

The dePaul School



Parent-Student Handbook

Rules, Procedures and Policies.
Rev. August 2018

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Head of School

Signing the “Agreement ” form when you enrolled your child on GRADELINK indicates you have read and accept these policies, expectations and consequences.

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Mission, Core Values and Philosophy

Mission Statement:

The dePaul School for Dyslexia is an independent, not-for-profit organization that educates children with dyslexia and related language-based learning difficulties, enabling them to achieve academic and personal success.

To fulfill this mission, the dePaul School embraces a school-wide vision that encompasses the following **core values**:

- **RESPECT** the child, showing understanding and acceptance of their challenges.
- **TEACH** the child, with proven, research-based curriculum and methodologies.
- **CHALLENGE** the child to meet their potential by setting appropriate expectations.
- **INSPIRE** the child, promoting their strengths, fostering creativity and building self-confidence through praise and encouragement.

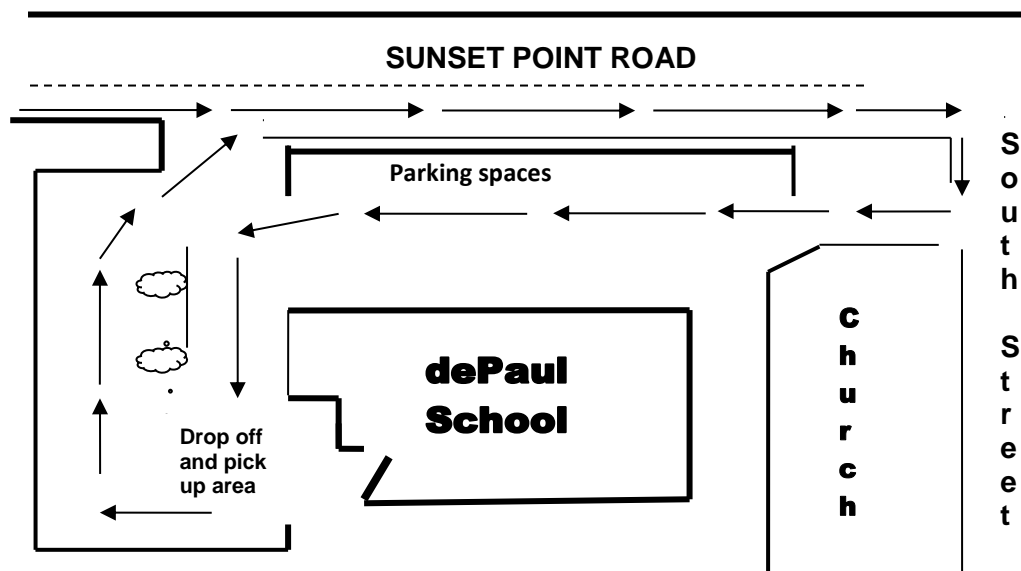
These values are based on our **philosophy** that, given the respect they deserve and the support and encouragement they need, our students will experience success - many for the first time in their schooling. Once this success is experienced, they will begin to see themselves as bright, capable and independent learners, eager to meet and exceed the expectations set for them. Seeing themselves in this way boosts their self-esteem, allowing them to develop into well-rounded, confident, competent individuals. The teachers, counselors and staff guide the students through this process with understanding and patience, while insisting on the best effort and perseverance from the student. We pride ourselves on maintaining a compassionate and challenging environment for our students.

All of this is accomplished through the use of our specialized, Orton-Gillingham based language curriculum, appropriately paced, multi-sensory instruction and highly trained and dedicated staff. The dePaul School is committed to providing excellence in education by continually researching, reviewing and implementing the best standards and practices in the field of learning disabilities education. Staff education and training is an ongoing priority, with teachers and staff attending local, regional and national conferences and seminars throughout the year.

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 other school administered programs.

Morning Arrival

1. Drop off students at designated area. (See map). Please to not let your child/ children out of the car until the back door is opened by a staff member. For your child's safety, do not pull away until your child has reached the sidewalk.
2. Drop off students between 7:40 and 8:00 am. Doors are opened at 7:40 am. After entering the school students immediately report to their Homerooms.
3. The dePaul School cannot be responsible for students before 7:40 a.m. No students may be dropped off at rear of school prior to 7:40 am. Please see section on early drop-off if you need to drop-off prior to 7:40 am.



Important Safety Issue:

At no time are you allowed to pass cars in the car line/parking lot.

At morning drop off, please make sure student is on the sidewalk before you pull away.

