

The dePaul School



Parent-Student Handbook

Rules, Procedures and Policies.
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General Purpose and Philosophy

The dePaul School is committed to the belief that its students must be provided with a strongly structured academic program and an environment which stresses the dignity, worth, and responsibility of each individual both for self and for others.

The rules at The dePaul School are designed to put this philosophy into action for the good of all students, and we urge all parents to carefully review and adhere to this philosophy.

The dePaul method is tailored to meet the needs of students with dyslexia, learning differences and attention deficits. It is not an educational panacea indiscriminately offered as remediation for all learning disabilities. Only students who can profit from this process are admitted as students to The dePaul School.



MISSION STATEMENT

The dePaul School provides an alternative educational experience for youth and children with learning disabilities and attention deficits. Individuals are taught in programs structured to help promote personal success through evaluation, assessment and specialized instruction.

The dePaul School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other school administered programs.

Home Work Policy

In the **elementary program** Reading Logs and Math Homework are assigned Monday through Thursday during the school year. Students who complete 100% of their homework assignments on time for two consecutive weeks and received no Uniform Alerts, PE Alerts or had any discipline issues during the same two weeks will earn a Tag Day to reward their efforts. On Tag Day students may wear appropriate every day clothes to school – see Dress Code Reading Log requirements vary depending on the students' level. The Oral Reading teacher prior to the first log assignment will send these requirements home.

The student is to complete **Math** Homework independently. Parental responsibility is to providing a consistent time and place for the student to complete his/her assigned work. If the student does not understand a problem, the child is to circle the problem and have the parent initial it to let us know the student attempted the work. If the student works the problem incorrectly, we ask that the parent **does not** correct it, as the teachers need to know in what areas the student is having difficulty.

In the **Delta Program** homework is assigned according to subject and teacher. Delta students are responsible to complete their homework and assignments in a timely manner.

No credit is given for late homework. Parents please do not bring in or fax homework left at home or in the car. These assignments will not be accepted. Our goal is to make students responsible for their own work. Repeated missed assignments will result in a call, e-mail from the teacher or request for a parent-teacher conference.

Student Class Placements

Children are placed in homerooms based on age. Academic class placement is based on the ability of students to perform in the various academic areas. Every effort is made to keep students in an age appropriate group. During the course of the year, a student may be moved to a different group on the recommendation of the teacher. This is to insure that the student's needs are met. Parent will be informed of any changes.

Parent-Teacher Conferences

The staff is available for parent conferences and telephone conferences throughout the school year. Please schedule these in advance by e-mail with the teacher rather than stopping in before or after school unannounced as this interrupts teacher preparation and planning time. Parent inquiries and/or concerns regarding their child may often be quickly responded to via e-mail as the teacher can respond at a suitable time during the day. All staff e-mail addresses are listed in the supplement to the Handbook.

Progress Reports

Progress Reports will be sent home 3 times a year. For dates, check school calendar. The last Progress Report is mailed to you. Stay informed about your child's progress throughout the year by communication with teachers through e-mail, notes and/or scheduled conferences.

Testing

The Gray Oral Reading Test (GORT3) and the Wide Range Achievement Test (WRAT4) for Math/Spelling skills are administered to all dePaul students twice during the school year. The initial testing takes place during the first two weeks of school and a different version of the same test is given at the end of the school year. Please remember that these scores are an indicator of how the student performed on that particular day. These scores are an assessment of your child's oral reading ability, comprehension, spelling and math.

The test scores indicate grade level performances, i.e., 3.2 means third grade, second month. Students scoring less than 1.9 on the GORT3, are given an earlier version of the test. Those unable to read the Gray Oral Reading Test are given the Alphabet Identification Test in which they identify capital, small letters and their sound.

Communication

Important school-related information is communicated to parents via broadcast e-mails, notes home, and/or school newsletters. It is important for parents to read all correspondence sent per e-mails or notes home from school in order to stay informed of any changes in the school calendar, upcoming special events, volunteer opportunities, meetings, etc.

It is important that parents check their e-mail and the child's homework folder each night for correspondence from teacher and/or administration.

Parent Membership and Education

By your child attending The dePaul School you are a member of The dePaul School for Dyslexia, Inc. As a member of the corporation and parent you are required to attend Membership Meetings of the corporation twice a year, usually in Fall and Spring. Information about dates and times are e-mailed and sent home.

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

After School Pick-Up

You must let the office know by note, phone call or e-mail, if anyone other than persons listed on the After School Pick-up Permission form (appendix) is picking up your child. If the person picking up your child is not listed on the Pick-up Permission form, please let us know the person's name, relationship to child, telephone number, car make and color. Anyone other than parent/guardian may be asked by the staff to show identification.

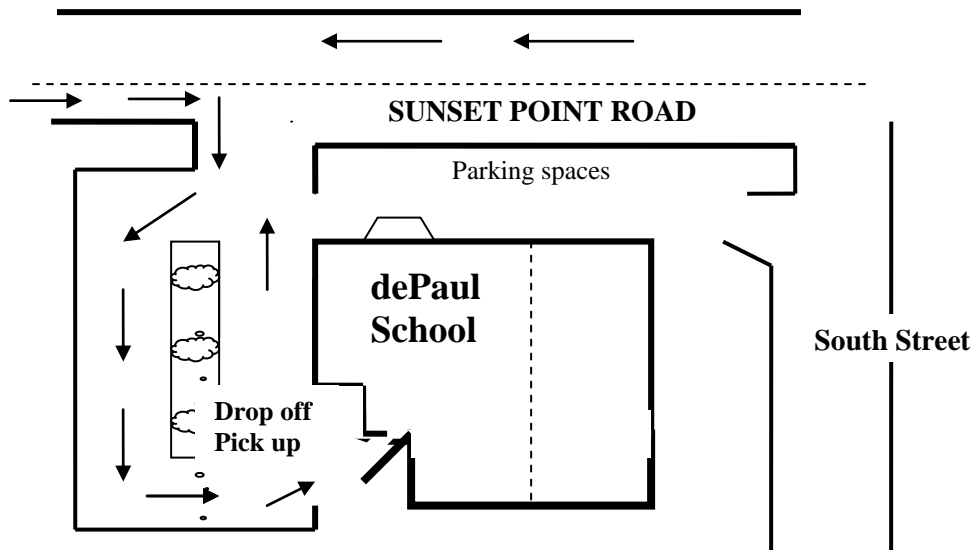
The office must be notified if the person picking up the child is going to be late. Any student who is not picked up by 2:40 p.m. will return to the office. **Late fees will be assessed.** Refer to the "After School Care" form in the appendix. Signing the "Agreement to abide by the Rules and Policies" Form (appendix) assumes acceptance of this policy

