

The dePaul School



Family Handbook

Revised 8/1/2020

**Vicki Howell
Head of School**

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The dePaul School for Dyslexia, Inc

2747 Sunset Point Rd
Clearwater, FL 33759

727-796-7679

admin@thedepaulschool.org
[www.Facebook.com/thedepaulschool](https://www.facebook.com/thedepaulschool)

Business Hours: 7:40-3:30p Monday- Friday

Drop Off: 7:40-8:00am

Classes Start: 8:00am

Pick Up: 2:30pm for Traditional Students, 2:40pm for Delta Students

*Contact admin@thedepaulschool.org for before school care.

Purpose and Philosophy

The dePaul School was established in 1970 to provide an educational facility for students who are recognized to have the specific learning disability known as dyslexia.

A full-time school curriculum is provided for these students and students with language based learning differences, to remediate learning weaknesses, and prepare students for their future educational placement by providing them with the tools and the confidence they need to learn. We make no promises as to the rate of achievement of our students. In an environment structured to these real needs, they move as rapidly as possible. Some students have needed only a year of specialized instruction. Most students require more than that.

The dePaul School for Dyslexia, Inc. began January 15, 1983 with 24 students as a Saturday Program, 24 volunteer tutors, 4 auditory teachers, 2 supervisors, and 5 assistants. The Saturday Program grew so that today there is a dePaul School (full-time), and a Summer Reading Camp.

Dyslexic students, until remediated, do not learn adequately in a conventional school atmosphere. The dePaul School provides an educational environment in which these students can learn the fundamental skills necessary for a productive life in our complex world. Even more important than this, is the inculcation of basic human values that are essential if these students are to become productive members of society. These values must be taught as explicitly and as concretely as any academic subject. To accomplish this, the home must support and manifest these same fundamental values, or the student is placed in a position of conflict.

The dePaul School is committed to the belief that its students must be provided with a strongly structured academic program and an environment which stresses the dignity, worth, and responsibility of everyone. The rules at The dePaul School are designed to put this philosophy into action for the good of all students, and we urge all parents to carefully review and adhere to this philosophy.

The dePaul method in instruction is tailored to meet the needs of students with learning differences, especially dyslexia. It is not an educational panacea indiscriminately offered as remediation for all learning disabilities. It is essential, therefore, that only students who can profit from this program are admitted to dePaul. Students seeking admission to the school must provide documentation from qualified therapists indicating that the student has dyslexia and/or language based learning differences or undergo testing to determine his/her eligibility. These tests can be administered and evaluated by the personnel of The dePaul School.

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

This Handbook is not intended to be a comprehensive list of all policies and procedures but is intended to provide general information that families need to know about the School. The School reserves the right to make changes in the best interests of the School and at the School's sole discretion.

Mission Statement

The dePaul School is a specialized, independent school dedicated to the education of children in 1st-8th grades, with dyslexia and related language based learning difficulties, with the primary goal of enabling these students to achieve academic and personal success.

School Governance

The dePaul School is a non-profit, private school governed by a Board of Directors. The Board oversees the activities of the Head of School, ensures all school activities are consistent with our mission, and monitors our financial stability.

Parent Membership and Education

By your child attending The dePaul School you are a member of The dePaul School for Dyslexia, Inc. As a member of the corporation you are expected to attend Membership Meetings of the corporation twice a year, usually in Fall and Spring. Parent education workshops may also be held during the school year. Information on any educational programs or opportunities are e-mailed as available.

We encourage all dePaul School students, alumni, and their families to remain actively involved in dePaul School and its mission, even beyond graduation.

Programs

The **Traditional** Program is for students ages 7-11. Students are taught in small class sizes allowing for differentiation and support. This program focuses on building a foundation in phonics, reading, comprehension, writing, math, social studies, art, music and PE. Our program provides direct, multisensory instruction in a systematic sequence which allows our students with language-based learning differences to be successful.

The **Delta** program is designed for middle school aged students who are ready for the challenge of a middle school curriculum but need additional support and a highly structured environment in order to be successful. Students in the Delta Program have DPSL, Math, Reading, Science, Social Studies, Writing, Technology, and PE daily. Art classes are held once a week. Small class sizes allow for differentiation and support. All classes are structured, teacher directed, appropriately paced, and designed for students who are not meeting their academic potential due to learning differences.

The **Summer Reading Camp** provides individualized, direct, explicit instruction with 1:1 or 2:1 student/tutor ratio. The program focuses on improving basic reading and literacy skills. Each student receives instruction in the dePaul School's signature Orton-Gillingham based linguistics curriculum, DPSL

Attendance

To provide students with proper course continuity, it is important that students be in class regularly and on time. Parents are requested to schedule all vacations, trips, doctor's appointments and other planned absences around the published school calendar to maximize academic growth.

When it is necessary for your child to be absent, please notify the School by 8:00a.m every day that your child will be absent.

Instructional hours: For grades 1-4, dePaul provides 988 net instructional hours. For grades 5-8, we provide 1041 net instructional hours.

Attendance guidelines are statutory, (*Florida Law Section 1003.21, Florida Statutes*) set by the legislature. Not only does the state set compulsory school attendance requirements, but the **McKay Scholarship program** does as well. The dePaul School is obligated to follow these guidelines and report any excessive tardiness, early leaving and absences.

Students who are not present at 8:00am in their homeroom will be marked tardy.

Students who are tardy or leave early without an acceptable excuse, more than five times in a calendar month or ten times in a 90-calendar day period will be subjected to action as dictated by Florida Statutes 1003.27.

Unless acceptable documentation is available, an accumulation of daily absences (excused or unexcused, tardiness, or early sign-outs that equals 5 days (30 hours) in a marking period or 10 days (60 hours) within two marking periods is considered a pattern of non-attendance. According to Florida Statutes 1003.24(4).

Florida law requires each parent or guardian of a child from six to sixteen years of age to be responsible for the child's school attendance. Florida Statutes, 1003.24 defines the responsibility of parents for the attendance of their child at school.

If a student has unauthorized absences and/or tardiness' sufficient enough to jeopardize academic progress and it is determined that the student's parent or legal guardian is at fault for the absence or tardiness, in accordance with Florida Statutes 1003.24, the procedures under Florida Statutes 1003.36 and 1003.27 shall be followed.

Teachers, at their discretion, may prepare work to be sent home during a prolonged student absence. After an absence, it is the student's responsibility to arrange with the teacher for any make up work.

Progress Reports and Report Cards

Progress Reports (Traditional Program) and Report Cards (Delta Program) can be viewed on Gradelink 3 times a year. Parents will be notified by e-mail when Progress Report and Report Cards are posted. You can stay informed about your child's progress throughout the year by communicating with teachers through e-mail and/or scheduled conferences.

Delta students' progress may also be monitored by parents on GRADELINK throughout each grading period.

