

The dePaul School



Family Handbook

Revised 07/31/2024

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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
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 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 need 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 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, 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 or have significant family history and be evaluated by dePaul staff to determine if the student can be appropriately supported and thrive at dePaul.

<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 1st-8th grades, with dyslexia and related language-based learning difficulties, with the primary goal of enabling these students to achieve academic and personal success.

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 in first-fourth grade. 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 as well as science and social studies. Our students will attend PE and recess daily, Art twice a week, and ASL and Drama once a week. Our teachers provide 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 fifth-eighth grade 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 Structured Literacy, Math, Reading, Science, Social Studies, Writing, Technology, and PE daily. Art, ASL, and Drama 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 Camp** provides direct, explicit instruction. Each student receives instruction in Orton-Gillingham based linguistics curriculum, as well as other subjects as appropriate for the enrolled students.

Attendance

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

When it is necessary for your child to be absent, please notify the school by 8:00 a.m. via email to admin@thedepaulschool.org 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 absent, 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 into the teacher.

Progress Reports and Report Cards

Report Cards can be viewed on Gradelink. Parents will be notified by e-mail when Progress Report Cards are posted. Stay informed about your child's progress throughout the year by checking your students/ Gradelink account, and communicating with teachers through e-mail and/or scheduled conferences.

Testing

The Wide Range Achievement Test 4 (WRAT4) is 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. 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.

Continued Progress Monitoring assessments will be given by dePaul teachers as needed to monitor student progress in areas such as phonics, fluency, comprehension, vocabulary, and math.

Homework Policy

In the **Traditional Program** reading and math homework are assigned Monday through Thursday during the school year. 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. Parents may write a note or email to the teacher if the student is struggling with the assigned homework.

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.

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 learning cohorts 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 or assessments to ensure that the student's needs are met. Parents will be informed of any changes.

Parent-Teacher Conferences

A minimum of 1 day a year is 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 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.

It's important for parents to check their email for communication from the school.

Parent/Guardian-School Communication

- All communications between the parents/guardians and any person at the School must be professional, cooperative, and appropriate.
- If the parent's/guardian's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school's policies, methods of instruction, or discipline, or otherwise seriously interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family from the community. In addition, the School reserves the right to place restrictions on parents or other family members' involvement or activity at School, on School property, or at School-related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community. Should the School dismiss the family from the community, there will be no refund of tuition and any unpaid balance is payable in full according to the payment schedule in the Contract. If, for any reason, it is in the best interest of the School, the School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time, and to nullify an executed Tuition Contract.

Family Situations

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

appropriately.

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

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

Guidance Counseling Information

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

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

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

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

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

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

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

Child Abuse, Molestation, and Neglect Policy

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

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

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

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

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

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

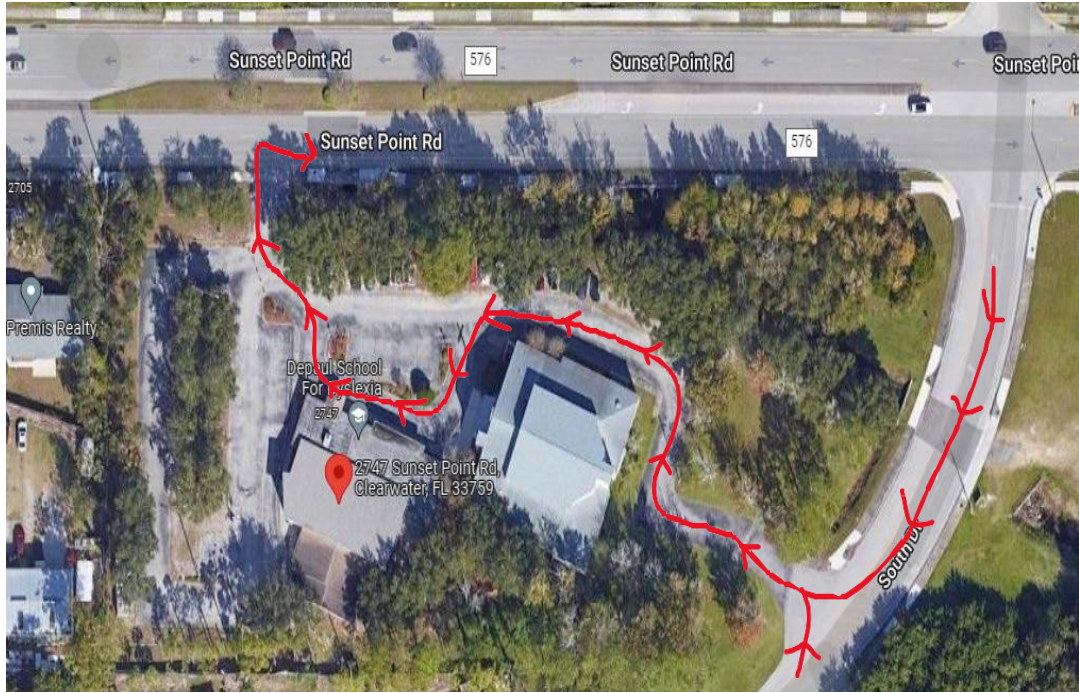
Late payments or returned payments will incur a \$50 late fee. If the balance is not brought up to date within 15 days of being notified, the student will not be able to attend school.

