



# Parent/Guardian Handbook

Regulations of Operation for

The Palm Beach School for Autism

The Treasure Coast School For Autism

Updated March 5, 2026



8480 Lantana Rd.  
Lake Worth, FL 33467  
(561)533-9917  
[www.pbsfa.org](http://www.pbsfa.org)



4291 SW Darwin Blvd.  
Port St. Lucie, FL 34953  
(561)533-9917  
[www.tcsfa.org](http://www.tcsfa.org)

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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	Kimberlytta Gayle
Director of Speech and Language	Ellen Stern
Director of ESE	Elizabeth Varano
ESE Coordinator	Paula Driscoll
Operations Manager	Laurie Marino
Student Enrollment & Records Coordinator/ McKinney-Vento Contact	Stacey Trozolino
Coordinator of Volunteer Services	Olga Bearhope



## **SCHOOL CALENDAR 2026-2027**

The Palm Beach School for Autism will follow the 2026-2027 school year calendar from the School District of Palm Beach County. All dates are subject to change.

### Dates for 2026-2027 School Year:

August 10, 2026 - First Day of School for Students

September 7, 2026 - Labor Day (School Closed)

September 21, 2026- Fall Holiday (School Closed)

October 12, 2026 – PDD (No Students)

November 3, 2026- PDD (No Students)

November 11, 2026- Fall Holiday (School Closed)

November 23-27, 2026 – Thanksgiving Break (School Closed)

December 21, 2026 - January 1, 2027 - Winter Break (School Closed)

January 4, 2027 – PDD (No Students)

January 15, 2027- Card Conference (School Closed)

January 18, 2027- Martin Luther King Jr. Day (School Closed)

February 24, 2027- PDD (No Students)

March 10, 2027– Spring Holiday (School Closed)

March 22-26, 2027 - Spring Break (School Closed)

March 29, 2027– PDD (No Students)

May 27, 2027 - Last Day of School



## **SCHOOL CALENDAR**

**2026-2027**

The Treasure Coast School for Autism will follow the 2026-2027 school year calendar from the School District of St Lucie County. All dates are subject to change.

### Dates for 2026-2027 School Year:

August 10, 2026 - First Day of School for Students

September 7, 2026 - Labor Day (School Closed)

September 21, 2026- Fall Holiday (School Closed)

October 12, 2026 – PDD (No Students)

October 28, 2026 - Early Release

November 3, 2026- PDD (No Students)

November 11, 2026- Fall Holiday (School Closed)

November 23-27, 2026 – Thanksgiving Break (School Closed)

December 18, 2026 - Early Release

December 21, 2026 - January 1, 2027 - Winter Break (School Closed)

January 4, 2027 – PDD (No Students)

January 5, 2027 - Students Return

January 15, 2027- Card Conference (School Closed)

January 18, 2027- Martin Luther King Jr. Day (School Closed)

February 10, 2027 - Early Release

February 15, 2027 - Presidents Day (School Closed)

February 24, 2027- PDD (No Students)

March 19, 2027 - Early Release

March 22-26 2027 - Spring Break (School Closed)

March 29, 2027– PDD (No Students)

April 21, 2027 - Early Release

May 27, 2027 - Early Release

May 28, 2027 - Early Release & Last Day of School

## **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.
  
- 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 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 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**

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

### **Student Observations:**

Parents or private therapists of a student (with parent permission) who would like to set up a time to observe their child/client during the school day can make a request with their student's teacher or the principal via phone call, e-mail or in writing. PBSFA will make every effort to set up time for observation within seven (7) days of the request. A time will be agreed upon and the Principal (or designee) will meet with the parent during the observation: **20 minutes four times per academic year is the maximum time an observation is allowed.** Ten minutes shall be set aside at the end of the observation for questions/discussion. All observations take place via the computer where the parent will watch through a live feed. Classroom observations in the actual classroom are not allowed as it is disruptive to the students and classroom day.

## **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, any 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:	Before care begins at 7:30am Aftercare begins at 2:15pm
Elementary:	Before care begins at 7:30am Aftercare begins at 2:45pm
Middle School:	Before care begins at 7:30am Aftercare begins at 2:45pm
High School:	Before care begins at 7:30am Aftercare begins at 2:45
Project Next:	Before care 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 8 am, 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 month's 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

#### Before care Program Procedure:

Students enrolled in the before care 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 before care 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 minute. 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) 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). 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.org](mailto:staceyt@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 (1st, 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 July 1, 2026)**

Before Care \$265.00

After Care \$535.00

Before/After Care \$750.00

**(Block #2)**

November, December, January **(due on or by October 1, 2026)**

Before Care \$245.00

After Care \$490.00

Before/After Care \$685.00

**(Block #3)**

February, March, April **(due on or by January 1, 2027)**

Before Care \$265.00

After Care \$535.00

Before/After Care \$750.00

**(Block #4)**

May **(due on or by April 1, 2027)**

Before Care \$110.00

After Care \$215.00

Before/After Care \$300.00

**(Block #5)**

June & July - ESY **(due or by May 1, 2027)**

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) 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.

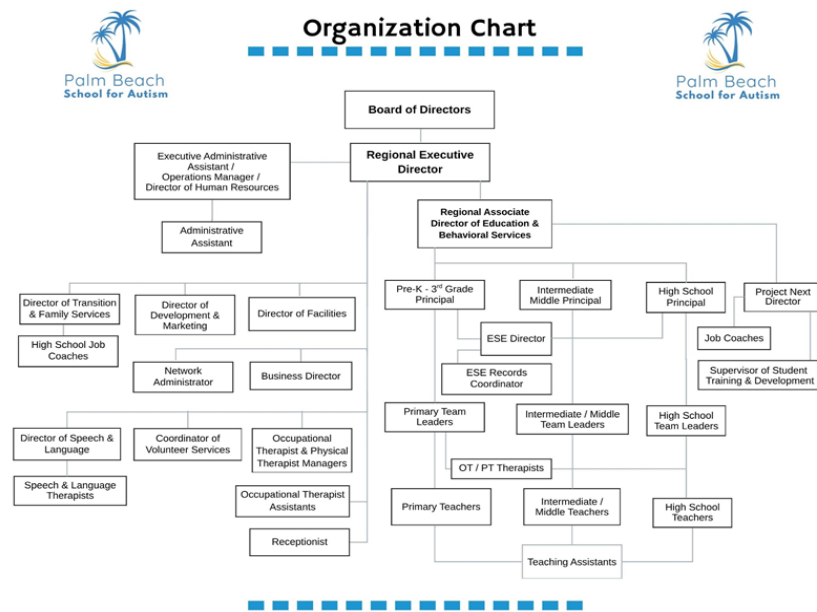
### **Orientation**

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.



## **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.**

### **Pre-School**

Any child dropped off before carpool begins will be charged Before Care  
Carpool drop-off time: 8:30-9:00 am/pick up time: 2:00 - 2:25pm  
Any child picked up after 2:25 will be charged Aftercare

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

Any child dropped off before carpool begins will be charged Before Care  
Carpool drop-off time: 8:00-8:30 am/pick up time: 2:00pm - 2:55pm  
Any child picked up after 2:55 will be charged Aftercare

### **Project Next**

Any child dropped off before carpool begins will be charged Before Care  
Carpool drop-off time: 7:40-8:00 am/pick up time: 2:00 - 2:25pm  
Any child picked up after 2:25 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 1:30pm. 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 Before care 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 Before care Program, a \$45.00 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 Before care Program will be charged \$45.00. 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 \$45.00. Any Pre-K student not picked up by 2:10pm who is not registered in our Aftercare Program will be charged \$45.00. 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.

## **STUDENT CODE OF CONDUCT**

The school culture at Palm Beach School for Autism fosters a supportive and empowering culture that promotes a positive academic environment and reinforces student growth for the past 20 years of operation.

We promote a positive academic environment and reinforce student intellectual and social development by recognizing the following:

**Individualized Education Plans (IEPs):** Tailored to each student's unique needs and abilities. This ensures each student's educational journey is personalized, promoting their intellectual and social development.

**Highly Trained Staff:** To create a supportive environment, it's essential to have well-trained and experienced staff, including teachers, teacher assistants, speech, physical, occupational therapists, mental health as well as behavioral specialists. These professionals understand the specific needs of students with autism and are always professional and supportive in their interactions.

**Structured Environment:** Consistency and structure are often essential for students with autism. A structured environment, with clear routines and expectations, can help students feel secure and make academic and social learning more accessible.

**Positive Reinforcement:** Promoting a positive academic environment often involves the use of positive reinforcement techniques. This can include rewards for positive behavior, academic achievements, and social milestones. This helps students build confidence and motivation.