Going Home with a Friend

If a student is riding home with another dePaul student after school, we must have written permission ahead of time from both parties. The reason is that students occasionally make their own arrangements without the parents' knowledge. In the past we had a very surprised parent, when she found out she was taking three additional students home. To keep your children safe please follow this simple rule. We cannot be responsible for contacting parents to verify changes in pick-up arrangements

Morning Arrival

1. Drop off students at designated area. (See map). Safety Patrol volunteers and orange cones are at the designated drop off point (see map below).
2. Drop off students between 7:45 and 7:55 a.m. Doors are opened at 7:45 am. After entering the school students immediately report to their Homerooms.
3. The dePaul School cannot be responsible for students before 7:45 a.m.



Afternoon Dismissal

1. Safety Patrol volunteer or staff member will lead students to designated pickup area (see map above). Students are to wait quietly.
2. The Safety Patrol volunteer and/or staff member will release students by calling their names and checking them off the student list.
3. Only persons listed the "After School Pick-Up Permission Form" (appendix) may pick up a student. If someone else is picking up a child the office has to be notified prior to pick up by a parent in writing.
4. It is essential that each driver knows whom he/she is picking up. Please contact the driver of your car pool if student is not riding either way. The school is not responsible for this information.
5. The office must be notified if the person picking up the child is going to be late. Any student who is not picked up by 2:40 p.m. will return to the office. **Late fees will be assessed.** Refer to the "After School Care" form in the appendix.



School Attendance



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

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

Elementary and middle school students who are chronically tardy or leave early without an acceptable excuse, more than five times in a calendar month or ten times in a 90 calendar day period will be subjected to action as dictated by Florida Statutes 1003.27.

Unless acceptable documentation is available, an accumulation of daily absences (excused or unexcused, by tardiness, or early sign-outs that equals 5 days (30 hours) in a marking period or 10 days (60 hours) within two marking periods is considered a pattern of non-attendance. According to Florida Statutes 1003.24(4), non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.

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

Florida law requires each parent or guardian of a child from six to sixteen years of age to be responsible for the child's school attendance. Florida Statutes, 1003.24 defines the responsibility of parents for the attendance of their child at school.

If a student has unauthorized absences and/or tardiness' sufficient enough to jeopardize academic progress and it is determined that the student's parent or legal guardian is at fault for the absence or tardiness, in accordance with Florida Statutes 1003.24, the procedures under Florida Statutes 1003.36 and 1003.27 shall be followed.

Excused absences include:

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

Make Up Work:

After an absence, a student must arrange with the teacher for any make up work and the time the work has to be turned in.



Absentee Procedure

Attendance guidelines are statutory, set by the legislature. Not only does the state set compulsory school attendance requirements, but the **McKay Scholarship program** does as well. The dePaul School is obligated to follow these guidelines and report any excessive tardiness, early leaving and absences.

If your child is absent, the following procedure is mandatory. It is a safety precaution for the sake of your child.

1. If your child is absent or late, you must call the school no later than 8:00 am. You may leave a message on the recorder at any time before 8 am.
2. You must call before 8 am every day that your child is absent.
The school administration does not condone absences, other than sickness or family emergencies. If you choose to take your child out of school, consider the following:
 - a. Absence breaks the sequence of skills your child is learning.
 - b. It is inappropriate to ask teachers to create make-up time or homework for students absent for non-emergency situations. It is an intrusion into the teacher's time and may interfere with the sequence of work for students who chose not to take time off.



Arriving Late to School

Please do not drop off student in front of the school.

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

Habitually late students miss 50% of their Linguistics (DPSL) classes.



Early Sign-Out Procedure

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

Birthday Celebrations

Students Birthdays are recognized at the end of the day. Your child may share some cookies or treats at this time. Please insure that treats do not require utensils.

Birthday and other invitations

In the Handbook Supplement is a list of all students and parents including their addresses, telephone numbers and e-mail addresses. If your child has a celebration and wishes to invite fellow students the invitations may not be distributed at school. We have small classes and in the past there have been hurt feeling when students were excluded. Please contact students and parents by telephone, mail or e-mail.

There are no exceptions to this rule.

Hurricane and Inclement Weather Policy



In the event of a hurricane or inclement weather, it is the policy of the dePaul School to follow the Pinellas County School Board's decision regarding the closing/opening of school. If our school needs to close for any reason and public schools are open, we will call each family. It is very important that we have your accurate cell phone and emergency phone numbers for this purpose.

Clinic



We do not have a clinic or the personnel to operate one. Therefore, sick children must be picked up. Please have arrangements in place for this situation.

School Policy for Administration of Medication.



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

NO PRESCRIPTION MEDICATION IS GIVEN TO STUDENT UNLESS THERE IS A SIGNED RELEASE FROM THE PHYSICIAN (blue card) on file. All release forms must be dated and must show a starting and ending date for the administration of any medications, whether prescription or non-prescription. **MEDICATION MUST BE IN ITS ORIGINAL CONTAINER.** The staff, according to policies, may not accept Medication not in its original container.

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

THERE ARE NO EXCEPTIONS TO THESE RULES!

Conduct and Discipline

Classroom

Upon entering the school in the morning, students must report immediately to their homeroom teachers, store their lunch boxes in designated area and be seated quietly. Cooperation with teachers is expected and demanded. If misbehavior occurs, disciplinary actions will be taken.

Change of Classes

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

Recess

Students may bring a healthy snack, fruits or nuts, are excellent and plain water. Insure that snacks do not require utensils. Students who take out sports equipment (balls, etc) must return it at the end of recess. Once the bell rings, playtime ends and equipment must be held and returned to the box upon entering the building.

Physical Education (P.E.)

P.E. is taught every day. Students are expected to participate in all sports according to their ability, and support their teams. Not participating, being uncooperative or disruptive will result in a Physical Education (P.E.) Alert Form to be sent home, see appendix. A note from parent or/and physician is required for student to be excused from P.E. Plain white or dePaul Bulldog t-shirts may be worn for P.E. Once the final whistle sounds, students will line up quietly and quickly. Students assigned to retrieve sports equipment will do so quickly and place it in designated area.