Morning Arrival

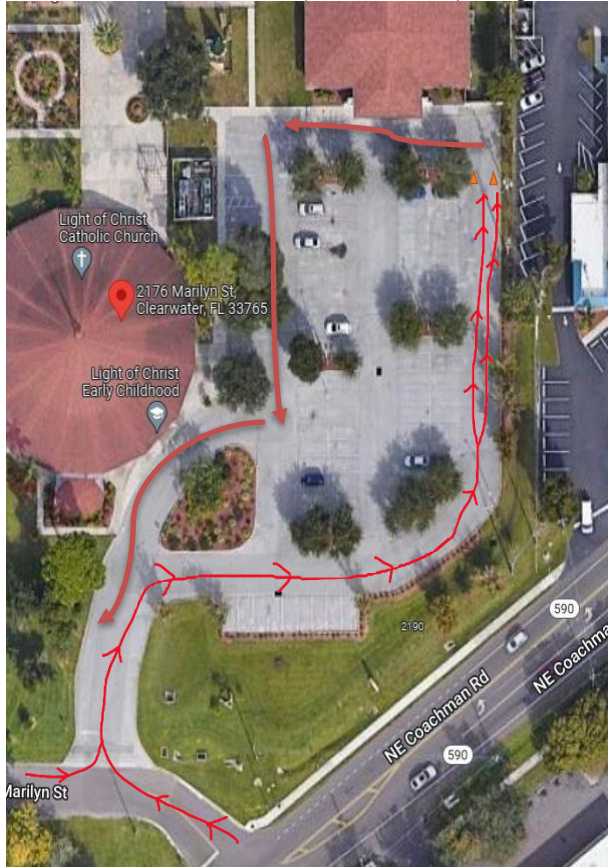
Drop off students at the designated area between 7:40-8:00am (see map). Please do not let your child/children out of the car until addressed by a faculty member. For your child's safety, do not pull away until your child has reached the sidewalk. Do not pass other vehicles in the car line.

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 (5th-8th Grade) Program on Sunset Point Rd:



TRADITIONAL / ALPHA (1st-4th Grade) Program on Marilyn St:



Afternoon Dismissal

Traditional campus dismissal starts at 2:50pm and Delta campus dismissal starts at 3:00pm. 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.

Carline closes at 3:00pm at Traditional and 3:10pm at Delta. If you arrive after this time, please park your car and come in to sign your student out at the front office.

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 after the car line 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 and signed in. A 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, a **parent must report to the office.**

Birthday Celebrations

Students Birthdays are recognized during lunchtime or at the end of the day. Students may distribute individual treats to classmates. Do not send in full cakes or treats that would have to be cut and portioned out by an adult. 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 a 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 card (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 the 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 French Toast.

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

Delta Program

Red short or long-sleeved performance polo shirts with **dePaul logo**, khaki straight shorts, pants, skorts. Bottoms do not need to have the dePaul logo. Belts are accepted as students are required to always tuck in their shirts. Students may layer long sleeved white, gray, or black shirts or leggings underneath their approved uniforms on cool weather days.

dePaul School spirit shirts may be worn with uniform bottoms on Fridays.

