Able Academics

Parent Handbook

2026 - 2027

ABLE ACADEMICS

ADDRESS: **Cocoa:** 1865 Friday Rd. Cocoa, FL 32926
Port Orange: 751 Dunlawton Ave. Port Orange, FL 32127

WEB PAGE: www.ableacademics.com

Notice of Non-Discrimination: Able Academics does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, or expression, marital status, genetic information, ancestry, veteran status or any other basis protected by law in any of its programs, activities and employment practices and provided equal access to the Scouting America and other designated youth groups. The following person has been designated to handle inquiries about non-discrimination policies,

Monique Torgerson, Ed. D. mtodd@ableacademics.com

PURPOSE OF THIS HANDBOOK

The parent/guardian must read this handbook and agree to abide and support all of the written policies of Able Academics.

MISSION STATEMENT

Able Academics provides children with an education that is built on the foundation of community and collaboration. Through cooperation and concerted efforts from parents, fellow students, and community members, our students will be prepared for the world of tomorrow. In addition to educational services, students receive Applied Behavior Analysis (ABA) services to help them develop their social skills, teach self-regulation strategies, and prepare them to transition to a general education setting. We are a year round program in order to provide consistency and evaluate regression to help our students succeed.

SCHOOL HOURS

Monday, Tuesday, Wednesday, Thursday, and Friday
Student Hours: Monday-Thursday 8:00 am - 4:00 pm; Friday 8:00 am- 3:30 pm

EARLY PICK UP

If a student is to be picked up by anyone other than the parent or designated driver, those arrangements must be made in writing, in advance. No student will be released to a person not on his or her designated list without prior written permission. There are no exceptions.

All students must be signed in and out every day.

SCHOOL BREAKS

As a private school, Able Academics does not follow the County Public School calendar. We do strive to match it when possible. However, we ask that parents be mindful of our year-round schedule and utilize our breaks for family activities. Please be aware of Able's attendance policies as missing school for other opportunities may jeopardize student placement.

ADMISSION PROCEDURES:

1. Upon receipt of the completed application, the Administration will log the application in as to date and time. If a person requires any information, the Administration shall discuss admission procedures, school programs, and a tour of the school's facilities.

2. Upon receipt of completed application, parents will be contacted to schedule an evaluation by a BCBA to ensure the student can work within our model.

3. Fees/ Educational Tuition: Below is Able Academics' Fee Schedule:
   Student to Teacher Ratio as determined by the student's behavior assessment.
   1:10 $10,000
   1:5 $12,500
   1:3 $15,000
   1:1 $25,000

   Registration $100

   If a student's scholarship amount does not meet the tuition ratio, Able Academics may choose to waive the remainder of the tuition cost only after the entire scholarship amount has been exhausted. Parents may request this waiver by completing the waiver form.

4. If all classes are full the child will be placed on the waiting list. The registrar will notify the Parent/Guardian as soon as a seat becomes available.

ADMISSION REQUIREMENTS *:*

What do I need to bring to register my child?

A. Verification of age
   Transcript of child's birth (Birth Certificate)
B. Proof of immunizations on a Form 680, which can be obtained from your physician or at the Department of Health, or an Immunization Exemption on a Form 681
   HRS 680 form for MMR (mumps, measles, and rubella), DPT (diphtheria, pertussis, and tetanus), and OPU (polio).
C. Proof of physical examination within the last year. If documentation cannot be provided, a physical examination must be scheduled within 30 days. D. Academic History
   1. Last report card
   2. Transcript
   3. Withdrawal Form

D. Copy of student's ASD diagnosis
E. Copy of the student's most recent Psych Evaluation
F. Copy of student's current Health Insurance Card
G. Prescription from student's pediatrician with ASD Diagnosis ,requesting ABA therapy with codes

When should I register my child for school?

Able Academics may allow students to enroll mid-year if there is space available. Previous school records or report cards help staff place students. Able Academics does not discriminate based on race, sex, religion, or ethnic origin.