Lunch

Students bring their own lunches. Good manners and courtesy are essential. Please label all lunch boxes and containers with the child's name. If lunch requires eating utensils (fork, spoon etc.), make sure you include it. Since we use the picnic tables outside most of the time, we do not have access to utensils. For safety reasons **NO GLASS CONTAINERS ARE ALLOWED**. Please pack a healthy lunch for your child. No sugary dessert foods, such as cookies, cakes, candy, marshmallow treats, sugar coated cereal, etc. No sodas, caffeine, or high-energy drinks are allowed. Students may bring sports or fruit-flavored drinks, milk, fruit juice, water, or flavored water for lunch. If you bring a fast-food lunch for your child include milk, water or juice not soda. **For Recess and P.E., only plain water may be brought outside.** Students may not exchange lunch items. Unacceptable items will be sent home. We insist students take home uneaten food, so you know what your child ate for lunch

.Restrooms

Restroom monitors will make sure that no more then 3 students are using the facilities at one time. Students are expected to keep the restroom orderly and put used paper towels in the trash bin. As soon as a student is finished using the facilities, he/she will leave the restroom so the next person can use it. Restrooms are not intended for a place to socialize. Not listening to the monitor and/or violating the rules will result in consequences

Damage to School

Students are required to report to the office any loss of, or damage to school property. This includes computers, student binders, books, sports equipment and all other educational materials. Each student involved must report the incident. An amount covering damages and repairs or replacement will be assessed when a student is guilty of careless or willful destruction of or damage to school property. Writing, scratching, or any disfigurement of desks, tables, or walls is strictly forbidden and considered damage to school property.

Computer Lab

To enhance students computer experiences in various classes, computers have online capability and students are able to print their assignments. We have taken every precaution to make sure that the computer lab stays safe and functional for all students. A Technology Use Policy was developed and is reviewed with students in Social Value classes. Please read the guidelines and discuss them with your child. Not following the rules and guidelines outlined in the Policy may result in loss of privileges and use of the computer lab. See appendix for a copy of the Technology Use Policy.

Language

Talk or mentioning of weapons, guns, shooting, threats of violence or violent acts is strictly prohibited and will result in suspension. Parent conference is required for the first infraction; suspensions are issued for repeated infractions. Vulgar or inappropriate language or gestures are not tolerated at any time. If the difficulty continues, the student may be suspended or expelled from the program.

School Administration reserves the right to determine what is appropriate.

Discipline Procedures

In order to better help your child realize the necessity of self-discipline and responsibility in his/her life, we have established the following procedures to be enforced at the dePaul School. The teacher establishes classroom discipline. The concept of discipline entails a relationship between teacher and student. Teachers will structure classes to encourage self-esteem and self-discipline among students. The teacher is encouraged to contact parents frequently through progress reports, e-mails phone calls, or conferences in cases, which are a constant source of disturbance.

To create a responsible environment, we need to:

- ❖ Be considerate and show respect for everyone.
- ❖ Contribute to the community in a positive way.
- ❖ Show pride in our school, for ourselves, our homes and our country
- ❖ Respect our school, our community and others' property.
- ❖ Be courteous and have good manners at all times.
- ❖ Support and listen to each other.
- ❖ Achieve our best in every area.
- ❖ Prepare adequately each day.
- ❖ Have materials prepared and ready (pencil, folder etc.).
- ❖ Be honest in our personal dealing and school.
- ❖ Take responsibility for our actions.
- ❖ Adhere to the dress code and take pride in our appearance.

If a student is sent to the office for disciplinary actions or because the student is not feeling well, an Office Referral will be e-mailed for your information. Misconduct is recorded and becomes part of the student's permanent file. The following procedures are utilized to deal with the offenses.

Depending on the offense:

1. Student will complete a Problem Solving Form (peach)
2. May lose privileges (do assigned work during breaks, extra chores etc.)
3. The following behavioral report may be sent home
 - a. Green: Minor infringements. Three green referrals equal on pink referral
 - b. Pink: Major infringements, may result in the student's suspension or expulsion.

For a list of minor and major infringements, see Minor Infringement (green) and Major Infringement (pink) forms in the appendix. A copy of the Problem Solving Form (peach) and Office Referral (e-mailed) are also in the appendix.

Students need guidelines to know what we expect from them in their daily conduct. We need your support and full cooperation, if we are to be effective in teaching your child. Serious lapses in behavior are handled on a case-by-case basis. All efforts are made to affect a positive outcome for the individual student. However, the good of the total community receives prime consideration. No student is allowed to interfere with the educational process of other students.

Delta Program - iPads

The dePaul School has initiated a program promoting the integration of technology into the classroom. We have made a significant investment in education technology and infrastructure to expose students and train them to utilize technology as a tool and resource in order to enhance their learning. Students in the Delta program are working with Apple iPad2.

Equipment:

- Apple iPad2 16GB with WiFi (\$500 value)
- iPad protective case and charger (\$100 value)
- Miscellaneous educational apps (\$50 value)
- Total Value: \$650.00

Students who would like to take their iPad home (24/7 access) will be required to purchase an insurance policy through the dePaul School. The policy premium is \$50 per year (iPad2 Security Deposit Form in appendix) and covers accidental damage, theft, etc. for the iPad only. Parents are responsible for the \$100 deductible should a claim be made. Students not purchasing this insurance will be required to leave their iPad at school. Please note, the protective case and charger are not covered by the insurance policy.