Testing

The Gray Oral Reading Test 5 (GORT5) and the Wide Range Achievement Test 4 (WRAT4) for Math/Spelling skills are administered to all dePaul students twice during the school year. The initial testing takes place during the first two weeks of school and a different version of the same test is given at the end of the school year. Please remember that these scores are an indicator of how the student performed on that day. These scores are an assessment of your child's oral reading ability, comprehension, spelling and math.

The test scores indicate grade level performances, i.e., 3.2 means third grade, second month. Students scoring less than 1.0 on the GORT5 are given the GORT untimed test. A student unable to read will be given the Alphabet Identification Test and Gates test in which they identify capital, lower case letters, their sound and blended sounds.

The Diagnostic Assessments of Reading (DAR) and Test of Written Spelling 5 (TWS 5) are administered if deemed beneficial in the assessment of the student's ability in these specific areas.

Home Work Policy

In the **Traditional Program** reading and math homework are assigned Monday through Thursday during the school year. Students who complete 100% of their homework assignments on time for two consecutive weeks and received no Uniform Alerts, PE Alerts or had any discipline issues during the same two weeks will earn a Tag Day to reward their efforts. On Tag Day, students may wear appropriate every-day clothes to school (see Dress Code).

The student is to complete math Homework independently. Parental responsibility is to provide a consistent time and place for the student to complete his/her assigned work. If the student does not understand a problem, the child is to circle the problem and have the parent initial it to let us know the student attempted

the work. If the student works the problem incorrectly, we ask that the parent **does not** correct it, as the teachers need to know in what areas the student is having difficulty.

In the **Delta Program** homework is assigned according to subject and teacher. Delta students are responsible to complete and turn in their homework and assignments as required.

Parents, please do not bring in or fax homework left at home or in the car. These assignments will not be accepted. Our goal is to make students responsible for their own work. Repeated missed assignments will result in a call or e-mail from the teacher or request for a parent-teacher conference.

Student Class Placements

Children are placed in homerooms to create a cohesive group. Academic class placement is based on the ability of students to perform in the various academic areas. Every effort is made to keep students in an age appropriate group. During the year, a student may be moved to a different group on the recommendation of the teacher to ensure that the student's needs are met. Parents will be informed of any changes.

Parent-Teacher Conferences

Approximately six to seven weeks into the school year conferences are scheduled for all parents wishing to attend. However, the staff is available for parent conferences and telephone conferences throughout the school year. Parents may reach out to the teachers directly via email at any time. Teachers are encouraged to reply within 24 hours. For emergencies, please always reach out to the admin@thedepaulschool.org email or call 727-796-7679.

Communication

Important school-related information is communicated to parents via broadcast e-mails, notes home, and school wide notification system (text message). It is important for parents to read all correspondence sent per e-mails, text messages or notes home from school to stay informed of any changes in the school calendar, upcoming special events, emergency notifications, volunteer opportunities, meetings, etc.

It is important that parents check their e-mail and their child's homework folder each night for correspondence from teachers and/or administration.

Family Situations

Parents should notify the Administration of any family situation that arises regarding students such as births, deaths, serious illness, hospitalization, etc. at the time of occurrence so the School can respond appropriately.

Teachers need to be aware of a student's home situation such as separation, divorce or custodial arrangements. Unless dePaul School is directed otherwise by court order or receives a written letter signed by both parents requesting a different procedure, each parent will have equal access to school records, information regarding school calendars, school activities, conferences, etc. Each parent will have equal rights to confer with teachers about the student. Each parent has the right to pick up the student at school either during a normal school day or other activities. Each parent has the right to consent to any emergency medical procedure that may become necessary.

In the case of separation or divorce, the School requests a copy of any/all court documents pertaining to custody arrangements

Guidance Counseling Information

Our Guidance Counselor addresses student needs in the classroom, individually and through group sessions. The Guidance Counselor works collaboratively with students, parents and teachers to support the unique needs of each student.

Small group counseling focuses on prevention, presenting students with information and skills that they can use to address problems. The Counselor may also meet with students individually to provide extra support regarding the students' personal, social or educational development.

The Guidance Program is for students who are functioning well and those who are having problems. Students who have more serious needs are generally referred to outside professionals. The Guidance Counselor will assist caregivers with resources, community services, and/or referrals related to their child's needs.

The foundation of the relationship between guidance counselor and each school's administration is consultation, cooperation, collaboration and counseling. It is the professional responsibility of the counselor and the administrator to respect the privacy of those students with whom they form a relationship. The relationship by its nature requires an atmosphere of trust and confidentiality. The main purpose of confidentiality in the school is to offer students a relationship in which they can share their concerns without fear of disclosure. Counselors and administration share responsibility in protecting the information received through confidential relationships with teachers and parents. This confidentiality must not be compromised except in the following situations:

- Student is a danger to self or others
- Parent and/or student request and sign a Release of Information to a third party including the sharing of information with any medical, mental health and or professional who is providing treatment (according to the stipulations outlined in the Release)
- A court order release of information
- A third party is present in the room
- Suspected child abuse, neglect or endangerment
- Services delivered in small groups and/or classroom format

In such cases, the counselor and administrator are responsible for informing the student of the disclosure, depending on the situation and/or the developmental level of the child. The counselor and administrator should work in confidence and collaboration to provide the child with a confidential setting when appropriate.

It is understood that any reference to guidance services excludes all clinical and/or psychotherapeutic services. It is the responsibility of the guidance counselor to generate, and have available, referral information for these specific services.

Child Abuse, Molestation, and Neglect Policy

The dePaul Staff, Teachers and Board considers the responsibility for the welfare of students to be of paramount importance. Therefore, all employees, Board members, and volunteers of dePaul are directed to take whatever action may be necessary as required by Florida Statutes Chapter 39, and 827, and all statutes and laws of the State of Florida about all instances of suspected child abuse, molestation and child neglect.

Abuse Hotline: 1-800-96ABUSE or www.dcf.state.fl.us/abuse/report/

A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or prevents another person from doing so, is guilty of a misdemeanor of the first degree, punishable as provided in ss775.082 or 775.083 F.S.

A person who does make a report of suspected abuse in good faith has immunity from civil and criminal liability pursuant of ss39.203 768.095 F.S.

The dePaul Staff was trained on the standards, duty to report and procedure for reporting alleged misconduct. Procedures for reporting child abuse, molestation and neglect and misconduct by instructional personnel and administrators are posted in the school lobby.

dePaul staff, teachers and volunteers had background checks and have been fingerprinted.

Financials

Tuition and fees are set by the Board of Directors and communicated to existing parents in early Spring. Registration for the following year is in the Spring and requires an entry in Gradelink as well as payment of a non-refundable registration fee. Once both are received, the student's seat will be reserved.

