



# **Mainspring Academy, Inc.**

## **2017-2018 Parent-Student Handbook**

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## **Mainspring Academy**

### **HISTORY**

Mainspring Academy provides educational, vocational, and community-based services for children with special needs. Serving grades 1<sup>st</sup> through 12<sup>th</sup>, we offer a curriculum that is both psycho-educational and developmentally driven in an intensive, highly supportive environment. Instruction at Mainspring is based on the tenets of behavioral education, which is designed to give each child the skills they need in order to benefit from their educational placement in the least restrictive environment possible. Classroom time includes:

- Academics aligned with Florida Standards and Common Core Curriculum
- Language and Communication
- Daily Living/Self-help skills
- Reduction of challenging behaviors and an increase in alternate/replacement behaviors
- Play and Leisure
- Socialization and Community Integration
- Coping Skills and Self-regulation
- Mainspring Academy is a Florida approved school for participation in the McKay Scholarship program and Personal Learning Scholarship Account (PLSA).

### **CLASSROOM DESIGN**

A Mainspring classroom is uniquely designed to provide each student with the necessary tools to make academic and behavioral gains. The teacher is responsible for the informal and non-standardized assessment of his or her students. This information is coupled with direct observations and records review to create a learning plan that is both individualized and comprehensive.

Mainspring's classroom teachers come from a variety of backgrounds, including but not limited to Education, Special Education, Early Childhood Education and Psychology. This diverse level of experience allows our team to address your child's needs from a broad view while individualizing each intervention and teaching strategy.

Students are assigned a classroom based on their Present Levels of Performance (PLOPs). This information can and should change throughout the year, but may not always result in a change to your child's classroom assignment. A Mainspring classroom is comprised of multiple grades, functioning levels, and age ranges, meant to allow students to learn from one another by exposing them to higher level and maintenance level skills and content. Each classroom has five to eight students and one classroom teacher.

Behavioral support is provided based on a child's Matrix of Services rating. These behavioral services are not provided by Mainspring, but rather an agency of the parents' choosing. All agencies must be approved by school administration.

As students progress through our comprehensive model, we may find that they are ready to generalize acquired skills in a larger group setting. Thus, Mainspring offers classrooms that follow a Co-Teach model. In these classrooms, students will work with a larger number of students and have exposure to multiple forms of instruction presented by two classroom teachers. Placement in these classrooms is made based on the students' PLOP, ability to maintain appropriate behavioral and academic performance, and available seats within the class.

### **MATRIX OF SERVICES**

Students at Mainspring will be thoroughly observed and evaluated to determine the most appropriate placement for the student. As a part of the evaluation process, each student will be assessed across four (5) domain areas: Curriculum and Learning, Independent Functioning, Behavior, Health and Communication. Each domain will be scored with a number rating and the individual domain ratings will be combined and averaged to determine an overall rating. Based on the overall rating assigned, a required amount of behavioral and academic support hours will be determined. Parents will be advised that the required number of support hours is a base level of support that the team designates for the child to be successful in a Mainspring classroom. Failure to have a child staffed with this required number of hours may be cause for Administration to suspend a student's enrollment until it can be determined if Mainspring is an appropriate academic environment for the student.

A student's matrix score will be reviewed minimally every quarter by the student's teacher and the support team. If a student's matrix score changes in any domain, parents will be notified via email and a meeting will be scheduled for the student's parents/guardians, teacher, and support team to discuss the reasons for the changes.

A summary of each domain area is as follows:

**Curriculum and Learning:** The curriculum and learning domain specifies the aspects of how the learning and academic materials are utilized to best educate, enrich and/or remediate the students' present levels of functioning. Curricular accommodations and modifications are rated based on the level or frequency of adjustments that must be made to assist the student with making progress towards their annual goals. Additional components of this domain include the class size and student's ability to acquire presented skills. If support facilitation, smaller student-teacher contact, re-teaching or extended work time are needed, they will be addressed in this domain.

**Independent Functioning:** The independent functioning domain specifies the support needed for the student to be able to navigate their environment and to complete independent living skills such as toileting and hygiene as well as fine motor skills such as handwriting. Students who are receiving Physical and/or Occupational Therapies will automatically have goals in this domain to address their presented deficits.

**Behavior:** This domain specifies the support needed for the student to be successful behaviorally. The student's behavioral needs will determine the complexity of his or her behavior treatment plan, the intrusiveness of any proactive and reactive strategies, and the crisis procedures that are required. Students who have plans that include seclusion and/or restraint will receive a higher rating than those students who can be easily directed within the classroom setting and with minimal to no carry-over into other environments.

**Communication:** The communication domain specifies the level of prompting and support needed for the student to be able to communicate his or her needs throughout the school day and to be able to follow verbal instructions and routines. Students with Speech, Language, and/or Alternative Augmentative Communication (AAC) Therapies will automatically have goals in this domain to address their presented deficits.

**Health:** The health domain recognizes any pertinent medical health factors and/or concerns a student might have that require adult assistance throughout the school day. This includes but is not limited to: medication dispensing, medical treatments (nebulizers, feeding tubes, injections etc.), monitoring of vitals throughout the day, precautionary measures for seizure disorders, and required consultation visits from the school nurse.

## **INDIVIDUALIZED LEARNING PROGRAM (ILPs)**

At Mainspring Academy, we recognize that every student has a unique profile of strengths, knowledge, and support needs. Each student receives an Individual Learning Program (ILP) to outline his/her present level of performance in a number of domains and identify which accommodations must be put into place in order to help the student navigate the general education curriculum. The ILP describes specific learning goals that the child will achieve within one year.

ILPs are written by the classroom teacher with extensive input from the child's treatment team. Mainspring Academy has two types of ILPs (Academic and Transitional) in order to better serve the idea of individual programming for the students. Students identified by a certain age and/or cognitive level through our various testing methods will have a Transitional ILP focusing on proper developmental growth for the student. The following sections describe what is included in the different ILPs and how, and from whom, this information is obtained.

### **Academic ILP Content**

The ILP contains seven (7) key sections:

- 1. Student Information**

This information includes personal data such as a student's address, previous school placement, and diagnoses.

- 2. Family Information**

This information includes the list of parents/guardians as well as their contact information

### 3. **Consideration of Special Factors**

This section identifies whether a student has limitations identified by the IDEA laws for special consideration in creating ILP content. These limitations include: *behavior problems (i.e., that impede his/her learning or the learning of others), limited English proficiency, blindness or visual impairment, communication needs/deafness, and the use of assistive technology* in order to function independently.

