

UPDATED JULY 1, 2017

Student and Parent Handbook



DEPAUL SCHOOL OF NORTHEAST FLORIDA

3044 S. SAN PABLO ROAD, JACKSONVILLE, FL 32224
WWW.DEPAULSCHOOL.COM FACEBOOK.COM/DEPAULSCHOOL



The DePaul Pledge

I am a DePaul Lion.

I respect others' property as though it were my own.

More importantly, I respect my abilities and myself.

I have self-control and am responsible for my actions.

I accept responsibility for my shortcomings, and use them to learn how to do better.

I always approach life with a positive attitude. I know I can learn and succeed.

Most of all, I am proud of who I am.

Go DePaul! Roar!



About Us

Mission and Philosophy

DePaul School of Northeast Florida specializes in serving elementary and middle school students who have learning differences. Serving Northeast Florida for nearly 40 years, we are the first school in Jacksonville to help adolescents with Dyslexia, Attention Deficit Disorder, sensory processing disorders, and communication difficulties.

The typical DePaul student is intelligent, hard-working, and wired to receive and process information differently—it's why they fall behind in traditional education and special education programs. DePaul uses research-based techniques to deliver outstanding instruction in ways that make sense to these students. In other words, we teach the way they learn.

DePaul School admits qualified students regardless of race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, other school-administered programs and employment practices.

History

One in five kids has dyslexia, and few schools are prepared to accommodate the distinctive needs of these learners. Back in 1970, several parents founded the first DePaul School in Louisville that specifically educated students in the way they learn. It was so successful that many Jacksonville parents sent their children to the boarding program. Recognizing that many children in Jacksonville needed the DePaul experience, a group of parents worked with Louisville to establish a DePaul school here. We were founded in 1980 as a Saturday program, which grew into a summer program. In 1982, the day school opened its doors. The Jacksonville branch of DePaul School was under the direction of The DePaul School in Louisville, Kentucky until 1990. Today, we are fully accredited by the AISF (Association of Independent Schools of Florida) and are independently governed by a local board of directors.

Since its inception, DePaul has served children using creative teachers, research-based curriculum, and multisensory techniques. The goal of the DePaul program is to teach children the way they learn so they can succeed in an educational setting. Many DePaul alumni have found their years at DePaul were a turning point in their education, their lives, and the lives of their families.

School Operations

DePaul School is a non-profit, private school governed by a Board of Directors. The Board consists of current and former parents, along with community members dedicated to our mission. The Board oversees the activities of the Head of School, ensures all school activities are consistent with our mission, and monitors our financial stability.



Admissions and Groupings

New DePaul students are accepted on a two-week trial basis, after which they are eligible for full acceptance, contingent upon teacher feedback and student behavior. If parents or school administration choose not to proceed with full acceptance after two weeks, DePaul will refund deposits/tuition paid up to the date of un-enrollment. During this time, we will also request academic and behavioral records from the student's previous school and examine them to help determine suitability for our program.

Once a student obtains trial acceptance, we will use various assessments to determine his/her levels in Reading, Language, and Math, and group the student into classes with other students who are learning on similar levels. Material is taught to mastery, after which the child may advance to the next level in core academics, even during the school year.

All new DePaul students are accepted on a two-week trial that begins with the first day of school. Then, based on teacher feedback and student behavior, they earn full acceptance as a student. If you or school administration choose not to proceed with full acceptance after two weeks, DePaul will refund deposits/tuition paid up to the date of un-enrollment, and recommend placement at another school.

All fees are non-refundable once a student is fully accepted, and there is a \$500 fee for early withdrawal.

Re-Enrollment

When re-enrollment begins after the winter holidays, we encourage you to fill out a re-enrollment application (available in the office) and submit it with your deposit in order to hold your child's slot for next year. Open enrollment usually starts a few days later, when we release all remaining slots to qualified new enrollees.

After Graduation

After your child graduates DePaul, you may have his/her new school fax us a records request at 904.223.8722 so we can forward records.

DePaul Parents

As a DePaul parent, you and your family are lifetime members of the DePaul Community. We encourage all DePaul School students, alumni, and their families to remain actively involved in DePaul School and its mission, even beyond graduation. All current DePaul School parents are entitled to vote at our Annual Meeting in the spring. At this meeting, we elect board members and discuss pressing matters concerning the school.

Parents are also encouraged to become a member of the DePaul Parent Association (DPA).