PARENT RESPONSIBILITIES FOR ABA SERVICES

Payment Terms

- All co-payments, deductibles, and fees for services not covered by your insurance are due within 90 days unless other arrangements have been made in advance.
- It is your responsibility to ensure that your insurance company remits payment promptly. Should your insurance fail to pay, the balance will become your responsibility.

- In the event of a lapse in your insurance, payment in full will be required out of pocket for services rendered during the lapse OR the patient will not be permitted to attend our facility for services until the insurance is reinstated.
- Outstanding Balances
- If you have an outstanding balance on your account, you will receive a statement from our billing office.
- If you are unable to pay the balance in full, please contact our office immediately to discuss a payment plan.

Discharge Policy

- If your account remains unpaid and you do not make satisfactory payment arrangements within 30 days of the statement date, Able Academics reserves the right to discharge you from our services. If a child receives educational services funded through scholarship programs, then they may be moved to education only.
- Before taking this step, we will make multiple attempts to contact you via phone, mail, and/or email to resolve the outstanding balance
- Accounts that remain unpaid may be referred to a collection agency. Should this occur, you will be responsible for any collection costs, attorney fees, and court costs incurred in the collection of your account.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). FERPA, also known as the Buckley Amendment, defines education records as all records that schools or education agencies maintain about students.

FERPA gives parents the right to review and confirm the accuracy of education records. These rights are transferred to the student when the student turns eighteen years old or attends a postsecondary institution. At this time, the student is designated as an "eligible student" and holds the same rights as his or her parents hold with respect to education records. This and other United States "privacy" laws ensure that Information about citizens collected by schools and government agencies can be released only for specific and legally defined purposes. Since enacting FERPA in 1974, Congress has strengthened privacy safeguards of education records through this law, refining and clarifying family rights and agency responsibilities to protect those rights.

Parents will receive copies of all documents related to your student, including but not limited to Incident Reports, Report Cards, and Treatment Plans. **Please retain these documents for your records.**

The primary rights of parents and eligible students under FERPA are:

- The right to inspect and review education records
- The right to seek to amend education records
- The right to have some control over the disclosure of information from education records

CHANGE OF ADDRESS

It is important for safe and effective communication that we have the current address and contact information. Change of address, e-mail address, or telephone number should be reported immediately to the school office and homeroom teacher in writing, as we communicate with our families using all of these methods. Per policy, address verification must be provided each time your address changes.

TRANSFERS

Parents must complete a withdrawal form in advance of date of transfer. The following information should be given:

- Name and grade of student
- Reason for transfer
- Last date your child will attend our school
- New school attending

Withdrawal from Able Academics does not relieve parents of any financial obligations they may have to the school.

SAFETY AND SECURITY

With the changing world, Able Academics has safety and security procedures in place and will continue to be diligent in developing and enforcing policies that protect our students. Able Academics will continue to communicate updated procedures to all families.

Every pupil must come to school well-groomed. In case of neglect in this respect, it shall be the duty of the principal to send such pupils home to be suitably prepared for school, or reporting per State Law will come into effect.

SICKNESS

Regular school attendance is mandatory for your child's success. However, children are very susceptible to different kinds of illness. It's important to know when to keep your child home from school. Not only will this improve your child's health, but it will also help prevent other children from getting sick. Here are some simple guidelines from the County Health Department:

When NOT to Send Your Child To School:

- Red rashes/bumps
- Fever, nausea and vomiting
- Red, itchy eyes with yellow discharge
- Swollen glands
- Fever
- Cramping, diarrhea
- Nits, and live lice
- Earache, runny nose, coughing up mucus
- Open or weeping sores

In the event your child has a fever, giving your child a fever reducing medication, such as Tylenol, prior to school is not acceptable approach to sending your child to school. For the above illnesses, it's important to see a doctor for medication and recommendation of when to send your child back to school. When your child is sick, wash his/her hands often and discourage the sharing of toys and food. Upon feeling better, please get a doctor's note that says your child is no longer contagious and can return to school. Also, any rash or open sore that is weeping any type of fluid needs evaluation and necessary medication to ensure the child does not have a condition that is contagious to the other children and children will need to remain home until wound has healed. **If your child is absent for more than 3 days, a doctor's note will be required to return to school.**

We absolutely want healthy children only at school. If your child has a fever, is vomiting or has diarrhea they may not return to school until they are 24 hours symptom free.

