worth, FL 33467 <sup>1</sup>

## **WELCOME AND INTRODUCTION**

The Palm Beach School for Autism is a charter school dedicated to providing students with autism spectrum disorders the knowledge and skills to lead successful & fulfilling lives through a structured educational program using strategies tailored to each student's needs.

In pursuing this mission we have adopted a number of policies that serve as the basis for how we conduct the operations and management of the school. As times, as laws and our school evolves it may become prudent, or necessary, to change these policies. We will endeavor to communicate any changes to all families, but in order to ensure you have the latest policy on any given topic please check with your principal.

## **ORGANIZATION, PALM BEACH SCHOOL FOR AUTISM, INC. (PBSA)**

**Mission Statement:** The mission of the School is to provide a developmentally appropriate education using intensive behavioral strategies for students with autism spectrum disorder.

**Vision Statement:** The vision of the School is to demonstrate that students of all ages with autism spectrum disorder can learn to lead successful and fulfilling lives through a structured educational program using strategies tailored to each student's needs.

**Organizational Structure:** The Board of Directors sets the policies for the School and it is the staff that carries out the day-to-day responsibility for operational matters.

### **Executive Team of Palm Beach School for Autism**

Executive Director Ann Levene-Eisenberg  
Principal Preschool - 3rd Grade Juliet Bliss  
Principal 4th Grade-Middle School Olive Balbosa  
Principal High School Nick Miles  
Director of Business Management Louisa Legato  
Director of Operations Linda Fischer  
Director of Marketing/Development Abby Girton  
Director of Sports and Recreation Chad Peltz  
Director of Community/Volunteer Programs Kristina Vincenzo-Cabral  
Board Certified Behavior Analyst Allison Ballin

We follow the Palm Beach School District Calendar, the calendar can be found online at: [www.palmbeachschools.org/community/calendar.asp](http://www.palmbeachschools.org/community/calendar.asp)

## **CALENDAR FOR 2014-2015**

August 18, 2014 First Day of School

August 28, 2014 Early Release (12:00 Noon)

September 1, 2014 No School—Labor Day

September 18, 2014 Early Release (12:00 Noon)

September 25, 2014 Fall Holiday

October 9, 2014 Early Release (12:00 Noon)

October 20, 2014 No School (Teacher Work Day)

November 4, 2014 No School (Teacher Work Day)

November 11, 2014 No School Veteran's Day

November 26, 27, 28 No School Thanksgiving Holiday

December 22– Dec. 31, 2014 No School Winter Break

January 1, 2, 2015 No School Winter Break

January 5, 2015 No School (Teacher Work Day)

January 19, 2015 No School Martin Luther King

January 29, 2015 Early Release (12:00 Noon)

February 16, 2015 No School (Teacher Work Day)

March 5, 2015 Early Release (12:00 Noon)

March 16-20, 2015 No School Spring Break

March 23, 2015 No School (Teacher Work Day)

April 3, 2015 No School Spring Holiday

May 25, 2015 No School Memorial Day

June 4, 2015 Last Day of School

## **SAFETY AND EMERGENCY PLAN**

- A sign-in/out sheet for parents dropping off or picking up their child is at the front desk at all times. Parent authorization for pick up of their child is at the front desk and administration office at all times and kept current. (ID is checked every time a child is dismissed from the school).
- A sign-in/out sheet for visitors is kept at the front desk. All visitors are given a visitor badge for identification. This also includes volunteers.
- A complete list of emergency numbers is posted in the administration office and at the front desk (police, hospitals, etc.).
- A complete student roster with parent/contact numbers is at the front desk, in the administration office and each classroom.
- When a student is missing the code "20/20" is called and logged:
  - ✓ Know who the child is
  - ✓ Call or radio the front desk to report the child is missing
  - ✓ Be able to describe his/her clothing and characteristics
  - ✓ Be able to describe when and where the child was last seen
  - ✓ Stay in your classroom, COUNT your students and continue with class as usual until the ALL CLEAR is announced.
  - ✓ Only management staff will search and give the all clear.
  - ✓ DO NOT share details with outside individuals
  - ✓ DO NOT give out the student's name
- Fire drills are held once a month. Tornado drills twice a year according to the Palm Beach School District procedures.
- Fire drills: When alarm sounds
  - ✓ Proceed to assigned exit door in a straight line
  - ✓ Bring student roster
  - ✓ Count all children
  - ✓ Assemble in front or back of school in assigned areas
  - ✓ Count all children
- Tornadoes: When an official Tornado Watch has been issued for Palm Beach County the following procedures are taken:
  - ✓ Close and fasten windows.
  - ✓ Move children to the hallways.
  - ✓ Place children on the floor.
  - ✓ Insure telephone numbers and instructions for contacting personnel and parents of students are available for implementation of pre-storm and post storm procedures.

- Hurricanes: When an official Hurricane Watch has been issued for Palm Beach County the following precautions are taken:
  - ✓ Close and fasten windows.
  - ✓ Store all portable items inside the building.
  - ✓ Store all books, paper, and other equipment as far as possible from windows or areas subject to damage or entry of water. Place these items above the floor and cover with plastic to protect from minor flooding.
  - ✓ Move audio-visual, computer equipment and other expensive appliance to secure central location without windows and cover with plastic.

**In times of emergency, we will observe the same policies as the Palm Beach County School District. Listen to your local television and radio for information regarding school closings. In the event of a school closing during the day, parents will be notified by phone. Parents are requested to pick up their children without delay, as our staff will need to prepare their homes as well. If you live outside of Palm Beach County it is your responsibility to follow any weather warnings that might affect the closing of the school.**

## **BULLYING AND HARASSMENT**

### **POLICY**

It is the policy of the Palm Beach School for Autism that all of its students, staff, parents and volunteers have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

### **PROCEDURES**

Definition of bullying and harassment

- Bullying is the mistreatment of an individual or group characterized by a willful intent to cause harm and a perceived advantage in power. These acts can be socially, emotionally, or physically damaging in nature and include, but are not limited to, teasing, name calling, rumor spreading, exclusion, intimidation, threats, damaging personal property, stealing, public humiliation, stalking, pushing, shoving, or other physical attacks.
- Harassment involves any threatening, insulting, or dehumanizing act or gesture which places an individual in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with an individual's performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school or activity.
- Bullying and harassment also encompasses cyber stalking which is defined as engaging in a course to communicate, or to cause to communicate, words images or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to the person and serving no legitimate purpose.

