

Student and Parent Handbook



DEPAUL SCHOOL OF NORTHEAST FLORIDA

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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 is committed to understanding and educating students with dyslexia and related specific learning differences such as visual and auditory processing and attention deficits.

We maintain a commitment to excellence in core academics while nurturing a student's confidence and development.

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.

Classes and Curricula.....

Homerooms consist of students grouped mainly by age bracket.

At DePaul, reading/language arts and mathematics classes are grouped by measurements taken of each child's current performance level. Once a student masters a level, (s)he may advance 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 Orton Gillingham Certified instructors. We use a combination of Orton Gillingham International, Reading Horizons, Math-U-See, and other 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. We also use curricula found in traditional settings to ensure our students are prepared to transition out of DePaul as early as their progress allows: Zearn, iReady Reading, IXL math, Reflex Math, and US Weekly Studies. (These are all organized in a one-stop-shop called Clever).

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.

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. If excessive parent involvement is necessary to complete homework, please notify the school so we can take action to help the student. Homework does not begin until the second 9 weeks. Those in Homework Help during the first 9 weeks will get extra reinforcement of basic skills.

Admissions.....

Enrollment

We welcome students in grades 2-8 who:

- Have dyslexia or dyslexia symptoms
- Exhibit dyslexia as their foremost educational need
- Are good school citizens, who follow school rules, with good attendance
- Are willing to participate to the best of their ability
- Work well in a multisensory environment with lots of variety in the day

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 fees are non-refundable once a student is fully accepted.

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 starts a few days later, when we release all remaining slots to qualified new enrollees.

A child is assumed to be returning unless the parent chooses another educational setting. **A child is NOT eligible for re-enrollment if they have earned an N in conduct for two or more semesters on their report card.**

On some occasions, the Head of School will recommend another setting that better meets the needs of the student.

When a child does not make adequate growth in a school year, parents are notified via letter and email, and may choose to revoke their enrollment for the next school year, and will receive a full refund on any previously paid reenrollment fees up until June 1 of the school year.

DePaul Family Responsibilities

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). DPA members have first priority on chaperoning for field trips. They also are asked to volunteer throughout the year.

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 in writing 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, in writing, of an absence for religious holidays in order for the absence to be excused.

Students are responsible for all assignments missed during excused absences, and 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. However, keep in mind that DePaul is a multisensory school. Students must attend school every day and on time--missing class impedes progress. We are often unable to send home make up work, because lessons are experiential. Parents wanting to pick up make-up work should notify teachers of their intentions directly, and at least 8 hours in advance. 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.

When an absence is considered unexcused, students may not be 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 8:25 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.

Tuition and Fees

Each year, every family is required to sign the Annual Financial Agreement which outlines the amount of tuition a family is responsible for after deducting secured financial aid through the state, and with the school, when applicable.



DePaul School of Northeast Florida _____

Annual Financial Agreement

Student:	
Start Date:	Date Withdrawn:
Tuition	
Program Fee	
State Scholarship	
DePaul Scholarship	
Frances McGlannan	
Total Tuition Discount	
Tuition/Program Fee MINUS Discounts = Remaining Balance	
Payment Plan	<ul style="list-style-type: none">○ 10 monthly payments (August thru May)○ Bi-Annual payments (August and January)○ Pre-payment on/before August 14 (<i>apply discount if not receiving DePaul Scholarship</i>)○ Prepayment after August 14
Committed Payment	<i>per</i>

- By signing this I agree to pay the tuition balance. I have received a copy of this schedule for my records and pertinent questions have been answered.
- I understand that if my tuition due is not paid for two months, my student will be unenrolled and the past due tuition will go to collections.

Parent Signature	Date
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Monthly tuition is due on the 1st or 15th of each month beginning in August and ending in May. Payments are considered late after the 20th of each month. **Parents are also required to complete an ACH Debit form and select a withdrawal date for their student's monthly tuition payment to be processed.** The deduction will occur automatically from their banking institution on the date selected on the ACH Debit enrollment form. If a parent requests another type of payment method, the Office Manager will review the request and submit it to the Head of School for final approval.