Any pupil with contagious or communicable disease or any child who has been exposed to someone who is a carrier of disease shall be excluded from school as directed by the regulations of the Board of Health.

CHRONIC ILLNESS FORM

Parents/guardians may be asked to complete a Chronic Illness Form when their child has a medical condition that is expected to persistently affect their attendance. This form helps the school understand the student's needs and implement necessary flexible attendance accommodations.

MEDICATION CHANGE FORM

Any changes to your child's medication must be disclosed to the school and/or your child's assigned Analyst. Parents will be asked to complete a *Medication Change Form* and submit it to the front office. This form will ask parents to identify all medications changes the student has had regardless of whether the medication is dispensed at school or at home. If your child's medical regime appears to be inconsistent and affects your child's behavior in school, beyond what is typically displayed, your child may be sent home for the day.

CLOSED CAMPUS

Able Academics operates as a closed campus. Students may not leave the campus at any time unless it is for a pre-arranged appointment. Except for students and paid employees, NO ONE will be permitted anywhere on campus without signing in with the front desk. Please cooperate with staff members who request your compliance with this policy.

FIRE SAFETY

To keep students always vigilant, Able Academics stages evacuation drills in accordance with the State of Florida and the Brevard County Fire Department. Parents on campus during drills must follow staff instructions and not interfere with the operations.

WEATHER EMERGENCY PLAN

If such an emergency arises during school hours, parents may sign-out their children from the school office. Students not picked up will be dismissed at the regular dismissal hours. Able Academics will use a telephone contact tree, e-mail, or its Web site to convey the status. Hazardous weather drills are conducted as required by the State of Florida throughout the school year.

<u>Able Academics will follow the local public school's closing and/or school delay decisions. However, Able Academics may reopen earlier than the Public Schools and will announce reopening as soon as the facility is deemed safe to return.</u>

BACKGROUND CHECKS

Able Academics requires all persons employed by the school to be subject to background and fingerprinting. Persons who volunteer in any capacity with children must complete a background check. Fingerprinting may also be required.

LOST AND FOUND

Everything that is brought or worn to school must be clearly labeled with the student's first and last names. Anything that is turned into Lost and Found is promptly returned if clearly marked. All unmarked items may be donated to charity if not claimed in a week.

NO SMOKING POLICY

Tobacco Policy: It is the policy of the Able Academics to provide clean air and a workplace that is conducive to the health and safety of employees, students, and visitors to the school by prohibiting the use of tobacco products on the grounds of all schools, including all school vehicles, and at all school events/activities.

Implementation: It is expected that this policy will be carried out through cooperation between smokers and nonsmokers. Signs shall be posted at the main entrances stating that no tobacco is allowed on the grounds.

LATE ARRIVAL OR PICK UP POLICY

Students are expected to be at school on time and be picked up on time after school. Students who are not in class by 8:15 am or picked up by 4:15 pm Monday through Thursday or 3:30 on Fridays will be considered tardy. Oversleeping, traffic, car problems, etc. are not considered valid reasons for excused tardies. If you are tardy arriving at school or picking up your child, you must inform Ms. Debbie as soon as possible. Three (3) tardies will be considered an absence.

ATTENDANCE

Regular and punctual attendance is essential for student success and is a condition of continued enrollment at Able Academics. Excessive absences disrupt educational progress and may result in administrative intervention, including dismissal from the program.