- ✓ It is expected school staff and students will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.
- Any staff member who has been determined by administration to have committed acts of bullying or harassment may be terminated.
- ✓ At the beginning of each school year all staff will participate in the annual review of policies and procedures which will include this policy on bullying and harassment.

### **Hiring or Employment of Relatives**

The employment of relatives or individuals with students who are currently enrolled at Palm Beach School for Autism may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. Therefore, hiring of a potential employee for any classroom position or position that involves direct, daily contact with students is prohibited.

Relatives of persons currently employed may be hired only if they will not be working directly for or supervising a relative, and have the prior written approval of the Executive Director. Employees cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage or who are members of the same household.

### **Conducting Business with Students Outside of School Hours**

**It is the policy of the Palm Beach School for Autism, Inc. that no employee or contract personnel may work for pay with ANY of our students outside of school hours. The Palm Beach School for Autism, Inc. considers this a prohibited conflict of interest and will not be allowed under any circumstance.**

### **Accepting Invitations to Attend Special Events/Celebrations from Families**

**It is the policy of the Palm Bach School for Autism, Inc. that this is strictly prohibited.**

## **FOOD ALLERGIES/MEDICATION**

The Palm Beach School for Autism has established procedures for the management of severe life-threatening allergies.

### **PROCEDURES**

Peanut and Tree Nut Allergies: The School does not have a cafeteria therefore snacks and lunches are eaten in the home room. The School will make necessary accommodations for students with peanut and tree nut allergies after considering parents requests and physician orders. All staff that may have interaction with a student with an allergy shall be notified of the allergy.

### **PROTOCOLS**

When parents notify the school of food allergies of their child, the school nurse, all teaching staff, therapists, after care staff and Principal must be informed. Physician documentation is required. The school will maintain copies of this documentation.

- If a student is to receive any medications at school for allergies, parents will provide signed and dated physician orders upon notification.
- If the child has a potentially life-threatening allergy, the parent, teaching staff, therapists, after care staff and Principal will meet to discuss physician orders and necessary actions as documented on the physician documentation. Only the school nurse may contact a student's physician.
- The parent (or school nurse if one is on site) will train all involved staff on how to administer medications and epi-pen (according to physician orders). This may include the following:
  - ✓ Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
  - ✓ Make sure medications are appropriately stored.
  - ✓ Designate school personnel who are properly trained to administer medications
  - ✓ Be prepared to handle a reaction and ensure there is a staff member available who is properly trained to administer medications during the school day regardless of time of location.
- If the physician documentation states this is a life-threatening allergy, the student's classroom will be implemented as a peanut and nut free room.
- All parents of the classroom where the student with allergy attends will receive notification of the peanut and nut free room and will be given specific instructions as to what is not allowed in their child's snack or lunch.
- Peanut and tree nut free classrooms will attempt to abide by all the following although the Palm Beach School for Autism cannot guarantee an absolute peanut and tree nut free school:

- ✓ Peanut and tree nut free classroom
  - ✓ Peanut and tree nut free activities
  - ✓ No peanut and tree nut products packed in lunches or snacks
  - ✓ Reminders to parents regarding peanut/tree nut free status
  - ✓ Separate any child that has peanuts/tree nuts/peanut butter from home from other children.
- Other risk reduction activities that may be considered after reviewing physician orders and the severity of the student's allergy to peanut and tree nuts or other food allergens include:
- ✓ Teachers will encourage hand washing before and after eating
  - ✓ A Peanut Free sign will be displayed on the classroom door alerting others
  - ✓ Parents will be informed of parties and other events where food will be served. Parents are encouraged to attend these events and monitor which foods are consumed by their child. If this is not possible, parents are encouraged to send in substitute "party" food for their child. If either of the above conditions is not met, the student will not be permitted to eat the food for that event.
  - ✓ Enforce a "no eating" policy on field trips. Discuss appropriate management of food allergy with family.
- Classroom pets are not allowed if the pet food contains nuts.
- Parents are strongly encouraged to provide a Medical Alert bracelet for the child with life threatening allergies.

## **MEDICATIONS**

A student may have an illness that does not prevent his/her attending school but which requires medication for relief or cure. If possible, such medication should be given by the parents at home. The following rules must be followed:

- The parent or guardian must provide written permission on the form supplied by the school for the School Nurse or his designee to assist in the administration of each prescribed medication. An explanation of the necessity for the prescribed medication to be provided during the school day, including when the student is away from school property on official school business, must be included.
- If the physician or dentist orders a nonprescription medication such as aspirin or cough medicine, it will be necessary for the physician or dentist to provide a written note for the school. The container of nonprescription medication must be labeled with the student's name and directions concerning dosage. No over-the-counter (nonprescription) medications will be given without a written statement from the physician or dentist.
- The medication must be received in school and stored in its original container, labeled with the student's name, name of the drug, directions concerning dosage, time of day to be taken, physician's name, and date of prescription. The parent may ask the pharmacist for an extra labeled container when buying the drug. All expired medication will be disposed of by the School Nurse if not pick up by the family at a mutually convenient time.



- When medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the School Nurse.
- School personnel should be informed of any side effects or complications which may result from the medication.
- If a student moves or is reassigned to a different school, transportation of medications from one site to another is the responsibility of the parent/guardian

## **FIELD TRIPS POLICY**

All parents/guardians or individuals who would like to attend a Palm Beach School For Autism field trip are required to go through the Volunteers In Public Schools (VIPS) registration program. It is a Palm Beach County School District policy that you must be approved **PRIOR** to attending any field trip.

## **PROCEDURE**

- Contact the Palm Beach School for Autism Volunteer Director to set up an appointment to register; to receive a list of documents you will need to provide; and to address any questions regarding the VIPS registration.
- Registration will take 15 minutes.
- All registrants will be notified once you become Chaperone approved for field trips by PBSA. If you do not hear back from either your child's teacher or the Volunteer Director within 6 weeks please email the Volunteer Director so your status can be checked. The email address of the Volunteer Director will be given to you the day that you come in to register.
- Please review Volunteer Section on definition of a Chaperone.

## **Important notes:**

If you have completed this program at another Palm Beach School District location, please notify the Volunteer Director to have your information confirmed.