Initial ____/Date ____

Additional Fees & Responsibilities

Please read carefully and initial each entry.

____ I understand tuition fees cover basic instructional expenses for my student during the school year. Loss or damage to school materials or property will be the responsibility of the undersigned to replace.

____ Program Fees cover the cost of all academic workbooks, agendas, (2) dress down t-shirts, field trips, a yearbook, and class folders. Teachers will require additional classroom supplies not covered by the fee.

____ Tuition and Registration fees do NOT include uniforms, transportation, extended day services, homework assistance, food, or any other extra-curricular activities.

____ Returned check fee is \$25 per check. Excessive returned checks will result in the parent or legal guardian being required to pay by cash, certified bank check or money order only.

____ In the unlikely event that the state revokes the scholarship expected, the PARENT OR LEGAL GUARDIAN is responsible for that portion of tuition as well.

____ All attorney and collection fees incurred for unpaid tuition and registration fees will be the financial responsibility of the undersigned Parent or Legal Guardian.

____ Administrative withdrawal or expulsion of a student will NOT render the undersigned an reimbursement of fees or tuition.

____ In the event that state funding increases, the DePaul Scholarship amount will decrease in the same amount.

____ Failure to comply with any part of this financial agreement will jeopardize the continued enrollment of the student. A student may be administratively withdrawn if tuition payments are ONE month past due.

____ The DePaul School reserves the right to withhold student records if payments are not received by the payment due dates. All tuition balances must be paid in full at the time of withdrawal. Failure to pay tuition could also cause your student to lose their state Scholarship funding for the upcoming year.

PARENT OR LEGAL GUARDIAN ACCEPTING FINANCIAL RESPONSIBILITY:

Signature / Date

Scholarships

DePaul School is NOT RESPONSIBLE for securing your scholarships in any way. The student's guardian must meet all requirements of Step Up For Students (<https://www.stepupforstudents.org>) or other scholarship entity. Our in-house Scholarship, the DePaul Scholarship, is handled by a third party, called FAST (ismfast.com). We do NOT issue scholarships based off of any information other than that provided directly to the company. We do not establish scholarship amounts: FAST establishes the amount awarded based on your submitted documents.

Complaints or Concerns

On rare occasions, parents become dissatisfied with a component of DePaul. Administration and teachers take feedback and concerns seriously. We are open to reasonable, transparent discussions that lead to problem solving. If DePaul administration has taken every reasonable accommodation, over an extended amount of time, but a student or parent still presents irreconcilable differences, you may be redirected to a more suitable learning arrangement.

It makes no sense to stay at a school where you are unhappy. This includes families who wish to stay at DePaul but repeat unsubstantiated allegations to other parents or in public communication, or complain in person, text, or email about DePaul rules, routines, curriculum, quality, etc. DePaul is not for everyone, and that is okay.

Scheduling

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, text, or e-mail. Please make sure we always have the most up-to-date contact information for you.

Occasionally, we will have "inclement weather" dismissal. On rainy days, or with an approaching storm, your student will be released to you as soon as you arrive in car line.

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 Help 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.

Optional Homework Help

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 \$90 per month. To enroll your child, please fill out a form in the office, and pay the quarterly fee. There is no Homework Help on Fridays. All Homework Help students must be picked up by 4 PM Monday through Thursday, or they will be sent to Extended Day at a cost of \$10 cash, due immediately. Those in Homework Help during the first 2 weeks will get extra reinforcement of basic skills as there is no homework the first two weeks of school.

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.

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

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.

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.

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.*

Every Wednesday you will receive a packet with a variety of items in it, including graded work, notices, event invitations, and notes from teachers or staff. 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.

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.

We invite parents to e-mail teachers, through SchoolWorx, 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. In addition, parents and students may NEVER visit a teacher or staff member at their place of residence.

If you are not receiving a response from a teacher in 24 working hours via email, please resend the email and CC admin@depaulschool.com.

Parent/Teacher Conferences

Formal conferences are scheduled twice each year in October 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. Personal electronics must be silent and in your child's binder. Your child will only have access to his/her device during times when the curriculum calls for it, rarely more than once a week.