Early Drop-Off (prior to 7:40 am)

Prior permission must be obtained from the office for students being dropped off between 7:15 and 7:40 am. There will be no drop-off prior to 7:15 am except by special arrangement. A Before School Care fee of \$100.00 fee per month will be assessed and may be paid by check, added to monthly tuition payment or charged to a credit card (a 4% processing fee will be added to credit card payments).

Arriving Late to School

Do not drop off student in front of the school.

Tardy students must be brought into the office and signed in. We do not disrupt classes already in progress. Students are not admitted until the next class. Tardy students are assigned a reading and writing assignment, to minimize loss of learning. Student is marked tardy if he/she is not in class when the first bell rings!

**Habitually late traditional students miss 50% of their Linguistics (DPSL) class.
Delta students miss 100% of their first period class.**

Afternoon Dismissal

- Staff members will lead students to designated pickup area (see map). Students are to wait quietly.
- Staff members will release students by calling their names.
- 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 in writing or e-mail.
- It is essential that each driver knows whom he/she is picking up. Please contact the driver of your car pool if student is not riding either way. The school is not responsible for these arrangements.
- Parents are responsible for communicating with after-care providers regarding student absence or any change in the usual afternoon transportation schedule.
- The office must be notified if the person picking up the child is going to be late. Any traditional student who is not picked up by 2:40 p.m. or Delta student who is not picked up by 2:50 p.m. will return to the office. **Late fees will be assessed.** Refer to the "After School Pick-Up" paragraph.

Early Sign-Out Procedure

If a child goes home early due to illness or any other reason, **parent must report to the office and sign the child out.** This lets teachers and staff know that the student is absent. Please do not give messages to teachers. Everything must come through the office. **There is no exception to this policy.**

After School Pick-Up by Others and Late Fees

- You must let the office know by note, phone call or e-mail, 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 other than parent/guardian may be asked by the staff to show identification.

- The office must be notified if the person picking up the child is going to be late. Any traditional student who is not picked up by 2:40 p.m. (unless in a carpool with a Delta student) or Delta Student who is not picked up by 2:50 p.m. will return to the office.

A late fee of \$10.00 will be assessed from 2:41 to 2:50 pm for traditional students and 2:51 to 3:00 pm for DELTA students. An addition \$2.00 per minute will be added for traditional students after 2:50 pm and DELTA student after 3:00 pm.

Going Home with a Friend

If a student is riding home with another dePaul student after school, we must have written/email permission ahead of time from both parties. The reason is that students occasionally make their own arrangements without the parents' knowledge. To keep your children safe please follow this simple rule. We cannot be responsible for contacting parents to verify changes in pick-up arrangements.

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.

School Attendance

Attendance defined: *Florida Law (Section 1003.21, Florida Statutes)* states that all children who are either six years of age or who are older than six years but who have not attained the age of 16 years, must attend school regularly during the entire school term.

Tardiness defined: *Tardiness is any arrival at school after the first bell has sounded and student is not in his/her homeroom.*

Traditional and middle school 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, by 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), non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.

Truancy defined: A *truant* is one who is not in attendance, with or without approval of the parent/guardian, and whose absence has not been excused. If a student has more than 15 unexcused absences in a 90-calendar day period a truancy petition may be filed pursuant to the procedures in Florida Statutes 984.151

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.

Attendance guidelines are statutory, set by the legislature. Not only does the state set compulsory school attendance requirements, but the **McKay Scholarship, Step Up For Students and school-funded financial aid programs** do as well. The dePaul School is obligated to follow these guidelines and report any excessive tardiness, early leaving and absences. Excessive unexcused absences will jeopardize participation in all scholarship and financial aid programs.

Excused absences include:

- Student is ill
- Major illness in the immediate family of student
- Death in the immediate family of student
- Religious holiday of the student's faith (requires parental note)

Absentee Procedure

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 the opportunity for academic growth.

If your child is absent or late, you must call or email the school no later than 8:00 am. You may leave a message on the recorder at any time before 8 am. A parent needs to call or email the school each day that your child is absent.

Make Up Work

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.

It is inappropriate to ask teachers to create make-up time or homework for students absent for non-emergency situations (i.e. vacations). It is an intrusion into the teacher's time and may interfere with the sequence of work for students who chose not to take time off.

Sick Child Policy

We do not have a clinic or even a quiet spot for a sick child to sit. Sick children must be picked up as quickly as possible and arrangements must be in place for this situation.