- Clearance through VIPS can be lengthy; PBSA advises chaperones to submit their information through VIPS **As Soon As Possible**. It cannot be done the morning of the field trip.
- As a chaperone, you will not be permitted to bring additional family members on the trip.
- Every year, on July 1, the VIPS system clears and shuts down so all volunteers **must** renew their registrations each school year. The Volunteer Director is notified by the School District when the system is ready to begin accepting applications. Once the Volunteer Director is notified a letter will be sent home explaining the procedure, along with date/time, contact information etc.
- Chaperones are prohibited from taking photos of students on field trips, except for the chaperone's own child. Only authorized persons by school personnel using a school-

issued camera are permitted to take photos of students. There shall be no dissemination of photos without the consent of the individuals depicted in them.

- ✓ Photos taken by staff by the school issued camera must return the camera to the development/Marketing Director who will download the photos for staff.
- Chaperones who do not comply with PBSA rules shall be prohibited from chaperoning future trips, and shall be asked to remove unauthorized photos from web pages and social media.

## **Attending Field Trips**

Every individual attending Field Trips must:

- ✓ Be approved by the School District of Palm Beach County prior to the Field Trip. This will be verified by the Volunteer Director prior to your attendance.
- ✓ **On field trip day you are required to Sign in** under VIPs Program, prior to joining the field trip, and **sign out** when field trip is complete.

## **BATHROOM POLICY**

### **POLICY**

It is the policy of the Palm Beach School for Autism that all students using the bathroom will be monitored by a minimum of one staff person based on the level of need indicated on their IEP.

### **PROCEDURE**

- Students who are functioning at an independent level will be supervised minimally with verbal check for hand washing/grooming as needed. The door to the bathroom will be closed for students in pre-K and elementary school to ensure privacy, knocks from staff and a slight crack of the door may be used to check progress and determine if assistance is needed. Any assistance provided will be logged and initialed by staff. Staff working with students in the middle and high school programs at this level will minimally monitor from the hallway as needed or indicated on the student's IEP.
- Students who are functioning at the supported level will be supervised by no less than one staff member and offer assistance as needed for clothing, reminders to wipe and hand washing as indicated on the student's IEP. The bathroom door will be cracked or if more assistance is needed the door must remain open when there is a staff member in the bathroom with the student. Best practice is to request assistance from a second staff member to assist with physical needs or to observe and initial log. Level of assistance provided is to be logged and initialed by any and all participating staff. For staff working with middle and high school students at this level, best practice is to take a group of students with additional staff; log support provided and initial for all students.
- Students who are functioning at the participatory level will be given full assistance by a minimum of one staff member as indicated on the student's IEP. A log of all trips to the bathroom will be logged and initialed by all participating staff. When full support is

required, best practice is to ask for an additional staff member to be within observing distance when possible and have their initials included on the log and bathroom door must remain open. For staff working with middle and high school students, best practice is to take a group of students and additional staff; log support provided and initial for all students.

## **OPPORTUNITY ROOM**

### **POLICY**

The Palm Beach School for Autism has available two 'opportunity' rooms (one downstairs and one upstairs) for students. The Opportunity room is designed as a low-stimulation environment (e.g., no decorations or furniture, soft lighting, tinted windows, minimal noise and disruption) for students who request the need for a calming setting to relax and return to stable functioning before returning to the demands and routine of the classroom setting. This room may also be used for students who are displaying continuous aggressive or self-injurious behaviors that pose a danger to themselves or others. In order to maintain the safety of students and staff, individuals engaging in these behaviors may be assisted with transportation to the Opportunity Room using Professional Crisis Management (PCM) transportation procedures.

### **PROCEDURE DEPENDING ON SITUATION**

#### **Situation 1: Student requests**

- The student requests time away from the classroom or group and is accompanied to the opportunity room as requested.
- The student enters room and is given time to relax.
- The door to the room remains open.
- The staff stays outside the room until the student is ready to return to class or group.
- Parent will be notified in writing of students request for a break.

#### **Situation 2: Staff recommends Opportunity Room to student**

- Staff recommends a trip to the Opportunity Room due to the display of non-crisis behavioral escalation (e.g., non-continuous aggression, property destruction, disruptive behavior)
- Staff and student walk to the room, and student enters to be given time to deescalate
- The door to the room remains open
- Staff remains immediately outside the room until the student is ready to return to class or group
- Parents will be notified in writing of students' entry into the Opportunity Room and preceding behavior

### **Situation 3: Staff require student to go to Opportunity Room**

- Student has displayed continuous aggressive, self-injurious, or high-magnitude disruptive behavior and is a danger to themselves and/or others
- Staff instruct the student to travel to the opportunity room
- If the student refuses to travel independently, the staff may assist with transportation by utilizing Professional Crisis Management (PCM) transportation procedures. These procedures may be performed only by staff that possesses current, valid PCM certification.
- Staff will notify (or instruct another staff member to notify) a member of administration of the decision to transport as soon as possible while maintaining the safety of all parties
- Staff will remain in the room with the door open unless the student displays high rates of aggressive behavior and the staff person is in danger of being injured
- If in danger of bodily injury, staff may remove themselves from the room and remain immediately outside the opportunity room to monitor student at all times
- If a student's aggressive behavior poses a danger to staff, the door may be closed in order to maintain safety for the student and staff
- Staff will maintain visual contact with the student at all times using the window in the room
- If at any point the student is out of sight of the staff, begins to engage in self-injurious behavior, or the safety of the student is comprised in any way the staff will immediately re-enter the room
  - ✓ Documentation (paper or digital) is maintained for each event, including but not limited to:
    - ✓ Date and time of the event/preceding behaviors
    - ✓ When the student enters/exists the room
    - ✓ Staff members involved
    - ✓ De-escalation, transportation, and crisis management techniques used
    - ✓ Behaviors displayed/reason for entry
- Parents are contacted via phone by the Principal at the earliest time possible without compromising the safety of staff or students

### **REPORT OF ABUSE**

Protecting the physical and emotional well-being of students is of paramount importance. Each staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property.

1. **Obligation to Report:** PBSA prohibits any action or omission constituting child abuse, abandonment or neglect by any of its employees, agents, volunteers, or other persons affiliated in any way with PBSA.
  - Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, or that a child is in need of

supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the Florida Department of Children and Families.