Solid colored short sleeved t-shirts are required for physical education class each day.

Traditional Program

Blue short or long-sleeved performance polo shirts with **dePaul logo**, khaki straight shorts, pants, skorts. Bottoms do not need to have the dePaul logo. Belts are accepted as students are required to always tuck in their shirts. Students may layer long sleeved white, gray, or black shirts or leggings underneath their approved uniforms on cool weather days

dePaul School spirit shirts may be worn with uniform bottoms on Fridays.

All Students

Sweaters or hooded zip-front sweatshirts with **dePaul logo** may be purchased from French Toast. Please put your child's name in the sweatshirt or have French Toast put the child's initials on the sleeve. *Non-dePaul hoodies and jackets may only be worn outside only if the weather permits.*

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 via email or Gradelink.

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 and shorts may not contain rips, shreds, holes, or any other distressed look.
- 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.
- Form fitting leggings, leotard/spandex type shorts are not allowed to be worn as bottoms unless worn under a skirt or dress.
- 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 outdoor fieldtrips as needed. Head coverings may not be worn inside the school unless for religious purposes.
- Administration reserves the right to deem clothing or shoes unacceptable.

Hair

Hair must be worn so that it is neat and not a distraction to other students. Hair must be kept off the face during school hours. If necessary, use hair bands, or tie backs. Note: plain, functional barrettes, hair bands, bows, and scrunchies only. No extreme styles or dyes are allowed. Administration reserves the right to deem hairstyles unacceptable.

Personal Articles

If an electronic device is required, permission from parent must be given to office in writing.

Cell phones

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. If a student is found using a cell phone, it will be collected and stored at the front office. A parent/guardian must retrieve the item from the office if confiscated from a student.

Administration reserves the right to deem items and behaviors unacceptable.
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Recess/ Snack Time

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.

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 sent via email or Gradelink. A note from parent or/and physician is required for student to

be excused from P.E. All students must bring water to P.E. daily. Students will be allowed to take water breaks and fill up their water bottles as needed.
Delta students - plain white or solid colored t-shirts **must** be worn for P.E. daily.

Lunch

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. 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, P.E. and daily use, only plain water is acceptable.**

Field trips

For students to participate in Fieldtrips a completed Fieldtrip Travel Release Form for the student must be on file in Gradelink. Students must have no behavior alerts or disciplinary reports to attend the field trip. Students violating directions and rules may not be able to participate in subsequent field trips.

Chaperones:

We allow parent chaperones to attend field trips as needed. Parents must drive separately and meet the student bus at the field trip location. Parents must pay their own field trip entrance fee. Since our student-teacher ratios are low, parent chaperones are not always needed to supervise a group of students but can join the groups as added support. If supervision of groups is requested, Level 2 background checks will be required.

Parents may not drive their student separately or sign out their students from field trips to drive them home (unless preapproved as a chaperone driver on non-bus trips). Student safety is of high priority and keeping accurate records of students on and off the bus is imperative.

We typically rent charter busses for field trips. However, in the rare event chaperone 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 a dePaul student and part of the group for whom the trip was arranged.

Chaperone driver 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 afterschool. Students who visit must sign into the office and everyone under 18 must be accompanied by an adult during their entire visit to dePaul. A dePaul employee must escort all visitors.

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 students 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 requires a relationship between teacher and student. Teachers will structure classes to include explicitly taught classroom expectations and provide regular reviews to ensure student understanding.

Positive behavior support will be used to reinforce classroom and school-wide expectations. Staff may hand out blue tickets, send home positive emails, or offer individual rewards. Students who have two weeks of positive behavior choices earn an extra recess and a “tag day.”

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:

Color	Meaning	Student Will	Teachers Must
White	Sick or injured- needs more than Band-Aids or ice packs from classroom teacher	Return to class when appropriate or will be sent home	
Green	Behavior Issue- needs intervention from administration	Meet with an administrator and sign in behavior book	Send discipline note in Gradelink ASAP
Blue	Work Independently-NO intervention from admin	Work independently with provided work and return to class when finished	Provide work for students to complete that requires no admin assistance
Yellow	Emotional- needs intervention from administration	Return to class when appropriate	

Please read the following for how behavior is typically managed. School Administration reserves the right to determine what is appropriate.