Tuition contracts are sent to the parents in the summer to allow the Florida Department of Education time to update scholarship amounts and provide award notifications to parents. Once the FLDOE completes their process, dePaul updates our tuition contracts reflecting the latest awarded amounts per student and sends out the tuition contract. The tuition contract must be signed and returned to the school on the date stated in order to complete enrollment, scheduling and staffing for the fall.

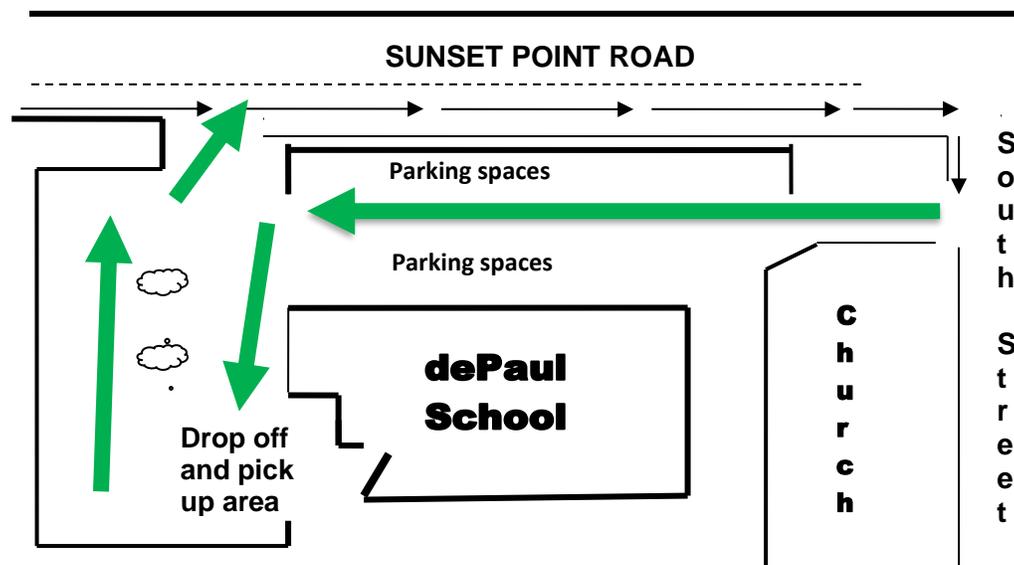
Payment is either full in advance of the start of the fall semester by ACH or check or can be processed monthly as a direct debit to a bank account. Tuition can be split amongst multiple bank accounts and can also be processed on a credit card (additional 4% fee).

Late payments or returned payments will incur a \$50 late fee. If the balance is not brought up to date within 30 days of being notified, the student will not be able to attend school.

Morning Arrival

Drop off students at the designated area between 7:40-8:00am (see map). Please do not let your child/children out of the car until addressed by a faculty member. For your child's safety, do not pull away until your child has reached the sidewalk at the back door.

Prior permission must be obtained from the office for students being dropped off prior to 7:40. A Before School Care fee of \$5.00 fee per day will be assessed and may be paid by check, added to monthly tuition payment or charged to a credit card (4% additional fee).



Afternoon Dismissal

Staff members will lead students to the same spot where the student was dropped off in the morning (see map above). Staff members will release students one car at a time. Only persons listed on the GRADELINK Authorized Contact list may pick up a student. If someone else is picking up your child, notify the office prior to pick up.

Carpool: It is essential that each driver knows whom he/she is picking up. Please contact the driver of your carpool if your student is not riding either way. The school is not responsible for these arrangements.

You must let the office know, if anyone other than persons listed on the GRADELINK enrollment form is picking up your child. If the person picking up your child is not listed, please let us know the person's name, relationship to child, telephone number, car make and color. Anyone may be asked by the staff to show identification.

If a student is riding home with another dePaul student after school, the office must have written permission from both parties.

Please notify the office if the person picking up the child is going to be late. Any student who is not picked who is not picked up by 2:50 p.m. can be picked up at the office.

A late fee of \$10.00 will be assessed at 3:00 pm for each student. An additional \$2.00 per minute will be added after 3:00 pm.

Important Safety:

At morning drop off and afternoon pick-up **cars may not be passed** in the parking lot.
At morning drop off, please make sure the student is on the sidewalk before you pull away.

Arriving Late/ Early Sign Out Procedure

Do not drop off a student in front of the school.

Tardy students must be brought to the office and signed in. We do not disrupt classes already in progress. Students are not admitted until the next class. Student is marked tardy if he/she is not in class at 8:00am.

If a child goes home early due to illness or any other reason, **parent must report to the office and sign the child out**. Please do not give messages to teachers.

Birthday Celebrations

Students Birthdays are recognized at the end of the day. Your child may share cookies with other students. In the Handbook Supplement is a list of all students and parents including their addresses, telephone numbers and e-mail addresses. If your child has a celebration and wishes to invite fellow students, the invitations may not be distributed at school. Please contact students and parents directly.

Out-of-school Fundraising

dePaul is a non-profit organization and it is counterproductive for students to raise money within the school for other organizations. We ask that parents discourage students from selling items and/or soliciting money for other organizations at school.

Sick Child Policy

Sick children must be picked up immediately when alerted by the school. We do not have a clinic to make your child comfortable as they wait to be picked up.

To protect the health of all students while they are in school, a student who is out sick must be free of the following symptoms for 24 hours before returning to school fever, runny nose, excessive coughing, headache, unexplained rashes, nausea, vomiting, sore throat, chills, earache, red eyes, or diarrhea. If a student is not in school due to illness the school must be notified by phone or e-mail by 8 am. If student is absent more than three days, a doctor's note is required for the student to return to school.

Administration of Medication

If a student takes medication during school hours, that medication must be brought to the office. A yellow (over-the-counter medication) or blue card (prescription medication) must accompany the medication and be on file in the office. A separate card must be completed for every prescription medication. Medication cards may be obtained from the office. **Whenever possible, administer medication at home before your student comes to school.**

No **prescription medication** is given to a student unless the medication is in the original prescription bottle and a clinic card is populated and on file. All release forms must be dated and must show a starting and ending date for the administration of any medications, whether prescription or non-prescription. **MEDICATION MUST BE IN IT'S ORIGINAL CONTAINER.**

All medications are administered through the office.

Uniform Policy

The purpose of the uniform at the dePaul School is twofold; 1. enhance our structure and 2. reduce distraction in the classroom. The cooperation of students and parents is necessary in maintaining the standards of our dress code. It is very important that this code is accepted fully and is enforced consistently. Uniforms can be obtained by accessing our school page at either of the below companies:

<https://www.landsend.com/pp/SchoolSearch.html?selectedSchoolNum=900148602&action=landing>

<https://www.frenchtoast.com/schoolbox/schools/the-depaul-school-QS5SDVE>

Parents also list used uniforms on the parent facebook page.

Delta Program

Red short or long sleeve polo shirts with **dePaul logo**, and navy-blue straight shorts, pants, skorts or red plaid skorts.