Reporting Absences

It is the parent or guardian's legal responsibility to ensure regular school attendance and to notify the school of each absence. A written explanation must be submitted for all absences. All absences will be considered unexcused until acceptable documentation is received. Verbal explanations or blanket notes will not be accepted. The school must be notified of appointments as early in advance as possible in order to maintain our schedule.

If a pattern (5 days) of absences and /or tardies becomes evident within the first 90 days of the school year, or 90 days from your student's enrollment, a meeting will be required to determine continued enrollment.

Florida Law: Chronic Absenteeism and Truancy

Under Florida Statute § 1003.27, a "habitual truant" is defined as a student who accumulates 15 or more unexcused absences within a 90-calendar-day period, with or without parental knowledge or consent.

Pursuant to Senate Bill 938 and House Bill 1367, which strengthen enforcement of Florida's compulsory attendance laws:

- Schools must implement escalating intervention protocols for students with repeated unexcused absences.
- Schools are directed to coordinate with local law enforcement, truancy courts, and community agencies to address habitual truancy.
- Parents who fail to comply with attendance requirements may be referred for counseling, educational neglect proceedings, or other legal action.

Able Academics follows these mandates to maintain compliance and to support student outcomes. Continued absenteeism may result in the loss of enrollment privileges.

- Medical Appointments and Chronic Illness -
- We understand that many of our students require ongoing medical care. To ensure proper documentation:
- Parents must submit a note from a licensed medical provider for all medical absences.
- Appointments should be scheduled before or after school hours whenever possible.

If absences due to illness become frequent, a Chronic Illness Form signed by a physician must be submitted. This document must describe the condition, treatment plan, and expected frequency of absences. Without this form, recurring absences may be considered unexcused.

Attendance Monitoring and Escalation

- To enforce attendance expectations:
- After 5 absences (excused or unexcused): Parent will be notified.
- After 10 absences: The student may be placed on a formal Attendance Contract, and a mandatory meeting with the Principal and the assigned Analyst will be scheduled.
- After 15 absences in a semester, the family will be required to attend a Placement Review Meeting with the Able Academics administration. Continued enrollment will be reviewed and may be terminated based on attendance violations.
- At the end of the school year, student attendance will be reviewed. If a student is identified as chronically absent, the family will be required to attend a Placement Review Meeting with the Able Academics administration. Continued enrollment will be evaluated at that time and may be terminated due to attendance policy violations.

Daily Absence Notification

Parents must notify the school of any absence or tardiness no later than 8:15 a.m. on the day of occurrence. Failure to do so will result in the absence being recorded as unexcused.

EXTENDED ABSENCE

When a student is absent due to a serious illness or death in the immediate family, the absence will be excused. In the case of an extended illness, a doctor’s note must be provided.

PARENT INVOLVEMENT IN PLANNING AND IMPLEMENTATION

Parents play a vital role in the planning and implementation of prescribed interventions. They are an essential part of the team and can help ensure that the interventions are effective. When parents are involved in the planning process, they can help identify goals and objectives that are specific to their child’s needs as well as potential roadblocks. Collaboration between ABA providers, teachers, parents and caregivers ensures synchrony across all parties and optimal development of strategies to overcome any roadblocks identified. Furthermore, this helps to ensure that the interventions are tailored to the child’s specific needs and interventions are more likely to be successful. Parents are required to be involved in the implementation process across all settings which ensures that the child is receiving consistent care, and it can also help speed up the learning process. Overall, parent involvement is both required and critical to the success of ABA services, and it is essential that parents are involved in every step of the process.

BEHAVIOR AND DISCIPLINE

We believe learning takes place in an orderly environment. It is our goal to establish and maintain an orderly environment in which instruction is effective, and learning is facilitated. Our policy is to use strategies that will promote the development of self-regulation and foster acceptance of responsibility for behavior. If you have any questions, please contact the administration. All behavioral issues will be addressed by the students BCBA. In the event of an incident, property destruction or injury, parents will be sent home an incident report.