DePaul Parent Association (DPA)

No one is a better advocate for kids than our parents. Many of our parents demonstrate their dedication by volunteering at DePaul. Volunteers help us keep tuition affordable, and volunteerism has multiple benefits. The more you volunteer, the more you are immersed in our incredibly supportive DePaul community, for one.

Every grandparent, parent, and sibling is invited to help volunteer and fundraise throughout the year. Fundraisers enable us to purchase supplemental materials and put on extra-curricular



activities (like the Fall Festival and Spring Dance) that make your child's experience at DePaul rich and dynamic.

Academic Overview

Homerooms consist of students grouped mainly by age bracket.

At DePaul, core academics are in the morning, beginning with Reading and Language Arts. Students are grouped for these classes by measurements taken of each child's current performance level. Once a student masters a level, (s)he advances to the next one. If a student consistently struggles at one level, (s)he may need more time to master the previous level.

This helps our children learn at their own pace, and gives them an opportunity to catch up to grade level if they previously fell behind.

DePaul uses multi-sensory, direct instruction, and other research-based techniques. All staff members are Lindamood Bell Certified instructors. We use a combination of Orton Gillingham aligned strategies to engage children in dyslexia-specific programs, such as Seeing Stars, On Cloud 9, LiPS® (Lindamood Phoneme Sequencing) and Visualizing and Verbalizing® Program for Cognitive Development, Comprehension, and Thinking.

Our curriculum is customized for each student. The teaching plan is based on careful and continuous assessment of individual learning differences and academic progress. We avoid the "one-size-must-fit-all" mentality found in traditional schools, opting instead for creative, immersive instruction methods along with experimental and hands-on learning.

We also have several checks and balances in place to make sure our kids are learning, and we additionally rely on parent feedback to help us determine which strategies work best for every child.

Attendance

Because we are a multisensory school, it is imperative that students attend school every day and on time, so they don't miss classroom experiences. Frequent absences and tardiness disrupt the flow of lessons and affect student progress. We are often unable to send home make up work, because we do hands on activities, rather than worksheets.

DePaul requests that parents and students thoughtfully reconsider absences for anything other than medical or family emergencies or bereavement. Families are discouraged from taking students out of school prior to a school break, or removing them early from afternoon classes.



The school must be notified of vacation-related absences at least five school days in advance. Whenever possible, regular medical appointments should be made after school hours.

Absences

When a student is unable to attend school due to sickness, family emergencies, or bereavement, a parent or guardian should notify the school office as soon as possible in order for the absence to be excused. Extended illnesses involving 3 or more days of absence (consecutive or non-consecutive) require a statement from a physician.

The school must also be notified in advance of an absence for religious holidays in order for the absence to be excused.

Students are responsible for any and all assignments missed during excused absences. We grant extra time to make up assignments on a case-by-case basis. If a student fails to make up the work and makes no other arrangement within the allotted time, the teacher may record the missed grade as a zero. Parents wanting to pick up make-up work should notify teachers of their intentions directly, and at least four hours in advance.

When an absence is considered unexcused, students are not permitted to make up tests or quizzes that are missed. All other work is at the teacher's discretion. Students with excessive absences, tardies, or early releases may be denied re-enrollment, scholarship money, or promotion. If a student has five or more absences in a month or ten absences in 90 days, we will schedule a meeting with his/her parents.

If an initial meeting does not resolve the problem, the student may be reported for truancy and/or administratively withdrawn from the school.

The state of Florida defines truancy as fifteen (15) absences in 90 days. The school is obligated to report excessive absences to proper authorities.

Punctuality

Please make every effort to have your student here between 8:00 and 8:15 AM.

Students who arrive after the 8:15 bell are considered tardy. Tardiness automatically puts your child behind in school, and late arrivals disrupt class. Because of the unique, on-the-spot methods our teachers use, much of the classroom experience—and accompanying work—simply cannot be made up. Chronic tardiness will result in a parent conference and possible attendance probation. Students with excessive absences, tardies, or early releases may be denied re-enrollment, scholarship monies, or promotion to the next grade level in homeroom if the initial parent meeting does not solve the problem.

Early Release from Class/School Cancellations

DePaul School does not have early release unless there is an emergency, such as inclement weather. If bad weather is in the forecast, please monitor your phone, email, and/or the DePaul Facebook page (www.facebook.com/depaulschool) for up-to-the-minute updates.



