



# Parent/Guardian Handbook

Regulations of Operation for  
The Palm Beach School for Autism

Updated August 9, 2023



PALM BEACH  
SCHOOL *for* AUTISM

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## **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 and 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, laws and our School evolve 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. (PBSFA)**

**Mission Statement:** The mission of the School is to provide innovative education and behavioral support to empower individuals with autism.

**Vision Statement:** The vision of the School is to all individuals with autism lead fulfilling lives.

**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
Associate Director of Education/Behavioral Services	Allison Ballin
Principal Pre-K and Elementary	Juliet Bliss
Principal Middle School and High School	Jon Coyle
Director of Business Management	Louisa Legato
Director of Marketing/Development	Abby Shorr
Director of Facilities	Chad Peltz
Director of Transition & Family Services	Nicole DeFlorio
Director of ESE	Elizabeth Varano
Operations Manager	Sherri Gallagher
Coordinator of Volunteer Services	Carli Caraballo

# **SCHOOL CALENDAR**

## **2023-2024**

The Palm Beach School for Autism will follow the 2023-2024 school year calendar from the School District of Palm Beach County. All dates are subject to change.

### Dates for 2023-2024 School Year:

August 1, 2023 - Administration Staff Return

August 2, 2023 – New Teacher Orientation

August 3, 2023 – All Staff Return

August 10, 2023 - First Day of School for Students

September 4, 2023 - Labor Day (School Closed)

September 25, 2023 - Fall Holiday (School Closed)

October 13, 2023 – PDD (No Students)

November 1, 2023 - PDD (No Students)

November 20-24, 2023 – Thanksgiving Break (School Closed)

December 25, 2023 - January 5, 2024 - Winter Break (School Closed)

January 8, 2024 – PDD (No Students)

January 15, 2024 - Martin Luther King Jr. Day (School Closed)

February 19, 2024 - PDD (No Students)

March 18-22, 2024 - Spring Break (School Closed)

March 25, 2024 – PDD (No Students)

March 29, 2024 – Spring Holiday (School Closed)

April 10, 2024 –Spring Holiday (School Closed)

May 27, 2024 – Memorial Day (School Closed)

May 30, 2024 - Last Day of School

May 31-June 21, 2024 – Summer Break

June 24-July 18, 2024 – Summer School (ESY) (no Friday's)

July 4, 2024 – Independence Day Holiday

July 19-August 2, 2024 – Summer Break

August 1, 2024 – Administration Return

August 2, 2024 – New Teacher Orientation

August 5, 2024 – All Staff Return

August 12, 2024 – 1<sup>st</sup> Day of School for Student for 2024-2025 School Year

## **SAFETY AND EMERGENCY PLAN**

- A sign-in/out sheet for parents/guardians dropping off or picking up their child is at the front desk at all times. Parent/guardian 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/guardian/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:
  - ✓ Identify the child.
  - ✓ 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.
- Bomb Threat:  
If a bomb threat is called the following protocol goes into play:
  - ✓ Evacuation of the building will take place immediately.
  - ✓ Everyone must exit the building in an orderly manner with a count of the students.
  - ✓ Teacher and/or teacher assistants must bring their classroom emergency backpack and student roster with them.
  - ✓ Staff will exit from the door closet to their classroom and proceed to designated safe location, following Executive Staff in orange vests.
  - ✓ Palm Beach School for Autism will evacuate to the LA Fitness parking lot and wait for further directions from PBSO.
  - ✓ No cell phones or walkie talkies can be used AT ALL while we are evacuating the building, however staff should bring their cell phones to designated safe location. Once we are in our safe location further directions will be given regarding cell phone use.

- **Active Shooter Procedures:** If an incident of an active shooter is identified, the school calls a Black Code and goes into lockdown. If students are outside (playground, black top, etc.), they will **NOT** return inside the school. The staff and students will evacuate through the back gate doors through the golf course to the club house and await instructions. Students and staff located in the building will follow the below procedure:
  - ✓ Blinds must be closed and door windows covered.
  - ✓ Classroom doors are locked and lights are off. Movement and talking is none to minimal and stay away from windows.
  - ✓ Keep emergency kit, cell phone and student roster with you at all times.
  - ✓ Under no circumstances do you open the door to your classroom unless you are given the secret code.
  - ✓ Once the secret code is given please follow all instructions from PBSO.
  