CRISIS MANAGMENT SYSTEM

Able Academics behavioral staff utilizes the crisis management system Professional Crisis Management (PCM) to de-escalate those who may engage in harmful problem behaviors.
Selected behavior staff is certified in PCM by a credentialled trainer who has completed the Professional Crisis Management Association (PCMA) training. The PCM certification teaches practitioners to use verbal deescalation strategies as well as physical management strategies. As always, physical intervention is used only when necessary. For example, physical intervention is used when students engage in unsafe elopements, aggression, self-injurious behavior, and high magnitude property destruction. Physical intervention may include any of the following: assisted transportation, vertical immobilization, horizontal immobilization (implemented with the use of a 2 inch thick, 6ft by 4ft mat), object removal (e.g. remove chair from student if student is using or attempting to use the chair to engage in property destruction or aggression), bite release (e.g. release bite if student bites himself or staff), hair pull release (e.g. release grasp of student when student pulls the hair of a staff member or another person). Able will continue to use response teams for crisis behaviors, with team members only intervening if necessary. Each team has at least one BCBA or BCaBA to ensure the crisis management response remains consistent with the behavior intervention plan.

DRESS CODE POLICY

The dress and grooming of Able Academics students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. These minimum standards of dress and grooming apply to all students unless a specific exemption is granted by the administration.

The following dress code will be enforced:

- Clothes shall be worn as they are designed - suspenders over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed.
- Clothing with holes, tears or inappropriate patches will not be allowed.
- Bare midriffs and bare sides should not show even when arms are extended above the head.
- Clothing normally worn when participating in a school sponsored extracurricular or sports activity may be worn to school when approved by the administration.
- Clothing that is too tight or revealing is unacceptable.
- All shoulder straps must be wider than 2 inches.
- Shoes shall be worn. The following are NOT acceptable: Thong sandals, Cleated or Backless shoes.
- Closed toe shoes must be worn every day. No other shoes are permitted.
- Platform shoes (including athletic shoes with platforms) are not permitted
- No open-toe shoes are permitted.
- In rainy weather, goulashes may be worn over shoes but must be removed once on campus.
- No dangling earrings

The following items have potential to cause disruption or threat to a safe and positive school environment and are prohibited:

- Hats, caps, visors, sunglasses or bandanas while on campus during the school day

- Chains hanging from the neck, belt, pocket or attached to wallet.
- Jewelry that contains any type of sharp object.
- Hemlines of shorts, skirts, and skorts shall be no shorter than mid-thigh.

STUDENT RESPONSIBILITIES

Able Academics is a community bound together by trust and respect for one another. Students are to respect the faculty and each other. It is expected that students will show concern for others and that problems will be dealt with in a spirit of mutual respect. Each student must accept responsibility for his/her conduct and integrity in all academic work. Students must respect the Able Academics campus and the property of others. Students are not to litter or deface any school property. We are all responsible for keeping our campus neat and orderly. We expect all students to honor other people's space and property. Students may receive consequences for placing hands, feet, and objects on another regardless of malicious intent. These situations will be handled under the guidance of our behavioral staff.

STUDENT CONDUCT

While attending school during regular hours or during school-sponsored activities, students are expected to follow these basic rules, procedures, and expectations:

1. Your first priority at school is to learn. Avoid distractions that interfere with or are counter-intuitive to that mission.
2. Be in the assigned place with appropriate materials, ready to work at the designated time that class begins.
3. Keep hands, feet, and objects to yourself and never intentionally harm another student.
4. Use school-appropriate language and behavior at all times while maintaining friendly and courteous behavior.
5. Be polite and respectful to everyone, including students, teachers, administrators, support staff, and visitors.
6. Follow individual teacher instructions, class rules, and expectations at all times.
7. Do not be a bully. If you see someone being bullied, intervene by telling them to stop or immediately report it to school personnel.
8. Do not become a distraction for others. Give every other student the opportunity to maximize their potential. Encourage your fellow students. Never tear them down.
9. School attendance and participation in class are an essential part of the educational process. Regular attendance at school is necessary for student success. Furthermore, it allows students to achieve the maximum possible benefits from their educational experience. All students are encouraged to be present and prompt. School attendance is the responsibility of both parents and students.
10. You will not be found possessing, using, or distributing items that are unsafe or illegal including weapons, tobacco, and/or alcohol on school property.