### 4. **Present Levels of Performance (PLOP)**

This section is the most important part of the ILP document. The PLOP is updated annually for the purpose of providing baseline data from which ILP goals are derived. Baseline information regarding PLOP is collected across the following domains:

#### a. **Cognitive/Academic Skills**

- i. *Cognition* is the use of effective thinking skills to solve problems, understand social situations, learn new material and recall previously learned information.
- ii. *Academic skills* include all areas of development and curriculum relevant to a student's age and grade level.

#### b. **Social/Emotional Behavior**

This section describes a student's current social and emotional development.

#### c. **Independent Functioning**

This section summarizes a student's present levels of independence related to behavior problems that impede with his/her learning or the learning of others, motor skill development, and ecological factors (i.e., how a student navigates life independently).

#### d. **Health Care**

This section contains information regarding the child's sensory needs, medications, current health and physical limitations.

#### e. **Communication**

This section summarized the student's present levels of performance regarding communication (expressive and receptive).

### 5. **Annual Goals and Objectives**

Annual Goals are selected for students in each of the 5 domains described in the PLOP. Annual goals are reviewed by the student's teacher, behavior therapist, and when applicable, the student's psychologist, mental health clinician, physical/occupational therapist, and speech/language therapist.

### 6. **Parent Input**



This section is completed at the ILP meeting and summarizes parents' concerns, priorities for treatment and skill acquisition, and approval or disapproval of annual goals presented by the team.

7. **Signatures** of parents, teachers, and representatives from the therapeutic team in attendance must be obtained during the ILP meeting. Signatures are required each time an addendum to the ILP is required prior to the annual review date.

## **Transitional ILP Content**

The ILP contains seven (7) key sections:

1. **Student Information**

This information includes personal data such as a student's address, parents' names, and diagnoses.

2. **Family Information**

This information includes the list of parents/guardians as well as their contact information

3. **Consideration of Special Factors**

This section identifies whether a student has limitations identified by the IDEA laws for special consideration in creating ILP content. These limitations include: *behavior problems (i.e., that impede his/her learning or the learning of others), limited English proficiency, blindness or visual impairment, communication needs/deafness, and the use of assistive technology* in order to function independently.

4. **Present Levels of Performance (PLOP)**

This section is the most important part of the ILP document. The PLOP is updated annually for the purpose of providing baseline data from which ILP goals are derived. Baseline information regarding PLOP is collected across the following domains:

- a. **Self-Advocacy**

This section targets the ability for the student to be aware of the accommodations and modifications needed across all settings and environments, as well as how to advocate for those services.

- b. **Daily Living**

This section will focus on skills that are essential to completing a daily routine in order to increase the level of independence, community resource awareness and hygiene.

- c. **Time Management**

This section addresses the need of specifically targeting skills that allow for the student to plan out activities and schedules during their time in and outside of school.

d. **Social/Emotional Behavior**

This section describes a student's current social and emotional development.

e. **Independent Functioning / Vocational**

This section summarizes a student's present levels of independence related to behavior problems that impede with his/her learning or the learning of others, motor skill development, and ecological factors (i.e., how a student navigates life independently). This section will also cover any baseline skill acquisition that could help in the form of supported or independent employment opportunities.

f. **Health Care**

This section contains information regarding the child's sensory needs, medications, current health and physical limitations

g. **Communication**

This section summarized the student's present levels of performance regarding communication (expressive and receptive).

5. **Annual Goals and Objectives**

Annual Goals are selected for students in each of the 7 domains described in the PLOP. Annual goals are reviewed by the student's teacher, behavior therapist, and when applicable, the student's psychologist, mental health clinician, physical/occupational therapist, and speech/language therapist.

6. **Parent Input**

This section is completed at the ILP meeting and summarizes parents' concerns, priorities for treatment and skill acquisition, and approval or disapproval of annual goals presented by the team.

7. **Signatures**

The presence of parents, teachers, and representatives from the therapeutic team in attendance must be obtained during the ILP meeting. Signatures are required each time an addendum to the ILP is required prior to the annual review date.

## **INDIVIDUALIZED LEARNING PLAN MEETINGS**

Each student will be provided with an Individual Learning Program within 45 days of enrollment at Mainspring Academy. Development of high-quality ILPs for each student takes priority within this time period. A high-quality ILP is one that is derived from results of research-based assessments and reflects appropriate grade-level academic goals for each student derived from the Florida Standards and Common Core (i.e., including appropriate access points) indicated by the Florida Department of Education. ILP goals are identified using results of assessment using a

combination of the following tools: Brigance (IED-Standard, IED – Non-Standard, CIBS, or Transition Skills), VBMAPP, ABLLS-R, AFLS, and Essential Living Assessment. Additional skill goals may be added to a student's ILP to supplement the general curriculum goals.

Each classroom team is responsible for creating a high quality ILP for each student within the expected timeline. All ILPs are submitted to the School's leadership team for review at the beginning of the school year and one week prior to a scheduled Parent Conference. The classroom team is also responsible for maintaining proper documentation of student progress toward ILP goals. This includes daily documentation of student performance on target skills and a biweekly summary of student progress toward ILP goals. The biweekly summary of student performance is shared with the Head of School at scheduled supervision meetings. Additionally, all lesson plans created by the classroom team must indicate the ways in which student ILP goals are targeted during instruction.

ILPs are reviewed and updated annually. Parents are strongly encouraged to attend all ILP meetings to review progress, and plan for the upcoming year. Mainspring administration and staff will make every effort to accommodate parent schedules, however after 3 documented unsuccessful attempts to schedule a meeting, the proposed ILP will be implemented.

### **VOCATIONAL EDUCATION**

Like academics, Vocational Education is an integral part of the development of the students at Mainspring Academy. Our commitment to community participation instills lifelong skills that are essential for students to incorporate into everyday life as adults. We begin by teaching Independent Living Skills to our primary aged students and provide individualized instruction to transform these early skills into Vocational Skills as they grow and matriculate through the different programs of study here at Mainspring. Vocational programs provide the framework for skills such as community awareness, shopping, managing money, eating in public, and how to engage others in conversations in the public setting. Initially our Vocational Education occurs on campus as students are provided with an overview of the skill set. Once mastered, these skills are transferred out of the classroom, and in many cases, off campus to allow students to generalize in different environments. Researched based assessment tools are used to evaluate a student's current level of performance in the area of independent living and monitored periodically throughout the year.

### **ALTERNATIVE EDUCATION**

Mainspring acknowledges the existence of various educational platforms and practices within the specials needs community. Practices, techniques, and curriculum that are not supported with valid empirical research will not be practiced or supported by any staff at Mainspring Academy.

## ARRIVAL AND DISMISSAL RULES

All students must be dropped off in the supervised area in the front of the building in the circular drive.

Parents are urged to remain in their car - for safety and efficiency. Mainspring staff will assist children getting in and out of the car. Parents are asked to stay in the carpool loading/unloading line – *Do not* park and walk children through the carpool lines at drop-off or pick-up times.