- **Tornados:** 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 away from windows and doors
  - ✓ Place children on the floor.
  - ✓ Insure telephone numbers and instructions for contacting personnel and parents/guardians 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/guardians will be notified by phone. Parents/guardians 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. NOTE: Families are encouraged to sign up for our text program, REMIND, to receive information on emergencies.**

### **BULLYING AND HARASSMENT POLICY**

It is the policy of the Palm Beach School for Autism that all of its students, staff, parents/guardians 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 that 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.

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/volunteer 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 Beach 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**

Food 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 food allergies after considering parents/guardians request a physician orders. All staff that may have interaction with a student with an allergy shall be notified of the allergy.

## **Protocols**

When parents/guardians notify the school of their child's food allergies, 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/guardians will provide signed and dated physician orders upon notification.
- ✓ If a child has a potentially life-threatening allergy, the parent/guardian, teaching staff, therapists, after care staff and Principal will meet to discuss physician orders and the necessary actions to take in case of exposure to an allergen. Only the school nurse may contact a student's physician.
- ✓ The parent/guardian (or school nurse if one is on site) will train all involved staff on how to administer medications according to physician orders. This may include the following:
- ✓ Assure that all staff that interacts with the student on a regular basis understand the allergy, can recognize symptoms, and knows what to do in an emergency.
- ✓ Make sure medications are appropriately stored.
- ✓ Designate school personnel who are properly trained to administer medications

Classrooms with students who have documented peanut or tree nut allergies will be designated as nut free rooms:

- ✓ Letters will be sent home to the parents/guardians of all students in classrooms designated "nut-free". These letters will indicate what foods are not allowed for snack, lunch, parties, or class activities.

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/guardians 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 Nut Free sign will be displayed on the classroom door alerting others
- ✓ Parents/guardians will be informed of parties and other events where food will be served. Parents/guardians are encouraged to attend these events and monitor which foods are consumed by their child. If this is not possible, parents/guardians 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/guardians are strongly encouraged to provide a Medical Alert bracelet for the child with life threatening allergies.

## **MEDICATIONS**

The policies adopted by Palm Beach School for Autism for the administration of medications and treatments during school hours by school staff are based on the policies set forth by the Palm Beach County School Board in Section 5.321 of the School Board Policies.

Please be advised of the following policies regarding medication administration during school hours. Medications that do not meet the listed requirements will not be administered and will be returned to the parent/guardian in the manner they were received.

All medications or treatments both prescription and over-the-counter must be:

- ✓ Brought to school by a parent/guardian and given directly to the school nurse who will count the amount of medication received with the parent/guardian present and record the amount in the student's medication record.
- ✓ Both parent/guardian signature and school nurse signature are required at the time of the exchange each time a medication is received or sent home.
- ✓ Given to the school nurse along with a medication authorization form signed by the parent/guardian and the student's physician.
- ✓ A separate Authorization form must be submitted for:
  - each medication;
  - each treatment;
  - each dosage change; and/or
  - each new school year.
- ✓ Labeled appropriately:

Prescription medications must be labeled with the student's name, physician's name, and name of the medication, dosage, administration instructions, prescription date, and expiration date.

Over-the-counter medications must be in the unopened original container labeled with the student's name.

The medication/treatment will not be administered, and the parent/guardian and the school's principal will be notified if:

- ✓ there is a conflict between the physician's order and the medication label directions (e. g., conflicts regarding the name of the medication, the student's name, the time the medication is to be given, or the dosage) ;
- ✓ there is a possible contamination of the medication;
- ✓ the medication is to be taken orally, and the student is unable to swallow oral medication;

- ✓ there has been a change in the medication's color or composition;
- ✓ there is a question of the student's identity;
- ✓ the medication has expired; or
- ✓ the student refuses to take the medication.

Any medication that has expired and has not been picked up by the designated time **OR** remains in the school health room at the end of the year and is not picked up by the last day of school will be disposed of by school staff.