White or single colored plain short sleeve t-shirt is required for physical education class each day.

Traditional Program

Girl Uniform – cobalt blue short or long sleeve Polo shirts or navy-blue dress with **dePaul logo**. Navy blue straight shorts, pants, skorts.

Boy Uniform - cobalt blue short or long sleeve Polo shirts with **dePaul logo**. Navy blue straight shorts or pants.

All Students

Hooded zip-front sweatshirt (navy blue, Deltas may also wear red) with **dePaul logo** may be purchased from Land's End or French Toast. Please put your child's name in the sweatshirt or have Land's End or French Toast put the child's initials on the sleeve.

dePaul blue Spirit t-shirts are required for fieldtrips and some afterschool activities and may be ordered through Land's End.

Students must wear sneakers. **No lights or wheels are allowed on sneakers.** If the shoes have holes for laces, shoelaces must be in place and tied.

Parental cooperation is necessary to help the student stay organized. If students enter the school improperly dressed, (out of uniform, incomplete uniform, dirty or torn uniform, etc.), a uniform alert will be sent home and needs to be signed by the parent and returned the next day.

Dress Code (including Tag Day):

- All shirts and blouses must cover midriff, back, sides and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
- Shorts, capris, skirts, divided skirts, dresses and culottes are allowed. They must be mid-thigh length or longer.
- Pants or shorts must totally cover undergarments, including boxer shorts.
- All clothing shall be free of the following; profanity, violent images, sexually suggestive phrases or images, gang related symbols, alcohol, tobacco, drugs or advertisement for such products
- Sneakers must be worn always. Inappropriate footwear includes but is not limited to sneakers with wheels or lights, skate shoes, crocs, sandals or boots.
- Students must adhere to the mandatory school uniform policy. On Tag Days, students must abide by the listed requirements.
- Form fitting leotard/spandex type clothing (including sport bras) is not allowed unless proper outer garments cover it.
- See through or mesh fabric clothing may only be worn over clothing meeting requirements.
- Clothing must be appropriate size, with the waist of the garment worn at the student's waist and properly buttoned, zipped and/or fastened.
- Sunglasses may not be worn inside unless a parent provides a doctor's note.
- Bandanas or sweatbands are not allowed on school grounds
- Hats or other head coverings may be worn during outside P.E. activities, and fieldtrips. Head coverings may not be worn inside the school.

Hair

Boys: Hair must be cut so that it is neat and not in the eyes or a distraction to other students. No Mohawks, other extreme styles or dyes are allowed.

Girls: Hair must be kept off the face during school hours. If necessary, girls should use hair bands, or tie backs. Note: plain, functional barrettes, hair bands, bows, and scrunchies only.

Personal Articles

If an electronic device is required, permission from parent must be given to office in writing. Cell phones are not permitted to be used during school hours. All cell phones will be given to homeroom teacher directly upon arrival. It is the student's responsibility to retrieve his/her phone at the end of the school day. The school cannot accept responsibility for cell phones or other electronic devices brought to school. The parent/guardian may retrieve the item from the office.

Students may only bring their lunch box, and homework folder. If a student is going to aftercare and has a backpack it may be left in designated area upon arrival. **Please understand that because of extremely limited storage space, only students going to aftercare may bring one backpack.** The school does not accept responsibility for personal articles brought to school including money, cell phone, i-pods, show-and tell exhibits, jewelry, games etc.

Administration reserves the right to deem items and behaviors unacceptable.
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Recess/ Snack Time / Physical Education (P.E.) / Lunch

Students may bring a healthy snack and plain water. Please do not pack a snack that requires a utensil.

P.E. is taught every day. Students are expected to participate in all sports according to their ability and support their teams. Not participating, being uncooperative or disruptive will result in a Physical Education Alert. A note from parent or/and physician is required for student to be excused from P.E.

Delta students - plain white or colored t-shirts **must** be worn for P.E.

Students bring their own lunches. Please label all lunch boxes and containers with your child's name. If lunch requires eating utensils (fork, spoon etc.), make sure you include it. Since we use the picnic tables outside most of the time, we do not have access to utensils. For safety reasons, no glass containers are allowed.

For your child's sake, please pack a healthy lunch. No sugary dessert foods, such as cookies, cakes, candy, marshmallow treats, sugar coated cereal, etc. No sodas, caffeine, or high-energy drinks are allowed. Students may bring sports or fruit-flavored drinks, milk, fruit juice, water, or flavored water for lunch. **For Recess and P.E., only plain water may be brought outside.**

Students may not exchange lunch items. Unacceptable items will be sent home. We insist students take home uneaten food, so you know what your child ate for lunch.

Fieldtrips

For students to participate in Fieldtrips a completed and signed Fieldtrip Travel Release Form for the student must be on file. Delta Students must have completed their homework assignments and have no reprimands, green or pink slips to participate in fieldtrips. Students violating directions and rules will not be able to participate in subsequent fieldtrips.

We typically rent charter busses for field trips. However, in the rare event chaperones/drivers are required they must complete a Field Trip Driver and Insurance Information Form, be level 2 security approved through the State of Florida and supply a copy of a current valid driver's license and automobile insurance. The driver must return with all of the children that were assigned to the driver. No children may attend a field trip unless they are dePaul student and part of the group for whom the trip was arranged.

Chaperone expectations:

- Do not use cell phone to make calls or text
- Do not discuss other students (respect confidentiality)
- If a child becomes unruly, pull over and wait until he/she regains control of him/herself
- Get gas, prior to the fieldtrip to avoid stopping
- Do not smoke
- Know where your assigned students are at all times
- If you must go to the restroom, etc. let another adult in your group know
- Do not bring siblings
- Maintain orderly behavior (if you are overwhelmed, ask staff/teacher for help)
- Never change car or group assignments
- Do not loan money to students
- Do not discuss your student with a teacher

Activity time after the event: if scheduled

- Go to assigned place (park, etc.)
- Take assigned route; do not stop for McDonald's, Store, etc. and buy children treats
- Follow assigned route
- Leave with children assigned to your car

Visits

Alumni - Our current students love seeing former classmates! Once your child graduates DePaul, he/she may visit during lunch time, or during an afterschool event. Children who visit during lunch must sign into the office, and everyone under 18 must be accompanied by an adult during their entire visit to dePaul.

Family/ friends – no visitors are permitted to walk around the school without an employee escort unless approved by administration, the person has signed in, and is level 2 certified by the state of Florida.

Discipline Procedures

To better help your child realize the necessity of self-discipline and responsibility in his/her life, we have established the following procedures to be enforced at the dePaul School.

The teacher establishes classroom discipline. The concept of discipline entails a relationship between teacher and student. Teachers will structure classes to encourage self-esteem and self-discipline among students. The teacher is encouraged to contact parents frequently through progress reports, e-mails, phone calls, or conferences.