Phone confiscated for use at school must be picked up by a parent.

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 Please also check out: Facebook.com/depaulschool. Follow us on TikTok and Instagram - @DePaulSchoolJax

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.

BACK PACKS ARE NOT PERMITTED. Student may carry their school provided binder, a lunch box, a water bottle, and a light DePaul hoodie, fleece, or jacket.

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.

Dress Code and Appearance.....

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.

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.

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 3 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. Shirts must be tucked in.

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

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

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

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

DePaul Dress Down Friday

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. Two Dress Down T-shirts are given to students in August. If the child needs another due to loss they may purchase one in the office for \$18.

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. Street Clothes are sometimes permitted for holidays, picture day, and class parties. Students may not wear leggings unless it is an athletic focused day, authorized by the staff. We also do not permit political or sexuality-themed clothing.

Code of Conduct.....

Appropriate conduct is required for ALL students, parents, and family members at all times when communicating with DePaul School staff or students.

Appropriate conduct expectations include the following rules:

- Follow directions and complete your work to the best of your ability.
- Come to class prepared.
- Keep hands, feet, and objects to yourself
- Pick up after yourself in all areas of campus, inside and outside.
- Do not disrupt classrooms or assemblies.
- Do not interrupt or talk over an adult unless it is a serious emergency.
- Bullying, name calling, and abusive or foul language are not tolerated.
- If lights are off, lips are zipped.
- Be respectful towards teachers and staff at all times.
- Be respectful to school property.
- Don't touch others or their belongings.
- 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.
- 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.
- Poor behavior of one student is not an excuse for another student to copy or adapt their poor habits.

Students who earn an N in conduct in any class for TWO grading periods are ineligible for re-enrollment the following school year.

Texting, Cyberbullying, Parental Controls

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 may **NOT** use personal devices at school without special permission granted rarely.

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 have parents notified. 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.

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.

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, vape pens, etc. 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 and SchoolWorx. 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, vape pens, 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 during class but are allowable before and after school.

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.

Bullying Prevention

DePaul School is a NO BULLYING ZONE. That does not mean a student will never experience negativity from another student. That means that we have an agreement as a family. If someone is unkind to you or does something you do not like to you, we agree to tell the closest teacher in REAL TIME. Teachers and administration cannot help a student problem solve if we do not know there is an issue. Furthermore, DePaul staff help students to self-advocate and to be assertive rather than passive or aggressive. Therefore, knowing in REAL TIME allows us to walk the students through the steps of being assertive.

Students who continue to hurt other students, verbally, emotionally, or physically in any way after a warning, will be unenrolled immediately.

Use of DePaul 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.

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 privilege

- 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. Do not send in lunch items that take more than 2 minutes in the microwave (such as uncooked noodles). Lunch boxes or bags should be labeled with the student's name.

If a child does not bring a lunch, the school provides water and a granola bar or cheese crackers for \$1.50 and parents will be called. 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

Orders and payment must be submitted online or via telephone by the parent to the lunch vendor so orders are delivered on time. 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. DePaul cannot obtain refunds for lunches or hold lunches if your child is absent.

Medication Policy

Medication Policy: DePaul does not dispense any medications--over the counter, vitamins, or prescriptions--without a medication form signed by appropriate parties listed on the form. This form must be renewed every school year.

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. Students MAY NOT carry any medicine on them at school, even temporarily. All medicine must go through the front office.

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). Forms are submitted upon enrollment, and the updated before starting 7th grade. 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 affect 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 submit Florida's official Religious Exemption from Immunization form to opt out of the immunizations.

Fire Drills

DePaul conducts a fire drill every month. At the sound of the alarm, or an announcement stating "This is a fire 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/Lock Down Drills

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

Grading and Testing.....

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 are available four times a year on SchoolWorx. 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 grades should NOT be directly compared with public school grades. We grade each student on the learning standards from the grade level they are currently working. For example, if a 6th grader is working in a 4^h grade reading class, they will be graded based on 4th grade reading standards.