The following procedures are in place for the carpool circle:

- Place your car in “park”. It is very easy to forget that your car is in “drive” while you say goodbye to your child.
- Give your full attention to the job at hand. Do not use your cell phone at any time during drop-off or pick-up.
- Use *extreme caution* when leaving and entering the circular drive, and exiting the parking lot.
- All changes in transportation must be in writing and provided to the front office no later than 12pm on the day of the change. This will allow us time to disseminate the message to all who should be informed.
- Any unfamiliar caregiver wishing to pick up a student must present a driver’s license to verify their identity as outlined on the child’s approved transportation list.

Morning Drop off is open between 8:25 am-8:45 am. School begins promptly at 8:30 am. At 8:45 am children will be marked tardy. If arriving after 8:45 am, parents will park their car and bring their child to the School lobby. A staff member will escort the student to his/her classroom. Parents are not permitted to walk their child in directly or to speak with classroom staff as we do not want to interrupt the teaching process. A staff member at the School reception desk will receive the child and will walk he/she to his/her designated classroom.

School dismissal will begin around 2:30 pm. Parents arriving after 2:45 pm must park their car and pick up their children from the School lobby. A staff member will bring the child to the parent. Parents will not be permitted to walk directly into the child’s classroom or to speak with the teaching staff, as teachers will be in their planning period or in parent/teacher conferences/trainings. Late Pick-up charges will apply at 3:00pm without exception.

A Late Pick-Up charge of \$25.00 every 30 minutes will be applied for all children who are picked up after 3:00 pm. Please also refer to Florida Statute 39.206 for Child Abandonment and Neglect statutes.

## BEFORE SCHOOL ENRICHMENT

Before School Enrichment is available starting at 7:30 am. Students will not be permitted to enter the building prior to this time. Before School Enrichment is billed monthly at the rate of \$200 from August to May and \$100 for the month of December. Failure to pay early care

invoices will result in suspension from the early care program.

Parents are able to use Before Care Enrichment on a Drop-In basis at the rate of \$20 per day. The school must be given 24 hours notice that you will use this service. Parents that fail to give adequate notice that they will be using Before School Enrichment will not be permitted to leave their child.

Parents who anticipate using early care should speak with the School Coordinator to obtain an application. An application must be on file in order for your child to use the Before Care Enrichment.

### **VISITOR POLICY**

All visitors must sign the Visitor Log in the School lobby. Visitors will receive a badge identifying them as such, and are required to wear it while on School property. All visitors agree to abide by all privacy regulations while on campus. All visitors must return to the School lobby to sign out prior to leaving. If visitors are conducting student observations, they must complete the Request for Observation Form in advance and receive approval from the Head of School, Director of School Administration, or their designee.

### **PARENT PARTICIPATION AND ON-CAMPUS VOLUNTEERS**

Mainspring Academy strives to promote a culture of participation and service. Parents are required to volunteer/participate for a minimum of 10 hours per school year. Each volunteer hour equates to \$50. Failure to meet any part of the 10 hour requirement will result in \$50 added to the final invoice of the school year.

The time parents are willing to spend in their child's classroom is greatly appreciated. Having parents present and assisting not only helps the child's classroom team, but it also helps enrich the educational program for our students. Please check with the child's teacher to arrange days and times to volunteer. Volunteers must sign in at the front office and wear an identification badge at ALL times when on campus.

Parents/Guardians agree to support the School in its efforts to incorporate parent participation in all activities and events, both sponsored by the School, Board of Directors and/or the Parent Teacher Organization. Such events, activities or fundraisers, will elicit attendance, focus and active participation. Parents and Guardians are invited to volunteer through our Parent Teacher Organization (PTO), as well as during the school day in the School. Examples of parent participation during the school day include: assisting with snack and lunch clean up, organizing centers, restocking library books, and assisting teachers in the classrooms. Additionally, the Mainspring Academy's school coordinators will also periodically send out volunteer opportunities via email and social media.

## **PERMISSION TO PICK UP**

As part of the 2017-18 school year registration packet, parents must include a list of all relatives, friends, and caregivers who are authorized to pick up a student. If there is a change in the list, the parent must notify the School Coordinator in writing. Any unfamiliar caregiver, listed in the registration packet wishing to pick up a child from School must show a driver's license to verify identity and the parent will be contacted to confirm permission to transport. Legal documentation must be on file for any individuals who should not be permitted to remove a child from Mainspring premises. All caregivers who are picking up student will be considered the supervising adult who will receive any incident reports, injury reports, and school information.

## **TARDY POLICY**

Parents will ensure responsible and timely attendance for all students. Children who are tardy on a regular basis are missing instruction and disrupt the instruction of other students. Consistent tardiness will be penalized, with possible suspension from services or withdrawal from programs entirely, based upon judgment of professional staff. Students who are registered and enrolled in the John McKay Scholarship program or the PLSA, are bound by the Florida Department of Education's quarterly attendance guidelines.

## **LATE PICK-UP POLICY**

Parents will provide responsible and reliable care for all students. Parents understand that the health and wellbeing of our students is paramount. In the event that a parent is late to pick up their child without notice, a staff member will attempt to contact the parent/guardian or other emergency contacts listed in their registration packet. If we are unable to contact the parent or any of the emergency contacts listed on the child's registration packet during the first hour, the Florida Department of Child and Families or local law enforcement will be notified that a child has been left on our premises. A qualified staff member will remain with the child and provide care until an authorized individual or agency arrives to pick up the child.

## **EMERGENCY AUTHORIZATION CARDS**

An "Emergency Authorization Card" is completed for each child attending Mainspring. It is very important for the safety of each child that these cards are kept up to date. These cards are maintained in a file and are used by the School's staff in the event we need to reach a child's parents. A change during the school year in any of the following must be reported to the school immediately:

- Home phone number, address, cell phone, email addresses
- Parents' work numbers and addresses
- Doctor's name and phone number
- Names and contact information of friends, relatives or caregivers that are designated for emergencies or illness
- All medications and dosages

- Allergies

To ensure your child's safety, please keep this information current. We recommend that you review this information at least quarterly and report updates to the school.

## **HEALTH AND SANITATION**

Practicing and encouraging good health habits are a continuous process for both staff and students. A clean, sanitary environment is a basic necessity of promoting good health. Each employee is responsible for the daily and ongoing cleaning of their own "work-space." This includes sanitizing materials and equipment in classroom areas after each use (diapering area, utensils, etc.); maintenance of classroom equipment; cleaning and sanitizing all furniture, equipment and materials in the classroom's indoor and outdoor environments as needed. All bathrooms, floors, glass doors and counter tops are cleaned daily by both our staff and our professional cleaning service.