**Social Skills Development:** The school will include social skills training as a core part of the curriculum. This focuses on helping students improve their communication and interaction skills, which is critical for their social development.

**Sensory Support:** Many students with autism have sensory sensitivities. A supportive school environment should be equipped to address these sensitivities and provide sensory-friendly spaces or tools as needed.

**Collaboration with Parents:** An effective school culture involves close collaboration between teachers, therapists, and parents. Regular communication and involvement of parents in their child's education can lead to a more supportive and empowering learning environment.

**Inclusivity and Acceptance:** Creating a culture of acceptance, where students with autism are valued for their unique strengths and contributions, fosters a positive environment. It encourages acceptance and understanding among peers, reinforcing social development.

**Continual Professional Development:** Staff members will engage in ongoing training to stay updated with the latest research and best practices in autism education. This commitment of continuing education promotes an empowering culture.

**Community Engagement:** Palm Beach School for Autism will work closely with the surrounding community to encourage involvement whether it is sitting on an advisory board, volunteering on campus, or collaborating on raising funds for programs on campus. Furthermore, involvement with the community will help promote social skills for our students as they participate in community service, enjoy local field trips and contribute their talents and skills in local sport and recreational activities. These engagements help students with autism develop social skills in real-life settings and contribute to a more well-rounded educational experience.

PBSFA has its own Code of Student Conduct and will report all incident and/or threat reporting as mandated by the state.

Further PBSFA is committed to providing a safe, inclusive, and nurturing environment for all our students. Our individual school expectation, rules, and procedures (as allowed by Palm Beach County School District's Code of Student Conduct) is designed to establish a positive and supportive culture, ensure the rights of every individual are respected, and maintain discipline that is fair and appropriate for students on the spectrum.

## **Culture**

We foster a culture of acceptance, understanding, and respect. We celebrate diversity and embrace the unique strengths and challenges of each student.

## **Rights**

Every student has the right to a safe and inclusive learning environment. Each student has the right to be treated with respect, dignity, and fairness. The School recognizes that the Code of Student Conduct must be consistent with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504). Therefore, students eligible for services under IDEA or Section 504 will be disciplined in accordance with these acts and are governed by those Student Code of Conduct provisions, which specify that they apply to students covered under IDEA and 504 students.

## **Discipline**

Discipline at PBSFA is designed to be supportive and therapeutic. Our approach is rooted in positive behavior interventions and supports (PBIS). We understand that students with autism may have unique communication and sensory needs. Our discipline approach takes these factors into consideration to help students learn self-regulation and appropriate behavior.

## **Penalty and Consequence**

When disciplinary issues arise, we prioritize teaching students alternative, appropriate behaviors. We do not engage in punitive measures. Consequences are designed to help students understand the impact of their behavior and to support them in making positive choices. This may include individualized strategies and interventions. As a school that serves 100% of students on the spectrum of autism, we have our own unique code of conduct policies which considers the manifestation of the disability of autism; however, we do follow all state statutes regarding students who may act in a violent manner with a weapon. In addition, pursuant to Florida Statute 1006.07, notice is provided that a possession of a firearm, a knife, or a weapon, by any student, while the student is on school property or in attendance at a school function is grounds for disciplinary action and may also result in criminal prosecution. Further any student who is determined to have brought a firearm to school, to any school function, or on to any school-sponsored transportation will be referred to the LEA (local school district) to determine course of action to be taken while considering the student's disability.

## **Behavior Expectations**

We expect all students to demonstrate behaviors that are safe, respectful, and responsible. These expectations are outlined in our school-wide behavior plan and may be individualized for each student based on their unique needs. We encourage open communication between students, parents, and teachers to address behavioral challenges and develop strategies for improvement.

Our Code of Conduct reflects our commitment to creating a supportive and inclusive educational environment for students with autism. It is based on the principles of respect, positive behavior support, and individualized intervention. Together, we can ensure that every student at Palm Beach School for Autism has the opportunity to thrive and reach their full potential.

As described above, PBSFA utilizes a unique and effective system for student discipline. For issues that may fall outside of the approaches described above, the School follows the applicable sections of the Palm Beach County School District's Code of Student Conduct.

## **Dismissal Policy**

1. The intent of this policy is to provide for a safe, orderly and peaceful educational environment for the student population at PBSFA. The policy shall apply to all activities occurring on school grounds, on other sites being used for school activities, and in any vehicle authorized for the transportation of students. This policy shall apply to all school authorized and school sponsored functions, including, but not limited to, field trips, school events and after-school activities.
2. A student shall be subject to dismissal if (a) it has been determined, through the procedures contained in Florida Admin. Code R. 6A-6.03312, that a student's behavior is not a manifestation of the student's disability; and (b) the student commits an expellable offense as such as defined in the Palm Beach County School District's Code of Student Conduct. Written documentation of violations shall be maintained in the student's file and may be used, among other things, as the basis for a dismissal.
3. Upon determining that grounds for dismissal exist with regard to a particular student, the principal shall suspend the student.
4. Upon a principal suspending a student under consideration for dismissal, the principal shall notify, in writing, the student and the student's parent/guardian of the suspension. The written notice shall be in the

native language of the student or parent/guardian, shall inform the student and parent/guardian of the basis for which the student is subject to dismissal, and notify the parties of their right to request a hearing with the Executive Director to challenge the grounds for dismissal (the “Dismissal Hearing”).

5. If the Dismissal Hearing takes place following the student’s suspension period, the student shall remain in the school, unless the presence of the student in the school presents a danger to the health, safety or welfare of the students and employees of the school.

6. If elected by the student, the Executive Director shall hold a Dismissal Hearing. The student and/or parents/guardians shall be invited to offer evidence in support of the student remaining at the school. The Executive Director shall consider evidence presented by all parties. Based on evidence presented at the Dismissal Hearing, the Executive Director shall make a final decision. A dismissal letter shall be sent to the parent (or student, if applicable) as soon as possible after the Dismissal Hearing. If a student waives his/her right to a Dismissal Hearing, the principal shall determine if the student is formally dismissed from PBSFA, and shall provide written notice of that decision. Such dismissal shall be effective immediately, unless otherwise stated in the dismissal letter.

7. The decision of the Executive Director is final. Once dismissed, a student is not precluded from enrolling at a different public school unless the student has been expelled from all.

8. All references to “principal” shall mean the school principal or the principal’s designated representative. All notices required under this policy shall be sent by certified mail, return receipt requested or hand delivered. All notices shall be sent to the student’s parent or guardian or to the student if the student is 18 or older. All students who have been dismissed from the Palm Beach School for Autism shall be referred to the School Board of Palm Beach County for possible expulsion.

### **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))
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

## **Parent Communication Preference**

Students' Procedural Safeguards are outlined on page 2, with a section at the top specifically addressing parent communication preferences. For your convenience, you can choose to receive important documents electronically. To opt-in for email delivery, please complete and return the ESE Parent Preference Communication Form.

## **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.

## Attachment B



UNITED STATES DEPARTMENT OF EDUCATION

### ***STUDENT PRIVACY POLICY OFFICE***

SPPO-21-04

## A Parent Guide to the Family Educational Rights and Privacy Act (FERPA)

*Other than statutory and regulatory requirements included in the document, the contents of this guidance do not have the force and effect of law and are not meant to bind the public. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

The Family Educational Rights and Privacy Act or FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) provides certain rights for parents regarding their children’s education records. FERPA gives these rights to custodial and noncustodial parents alike, unless there is a court order, legally binding document, or State law that specifically provides to the contrary. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, he or she becomes an “eligible student,” and all rights under FERPA transfer from the parent to the student. Given the target audience for this document is parents, this guide is intended to discuss parents’ rights under FERPA. Under FERPA, the term “parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. A companion document discussing eligible students’ rights under FERPA is available on our website at <https://studentprivacy.ed.gov/resources/ferpageneral-guidance-students>.

FERPA is a Federal law that is administered by the Student Privacy Policy Office (SPPO) in the U.S. Department of Education (Department). FERPA protects “education records,” which are generally defined as records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. An “educational agency or institution,” herein after referred to as a “school,” generally means a school district, a public elementary or secondary school, or an institution of postsecondary education such as a college or university. There are also a few exceptions to the definition of education records, such as law enforcement unit records and sole possession records. More information is available at <https://studentprivacy.ed.gov/faq/what-records-are-exempted-ferpa>.