GRADING

Report Cards are sent home every nine (9) weeks to provide information about your child's progress in school, including grades, behavior and attendance. Grades reflect a teacher's assessment of your child's classroom performance based upon tests, projects, checklists and classroom observations. A teacher may indicate on the report card that a conference is needed. Please contact your child's teacher if you have any questions on your child's progress in school. Midway through the grading period, progress reports will be available. If needed, a parent or guardian may request more frequent progress updates from the teacher.

DEVELOPMENT AND ACADEMIC SCALE (Kindergarten, 1st Grade-2nd Grade, and Specials)

S = Satisfactory
W = Working on Skill
N = Need Improvement
U = Unsatisfactory

GRADING SCALE (3rd – 12th Grade*)*

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

Social/Life Skills for 3rd to 8th Grade and Specials

O = Outstanding- The student's behavior is exemplary.

S = Satisfactory- The student's behavior is generally acceptable. Occasionally he/she needs a small amount of correction.

N = Needs Improvement- The student is uncooperative and attitude is unsatisfactory.

U = Unsatisfactory- The student is insubordinate and unwilling to conform to school rules and regulations. The parent is contacted by the teacher.

STUDENT PROGRESSION

Each student's progression to the next grade level is based on proficiency in reading, writing, science and mathematics, including specific levels of performance on statewide assessments (with needed accommodations) at selected grade levels. Students who do not meet those performance levels must receive remediation or be retained within an intensive program that is different from the prior year's program.

The administration has the responsibility for all final decisions regarding initial placement, non-promotion and promotion with remediation. Decisions will be based on the instructional needs of the child. State mandated retention policies relating to achievement levels on state standardized testing will be followed.

PARENT EXPECTATIONS

Able Academics expects parents to be knowledgeable of the Student-Parent Handbook and to adhere to the policies and procedures stated therein so that maximum learning can take place for all students.

Parents with a concern should begin with the Office Manager. If the issue is not resolved, the parents should then speak with administration. It is our expectation that all faculty members will be treated respectfully and professionally (see Faculty Member Professional Status in this handbook.)

All of our student's family members are expected to support the school's mission so that student goals are realized. Parents/guardians who fail to follow any school policy or who are abusive to staff jeopardize qualification for continued enrollment of their children.

COMMUNICATION BETWEEN PARENT AND STAFF

E-mail – E-mail is the preferred communication method for teachers to communicate with parents. If parents do not have access to e-mail, please contact our technical staff for recommended alternatives for internet access and e-mail. The e- mail address parents provide may be a home or work e-mail address, whichever is preferred. Teachers do not engage in e-mail correspondence during class time.

All-Call System-- Able Academics will use an All-Call System to remind parents of important reminders and announcements.

School Newsletter – Able Academics will use a combination of the communication methods listed above, as well as the school's monthly newsletter.

PARENT-TEACHER CONFERENCES

Able Academics expects parents to attend a minimum of one Parent-Teacher Conference per academic year. To ensure that teachers concentrate on their daily duties, we ask that if you wish to have a Parent-Teacher conference that you arrange it ahead of time with the teachers. It is only through close home and school cooperation and communication that the true educational ideas of Able Academics can be achieved. Even though e-mail is a convenient method of communication, it does not take the place of an actual parent teacher conference.