Each employee uses sanitary practices during the diapering and toileting processes. Gloves are worn when diapering or assisting a child with toileting. Hands are washed before and after glove use. In any diaper changing areas, toilets and facilities are sanitized with a bleach/water solution after each use. The staff will also assist the child with hand washing after the diapering or toileting process.

### **Illness**

Mainspring Academy's administration requires that any children with the following symptoms remain at home until they are symptom-free or taking antibiotics for 24 hours:

- A fever of 100° or greater
- Colored discharge from their nose, eyes or mouth
- Chest congestion that impedes the natural flow of air
- Drowsiness/fatigue that interrupts the ability to perform academic or behavioral skills
- Vomiting and diarrhea (Please be advised that episodes of vomiting and/or diarrhea at school -2 or more times- warrants dismissal from school until symptoms have ceased for 24 hours and a meal is retained without inducing symptoms. An email reminder from the nurse will be sent home specifying what is needed for your child to return to school.

Your child must be kept home if he/she has a communicable disease, has had a fever or vomited within the previous 24 hours. Please do not send your child to school if he/she is ill (i.e., fever, lethargy or a cough which is making the child uncomfortable).

When a child becomes ill at school, he/she will rest in the nurse's station. Parents, or the designated emergency contact, will be called to take the child home as soon as possible. A student may not remain at school if they are sick. Mainspring reserves the right to request any child to be sent home if he/she is listless or unhappy because of poor health.

Please be considerate of the health of other students, families, and staff. We cannot accept sick children. If parents refuse to pick their child up from school when illness has been determined, staff are required to call the Department of Children and Families to file a report of abandonment/neglect.

### **Communicable Disease**

When you have verification that your child has a communicable disease, please contact the School Nurse immediately so that we may inform other parents. According to Department of Children and Families regulations, ALL communicable diseases, including head lice, must be reported at once to school personnel.

### **Allergies**

Mainspring Academy strives to provide a safe and healthy environment for all children. We follow these guidelines to the greatest extent possible but we do not guarantee that we can keep our environment completely free of food or other allergens that might cause a severe reaction. All allergies that require treatment must be documented by a medical professional, including symptoms that indicate when a reaction is occurring and instructions for administering medication. In order to ensure that all children and staff enjoy an environment that is sanitary and as healthy as possible:

- We teach our students about the importance of keeping the classroom safe and healthy for fellow classmates.
- We encourage frequent hand washing, especially before and after meals.
- We clean tables and other work surfaces at least three times per day, before school begins, after lunch/snacks, and after school.
- We clean door handles inside and out twice a day.
- We do not permit the sharing of food in lunches or in snacks. We post lists of allergies in every classroom. The teachers and staff are required to be familiar with every child's allergies and post it in the classrooms.
- If children have life-threatening allergies to foods, they must provide an acceptable non-perishable snack to be kept at school and served as an alternative, as needed. If their parents request, these children may sit apart from the others when eating snack or lunch.
- Every staff member who works in a classroom with a child with severe allergies is required to be trained in the use of an Epi-Pen.
- Our guidelines apply to all functions in the school building in areas where children would be present.
- While we will strive to do our best to assist our children with special allergy needs, we recognize we cannot guarantee the total elimination of allergens.

In an effort to maintain the safety of our students, we are requiring all life-threatening allergy records are up to date. Please fill out the Allergy form. If your child does not have allergies, please indicate this on the form. If your child does have a life-threatening allergy and requires the use of medication, a medication profile sheet must be filled out for school records. The



prescription label must be located on the medication with up to date information. Also, remember that life-threatening food allergies are different than a special diet that your child may follow for behavior modification or symptom relief. Do not include the diet on the allergy form.

Food allergies are a growing health concern in schools across the country. Even a miniscule amount of the allergenic food is sufficient to cause a life-threatening reaction known as *anaphylaxis* in the millions of school-aged children across the country with food allergies. While Mainspring cannot provide a completely allergen-free environment for students with food allergies, we can, through education and compassion, create a safe and respectful place for learning for all students. We follow an *allergy-conscious* approach, recognizing that strict avoidance of the allergens is the only way to prevent a potentially life-threatening reaction. We also follow an *inclusive* approach, ensuring that students with food allergies can safely participate in all school activities. Many foods pose problems for children with allergies, but the most dangerous are peanuts and tree-nuts (almonds, walnuts, cashews, chestnuts, hazelnuts, etc.). Over 90% of all fatal and near-fatal reactions are caused by peanuts and tree nuts. Because children do not necessarily have to eat peanuts or tree-nuts to have a serious reaction- ingestion through inadvertent contact (nose, eyes, or mouth) can be sufficient- we want to ensure that no peanut or tree nut products are introduced into the classroom of a student with a life-threatening allergy. Other common causes of anaphylactic shock include bug-bites, latex, and certain medications.

Your child's safety and well-being are top priorities.

If you have any questions or concerns, please contact our school nurse.

### **Safety**

The staff's first priority at Mainspring Academy is the safety of the students. Staff members are expected to bear this in mind at all times. Preparation of a safe environment inside and outside the building is a responsibility shared by all staff and faculty.

### **Supervision of Children**

Each teacher is responsible for ensuring that children are under the direct supervision of one or more staff at all times. When indoors, teachers are watching or directing the children's activities within the proximity of the same room. When outdoors, children are in sight of their teacher and designated play area. When more than one teacher is supervising outdoors, teachers are in separate areas to maximize the view of the children and ensure their safety.

### **Accidents**

Although we are dedicated to providing a safe environment at all times, staff members recognize that accidents can occur. At least one staff member with current first aid and CPR certification is required to be on premises when children are present. In the event of an injury, staff will use basic first aid techniques unless it is judged that professional assistance is required. At that time, 911 will be called. A staff member will immediately notify the child's emergency contact.

All accidents occurring on school property will be documented by the nurse. An Accident/Incident Report Form will be sent home and should be signed by the parent/guardian, and returned to school for the student's file. If an accident/incident occurs, the parents of the student will be notified in person or via a telephone call or before the child goes home for the day.

If bleeding occurs, universal precautions will be used by staff. Precautions include, but are not limited to, gloves as well as the washing of hands before and after contact with the injured student. In the event that a child is removed from the school by anyone other than a parent (e.g. ambulance, paramedics) a member of Mainspring's administrative staff will accompany the child and stay with him/her. This person will take the child's emergency contact form with them.

### **Injury from Aggression**

Mainspring Academy personnel make every effort to protect all students, volunteers, and visitors from aggressive behaviors that may be exhibited by other students. Despite these efforts, occasionally a student may make aggressive physical contact including, but not limited to hitting, biting, pushing, and throwing or swinging objects.