FERPA applies to schools that receive funding under any program administered by the Department. Private and faith-based schools at the elementary and secondary levels generally do not receive such funding and are, therefore, generally not subject to FERPA. In addition, the confidentiality of personally identifiable information (PII) in the education records of children with disabilities is further protected by Part B of the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1417(c) and 34 CFR §§ 300.610-300.626). These regulations contain confidentiality provisions that are similar to, but broader than, FERPA. The IDEA-FERPA crosswalk contains additional information comparing IDEA and FERPA and is available at <https://studentprivacy.ed.gov/resources/ferpaidea-cross-walk>.

The rights provided by FERPA to a parent include, but are not limited to:

- **Access to Education Records**

Under FERPA, a school or State educational agency (SEA) must provide a parent with an opportunity to inspect and review their child's education records within a reasonable period of time, but not more than 45 calendar days following receipt of a request. A school or SEA is generally not required to provide *copies* of the education records unless circumstances effectively prevent the parent from exercising the right to inspect and review the education records. For example, if a parent who does not live within commuting distance of their child's school requests that the school provide access to his or her child's education records, the school would be required to make other arrangements for the parent to inspect and review the requested records, or to provide a copy of the requested records.

- **Amendment of Education Records**

Under FERPA, a parent has the right to seek amendment or correction of their child's education records that the parent believes to be inaccurate, misleading, or in violation of the child's rights of privacy. However, while a school is not required to amend an education record in accordance with a parent's request, a school is required to consider the request for amendment, to inform the parent of its decision, and, if the request is denied, to advise the parent of his or her right to a hearing on the matter. If, as a result of the hearing, a school decides not to amend the education records, then the parent has the right to insert a statement in the record commenting on the contested information or stating why the parent disagrees with the decision, or both. That statement must remain with the contested part of the education record for as long as the record is maintained and be included whenever the contested part is disclosed.

While a parent has the right to seek to amend non-substantive factual errors in the student's education records, the right is not unlimited, and a school is not required by FERPA to afford a parent the right to seek to change substantive decisions made by school officials, such as substantive decisions made in the context of grades given to a student based on their performance, other evaluations of the student's performance, or disciplinary decisions. These substantive decisions also include evaluations of whether a student has a disability and is eligible for special education and related services, disagreements about the content of a student's Individualized Education Program (IEP), or the student's educational placement under Part B of IDEA. While under FERPA a parent may seek amendment to correct a non-substantive factual error in an IEP, a parent should utilize the Part B of IDEA dispute resolution procedures (State complaints, mediation, or due process hearing procedures) to resolve disputes with a school regarding substantive matters. Each State has resources to help parents to participate effectively in their children's education and development. State contact information is available at <https://sites.ed.gov/idea/contacts/#state>.

- **Disclosure of Education Records**

Under FERPA, a school generally may not disclose PII from a student’s education records to a third party unless the student’s parent has provided prior written consent. However, there are a number of exceptions to FERPA’s general consent requirement, some of which are described below. Under these exceptions, schools are *permitted* to disclose PII from education records without consent, but they are not *required* to do so by FERPA.

### School Official

FERPA allows “school officials,” including teachers, within the school to obtain access to PII from education records without consent, provided that the school has determined the officials have a “legitimate educational interest” in the information. The school’s annual notification of rights under FERPA must specify the criteria for determining who constitutes a “school official” and what the school considers to be a “legitimate educational interest.” Typically, 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.

Also, under the “school officials” exception to the consent requirement, FERPA permits a school to disclose education records to contractors (e.g., software/application vendors, lawyers), consultants (e.g., nutritional or information technology consultants), volunteers (e.g., home room parent volunteers, field trip chaperones, student volunteers), or other third parties to whom the school has outsourced institutional services or functions, provided that the outside party:

1. Performs an institutional service or function for which the school would otherwise use employees;
2. Is under the direct control of the school with respect to the use and maintenance of education records;
3. Is subject to the requirements in FERPA that PII from education records may be used only for the purposes for which the disclosure was made, and which govern the redisclosure of PII from education records; and
4. Meets the criteria specified in the school’s annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records.

More information regarding the use of school volunteers and FERPA is available at <https://studentprivacy.ed.gov/training/school-volunteers-and-ferpa>.

### Seeks or Intends to Enroll

Another exception to FERPA’s general consent requirement permits a school to disclose PII from a student’s education records, without consent, to another school in which the student seeks or intends to enroll, or where the student is already enrolled, as long as the purpose of the disclosure is related to the student’s enrollment or transfer. A school that discloses education records under this exception must make a reasonable attempt to notify the parent of the disclosure, unless the disclosure is initiated by the parent, or the school’s annual notification of rights under FERPA includes a notice that it forwards education records to other schools that have requested the records and in which the student seeks or intends to enroll or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment or transfer. A school that discloses education records under this exception also must provide the parent,

upon request, a copy of the records that were disclosed or, upon request, an opportunity for a hearing to amend the records that were disclosed. Under this exception, a school has the discretion to disclose academic, disciplinary, or any other PII from the student's education records to the new school. Further, a parent does not, under FERPA, have the right to prevent a school from disclosing such PII from the student's education records, or from communicating information about a student more generally, to the school in which the student seeks or intends to enroll.

### Directory Information

FERPA also permits a school to disclose PII from a student's education records, without consent, when such information has been appropriately designated as "directory information" and the parent has not opted out of the disclosure of such designated information. The FERPA regulations define directory information as information in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, telephone number, email address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance (i.e., the period of time during which the student attends or attended the school), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent school attended. FERPA provides that a school may disclose, without consent, directory information if the school has given public notice to parents of the types of PII that it has designated as directory information and the process, including period of time, for parents to opt out of certain directory information disclosures. This notice is often included in the annual notification discussed below. For more information regarding directory information, visit <https://studentprivacy.ed.gov/training/b-cs-student-directory-information>.

### Dependent Student

FERPA provides ways in which a school may share education records on an eligible student with their parents. Schools may, but are not required to, disclose any and all education records to parents, without the consent of the eligible student, if the student is a "dependent student," as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax return, a school may disclose the student's education records to either parent, without the eligible student's consent.

This exception to FERPA's general consent rule also permits institutions of postsecondary education to share information with parents of students who are enrolled in both a high school and a college or university (dually enrolled). In this situation, the parents retain the rights over the student's education records maintained by the high school, if the student is under the age of 18 years, and the student retains the rights over the education records maintained by the college or university.

## Other Exceptions

Provided certain conditions are met that are not included in the summary below, other exceptions to FERPA's general consent requirement that would permit the disclosure of PII from education records include, but are not limited to, the following:

- To authorized representatives of, among others, State and local educational authorities, such as a State department of education, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs
- To a representative of a State or local child welfare agency or Tribal organization regarding a child in foster care
- To State and local officials or authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed
- To organizations conducting studies for, or on behalf of, the school for specified purposes including improving instruction
- To comply with a judicial order or a lawfully issued subpoena
- In connection with a health or safety emergency

## Annual Notification of FERPA Rights

Under FERPA, a school must annually notify parents of their rights under FERPA. There are separate annual notifications and other rights under IDEA. The FERPA annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of PII from the records (except in certain circumstances), and the right to file a complaint with SPPO regarding an alleged failure by a school to comply with FERPA. The notification must also inform parents of the school's criteria for the terms "school official" and "legitimate educational interest" in certain instances. A school is not required to notify parents individually, but rather is required to provide the notice by any means that are reasonably likely to inform parents of their rights. These means could include publication in a school activities calendar, newsletter, student handbook, or on a school's website.

## Complaints of Alleged Violations with FERPA

Parents who believe that their FERPA rights may have been violated may file a complaint with SPPO at <https://studentprivacy.ed.gov/file-a-complaint>. SPPO will review the complaint to ensure the complaint:

- Is filed, in writing, by a parent who maintains FERPA rights over the education records that are the subject of the complaint;
- Is submitted to SPPO within 180 days of the date of the alleged violation or of the date that the parent knew or reasonably should have known of the alleged violation; and
- Contains specific allegations of fact giving reasonable cause to believe that a violation of FERPA has occurred.

SPPO will then make a case-by-case determination to determine the best mechanism for resolving the underlying situation. Sometimes the action will be a formal investigation; for other complaints, consistent with the statute and applicable regulations, we will take other appropriate actions, such as acting as an intermediary or providing resolution assistance. More information regarding our complaint process is available at <https://studentprivacy.ed.gov/file-a-complaint>.

## Additional Information

For more information regarding FERPA and other student privacy issues, please visit our website at <https://studentprivacy.ed.gov>.