If you must check your child out of class for a doctor's appointment or another reason during the day, please notify us at the beginning of the day so the teacher and student are prepared. Parents or authorized adults must come sign the student out using the Check In/Check Out book in the office.

Students with excessive absences, tardies, or early releases may be denied reenrollment, scholarship monies, or promotion.

DePaul School generally follows the Duval County Public School plan for cancellation of classes due to inclement weather or emergencies. If DePaul School needs to deviate from Duval County's plan, we will contact you with an automated message, e-mail, or both.

Please make sure we always have the most up-to-date contact information for you.

Morning Extended Day Care

Parents may drop students off as early as 7:45 AM without paying for Morning Care. For those who need earlier drop-off times, Morning Care is available starting at 6:45 AM at a rate of \$40 per month. Please complete AM Care registration forms in the office to enroll your child in this program.

Drop-In AM care for a single day is \$5 cash, due to the Morning Care teacher when you drop your child off. Students who use Occasional Care 5 or more days per month will be charged the monthly fee. Please note: Students should not be dropped off at the school before 6:45 AM since there will be no one to monitor them. Please do NOT leave your children standing outside before the doors open, as it is unsafe to leave unsupervised children on the DePaul campus.

Dismissal

To avoid end of day disruption and confusion, students will not be released between 2:45 PM and 3:15 PM, when school dismisses. Children are monitored until 3:30 PM, when remaining students are sent to Extended Day resulting in a \$10 cash drop-in fee.

Afternoon Extended Day Care

Extended Day PM care is available from 3:15 PM – 5:30 PM Monday through Friday at a cost of \$140 per month. To enroll your child in this service, please complete the necessary forms and submit them with the fee. All children left on the premises after 3:30 PM and are not enrolled in Homework Assistance will automatically drop into Extended Day for a \$10 cash fee per day, payable directly to the Extended Day staff when you pick up your child.

After 5:30, you will be charged a Late Pick Up Fee of \$10 for the first 15 minutes and \$1 for each additional minute thereafter. If you do not pay this fee in a timely manner, it will be added to your child's tuition.

Events and Afternoon Care

Occasionally, DePaul hosts afterschool events that begin at 5:30 or 6:00 PM. On those days, we may offer Event Extended Day for students who need to stay through from dismissal until



the event begins.

Students already enrolled in regular Extended Day may stay with Extended Day staff until 6 PM on Event Day only for a drop-in fee of \$10 cash, payable when your child is picked up.

Students NOT enrolled in regular Extended Day may stay with Extended Day staff for a drop-in fee of \$5 cash, payable when your child is picked up.

No one may leave students in the office, in the personal care of another faculty/staff member, or lingering at another place on campus after 3:30 PM on event nights.

All students remaining at DePaul after 3:30 PM must go into Event Extended Day care for the fees listed above.

All students under 18 attending afterschool events must be in the care of an authorized adult.

Communication

Agenda

The agenda is a VITAL communication tool between parents and teachers and must be read and signed daily. Please do not sign the agenda in advance. If the agenda is lost or damaged, there is an \$8 charge for a replacement.

Parent Communication

We communicate with parents in multiple ways.

First, a paper newsletter goes home monthly. This helps keep everyone apprised of current and future news at DePaul School.

Second, we send home a newsletter email every week with important information about school closures, needs, events, and anything that might affected your child. We also send additional emails home for special events, such as possible early school closures due to inclement weather; please check your email regularly. *It is very important that you read this email every week.*

Third, every Wednesday you will receive a packet with a variety of items in it, including graded work, notices, event invitations, notes from teachers or staff, and paper newsletters. Please empty the packet every Wednesday, read the contents, sign the packet, and return it the next day. You may also use it to return signed items to the school.

Fourth, we will occasionally send a school-wide text or recorded message to your mobile phone. If you see a missed call from DePaul, please check your voicemail BEFORE calling DePaul. A return call to us may not be necessary.

Fifth, we invite parents to e-mail teachers or speak directly to them about classroom concerns during a scheduled meeting. Parents may schedule in-person or by-phone meetings with teachers on any school day from 7:45 AM to 3:45 PM by making arrangements directly with the



teacher. If they cannot reach the teacher, they may arrange a parent/teacher meeting through the school office. Parents may e-mail teachers through contact links at www.depaulschool.com.

DePaul does not give out teachers' personal phone numbers, and parents are encouraged to use e-mail instead of texting teachers or trying to call their personal phones.