- A. Student is emotionally distressed, unable to cooperate
 - 1. Ignore or minimize attention, if appropriate, 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. Determine if debriefing is needed after class
 - e. Provide attention and reinforcement to appropriate behaviors
 - f. Have student leave class, with available staff, to help calm with a yellow card
 - 4. Contact parent to inform if defiant or appropriate
 - 5. Gradelink counseling notation required by teacher
 - 6. 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. Natural Consequence:
 - a. May need new seat assignment, lose technology, lose partner/group and be asked to work independently inside of classroom, take a break at recess, move lunch tables, etc.
 - b. Independent work time out of class for 5-15 min with a blue card
 - c. Out of class – sent to front office for rest of class period (green card) and signs the behavior book
 - 4. If student signed in behavior book with a green card, student does not earn Extra Recess, Tag Day
 - 5. Gradelink counseling note sent home to parents for all green cards by the teacher, include infraction and consequence
 - 6. If sent out of any class twice in the same day, quiet lunch or recess, may earn in-school suspension

- C. Moderate infractions – for example, repeatedly not following directions even though has had consequences, 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 form sent home to be signed by parent (prepared by administrator with support from teacher)
 - 3. Gradelink counseling notation sent home by the teacher, should 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 (to self or others), 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 (TBD by administrator) and/or
 - c. Reconsider appropriateness of student placement

5. Gradelink counseling notation sent home by the teacher (prepared with help of administrator)
6. Administrator share with head of school and guidance counselor.

E. Mention of (or concern of) Self-Harm-

1. All staff are mandated reporters who will share concerns of self-harm with an administrator or appropriate support staff
2. Immediate contact with parent by administrator or teacher involved
3. Administrator shares with head of school and guidance counselor
4. Administration may determine that counseling or evaluation may be required before student can return to school

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 student's 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 Harrassment

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.

Extreme fads (coloring, haircuts, make-up), jewelry, and items causing distraction are not acceptable. Some items may be a safety hazard during recess and P.E. such as necklaces, dangling earrings, 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 constitutes 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 dePaul School will provide access to computer technology, our computer network, and the internet for its users. Traditional and summer program students are required to use school issued technology for school-related purposes. Delta students may elect to bring their own laptop or iPad OR rent one from dePaul each school year. 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 The dePaul School or civil authorities. Violations may result in termination of access and/or expulsion from 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 using a school issues device, 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.

Internet Content Filtering

- The dePaul School uses internet filters that attempt to filter out inappropriate content from the Internet while allowing access to educational resources. 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.
- dePaul owned and issued devices have a second level of content filtering through LightSpeed and Relay.
- Delta users, bringing their own device, will not have the second level of filtering applied to their device. It is the responsibility of the parents to leverage additional content levels controls on their own device if so desired.
- Means taken to circumvent internet content filters will result in the suspension or removal of student internet privileges or other consequences.

Social Media

- 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. Students may not record other students or teachers via photos, audio or video without explicit permission from an administrator.

Damage/ Vandalism/ Negligence

- Students found mistreating, vandalizing or otherwise negligent of school devices will lose computer privileges and may be subject to suspension or expulsion.
- Parents are financially responsible for any damage to computer equipment whether damaged at school or outside of school.

- dePaul issued iPad screen crack repairs must be arranged and paid for by the parent.
- dePaul issued iPad replacement cost is \$600, the keyboard case is \$150 and the non-keyboard case is \$35. These replacements must be purchased through dePaul.
- dePaul does not take any responsibility for personal devices damaged at school.

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.
- Students are not authorized to access another student’s device without explicit permission.
- Other student-owned phones, smart watches, computers, tablets, gaming devices and other accessories are not allowed to be used during school hours, unless given permission by the 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.
- Non dePaul issued devices, being used on school property, are subject to being confiscated if being used in an inappropriate manner. Devices will be confiscated and turned into the front office for a parent to retrieve.
- The use of instant messaging, video or voice chatting software by students 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.

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.

Expectations:

- 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 may lose device use until they are caught up.
- Students and parents agree to be responsible for proper care of their school-issued iPad, and that any damage or loss may result in replacing the iPad and purchased apps. Parents are responsible for funding dePaul 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.

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.

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 platform 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.