To create a responsible environment, students will:

- Be considerate and show respect for everyone.
- Contribute to the community in a positive way.
- Show pride in our school, for ourselves, our homes and our country
- Respect our school, our community and others' property.
- Be courteous and have good manners always.
- Support and listen to each other.
- Achieve our best in every area.
- Prepare adequately each day.
- Have materials prepared and ready (pencil, folder etc.).
- Be honest in our personal dealing and school.
- Take responsibility for our actions.
- Adhere to the dress code and take pride in our appearance.

If a student is sent to the office for disciplinary actions, a conduct entry will be documented in Gradelink. Parents can elect to receive notification in Gradelink for each entry. Misconduct is recorded and becomes part of the student's permanent file. The following procedures are utilized to handle more severe offenses: A parent notification will be sent home for repeated entries.

- Lavatory / hall misconduct
- Failure to do homework
- Chewing gum
- Failure to use good manners
- Disrespectful toward staff member or fellow student.

Student will complete a problem-solving form and have it signed by the parent

- Lack of cooperation
- Rudeness or discourtesy
- Disrespect toward teachers

Major infringements may result in the student's suspension or expulsion.

- Forging signatures
- Stealing
- Fighting
- Technology misuse
- Any actions or threats that endanger the safety of others
- Vulgar, obscene, or threatening language or behavior
- Damage or defacement of School property or property of others
- Gross disruptive behavior in class.

Students need guidelines to know what we expect from them in their daily conduct. Serious lapses in behavior are handled on a case-by-case basis. All efforts are made to affect a positive outcome for the individual student. However, the good of the total community receives prime consideration. No student can interfere with the educational process of other students.

Damage to School and School Property

Students are required to report to the office any loss of, or damage to school property. This includes computers, iPads, student binders, books, sports equipment and all other educational materials. Each student involved must report the incident. An amount covering damages and repairs or replacement will be assessed when a student is guilty of careless or willful destruction of or damage to school property. Writing on, scratching, or any disfigurement of desks, tables, or walls is strictly forbidden and considered damage to school property.

It is the Students responsibility to take care of books assigned to them. If books are willfully damaged or lost, parents will be assessed the amount covering replacement of the book. The charge will be placed on the credit card on file.

Language

Talk or mentioning of weapons, guns, shooting, threats of violence or violent acts is strictly prohibited and will result in suspension. A Parent conference is required for the first infraction; suspensions are issued for repeated infractions. Vulgar or inappropriate language or gestures are not tolerated at any time. If the difficulty continues, the student may be suspended or expelled from the program. School Administration reserves the right to determine what is appropriate.

POLICY AGAINST BULLYING AND HARASSMENT

Statement prohibiting bullying and harassment:

The school policy is that all students, employees, and volunteers learn and work in an environment that is safe, secure, and free from harassment and bullying of any kind. The Administration will not tolerate bullying or harassment. This policy shall be interpreted and applied consistently with all applicable State and federal laws. Conduct that constitutes bullying, harassment, cyber stalking or discrimination, as defined herein, and in section 1006.147, F.S., is prohibited.

Definition of bullying and of harassment:

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve but is not limited to:

- Teasing;
- Social exclusion;
- Threat;
- Intimidation;
- Stalking;
- Physical violence;
- Theft;
- Sexual, religious, or racial harassment;
- Destruction of property.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee.

The definitions of "bullying" and "harassment" include:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Cyber stalking, which is defined as engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or using electronic mail or electronic communication, directed at a specific person, causing emotional distress to that person and serving no legitimate purpose. See s.784.048 (1)(d), F.S.

Consequences for committing an act of bullying, harassment or cyber stalking:

Consequences and appropriate remedial action for students, who commit acts of bullying, harassment, or cyber stalking, may range from positive behavioral interventions up to and including suspension or expulsion.

Consequences for wrongfully and intentionally accusing another of an act of bullying, harassment or cyber stalking:

Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying, harassment or cyber stalking range from positive behavioral interventions up to and including suspension or expulsion.

Harmful Substance Policy for School Activities and Fieldtrips

Students, teachers, chaperones may not possess illegal drugs (including prescription drugs) or alcoholic beverages, use them or are under the influence of them on school property, at any school activity, before you arrive on school grounds, before you arrive at any school activity, or on field trips.

Illegal Drugs, Alcoholic Beverages and Harmful Substances Policy

Students may not possess tobacco, illegal drugs (including prescription drugs which must be left in the office) or alcoholic beverages, use them or are under the influence of them:

- on school property
- at any school activity
- before you arrive on school grounds
- before you arrive at any school activity, or
- on any field trip.

Violation of this policy will be handled on a case-by-case basis and may result in suspension or expulsion. Tuition is not refunded when students are expelled or asked to withdraw. Head of School will keep the school community informed of any policy changes.

Items not Acceptable in School

Items causing distractions and/or safety hazards are not permitted at school.

No head covering may be worn in the building. Extreme fads (coloring, haircuts, make-up), jewelry, watches and items causing distraction are not acceptable. Some items may be a safety hazard during recess and P.E. such as necklaces, dangling earring, etc. Items that are dangerous to students or fellow students will be confiscated immediately. Repeated infractions will result in permanent removal of items until the end of the school year.

School administration reserves the right to determine what constitute a distraction and/or safety hazard.

Hurricane and Inclement Weather Policy

In the event of a hurricane or inclement weather, it is the policy of the dePaul School to follow the Pinellas County School Board's decision regarding the closing/opening of school.

Listen to your local radio stations and TV stations for weather reports and the announcement of the closing and reopening of Pinellas County Public Schools. We will also text you through our school wide notification system when possible.

If our school needs to close for any reason and public schools are open, we will alert you through our school wide notification system by text message. It is very important that we have your accurate cell phone and emergency phone numbers for this purpose.

Technology and Internet Usage and Acceptable Use Policy

The Children's Internet Protection Act (CIPA) went into effect April 20, 2001. This law requires schools receiving certain federal funds to adopt internet safety policies that address the safety of minors accessing the internet in school. The dePaul School chooses to follow the CIPA's requirements as a voluntary measure.

Student Responsibilities:

Computers are to be used for educational purposes only. Students are responsible for making appropriate choices when using technology, accessing internet information, and creating documents as well as safe guarding their devices and passwords. They will be responsible for any action/ activity conducted under their username/ password or on their device.

Students are required to adhere to the following guidelines.

Students will:

- limit Internet searching and browsing to appropriate sites.
- will only use computers and other technology with a teacher's permission and supervision.
- will use appropriate respect for technology equipment, especially in the computer labs.
- will use electronic information appropriately, including citing websites and direct quotes from the Internet.
- not change, add, or adjust computer hardware (monitor, tower, speakers, mouse, keyboard, microphones, and CD drives) and peripheral devices (printers, scanner, digital cameras, ZIP drive).
- not change computer settings, including monitor settings, Windows desktops, control panels, Windows colors/fonts, screen pixel size, and shortcut bars. This may be by staff only.
- not load or delete software to school computes. This may be done by staff only. This applies to both software owned by the school and personally owned software.