If you have questions about FERPA that are not addressed here, you may also submit a question through our website at <https://studentprivacy.ed.gov/contact> or write to SPPO for additional guidance at the following address:

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

## Attachment C

### *PALM BEACH SCHOOL FOR AUTISM*

POLICY NO. \_\_\_\_\_

#### *STUDENT TRANSPORTATION - TRIPS DURING SCHOOL DAY*

1. Purpose. The purpose of this policy is to address transportation regarding trips between the Palm Beach School for Autism (School) and off-campus sites as per Section 1006.22 (1)(b)(4), Florida Statutes. This policy does not address transportation between the student's residence and the School.

2. Definitions.

(a) "Vehicle" shall mean a vehicle owned by the School and designed to transport fewer than 10 students or a multifunction school activity bus, as defined in 49 CFR s. 571.3, if it is designed to transport more than 10 persons, as per Section 1006.22(b)(1), Florida Statutes.

(b) "Off-Campus Sites" shall mean any site that is not located at the School, and for which travel to the location is part of the student's program. Off-Campus Sites shall not mean a student's residence.

3. Policy.

(a) Transportation for Off-Campus Sites shall be administered to provide safe and efficient services at the lowest possible cost. Whenever practical, the School shall transport students on school buses. When the use of school buses is not practical, students shall be transported in Vehicles. All Vehicles shall be maintained in a safe operating condition.

(b) Students must be transported in designated seating positions and must use the occupant crash protection system provided by the manufacturer unless the student's physical condition prohibits such use. All students are expected to abide by the School's expectations for behavior. Students who fail to do so may lose transportation privileges.

(c) Vehicles may not be driven by students. Drivers of Vehicles must maintain a valid driver license and maintain an overall driving record which exemplifies careful driving habits and does not contain any disqualifying violations. Drivers must comply with any requirements of the School, including notifying the School of any violations against their driving records, which includes:

(1) All accidents or violations in which they are involved as the driver of a Vehicle; (2) All accidents or violations they receive as the driver of a non-School owned vehicle;

(3) Suspension or revocation of the driver's license.

(4) Any arrest or conviction for DUI. Any employee arrested for DUI will not drive any Vehicle or otherwise transport student pending the results of their case.

(d) Any employee who violates this policy, including making a false or misleading report regarding his/her driving record, shall be subject to disciplinary action, including possible termination.

4. Insurance and Liability Coverage.

(a) School shall maintain business automobile coverage with minimum policy limits of \$1 000,000.00 per occurrence and an aggregate limit of \$3,000,000.00. Coverage shall include liability for owned, non-owned and hired automobiles.

(b) The School shall meet all other terms and conditions regarding insurance and liability set forth in Section 8 of the charter contract between the School and the School Board of Palm Beach County, Florida dated June 1 , 2019.

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(b) A safe-school officer discharges his or her firearm in the exercise of the safe-school officer's duties, other than for training purposes.

(6) EXEMPTION. —Any information that would identify whether a particular individual has been appointed as a safe-school officer pursuant to this section held by a law enforcement agency, school district, or charter school is exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. This subsection is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2023, unless reviewed and saved from repeal through reenactment by the Legislature.

If a district school board, through its adopted policies, procedures, or actions, denies a charter school access to any safe-school officer options pursuant to this section, the school district must assign a school resource officer or school safety officer to the charter school. Under such circumstances, the charter school's share of the costs of the school resource officer or school safety officer may not exceed the safe school allocation funds provided to the charter school pursuant to s. 1011.62(12) ~~s. 1011.62(13)~~ and shall be retained by the school district.

Section 38. Subsection (1) of section 1006.22, Florida Statutes, is amended to read:

1006.22 Safety and health of students being transported. —Maximum regard for safety and adequate protection of health are primary requirements that must be observed by district school boards in routing buses, appointing drivers, and providing and operating equipment, in accordance with all requirements of law and rules of the State Board of Education in providing transportation pursuant to s. 1006.21:

(1)(a) District school boards shall use school buses, as defined in s. 1006.25, for all regular transportation. Regular transportation or regular use means transportation of students to and from school or school-related activities that are part of a scheduled series or sequence of events to the same location. "Students" means, for the purposes of this section, students enrolled in the public schools in prekindergarten disability programs and in

kindergarten through grade 12. District school boards may regularly use motor vehicles other than school buses only under the following conditions:

1. When the transportation is for physically handicapped or isolated students and the district school board has elected to provide for the transportation of the student through written or oral contracts or agreements.

2. When the transportation is a part of a comprehensive contract for a specialized educational program between a district school board and a service provider who provides instruction, transportation, and other services.

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CODING: Words stricken are deletions; words underlined are additions.

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3. When the transportation is provided through a public transit system.

4. When the transportation is for trips to and from school sites or agricultural education sites or for trips to and from agricultural education related events or competitions, but is not for customary transportation between a student's residence and such sites.

5. When the transportation is for trips to and from school sites to-allow transportation between a student's residence and such sites.

(b) When the transportation of students is provided, as authorized in this subsection, in a vehicle other than a school bus that is owned, operated, rented, contracted, or leased by a school district or charter school, the following provisions shall apply:

The vehicle must be designed to transport fewer than 10 students or be a multifunction school activity bus, as defined in 49 CFR s. 571.3, if it is designed to transport more than 10 persons. Students must be transported in designated seating positions and must use the occupant crash protection system provided by the manufacturer unless the student's physical condition prohibits such use.

2. An authorized vehicle may not be driven by a student on a public right-of-way. An authorized vehicle may be driven by a student on school or private property as part of the student's educational curriculum if no other student is in the vehicle.

3. The driver of an authorized vehicle transporting students must maintain a valid driver license and must comply with the requirements of the school district's locally adopted safe driver plan, which includes review of driving records for disqualifying violations.

4. The district school board or charter school must adopt a policy that addresses procedures and liability for trips under this paragraph, including a provision that school buses are to be used whenever practical and specifying consequences for violation of the policy.

Section 39. Subsection (3) is added to section 1006.27, Florida Statutes, to read:

1006.27 Pooling of school buses and related purchases by district school boards; transportation services contracts. —

(3) The Driving Choice Grant Program is created within the department to improve access to reliable and safe transportation for students participating in public educational school choices pursuant to s. 1002.20(6)(a) and to support innovative solutions that increase the efficiency of public school transportation.

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CODING: Words stricken are deletions; words underlined are additions.

## Attachment D

### PALM BEACH SCHOOL FOR AUTISM

POLICY NO. \_\_\_\_\_

#### COMPLAINTS REGARDING STUDENT HEALTH, SAFETY OR WELFARE

1. Purpose. The purpose of this policy is to provide a process for parents of an enrolled student at the Palm Beach School for Autism (School) to resolve disputes regarding a student's health, safety or welfare under Fla. Stat. § 1001.42(8)(c) (1) through (6), and to request appointment of a special magistrate if those concerns are unresolved.

2. Policy.

(a) Change in student services. The School's principal or designee shall notify a student's parent/guardian if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the School's ability to provide a safe and supportive learning environment for the student. Parents have a fundamental right of making decisions regarding the upbringing and control of their children. School personnel shall encourage a student to discuss issues relating to his or her well-being with his or her parent(s) or facilitate discussion of the issue with the parent. The School may not prohibit parents from accessing any of their student's education and health records created, maintained or used by the School.

(b) Parental involvement. The School shall not prohibit School personnel from notifying a parent/guardian about his or her student's mental, emotional or physical health or well-being, or a change in related services or monitoring, or that encourage or have the effect of encouraging a student to withhold from a parent such information. School personnel may not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being. This does not prohibit the School from permitting School personnel to withhold such information from a parent if a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect, as those terms are defined in Fla. Stat. § 39.01.

(c) Instruction in kindergarten through third grade. Classroom instruction by School personnel or third parties on sexual orientation or gender identity may not occur in kindergarten through grade 3 or in a manner that is not age-appropriate or developmentally appropriate for students in accordance with state standards.

(d) Student support services. Student support services training developed or provided by the School to its personnel must adhere to student services guidelines, standards, and frameworks established by the Florida Department of Education.

(e) Notification of health care services. At the beginning of the school year, the School shall notify parents of each health care service offered at the School and the option to withhold consent or decline any specific service. Parental consent to a health care service does not waive the parent's right to access his or her student's educational or health records or to be notified about a change in his or her student's services or monitoring.

(f) Health screening forms kindergarten through third grade. Before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade

3, the School shall provide the questionnaire or health screening form to the parent and obtain the permission of the parent.

3. Procedures for resolutions of concerns. Any complaints presented by a parent related to parental concerns regarding the School's implementation of the provisions of Fla. Stat. § 1001.42 (8)(c) (l) through (6) and this policy shall be addressed in the following manner:

(a) The parent shall send the School principal a written complaint. The parent's concern must be fully stated and delivered to the principal via hand delivery, U.S. Mail or email. Upon receipt of the written complaint the principal will review the concern and communicate with those involved. The principal may meet with the parent and appropriate School personnel in person or electronically.