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

Grades are determined based on mastery of the learning objectives in the following categories:

Subjects			Weight	Examples
Reading and Language	Quizzes		15%	Weekly Spelling, Cold Read Fluency Passage Quiz Site Words Quiz Other
	Daily Classwork		15%	Teacher Guided Practice Ready Reading Worksheet or assignment supporting skill taught
	Project		10%	Book Report (In-class) Readers Theater Performance Demonstration of skill
	Tests		20%	Unit Test Ready, Text Book or teacher made Assessment on taught skill
	Edited Writing Content		20%	Finished Product of Narrative with taught elements (use rubric)

	Writing Conventions (under other)		5%	Handwriting Punctuation, Capitalization, Indention
	Participation		15%	Responses to questions; Cooperates in group work
Mathematics	Quizzes	5	25%	Fluency (mult, add) Exit Ticket on Taught Skill
	Tests		25%	Ready, Text Book or teacher made Assessment
	Daily Classwork		25%	Teacher Guided Practice IXL/Zearn Math Worksheet or assignment supporting skill taught
	Participation		25%	Responses to questions Cooperates in group work
Social Studies and Science	Participation		40%	Responses to questions Cooperates in group work Current Events Scholastic, Class experiments Discussions; Workbooks and work sheets
	In-class Projects		40%	Small Group or Ind, Science Project Report; Presentation
	Quizzes (grading <i>content</i> rather than reading ability)		20%	Check on understanding of key points (oral, illustrated)

Conduct Grades are based on a three-point scale: Satisfactory (S), Almost Satisfactory (S-), Not Satisfactory (N). They are based on behavior and effort.

Conduct Grades	S	S-	N
Behavior	<p>Rarely if ever distracts others during class.</p> <p>(On average frequency less than 1x/week)</p> <p>Rarely if ever is disrespectful, unkind or aggressive to others.</p> <p>(On average frequency less than 1x/quarter)</p>	<p>Sometimes distracts others during class.</p> <p>(On average frequency less than 3x/week)</p> <p>Sometimes disrespectful, unkind or aggressive to others.</p> <p>(On average frequency less than 2x/quarter)</p>	<p>Often distracts others during class.</p> <p>(On average frequency more than 3x/week)</p> <p>*Often disrespectful, unkind or aggressive to others.</p> <p>(On average frequency 3x/quarter or more)</p> <p>*This may be grounds for immediate disenrollment.</p>
Effort	<p>Is focused and/or actively participating 80% or more of class time</p> <p>Almost always completes assignments.</p>	<p>Is focused and/or actively participating 50% or more of class time</p> <p>Completes $\frac{3}{4}$ assignments.</p>	<p>Is focused and/or actively participating less than 50% of class time</p> <p>Completes $\frac{1}{2}$ or less assignments.</p>

Any student with an N in conduct, in any class, for any reason, for more than one quarter, may be ineligible for re-enrollment the following year.

If your child has an N in conduct, it is highly recommended you schedule a conference with their teacher.

Honor Roll

Students who achieve academic and behavioral excellence are recognized annually. Annual awards are given out 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 D 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. DePaul may not be the most suitable placement for a child who does not grow in an academic year.

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.

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

Chaperones are sometimes limited by the venue. If that is the case, DPA members get first priority. Chaperones sometimes have a fee in order to attend.

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 early spring. We will notify you of the date and time in advance.

Mental Health Concerns.....

DePaul has a mental health specialist on retainer. We provide mental health and social skill groups as problems or concerns are brought to our attention. Parents will need to provide written permission for a child to participate in a group. Please communicate with administration about concerns or needs pertaining to your child's mental health.

When a student is identified by a peer, educator or other source as potentially suicidal — i.e., verbalizes thoughts about suicide, presents overt risk factors such as agitation or intoxication, an act of self-harm occurs, or expresses or otherwise shows signs of suicidal ideation — *the student shall be referred immediately to the Head of School*. School staff shall continuously supervise the student to ensure their safety until the assessment process is complete.

The Head of School shall contact the student's parent or guardian, in compliance with existing state law/ district policy and shall assist the family with urgent referral.