Expectations:

To be issued an Apple iPad:

1. Students must abide by all school rules as outlined in this Handbook and Acceptable Use & Procedures Agreement (appendix).
2. Students agree to participate in all class activities and assignments as directed by their teachers. Students missing more than 10% of their homework assignments at any time will lose iPad use until they are caught up.
3. Students and parents agree to be responsible for proper care of the iPad, and that any damage or loss may result in replacing the iPad and purchased apps (up to \$550). Damages to be covered by required school insurance. Parents are responsible for the \$100 deductible.
4. Students and parents agree to be responsible for proper care of the iPad accessories (protective case and charger) and that loss or damage will result in replacing these accessories (up to \$100). Parent credit card information will be kept on file in the event that these charges become necessary.
5. Students and parents agree that any inappropriate use of the iPad will result in school discipline that may include the loss of iPad use and school suspension. Inappropriate use includes but is not limited to:

- (a) Visiting inappropriate websites.
 - (b) Sending inappropriate emails.
 - (c) Possessing inappropriate pictures and/or media files.
 - (d) Cheating.
 - (e) Installing unapproved apps.
6. Students and parents agree that all apps and content to be installed on the iPad (including music and media files) must be pre-approved by school administration.
 7. Parents agree to monitor student use of the Internet while on their home network using the iPad.
 8. Students and parents agree that only the student may use the iPad. Siblings and friends should not have use of the iPad.
 9. Students and parents acknowledge that dePaul School may search school issued iPads at any time to verify contents.
 10. Students leaving the dePaul School must return the iPad to the school.

Students wishing to bring in their personal iPad rather than use the schools will be expected to follow the same rules with the exception that apps do not need to be approved – however, only approved apps are to be used while in school. Personal iPads cannot be synced to the school computer so students using their personal iPads will need to have their own iTunes account and purchase any required apps and sync their iPads at home. Certain content restrictions will also need to be enabled on the iPad while in school.

By signing the “Agreement to abide by the rules and policies” (appendix), parents and students agree with the expectations and procedures as detailed in this Parent-Student Handbook.

POLICY AGAINST BULLYING AND HARASSMENT

(1) Statement prohibiting bullying and harassment:

The school policy is that all students, employees, and volunteers learn and work in an environment that is safe, secure, and free from harassment and bullying of any kind. The Administration will not tolerate bullying or harassment. This policy shall be interpreted and applied consistently with all applicable State and federal laws. Conduct that constitutes bullying, harassment, cyber stalking or discrimination, as defined herein, and in section 1006.147, F.S., is prohibited.

(2) Definition of bullying and definition of harassment:

- (a) "Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve but is not limited to:
 1. Teasing;
 2. Social exclusion;
 3. Threat;
 4. Intimidation;
 5. Stalking;
 6. Physical violence;
 7. Theft;
 8. Sexual, religious, or racial harassment;
 9. Public humiliation; or
 10. Destruction of property.
- (b) "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
 2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
 3. Has the effect of substantially disrupting the orderly operation of a school.
- (c) The definitions of "bullying" and "harassment" include:
1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
 2. Perpetuation of conduct listed in paragraph (a) or paragraph (b) by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee by:
 - a. Incitement or coercion;
 - b. Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.
 3. Cyber stalking, which is defined as engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. See s.784.048(1)(d), F.S.

(3) **Consequences for committing an act of bullying, harassment or cyber stalking:**

Consequences and appropriate remedial action for students, who commit acts of bullying, harassment, or cyber stalking may range from positive behavioral interventions up to and including suspension or expulsion.

(4) **Consequences for wrongfully and intentionally accusing another of an act of bullying, harassment or cyber stalking:**

Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying, harassment or cyber stalking range from positive behavioral interventions up to and including suspension or expulsion.

Fieldtrips

For students to participate in Fieldtrips a completed and signed Fieldtrip Travel Release Form (appendix) for the student must be on file. Parents volunteering to drive are required to complete a Field Trip Driver and Insurance Information Form and supply a copy of a current driver's license and automobile insurance. No drivers under 21 years of age are permitted to transport students. Once students are assigned to a driver, they may not switch cars. The driver is required to return with the same students he/she left.

No children may attend a field trip unless they are dePaul students and part of the group for whom the trip was arranged. Students must follow the teachers and chaperons' directions, rules and be courteous at all times. Students violating directions and rules will not be able to participate in subsequent fieldtrips. Teachers, drivers and chaperones are responsible for the students assigned to their care.

Delta Students must have completed their home work assignments and have no reprimands, green or pink slips in order to participate in fieldtrips.

Illegal Drugs, Alcoholic Beverages and Harmful Substances Policy

Students, teachers, chaperones may not possess illegal drugs (including prescription drugs) or alcoholic beverages, use them or are under the influence of them: on school property, at any school activity, before you arrive on school grounds, before you arrive at any school activity, or on field trips.

Fieldtrip Rules.

When driving:

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

At the event:

- Do not use cell phones, this is a time spent with the students. Many events do not allow the use of cell phones during the program
- Know where your assigned students are at all times
- If you have to go to the restroom, etc. let another adult in your group know
- Do not bring siblings
- Maintain orderly behavior (if you are overwhelmed, ask a staff person to help)
- Never change car assignments or group assignments
- Do not loan money to students

Activity time after the event:

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

Fieldtrips are not a time for Parent/Teacher Conferences.

Most of those rules are common sense.

***It is our utmost priority to keep our students, your children safe.
We greatly appreciate your cooperation in keeping your children safe.***

Uniform Policy

The purpose of the uniform at the dePaul School is two fold; 1. it enhances our structure and 2. it helps reduce distraction in the classroom. The cooperation of STUDENTS AND PARENTS is necessary in maintaining the standards of our dress code. It is very important that this code be accepted fully and is enforced consistently.

Delta Program – light blue or red, short or long sleeve polo shirts, navy blue pleated or straight shorts, pants, skorts, skirts, or capris. Note: Cargo type pants or shorts are not allowed.

K through 5th grade

Girl Uniform – navy blue pleated or straight shorts, pants, skirts, skorts, capris, and light blue Oxford short or long sleeve shirts.

Boy Uniform - navy blue pleated or straight shorts, pants, and light blue Oxford short or long sleeve shirts. Note: Cargo type pants or shorts are not allowed.

DePaul Sweatshirts are part of the uniform for all students and may be purchased through the school (appendix).

DePaul Spirit t-shirts are required for Flag football may be ordered through the school (appendix).

Belts keep pants, shorts, skirts, skorts and capris in place but are not a required uniform item.

Students may wear white or navy blue, above the ankle or low-cut socks. Students must wear sneakers. No lights or wheels are allowed on sneakers. This is a safety issue. If the shoes have holes for laces, shoelaces must be in place and tied.

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

Parental help is necessary to help the student stay organized. Implement a plan to assist your child, making sure the uniform is laundered, and in good repair by laying it out before going to bed. If students enter the school improperly dressed, (out of uniform, incomplete uniform, dirty or torn uniform, shirt not tucked in), a uniform alert will be sent home and needs to be signed and returned the next day, see appendix. PARENTS are expected to monitor their children's dress attire.