In the event that your child is the aggressor, or the victim of aggression by another student, you will receive an incident report explaining the event details, along with a diagram of where the injury, if any, occurred. Mainspring Academy will not provide the parents with the name of the victim or the aggressor under any circumstances. Should multiple aggressive encounters between two students occur, Mainspring Academy Administration will determine if a change in classroom placement is necessary to avoid further occurrences.

Parents waive, release, and discharge Mainspring from fault and liability by signing the acknowledgment section of this handbook.

### **Emergency Numbers and Evacuation Plan**

Emergency numbers including 911 and Poison Control Center are posted near all facility phones. An evacuation plan, including a diagram of safe routes, is posted in each classroom.

### **Outbreaks**

The School's administration is required to notify the local county health department immediately upon any suspected outbreak of communicable disease in accordance with Chapter 64D-3, F.A.C., and the Communicable Disease Control. A suspected outbreak occurs when two (2) or more children or employees have the onset of similar signs or symptoms, as outlined in subparagraphs (1)1. – 10., F.A.C., within a 72-hour period or when a case of serious or reportable communicable disease is diagnosed or suspected in a child or staff member. In the event of a flu outbreak or other pandemic issued by the state of Florida, Federal Government, CDC or WHO we will follow policy guidelines issued by the Centers for Disease Control and Prevention.

### **Fire Alarms & Drills**

The School is required to have a minimum of one fire drill per month. The classroom teacher is responsible for instructing the children on the fire drill procedures. All students are required to leave the building through the designated fire exit (posted in each classroom) in an orderly manner upon the sounding of the fire alarm. Students, accompanied by teachers, must remain a safe distance (as outlined by the local fire department) from any building, and beyond school driveways and access roads. All staff and students are prohibited from re-entering any school building until directed by the Head of School, Fire Marshal, or other senior administrative official supervising the evacuation. Each time the alarm goes off it must be treated as a possible emergency. Classroom staff will remain with their students at all times.

Attendance logs and emergency information cards will accompany all staff supervising children during a fire or weather alert.

### **MANDATORY UNIFORM POLICY**

Mainspring Academy, Inc. follows a unified dress code. All students are required to wear clothing that falls under the approved school uniform items unless an exception has been made by the Head of School. Uniforms are available for purchase at RC Uniforms both online and in store. Uniform items are as follows:

#### **Boys**

- Mainspring Polo in Navy, Grey, or Forest Green.
- Mainspring T shirt
- Khaki or Navy colored shorts or pants
- Plain Navy Athletic Shorts

#### **Girls**

- Mainspring Polo shirts and dresses in Navy, Grey, or Forest Green.
- Khaki or navy colored: dress rompers, skirts, shorts, and pants.
- Mainspring T shirt
- Plain Navy Athletic Shorts

Students are required to wear shoes at all times. Students may not wear the following types of footwear: flip-flops, open-toed shoes, backless shoes, or slippers.

Students who arrive to school not abiding by the school uniform policy will receive up to 2 written warnings. On the third infraction, the student will not be permitted to attend school for the remainder of the quarter unless he or she arrives in compliance with the uniform policy. The uniforms have been chosen carefully to meet any sensory issues that some students may have.

## COMMUNICATION

The School works very hard to keep parents informed and the lines of communication open. We have in place a variety of mechanisms designed to keep parents informed of all school events and activities.

- Our website: [www.mainspringacademy.org](http://www.mainspringacademy.org) is the primary source for school information.
- You will receive email updates/newsletters.
- Students bring home their home/school communication folders and planners every day. These contain various school communications, monthly school calendars and flyers.
- Please check the marquee in front of the School lobby for important information.
- Communication with teachers may be conducted through email, teacher conference, home/school communication log, or phone calls.

### Communication of Parent Concerns

Parents and staff will utilize proper channels of communication and respect classroom authority. Parents are encouraged to discuss their child's progress with the classroom teacher prior to contacting a member of the School's Leadership team. If a concern arises, parents are also encouraged to communicate with their child's classroom teacher via email or the home/school communication log. Misunderstandings and problems are often the result of a lack of communication between those involved and ultimately affect the child. All parent-initiated contact, including phone messages and emails will be responded to within 24 business hours.

In order to ensure a smooth flow during dismissal, discussing specifics regarding a student's day are not possible. If either the teacher or parent has concerns at that time, they can communicate by way of telephone or e-mail later in the day.

Parents often have questions concerning their child's progress or would like to discuss home challenges. All academic/classroom concerns should be directed to your child's teacher. If your child is experiencing home or community challenges please contact the Head of School or Director of Clinical Services for consultation. At the beginning of each academic year, the School's Leadership team will notify parents via email regarding a list of all members of the client's educational team. Team rosters will be located in each student's binder in his or her classroom. Parents will be notified within 48 hours of any changes to their child's educational team.

If a concern escalates to a complaint, the following steps should be taken:

1. The Mainspring Academy encourages the early, informal resolution of complaints whenever possible and prohibits retaliation against complainants. To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against staff members.
2. Parent/Staff Meeting - Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the staff member in order to resolve concerns.

3. Parent Complaint to Head of School - If a complainant is unable or unwilling to resolve the complaint directly with staff, the parent may submit an oral or written complaint to the Head of School or his/her designee who will attempt to resolve the complaint. A copy of the written complaint will be provided to the affected staff.
4. Complaints related to the Head of School should first seek resolution through direct communication between the complainant and the Head of School. If a complainant is unable or unwilling to resolve the issue directly with the Head of School, they may request review of the complaint by the Board of Directors. The complaint should be filed in writing and sent via email to BOD@mainspringacademy.org.

### **LUNCH/SNACKS**

The School will not have lunch or snacks available for purchase. This includes snacks for after school, therapy or edible reinforcers. All students are required to bring a lunch and snack with them to school every day. Please make sure to label your child's food items. Any silverware that is required will need to be provided by the parent. Please do not send in food that requires heating or refrigeration. Heating of food will only be considered if it is a target goal set by the child's team. If your child's lunch requires refrigeration, please pack your child's lunch with an ice pack to keep it cold.

### **LOST AND FOUND**

Lost items are taken to the school office located in suite 103. We invite you to come into the lobby to check our lost and found if your child has misplaced items. Please label all of your child's items including jackets, lunchboxes, and canteens so they can be returned. Items not picked up before winter and summer breaks will be donated to charity. Please remember that valuables should not be brought to school. The school is not responsible for any lost or stolen items.

### **MEDICATION GUIDELINES**

Whenever possible, medications should be administered at home. In the event your child needs medications administered at school, a Medication Profile should be filled out. For prescribed medication, the Medication Profile requires the signature of the doctor prescribing the medication and the parent's signature. When a physician specifies that medication be administered during the school day, the nurse should be contacted, and the following guidelines will be used to supervise medication administration:

- All medication should be brought to the front desk at the beginning of the day, by the client's parent/guardian accompanied by the Medication Profile giving Mainspring permission to administer the medication.
- **The medication must be in the original container, with a prescription label** that includes the following information: the child's full name, name of medication, prescription number, dosage, and time to be administered.