Parent/Teacher Conferences

Formal conferences are scheduled twice each year in September and February. The purpose of the parent-teacher conference is to discuss the student's academic and social progress, and to exchange insights on how to better help the student. Conferences also help discern areas that need reinforcement and extra attention in order to help the student grow to his/her full potential. Please arrive on time for your appointment, and leave on time, so other meetings are not affected. These appointments are made via Signup Genius for times before, during, and after school on specifically designated days.

Telephone, Tablets, Games, and Cell Phones

Students may bring cell phones and other electronic devices to school if the parent signs an electronic use/liability form. We strongly encourage parents to label their child's electronics. All electronics must be turned in to the teacher before school, and all devices must be picked up at the end of the day. Your child will only have access to his/her device during times when the curriculum calls for it, rarely more than once a week.

Do not attempt to contact your child via their device. Office staff will deliver messages from you to your child when necessary; just call the front office.

It is also required that all devices at school have strict filters enabled. Please see your particular phone model instructions to set parental filters on search engines and YouTube.

Visitors

All visitors and parents must sign in at the office and be escorted through the facility by a DePaul staff member. Please wear proper attire and enter rooms quietly when visiting.

Website

You will find many useful resources at www.depaulschool.com, including a summary of our History and Mission, lunch options for the students, links to iReady, Reflex Math, scholarship application links, and more. We also have a Facebook page: [Facebook.com/depaulschool](https://www.facebook.com/depaulschool).

Homework Policy

It is not the school's intention to overwhelm the student, or the parent, with homework, though we want to emphasize to DePaul students that schoolwork is a priority. Assignments are intended to reinforce concepts learned and to practice skills independently. Late work will result in a lower grade. If excessive parent involvement is necessary to complete homework, please



notify the school so we can take action to help the student.

Optional Homework Assistance

Many families find that a teacher-monitored afternoon homework session is very useful. With our popular Homework Help Program, a teacher is available from 3:15 PM to 3:45 PM Monday through Thursday to assist students with homework in small groups at a cost of \$125 per quarter. To enroll your child, please fill out a form in the office, and pay the quarterly fee. There is no Homework Assistance on the last day of a school week, including the day before a holiday. All Homework Help students must be picked up by 4 PM Monday through Friday, or they will be sent to Extended Day at a cost of \$10 cash, due immediately.

Appearance and Dress Code

Please send your children to school showered, well-groomed, and appropriately dressed. Parents may be contacted to bring appropriate clothing if students come to school improperly dressed. Please carefully review the Appearance Code and ask any questions before buying clothing for school.

Tops

DePaul School colors are orange and royal blue/navy blue. Our polo shirts with the DePaul School insignia may be purchased at RC Uniforms on Beach Boulevard. A solid white t-shirt (long or short sleeved) with no logo may be worn under the shirt in cooler weather. Shirts must be tucked in at all times. Belt and waistband must be visible.

Pants and Shorts

Appropriately fitting khaki or navy standard length dress pants belted at the waist may be worn by boys and girls. We do not allow cargo pants or shorts, and underwear must not be visible outside of clothing. Students may also wear khaki or navy standard length (no shorter than 2 inches above the knees) dress shorts. Pants, shorts, and skirts may come from any retailer as long as they fit the DePaul dress code criteria.

Skirts, Gauchos/Culottes, or Jumpers

These items will be khaki or navy, no shorter than two inches above the knee.

Belts

All students must wear belts, with shirts tucked. Belts may be undecorated black, navy, brown or khaki, with a plain belt buckle.

Shoes

Students must wear closed-toed shoes with laces tied at all times.

Socks

Solid navy, khaki, or white socks must be worn at all times. Students may wear solid navy or



white tights in colder weather.

Hair

Hair should be clean, well groomed, and away from the face and out of the eyes. We allow natural hair colors only, with exceptions for Character Day or Red Ribbon Week.

Jewelry

We allow small earrings in each ear. For safety reasons, no dangly earrings are permitted. Necklaces may be worn if tucked inside the shirt. Bracelets, tattoos (permanent or temporary), and writing on skin are not permitted.

Fragrances

We request that students not wear heavy fragrances, since many students are allergic. We highly encourage the use of deodorant.

DePaul Dress Down

On Fridays and the last school day before a holiday, we have dress-down days. Students may wear their DePaul dress-down T-shirts and appropriately-fitting clean jeans with no holes, tears or inappropriate writing or designs. Belts must be worn and shirts must be tucked in.