- Any person who knows, or who has reasonable cause to suspect, that a child is abused by an adult including a parent, legal custodian, caregiver, or other person responsible for the child's welfare, shall report such knowledge or suspicion to the Florida Department of Children and Families.
- Any person who knows, or has reasonable cause to suspect, that a child is the victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender, shall report such knowledge or suspicion to the Florida Department of Children and Families.
- All employees have a duty to report such cases in good faith; and have a duty to comply with child protective investigations and all other provisions of law relating to child abuse, abandonment, and neglect. School teachers or other school officials or personnel are required to provide their names to the hotline staff.

2. **How to Report:** If an employee suspects child abuse, abandonment or neglect, the employee shall report this to the Florida Department of Children and Families' Abuse Hotline (1-800-962-2873). **In addition, the employee must notify his/her supervisor immediately.** In accordance with Florida law, the Florida Department of Children and Families, in conjunction with applicable law enforcement agencies, is responsible for investigating allegations of child abuse, abandonment or neglect.

When a report of child abuse, neglect or abandonment has been made to the Florida Department of Children and Families, a teacher, staff member, volunteer or agent should not take it upon themselves to interview the child, talk with the suspected abuser, discuss the allegations with other potential witnesses or otherwise investigate the case. Nor should a teacher, staff member, volunteer or agent divulge information relating to the complaint to persons other than school officials, the Florida Department of Children and Families, law enforcement, the State Attorney or other court designee. If a parent, caregiver, or legal guardian desires information related to a complaint of child abuse, that person should be directed to contact the Florida Department of Children and Families and/or the applicable local law enforcement agency.

### **Definitions:**

**"Abandoned"** means a situation in which the parent or legal custodian of a child or, in the absence of a parent or legal custodian, the caregiver responsible for the child's welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.

**"Abuse"** means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a

child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.

**"Neglect"** occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired. The foregoing circumstances shall not be considered neglect if caused primarily by financial inability unless actual services for relief have been offered to and rejected by such person. A parent or legal custodian legitimately practicing religious beliefs in accordance with a recognized church or religious organization who thereby does not provide specific medical treatment for a child shall not, for that reason alone, be considered a negligent parent or legal custodian.

All school employees have a serious affirmative duty to report suspected child abuse and neglect and shall do so pursuant to the guidelines developed.

#### **Penalties for Failure to Report**

Any employee who is required to report and fails to do so may be found guilty of a misdemeanor of the first degree and may be held liable for civil damages caused by the failure to report. Failure to report child abuse as required will also subject the employee to disciplinary action.

#### **Duty to Cooperate with Investigations**

Employees have a duty to cooperate with investigations conducted by Child Protective Services and to comply with all other provisions of law relating to child abuse and neglect. Under Florida law, all employees are mandated reporters and are required to provide their names to hotline staff. Names of persons reporting to the hotline will not be disclosed without their permission.

### **OUTSIDE PRIVATE THERAPISTS**

#### **POLICY**

The Palm Beach School for Autism welcomes private therapists, hired by families whose students are currently enrolled at PBSA, to provide services during after school hours using our facilities. The purpose of this policy is to encourage collaboration between school personnel and private instructional personnel hired or contracted by parents. The following procedures will be put into effect beginning July 1, 2014:

#### **PROCEDURE**

Each therapist is required to follow the procedure listed under the Volunteer section, regarding background check and finger printing before therapy services commence.

All therapists who are hired by parents to work with their child during aftercare hours on school premises must contact our Director of Volunteer/Community Services PRIOR to beginning any therapy services.

The Palm Beach School for Autism (PBSA) permits certain contracted personnel (specifically, behavioral, occupational and speech therapists) to render services to PBSA students outside of school hours through a private arrangement with the student's family. Use of PBSA's facility is allowed only with the express consent of the student's parents/guardians and PBSA principal. Use of the facility is allowed only when it does not conflict with PBSA's regular schedule of events and programs and/or regular hours of operation. Private therapy services shall only be provided to currently enrolled students of PBSA.

- All private instructional personnel must provide a Certificate of Insurance obtained from an insurance company indicating:
  - ✓ Minimum requirements of General/Professional Liability insurance in the amount of \$1,000,000 per occurrence.
  - ✓ The Palm Beach School for Autism, Inc. is required to be listed as an additional insured party. Personal umbrella and homeowner insurance are not acceptable.
  - ✓ The name that appears in the insured section of the Certificate of Insurance must be in agreement with the name on the accompanying Information Sheet.
- All private therapists are solely responsible for the student he/she is working with and for the condition of the school facility utilized. **PBSA does not provide supervision during the times that private therapists are working with students.** Any damage to the property will be the responsibility of private therapist requesting the use of the facility. No PBSA property shall be removed from the building.
- Private therapists shall only provide services in the areas designated by PBSA. All activities must end by 5:00 pm.
- The use of tobacco, alcoholic beverages or illegal drugs is prohibited.

### **INDEMNIFICATION AND HOLD HARMLESS REQUIREMENT**

All therapists will be required to sign an agreement which includes an indemnification and hold harmless form. The private therapist will sign that he/she agrees that the Palm Beach School for Autism, its board of directors, agents and employees will in no way be liable for any injury that may occur to any person while engaged in or connected with providing services under this agreement. The private therapist agrees to indemnify and hold harmless the Palm Beach School for Autism, its board of directors, agents and employees against any and all liabilities for personal injury of any kind or nature whatsoever, including injury resulting in death or damages to property or both, resulting directly or indirectly from the use by the private therapist of the PBSA property. The private therapist shall be responsible for all attorneys' fees and court costs incurred by PBSA in its defense of any action arising from the act or omission of the private therapist under this agreement.

- This agreement in no way guarantees availability of space for the private therapist. Space availability will generally be determined on a first-come, first-serve basis. PBSA shall have the right, at its sole discretion, to cancel a space request by a private therapist.

- Private therapists are never allowed in a room alone with a student. All therapy must take place in the common areas. Therapists must comply with all policies and procedures of the Palm Beach School for Autism while on school grounds.

