



# Parent and Student Handbook

2019-2020

6401 Techster Boulevard  
Fort Myers, Florida 33966



Dear Families,

Welcome to the 2019/2020 school year!

De LaSalle Academy is a unique learning community and we are so glad you are part of our family! As we embark on this new school year please take time to review the handbook in its entirety. There are changes from past years and I'm sure this information will be very useful.

If you have any questions about the information contained in this handbook, please let us know. We are looking forward to an exciting year for staff and students.

All my best,

Sarah Barrow  
Principal

This handbook is a general guide to the school policies and procedures. De LaSalle does not limit its authority to the stated policies and regulations set forth in this handbook, but rather presents this handbook as a general guide by which responsible decision can be made. School policies and guidelines are binding for all students and parents and may be amended or added as the need arises. Please take the time to read and discuss this information with your child and keep it for reference throughout the year. ***After reviewing the handbook, parents and students must sign and return the Handbook Acknowledgement form. The signed form must be returned on or before the first day of school.***

# Table of Contents

2019-2020 Staff Directory .....	7
Mission Statement .....	8
Belief Statements .....	8
Admissions .....	9
Non-Discrimination Policy .....	9
Registration .....	9
Standards .....	10
Partnership .....	10
School .....	10
Parents .....	10
Volunteers .....	11
De LaSalle Board of Directors .....	11
Financial Obligations .....	11
Non-payment for Monthly Payers .....	12
Non-payment for One or Two Annual Payments .....	12
Tuition Refund Policy .....	12
Program of Instruction .....	12
Florida Virtual School .....	12
Florida SouthWestern College Dual Enrollment .....	13
Homework .....	13
Monitoring Student Progress .....	13
Grading Scale .....	14
Edsby - Parent Portal for Grades, Report Cards, and Homework .....	14
Student Support Plans .....	14
Graduation .....	15
Attendance .....	15
Reporting Absences .....	15
Scheduled Absences .....	15
Vacations .....	15
Make-up Work .....	15
Arrival and Dismissal .....	16

School Hours .....	16
Expectations for Students During Arrival and Dismissal.....	16
Entering the Campus for Drop off and Pickup.....	16
Morning Drop Off (8:00-8:10) .....	17
Before School Program.....	17
Late Arrival and Early Pickup .....	18
Afternoon Pick Up (2:55-3:05 on full days, 12:15-12:25 on half days).....	18
Special Note Regarding Dismissal Time and Safety .....	18
After School Program .....	19
Authorized Pick-Up.....	19
Carpools.....	19
Changes in Pickup Person.....	19
De LaSalle Academy Bus.....	19
Public Bus and Walking .....	20
Students Age 16+ Driving to and From School .....	20
Emergency Closing .....	20
Communication .....	21
Front Office .....	21
Red Home Folder & Student Planner .....	21
Wednesday Envelope .....	21
Duplicating Communication for Two Parent Addresses.....	21
Contacting Teachers, Therapists, and Administration.....	21
School Calendar .....	22
Notifications of Changes .....	22
Emergency Alerts .....	22
Parent Conferences .....	22
Resolving Problems .....	22
Cell Phone Usage.....	23
Parent Community Association .....	23
Open House and New Parent Orientation.....	23
School Resources.....	24
Technology .....	24
Counseling.....	24

Textbooks .....	24
Printed Material .....	24
Field Trips .....	24
Health and Safety .....	24
Student Insurance .....	24
Immunization and Health Forms .....	25
Emergency Medical Forms .....	25
Illness.....	25
Lice .....	25
Injury .....	25
Medication .....	25
School Notification .....	26
Department of Children and Families .....	26
Reporting Abuse and Neglect.....	26
Behavior and Discipline .....	26
Code of Conduct.....	26
Possible Method of Intervention.....	27
Harassment .....	28
Threats .....	28
Physical, Sexual, or Emotional Abuse .....	28
Search and Seizure .....	28
Due Process .....	29
Personal Items.....	29
Use of School Technology .....	29
Social Media and Electronic Messaging .....	29
Uniforms and Dress Code.....	29
Shorts and Pants.....	29
Skorts.....	30
Uniform Shirts .....	30
Belts.....	30
Sweatshirts/Jackets.....	30
Sweatpants.....	30
Shoes .....	30

Socks.....	30
Hair and Jewelry .....	30
P.E. Uniform .....	31
School Spirit Days .....	31
Dress Down Days/NUT Days.....	31
Lunch and Snacks .....	31
Lunches.....	31
Snacks.....	32
Volunteers .....	32
Requirements .....	32
Staff Contact.....	32
State of Florida Requirements for School Volunteers .....	32
Parent Chaperones.....	33
Visiting/Volunteering in Classrooms .....	33
Technology Use Agreement .....	33
Parent Responsibilities/Contract with School .....	35
De LaSalle Academy Wellness Policy.....	35
De Lasalle Academy Grievance Policy .....	36
School Sports and Club Policies.....	37
Academic Eligibility.....	37
Grading Period.....	37
Citizenship .....	37
Behavior .....	37
Activity and Participation Fees .....	37
Additional Information for Athletics .....	38
Parental Consent .....	38
Physical Examination.....	38
Team Rules .....	38
Transportation.....	38
Trying Out, Quitting, & Removal .....	38
Uniforms & Equipment.....	38
Verification of Insurance .....	38
Athletic and Non-Athletic Activity Commitment/Permission Form .....	39