Three uniform alerts will result in a green slip and the parent will be asked to pick up the child.

Uniforms may be purchased at Target <https://www.target.com/lists/1JKKMOGYH3FIK> or Allen Sports Center, 6585 Seminole Blvd., Seminole, FL 33772, Tel.: 727-397-042 web site: www.Allen-Sports.com. Check under dePaul School Allen Sports Center for uniform items.

Dress Code

The dress (see Uniform Policy) and grooming of dePaul students shall be neat and clean, promoting a positive educational environment. Apparel that disrupts educational activities and processes of the school will result in the removal of the student from the regular school environment and parents are called and asked to pick up their student. The administration will be the final judge about whether a student's clothing is appropriate for school or whether it will create an environmental climate that is distracting to learning. Head of School, faculty, and staff members will enforce the dress code.

Changes in Uniform Policy will be communicated to parents by e-mail, written notice and Parent-Student Handbook.

Requirements for student dress (including Tag Day) are listed below:

- a. All shirts and blouses must cover midriff, back, sides and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.

- b. Shorts, capris, skirts, divided skirts, dresses and culottes are allowed. They must be mid-thigh length or longer.
- c. Pants or shorts must totally cover undergarments, including boxer shorts.
- d. All clothing shall be free of the following; profanity, violent images, sexually suggestive phrases or images, gang related symbols, alcohol, tobacco, drugs or advertisement for such products.
- e. Sneakers must be worn at all times. Inappropriate footwear includes, but is not limited to sneakers with wheels or lights, skate shoes, crocs, sandals or boots.
- f. Students must adhere to the mandatory school uniform policy. On Tag Days must abide by the listed requirements.

Further Clarification/Other Requirements (including Tag Day):

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

Hair

Boys: Hair should be cut so that it is neat and not in the eyes or a distraction to other students.
No Mohawks, other extreme styles or dyes

Girls: Hair must be kept off the face during school hours. If necessary girls should use hair bands, or tie backs. Note: plain, functional barrettes, hair bands, bows, and scrunchies only. Hair is not to be a distraction.

Items not Acceptable in School



Items Causing Distractions and/or Safety Hazards



No head covering is worn in the building. Current extreme fads (coloring, haircuts, make-up), jewelry, watches and items causing distraction are not acceptable. Some items may be a safety hazard during recess and P.E. such as necklaces, dangling earring, etc. Items that are dangerous to student or fellow students will be confiscated immediately. Repeated infractions will result in permanent removal of items until the end of the school year.

School administration reserves the right to determine what constitute a distraction and/or safety hazard.



Cell Phones, I-Pods and other Electronic Devices



Cell phones are not to be carried by students. If a cell phone is required for emergency reasons, permission from parent must be given to office. Cell phones are not permitted to be used during school hours. All cell phones will be given to homeroom teachers directly upon arrival. It is the student's responsibility to retrieve his/her phone at the end of day. The school cannot accept responsibility for cell phones or other electronic devices brought to school.

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

Other Personal Articles

Students may only bring their lunch box, and homework folder. If a student is going to aftercare and has a backpack or items that need to go with him/her, they may be left in designated area upon arrival. The school does not accept responsibility for personal articles brought to school including money, cell phone, i-pods, show-and tell exhibits, jewelry, games etc.



Administration reserves the right to deem items and behaviors unacceptable!

Illegal Drugs, Alcoholic Beverages and Harmful Substances Policy

Students may not possess tobacco, illegal drugs (including prescription drugs which must be left in the office) or alcoholic beverages, use them or are under the influence of them:

- on school property
- at any school activity
- before you arrive on school grounds
- before you arrive at any school activity, or
- on any field trip.

Violation of this policy will be dealt with on a case-by-case basis and may result in suspension or expulsion. Tuition is not refunded when students are expelled or asked to withdraw.

Signing the "Agreement to abide by the Rules and Policies" form assumes acceptance of this policy, expectations and consequences.

Head of School will keep the school community informed of any policy changes.

Child Abuse, Molestation, and Neglect Policy

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

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

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

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

The dePaul Staff has completed training on the standards, duty to report and procedure for reporting alleged misconduct.

Procedures for reporting child abuse, molestation and neglect and misconduct by instructional personnel and administrators are posted in the school lobby.

dePaul staff, teachers and volunteers had back ground checks and have been fingerprinted for the safety of the students.



Commitment/Volunteer Hours



A commitment of ten hours of volunteer work for the school is required of each family per year. Parents delinquent in serving volunteer hours are billed for the portion of time not served at the rate of \$15.00 per hour.

There are a number of ways to fulfill your commitment. The following is a list of opportunities you may want to consider:

- Field trips (chaperone, driver, etc.)
- Assist with special school functions (field day, etc.)
- Lunch duty (supervise students)
- Friday lunch/PE duty (pizza day, assist with PE)
- Write corporate or foundation grants
- Clerical
- Work on hospitality projects
- Help with set-up and clean-up for workshop and meetings
- Maintenance of building
- Maintenance of equipment
- Solicit business/corporate donations
- Solicit for school supplies/materials
- Serve on Board of Directors
- Scholastic book orders



In addition to the above, each parent agrees to participate actively in major fundraising event/projects for the school. All parents/guardians, by virtue of having a child attend The dePaul School, are members of the corporation and agree to attend the following:

1. The Fall Membership Meeting
2. The Annual General Meeting in the spring

Appendix

see Page
in Parent-Student
Handbook

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Agreement to abide by the Rules and Policies

as stated in the Parent-Student Handbook
www.thedepaulschool.org

I/we _____ the parents/guardians of
Please print – Parent/guardian Name

_____ D.O.B. _____
Please print Student Name Date of Birth

affirm that I/we have reviewed the Rules and Policies with my/our child as stated in the Parent-Student Handbook located on the www.thedepaulschool.org website.

I/we agree to abide by the Rules and Policies presented in the Parent-Student Handbook.

I/we acknowledge and accept that violations of any of the Rules or Policies will result in but is not limited to consequences listed in the Parent-Student Handbook.

Serious violations are handled on a case-by-case basis. The School Administration reserves the right to determine what constitutes appropriate consequences.