## AFTERCARE

### POLICY AND PROCEDURE

- Parent/Guardian/Authorized person must come to the front lobby to sign his/her complete legal name on the sign out sheet by the child name. The parents must designate, on the registration form, persons authorized to pick up their child from the aftercare program, this includes parents' names. Only authorized persons can pick up children. Every individual picking up a child must show identification each time. Acceptable forms of identification include government-issued photo identification.
- Both custodial parents have the right to pick up their child. If no State of Florida court restriction is submitted to PBSA Administration (specifically child's principal) the afterschool program, both parents' names should appear on the registration form. In the case of a parent prohibited from picking up a child, a copy of the State of Florida court order stipulating this prohibition will be kept in the students file. (A certified copy of a custody decree of another state may be filed in the office of the clerk of any circuit court of Florida).
- If a parent requests that a child under the age of 18 pick up an afterschool student, a notarized letter stipulating their wishes needs to be placed in the student's file. This individual must show a valid government-issued photo ID when picking up from afterschool.
- Authorized persons must have a government-issued photo ID card to show to the aftercare personnel upon release of a student.
- If a situation occurs where a person does not have proper identification or is not listed on the registration form for release of a student, the student is kept on the school grounds.
- Any parent/guardian running late for pick-up **must notify** the school. For students remaining beyond program hours whose parents have not called, the afterschool personnel will call all phone numbers listed on the registration and emergency information form in an attempt to reach the parent. When a parent/guardian does not call the afterschool program and arrives late for pickup, their child may be terminated from the program. The parent will be charged a late fee of \$1.00 a minute.
- The Aftercare Program is a separate program and not an extension of the school day. Activities have been developed to keep the students engaged. The program operates from 2:00-5:30 for preschool students and from 2:30-5:30 for elementary, middle and high school. Ratios vary depending on the age and needs of the students.
- **PBSA reserves the right to suspend or terminate a student from before or aftercare for issues related to payment, student behaviors, or other issues related to policies and procedures.**



## **Aftercare Payment Procedure**

- In order for your child to participate in our before/aftercare program the following procedure must be followed.
- Beginning with your September 2014 invoice you will be required to have a credit card on file. We no longer accept cash, cashier's checks, personal checks or money orders. Before/aftercare charges will be charged on the 15th of the month. Any declined credit card or unpaid balance will be charged a \$25.00 late fee and your child will be dismissed from the program until your account is brought up to date. An invoice will be sent home in your child's backpack at the beginning of each month.

## **Before And Aftercare Assistance Program Eligibility**

- May be available to families who are at or below 150% of the Federal Poverty Level  
AND: Be employed FULL TIME      OR
  - ✓ Have a work schedule during the hours of the Morning/After Care Program: 7:30 am-8:15 am and/or 2:30 pm-5:30 pm
- May become available when a temporary need arises during a transition period.
- May become available at the discretion of The Palm Beach School for Autism

## **How to Request**

- Families may request this assistance by calling Kristina Cabral at 561-533-9917 or email her at [kristinar@pbsfa.org](mailto:kristinar@pbsfa.org) to set up an intake. Please be prepared to show documentation of need. Example, recent paystub, work schedule.
- This assistance program has limited space; therefore not everyone will receive assistance that applies. It will be determined on financial need as well as waiting list structure. The space for this program is determined twice per school year. The assistance program is not guaranteed and can stop without notice

## **MEETINGS OF THE BOARD OF DIRECTORS**

### **Meeting Schedule**

Board meetings are typically scheduled once per fiscal quarter or as otherwise determined by the Board and are held at the School, unless circumstances dictate otherwise. Board meeting dates, times and agendas are posted in the front office of the School and on the School's website.

### **Open to the Public**

In accordance with Florida law, all Board meetings shall be open to the public unless specifically exempted by Florida Statutes. No official action may be taken by the Board at any time other than a public meeting.

## **Order of Business**

The President of the Board shall establish the agenda for the Board in conjunction with the Executive Director and with input from Board members. The agenda for each Board meeting shall be prepared in a timely manner and the Board shall make every effort to make the agenda available to the public at least twenty-four hours prior to the meeting. After the agenda has been made available to the public, the Board President or designee may change the agenda at the Board meeting. The order in which agenda items are addressed may be changed by the Board at any time at a Board meeting.

- **Minutes.** Minutes of all Board meetings shall be promptly recorded by the Secretary or the Secretary's designee. All motions, resolutions and necessary information related thereto shall be recorded. The minutes shall also reflect the name of the person making the motion or submitting the resolution, the name of the person who seconds the motion, and the vote or action taken. All minutes shall be kept on file at the School and shall be posted on the School's website on a quarterly basis.

## **Public Participation**

- Any person wishing to address the Board during public comment should arrive prior to the commencement of the meeting and must complete a request form provided at each Board meeting. Each speaker will be permitted three minutes.
- Persons addressing the Board must state their name and address and direct their remarks to the Board. Persons will be recognized in the order in which requests are received.
- The Board shall have the right to remove any person who is disruptive, uses offensive language or personal insults or who interferes with the meeting.

## **Frequency of Meetings**

The Board shall, at a minimum, hold at least two public meetings at the School each school year.

## **FUNCTION OF THE BOARD**

### **Scope**

The Board is the governing body of the School and is responsible for the control, operation, organization, management and administration of the School pursuant to the provisions and minimum standards prescribed by Florida law.

### **School Oversight**

The Board shall conduct continuing oversight over the School's operations. The Board is responsible for the legal and financial obligations of the school. The Board will supervise the Executive Director and any legal issues, including hiring or directing outside legal counsel and auditing firms. The Board will operate in compliance with all federal, state and local laws, including but not limited to laws governing public meetings.

## **Fiscal Responsibility**

The Board shall be responsible for ensuring the School's fiscal viability. The Board will adopt and maintain an operating budget annually. This annual budget will be reviewed regularly and amended as necessary to meet the needs of the School. In addition, the Board will ensure that an annual independent audit is conducted. The Board shall ensure that the School operates in accordance with the School's financial policies.

## **Adoption and Implementation of Policies.**

- The Board is responsible for the organization and control of the School and is empowered to determine the policies necessary for the effective operation of the School. The Board establishes policy consistent with the School's mission and ensures the School's programs and operations are aligned to the terms of the charter including compliance with statutory and regulatory requirements. The Board will oversee and set all policy directives to ensure student performance standards are met.
- The Board, after considering recommendations from Board members, School faculty and staff and members of the community, shall determine and adopt such policies, rules and regulations necessary for the efficient operation and general improvement of the School.
- The Executive Director shall be responsible for implementing and administering policies, rules and regulations adopted by the Board.