Urgent referral may include, but is not limited to, working with the parent or guardian to set up an outpatient mental health or primary care appointment and conveying the reason for referral to the healthcare provider; in some instances, particularly life-threatening situations, the school may be required to contact emergency services, or arrange for the student to be transported to the local Emergency Department, preferably by a parent or guardian.

If parental abuse or neglect is suspected or reported, the appropriate state protection officials (e.g., local Child Protection Services) shall be contacted in lieu of parents as per law.

Staff will ask the student's parent or guardian, for written permission to discuss the student's health with outside care providers, if appropriate.

The Head of School will follow up with parents or guardians to discuss steps taken for optimal mental health with the student. The Head of School may ask the parent to keep their child home to focus on counseling, medical attention until the child is deemed safe to return to school by a professional. Any necessary accommodations shall also be discussed and documented and shared with teachers.

Student Romantic Relationships

Occasionally the topic of romantic relationships arises among DePaul Students, including but not limited to:

- Going steady/dating another student/boyfriends/girlfriends
- Discussions of who others are or might be dating
- Spreading rumors or messages of "who likes who"
- Showing public displays of affection (holding hands, passing love notes, gifts)
- Catcalling/uninvited flirting

- Discussions of gender and/or orientation
- Any other romantic gesture that distracts from learning in the class

Teachers will acknowledge affection, but remain objective.

There is no shame in these feelings. They are natural. They are processing big, complicated emotions, and need our support and direction to find their way back to learning—that's part of maturing in the management of emotions.

Teachers will set the boundary, protect privacy, and redirect the conversation.

School is not the place to focus on romantic relationships. School is a safe place to respect each other, and focus on friendships and learning.

Teachers will reiterate that you care about their health and happiness and learning and access to an adult outside of school who can advise them on relationships. Refocus on task. "I think it's great that you care deeply for _____. You are both great kids. It is natural to be curious about love! However, we have a lot of learning to focus on. School isn't the place for love interests. I want to make sure you are happy, healthy, and learning! We are all done talking about dating."

Teacher will emphasize that unwanted affection must be shut down. No means no. After the first warning that the recipient doesn't like it, the act becomes an offense.

Frequently Asked Questions

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

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

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.

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 and @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. Please give the teacher 24 WORKING hours to respond. If you do not hear back after that time, please resend and cc admin@depaulschool.com.

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.

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 available mid-quarter and report cards are available on SchoolWorx 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) and also in SchoolWorx. If a parent doesn't get a response from a teacher within 24 working hours, parents should resend and cc admin@depaulschool.com

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.

You will also receive information from diagnostic assessments twice a year.

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

If your child is experiencing academic difficulties, the classroom teacher will email or call. However, it is the parents' responsibility to keep abreast of grades entered into SchoolWorx. 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 encouraged to contact admin@depaulschool.com

Q. Will my child be able to re-enroll at DePaul?

A child is assumed to be returning unless the parent chooses another educational setting. You will simply return the application for the upcoming school year, along with the \$100 deposit.

A child is eligible for re-enrollment if they have not been placed on a behavioral plan for misconduct. Students who are not meeting behavioral standards and/or have an N in conduct in any class for two or more semesters will not be eligible to return.

On some occasions, the Head of School will recommend another setting that better meets the needs of the student.

Q. Where will my child go after DePaul?

During your child's 8th grade year, they will receive a recommendation for 9th grade placement. We help with every step of transition! Some students should be transitioned out before their 8th grade year due to no longer needing dyslexia specific services. In that event, the Head of School will work with you to provide suggestions.

Statement of nondiscrimination

The DePaul School, adheres to a policy of nondiscrimination in employment and educational programs. We affirmatively provide equal opportunity for all despite race, color, religion, national origin, orientation or gender.

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
- 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

Adjustments for COVID-19 Safety and Instruction

We reserve the right to change COVID-19 or other health related precautions as necessary.

Please feel free to communicate any concerns, suggestions, and information to Dr. Oliveira at admin@depaulschool.com

In the event that you need to contact the board, feel free to email: DePaulBoard@gmail.com