## **FIELD TRIP POLICY**

All parents/guardians or individuals who would like to attend a Palm Beach School for Autism field trip are required to go through Palm Beach School for Autism's Volunteer Program, this includes a onetime fee of \$87.42, which covers the cost of a background check and fingerprinting through the Palm Beach County School District.

### **Procedure**

- Contact the Palm Beach School for Autism Coordinator of Volunteer Services to pick up a Volunteer Application. Once the application is completed, the coordinator will contact you to receive a list of documents you will need to provide as well as a form that will need to be taken to the Palm Beach County School District fingerprinting office; and to address any questions regarding the Volunteer Program.
- All registrants will be notified once their district volunteer badge arrives. Once the volunteer badge arrives, you will be cleared to attend field trips by PBSFA. If you do not hear back from either your child's teacher or the Volunteer Coordinator within 6- weeks, please email the Volunteer Coordinator so your status can be checked. The email address of the Volunteer Coordinator will be given to you the day that you come in to register.

**Important notes:** If you have completed this program at another Palm Beach School District location, please notify the Volunteer Coordinator to have your information confirmed.

- Clearance through the School District can be lengthy; PBSFA advises chaperones to submit their application **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.
- Even if a parent/guardian or other individual has been approved to chaperone a field trip in the past, all chaperones must be cleared through the Volunteer Coordinator for each consequential field trip.

- Chaperones are prohibited from taking photos of students on field trips, except for the chaperone's own child. Only authorized 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 on school issued cameras must return cameras to Development/Marketing Director who will download the photos for staff.
- Chaperones who do not comply with PBSFA 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 a trip must:
  - ✓ Be approved by the School District of Palm Beach County prior to the Field Trip. This will be verified by the Volunteer Coordinator prior to your attendance.
  - ✓ **On field trip day you are required to Sign in the school lobby**, prior to joining the field trip, and **sign out** when field trip is complete.

## **BATHROOM 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 students 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/guardian 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/guardians 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/guardians are contacted via phone by the Principal or our Behavior Analysts 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:** PBSFA 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 PBSFA.
  - Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent/guardian, 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/guardian, 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/guardian, 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 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/guardian, 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/guardian or legal custodian of a child or, in the absence of a parent/guardian 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 demonstrate 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/guardian 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/guardian 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/guardian 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 PBSFA, 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/guardians. The following procedures were put into effect on July 1, 2014:

### **Procedures**

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/guardians to work with their child during aftercare hours on school premises must contact our Coordinator of Volunteer Services **PRIOR** to beginning any therapy services.

The Palm Beach School for Autism (PBSFA) permits certain contracted personnel (specifically, behavioral, occupational and speech therapists) to render services to PBSFA students outside of school hours through a private arrangement with the student's family. Use of PBSFA's facility is allowed only with the express consent of the student's parents/guardians and PBSFA principal. Use of the facility is allowed only when it does not conflict with PBSFA'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 PBSFA.

- 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. **PBSFA 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 PBSFA property shall be removed from the building.
- Private therapists shall only provide services in the areas designated by PBSFA. All activities may begin after 2:30 p.m. and must end by 5:00 p.m.
- 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 he/she agrees 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 PBSFA property. The private therapist shall be responsible for all attorneys' fees and court costs incurred by PBSFA 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. PBSFA 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

#### **BEFORE/AFTERCARE PROGRAM**

##### **Eligibility:**

All students at the Palm Beach School for Autism (PBSFA) are eligible for this program unless the student demonstrates high rates of self-injury and/or aggression and/or high rates of disruptive behavior during the school day; however, there is a process and waiting period before any student is accepted. An application must be submitted through our Administrative

Assistant or Operations Managers only. PBSFA will be the sole authority on whether a student may participate in the Before/Aftercare ("Program").