Wellness Policy

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, excessive coughing, headache, unexplained rashes, nausea, vomiting, sore throat, chills, earache, red eyes, or diarrhea. Due to our very small class size and close proximity of students to each other, please be diligent and responsible about keeping your child home from school if they are not feeling well. 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.

School Policy for Administration of Medication

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

NO PRESCRIPTION MEDICATION is given to student unless there is a signed release from the physician (blue card) 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 ITS ORIGINAL CONTAINER.** The staff, per policies, may not accept Medication unless it is in its original container.

Tylenol: Students, whose parents gave permission to administer Tylenol to their child when necessary, will be given the dose suggested by the parents by a staff member.

All medications are administered through the office. A signed card must be on file, this includes cough drops, throat lozenges, aspirin products, etc. We follow Pinellas County School Guidelines for the Administration of Medication.

THERE ARE NO EXCEPTIONS TO THESE RULES!

Uniform Policy

The purpose of the uniform at the dePaul School is twofold; 1. It enhances 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.

Student uniforms may be ordered online at the school website, www.thedepaulschool.org.

Delta Program

Red short or long sleeve Polo shirts with **dePaul logo**, and navy blue straight shorts, pants, skorts or red plaid skorts with **DPS initial** on pocket or waistband.

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 or hunter green/navy plaid skorts with **DPS initial** on pocket or waistband.

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

All Students

Hooded zip-front sweatshirt (navy blue, Deltas may also wear red) with **dePaul logo** may be purchased from our uniform provider. Please put your child's name in the sweatshirt or have the manufacturer put the child's initials on the sleeve. PLEASE put some type of marking on the cuff of the sweatshirt so that it can be identified if misplaced.

dePaul blue Spirit t-shirts are required for fieldtrips and some school activities and may be ordered through the uniform provider.

Students must wear sneakers/athletic footwear. **No lights or wheels are allowed on sneakers. This is a safety issue. If the shoes have holes for laces, shoelaces must be in place and tied.**

Belts are not mandatory.

It is the parents' responsibility that their child adheres to the uniform policy. Teachers and administration will be responsible for the day-to-day enforcement of the policy. Uniform alerts are sent home for students not meeting the uniform requirements.

Parental cooperation is necessary to help the student stay organized. Implement a plan to assist your child, making sure the uniform is laundered and in good repair by laying it out before going to bed.

If students enter the school improperly dressed, (out of uniform, incomplete uniform, dirty or torn uniform, etc.), the parent or guardian will be notified and asked to bring an acceptable uniform for the child to change into before attending class.

Parents are expected to monitor their children's school attire.

Tag Day Dress Code

Dress code requirements for Tag Day are listed below:

- a. 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.
- b. Shorts, capris, skirts, divided skirts, dresses and culottes are allowed. They must be mid-thigh length or longer.
- c. Pants or shorts must totally cover undergarments, including boxer shorts.
- d. 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
- e. Sneakers must be worn always. Inappropriate footwear includes, but is not limited to sneakers with wheels or lights, skate shoes, crocs, sandals or boots.
- f. Students must adhere to the mandatory school uniform policy. On Tag Days, students must abide by the listed requirements.

Further Clarification/Other Requirements (including Tag Day):

- a. Form fitting leotard/spandex type clothing (including sport bras) is not allowed unless proper outer garments cover it. If leggings are worn, the top or dress over them must cover the hips.
- b. See through or mesh fabric clothing may only be worn over clothing meeting requirements.
- c. Clothing must be appropriate size, with the waist of the garment worn at the student's waist and properly buttoned, zipped and/or fastened.
- d. Sunglasses may not be worn inside unless a parent provides a doctor's note.
- e. Bandanas or sweatbands are not allowed on school grounds
- f. Hats or other head coverings may be worn during outside P.E. activities, and fieldtrips. Head coverings may not be worn inside the school.

The administration will be the final judge to determine whether a student's clothing is appropriate for school or creates a distraction to learning. Teachers and staff members will enforce the dress code.

Hair

Boys: Hair must be cut so that it is neat and not in the eyes or a distraction to other students. Extreme styles or dyes that cause a distraction in the classroom are not allowed.

Girls: Hair must be kept off the face during school hours. If necessary girls should use hair bands, or tie backs. Hair is not to be a distraction.

Items Causing Distractions and/or Safety Hazards

No head covering may be worn in the building. Current 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 the student 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.

Personal Articles

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, iPads, show-and tell exhibits, jewelry, games etc.