PROFESSIONAL COMMUNICATION AND CIVILITY

Able Academics believes that one of the key elements of a successful learning experience is the professional status of teachers and staff. Professional standards have been established for faculty members that must be met for an individual to remain employed at Able Academics. These standards include both professional growth expectations and ethical and business behaviors. Professional growth does not only require that our faculty members act professionally, but that they are also treated professionally. We do not condone or allow unprofessional treatment of our faculty members. This includes verbal, physical, or written abuse (including email messages and social media posts).

Examples of behavior from students, parents, or other members of the community that will not be tolerated are:

- Loud or boisterous dialogue
- Screaming, cursing, or yelling during parent-teacher conferences and/or telephone calls
- Physical threats
- Harassment of any type
- Speaking poorly of a teacher to other members of the faculty, including social media posts/dialogue (does not refer to complaints to the proper administrative team member)
- Soliciting negative opinions from other parents, students, and/or teachers
- Disrespect of faculty member's personal and private life including home telephone calls, unless invited to do so by the faculty member.

If such behavior is demonstrated, faculty members have been directed to immediately stop a conference or telephone session and direct the parent or visitor to the principal. Able Academics considers continual occurrences of such behavior as detrimental to the educational process, not in line with our philosophy of the educational community and may result in a request that the parent(s) withdraw their child(ren) from the school.

PARENTS POSTING ABOUT SCHOOL ON SOCIAL MEDIA

Able Academics understand that issues may arise. However, we ask parents to refrain from posting details regarding issues on Social Media outlets. While we understand that frustrations may happen, negative social media posts violate our school mission and does not allow for productive dialogue between the parties involved.

TEACHER QUALIFICATIONS

All teachers will be qualified to meet the standards established by the Florida Department of Education. Every teacher has a minimum of a bachelor's degree. Specials teachers are qualified to teach the area of interest for which they were hired (Physical Fitness, Art, sports).

MANDATED REPORTER

All faculty members of Able Academics are required to immediately report any suspected cases of child abuse to the Department of Children and Families.

ELECTRONIC EQUIPMENT

Students are required to turn off cellular phones, tablets, and other smart devices during the school day. These devices must be placed in the students' backpacks. Students are not allowed to use cellular phones, tablets, electronic games, or other smart devices without specific permission from a teacher and administration. These items may be used as a reinforcer under the guidance of behavioral staff members.

MEDIA CONSENT POLICY

Please complete a PHOTO RELEASE POLICY form in your first day packet. Unless disapproval is submitted in writing by the student's parent or guardian, it is assumed that the school has permission to publish the student's image in the school, local newspaper, on the Internet, or in any other media approved by Able Academics.

SCHOOL CLINIC AND MEDICATION POLICY

The school clinic is located near the school office. If a student becomes ill or injured at school, parents are notified as soon as possible. If necessary, parents will be asked to come to the office and sign the student out. Students will not be released to anyone except parents or their designated representatives. All health emergencies are reported to the office immediately. The office will call 911 if required.

A student information form will be provided for parents to fill out and sign prior to the start of each school year and kept on file in the office. This will provide any medical information, emergency contacts, and family physician. It is the responsibility of the parent to notify the school of any changes to this form as the year progresses.

PRESCRIPTION MEDICATION

The school must be notified in writing of all prescription medications being taken by a student. This information is required by the school in order to respond properly to emergencies, as well as to respond appropriately in the educational process. The school will assist parents in the dispensing of prescription medication to a student upon the following terms in accordance with BCPS and ABLE ACADEMICS policies:

1. When possible, all medication shall be administered outside school hours.
2. Instructions on the use of a prescription shall be provided by a physician or pharmacist.
3. All medications shall be delivered to the office and must be in the original container and have a pharmacy label which includes the child's full name, doctor's name and telephone number with the following information provided in writing by the student's physician:

    a. name and purpose of medication
    b. time the medication is to be given
    c. specific instructions on the administration of the medication
    d. approximate duration of medication
    e. a list of any possible side effects
    f. permission for school officials to administer medication