Students will not:

- access *personal e-mail on school computers*.
- access inappropriate sites *purposely*. This includes sites containing pornographic, violent, harassing, hateful, or any other harmful information.
- purposely vandalize another student or teacher's works. This includes works on hard drives, shared network drives, and other media such as CD's, and USB drives.
- move school software and/or hardware off school grounds. This includes computers, speakers, monitors, microphones, keyboards, mice, headphones, VCRs, Laserdiscs, and all other electronic equipment unless permitted by administration.

Not complying with this policy may result in disciplinary action. This may include:

- Conduct entry in Gradelink
- suspension of technology privileges at school
- financial responsibility action, parents may need to pay the school to replace lost, stolen, or damaged equipment
- any other appropriate disciplinary action as deemed necessary by the school

Confidentiality

There is no assurance of confidentiality when transmitting data electronically. The school reserves the right to monitor technology use, to monitor file space usage by students, and to examine student files on electronic media (iPads, USB drives, CDs) and the shared network drive.

iPads

The dePaul School has initiated a program promoting the integration of technology into the classroom. We have made a significant investment in education technology and infrastructure to expose students and train them to utilize technology as a tool and resource to enhance their learning. Students are working with Apple iPads.

Equipment:

Apple iPad 16GB with Wi-Fi	\$700
iPad protective case	\$100
Miscellaneous educational apps	\$50
<hr/>	
Total Value:	\$650

Students are responsible for taking their iPads home each day and ensuring they are charged and returned to school in the morning. Traditional students may take their iPad home if approved and or instructed by an administrator. iPad insurance is included in the annual activity fee paid in the beginning of the school year. Parents are responsible for the \$100 deductible if replacement of the iPad is necessary and \$25 deductible for repair of the iPad. The protective case and charger are not covered by the insurance policy and in case of damage or loss parents are responsible for the replacement cost.

Expectations:

To be issued an Apple iPad:

- Students must abide by all school rules as outlined in this Handbook and Acceptable Use & Procedures Agreement.
- Students agree to participate in all class activities and assignments as directed by their teachers. Students missing more than 10% of their homework assignments at any time will lose iPad use until they are caught up.
- Students and parents agree to be responsible for proper care of the iPad, and that any damage or loss may result in replacing the iPad and purchased apps. Parents are responsible for the \$100 deductible for replacement and \$25 deductible for repair of the iPad.
- Students and parents agree to be responsible for proper care of the iPad accessories (protective case) and that loss or damage will result in replacing these accessories (up to \$100).
- Students and parents agree that any inappropriate use of the iPad will result in school discipline that may include the loss of iPad use and school suspension. Inappropriate use includes but is not limited to:
 - Visiting inappropriate websites.
 - Sending inappropriate emails.
 - Possessing inappropriate pictures and/or media files.
 - Cheating.
- Parents agree to monitor student use of the Internet while at their home network using the school issued iPad.
- Each iPad is assigned to a student and only that student should be using that iPad.
- The dePaul School may search school issued iPads at any time to verify contents.
- iPads must be returned at the end of the school year or upon student withdraw.

Personal iPads will not be approved to use on the dePaul network and school apps will not be authorized to be downloaded on personal iPads unless approved by administration.

Delivery of Remote Learning

Student responsibilities and guidelines for remote learning are no different than our accepted and understood classroom teaching and learning protocols. dePaul School's Ethical Use of Technology Policy and Family Handbook remain applicable to all students.

The school uses Google Classroom, Google Meet, Gradelink and other online platforms/tools deemed appropriate to conduct meaningful teaching and learning.

Utilization of dePaul Remote Learning Platforms are understood to be for school and educational use only. The use of these platforms for any other purpose without written consent by dePaul School is prohibited. Failure to comply with this directive may result in disciplinary action.

Acknowledgment of Remote Learning Policies and Procedures

The dePaul School community understands and acknowledges remote learning is a

continuation of daily teaching and learning, not only for our staff and students but also for their parents and guardians. It is critical to share that platforms utilized by dePaul during remote learning involve the following:

- When in a video conference, members of the meeting may be asked to turn on microphones and cameras. Participants (including their image, voice, and background/surroundings) are viewable to other members of the conference.
- Participants in a video conference (or any other aspect of remote learning) are expected to conduct themselves as they would in school. Students should be wearing their uniform shirt. Similarly, backgrounds in a video recording or conference should be appropriate for sharing with the school community.
- Participants' image, likeness, or voice may be recorded while utilizing Google Meet. In some cases, such as recording of synchronous teacher-led lessons, these recordings will be made available for student review.
- Without express and written permission from a school administrator, users may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of these platforms. Only representatives of the school may capture or post such content.

Failure to comply with this directive may result in disciplinary action.

Signing the “Agreement” form when you enrolled your child on GRADELINK assumes you have read, accepted and will abide by the rules and policies. Parents and students agree with the expectations and procedures as detailed in this Family Handbook.

COVID SUPPLEMENTAL 2020-2021

The School is basing its preparations and guidelines for reopening and operating on the information and guidance currently available from the Centers for Disease Control¹ (CDC), The World Health Organization² (WHO), Florida Dept. of Education³ and other health experts. In addition, the School is in communication with the [National Association of Independent Schools](#) (NAIS), [The Southern Association of Independent Schools](#) (SAIS), international, national, and regional schools and districts.

Current Understanding:

Based on the most current information available, the school is making plans based on the following:

- COVID-19 is an illness caused by a virus that can spread from person to person
- COVID-19 is often spread from person to person through close contact and maintaining social distancing can greatly mitigate its spread
- Until a vaccine is widely available, COVID-19 will be a concern for public health.

Planning Assumptions:

The following are the high level assumptions the school is currently using to inform its planning for health and safety, teaching & learning, and operations. These assumptions are based on the best information to date and can and will be updated.

1. Social Distancing is necessary and appropriate to mitigate the risk of contracting and or spreading the virus and should be practiced whenever feasible.
2. Small, consistent, and controlled groups are necessary and appropriate to mitigate the risk of contracting and or spreading the virus.
3. Visitors and guests on campus will be highly limited and controlled.
4. Common spaces such as Fellowship Hall, Library, Sanctuary, etc. may be repurposed.
5. Sharing of physical materials, resources, supplies, etc. is highly discouraged whenever possible.
6. Masks for students, teachers and staff are required when feasible.
7. Increased, frequent and campus wide cleaning and disinfecting practices and policies will be necessary along with education and enforcement of personal hygiene best practices.
8. Employees and students who test positive for COVID-19 will require a quarantine period and this may extend to employees and students who are symptomatic of COVID-19 or have been exposed.