Administration reserves the right to interpret what might constitute a distraction and ensure compliance with the rules stated above.

On the student's birthday, or the school day closest to the student's birthday, he/she may wear "street clothes" appropriate for school. Occasionally students will earn this treat as an incentive or a reward.

Code of Conduct

Appropriate conduct expectations include the following rules:

Follow directions and complete your work to the best of your ability.

Come to class prepared.

If help is needed, raise a hand and ask for it once the teacher calls on you.

Keep hands, feet, and objects to yourself.

Pick up after yourself in all areas of campus, inside and outside.

Raise your hand before speaking during structured activities.

Do not disrupt classrooms or assemblies.

Do not interrupt or talk over an adult unless it is a serious emergency.

Bullying and abusive language are not tolerated.

If lights are off, mouths are closed.

Be respectful toward teachers and staff at all times.

Stay inside your classroom unless you have permission to use the restroom, go to lunch, or be in the school yard.

Students may not be outside the school building without direct adult supervision, unless they are on safety patrol duty.

Students may not be in the parking lot unless they are being escorted to and from a parent's car.



Treat the facility respectfully: Clean up your mess, especially in the lunch room and bathroom.

Students must move throughout the school in pairs (to restrooms, to office, etc.), whenever possible.

Students may not disturb residences or residents living in the DePaul vicinity.

Due to allergy and diet concerns, students may not share snacks or lunches.

Bad behavior of one student is not an excuse for another student to copy or adapt their poor habits.

Texting and Cyberbullying

Group text messages and social media posts can negatively impact our students if they are written at the expense of another student. Because of this, our students may not send messages to another DePaul student or post to social media about another student from the time they arrive at DePaul until they leave campus. This rule includes:

- Leaving (or being en route to) the DePaul campus and texting a student who is already or still on campus
- Responding to students who break the no-texting/no-posting rule above
- All texts sent to or from DePaul students in Before Care, Homework Help, and Afternoon Extended Day

Students who break this rule will not be allowed to use their device (phone or tablet) at school for the entire school year.

If an off-campus student initiates a text to an on-campus student, ALL students participating in the group conversation, even the one who initiated contact from off campus, will not be allowed to use their devices at school for the rest of the school year.

Parents are encouraged to check students' texts and social media posts regularly, and set parental controls to the fullest.

Procedural Infractions

If a student breaks the rules, he or she will first receive a warning and a redirection; if the behavior repeats twice, he or she will lose recess time for the day. Further infractions will escalate discipline up to and including suspension and/or a referral.

Safe School Infractions

DePaul School has a Zero-Tolerance Policy for drugs, alcohol, explosives, firearms, and bullying. DePaul is committed to providing a safe place for our students and staff. Possession of drugs, alcohol or any associated paraphernalia, and all threats and bullying will be taken seriously. Immediate action will be taken by administration up to and including expulsion. False accusations of bullying are also considered bullying.

In most cases, consequences for breaking rules will be handled in the classroom and communicated to parents via the agenda. At the teacher's discretion, however, a disruptive student may be sent to the office so teaching may continue. This time out does not necessarily



result in a referral or disciplinary action. However, a student may be sent from the classroom immediately with a referral for fighting, insubordination, or disrespect.

Because referrals are rarely given, they are taken seriously. Administration will contact parents and meet with the student to review the behavior and determine consequences. The referral form will be stapled into the student's agenda to be signed and returned the next day. Our goal is to ensure a safe and orderly learning environment for our students. Bullying, either overt or covert, is not allowed. The Administration reserves the right to determine consequences, including suspension or expulsion if the severity of the behavior deems it necessary. The Administration seeks to have a positive, cooperative, and productive relationship with our families but, in the event that school and family values are in direct conflict and differences are unable to be resolved, students may be administratively withdrawn from DePaul. Sincere efforts will be made to resolve differences prior to this action.

Forbidden Articles

Tobacco, alcohol, drugs, knives, weapons, explosives, matches, lighters, and any other items deemed by administration as dangerous or inappropriate, are not allowed on school grounds. If any such article is found, it will be confiscated. Parents and law enforcement may be contacted. This action can result in immediate suspension or expulsion from school. Beepers, laser pointers, toys, strobing lights of any kind, and music players are not permitted.