Communications and/or meetings regarding the parent's concern shall occur as soon as possible, but no more than five (5) days after receipt of the notification. The School principal or designee shall send a written statement to the parent no more than two (2) days after the meeting and/or communication which reflects the School's response to the dispute or concern. For the purposes of this policy, "days" shall mean business days and exclude state, federal and School holidays.

(b) If the parent remains aggrieved after receiving the response from the principal or designee, the parent has the right to seek relief from the School District of Palm Beach County (District).

(c) Within thirty (30) days after notification by the parent that the concern remains unresolved, the District must either resolve the concern or provide a statement of the reasons for not resolving the concern. The School shall fully cooperate in the resolution procedures of the District and comply with the District's decision for resolution of the complaint.

(d) If the concern is not resolved by the District, a parent may pursue the remedies available under Fla. Stat. § 1001.42 (8)(c). A parent may request the Commissioner of Education to appoint a special magistrate. The parent shall use the Parental Request for Appointment of a Special Magistrate for Charter School Students, Form CSSM-1 6A-6.0791, which the School shall provide to the parent upon request. The special magistrate shall determine facts relating to the dispute over the School procedure or practice, consider information provided by the School and/or District, and render a recommended decision for resolution to the State Board of Education within 30 days after receipt of the request by the parent. The State Board of Education must approve or reject the recommended decision at its next regularly scheduled meeting that is more than 7 calendar days and no more than 30 days after the date the recommended decision is transmitted.

(e) All costs the District incurs for reviewing and responding to a complaint lodged by a parent of a student enrolled in the School under this policy and Florida Board of Education Rule 6A6.0791 is a service provided by the District to the School. Contracts for such services are limited to the District's actual costs, unless mutually agreed to by the District and the School.

(f) The School's Executive Director shall be responsible for responding the inquiries by the Florida Department of Education regarding a request for appointment of a special magistrate and shall notify the Department of the Executive Director's name and email address.

4. Annual notice. The School shall notify parents of this policy on an annual basis.

## Attachment E

# FLORIDA DEPARTMENT OF EDUCATION

## *PARENTAL REQUEST FOR APPOINTMENT OF A SPECIAL MAGISTRATE*

### FOR CHARTER SCHOOL STUDENTS

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This form must be completed to request that the Commissioner of Education appoint a Special Magistrate to recommend resolution of certain disputes a parent or guardian has with their child's charter school.

What is a Special Magistrate? A special magistrate is a member of the Florida Bar in good standing and who has at least 5 years of experience in administrative law. A hearing before the Special Magistrate provides a parent or guardian with the opportunity to demonstrate a violation of certain rights or procedures of the charter school and where the school and the school district are given the opportunity to support the charter school's action. After a hearing, the Special Magistrate will provide a written decision that operates as a recommendation for consideration by the State Board of Education.

A hearing before a Special Magistrate is an alternative to filing an action in court for relief.

Who can request the appointment of a Special Magistrate? The request can only be made by a parent or guardian of a student at the charter school that is the subject of the dispute.

When can a request be made? A request can be made only after a parent or guardian has sought to resolve the dispute with the charter school and school district based upon the procedures adopted by the charter school and the school district where the student is enrolled.

Each charter school must adopt procedures for a parent or guardian to seek resolution of certain disputes with a school principal or his designee and then, if the dispute remains unresolved, the school district must provide an additional method to attempt to resolve the dispute at the district level. If the dispute is not resolved, a school district must provide a parent or guardian a statement of the reasons for not resolving the dispute. These procedures will vary from school to school and from district to district; however, the procedures must be carefully followed before requesting the appointment of a Special Magistrate.

What types of disputes can be considered by a Special Magistrate? A Special Magistrate is available for some, but not all kinds of disputes. The types of disputes a Special Magistrate can consider are listed below on page 2 of this form under "Classify the Nature of Your Dispute."

- A Special Magistrate is not available to resolve disputes alleging a violation of the educational rights of a student with a disability under the Individuals with Disabilities Education Act (IDEA 2004) and corresponding state requirements. Please see Rule 6A-6.0331 1, Fla. Admin. Code, for the process to resolve these types of disputes.

A special magistrate will not be appointed for a number of other reasons, such as resolution of the dispute, a change in circumstances, the failure to complete charter school and school district procedures for resolution, or the inability to provide the relief sought.

How will notice be provided whether a special magistrate has been appointed? The Department will provide a parent or guardian and the school district written notice once a decision has been made.

Name of Parent or Guardian: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Grade Level When Dispute Occurred: \_\_\_\_\_

School \_\_\_\_\_ District: \_\_\_\_\_  
School: \_\_\_\_\_

Parent or Guardian Contact Information: \_\_\_\_\_

\_\_\_\_\_  
(Email Address)

Mailing Address: \_\_\_\_\_  
(Street)

### CLASSIFY THE NATURE OF YOUR DISPUTE

Check which of the following school district requirements your dispute concerns:

In accordance with the rights of parents enumerated in ss. 1002.20 and 1014.04, F.S., the school district must adopt procedures for notifying a student's parent if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student. The procedures must reinforce the fundamental right of parents to make decisions regarding the upbringing and control of their children by requiring school district personnel to encourage a student to discuss issues relating to the student's well-being with his or her parent or to facilitate discussion of the issue with the parent. The procedures may not prohibit parents from accessing any of their student's educational and health records created, maintained, or used by the school district, as required by s. 1001.22(2), F.S.

A school district may not adopt procedures or student support forms that prohibit school district personnel from notifying a parent about his or her student's mental, emotional, or physical health or well-being, or a change in related services or monitoring, or that encourage or have the effect of encouraging a student to withhold from a parent such information. School district personnel may not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being. This requirement does not prohibit a school district from adopting procedures that permit school personnel to withhold information from a parent if a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect as defined in s. 39.01, F.S.

Classroom instruction by school personnel or third parties on sexual orientation or gender identity may not occur in kindergarten through grade 3 or in a manner that is not age appropriate or developmentally appropriate for students in accordance with state standards.

Student support services training developed or provided by a school district to school district personnel must adhere to student services guidelines, standards, and frameworks established by the Department of Education.

At the beginning of the school year, the school district must notify parents of each healthcare service offered at their student's school and the option to-withhold-consent or-decline-any specific-service: +parental-consent service does not waive the parent's right to access his or her student's educational health records or to be notified about a change in his or her student's services or monitoring.

Before administering a well-being questionnaire or health screening form to a student in kindergarten through grade 3, the school district must provide the questionnaire or health screening form to the parent and obtain the permission of the parent.



## RESOLUTION

Yes No C] As the parent or guardian, I have attempted to resolve the dispute with the charter school and the school district by utilizing all of the procedures adopted by the school and the school district to resolve the dispute or concern. Please attach the responses received from the school and school district, and attach the district's Statement of Reasons for Not Resolving the Dispute or Concern.

\_\_\_\_\_ Date School Principal Responded to Dispute or Concern (Please attach response)

\_\_\_\_\_ Date School District Responded to Dispute or Concern (Please attach response)

\_\_\_\_\_ Date School District Provided a Statement of Reasons for not Resolving the Dispute or Concern  
(Please attach response)

Describe the Resolution Requested from the School and School District:

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Describe the Resolution You Would Like the Special Magistrate and the State Board of Education to Provide to Resolve the Dispute:

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## ACKNOWLEDGEMENT

I understand that the hearing before the Special Magistrate and the State Board of Education is open to the public and that records relevant to the dispute may be disclosed to the public.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

### HOW TO SUBMIT THIS FORM TO THE DEPARTMENT OF EDUCATION:

The completed form along with required documentation must be sent via email to the following address:

[SpecialMagistrate@fldoe.org](mailto:SpecialMagistrate@fldoe.org)

or by U.S. mail to:

Florida Department of Education 325  
West Gaines Street, Suite 224  
Tallahassee, FL 32399

**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 Lekol Rejyon Palm Beach se yon  
Enstitisyon ki bay travay ak menm opotinite 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 or Treasure Coast 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

## **POLICY ON SCHOOL SAFETY**

**Adopted and Effective:** Sept. 25, 2025

This is the School Safety Policy of Palm Beach School for Autism, Inc. (the "School"). This policy is intended to comply with the requirements of the Marjory Stoneman Douglas High School Public Safety Act (as amended), Rule 6A-1.0018, Florida Administrative Code, Rule 6A-1.0017 Florida Administrative Code, and other relevant laws. This policy shall be considered confidential and exempt from disclosure under the Public Records Act, pursuant to Section 119.071(3), Florida Statutes.