Registration and Process:

All student's requesting this Program, must be a registered student at Palm Beach School for Autism. Registration forms need to be completed and delivered to the Administrative Assistant or Operations Manager each year for each student. Program space is not guaranteed and is limited and will be allotted on a first-come, first serve basis. Any student who has an outstanding balance or unpaid registration fee, will not be eligible to register for the Program. If no space is available and the student meets all other eligibility requirements, then the student will be placed on the Program's waiting list. Notification of Program acceptance will be done through the Administrative Assistant or Operations Manager only. For existing students, you will be contacted before the end of Summer School/Extended School Year (ESY) each year. For new students, an behavior evaluation will be conducted and you will be contacted when approval is completed.

Rules:

PBSFA, in its sole discretion, reserves the right to remove a student from the Program at any time. BEFORE/AFTERCARE IS NOT AVAILABLE ON A DAILY NEEDS BASIS. No refunds on program fees.

Hours of Operation:

Pre-K:	Beforecare begins at 7:30am Aftercare begins at 2:15pm
Elementary:	Beforecare begins at 7:30am Aftercare begins at 2:45pm
Middle School:	Beforecare begins at 7:30am Aftercare begins at 2:45pm
High School:	Beforecare begins at 7:30am Aftercare begins at 2:45
Project Next:	Beforecare begins at 7:30am Aftercare begins at 2:45

Students who report to school before it begins, and are not registered in the Program, must remain with their parent/guardian until school begins. No classroom teacher will be called until carpool is complete.

If a student arrives before drop off ends at 8:20am, and is not registered in the Program, a charge of \$45.00 will be charged, regardless of the time.

Palm Tran students dropped off before 8:20am, and are not registered in the Program, will be charged \$45.00. You will have 3 opportunities to address Palm Tran early drop off. After the third time, you will incur the current months block charges for this time period. If payment is not made, we will not accept your child in the Program at drop off. Palm Tran students must be picked up by 2:45 pm, if not a charge of \$45.00 will apply regardless of the time. It is not the responsibility of Palm Beach School for Autism to schedule Palm Tran, it is the parents.

Any student not picked up by 2:45pm, and is not registered in the Program, will be charged \$45.00 (other charges may apply depending on time of pick-up). **This is due at time of pick-up.**

Note: We will make one phone call to the parent/guardian. If we are unable to reach the parent/guardian, we will make one call from the pick-up list on file. If we are unable to reach anyone, governmental authorities will be notified, this could constitute as child abandonment by authorities.

Description of Services:

The aftercare program will include:

- Outdoor activities
- Indoor games and activities
- Arts and crafts and other scheduled activities

Beforecare Program Procedure:

Students enrolled in the beforecare program must pull-up at the back of the school, do not get out of your vehicle, and a staff member will be outside to receive your child. All parents are required to sign their child in each morning. Students enrolled in the beforecare program will not be permitted into the school until 7:30am.

Aftercare Program Procedure:

All students (Pre K; Elementary; Middle; High School & Project Next) must be picked up by 5:30pm **SHARP**. At 5:30pm parents will be contacted and the policy outlined at the top of the page will be followed.

Late fees will accrue after 5:30pm at \$3.00 for every minute until 5:45pm at which time the rate will be \$6.00 per minnute. After 5:45pm the emergency list will be contacted and if there is no response from emergency list the policy outlined at the top of the page will be followed.

Parents or authorized pick-up personnel must sign the child out with a signature and indicate time of pick-up on the aftercare sheet. **PHOTO ID WILL BE REQUIRED AT ALL TIMES**. Students will only be released to the primary and secondary parent/guardian as well as those listed on the Authorized Pick-Up list. **NO ONE UNDER THE AGE OF 18 WILL BE PERMITTED TO PICK UP ANY CHILD**. For safety reasons, the staff will bring your child out to your vehicle. Please wait patiently until your child arrives.

Parents late picking up their child more than three (3) times within a month after 5:30pm will be removed from the Program with no refunds.

\*\*\* These procedures have been updated to adhere to the highest standard of security for our families and staff. Please remain in your vehicle and be patient until your child is picked up or brought to you \*\*\*

Payment Options:

All payments must be made by credit/debit card (we only accept debit cards as credit cards), cash, money order or check. If a check is returned for insufficient funds, there will be a minimum return check fee of \$50. Please print your child's name on the bottom of all checks/money orders. Make payable to PBSFA. Special arrangements must be made through Stacey Trozolino via email: [staceyt@pbsfa.org](mailto:staceyt@pbsfa.org) and/or Sherri Gallagher via email: [sherrig@pbsfa.org](mailto:sherrig@pbsfa.org) or by calling the school: 561-533-9917 in advance.