Electronic devices are not permitted in class without the expressed consent of Administration. Teachers and administration reserve the right to check crates, pockets, backpacks and handbags without notice. Random checks will be made throughout the year. Forbidden articles will be confiscated and may be retrieved only with permission from the parent.

Chewing gum, candy, and soft drinks are not allowed at school. We highly encourage each student to bring a full water bottle daily. We also discourage parents from sending excessively sugary foods/drinks to school with their child for snack and lunch.

Fidget spinners, or other distracting toys, are not allowed at DePaul.

Damage to School Property

Students are required to report to the office any loss of, accident, or damage to school property. This includes books and all other educational materials as well as all equipment and school facilities, including bathrooms. An amount covering repair or replacement will be charged when a student is guilty of careless or improper use of materials and equipment. Writing, scratching, defacement or other deliberate damage to desks, tables, walls or any other school property will result in disciplinary action.



Use of Computers/Technology

All students using DePaul electronics and internet must have written permission from their parent/guardian; we will provide this permission form upon enrollment. The use of DePaul devices and internet is a privilege which may be terminated for failing to abide by the guidelines.

School faculty will provide guidance and instruction to students in use of technology. DePaul implements protective measures to filter content that is obscene, pornographic, bullying, or harmful to minors, but this technology is never foolproof. Intentional access to any such material is strictly forbidden and will be cause for immediate disciplinary action.

Please have conversations with your child outlining the consequences of texting or electronically sending inappropriate content. If a minor is convicted of this illegal behavior, he or she may go on the Florida Sex Offender registry. For more information, see http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0800-0899/0847/Sections/0847.0141.html.

If a student feels there is a problem or feels uncomfortable with information someone is receiving or transmitting, the student should tell his/her teacher or school administrator immediately. Computers and other technology equipment may be used only as the teacher has instructed or as authorized by a faculty or staff. **DISCIPLINARY ACTION** for misuse of computers, technology and the internet may be:

- Suspension of Internet access
- Suspension of all computer/technology privileges
- Disciplinary actions as determined by Administration
- School suspension and/or expulsion
- Appropriate legal action, civil and/or criminal

Health and Safety

Snacks and Lunch

Students may bring their own nutritious snacks, lunches, and drinks to school. Candy, high sugar snacks, items in glass containers, and caffeinated or carbonated drinks are not allowed. DePaul has a lunch assistant who can help your child heat up his/her food. Lunch boxes or bags should be labeled with the student's name.

We are able to warm up lunches, but snack time is shorter. Please do not send any warm-up snacks (such as unpopped microwave popcorn) for your child.

Students are encouraged to be responsible for bringing their lunch each day and are only allowed to call home once per year if they forget snack or lunch. If a child does not bring a lunch, the school provides water and a granola bar or cheese crackers for \$1.50. A note will be placed in the agenda to notify the parents that lunch has been provided. Payment is due the following school day and if not received, the amount will be added to the student's account and



invoiced with monthly tuition.

While we make every effort to encourage children to eat their lunches, some students may refuse. It is understood that it is not the responsibility of DePaul staff to force a child to eat.

Purchased and Delivered Lunches

Daily lunches may be purchased from vendors who partner with DePaul (the list is online, in our Parents section). Orders and payment must be submitted online or via telephone by the parent to the lunch vendor prior to 11 AM so orders are delivered on time. Please set a reminder on your phone so you do not forget. DePaul has no involvement in the ordering of lunches and cannot assist with the ordering process. If you order a lunch and it is not delivered, please contact the restaurant directly to resolve the problem. Students may not repeatedly come to the office and ask for the whereabouts of lunch; if lunch is forgotten, they may ask the lunch monitor for a snack, which is available for \$1.50. If your child will not be in school, please cancel any previously ordered lunch as far in advance as you can. DePaul cannot obtain refunds for lunches or hold lunches if your child is absent.

Medication Policy

If a child takes medication, we ask that parents make every possible effort to dispense that medication before or after school. All medication, prescription and non-prescription, must be brought to the office by the parent with written instructions for the administration of the medication. The original container must be clearly labeled with the student's name. Prescription medication must have the pharmacy label intact.

No over-the counter medication is given to a student without written permission from the parent. A note will be attached in the agenda if we administer medicine to your child. The DePaul office does not provide cough drops.