We the undersigned acknowledge that we have read the Parent-Student Handbook located on website: www.thedepaulschool.org and accept the Rules, Policies and Consequences stated therein.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

For students to attend The dePaul School this receipt must be returned to the School Office no later than the 1st day of School.

Date received in office: _____



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Child after School Pick-Up Permission

2011-2012

Student's Name: _____

Please list the people who may pick up your child after school:

Name	Relationship to child	Telephone #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

You may add or delete people from your list. If someone other than persons listed above is picking up your child please send an e-mail with the person's name, relationship to child and car make and color. Please inform the people that they may be asked by a dePaul Staff to identify themselves before your child is released to them.

I herewith give permission that my child may be picked up after school by one of the above listed persons.

Parent's Signature

Date

Please print form, complete it and return it to the office not later than 1st day of school.



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AFTER SCHOOL CARE

Student Name: _____

I understand if my child is picked up late from school, I will be responsible to pay a childcare fee. The fee schedule is assessed at the rate of \$10.00 per student for the first 10 minutes from 2:40 p.m. until 2:50 p.m. There will be an additional \$2.00 per minute added for the time starting at 2:51 p.m.

I understand that I will be charged a childcare fee when I pick-up my child late.

By signing the “Agreement to abide by the Rules and Policies”, the parents and students agree to accept the Rules and Policies outline here and throughout the Parent-Student Handbook.



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As stated in the Parent-Student Handbook, page 6

Arriving Late to School

Please do not drop off student in front of the school.

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

Habitually late students miss 50% of their Linguistics (DPSL) classes.

Your Child _____, was not accompanied by an adult on drop off this morning. Please be sure to bring your child into the office and sign him/her in, if they should be tardy again. This is for the safety of the student. It is also an Insurance Requirement.

Thank you.

Date: _____



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Pinellas County School Guidelines



Administration of Medication in School.

School Health Service personnel to establish an effective School Board policy and procedure to reflect Florida law and to assure that medications will be administered safely to students did extensive work. As a result of this work within the school and community, specific responsibilities for individuals and groups were identified and are outlined as follows:

1. Parent/Guardian Responsibility

The parent or guardian will assume the major responsibility in working with the school and physician/dentist in providing:

- a. signatures and instructions on authorized forms
- b. the medication in an original, labeled container for school personnel

Parents should be aware of problems associated with giving medications at school, such as amount of time the student is out of class, disruption of class schedule, lack of health professional to observe the effects of medication, etc. Whenever possible, medication is to be administered at home.

2. Physician or Dentist Responsibility

Physicians and/or dentists who prescribe medication for students attending school shall provide detailed information about the medication to parents/guardians, school personnel, and pharmacists. Physicians and dentists should encourage parents/guardians to administer medication before and/or after school hours, whenever possible. When an over-the-counter medication is to be given at school, the physician or dentist will prescribe the medication on the official form, PCS Form 1876-B. Physicians/ Dentists may call in medication (prescribed or over-the-counter) to the pharmacist who may complete the OTC form for the physician or dentist.

3. Pharmacist Responsibility

When medication has been prescribed for a student at school, the pharmacist will prepare two containers with appropriate labels for administration of medication at home and at school. When parents bring OTC medication to be administered at school, an authorized OTC form must accompany it from the physician or pharmacist. The pharmacist may verify verbal orders for medications prescribed by the physician/dentist and completing the OTC authorization form.

4. School Personnel

The principal and/or designees shall follow the School Board policy and procedure for Administration of Medications. They may participate in an in-service program on the Administration of Medications.



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PHYSICAL EDUCATION ALERT

Dear Parent,

Your child _____ failed to participate in PE class today. This caused an interruption to our class. Today your child is receiving a warning, next time it will result in a green slip. PE has been proven to stimulate the learning process. We consider PE as important as other classes. Please encourage your child to participate in the future.

Today's class dealt with _____.

Thank You!

Ms. Iannucci, PE teacher

Date

Parent/Guardian Signature

Date

Parent/Guardian Comments: _____

rev.8/09

The dePaul School

Technology Acceptable Use Policy For Students

Objectives & Rationale:

The Children's Internet Protection Act (CIPA) went into effect April 20, 2001; schools are required to certify compliance. This law requires schools receiving certain federal funds to adopt internet safety policies that address the safety of minors accessing the internet in school. The CIPA statute requires schools to use filtering and blocking technology and to implement a set of substantive policy decisions related to Internet access, calling both requirements an "*Internet Safety Policy*". The dePaul School chooses to follow to the CIPA's requirements as a voluntary measure. The dePaul School Technology Acceptable Use Policy adheres to the CIPA's requirements.

The computers in The dePaul School will provide students with the opportunity to:

- Become information and technologically literate
- Access electronic and online resources
- Integrate technology in all areas of learning
- Acquire valuable technological skills
- Learn to type competently
- Utilize technology independently for assignments
- Prepare multimedia presentations
- Use word processing programs efficiently
- Employ Use the Internet as a research tool to perform research and data collection
- Use technology to remediate areas of disabilities
- Gain transferable library technology skills
- Create and use graphics appropriately

Student Responsibilities:

Computers are to be used for educational purposes only. This means that students are responsible for making appropriate choices when using technology, accessing Internet information, and creating documents.

The use of computers is advantageous to the student, yet remains a privilege. Therefore, students are required to adhere to the following guidelines to keep this privilege.

Students will:

- limit Internet searching and browsing to appropriate sites.
- will only use computers and other technology with a teacher's permission and supervision. **No student should be in the computer labs alone.**
- will use appropriate respect for technology equipment, especially in the computer labs. This includes:
 - bringing no food or drink into computer labs
 - not hitting or kicking the computer equipment
 - using computer chairs appropriately (no rolling, changing the chair height, or twirling)
- will use electronic information appropriately, including citing websites and direct quotes from the Internet.
- not change, add, or adjust computer hardware (monitor, tower, speakers, mouse, keyboard, microphones, and floppy and CD drives) and peripheral devices (printers, scanner, digital cameras, ZIP drive). This may be done by staff only.
- not change computer settings, including monitor settings, Windows desktops, control panels, Windows colors/fonts, screen pixel size, and shortcut bars. This may be by staff only.
- not load or delete software to school computes. This may be done by staff only. This applies to both software owned by the school and personally owned software.