### **School Hardening**

The School shall comply with the school safety requirements set forth in Section 1006.07 F.S. and Rule 6A-1.0018 F.A.C. including, but not limited to compliance with access point and exclusive zone requirements. If a gate or door is left unlocked in the nonexclusive zone, as defined by Rule 6A-1.0018, F.A.C., it must be actively supervised. Further, the School will comply with all inspection and reporting requirements. All classrooms will have shelter in place areas clearly marked, and all students will be notified of such spaces within the first 10 days of school.

### **School Safety Specialist**

The Principal shall either serve as or designate a staff member to serve as the School Safety Specialist for the school. The identity of this person should be reported annually to the Governing Board. The School Safety Specialist is required to attend trainings regarding school safety procedures from the district and state. The individual shall also serve as a member of the Threat Assessment Team and shall be the point of contact for the School District School Safety Specialist.

### **Emergency Procedures (Active Assailant Response Plan)**

The School has adopted Emergency Procedures which are incorporated by reference in Exhibit A. All School personnel must be trained annually on the protocols set forth in the Emergency Procedures no later than October 1 of each year.

### **Safe School Plan**

The School currently submits a Safe School Plan (otherwise known as Crisis Response Plan) annually to the School District.

### **Threat Management**

The School will utilize the Florida Harm Prevention and Threat Management Manual, as it may be amended from time to time, for the School Based Threat Management Team (SBTMT). This policy should be referenced for all questions related to composition of the SBTMT, training for

SBTMT members, recordkeeping, and procedures for conducting threat assessments and providing ongoing monitoring for identified threats.

### **Parent Notification and Access to Information**

Parents of charter school students have a right to the timely notification of threats, unlawful acts, and significant emergencies. If there is a threat to the health and safety of students and faculty on school grounds, during school transportation, or during school-sponsored activities, the Principal, or a designee, will provide parents with timely notification of the incident. In the case of an imminent threat of harm to students, including an active assailant incident or hostage situation, notification to parents must be made as soon as practicable. Such notification should be made in consultation with local law enforcement and first responders in order to avoid compromising the safety of students and the efficacy of the emergency response and investigation.

The extent of the information provided in the notice will depend on the individual circumstances of the event. In determining the content of notifications to parents, school personnel must consider including specific information about the threat or incident necessary to inform parents and safeguard the community as determined by the threat assessment team or the Principal. Such information may include the date and time of the incident, the location and nature of the threat or incident, how and whether the threat or incident was resolved, a description of the suspect (where applicable), crime prevention and safety tips, and crime and threat reporting information. Notifications must be made in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. s. 1232g, 34 C.F.R. Part 99, and Section 1002.22, F.S.

Examples of unlawful acts and significant emergencies requiring notification to parents, include, but are not limited to:

- Fires
- Natural emergencies, including hurricanes, tornadoes, and severe storms
- Active assailant and hostage situations
- Bomb threats
- Weapons possession or use when there is intended harm toward another person
- Murder, homicide, or manslaughter
- Sex offenses, including rape, sexual assault, or sexual misconduct with a student by school personnel
- Exposure as a result of a manmade emergency
- Specific and articulable threats of harm against an individual or individuals
- Other significant events

**Reunification.**

Employees must follow the reunification procedures set forth in the Emergency Procedures.

**SESIR**

School Environmental Safety Incident Reporting (SESIR) will be implemented with fidelity throughout the school year in accordance with Rule 6A-1.0017, Florida Administrative Code. SESIR incidents that require a SESIR report pursuant to the rule will immediately be reported to the School Resource Officer or to another Law Enforcement Officer. The Principal or designee will be responsible for reporting each SESIR incident and will undergo the required SESIR reporting training. Pursuant to Section 1002.33(9)(r)2., Florida Statutes, parents of charter school students have a right to access school safety and discipline incidents as reported through SESIR.

**Involvement of Law Enforcement**

In the event of an imminent threat or actual occurrence of harm to any persons in the school community, the Principal or their designee, will immediately contact law enforcement and notify them of the incident. The administration will also consult with law enforcement for all Level I and Level II SESIR offenses, as identified in Rule 6A-1.0017, Florida Administrative Code. This is not intended to limit the authority of school personnel to involve law enforcement in any matter relating to a suspected or actual violation of the law or in any other circumstance warranting the involvement of law enforcement.

**Safe-School Officer**

The school shall comply with Section 1006.12, Florida Statutes, and ensure that a safe-school officer is present on campus during the school day when the campus is open for instruction. The School may adopt a separate Guardian Policy which addresses the requirements for Guardians.

**FortifyFL**

The School will adequately promote the use of FortifyFL, the mobile suspicious activity reporting tool operated by the State of Florida. The Principal or designee will ensure that there is a link on the school's website, at least two newsletters per year will make reference to the service, and posters will be made available on the community bulletin board. In addition, the application will be installed on all mobile devices issued to students, and the site will be bookmarked on all computer devices issued to students. The Board will designate one or more persons who are authorized to receive tips through FortifyFL and ensure that accurate and up-to-date contact information is timely maintained in the FortifyFL database.

**Mobile Panic Alert System**

The Principal or their designee shall annually review options for a mobile panic alert system and ensure that the system is installed, and that appropriate staff members are trained on the use of the system. The Principal or their designee, will work with emergency services to ensure the system is set up and operating appropriately. The mobile panic alert system will meet the requirements set forth in Section 1006.07(4)(c), Florida Statutes. The mobile panic alert systems

must include mobile devices placed throughout the school campus. In determining the number and placement of devices needed to afford all staff members the ability to silently and easily activate the panic alert in the event of an on-campus emergency, the school must consider using a combination of fixed panic alert buttons, mobile and desktop applications, landline phone capabilities, and wearable panic alerts (such as on a lanyard).

### **Florida Safe Schools Assessment Tool (FSSAT)**

In order for the School District School Safety Specialist to complete the school security risk assessment at the school, school personnel will cooperate with the School Safety Specialist's requests for information and access. The Board and administration must ensure that any information needed for required reporting of safety information within FSSAT is timely provided to the School District according to their policies, as necessary. The school will also cooperate with the School District School Safety Specialist in allowing first responders and public safety agencies to tour the campus every three years to provide recommendations related to school safety.

### **Emergency Drills**

The School Safety Plan will clearly document the procedures and details for drills and emergency evacuations. All students and staff members shall be made aware of the plan. Maps highlighting the escape routes for fire drills will be posted in all school rooms and provided to students and staff if requested.

- **Requirements for Drills.** All persons on the campus during an emergency or fire drill must participate in the drill. During emergency drills, fire drills, and during actual emergencies, the School's staff will use plain language to communicate the nature of the emergency and instructions to students and staff. Plain language means communication that can be understood by the intended audience, which is free of coded language, jargon, and acronyms, and meets the purpose of the communicator. The School will vary the conditions of emergency drills and fire drills. Drills must be held at both expected and unexpected times and under varying conditions that require school staff, students, and building occupants to take protective actions based on the specific circumstances of the simulated incident. The time of day in which emergency drills and fire drills are held must be varied. In setting the drill schedule, the School's administration must consider drills beginning at nonstandard times, such as within an hour of the start of the school day, during lunch, when students are between classes, or within an hour of the end of the school day. Emergency drills and fire drills must test all applicable functions included in the threat scenario, such as panic buttons, AEDs, participant movement (lockdown, shelter-in-place, or evacuation), simulated communications with first responders, notification to parents, and appropriate protective actions, such as turning off lights, and covering windows. Emergency drills and fire drills must be conducted in accordance with developmentally appropriate and age-appropriate procedures.
- **Frequency:** Fire drills must be completed monthly or as often as otherwise required under Florida's Fire Prevention Code. The School will conduct six (6) emergency drills

every school year that are nonconcurrent with fire drills. One (1) emergency drill must take place within the first ten (10) days of the beginning of the school year, and the remaining drills must take place at least once every nine (9) week reporting period. Four (4) of the six (6) emergency drills must address active threats. The remaining two (2) drills must address other emergency events, such as severe weather, natural disasters, hazardous materials, or reunification. Law enforcement officers must be physically present on each school campus and directly involved in the execution of active assailant emergency drills, unless their presence is determined to be unnecessary by the sheriff.