Withdrawals:

If your child has been enrolled in the Program and you wish to withdraw him/her, please notify Stacey Trozolino via email: [staceyt@pbsfa.org](mailto:staceyt@pbsfa.org) and/or Sherri Gallagher via email: [sherrig@pbsfa.org](mailto:sherrig@pbsfa.org). All withdrawals require a 30 day notice.

Financial Assistant:

Families seeking financial assistance may request an application and guidelines by contacting Stacey Trozolino via email: [staceyt@pbsfa](mailto:staceyt@pbsfa) and/or Sherri Gallagher via email: [sherrig@pbsfa.org](mailto:sherrig@pbsfa.org).

If payment is not made in full on the scheduled due date and no payment arrangements have been made for financial assistance the student is not allowed in our program.

Failure to pay outstanding balance by Block due date, including the late pick-up or early drop off fees or financial agreement arrangements will result in a \$50.00 charge and the student will not be allowed to participate in the Program.

Payment Procedure:

All students attending the Program must be signed up for the entire Block (1 st, 2nd & 3rd Blocks equals 3 months; 4th Block equals 1 month; 5th Block equals Extended School Year (ESY)). Daily service is not available.

Payments must be made in Block installments: (space is limited):

Block #1

August, September, October (due on or by Monday, July 10, 2023)

Before Care \$265.00

After Care \$535.00

Before/After Care \$750.00

Block #2

November, December, January (due on or by Monday, October 23, 2023)

Before Care \$245.00

After Care \$490.00

Before/After Care \$685.00

Block #3

February, March, April (due on or by Monday, January 22 2024)

Before Care \$265.00

After Care \$535.00

Before/After Care \$750.00

Block #4

May (due on or by Monday, April 22, 2024)

Before Care \$110.00

After Care \$215.00

Before/After Care \$300.00

Block #5

June & July - ESY (due on or by Monday, May 20, 2024)

Before Care \$90.00

After Care \$180.00

Before/After Care \$250.00

If paying with credit card, payment will automatically be taken on the day payment is due. If an emergency arises and you cannot make the payment on-time, you must email or call in advance of payment due date to make special arrangements with Stacey Trozolino via email: [staceyt@pbsfa](mailto:staceyt@pbsfa) and/or Sherri Gallagher via email: [sherrig@pbsfa.org](mailto:sherrig@pbsfa.org) or phone: 561-533-9917.

## **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 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 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 Standard Policy and Procedure 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.