Students will not:

- access *personal e-mail on school computers*. Personal e-mail should be opened at home, not at school. This helps to prevent viruses that are sent via e-mail.
- access inappropriate sites *purposely*. This includes sites containing pornographic, violent, harassing, hateful, or any other harmful information.
- purposely vandalize another student or teacher's works. This includes works on hard drives, shared network drives, and other media such as CD's, floppy disks, and USB pens.
- move school software and/or hardware off of school grounds. This includes computers, speakers, monitors, microphones, keyboards, mice, headphones, VCRs, Laserdiscs, and all other electronic equipment.

Failure to abide by the rules jeopardizes our technology program, and may be subject to disciplinary action.

Disciplinary Actions:

Students who do not comply with this policy may result in disciplinary action. This may include:

- verbal warning
- detention
- suspension of technology privileges at school
- financial responsibility action, which means that the student and his/her parents may need to pay the school to replace lost, stolen, or damaged equipment
- any other appropriate disciplinary action as deemed necessary by the school

Confidentiality:

Students should realize that there is no assurance of confidentiality when transmitting data electronically. The school reserves the right to monitor technology use, to monitor file space usage by students, and to examine student files on electronic media (floppies, USB pens, CD's) and the shared network drive.

Staff Responsibilities:

Teachers and staff should:

- Supervise students while they are using technology
- Incorporate technology in appropriate ways throughout the curriculum
- Set a good example for the students at The dePaul School by following the same technology guidelines as students
- Communicate to Administration any problems with computer and electronic equipment immediately

Head of School's Responsibilities:

The Head of School is responsible for:

- Maintaining and troubleshooting problems with all dePaul School computer and electronic equipment
- Working with teachers to select appropriate software for the school
- Assisting teachers in incorporating technology into their classroom, including training teachers on appropriate technologies
- Working with technical support contacts to find ways to fix technology problems, to determine if and when outside maintenance must be performed on equipment, and to determine when and if new equipment needs to be purchased

This Technology Use Policy is in place at The dePaul School. All students are required to abide by these policies. If anyone has questions about any part of this policy, please speak to the Head of School as soon as possible.

Vicki Howell
Head of School
727-796-7679
vhatch@thedepaulschool.org



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This referral is sent by e-mail if one of the listed occasions arise.

Office Referral

Dear Parent,

Ms. _____ sent your child to the office today for the following reason:

Teacher

- Student was not feeling well
- Student needed time out
- Student needed to work independently
- Student refused to cooperate
- Other _____

If you are receiving this notice, the issue was addressed and the student was sent back to class. This notice is sent to keep you informed and no other action is required.

Problem Solving Form

Student Name: _____ Date: _____

During **which period** did the problem occur? DPSL ____ Math ____ Auditory Lunch ____ PE ____

Oral Reading ____ Social Values ____ Assembly ____ Break ____ Other _____

What **rule(s)** were broken? _____

What did **you do** or **say**? Be specific. Start with "I" statement

What is **wrong** with that behavior? How did it affect others? How do you know that?

What problem were you trying to solve? Did you want attention? Did you want your way? Were you trying to have fun? Were you mad about something else?

How will you **handle the problem** next time? What will **you do or say or not do or say**?

Student Signature _____ Comments: _____

Teacher Signature _____

Parent Signature _____



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This form is on green paper! Minor Infringement Referral

Three if the following = one Major Referral which may result in suspension or possible expulsion.

Student's Name: _____

- | | |
|--|--|
| _____ Lavatory misconduct | _____ Failure to return signed referral |
| _____ Failure to do homework | _____ Inappropriate behavior |
| _____ Failure to return signed communication | _____ Chewing gum |
| _____ Lacks class material | _____ Failure to use good manners or Rudeness at lunch |
| _____ Hall misconduct | |
| _____ Disrespectful toward staff member or fellow student. | |

Comments: _____

Teacher: _____ Date: _____

Parent/Guardian Signature: _____

Parent/Guardian Comments or Feedback: _____

This Referral must be signed by the Parent/Guardian and returned the following day.

Received in office: _____



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This form is on pink paper! Major Infringement Referral

One of the following may result in suspension or possible expulsion.

Student's Name: _____

_____ Forging signatures

_____ Rudeness or discourtesy

_____ Stealing

_____ Disrespect toward teachers

_____ Fighting

_____ Any actions or threats to
endanger the safety of others

_____ Damage or defacement of School
property or property of others

_____ Vulgar, obscene, or threatening
language or behavior

_____ Lack of cooperation

_____ Failure to return signed
Major Referral form

_____ Gross disruptive behavior in class.

Comments: _____

Teacher: _____ Date: _____

Parent/Guardian Signature: _____

Parent/Guardian Comments or Feedback: _____

***This Referral must be discussed by the Parent/Guardian with the Teacher and/or
Head of School before the Student may return to School.***

Received in office: _____

iPad
Acceptable Use & Procedures Agreement
Delta Program

To The Student:

Your iPad is for you to use for educational purposes, innovation and creativity. Responsible use of your iPad is expected. You are also expected to fully participate with your iPad in all classroom activities as directed by your teachers. Finally, we hope you enjoy your iPad and use it to its fullest potential.

To The Parent:

The dePaul School has initiated a program promoting the integration of technology into the classroom. We have made a significant investment in education technology and infrastructure so that your student can be exposed and trained to utilize technology as a tool and resource in order to enhance their learning.

Students in the Delta program will receive an Apple iPad2 that can be used in most of their classes. The device can be used to word process, access the internet and run a variety of “apps” that will enhance the educational process. Eventually, our goal is that teachers will communicate with students via email and will distribute many classroom papers and documents electronically.

Finally, we encourage your student to innovate with the iPad. The device can be used for a multitude of applications. We encourage you to support your student in learning to use new technology, ask them questions and have them teach you what they are learning. If you ever have any questions, please feel free to contact your student’s teacher or the school office.

Equipment:

- Apple iPad2 16GB with WiFi (\$500 value)
- iPad protective case and Bluetooth keyboard (\$100 value)
- Miscellaneous educational apps (\$50 value)

Total Value: \$650.00

Students who would like to take their iPad home (24/7 access) will be required to purchase an insurance policy through the dePaul School. The policy premium is \$50 per year and covers accidental damage, theft, etc. Students not purchasing this insurance will be required to leave their iPad at school. Please note the protective case and keyboard are not covered by the insurance policy.