- **After Action Reports:** An after-action report must be completed following each emergency drill and fire drill. After-action reports must identify the type of drill, location and date of the drill, participants, and involvement of law enforcement or other public safety agencies. In addition, the after-action report must describe actions taken by participants, must analyze areas of success and areas where improvement is needed, and include input from public safety agencies and a plan for corrective action. After-action reports must be submitted to the School District's School Safety Specialist for review fifteen (15) calendar days following drill completion, or as otherwise required by the School District.
- **Substitute Teachers.** Prior to beginning their first day of substitute teaching at the School, substitute teachers will be provided with all school safety protocols and policies.

**Plan for Urgent Life-Saving Emergencies ("PULSE").** The School will develop a plan following evidence-based core elements including but not limited to establishing a life-threatening medical emergencies response team, protocols and procedures for activating the team in response to a suspected emergency, implementing automated external defibrillator (AED) placement and routine maintenance, disseminating and communicating the plan throughout the school, maintaining ongoing and appropriate staff training, coordinating and practicing emergency drills, and integrating local emergency medical services (EMS) with the plan. The PULSE plan will include maintaining AED maintenance logs, scheduling annual CPR/AED and Stop the Bleed training for staff, and establishing clear protocols for integration with local EMS. The plan will be distributed to all staff and incorporated into annual safety drills.

#### **Hurricane Closures**

The organization will follow the same emergency closures as the School District. Parents should monitor local news outlets during inclement weather. If the public schools are closed, the school will also be closed. In the event that multiple closures occur, and time must be made up, school days will be added according to the adopted amended school calendar by the school's governing board.

**Submission of Documents to District**

All relevant forms and documents may be found in the Emergency Binder at the front desk. The School will timely submit all required documentation related to school safety, including, but not limited to, the following to the School District:

1. FSSAT plan submitted annually to state
2. Annual Safe School Plan for Evacuations provided to the School District, by submitting in Charter Links, by prescribed due date
3. Annual Student Crime Watch Program- FortifyFL 1006.07(3) F.S. and comply with posting requirements, 943.03, provided to the School District.
4. First Responder/ Law Enforcement Agency Tour of school site 1006.07 (6)(a)(4) F.S provided to the School District
5. Annually schedule and conduct periodic testing of Communications Systems 1006.07 (4)(c) F.S. Submit Communication Test to the School District.
6. Annual Weapon Use, Hostage, and Active Assailant Situation Training each year with local Law Enforcement. 1006.07 (4)(b)(1) F.S. Submit Attendance Verification Form.

**Violation**

Staff members who knowingly violate this safety policy, or any other law, rule, or policy regarding school safety, including section one of this Policy, shall be subject to the progressive discipline policy.

**Board Secretary Certificate**

I hereby certify that the foregoing Policy on School Safety was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on

\_\_\_\_\_.

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Printed Name

**EXHIBIT A**  
**Emergency Procedures**

*[attachment follows]*

**EXHIBIT B**  
**Safe School Plan**

*[attachment follows]*

**EXHIBIT C**

**Behavioral Threat Assessment Policies and Best Practices**

*[attachment follows]*

**EXHIBIT D**  
**Guardian Policy**

*[attachment follows]*

**EXHIBIT E.**

**PULSE**

*[attachment follows]*

## POLICY ON PROTECTION OF STUDENT INFORMATION

Adopted and Effective: Sept. 25, 2025

This is the Policy on Protection of Student Information of Palm Beach School for Autism, Inc. (the "School"). This policy is implemented to comply with the requirements of Rules 6A-1.0955(9) and 6A-1.09550 Florida Administrative Code, the Family Educational Rights and Privacy Act ("FERPA"), the Children's Online Privacy Protection Act ("COPPA") and other applicable laws.

### **1. Definitions.**

- a. "Applicable Laws" means FERPA, COPPA, 15 U.S.C. §§ 6501-6506, Section 1002.22, applicable Florida Statutes, and all applicable implementing regulations.
- b. "Education records" means records that are directly related to a student and that are maintained by the School as defined in 20 U.S.C. s. 1232g(a)(4).
- c. "Eligible student" means a student who has reached eighteen (18) years of age.
- d. "Institution" means any public school, center, or other entity that is part of Florida's education system under Sections 1000.04(2), (4), and (5), F.S.
- e. "Online educational service" means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function. Examples include online services that students or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that students or parents may use in their personal capacity nor to online services that the School may use to which students or parents do not have access, such as a student information system.
- f. "Parent" includes parents or guardians of students who are, or have been, in attendance at the School.
- g. "Personally identifiable information" or "PII" means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

- h. "Student" means any individual who is or has been in attendance at the School and regarding whom the School maintains education records.
- i. "Third-party vendor" or "Third-party service provider" means any entity, whether public or private, that provides services to the School through a contract or agreement. The term does not include the Florida Department of Education, the Department's contractors and subcontractors, or School Boards and School Districts.
- j. "Therapeutic treatment plan" means a plan that identifies the mental health diagnosis, or condition, the therapy or intervention goal(s), the type of school-based mental health intervention, and the school-based mental health services provider responsible for providing the mental health intervention or therapy.
- k. "Therapy progress notes" means notes maintained by a school-based mental health services provider that summarize the focus and progress toward treatment goals(s) of each therapy or intervention session.

#### ARTICLE I. EDUCATION RECORDS

2. **Records Classification.** Information contained in education records must be classified and retained as provided in Appendix A.

3. **Record Storage.** Category A records are stored [Insert]. Category B records are stored [insert]. The Principal is responsible for all records.

4. **Consent for Disclosure.** The School may disclose PII without consent only as permitted by law, including to school officials with legitimate educational interests, to another school or school system in which the student seeks or intends to enroll, to state and federal education authorities for audit or evaluation, in connection with financial aid, pursuant to a judicial order or lawfully issued subpoena with required notice, to appropriate parties in a health and safety emergency, to organizations conducting certain studies, to accrediting organizations, and to the juvenile justice system as authorized by state law. Prior to any nonconsensual disclosure, the record custodian will verify the legal basis and document the rationale. A consent form is attached hereto as Exhibit C.

5. **Directory Information.** The School may designate certain categories of information as directory information, for example student name, grade level, participation in officially recognized activities and sports, height and weight of athletes, honors and awards, and photograph. Prior to disclosure of directory information, the School will publish the categories designated and provide a reasonable period for parents or eligible students to opt out of disclosure.

Directory information will not be disclosed if an opt-out is on file, if the disclosure would be harmful or an unwarranted invasion of privacy, or if prohibited by law or court order.

6. **Record Challenges.** Parents or eligible students may request amendment of information they believe is inaccurate, misleading, or a violation of privacy. The Principal or records custodian will decide the request within a reasonable time and, if denied, will inform the

requester of the right to a hearing. The School will provide a prompt hearing before an official who does not have a direct interest in the outcome. The requester may present evidence and be represented. If the decision after the hearing is to deny the requested amendment, the parent or eligible student may place a written statement of disagreement in the education record, which will be maintained with the contested record and disclosed with it.

**7. Record Retention.** The School shall retain records in accordance with the General Records Schedule for Educational Agencies as provided in Appendix B.

**8. Waiver.** Parents may choose to waive access to confidential letters and statements; however, Parents may not be required to make such waiver pursuant to FERPA and §1002.22(2) F.S.

**9. Cost of Copies.** If copies of records are requested, the School may impose the following fees:

- Up to 15 cents per one-sided copy for duplicated copies of not more than 14 inches by 8 1/2 inches;
- No more than an additional 5 cents for each two-sided copy; and
- For all other copies, the actual cost of duplication of the public record.

**10. Inspection of Records.** Upon request, Parents and Guardians shall be permitted to inspect the Education Records, as such records are defined herein. Parents and Guardians wishing to inspect the Education Records of their child must make a written request to the School Principal. The School Principal shall respond to such request within a reasonable amount of time, but in no case more than 30 calendar days after the receipt of the request. The School will maintain with each student's record a log of requests for access and disclosures of PII, whether granted or denied, except for disclosures to the parent or eligible student, disclosures of directory information, and disclosures to school officials with legitimate educational interests. The log will include the date, the party requesting or receiving the information, the purpose, the records disclosed, and the legal authority or consent used.

**11. Maintenance, Security, and Retention of Records.**

- **Custodianship.** The Principal, or designee, is the custodian for school-level records. The superintendent, or designee, is the custodian for School-level records not maintained by a principal.
- **Inventory of Records.** The School will maintain a current list of the types and locations of education records and the titles and addresses of officials responsible for those records. See Appendix A.
- **Security Controls.** The School will implement administrative, technical, and physical safeguards appropriate to the sensitivity of the records, including access

controls, unique user IDs, least-privilege authorization, password standards, encryption in transit and at rest where feasible, secure printing, locked storage, device management, and secure destruction.