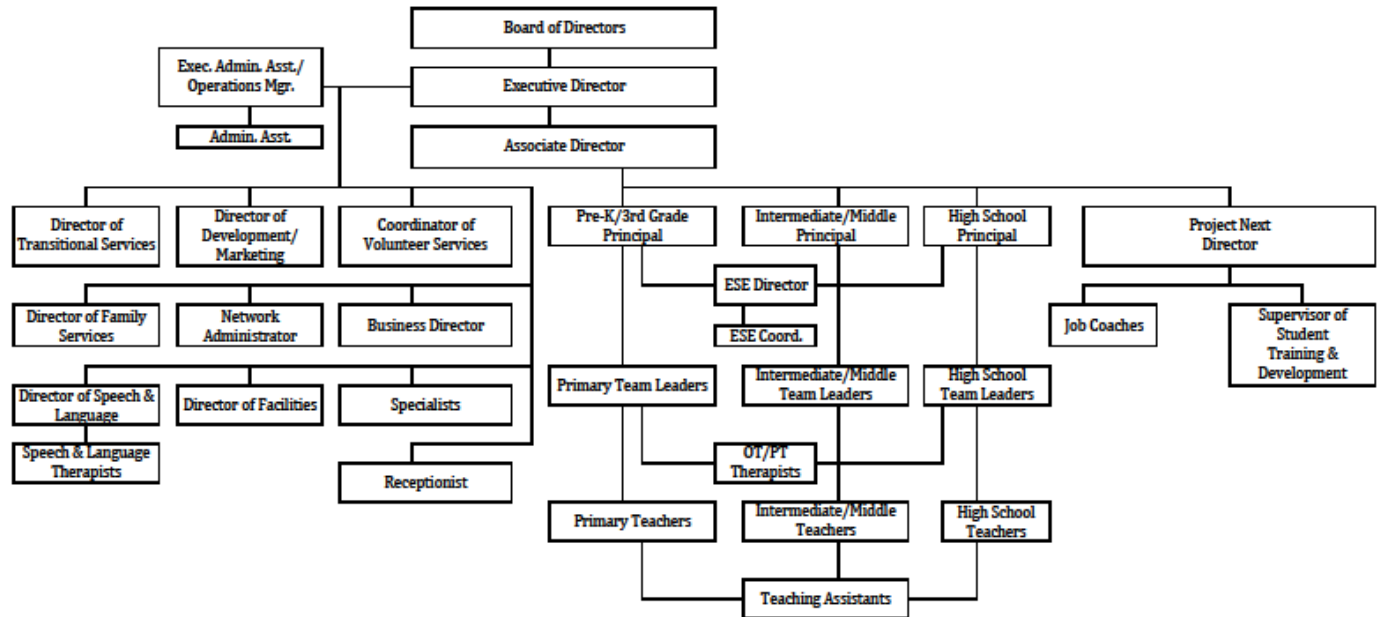
### **Board Liaison**

The governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents/guardians 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.



PALM BEACH  
SCHOOL for AUTISM

## Organization Chart



## **GET INVOLVED**

### **Volunteers**

All volunteers, including parents/guardians, must go through our Volunteer Program with our Volunteer Coordinator. If you are going to chaperone a field trip you must also go through our Volunteer Program.

### **Family Trainings**

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

### **Facebook 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.

## **ATTENDANCE**

### **Pre-school**

School begins promptly at 9:00am and ends at 2:00pm.  
Before care begins at 7:30am and ends at 9am  
Aftercare begins at 2:00pm 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 8:30am  
Aftercare begins at 2:30pm 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 and must have a carpool card clearly displayed on their dashboard so staff can easily identify families. Any individual in carpool who does not have a card displayed must call the front office upon arrival, a staff member will come out to sign your child out and request a carpool card. ID will be required.**

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

### **Elementary/Middle School/High School**

Any child dropped off before carpool begins will be charged Beforecare

Carpool drop-off time: 8:10-15am/pick up time: 2:15pm - 2:45pm

Any child picked up after 2:45 will be charged Aftercare

### **Pre-School**

Any child dropped off before carpool begins will be charged Beforecare

Carpool drop-off time: 8:45-50am/pick up time: 1:45 - 2:10pm

Any child picked up after 2:45 will be charged Aftercare

**Students will not be released early to avoid carpool lanes.** *If you need to pick your child up early, all Elementary, Middle, and High School Students must be picked up by 1:45pm. If you need to pick your Pre-K Child up early, they must be picked up before 1:30pm.*

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 carpool 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.

We are a **SMOKE FREE** campus and do not permit any smoking on campus, including all vehicles.

Students who report before school begins and are not registered in the Beforecare Program must remain with parent/guardian until school begins. No teacher classroom will be called until carpool is complete.

If a child is dropped off before carpool begins and is not registered in the Beforecare Program, a \$40.00 fee will be charged regardless of the time. This fee is due at time of drop-off.

Palm Tran students dropped off before carpool begins and are not registered in the Beforecare Program will be charged \$40.00. You will have 3 opportunities to address Palm Tran early drop off and after the third time, you will incur the current month's block charges for this time period. If payments are not made, we will not accept your child in the program at drop off.

Any Elementary-High School student not picked up by 2:45pm, who is not registered in our Aftercare Program, will be charged \$40.00. Any Pre-K student not picked up by 2:10pm who is not registered in our Aftercare Program will be charged \$40.00. This fee is due at time of pick up. We will make one phone call to the parent/guardian regarding pickup. If we are unable to reach parent/guardian, we will make one more call from the pickup list on file. If we are unable to reach anyone, governmental authorities will be notified. This could constitute as child abandonment by authorities.