Expectations:

To be issued an Apple iPad:

11. Students must abide by all school rules as outlined in the Parent-Student Handbook and this Acceptable Use & Policy Agreement.
12. Students agree to participate in all class activities and assignments as directed by their teachers. Students missing more than 10% of their homework assignments at any time will lose iPad use until they are caught up.
13. Students and parents agree to be responsible for proper care of the iPad, and that any damage or loss may result in replacing the iPad and purchased apps (up to \$550). Damages to be covered by required school insurance. Parents are responsible for \$100 deductible.
14. Students and parents agree to be responsible for proper care of the iPad accessories (protective case and Bluetooth keyboard) and that loss or damage will result in replacing these accessories (up to \$100). Parent credit card information will be kept on file in the event that these charges become necessary.
15. Students and parents agree that any inappropriate use of the iPad will result in school discipline that may include but is not limited to the loss of iPad use and school suspension. Inappropriate use includes but is not limited to:
 - (f) Visiting inappropriate websites.
 - (g) Sending inappropriate emails.
 - (h) Possessing inappropriate pictures and/or media files.
 - (i) Cheating.
 - (j) Installing unapproved apps.
16. Students and parents agree that all apps and content to be installed on the iPad (including music and media files) must be pre-approved by school administration.
17. Parents agree to monitor student use of the Internet while on their home network using the iPad.
18. Students and parents agree that only the student may use the iPad. Siblings and friends should not have use of the iPad.
19. Students and parents acknowledge that dePaul School may search school issued iPads at any time to verify contents.
20. Students leaving the dePaul School must return the iPad to the school.

Students wishing to bring in their personal iPad rather than use the schools will be expected to follow the same rules with the exception that apps do not need to be approved – however, only approved apps are to be used while in school. Personal iPads cannot be synced to the school computer so students using their personal iPads will need to have their own iTunes account and purchase any required apps and sync their iPads at home. Certain content restrictions will also need to be enabled on the iPad while in school.

By signing the “Agreement to abide by the Rules and Policies”, we agree to the expectations and procedures as detailed above and in the Parent-Student Handbook.



The dePaul School
2747 Sunset Point Road
Clearwater, FL 33759

iPad2 Security Deposit Form

Name _____

Address _____

City _____ State _____ ZIP _____

Email _____

Phone _____

_____ VISA _____ MASTERCARD _____ DISCOVER _____

(Please make sure that billing name and address are the same as above)

Card Number _____

Exp _____ Credit Card Code _____

Signature _____

By signing this form, I acknowledge that I am responsible for loss or damages to the iPad2 protective case and keyboard (up to \$100) and any expenses not covered by insurance for the iPad2, including the purchased apps (up to \$550).



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FIELD TRIP TRAVEL RELEASE FOR THE 2011-2012 SCHOOL YEAR.

As the parent/guardian of _____, I hereby grant consent for my child to participate in teacher and principal approved field trips during the 2010-2011 school year.

It is my understanding that the school will advise me by written or verbal notification of the nature, date, and time of each trip or activity in sufficient time to enable me to communicate any withdrawal of consent for a specific trip or activity.

I hereby release the dePaul School, personnel and any drivers from any and all liability for any injuries, loss or other claims resulting from any and all field trip events.

AUTHORIZATION FOR TREATMENT

As the parent/guardian of the above named student, I hereby give authorization to the staff to take my child to an emergency room of the nearest hospital should, for any reason, he/she require any minor medical or surgical treatment and/or medication while participating in an approved field trip activity. I further authorize the hospital and its medical staff to administer treatment as deemed necessary by them for the well-being of said student.

I understand that the staff will make effort to notify me in all medical emergencies, and I will be contacted, if possible, for my permission if hospitalization or treatment of a serious nature is required.

My child is allergic to the following (medication, food, animals, etc):

I have read and understand the above and give my consent and permission to all things contained herein.

Parent/ Guardian Signature

Date

In an emergency call me at: _____ or _____

Note: This form is to be completed by the parent/guardian, returned to the administration office, and remain as part of the student's permanent record for the current year.



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Sweatshirt Order

Attention Students, Parents, Grandparents, Siblings.....
Show your school spirit by purchasing a dePaul School Sweatshirt.
dePaul Sweatshirts are an approved part of the school uniform.
\$16.00 each.

Student Name: _____

Size: Youth M Youth L Adult S Adult M Adult L Adult XL

Qty: _____

Total number of sweatshirts: _____ Parent Signature: _____

To make sweatshirts available as soon as possible after school starts we need to know the sizes and quantities. Please return this order form soon.



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Spirit Shirt Order

Attention Students, Parents, Grandparents, Siblings.....

Show your school spirit by purchasing a dePaul School Spirit shirt.

Students may wear Spirit Shirts for Fieldtrips, P.E. and activities that will be announced.

\$13.00 each

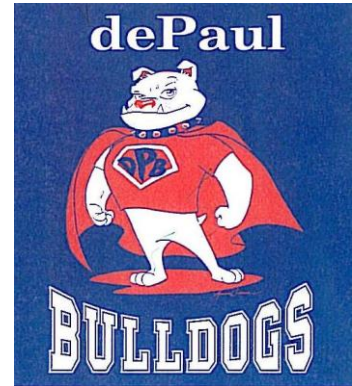
Student Name: _____

Size: Youth M Youth L Adult S Adult M Adult L Adult
XL

Quantity: _____ _____ _____ _____ _____ _____

Total number of sweatshirts: _____ Parent Signature: _____

To make Spirit Shirts available as soon as possible after school starts we need to know the sizes and quantities to order. Please return this order form soon.





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Uniform Alert

Student Name: _____ Date: _____

Reason for Alert: _____

Parent/Guardian Signature: _____

Please make sure your child is in correct and neat uniform attire by the next school day.
Thank you for your understanding and cooperation in this matter.

Three Uniform Alerts result in a suspension.



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Student's Name: _____

Pizza Order

Fridays are Pizza Days at dePaul. Large cheese pizzas are from Papa John's Pizza. Each child receives two slices.

If you like your child to receive Pizza, please submit

\$64.00 for the school year by August 26, 2011

Yes, I want my child to have pizza _____

No, I don't want my child to have pizza _____

Paid \$_____ Date:_____ Signature _____