## **POLICY DEVELOPMENT**

### **Authority of Board**

Adopting new policies or amending existing School policies is solely the responsibility of the Board. Adoption, deletion or amendment of School policies shall require a majority vote of a quorum of the Board.

### **Development**

- Proposals for policies may be made in writing by anyone with an interest in the School and shall be submitted to the Board Liaison. The Board Liaison shall notify the President of the Board. The President shall review the proposal and either consider it for drafting or reject it.
- When the need for a policy has been established, the Board shall determine who the appropriate person(s) are to develop a draft document. One or more individuals may be assigned to the task, or a committee may be formed by the Board for policy development.
- Draft policies shall be distributed to Board members and all appropriate employees for review and comment. Board comments to draft policies shall be discussed at a public meeting. Reviewers may consider the following:
  - ✓ The intent of the policy.
  - ✓ Potential problems with the policy.
- The final draft of the policy shall be voted on by the Board. Formal adoption of all policies shall be recorded in the Board minutes.

- Policies shall be effective immediately upon adoption, unless the policy provides otherwise or a specific effective date is part of the motion to adopt.

## **Policy Manual**

A policy manual containing all approved Board policies shall be maintained by the Board and shall be kept at the School.

## **BOARD MEMBERS**

### **Authority**

The Board is a corporate entity and may take action only when the Board is meeting in official public session and a quorum is present. Individual members of the Board have authority to take official action only when sitting as a member of the Board except when the Board specifically authorizes the member to act. The Board shall not be bound in any way by any action on the part of an individual Board member or employee except when such action is in compliance with the action of the Board as a whole.

### **Conduct.**

Board members shall adhere to ethical standards of conduct and avoid conflicts of interest.

### **Attendance**

Board members are expected to attend all Board meetings. Board members who will be absent from a meeting must notify the Board President as soon as possible.

### **Orientation**

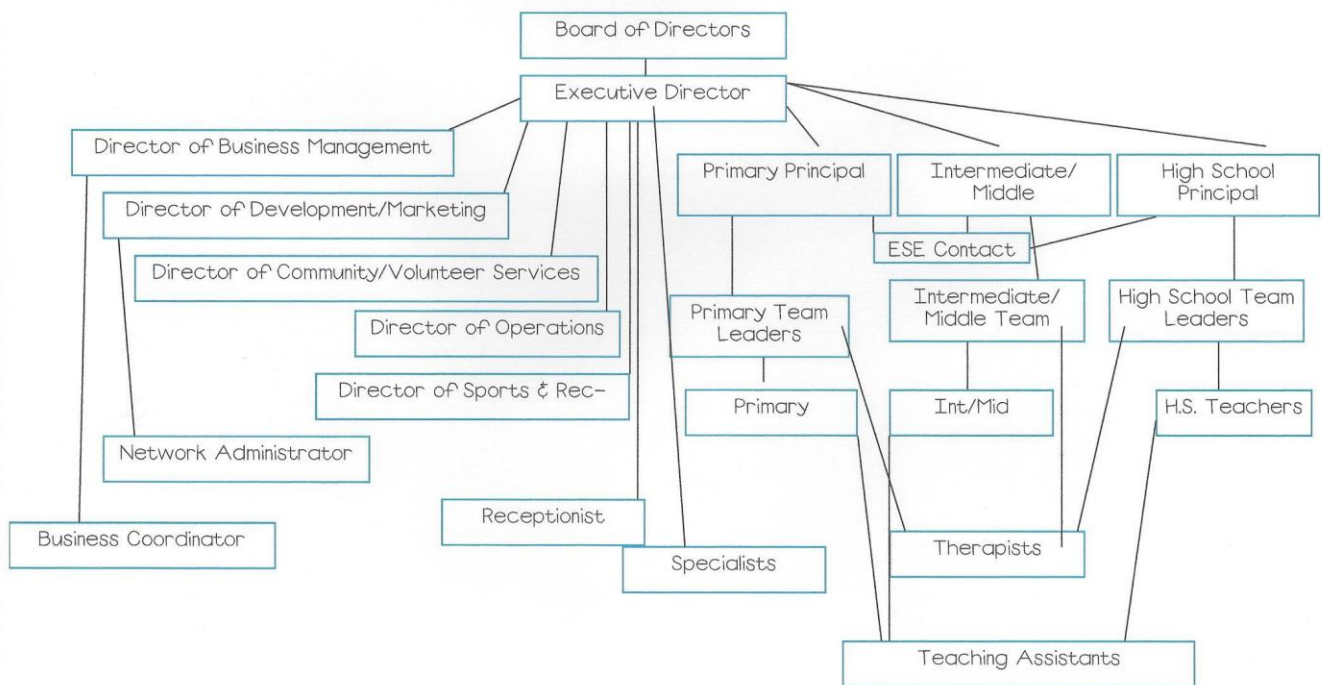
Within ninety (90) days after the election or appointment of a new Board member, the new Board member must participate in governance training approved by the Department of Education, which must include government in the sunshine, conflicts of interest, ethics, and financial responsibility. The Executive Director shall provide the member with an orientation program, which shall reflect the purpose and role of the Board, conduct of Board members, overview of educational programs, overview of School finances and a review of Board policies. Each new Board member shall be provided with copies of the School's charter application, charter contract, by-laws, board policies, current budget and any other appropriate documents.

### **Board Liaison**

The governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. The representative must reside in the Palm Beach County School District and may be a governing board member, charter school employee, or individual contracted to represent the governing board.



# Organizational Chart



## **GET INVOLVED**

### **Volunteers**

All volunteers including parents must go through our volunteer procedure program with our volunteer Director. If you are going to chaperone a field trip you must go through our volunteer procedure.

### **Family Trainings**

Trainings are available to parents, grandparents and other guests. These trainings provide an opportunity for parents to meet experts from the community. Topics include: potty training, food and dietary issues, legal issues, behavior modifications, and more.

### **Face Book Group**

This is available to all parents and guardians. This program updates all families of upcoming events and activities. This page is updated throughout the month and is a great way to share resources, find ways to participate in socials and trainings. There are also opportunities available in our volunteer department.

## **ATTENDANCE**

### **Pre-school:**

School begins promptly at 9:00am. School ends at 2:00pm.