## **DRESS CODE**

### **Rights**

Students must wear clothes that are appropriate for school, are not dangerous to health and safety, does not distract or offend others, and support the school's specific dress code.

Students are expected to come to school with proper attention to personal cleanliness, grooming and neatness of dress.

Students are not allowed to wear clothing, jewelry, buttons or other items or markings which are offensive, suggestive, indecent, or associated with gangs, encourage use of drugs, tobacco, alcohol, or violence, or support discrimination on the basis of age, color, disability, national origin, marital status, race, religion, gender, or sexual orientation.

### **Not permitted**

Flip flops or sandals, **all shoes must be closed toe**

No excessive jewelry that may cause injury (e.g.) hoop earrings, long necklaces

No slashed, frayed, clothing with holes/rips

No skirts or dresses above the knee

No short shorts

No exposed midriffs

No tank tops

### **Consequences**

When a student dresses inappropriately, they will be sent to the appropriate grade level principal. Parents/guardians will be called to bring appropriate clothing to school.

## **EMERGENCY CODES**

### **Students**

- ✓ **Code Black- Active Shooter, Lockdown**
- ✓ **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/Guardians/Visitors**

- ✓ **Code Red/Code Black**- 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/guardians and visitors are not to attempt to contact any student during the implementation of a District Emergency Code. Parents/guardians should monitor local radio and television stations for more information. Depending on the length and severity of the emergency, parents/guardians will be contacted by school administration. We highly recommend you sign up for REMIND to receive text messaging in case of emergency situation on campus.

### **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 that use the PCM technique has to go through 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/guardian 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/guardian arrives.

It is imperative that parents/guardians 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 by the school nurse. It is extremely important that you immediately report to the school nurse if your child or a sibling has been diagnosed with any communicable illnesses.

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/guardians 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/guardians arrive. A staff member will remain with the child until the parent/guardian arrives. It is the responsibility of the parent/guardian 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 staff and the other children.  
PARENTS/GUARDIANS 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, undiagnosed rash, pain, swollen glands and head lice.

If your child is out of school for an illness 3 or more days, a doctor's note is required for re-entry to school.

## **Food Program**

The Palm Beach School for Autism, Inc. offers a daily school district lunch program. We follow the Woodlands Middle school lunch program menu which is published on the Palm Beach School District web site. We are able to provide these district lunches **free of charge** at this time.

Palm Beach School for Autism does not provide snacks for any student, please send snacks for your child, even if they order the school lunch.

Parents/guardians are welcome to send lunch in with their child. If your child is on a special diet, then it is the responsibility of the parent/guardian to bring in the student's lunch and snacks.

If your child is in after care please send snacks, the school does not provide any snacks.

## **Birthday Parties**

If your child wishes to celebrate his/her birthday at school, parents/guardians are welcome to send special snacks, (please be aware that some children are on special diets), to share with the class during lunch time. Please contact your child's teacher or 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 with a camera provided by the school.

## **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)}
<i>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.</i>	<i>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).</i>

### ***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*

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford parents/guardians 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/Guardians 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/guardian 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/guardian or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents/guardians 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/guardian or eligible student, the School will notify the parent/guardian 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/guardian 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/guardian or student serving on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, 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

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/guardian's prior written consent. Outside organizations include, but are not limited to, companies that take children's portraits 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 OR BEFORE OCTOBER 1.**

The school has designated the following information as directory information:

### **GRIEVANCE PROCEDURE**

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

Grievances with PBSFA 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 POLICY**

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.

## **SIGNATURE**

### **Parent/Guardian Handbook**

I understand the policies and procedures which have been outlined in the Parent/Guardian Handbook that has been provided. I also acknowledge these policies and procedures are in place to ensure the safety and well-being of my child while attending the Palm Beach School for Autism. I have read and agree to follow the Parent/Guardian Handbook Policies and Procedures.

I agree to comply with all the rules, regulations and policies as set forth in this handbook.

Child's Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date