Cell Phone Policy

dePaul School recognizes the needs of parents to have communication access to their children after school hours. This often necessitates that the student bring a cell phone to school. The following guidelines have been established so that the parent-student communication link can be continued without being disruptive to the school environment:

All cell phones must be turned off and stowed with the homeroom teacher directly upon arrival. The phone must remain off and stowed for the duration of the school day. 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.

Personal iPads and other electronic devices may not be brought to school. Such items will be confiscated. The parent/guardian may retrieve the item from the office.

Administration reserves the right to deem items and behaviors unacceptable.

Communication

Important school-related information is communicated to parents via broadcast e-mails, notes home, school wide notification system (text message) and/or Bloomz. 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.

Student Class Placements

Homerooms: 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.

Home Work Policy

In the **Traditional Program** Reading Logs 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).

Reading Log requirements vary depending on the students' level. The Oral Reading teacher prior to the first log assignment will send these requirements home.

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 in a timely manner.

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.

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.

The Administration requests that parents respect teachers' planning time and the teachers' responsibility to all students during the school day. We ask that parents schedule ahead for an appointment to confer with teachers and not stop or interrupt teachers during the school day.

Parent inquiries and/or concerns regarding their child may often be quickly responded to via e-mail as the teacher can respond at a suitable time during the day. All staff e-mail addresses are listed in the supplement to the Handbook.

Progress Reports and Report Cards

Progress Reports (Traditional Program) and Report Cards (Delta Program) can be viewed on GRADELNK four times a year. 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, notes and/or scheduled conferences.

Delta students' progress and homework assignments 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 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.

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.

Divorced or Separated Parents

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

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 expected to attend any scheduled Membership Meetings of the corporation. Information about dates and times are e-mailed and sent by note home.

Parent education workshops may also be held during the school year. Information on any educational programs or opportunities are e-mailed or sent home as they become available

Birthday Celebrations

Students Birthdays are recognized at the end of the day. Your child may share cookies or other snack with his fellow students.

Birthday and other invitations

Invitations to any party are not to be handed out in school. 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 please email or mail them. We have very small classes and in the past there have been hurt feelings when students were excluded. **Please** contact students and parents directly by telephone, mail or e-mail.

There are no exceptions to this rule.

Fundraising for Other Organizations

dePaul is a non-profit organization and it is counterproductive for students to raise money within the school for other organizations. We ask that students not sell items and/or solicit money for other organizations while at school.

Conduct and Discipline

Classroom

Upon entering the school in the morning, students must report immediately to their homeroom teachers, and store their lunch boxes in designated areas. Students may quietly converse with fellow students or participate in a quiet activity. Cooperation with teachers is expected. If misbehavior occurs, disciplinary actions are taken.

Change of Classes

There must be order in classrooms and hallways. Students line up in hallway for their next class and enter their classroom quietly, quickly, and orderly.

Recess

Recess is designed be unstructured free-time for students to play and have a snack. Students may bring a healthy snack to eat during recess. Fruits, nuts and cereal bars are excellent and plain water. Insure that snacks do not require utensils. Students who take out sports equipment (balls, etc.) must return it at the end of recess. Once the whistle blows, playtime ends and equipment must be held and returned to the box upon entering the building.

Physical Education (P.E.)

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. Once the final whistle sounds, students will line up quietly and quickly. Students assigned to retrieve sports equipment will do so quickly and place it in designated area.

Lunch

Students bring their own lunches and also have the choice to pre-order and purchase prepared lunches several days a week. Restaurants and prices change each year and information is provided at the beginning of the year.

Good manners and courtesy are essential. 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**. Information is sent to parent at the beginning of the school year.

For your child's sake, please pack a healthy lunch. 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. If you bring a fast-food lunch for your child please do not include a soda. **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.

Restrooms

Students are expected to keep the restroom orderly and put used paper towels in the trash bin. Restrooms are not intended as a place to socialize.

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.

If the damage is the result of careless or willful destruction of or damage to school property, an amount covering damages and repairs or replacement will be assessed. 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 textbooks and library books assigned to them. If books are willfully damaged or lost, parents will be assessed the amount covering replacement of the book.

Language

Talk or mentioning of using 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.

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 or because the student is not feeling well, an Office Referral will be e-mailed to inform the parent. Misconduct is recorded and becomes part of the student's permanent file. The following procedures are utilized to deal with more severe offenses.