- **Data Classification and Handling.** Records will be classified by sensitivity. PII is confidential and requires heightened protection, restricted transmission, and secure storage.
- **Retention and Purging.** Records will be retained in accordance with state records schedules. Information that is inaccurate, misleading, or no longer useful will be reviewed periodically and eliminated consistent with law and the applicable retention schedule. See Appendix B for retention references.
- **Physical Records.** Paper records must be stored in locked rooms or cabinets with controlled access. Keys must be inventoried.
- **Electronic Systems.** Student information systems will maintain audit logs, timeouts, and session controls. Portable media use must be minimized, encrypted, and tracked.
- **Party Systems.** Vendors that process or store education records must sign written agreements requiring compliance with this policy and applicable law, including breach notification, data minimization, use limitations, and secure return or destruction at contract end.
- **Technology and Communication Safeguards.** Emailing PII must be minimized. When necessary, School-approved secure methods must be used, including encryption and secure file transfer. Staff may not store PII on personal devices, at home, or in vehicles. School-issued devices must have device encryption enabled, up-to-date security patches, and remote wipe capability. Use of cloud services for education records requires prior approval and a vetted data-sharing agreement. Paper and electronic records must be disposed of securely using cross-cut shredding or certified media destruction.

**12. Threat Management.** All reports of concerning behavior, concerning communications, or threats documented using the Florida Harm Prevention and Threat Management Instrument prescribed by Rule 6A-1.0019, F.A.C., are Category A records and must be permanently maintained in the Florida School Safety and Threat Management Portal. Threat management records include all corresponding documentation and any additional information required by the Florida Model for Harm Prevention and Threat Management related to the reporting, evaluation, intervention, and management of threat assessment evaluations and intervention services.

**13. Notice.** Annually, the School shall provide parents and guardians with a notice describing their rights as defined in Section 1002.22(2), F.S., and FERPA. Such notice shall be translated on request. A sample notice is attached hereto as Appendix D.

## ARTICLE II. ONLINE INFORMATION

**14. Personally Identifiable Information.** This policy is intended to protect the personally identifiable information (“PII”) of students when students are required to use online educational services, including to provide protections against potential misuse of PII, data mining, or targeting for marketing and other commercial purposes.

**15. Review of Online Educational Services.** All online educational services that students or their parents are required to use as part of school activities must be reviewed and approved as described herein, regardless of whether the online educational service is free, whether use of the online educational service is unique to specific classes and courses, or whether there is a written agreement governing student use. The Principal or their designee must review each online educational service’s terms of service and privacy policy to ensure compliance with state and federal privacy laws, including the Applicable Laws, and the requirements set forth in this policy. The Principal or designee must determine whether the online educational service provider will collect PII, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any. Under no circumstances may an online educational service be used if such a service will share or sell student PII for commercial purposes, including but not limited to targeted advertising, without providing parents a means to either consent or disapprove.

**16. Approval of Online Educational Service.** If a teacher or other employee at the School intends to utilize an online educational service as part of a school activity, they must first submit a request to the Principal or their designee for review and approval. No online educational service may be utilized for any school activity unless it has been reviewed and approved. Following the review described above, the Principal or their designee must approve or deny the use of the online educational service. The Principal or designee reserves the right to deny the use of any online educational service for any reason, including if the online educational service is determined to have policies or practices that could lead to the misuse of student PII or violate the Applicable Laws. The Principal or designee may also approve the use of an online educational service subject to parental consent, as described in more detail below. The Principal or designee will maintain documentation related to the approval or denial of all online educational services. Nothing herein is intended to supersede the authority of the Governing Board to approve the use of an online educational service to the extent such approval is required by any other policy of the School.

**17. Contracts and Agreements.** All contracts or agreements executed by or on behalf of the School with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. Any agreement that provides for the disclosure or use of student PII must:

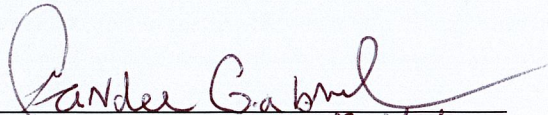
- a. Require compliance with FERPA, its implementing regulations, and Section 1002.22, F.S.
- b. Where applicable, require compliance with COPPA, 15 U.S.C. ss. 6501-6506, and its implementing regulations.
- c. Where applicable, require vendors to ensure compliance with the Student Online Personal Information Protection Act, Section 1006.1494, F.S.
- d. Ensure that only the PII necessary for the service being provided will be disclosed to the third party; and
- e. Prohibit disclosure or re-disclosure of student PII unless the disclosure is authorized by FERPA; The disclosure is authorized by the school's directory information policy; The disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the PII would be disclosed to, how it would be used, and whether re-disclosure is permitted.

**18. Parental Notification and Consent.** Parents must be notified in writing if student PII will be collected by an online educational service, including what PII will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any. This notification should be sent to parents at the beginning of the school year, or prior to students utilizing the online educational service if it is implemented after the start of the school year. If during the review process or at any time thereafter it is determined that an online educational service will share or sell student PII for commercial purposes, school personnel shall be strictly prohibited from allowing students to utilize the online educational service in any school activity without having first obtained written parental consent.

**19. Notification.** For any online educational service that a student is required to use, the School will provide notice on its website of PII information that may be collected, how it will be used, when it will be destroyed, and the terms of re-disclosure, if any. This notice will also include a link to the online educational service's terms of service and privacy policy, if publicly available. For online educational services that students and parents are referred to as part of a school activity or function, but are not required to use the School must provide notice to parents and eligible students if such online services have not been reviewed and approved in accordance

**Board Secretary Certificate**

I hereby certify that the foregoing Policy on Protection of Student Information was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on Sept 25, 2025.

  
 Board Secretary ~~Board Secretary~~ *Board President*  
Randee Gabriel  
 Printed Name

## APPENDIX A.

**Category A:** Information for each student which must be kept current while the student is enrolled and retained permanently in the manner prescribed by Section 1001.52(2), F.S.

The following information must be maintained for Category A student records:

- (a) Student's full legal name,
- (b) Authenticated birthdate, place of birth, race, ethnicity and sex,
- (c) Last known address of the student,
- (d) Names of the student's parent(s) or guardian(s),
- (e) Name and location of last school attended,
- (f) Number of days present and absent, date enrolled and date withdrawn,
- (g) Courses taken and record of achievement, such as grades, units, or certification of competence,
- (h) Date of graduation or date of program completion, and
- (i) Records of requests for access to and disclosure of personally identifiable information from the education records of the student as required by FERPA, and
- (j) Threat management records).

**Category B:** Information which is subject to periodic review and elimination when the information is no longer useful in the manner prescribed by Section 1001.52(3), F.S.

The following information must be maintained for Category B student records:

- (a) Health information and health care plans,
- (b) Family background data,
- (c) Standardized test scores,
- (d) Educational and career plans,
- (e) Honors and activities,
- (f) Work experience reports,
- (g) Teacher comments,
- (h) Reports of student services or exceptional student staffing committees including all information required by Section 1001.42(13), F.S.,
- (i) Discipline records,
- (j) School Environmental Safety Incident Reports (SESIR) collected under Section 1006.07(9), F.S.,
- (k) Academic and behavioral intervention services,
- (l) Psychological evaluations,
- (m) Therapeutic treatment plans and therapy progress notes,
- (n) Correspondence from community agencies or private professionals,
- (o) Driver education certificate,
- (p) List of schools attended,

- (q) Written agreements of corrections, deletions or expunctions as a result of meetings or hearings to amend educational records, and
- (r) Records designated for retention by the Florida Department of State in General Records Schedule GS7 for *Public Schools Pre-K – 12, Adult and Vocational/Technical*.

## **APPENDIX B.**

Please find a link for the appropriate record retention schedule [here](#).

APPENDIX C.

**CONSENT TO RELEASE STUDENT INFORMATION**

**UNDER PROVISIONS OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

**(FERPA)**

I, \_\_\_\_\_, hereby authorize [LEGAL ENTITY] (the "School"), as well as their employees and representatives to release the School's records of my [son/daughter], \_\_\_(Student Name)\_\_\_, to [ENTER HERE].

The records that may be disclosed shall be limited [DESCRIBE RECORDS]. I also authorize the release of any such information that may be classified as student health records protected under HIPAA Privacy Rule.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF [INSERT]

Sworn to or affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by \_\_\_\_\_, who is personal known to me or provided the following identification: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Commission No:

## APPENDIX D.

### USDOE Model Notification of Rights under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records 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 their child's or their education record should write the school principal [or appropriate school official], 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or

consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve 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 typically 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 or 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 school will make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the

FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal

law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))