4. The first dosage of any new medication shall not be administered during school hours due to the possibility of an allergic reaction.
5. Medication kept at school shall be stored in a locked place with the student's name attached and shall be accessible only to staff members who are authorized to administer said medication
6. A record shall be kept on each student who received medication during school hours including the time each dose of medication was administered.
7. Over-the-counter medications will only be administered with prior written parental authorization. All medications must be in the original container, and desired dosage must be indicated.
8. All changes in dosage or discontinuation must be made by a written statement from the parent(s) or guardian(s).
9. All medication must be picked up by the parent at the end of the school year or upon discontinuation of use, whichever occurs first.
10. The parent(s) or guardian(s) are responsible for instructing the student to report to the designated dispensing area and the school assumes no responsibility with respect thereto.
11. A student diagnosed with asthma, or a severe allergic condition, may carry a metered dose inhaler and/or Epi- Pen for emergency use. As with any other medication, a signed authorization form must be filed with the clinic and a second inhaler or Epi-Pen stored there.
12. There shall be no liability for civil damages as a result of the administration of the medication when the person administering the medication acts as an ordinarily reasonably prudent person would have acted under the same or similar circumstances.

NON-PRESCRIPTION MEDICATION

Students are prohibited from bringing non-prescription medication to school and keeping it in their possession or backpacks and/or providing such medication to fellow classmates. Parents may provide non-prescription medication for a student to the clinic staff, and they will provide medication as instructed. As mentioned before, inhalers and/or Epi-Pens may be carried for emergency use with the proper authorizations. All medication must be picked up at the end of the school year. All medication not picked up at that time will be destroyed.

SCHOOL-SPONSORED ACTIVITIES

School-sponsored activities are defined as (1) events organized by a member of the administration or faculty (2) events approved by the administration but organized by an agency; (3) events published on the school's yearly calendar; or (4) events that receive the school's support organizations.

1. School-sponsored activities must comply with the school's stated educational goals.
2. School-sponsored activities require the attendance of at least one member of the administration or faculty.
3. Students who do not attend Able Academics may not attend school sponsored activities, except with the explicit permission of a member of the administration.
4. Students absent from school may not attend a school-sponsored event on the same day.
5. The school will provide parents with timely information about school-sponsored activities. The administration must approve all written communications to parents concerning such activities.
6. The administration must approve all proposed activities and their dates and determine the number of chaperones necessary.
7. Only school-sponsored activities will receive support from the school (e.g., free copying services, mailings, telephone usage, advertising, and use of supplies).

FIELD TRIP EXPERIENCE

The field trip experience is an outgrowth of curriculum in all grades throughout the school year. Parents or guardians are required to sign school-approved permission slips for all field trips. If signed permission slips are not received student will not be permitted to attend the field trip. School insurance and school policy require that all students be taken directly from school to the field trip venue, and afterwards, from the field trip venue directly back to school. Students will not be dismissed to parents at the field trip venue. In addition, parents cannot meet students at their destination. Dress code guidelines will be issued for each field trip.

TRANSPORTATION

Able Academics does not provide transportation. Transportation for student field trips and extracurricular activities will be arranged as needed.

PARTY INVITATIONS/CELEBRATIONS

Birthday and similar type party invitations MAY NOT be distributed in school unless the entire class is invited. There are NO exceptions to this rule.

If a parent elects to celebrate a student's birthday at school, staff must be notified a minimum of a week in advance. This time will allow us to make accommodations for any dietary restrictions for your child's classmates and allow everyone to celebrate.

CLASS LISTS

Release of names and addresses of students to any institution, company or person is prohibited.

SALES THROUGH SCHOOLS

Pupils are not to sell anything through the auspices of the public school, such as seeds, magazines, tickets to events, which are not school-sponsored, etc. All sponsored events are to be approved by the administration.

USE OF SCHOOL NAME

No pupil or staff of any school shall take part in any publication, entertainment, sport or other enterprise in the name of the school, without the express written approval and supervision of the administration.