Depending on the offense:

1. Student will complete a Problem-Solving Form, take it home and have it signed by the parent and returned to school the following day.
2. Student may lose privileges (do assigned work during breaks, extra chores etc.)
3. The following behavioral report may be sent home
 - a. Green: Minor infringements. Three green referrals equal one pink referral
 - ___ Lavatory misconduct
 - ___ Inappropriate behavior
 - ___ Lacks class material
 - ___ Failure to use good manners
 - ___ Hall misconduct
 - ___ Disrespectful toward fellow student.
 - ___ Failure to return signed referral

- b. Pink: Major infringements, may result in the student's suspension or expulsion.
- | | |
|--|---|
| <input type="checkbox"/> Forging signatures | <input type="checkbox"/> Rudeness or discourtesy |
| <input type="checkbox"/> Stealing | <input type="checkbox"/> Disrespect toward teachers |
| <input type="checkbox"/> Fighting | |
| <input type="checkbox"/> Any actions or threats that endanger the safety of others | |
| <input type="checkbox"/> Damage or defacement of School property or property of others | <input type="checkbox"/> Vulgar, obscene, or threatening language or behavior |
| <input type="checkbox"/> Lack of cooperation | <input type="checkbox"/> Failure to return signed Major Referral form |
| <input type="checkbox"/> Gross disruptive behavior in class. | |

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 is allowed to interfere with the educational process of other students.

Technology

A Technology Acceptable Use Policy is reviewed with students. Please read the Policy and discuss it with your child. Not following the rules and guidelines outlined in the Policy may result in loss of privileges and use of the computer.

Technology Acceptable Use Policy

dePaul School will provide access to computer technology, our computer network, and the internet for its users. Students are to use school issued technology for school-related purposes. The use of all computer equipment, network resources, and the internet is a privilege. Access will be offered to those students who act in a considerate and responsible manner and who follow the guidelines established herein.

Internet access is provided to support the education of each student. Users who violate this acceptable use policy may face disciplinary action through dePaul School or civil authorities. Violations may result in termination of access and/or expulsion from school. This policy applies to all equipment owned by dePaul School.

Internet use outside of dePaul School's local network on school owned devices is subject to the same network requirements and policies as on campus. All application usage and network activity, both on campus and off campus, is recorded and may be reviewed. Any violations incurred off campus will follow the same results as on-campus violations in termination of access or expulsion from school.

All dePaul students will have the following guidelines reviewed in an age-appropriate manner before being allowed to use school computers. The guidelines will be periodically reviewed with students throughout the school year.

Computers and iPads issued to students are the property of dePaul School.

Internet Content Filtering

- dePaul School uses internet filters that attempt to filter out inappropriate content from the Internet while allowing access to educational resources. All Internet filters are imperfect and ours are configured to block access to inappropriate information and images but inappropriate material sometimes gets past the filters. It is the responsibility of students to immediately report inappropriate content to a teacher or parent to avoid returning to inappropriate sites.
- Filters are effective only on the dePaul School network. It is the responsibility of parents to monitor students' computer and internet usage outside of school.
- Means taken to circumvent internet content filters will result in the suspension or removal of student internet privileges or other consequences.

Educational Use

- The use of computers must be related to program and curricular objectives.
- To knowingly transmit or receive any materials in

Social Media

- dePaul School parents or students are asked to not request to be online "friends" with dePaul School employees via Facebook or any other social media such as Instagram, Google+, etc.
- Students are granted a depaulstudent.org email address for the purpose of communicating with their teachers.
- Students should never post or send any personal information on the Internet, including their full name, address, phone number, school name, or pictures, video or audio recordings of dePaul School students, parents, faculty or staff.

Vandalism

- Students found guilty of vandalism will lose computer privileges and may be subject to suspension or expulsion.
- Parents are financially responsible for any acts of computer equipment vandalism committed by their children.

Negligence

- Failure to take proper care of the technological equipment entrusted to the student often results in damaged, missing or stolen equipment. Students who are negligent of proper care and use may be restricted or suspended from using computers or other equipment.
- Parents are logistically and financially responsible for repair and/or replacement costs incurred as the result of negligence.

Security

- Users who identify a security problem must notify a teacher or administrator immediately.
- Passwords must not be shared with others. An attempt to learn the passwords of other users, spread viruses, "hack" into restricted areas, or access administrative accounts is prohibited.
- Student-owned phones, computers, tablets, gaming devices and other accessories are not allowed to be used during school hours, unless given permission by administration.