Family Accountability

It is paramount that the family closely monitors the health of not only the student but also the close relatives and contacts of the child for any potential COVID symptoms or positive testing results. We are trusting our staff, families and friends to ensure the continued health of our community. Early detection, communication and quick action is critical to ensure we are respecting and protecting each other.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html> - accessed 8/3/2020

² <https://www.who.int/emergencies/diseases/novel-coronavirus-2019> accessed 8/3/2020

³ <http://www.fldoe.org/core/fileparse.php/19861/urlt/FLDOEReopeningCARESAct.pdf> accessed 8/3/2020

Health Screenings

In line with FL Dept. of Education Reopening and CDC guidelines, the School will require a Health Screening of all students and employees prior to entering the building. This screening may include answering questions like the following:

- Have you experienced any of the following symptoms in the last 48 hours: cough, shortness of breath, loss of taste or smell, fever necessitating the use of Tylenol or Ibuprofen?
- Has any member of your household experienced any of the symptoms as listed in Question 1?
- Have you or any member of your household been exposed to an individual with a known case of Coronavirus?

In addition, students and staff will complete a temperature check before entering the building to confirm they do not have a fever of 100.0 degrees Fahrenheit or more. **Parents are not permitted to move forward in the carline until given notice that all is clear.**

Temperature checks will also occur throughout the school day. Screenings will be conducted in a nondiscriminatory manner and results will remain confidential with only essential members of the administration knowing if any student or employee has a fever.

In the event that an employee or student has a fever, they will report to a designated, controlled waiting area until arrangement can be made for the employee or student to leave the School. This space is adjacent to a door to the front parking lot.

Symptoms of Covid-19

The CDC states the symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Returning to Campus after **Suspected or Positive COVID-19** Diagnosis

If a student or employee meets the criteria for being symptomatic for COVID-19 as defined by the CDC (see above) OR tests positive for COVID-19, the School will require they follow these recommendations based on CDC guideline before returning to campus:

For Persons with COVID-19 or Symptomatic for COVID-19 Under Isolation⁴:

1). Symptom-based

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed *since symptoms first appeared*.

2). Test-based

Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- Negative results of a COVID test administered by a medically approved testing site

For Persons Who have NOT had COVID-19 Symptoms but Tested Positive and are Under Isolation:

1). Time-based

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used.

2). Test-based

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Negative results of a COVID test administered by a medically approved testing site

Returning to Campus for Students and Employees after Exposure to Suspected or Positive COVID-19 Diagnosed Person(s)

If a student or employee has exposure to a person(s) who meets the criteria for being symptomatic for COVID-19 OR who tests positive for COVID-19, the School will require they follow the CDC's Public Health Recommendations for Community-Related Exposure.⁵

⁴ "Return-to-Work Criteria for Healthcare Workers | CDC." 2 May. 2020, <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>. Accessed 8 Jun. 2020.

⁵ "Public Health Guidance for Community-Related Exposure | CDC." 4 Jun. 2020, <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>. Accessed 9 Jun. 2020.

Person	Exposure To:
<ul style="list-style-type: none"> Individual who has had close contact (< 6 feet) for a prolonged period of time (<i>This would include classmates and teachers</i>) 	<ul style="list-style-type: none"> Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation) Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation)

In the event a student, faculty or staff member experiences a qualifying exposure, on or off campus, as defined above, they must adhere to the following before returning to campus:

- Stay home until 14 days after last exposure
- Are encouraged to follow other CDC Public Health Recommendations for Community-Related Exposure

In addition to the requirements as stated above, any student or employee who is required to be off campus due to a COVID-19 related concern must consult and receive clearance from the administration before being allowed back on campus.

Student or Employee becomes ill while on Campus

In the event that a **student** becomes ill while on campus, the following steps should be taken to ensure the confidentiality of the student’s suspected medical condition:

- An adult will send the student to an administrator with a white card. The administrator will ask qualifying questions to identify if COVID symptoms.
- If COVID symptoms, the administrator will walk the child to the isolation area and alert the second administrator.
- The administration will wear appropriate PPE and maintain an appropriate distance.
- The administrator will contact the student’s emergency contact for immediate pick-up via the exit door closest to the isolation area.
- The administrator will have the class that the child came from wash their hands and move to an open space.
- Parents of the potentially exposed students will be texted/ emailed to come and pick up their child and wait for further instructions.
- The parent of the child sent home is encouraged to immediately have their child seen by a doctor for guidance on home care or to obtain a note that symptoms are not COVID indicated.** The parent will take full responsibility for the cost associated with visiting a doctor, caring for their child and providing a doctor’s note to School.
- If a Doctor note is received that the child does not have COVID, the parent is to provide that note to the school.
- The admin will text and email the students that were sent home and inform them to return to school the following morning.

- If the student that was ill is not cleared by a Doctor by 3pm that day, the admin team will text and email the parents of the students that went home to notify them to be prepared for distance learning after one day of planning. Example: students are sent home at 11am on Tues, virtual learning will commence on Thursday at 9am unless otherwise instructed.

If an **employee** becomes ill while on campus, the following steps will be taken:

- The employee must immediately notify an administrator.
- He or she must leave campus. They are then encouraged to consult with their health care provider. The School will then follow the Cleaning and Disinfecting and Communication and Contract Tracing protocols.

Disinfecting and Cleaning after Student or Employee becomes Ill while on Campus

If an employee or student becomes ill with COVID-19 symptoms while on campus, after he or she is separated from others and receiving appropriate medical attention, the School will do the following:

- If a student or teacher became ill, his or her class will immediately wash their hands and move to another appropriate learning space.
- The classroom will not be used for the remainder of the day.
- The school is disinfected every night.
- The School would then follow CDC guidelines for Cleaning and Disinfection of Community Facilities⁶.
- If a staff member became ill, his or her work space would be closed and the School would then follow CDC guidelines for Cleaning and Disinfection of Community Facilities.⁷

Communicating and Contact Tracing after Student or Employee becomes ill while on Campus

After an employee or student is confirmed to have exhibited COVID-19 symptoms while on campus or tested positive while still coming to campus, the School will do the following:

- If a student or teacher were symptomatic or tested positive, the School will text/ email the parents and guardians of the student's classmates that an unnamed individual in their class screened positive for COVID-19 symptoms.
- Parents and guardians must pick up their child at that time.
- If the School receives notification from a physician that the child's symptoms are not indicative of COVID-19, the class will return to campus the following day as planned.
- If the School does not receive this verification, the class begins Distance Learning while Off Campus until the guidelines are satisfied or the School receives verification from a physician that the original symptoms are not indicative of COVID-19.

⁶ "Cleaning and Disinfection for Community Facilities - CDC." 27 May. 2020, <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>. Accessed 9 Jun. 2020.