The DePaul program is designed to address all learning styles, but we cannot be held responsible for the quality of education if:

Your child does not take his or her medication

Your child is overly-medicated

Your child's medication changes and you do not notify his/her teachers

Your child's doctor recommended medication, but you opted not to give it to your child

Immunizations

Current immunization documents must be submitted to the school office prior to orientation. A student cannot attend school without current originals of these documents, which include Immunization Form #DH680 and the School Entry Health Exam Form #DH3040 (both sides). These forms expire every year, so you will have to resubmit them annually. We must have current originals on file for every student at all times.

A single doctor's appointment for a school entrance exam will provide you with both forms.



Documentation of the following immunizations is required of all students: Diphtheria-Tetanus-Pertussis, Polio, Measles-Mumps-Rubella, Hepatitis B. Seventh graders must also have Hepatitis B (3 shot series), 2nd shot of Measles-Mumps-Rubella, Tetanus-Diphtheria booster. These guidelines are established by the Health Department.

Florida allows two exceptions to compulsory immunizations:

1. If the student's physician deems immunizations medically inadvisable, a written statement to that effect signed by the physician must be given to the school each school year.
2. If you have a religious or philosophical objection to immunizations, you must write a statement indicating such and provide it to the school each school year.

Fire Drills

DePaul conducts a fire drill every month. At the sound of the alarm, each student must leave his/her room and walk single file along the designated route as outlined by the plan for that room. Students must remain absolutely silent during the entire procedure. Students stay outside together with their class and teacher until signaled that it is safe to return.

Tornado Drills

At the announcement of a tornado drill, all students must silently follow their teacher to the interior designated hall and sit quietly so that directions can be heard and followed.

Active Shooter Drills

At the announcement of an active shooter drill, all students must be absolutely silent and follow their teacher's commands to either hide or evacuate the school.

Grading

Grading Scale:

- A (Excellent) 90 – 100
- B (Good/Mastery) 80 – 89
- C (Satisfactory) 70 – 79
- D (Difficulty Meeting Requirements) 60-69
- F (Needs Improvement) 59 and below

Report Cards go home four times each year. The final report card may be mailed after school is out and will not be sent until the student's account is fully paid. Mid-term grades go home four times each year, between report cards. Parents are urged to ask for conferences any time there is concern.

DePaul School deems a grade of B and above as mastery.

Honor Roll

Students who achieve academic and behavioral excellence are recognized quarterly, and are



considered for advancement to higher grade-level classes in their core academics.

Annual awards are given out at the end of the year. All students and parents are invited to 8th grade graduation at the end of the year.

Academic Honor Roll: Students must have earned grades of A or B in all subjects.

Exemplary Behavior: Students must have a Satisfactory grade in Citizenship by demonstrating cooperation, dependability, organization skills, positive attitude, no significant conflicts or refusals to do work, and good citizenship throughout the day as determined by all faculty. Students must have NO referrals for the grading period.

Achievement Tests

Achievement Tests are administered the first week of school, the first week of December, and the last week of April. Assessments are not presented as high-stakes, anxiety-producing events. Assessments are used to inform instruction, plan curricula, and communicate growth to parents and stakeholders.

Promotion and Academic Probation

To be promoted to the next grade level, the student must achieve a C average in the core subject areas of Language and Math. If a student consistently fails to achieve this goal after reasonable assistance from DePaul staff, we will speak to parents about how to best help the child. Levels are determined based upon numerous assessments throughout the year, and we keep parents informed as the year progresses; please check your child's agenda and Wednesday packet for these updates.

Activities

Field Trips

Occasionally, we do off-campus activities that combine learning and fun, which helps give our kids a change of scenery. We notify parents in advance of all field trips, and some do have fees to help cover expenses. Fees are non-refundable.

Field trips are privileges. Students must demonstrate good behavior in order to earn the right to participate in off-campus activities.

Parties and Holiday Celebrations

Holiday class parties (for winter holidays, Valentine's Day, etc.) are scheduled at the discretion of our teachers, who may contact you in the course of planning a classroom party. If you're not sure whether your child's class is having a party, please e-mail his/her homeroom teacher.

Birthday parties for individual students are allowed at the end of the day only. Please notify the teacher ahead of time so they may plan accordingly and bring only cake, cupcakes, cookies or snack items to your child's class. Please do not send birthday party invitations for distribution at school unless ALL students in the class are included.



Student Pictures

Pictures are taken in the fall in time to purchase before the holidays. We will notify you of the date and time in advance.