Before care begins at 8:00am and ends at 8:50am

Aftercare begins at 2:10am and ends at 5:30pm

### **Elementary/Middle School and High School:**

School begins promptly at 8:30am

Before care begins at 7:30am and ends at 8:20am

Aftercare begins at 2:40pm and ends at 5:30pm

**If you bring your child in late for school you must wait until a staff person from their classroom is available to come and get them.**

### **ALL FAMILIES MUST PARTICIPATE IN CAR POOL**

**No child can be walked into their classroom by their parent/guardian. This is a strict security policy and will be enforced.**

### **Pre-school**

Morning car pool begins at 8:50am and ends at 9:10am

Afternoon car pool begins at 1:50pm and ends at 2:10pm

### **Elementary/Middle School**

Morning car pool begins at 8:15am and ends at 8:40am

Afternoon car pool begins at 2:20pm and ends at 2:40pm

**Students will not be released early to avoid car pool lanes.** If you need to pick your child up early you must pick them up no later than 1:45pm

All students must exit from the left hand side of the car. Please do not pull around cars, we ask for your patience while you are in line. Please do not be on your cell phone while you are in the car pool line. If you are bringing items to your child's classroom, please drop off your child first, park, and then bring your items through the main lobby.

### **Palm Tran Riders**

**If your student is dropped off to school prior to 8:15am you will be charged the morning care fee of \$12.00 per day.**

**If your student is not picked up by 2:45pm you will be charged \$18.00 per day.**

**If you need before/aftercare, please be sure to fill out the enrollment form.**

**Palm Beach School for Autism is NOT responsible for early drop off and/or late pickup fees. You will be responsible for ALL fees incurred.**

**Please note that it is YOUR responsibility to inform Palm Tran Connection of the correct pick up and/or drop off times, half days and No School Holiday.**

**For any further information please contact Kristina Vincenzo- Cabral at: 561-533-9917.**

## DRESS CODE

Your child should always wear comfortable, weather appropriate clothing. For your child's safety we do not allow flip-flops or sandals. We suggest that your child wear shirts, shorts or long pants weather permitting. Please put your child's name on all clothing.

## EMERGENCY CODES

### **STUDENTS**

- ✓ **Code Red** - Lockdown - No Movement
- ✓ **Code Yellow** - Lockdown - Limited Movement of the Crisis Response Team (CRT)
- ✓ **Code Blue** - Evacuation or Shelter in Place
- ✓ **Code White** - Bomb Threat - Evacuation or Shelter in place. (Shelter in place - students lock themselves into the nearest secured area (classroom, office, etc.) as directed by faculty or staff until the all clear is announced.) Do not adjust lights or electric, no use of cellular phones or radios.

### **PARENTS/VISITORS**

- ✓ **Code Red** - School is placed on a LOCKDOWN. Follow the directions of school personnel or law enforcement officers. If no officials are present, leave campus immediately. Do not attempt to enter the school building.
- ✓ **Code Yellow** - School is placed on LOCKDOWN. No one is allowed to enter the building. Follow directions of school personnel or law enforcement officers. If no officials are present, leave campus immediately. Do not attempt to enter the school building.
- ✓  **Code Blue** - An unsafe condition exists. Follow directions of school personnel or emergency responders. If no officials are present, leave campus immediately.
- ✓ **Code White** - A bomb threat has been received or a suspicious package has been spotted. Follow the directions of school personnel or emergency responders. If no officials are pre-sent, leave campus immediately.
- ✓ **All District Codes** - Parents and visitors are not to attempt to contact any student during the implementation of a District Emergency Code. Parents should monitor local radio and television stations for more information. Depending on the length and severity of the emergency, parents will be contacted by school administration.

## Discipline

Palm Beach School for Autism, Inc. assures the policies and procedures for discipline are in compliance with Rule 6A-60.0331 (7), FAC.

Classroom discipline consists of redirection or a 15 second quiet time-out for inappropriate behavior. Severe behavior problems will be individually addressed through a specifically designed behavior management program called Professional Crisis Management (PCM). All staff who use the PCM technique have to go through a 16 hour training and be certified. PCM allows the staff to keep an escalated student safe to himself, other students and staff. Ongoing data collection will be analyzed and program monitor by a certified behavior analyst.



## **Student Injuries**

If your child receives a minor “OUCH” during the day, you will be notified with a signed note. If an injury is more than slight, the parent will be notified by phone immediately, in the case of a serious accident or medical emergency, we will call 911 and your child will be taken to the nearest hospital, accompanied by a staff person. Staff will stay with the child until the parent arrives.

It is imperative that parents keep the emergency information up-to-date, and have signed release forms for emergency medical treatment on file at the school. Contact school office if you have changes.

## **Communicable Diseases**

If a communicable disease is present at the school, a letter will be sent home. It is extremely important that you immediately report to the school nurse if your child or a sibling has been diagnosed with any of the following:

Chicken pox whooping cough conjunctivitis (pink eye) measles/mumps hepatitis tuberculosis salmonella campylobacter Kawasaki syndrome pin worms shigella meningitis head lice giardia diphtheria

A child who has been treated for a communicable or contagious disease may not return to school without a signed statement from a physician indicating the child is no longer contagious and is physically ready to resume normal activities.

## **Illness, Accident and Emergency Care**

If called to pick up your child due to illness, parents are asked to arrange to come within one hour, as we are not able to properly care for a sick child within the classroom setting. If pick-up extends past one hour, we reserve the right to take the child to the Emergency Room to provide proper care until parents arrive. A staff member will remain with the child until the parent arrives. It is the responsibility of the parent to have updated emergency contact numbers on file with the school.

***For the protection of the children, we reserve the right to refuse acceptance of any child that shows signs of illness, fever, vomiting, diarrhea, undiagnosed rash, sore/discharging eyes or ears, profuse nasal discharge, etc. Having a child who may be ill in the classroom jeopardizes the health of the other children. PARENTS MUST KEEP SICK CHILDREN HOME.***

The following symptoms should be considered reason for keeping a child home from school:

- ✓ Fever: presently or during the past 24 hours. The child should be free of fever for at least 24 hours prior to returning to school. Fever is considered anything above the child's normal basal temperature. Some children have a normally low basal temperature. It is advisable to take the child's temperature when not ill so that there is a basis for comparison.
- ✓ Constant cough, wheezing, nasal discharge, sneezing. Any green or yellowish discharge from the nose indicated the child is ill and should not be sent to school.
- ✓ Red eyes, sore throat, skin sores, unusual rash, pain, swollen glands and head lice.