- Emergency medication will be administered when ordered by the family physician, (e.g. diastat rectal gel for seizures). A seizure action plan must be filled out with instructions in case of an emergency. This needs to be signed by the prescribing doctor and parent.
- Please notify the school of any medication changes.
- If, during the course of the day, it is necessary for a student to receive non-prescription medication (i.e., Tylenol) our nurse will dispense the medication as indicated on the medication profile signed by the parent/legal guardian. **No medications can be administered to children without prior parent approval via this form.** Telephone requests are not acceptable.
- Parents must notify Mainspring of any allergies to, or restrictions in regards to non-prescription medications.

### **SCHOOL PHYSICAL AND IMMUNIZATION REQUIREMENTS**

Mainspring Academy requires all students to obtain a school physical every **two years**.

If your child is entering the 7<sup>th</sup> grade year, a scoliosis exam is required.

In accordance with Florida Statute (s. 1003.22(1), F.S.) and Rule (Chapter 6A-6.024, FAC) children attending kindergarten through 12th grade must provide Form DH 680, Florida Certification of Immunization, and Form DH 3040, school physical.

The following vaccinations are required:

#### **Public/Non-Public Schools Kindergarten through 12th Grade:**

- Four or five doses of diphtheria-tetanus-pertussis (DTaP) vaccine
- Two or three doses of hepatitis B (Hep B) vaccine
- Three, four, or five doses of polio vaccine\*
- Two doses of measles-mumps-rubella (MMR) vaccine
- Two doses of varicella vaccine

For kindergarten and grades one through six:

- One dose of varicella vaccine

In addition to kindergarten through 12th grade requirements, students must have the following vaccinations:

- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine in grades seven through twelve

If vaccinations have been declined, a **religious exemption form** must be presented and kept in the child's chart indefinitely. This form can be obtained from your local county health department. No appointment is necessary and the child does not need to be present.

### **Seventh Grade Requirements:**

1. Scoliosis examination

***\*\*Failure to submit documentation of immunizations or school physicals within 30 days of the beginning of classes will constitute suspension of your child until documents are obtained.***

### **COMPUTER POLICY**

Mainspring Academy's computer network (including all school computer equipment and Internet accessed through school equipment) is provided for students to conduct research, to develop computer skills, to facilitate learning, and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and access entails responsibility.

The following policies exist to aid the student in clarifying specific situations, and are not intended to be all-inclusive. If in doubt, the student should seek the advice of his or her teacher.

1. Accessing the accounts and files of others is prohibited. A network password is considered to be the personal property of the user and may not be used by another for any purpose.
2. Attempting to subvert network security, to impair functionality of the network, or to bypass restrictions set by the administrators is prohibited. Assisting others in violating these rules is also considered unacceptable behavior.
3. Improper use or distribution of information is prohibited. This includes copyright violations such as software piracy as well as plagiarism. The network is a valid academic resource and use thereof is governed by the same rules as library resources. This includes the Internet. All information obtained through the Internet and other computer research tools must be cited when used in a student's work. Information gained from a website is not any different from information found in an encyclopedia or magazine. Students should see their classroom teacher for help in the proper methods of citing the various computer resources.
4. Using the network for commercial purpose or in support of illegal activities is prohibited. This includes, but is not limited to, uploading or downloading of illegal or pornographic material, sending chain letters, sending threatening or harassing e-mail, use of profanity in any way, or other similar activities.
5. Students may not copy files to the network, download files from the network, or alter the system settings, system files, or programs on the network in any way without the permission of the network administrator. This includes altering the Windows environment.
6. Files from the Internet, dial-up bulletin boards, or online services such as America Online, CompuServe, or Prodigy may not be downloaded to the network or computer hard drive without permission from the instructor network administrator.

## **CONTRABAND**

Contraband is prohibited from being carried onto school property by students unless approval is given by the Head of School. These include cell phones, pagers, firearms, and weapons. In the event that your child is given permission to bring a cell phone or other electronic device to school, Mainspring bears no responsibility for its loss, theft, or damage.

Mainspring Administration reserves the right to require a student to carry their belongings in a clear backpack. Student may be subject to searches of person and property upon entering or exiting school grounds if suspected of possessing contraband or stolen items. The Head of School will notify the parent if this requirement is applicable.

## **BIRTHDAY AND CELEBRATIONS**

Children celebrating birthdays are invited to share a treat with their class. If sending in treats please check with the classroom teacher for a list of allergies or diet restrictions. Other parties are held during the year to celebrate various occasions (Thanksgiving, Valentine's Day, etc.) the PTO will have committees assigned to help organize special parties. Parents and students may be asked to help organize these events.

Mainspring Academy is concerned with the development of positive self-image for all students. Therefore, if one of our students is having a non-school party where all of the students are not invited, please do not disseminate invitations through the school.

## **SOLICITATIONS**

Please note that neither parents nor outside parties are permitted to distribute or display any publication, announcement, advertisement, or other written or printed matter on campus. This policy is intended to protect our families from receiving unwanted and/or unauthorized materials.

## **FOREIGN OBJECTS**

If you should find any unfamiliar objects in your child's pocket or backpack, please return them to the School office. A child may take home an item that is an important part of school equipment, even though it does not appear very valuable.

## **BABYSITTING**

Babysitting by staff is permitted during non-school hours. Mainspring Academy assumes no liability for these services. Staff are not designees of Mainspring Academy while employed in babysitting services. Employees understand that any discussion regarding Mainspring



Academy, its students, employees, policies and programs is strictly prohibited, while serving in any role not covered by Mainspring Employee Agreements. Failure to adhere to these privacy guidelines is a serious offense and will be treated as a violation of the School's policy.

## **NON-DISCRIMINATION IN EMPLOYMENT AND PROVISION OF ACADEMIC SERVICES POLICY**

Mainspring Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and school administered programs.

It is the policy of Mainspring Academy to provide equal opportunity to applicants, employees, and families served without regard to race, color, sex, religion, age, national origin, disability, political belief, sexual orientation or veteran status: hereinafter referred to as protected category.

Mainspring Academy, Inc. is firmly committed to compliance and enforcement of all federal and state regulations that forbid discrimination in the delivery of services to students and families served by the programs of the organization.

This policy shall be adhered to by all directors, staff, and contractors of the agency. The Board of Directors and supervisory and management staff, shall assure that the intent as well as the stated requirements are implemented. The application of this policy is the individual responsibility of all staff.