Network Etiquette

- Students must follow the accepted rules of network etiquette and conduct themselves in a responsible, ethical and polite manner.
- Users may not transmit, receive, submit, or publish any defamatory, abusive, obscene, profane, discriminatory, threatening, harassing or potentially dangerous material. Any user encountering such material, whether intentionally or not, must notify a teacher immediately. If no one is available at that time, the user is obligated to leave the questionable site and report it to a teacher as soon as possible.
- School computer equipment, files and communications will be treated as school property and may be accessed and reviewed by dePaul teachers and administrators at any time without notice.
- The use of instant messaging, video or voice chatting software by students on school owned computers is prohibited unless approved by a teacher or administrator.
- Adult-related and violent materials may not be viewed, listened to, or downloaded.
- Material that advocates for or promotes the use of weapons, militia, supremacy groups, cults, drugs or alcohol is not to be accessed or downloaded.

Copyright

- Computer users must abide by copyright laws.
- Plagiarism or illegal file sharing in any form will not be tolerated. This applies to all forms of electronic media including, but not limited to: software, copyrighted text, video files, images and audio files.

Delta Program – iPad Insurance

Students are required to purchase an insurance policy through the dePaul School. The policy premium is \$75 per year and covers accidental damage, theft, etc. for the iPad only. Parents are responsible for the \$100 deductible if replacement of the iPad is necessary and \$25 deductible for repair of the iPad. Please note, the protective case is not covered by the insurance policy and in case of damage or loss parents are responsible for the replacement cost.

Guidance Counseling Information

Our Guidance Counselor, Christine Bergman, LMHC, addresses student needs in the classroom, individually and through group sessions. Ms. Bergman 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. Ms. Bergman 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. Ms. Bergman will assist caregivers with resources, community services, and/or referrals related to their child's needs.

A copy of *The dePaul School Statement of Confidentiality for Guidance Services* is listed below for your information. If you have any questions or would like additional information, please do not hesitate to contact the school.

The dePaul School Statement of Confidentiality for Guidance Services

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.

POLICY AGAINST BULLYING AND HARASSMENT

(1) 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.

(2) Definition of bullying and of harassment:

- (a) "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.
- (b) "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.
- (c) 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.

(3) 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.

(4) 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.

Fieldtrips

For students to participate in Fieldtrips a completed and signed Fieldtrip Travel Release Form for the student must be on file. A bus will be rented for most fieldtrips.

In the rare event chaperones/drivers are required they must complete a Field Trip Driver and Insurance Information Form and supply a copy of a current valid driver's license and automobile insurance. The driver must return with the same students he/she left. No children may attend a field trip unless they are dePaul students and part of the group for whom the trip was arranged.

Students must follow the teachers' directions, rules and be courteous always. Students violating directions and rules will not be able to participate in subsequent fieldtrips. Teachers, drivers and chaperones are responsible for the students assigned to their care.

Fieldtrip Rules

When driving: Parents/Guardians

- Do not use cell phone to make calls or text. It places everyone in the car in danger
- Do not discuss other students (respect confidentiality)
- If a child becomes unruly, pull over and wait until he/she regains control of him/her self
- Get gas, prior to the fieldtrip to avoid stopping
- DO NOT SMOKE

At the event:

- Do not use cell phones, this is a time spent with the students. Many events do not allow the use of cell phones during the program
- 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

Activity time after the event: if scheduled – parents/guardians

- Go to assigned place (park, etc.)
- Take assigned route; do not stop for McDonald's, Store, etc. and buy children treats. Some **students have food allergies and it is not fair to the other students.**
- Follow assigned route, so everybody arrives approximately the same time
- Remain aware of the children...where they are and how they are behaving
- Leave with children assigned to your car.

Fieldtrips are not a time for Parent/Teacher Conferences.

Most of those rules are common sense.

It is our utmost priority to keep our students, your children safe.

We greatly appreciate your cooperation in keeping your children safe.

Harmful Substance Policy for School Activities and Fieldtrips

Staff, teachers, parents and chaperones may not possess illegal drugs (including prescription drugs) or alcoholic beverages, use them or be 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 arriving on school grounds
- before arriving 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.

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 have been trained in the signs of child abuse and neglect and their duty to report all actual or suspected cases of child abuse, abandonment or neglect 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 is trained on the professional ethics standards for educators and their duty to report educator misconduct and the procedure for reporting alleged educator 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 have had back ground checks and have been fingerprinted for the safety of the students.

Signing the “Agreement ” form when you enrolled your child on GRADELINK indicates you have read and accept these policies, expectations and consequences.