

# The dePaul School



## Family Handbook

Revised 10/1/2022

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Executive Director /Head of School

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## **The dePaul School for Dyslexia, Inc**

DELTA Program / Business Office  
2747 Sunset Point Rd  
Clearwater, FL 33759

TRADITIONAL Program  
2176 Marilyn St  
Clearwater, FL 33759

727-796-7679  
[admin@thedepaulschool.org](mailto:admin@thedepaulschool.org)  
[www.Facebook.com/thedepaulschool](http://www.Facebook.com/thedepaulschool)

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

Drop Off: 7:40-8:00am  
Classes Start: 8:00am

Traditional dismissal: 2:50p  
Delta dismissal: 3:00p

\*Contact [admin@thedepaulschool.org](mailto: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 highly 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 are administered and evaluated by the personnel of The dePaul School.

<p>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.</p>
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This Handbook is not intended to be a comprehensive list of all policies and procedures but is intended to provide general information parents and students 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 1<sup>st</sup>-8<sup>th</sup> grades, with dyslexia and related language based learning difficulties, with the primary goal of enabling these students to achieve academic and personal success.

## Core Values

To fulfill our mission, the dePaul School embraces a school-wide vision and commitment to our core values: Respect each child...showing understanding and acceptance of their challenges.  
Teach each child...with proven, research-based curriculum and methodologies.  
Challenge each child...to meet their potential, setting appropriate expectations.  
Inspire each child...promoting their strengths, fostering creativity and building self-confidence through praise and encouragement.

## 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 and parent you are welcome to attend designated board meetings. 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 and math. Our 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 and / or attention deficits

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.
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**When it is necessary for your child to be absent, please notify the school by 8:00 a.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 **State 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 chronically 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 and the time the work must be completed and handed in to the teacher.

## Progress Reports and Report Cards

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

Delta students' progresses may 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 during the school year. The initial testing takes place during the first 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.

No credit is given for late homework. 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

Two or three days a year are designated as parent/ teacher conference days. 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](mailto:admin@thedepaulschool.org) email or call 727-796-7679.

## Communication

Important school-related information is communicated to parents via broadcast e-mails, notes home, 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.

<b>It's important for parents to check their email for communication from the school.</b>
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## 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/](http://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 back ground checks and have been fingerprinted for the safety of the students.

## 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 for 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 15 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. Do not pass other vehicles in the car line.

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).

DELTA (red shirts) Program on Sunset Point Rd:



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.

If a student is riding home with another dePaul student after school, we must have written permission ahead of time from both parties.

Please notify the office if the person picking up the child is going to be late. Any student not picked up within 5 minutes after the carline has closed can be picked up at the office.

**A late fee of \$5.00 will be assessed at 5 min after the carline closes and additional \$5 per 5 min increments.**

### **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 outside of the school.**

Tardy students must be brought to the office. 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.**

## Birthday Celebrations

Students Birthdays are recognized at the end of the day. Your child may share cookies with other students. 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 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.**

Students, whose parents gave permission in Gradelink to administer Tylenol to their child, will be given the dose suggested by the box by a staff member. A clinic card must also be populated and on file in the office.

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 often 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. Bottoms do not need to have the dePaul logo. Belts are accepted as students are required to always tuck in their shirts.

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. The dePaul logo does not need to be on bottoms.

Boy Uniform - cobalt blue short or long sleeve Polo shirts with **dePaul logo**. Navy blue straight shorts or pants. The dePaul logo does not need to be on bottoms.

### **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.
- 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 unless for religious purposes.

### **Hair**

Boys: Hair must be cut so that it is neat and not in the eyes or a distraction to other students. No 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 if confiscated from a student.

<b>Administration reserves the right to deem items and behaviors unacceptable.</b>
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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. Students who take out sports equipment (balls, etc.) must return it at the end of recess.

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.

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 Fieldtrip Travel Release Form for the student must be on file in Gradelink. 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, such as our Fall Festival or Spring Dance. 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.