Please note that **24 HOURS** must have passed before a child may return to school whether or not a note is obtained from the pediatrician.  
If your child is out of school for an illness 3 or more days, a doctors note is required for re-entry to school.

### **Food Program**

The Palm Beach School for Autism, Inc. offers a daily school district hot lunch. We follow the middle school lunch program menu which is published in the local paper or on the Palm Beach School District web site. Daily lunch cost are: pre-school/elementary \$1.95, middle/high school \$2.20. Free and reduced price lunches are available to qualifying families. You can apply on line for free or reduced lunches by visiting: **[www.plambeachschools.org/sfs](http://www.plambeachschools.org/sfs)**  
Applications are also available from the front desk. If you have any questions regarding the application process, please contact the Free and Reduced Office at: 1-888-383-2025.  
Parents are welcome to send lunch in with their child. If your child is on a special diet than it is the responsibility of the parent to bring in the students lunch and snacks.  
If your child is in after care please send a snack, we do not provide snacks.  
When paying on your lunch account at the school please send cash only, please put in a sealed envelope marked lunch and put in the box in the front lobby.

### **Birthday Parties**

If your child wishes to celebrate his/her birthday at school, parents are welcome to send special snacks, (please be aware that some children are on special diets), to share with the class during snack time. Please contact your child's teacher, Principal in advance so preparations can be made. Since some families prefer their child's picture not be taken, any photographs or videotapes must be taken by the teacher or staff. We also have a monthly celebration for our staff and students to celebrate their birthday. We have music, serve cake and dance. You are always welcome.

## Health Requirements for School Attendance

| <b>Physical Examinations</b>   | <b>Immunizations</b>   |
|--|--|
| (P-5.06)(A) and (F.S. § 1003.22(1))  | (P-5.06)(B) and (F.S. § 1003.22(4) (5))  |
| A school entry health exam is required for all students new to the District and in Pre-K, Kindergarten, and 7 <sup>th</sup> Grade, without an exemption. Physical exams should be on Form DH3040 and provided to the school within 30 days of entry. Out-of-state health exams may be accepted as long as they meet the same assessment requirements in Form DH3040. | A Certificate of Immunization (DH680) indicating compliance with the current required schedule of immunizations must be presented prior to admittance and/or attendance in school. A religious exemption (DH681) obtained only from the Palm Beach County Health Department may also be presented. The statute also sets forth other exemptions. Students who are homeless, transfers, or entering juvenile justice may be eligible for a 30-day exemption. See FAC64D-3.046(4). |

### Immunization Requirements for Grades Kindergarten through Grade Twelve

|                            | Pre-K* | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|----------------------------|--------|---|---|---|---|---|---|---|---|---|---|----|----|----|
| <b>DTaP/DT Series</b>      | X*     | X | X | X | X | X | X | X | X | X | X | X  | X  | X  |
| <b>Tdap Booster</b>        |        |   |   |   |   |   |   |   | X | X | X | X  |    |    |
| <b>Tdap/Td Booster</b>     |        |   |   |   |   |   |   |   |   |   |   |    | X  | X  |
| <b>Polio Series</b>        | X*     | X | X | X | X | X | X | X | X | X | X | X  | X  | X  |
| <b>MMR – 2 doses</b>       | X*     | X | X | X | X | X | X | X | X | X | X | X  | X  | X  |
| <b>Hepatitis B Series</b>  | X*     | X | X | X | X | X | X | X | X | X | X | X  | X  | X  |
| <b>Varicella – 2 doses</b> |        | X | X | X | X | X |   |   |   |   |   |    |    |    |
| <b>Varicella 1 dose</b>    | X*     |   |   |   |   |   | X | X | X | X | X | X  | X  |    |
| <b>Hib Series</b>          | X      |   |   |   |   |   |   |   |   |   |   |    |    |    |

\*Pre-K age 3-doses as indicated for age

**Palm Beach School for Autism**  
**Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or principal's designee) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or principal's designee), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The name and address of the Office that administers FERPA and handles complaints under FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

FERPA requires that the school, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- ✓ A playbill, showing your student's role in a drama production;
- ✓ The annual yearbook;
- ✓ Honor roll or other recognition lists;
- ✓ Graduation programs; and

Sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that take children's portraits, manufacture class rings or publish yearbooks.

If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must **NOTIFY THE SCHOOL IN WRITING BY INSERT DATE HERE.**

The school has designated the following information as directory information:

- ✓ **Student's and Parent's name and address**
- ✓ **Telephone listing**
- ✓ **Electronic mail address**
- ✓ **Photograph**
- ✓ **Date and place of birth**
- ✓ **Major field of study**
- ✓ **Dates of attendance**
- ✓ **Grade level**
- ✓ **Participation in officially recognized activities and sports**
- ✓ **Weight and height of members of athletic teams**
- ✓ **Degrees, honors, and awards received**
- ✓ **The most recent educational agency or institution attended**

**Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**

### **Grievance Procedure**

If there is a grievance, it should first be directed to the school principal. If the parent does not believe that the grievance has been resolved, then the parent may request a meeting with the Executive Director. If the parent is not satisfied with the decision reached by the Executive Director, the parent may file a complaint with the Board of Directors. The Board of Directors shall have the final decision making authority.

Grievances with PBSA are **NOT** to be taken to the Palm Beach County School Board/Charter School, as this is a **CHOICE** school and they do not govern our day to day operations.

**Gift Giving**

No gifts greater than \$50.00 in value can be accepted by the staff.  
When gifts are given please recognize ALL staff that is working with your child.

**Nondiscrimination**

**School District of Palm Beach County's**

**Nondiscrimination Policy**

**ENGLISH**

The School District of Palm Beach County is an  
Equal Education Opportunity Provider and Employer.

**SPANISH**

El Distrito Escolar del Condado de Palm Beach es un  
empleador y proveedor de oportunidades de educación equitativas.

**CREOLE**

Distri Lekòl Rejyon Palm Beach se yon  
Enstitisyon ki bay travay ak menm opòtinite nan edikasyon.

**For Questions Contact:**

Dr. Janice S. Cover, Assistant Superintendent  
Quality Assurance Department at (561) 434-8963.