⁷ "Cleaning and Disinfection for Community Facilities - CDC." 27 May. 2020, <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>. Accessed 9 Jun. 2020.

Communication of Confirmed Community Case COVID-19

The School will work closely with state and local health departments to inform all of our communications regarding confirmed and potential COVID-19 cases within our community. While adhering to privacy laws and standards, The School will err on the side of transparency and proactive communication.

Unless directed otherwise, the school will communicate in broad terms when there is a confirmed case of COVID-19. We will partner with public health to communicate additional details to any individuals who may have had exposure to the individual(s) with a positive diagnosis.

Closure of Physical Campus:

The school stands prepared to close its physical campus and transition into online learning and operations at any point. This may be mandated by Federal or State Officials or the school may independently decide to make this decision.

If a person diagnosed with COVID-19 is confirmed to have been in the building, the School will follow CDC guidelines for closure and disinfecting,

Hand Hygiene and Respiratory Etiquette:

In addition to precautionary and responsive policies and procedures, the school will also educate its community about, promote broadly, and require best practices in personal hygiene⁸ such as:

- Hand hygiene includes traditional hand washing (with soap and water, lathering for a minimum of 20 seconds) or the use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available.⁹
- Educate and model appropriate behaviors and allow for hygiene opportunities before meals, after recess or physical education, and scheduled times throughout the day
- Respiratory hygiene/cough etiquette - the COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. It is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. If no tissue is available, using the inside of the elbow (or shirt sleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

Social Distancing:

Based on the CDC's recommendation that limiting face-to-face contact is the best way to limit the spread of COVID-19, the school will implement social distancing practices¹⁰ whenever possible. Below are illustrative examples of some of the social distancing practices the school will educate its community about, promote broadly, and require whenever feasible:

- Maintaining distance between one another including when entering, exiting and walking through the campus and while in the classroom and office spaces
- Maintaining small groups of students and teachers
- Eliminating large groups
- Turn desks to face in the same direction or have students spaced apart

⁸ "How to Protect Yourself & Others | CDC." <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>. Accessed 9 Jun. 2020.

⁹ "When and How to Wash Your Hands" <https://www.cdc.gov/handwashing/when-how-handwashing.html>. Accessed 9 Jun. 2020.

¹⁰ "Social Distancing, Quarantine, and Isolation - CDC." <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>. Accessed 9 Jun. 2020.

Masks and Facial Coverings:

Students and employees must wear masks or facial coverings. The masks must be plain in design and 2 ply without vents.

Distance Learning while Off Campus

During required periods away from campus, students will continue to have real-time access to their daily lessons and interactions with their classmates through distance learning. Students are only expected to participate if they are healthy enough to do so.

Distance Operations while Off Campus

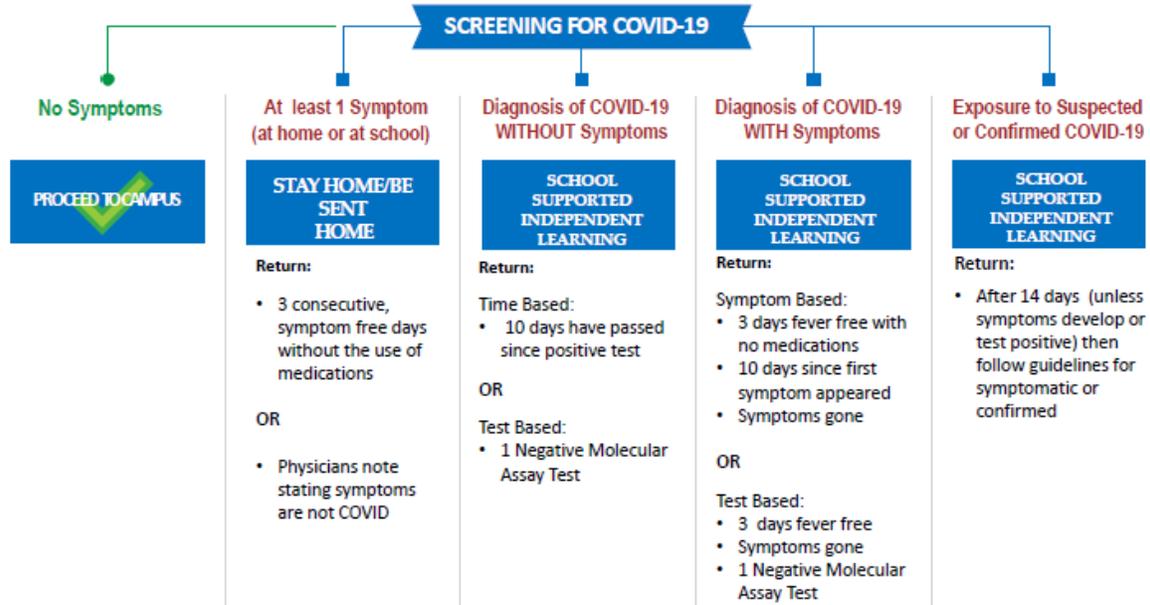
During required periods away from campus, employees are expected to continue to satisfy the expectations and responsibilities of their positions.

Signing the “Agreement” form when you enrolled your child on GRADELINK assumes you have read, accepted and will abide by the rules and policies. Parents and students agree with the expectations and procedures as detailed in this Parent-Student Handbook.

Ready for School?



A Daily Checklist to Keep Everyone Healthy, Safe and Learning



	> Fever or Chills	> Fatigue	> New Loss of Taste or Smell
	> Cough	> Muscle/Body Aches	> Sore Throat
	> Short of breath/difficulty breathing	> Headache	> Vomiting or Diarrhea



I have read and understand The dePaul School for Dyslexia Family Handbook including the technology and internet usage policy.

Name of Student

Name of Student

Name of Student

Signature of Parent/ Guardian

Name of Parent/ Guardian

Date



Waiver of Liability and Assumption of Risk – COVID-19/ Coronavirus Pandemic

I acknowledge that The dePaul School, Inc (dePaul) cannot guarantee that my child will not become infected with COVID-19 while attending dePaul. By signing this agreement, I recognize that COVID-19 is highly infectious and that my child's attendance at dePaul may lead to exposure and infection with COVID-19 and that such infection may lead to serious illness and death. I voluntarily agree to assume all of the risks on behalf of my child and my family and hereby release, agree not to sue, discharge, and hold harmless dePaul, its agents, employees, and representatives from any and all claims, losses, damages, causes of action, costs, expenses (including attorney fees), rights, or remedies, whether known or unknown, liquidated or unliquidated, whether arising from contract, tort, statute, or regulation and whether arising now or in the future, stemming or arising directly or indirectly from or in connection with, or resulting directly or indirectly from my child's attendance at dePaul and infection with COVID-19. This waiver is written as broad and general as law permits.

Name of Student

Signature of Parent/ Guardian

Name of Parent/ Guardian

Date