## **CONDUCT/DISCIPLINE**

Mainspring Academy takes pride in maintaining high standards as a behaviorally-based educational facility. Our staff is encouraged to use any of the following intervention strategies when the more typical methods of behavior management have been ineffective. Our responsibility is to notify parents quickly when their child's behaviors are problematic and to have a clear plan of action in the event that stronger efforts are needed. Depending on the situation, some of these strategies may be skipped or others may be substituted:

1. Documentation of misbehaviors and consequences.
2. Parent/teacher meeting followed by a parent/staff/senior administrator conference.
3. Increase in behavioral support hours provided by an outside agency.
4. Requirement for a "shadow" to accompany child at school.
5. Recommendation of psychological consultation (additional fees will apply as determined between you and the selected agency).

6. Recommendation of psychiatric/medication management through an approved provider. An approved list is available upon request. In some cases, failure of the parent to seek out appropriate medication management for their child may result in suspension and/or expulsion from the program.

7. Development and implementation of an Action Plan. The Action Plan would be subject to review by the Head of School and will be individualized to meet particular student/situation needs.

## **PARENT COLLABORATION**

Parent education events are coordinated with Mainspring's Leadership. The more knowledge parents have about Mainspring's philosophy, process, and policies, the more effectively we can work together. Parental support is imperative to the success of a child's education and to the school's growth and development. Parent Education nights and/or Lesson Showcases provide a forum for all of us to learn more about each other and how to best help each child. We encourage family members and service providers to collaborate and agree on treatment decisions, target delivery, and procedural integrity.

## **PARENT RESPONSIBILITIES**

Parents agree to collaborate with educational and behavioral services in the following ways:

- Complete training programs and homework with the child as recommended by the team.
- Generalize skills taught in sessions to different environments including home and the community.
- Correctly and reliably implement behavioral procedures in the home environment
- Collect data as requested by the school staff.
- Encourage the child to demonstrate appropriate behavior at home, at school, and in the community.
- Alert the school if there are any significant changes in the child's health or well-being that affects his/her ability to perform in school or during therapy sessions.
- Alert staff of any medication changes or new interventions.
- Notify the school staff of changes to custody arrangements.

## **STUDENT SUSPENSION OR EXPULSION**

When students enter Mainspring, it is understood that parents agree to support all rules of the school as outlined in this Parent Handbook. In situations involving repeated violations of school rules, or if at any time a student's influence is considered harmful, or his/her presence in the school is considered to jeopardize the well-being and success of other students, the school

reserves the right to require withdrawal. Every effort will be made to avoid terminating a child's enrollment in the school. The following are grounds for expulsion:

- Failure of the parents to respect and adhere to the school's policies.
- Failure by the parents to provide health forms and other paperwork required for enrollment, including psycho-educational assessments.
- Failure of the parent to arrange for an approved provider to meet their child's support hour requirement.
- Excessive absenteeism and/or tardiness.
- Ongoing noncompliance/parent disagreements regarding sick policy.
- Physical or emotional problems that require excessive one-on-one staffing.
- Parent's refusal to pursue additional professional services when recommended as being in the child's best interest including medical evaluation.
- Parent refusal to administer, or allow the school to administer, medications.
- Parent's refusal to approve or follow behavior plans and interventions.
- Inability of the school to meet the apparent needs of the child, as determined by the team.
- Parent's disrespectful behavior toward other parents, children, teachers, administrators or other staff.
- Failure to pay tuition and fees.

### **STANDARDS OF ETHICAL CONDUCT**

Mainspring Academy values the dignity of every person, the pursuit of truth and excellence, the acquisition of knowledge, and the nurturing of democratic citizenship. Essential to these values are the freedom to learn and to teach and the guarantee of equal opportunity for all. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

Concern for the student requires that our instructional personnel:

- Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
- Shall not unreasonably restrain a student from independent action in pursuit of learning.
- Shall not unreasonably deny a student access to diverse points of view.
- Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a student's legal rights.
- Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- Shall not exploit a relationship with a student for personal gain or advantage.

- Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall remain aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community. Employees of our school must display the highest degree of ethical conduct.

## **REPORTING MISCONDUCT BY INSTRUCTIONAL PERSONNEL AND ADMINISTRATORS**

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators that affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made immediately to the Head of School. In the case that the Head of School is in violation, a report should be made to the Board of Directors. They will then assist in reporting to the Florida Department of Children and Families' abuse hotline, on the single statewide toll-free telephone number **1-800-96-ABUSE (1-800-962-2873)**. **TDD (Telephone Device for the Deaf): 1-800-453-5145**. The teacher or staff member may also, for their own documentation and protection, file a Child Abuse Incident Referral Report.

Reports of misconduct committed by administrators should be made to the Florida Department of Children and Families' abuse hotline, on the single statewide toll-free telephone number **1-800-96-ABUSE (1-800-962-2873)**. **TDD (Telephone Device for the Deaf): 1-800-453-5145**.

## **SUSPECTED CHILD ABUSE OR NEGLECT**

The Department of Children and Families and the state of Florida require all childcare professionals to report any suspected cases of child abuse or neglect to the State. Persons who are mandated by Florida State Statute to report reasonable cause to suspect that a child is abused or neglected includes teachers, therapists, school officials, and personnel. If a staff member suspects child abuse or neglect they should immediately notify the Head of School or his/her designee who will then call the child Abuse Hotline: 1-800-96 ABUSE. Those who report suspected child abuse have the right to remain anonymous to the State. Each instance of actual or suspected abuse/neglect requires written documentation. The Director of School Administration, and Head of School must be informed prior to the staff member calling the Department of Children and Families.

Within 24 hours of a report to DCF, an investigation must be initiated. During this 24-hour period no person other than DCF or law enforcement may interview those persons making the allegation. Refer inquiries to Executive Leadership. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

## **Signs of Physical Abuse**

The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

### **Signs of Sexual Abuse**

The child may have torn, stained or bloody underwear; trouble walking or sitting; pain or itching in genital area; or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

### **Signs of Neglect**

The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

### **Patterns of Abuse**

Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

## **LIABILITY PROTECTIONS**

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the Florida Department of Children and Families or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203) An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

## **CONFIDENTIALITY POLICY**

### **Aims of the Confidentiality Policy**

- To provide clear guidance to all members of the school community about confidentiality.
- To encourage children to talk to a trusted adult if they are having problems, without fear of repercussions.
- To ensure all adults working in the school treat sensitive issues with discretion.

### **Equal Opportunities Statement**

Mainspring is committed to providing equal opportunities to all, in all aspects of school life.