### CONSEQUENCES FOR MISBEHAVIORS:

dePaul leverages a notecard system to allow transparent communication with the students as well as communicate with the administrative staff, during class, when support is needed. Below is the definition and direction of the color coded cards:

### Card Guide

Card Color	Meaning	Student will...	Teachers MUST...
	Sick	Return to class as appropriate	
	Trouble! 😞	Sign the book, stay up front for remainder of class	Send discipline note in Gradelink ASAP.
	Student is anxious, stressed or needs a moment. NOT in trouble.	Return to class as appropriate	
	Missing critical instructional tool (binder, iPad, multiple assignments missed)	Sign the book, return to class	If this is a repeat issue, send discipline note in Gradelink.

- A. Student is emotionally distressed, unable to cooperate
  1. Ignore or minimize attention, if appropriate, in order to avoid reinforcing maladaptive behaviors

2. Help student to calm down if needed
  3. Remove stimulation
    - a. Simple calming words, less talk
    - b. Separate student to decrease stimulation
    - c. Provide in class separation if appropriate to calm
    - d. Have student leave class, with available staff, to help calm with a yellow card
    - e. Determine if de-briefing is needed after class
    - f. Provide attention and reinforcement to appropriate behaviors
  4. Contact parent to inform if defiant or appropriate – Gradelink counseling notation required by teacher
  5. Refer to Administrator and/or Guidance Counselor for follow up
- B. Minor infractions - for example, repeatedly not following directions, making inappropriate comments, distracting class activities
1. Redirection
  2. Last warning
  3. Independent work time if appropriate (in or out of class)
  4. Out of class – sent to front office
    - a. For 5-15 min (yellow card)
    - b. For rest of class period (green card) and signs the red book
  5. If sent out of any class twice in the same day, quiet lunch or recess.
  6. Delta, if student signed in red book with a green card, no Friday assembly, no tag day
  7. Delta, if signed in for other reasons (red card), could include quiet lunch, loss of assembly, or no tag day
  8. Gradelink counseling note sent home to parents for all green cards by the teacher
- C. Moderate infractions – for example, repeatedly not following directions even though has had consequences that day, emotionally disruptive, refusing to do schoolwork, disruption to class
1. Out of class for minimum of class period (green card) to maximum of whole next day (in school suspension)
  2. In school suspension requires an 'major infringement referral' form sent home to be signed by parent (prepared by administrator with support from teacher)
  3. Gradelink counseling notation send home by the teacher, could include email or phone call to parent to inform and get assistance if needed
- D. Major Infractions – for example, physical aggression, verbal aggression/threat, threats of harm, defiance, bullying
1. Immediate contact with administrator and additional support staff
  2. Determine if call to police is warranted
  3. Contact parent to come to take student home immediately
  4. Mandatory parent meeting prior to student returning to school
    - a. Both the student and the parent must exhibit strong cooperation with the school and behavioral expectations in order for the student to return to school. If there is doubt, reschedule another meeting or reconsider the student's placement at dePaul school.
    - b. Place student on probationary behavior plan and/or
    - c. Reconsider appropriateness of student placement
  5. Administrator document in GL as well as email shared with head of school and guidance counselor.

### **Damage to 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, bathrooms 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 dealt with 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 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 passwords. They will be responsible for any action/ activity conducted under their username/ password.

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 computers. 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 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 and charger	\$100
Miscellaneous educational apps	\$50
<hr/> Total Value:	<hr/> \$850

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 not covered by dePaul. If the iPad, case, or charger becomes damaged, the family must get it repaired or fund dePaul based on the above grid for the damage item.

**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 funding ePaul for the amount of the item that is lost or irreparable.
- Students and parents agree to be responsible for proper care of the iPad accessories (protective case and charger) and that loss or damage will result in replacing these accessories.
- 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.

## **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 Remote learning platforms utilized by dePaul School 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.**