Miscellaneous

School Supplies

Items on the school supply list are required by DePaul School. Please be sure your child has adequate supplies all year long. Folders and agendas are supplied by the school. No pens, gel pens, pencil sharpeners, or mechanical pencils are to be brought to school.

Lost and Found

Articles left in the classrooms, halls or grounds are placed in the black Lost And Found tub in the office; please check it periodically for missing items. Unclaimed articles are donated at the end of each school year.

Transportation

DePaul School assumes no responsibility for providing transportation to or from school for any students, although we are happy to assist parents in establishing carpools. For more information call the office at 223-3391.

Frequently Asked Questions

Q. How do I know what's coming up at school?

Each Wednesday, we send home a packet containing various forms of communication: notices for upcoming events, graded papers, a monthly paper newsletter, midterm reports, and more. Please read the packet's contents, sign the outside, and return it to school the next day.

Please check your email every Wednesday, as we send home a weekly message with important information for the days ahead.

Your child also has an agenda that keeps you updated on his/her class day and assignments, and it goes home every week night. Please review and sign it daily.

From time to time, we use automated phone messages to remind you of events, cancellations, and deadlines. If you miss a call from us, check your voicemail and text messages before calling the school; the message may contain all of the information you'll need.

Don't forget to follow us on Facebook and Twitter to stay informed: [facebook.com/depaulschool](https://www.facebook.com/depaulschool) and [@depaulschooljax](https://twitter.com/depaulschooljax).

Q. What do I need to know about visiting DePaul?

Our school has an open door policy, so you are welcome to visit classes. Since we strategically



plan each school day and need to be aware of any variations, please give us as much advance notice as possible. It is imperative that your visit not disrupt students, teachers, or classes.

If you need to talk to your child's teacher, please e-mail the teacher directly to schedule an appointment between 7:45 AM and 3:45 PM.

If you're visiting a class, please sign in to our Visitor's Log upon arriving, and sign out upon leaving. Please enter the classroom in a quiet manner and refrain from asking teachers questions during class time; you are welcome to contact the teacher for a conference if you need to discuss anything.

Alumni Visits

Our current students love seeing former classmates! Once your child graduates DePaul, he/she may visit during lunch time, or during an afterschool event, such as our Fall Festival or Spring Dance. Bear in mind, children who visit during lunch must sign into the office, and everyone under 18 must be accompanied by an adult during their visit to DePaul.

Q. How often will I receive information on my child's progress?

Mid-term reports are sent mid-quarter and report cards are sent home at the end of each quarter. There are two scheduled parent/teacher conferences each year, one in the first quarter and one in the third quarter. We have several ways of keeping you informed:

Parents are encouraged to call or e-mail their children's teachers any time they have a question or concern. Teachers' e-mail links can be found on the teacher page of the DePaul website (www.depaulschool.com). Remember, it's better to communicate directly with the source of the information—we love to help you and your children!

The agenda is also an important communication tool and should be checked and signed daily.

Open and read through your child's Wednesday packet each week; we regularly send home notes, announcements, graded papers, finished projects, and assessment results.

We also implement achievement testing once a year, in the spring.

Q. Who will call when my child is having trouble?

If your child is experiencing academic difficulties, the classroom teacher will call. If you have a concern to bring to our attention, always talk directly to your child's teacher first. If the concern persists after you've talked to and followed up with your child's teacher, you are welcome to contact the office.



FACT SHEET FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

FERPA is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program from the U.S. Department of Education.

FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's records. However, the law allows schools to disclose records, without consent, to the following parties: School employees who have a need-to-know,

Other schools to which a student is transferring
Certain government officials in order to carry out lawful functions,
Appropriate parties in connection with financial aid to a student,
Organizations doing certain studies for the school,
Accrediting organizations,
Individuals who need to know in cases of health and safety emergencies and;
State and local authorities to whom disclosure is required by State laws adopted before November 19, 1974.

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose that information about them. Schools must notify parents and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to each school. Schools must adopt a written policy about complying with FERPA. Schools



must give the parent or eligible student a copy of the policy on request. If you wish to see your child's education records, or if you are over 18 or are 20 attending college and would like to see your records, you should contact the school for the procedure to follow. If you have any questions about FERPA, or if you have problems in securing your rights under the Act, you may call (202) 260-3887 or TDD (202) 260-8956 or write to: Family Policy Compliance Office, U.S. Department of Education 600 Independence, SW Washington, DC 20202-4605