### **Adults Working in Our School**

Adults employed by Mainspring Academy, Inc.:

- Must maintain professional standards of confidentiality about anything seen or heard within the school.
- Shall discuss concerns regarding the care of a child, especially if the adult does not feel they know the child's circumstances well enough to make a judgment about procedure, with the Head of School or child's team who will have greater knowledge of the child, at an appropriate place and time.
- Shall adhere to and enforce the school's procedures for the taking of and use of photographs and video recording in school.
- Shall not give out any child's personal information over the telephone until the validity of the request has been ascertained via a returned call.
- Shall never give unconditional confidentiality.
- Shall refer any information that leads them to believe there is a child protection issue to the Head of School.
- Shall be sensitive when discussing an individual child's academic and/or behavioral status or challenges in the presence of the child or peers
- Shall not enter into detailed discussion about a child's behavior or academic progress with other children or their parents.
- Shall encourage children to be open with their parents/teachers

### **Confidential Information Concerning Children**

All personal information about children including social services records are regarded as confidential. The Head of School will determine who will have access, and whether those concerned have access to all or only select information.

## **COLLABORATION WITH EXTERNAL AGENCIES**

Mainspring desires to have their students achieve the greatest level of success across all areas of their lives. Based on the School's Matrix of Services rating a requirement of services will be made to each child's family pertaining to the level of behavioral, independent functioning, curricular, and/or communication support that is needed for each child. Families have the freedom to select their own external agency to provide any of the recommended or necessary services for their child. Agencies who wish to provide services on Mainspring's campus should submit their request in writing to the Administration. In addition, the agency will be required to have their designated representative interview with the Director of Clinical Services. During that interview the External Services Agreement will be reviewed. All agencies must have on file with Mainspring, documentation of a level II background check through DCF and/or FDLE. Mainspring only accepts background checks that have been conducted by an above listed approved agency and date stamped within the past 12 months.

In addition, parents must sign a release of information waiver, allowing the school to release information to the provider and vice versa for collaboration between the agencies.

## **FINANCIAL POLICIES**

All fees and tuition payments are due on the dates indicated on the contract and monthly statements. If these dates fall on a weekend or holiday, payments are due on the next business day.

Payment of the initial admission application fee is a one-time event and remains valid until the child is dis-enrolled. Registration fees are required annually for re-enrollment. All application, registration, and event fees are non-refundable.

All tuition payments must be made by check, money order or credit card. All parents utilizing the monthly tuition plan are required to keep a credit card on file. Parents utilizing the monthly payment option will be assessed a \$100 per year convenience fee.

Tuition checks should be mailed or dropped off at the school in time to be received by the due date. Mainspring is not responsible for postal delays. Parents may turn in payment at the school office, however, do not give payments to staff to deliver or place payments in your child's backpack. Staff will not be held responsible for delivering money to the office.

Financial questions should be directed to the School Coordinator.

Invoices for Before School Enrichment are included in your monthly tuition invoice. Due dates will be noted on the invoices. Children may not attend Enrichment Programs if payments are more than one calendar month late.

### **Returned Checks**

If a check is returned "Non-Sufficient Funds" or "Uncollected Funds," the family will be assessed a penalty fee of \$25.00 per occurrence. In the event of two or more checks returned NSF or UF, future payments must be made by cashier's check, money order or credit card.

### **Overdue Payments**

Parents are responsible for knowing when their payments are due. Parents will select a payment plan, with specified due dates, from a list of options on their contract. Prior to the start of the school program, all fees and tuition payments must be current. No child will be allowed to start the school program if fees or tuition payments are not up to date.

All tuition payments will be processed using the credit card on file on the first of the month. If the card is declined, the parent will be notified and there will be a seven (7) day grace period (to include weekends and holidays) for submitting payments. A late fee of 10% will be added for every week payment is past due beginning on the 8 day of delinquency.

Any child whose account becomes one month past due is subject to exclusion from the program until the outstanding balance is paid. In the event that it becomes necessary or proper

for Mainspring to bring any action for the collection of tuition, extended care fees, back fees, etc., or to consult or place your account with an attorney concerning the payment of money owed, the parent agrees in each and any such case to pay Mainspring's fees for collection, including, but not limited to reasonable attorney's fees (whether incurred out of court in collection, in court, or appeal, etc.), court costs, interest and any fees charged by third parties.

### **Financial Hardship**

Mainspring Academy offers financial hardship scholarships for families in financial need. Please contact the School Coordinator for information regarding financial hardship and application. Hardship scholarships are awarded based on financial and educational need, and reviewed on a case -by-case basis by the hardship review committee. This committee is made up of the Head of School, Director of Operations and a member from the Board of Directors. Amounts of scholarships are determined by funds available for distribution.

### **McKay Endorsements**

McKay checks must be endorsed by the parent/guardian named as the recipient on the check. Mainspring will not ask for, or accept, a signature from an individual other than the payee named on the check.

McKay Checks must be endorsed to the school no later than 1 week after notification of McKay check arrivals. Parents who fail to endorse McKay checks over to the school within 1 week of notification will not be allowed to bring their child to school until their check is signed unless other arrangements are made with the School Coordinator.

### **DISEMMINATION OF POLICY**

All staff members and adults working in the school (including voluntary helpers) will receive a copy of this Policy. Several copies are available to view at the school office upon request, and a copy of the Policy is also available on the school web site.





## **2017-2018 Student-Parent Handbook**

I, the parent/guardian of \_\_\_\_\_, have read and reviewed the Mainspring Academy 2017-2018 Student-Parent Handbook. Since the information contained in the handbook is subject to change, I acknowledge that revisions will occur throughout the school year. All such revisions will be communicated through parent group emails and memos sent home with my child. I concede that revised information may supersede, modify, or eliminate existing policies and programs.

I understand that the policies outlined in the Student-Parent Handbook serve as a contractual agreement between the School and the family to enhance student success. I agree to support and encourage my child's social, emotional, behavioral, and academic development by adhering to these policies and working collaboratively and respectfully with my child's team.

### **Assumption of Risk, Waiver, and Agreement to Hold Harmless**

I understand that enrollment/attendance/visitation at a special needs school such as Mainspring is not without risk to my child, as well as to myself, members of my family or my guests, due to the nature of extremely and inherently challenging and unpredictable behavior for children diagnosed with developmental disabilities. Challenging behaviors to which such persons will be exposed are inherently difficult to foresee and/or control and may be the cause of injury, even when handled with the utmost of care.

I, on behalf of myself and all such persons mentioned above, hereby waive and release Mainspring Academy and agents from any and all liability of any nature for injury and or damage resulting from enrollment/attendance/visitation at the School, specifically including from the actions of special needs students. I assume the risk of any damage, or injury to any such persons mentioned above, while my child attends the School or other functions for or related to the School, and shall hold the School harmless for any related liabilities, claims or damages.

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Parent, Legal Guardian

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Date

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Mainspring Academy Senior Administrator

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Date