PARENT INVOLVEMENT

Parent Involvement
Parents are an integral part of the UP Autism Center team. The effectiveness of any child's program depends on parental involvement, and we rely on parents to implement learning strategies in the child's home and community. Your child's self-image, behavior, and motivation to succeed depend on everyone working together across settings. You are strongly encouraged to participate in all center activities, from writing in your child's daily notebook to attending parent conferences and parent support group meetings, to volunteering at UP Autism Center when opportunities arise.

Gifts and Donations
UP Autism Center will gratefully accept any items from home to be used for crafts, play and language activities, and supplies. Due to ethical concerns that can arise from dual-relationships, our staff is unable to accept any gifts from our clients or their families.

GENERAL POLICIES

Code of Conduct/Behavioral Expectations
The safety and well-being of all learners is our top priority. UP Autism Center promotes a safe and secure learning environment during the school day and at all school-sponsored events. All students are asked to follow all school rules and general behavior expectations, and if those expectations are not met, appropriate disciplinary action will be taken. Any behavior that threatens that safety and well-being will be addressed immediately. The following list is illustrative of unacceptable behavior but not exhaustive. Any and all behaviors will fall on a continuum of severity. The level of severity and the number of occurrences of the behavior will determine the decision as to what resources will be taken regarding the discipline of the student.

The following types of behavior towards a staff member or student are unacceptable and will be addressed immediately by the classroom teacher or BCBA:
- Purposeful physical abuse or assault of a student or a staff member.
- Verbal abuse of a student or staff member - in person, over the phone, or through social media
- Making threats towards a student or staff member
- Racial slurs or comments
- Bullying
- Fighting
- Destruction of school property
- Theft of school property
- Inappropriate use of technology
- Profane language
- Aggressive behavior – hitting, slapping, pushing, punching, aggressive hand gestures, kicking, or spitting
- Any other offense deemed disorderly and not conducive to good order and discipline

UP Autism Center Parent Handbook
Discipline
The principles of Applied Behavior Analysis are utilized to teach socially acceptable behaviors, and to decrease behaviors that interfere with one’s ability to learn or to function in their community. Each client is taught in accordance with their individualized treatment plan using reinforcers that are determined through various preference assessments. The following principals of applied behavioral analysis may be used to shape desired behavior: access to reinforcement, response blocking and redirection, token systems, social praise for appropriate behavior, or temporary removal of reinforcement. Individual circumstances and student needs will determine which method a teacher/principal will employ with the focus upon improvement of the student’s behavior and enhancement of learning. When necessary to address behaviors that are interfering with learning, aggressive behaviors toward others, self-harm, and/or property destruction, a client-specific behavior plan will be developed and overseen by a Board-Certified Behavior Analyst in coordination with the client’s family and therapy team.

A crisis team, consisting of UP Autism Center staff, is in place to address behaviors that may cause harm to others. These team members are trained to safely and effectively manage behaviors that may cause harm to other clients, or to the client himself. All professional ethical standards are observed. We do not tolerate any form of corporal, humiliating, and/or traumatic treatment.

No student may continually engage in disruptive behavior or negative conduct which would:
1. significantly affect their right of personnel to carry on their function in school
2. affect the rights of other students to learn in an appropriately controlled educational environment

If a client’s behavior does not respond to behavior-based intervention, and the client continues to be a danger to himself or others, the client will be referred to other facilities that may be better equipped to manage their behaviors.

Visitors to UP Autism Center
All visitors to UP Autism Center must check in with the Director or other senior staff upon arrival.

Clothing
Please dress your child in weather-appropriate clothing. Always assume your child will go outside. Unless the weather is excessively hot or cold, clients will go outside every day. In cooler weather, please send a jacket, gloves, hat, etc. Please apply sunscreen before bringing your child in the warmer months. At UP Autism Center your child will probably get mud, dirt, paint, markers, sand, etc. on his or her clothing. Keep this in mind when selecting your child’s clothing. Finally, please send at least one extra pair of labeled clothing to be kept at school in case of accidents, including shirt, pants, underwear, and socks.

Lunches
Due to the special dietary restrictions and potential food allergies of our clients, UP Autism Center is not able to provide any food to our clients that is not sent from home. Please send a lunch and a drink with your child each day. Food should be prepared, mixed, and ready to eat, with the exception of warming in a microwave or toaster oven, as needed.