Additional Information .....	40
School Supplies.....	40
Use of Student Names/Pictures .....	40
Birthdays/Special Events .....	40
Solicitation on Campus.....	40
Before and After School Program .....	40

# 2019-2020 Staff Directory

Principal	Sarah Barrow	<a href="mailto:sbarrow@delasallefm.org">sbarrow@delasallefm.org</a>
Assistant Principal	Shelby Vaughn	<a href="mailto:svaughn@delasallefm.org">svaughn@delasallefm.org</a>
Director of Development	James Robinson	<a href="mailto:jrobinson@delasallefm.org">jrobinson@delasallefm.org</a>
Office Manager/Bookkeeper	Janet Laverty	<a href="mailto:jlaverty@delasallefm.org">jlaverty@delasallefm.org</a>
Administrative Assistant	Gerri-Anne Duke	<a href="mailto:gduke@delasallefm.org">gduke@delasallefm.org</a>
Receptionist/Clinic Aide	Stacie Kolnicki	<a href="mailto:skolnicki@delasallefm.org">skolnicki@delasallefm.org</a>
Teachers	Hillary Ahlfeldt	<a href="mailto:hahlfeldt@delasallefm.org">hahlfeldt@delasallefm.org</a>
	Kathy Stolz	<a href="mailto:kstolz@delasallefm.org">kstolz@delasallefm.org</a>
	Sherry Vartiainen	<a href="mailto:svartiainen@delasallefm.org">svartiainen@delasallefm.org</a>
	Laurie Pistorio	<a href="mailto:lpistorio@delasallefm.org">lpistorio@delasallefm.org</a>
	Simon Huebler	<a href="mailto:shuebler@delasallefm.org">shuebler@delasallefm.org</a>
	Mary Chesebro	<a href="mailto:mchesebro@delasallefm.org">mchesebro@delasallefm.org</a>
	Lauren Pflieger	<a href="mailto:lpflieger@delasallefm.org">lpflieger@delasallefm.org</a>
	Kristina Kaye	<a href="mailto:kkaye@delasallefm.org">kkaye@delasallefm.org</a>
	Leomara Hernandez	<a href="mailto:lhernandez@delasallefm.org">lhernandez@delasallefm.org</a>
	Rachel Goldenberg	<a href="mailto:rgoldenberg@delasallefm.org">rgoldenberg@delasallefm.org</a>
	Sofia Kaklamanis	<a href="mailto:skaklamanis@delasallefm.org">skaklamanis@delasallefm.org</a>
	Sharon Beshore	<a href="mailto:sbeshore@delasallefm.org">sbeshore@delasallefm.org</a>
	Lisette Lopez	<a href="mailto:llopez@delasallefm.org">llopez@delasallefm.org</a>
	Grayson Stoff	<a href="mailto:gstoff@delasallefm.org">gstoff@delasallefm.org</a>
	Bobbi Foote	<a href="mailto:bfoote@delasallefm.org">bfoote@delasallefm.org</a>
	Emmy Schroeder	<a href="mailto:eschroeder@delasallefm.org">eschroeder@delasallefm.org</a>
	Steve Pluhar	<a href="mailto:spluhar@delasallefm.org">spluhar@delasallefm.org</a>
	Kaydi Archer	<a href="mailto:karcher@delasallefm.org">karcher@delasallefm.org</a>
	Diane Walcher	<a href="mailto:dwalcher@delasallefm.org">dwalcher@delasallefm.org</a>
Occupational Therapist	Pat Galvin	<a href="mailto:pgalvin@delasallefm.org">pgalvin@delasallefm.org</a>
Speech Language Pathologist	Ellen Hemrick	<a href="mailto:ehemrick@delasallefm.org">ehemrick@delasallefm.org</a>
Language Specialist	Sue Clinghan	<a href="mailto:sclinghan@delasallefm.org">sclinghan@delasallefm.org</a>
School Counselor	Elissa Pizzutto	<a href="mailto:epizzutto@delasallefm.org">epizzutto@delasallefm.org</a>
Transition Specialist	Kelly Amrine	<a href="mailto:kamrine@delasallefm.org">kamrine@delasallefm.org</a>
Teacher Assistant	Kerry Uria	<a href="mailto:kuria@delasallefm.org">kuria@delasallefm.org</a>
Student Services Coordinator	Linda Krajewski	<a href="mailto:lkrajewski@delasallefm.org">lkrajewski@delasallefm.org</a>
Building Supervisor	Jim Duke	<a href="mailto:jduke@delasallefm.org">jduke@delasallefm.org</a>
Technology Coordinator	Martin Hoffman	<a href="mailto:mhoffman@delasallefm.org">mhoffman@delasallefm.org</a>
Bus Drivers	Vern Southard	
	Bill Myers	





## Mission Statement

To educate children with special needs  
by providing a safe, supportive, and nurturing environment,  
where each student's diverse ability is honored and valued.

## Belief Statements

The dignity of every student is of paramount importance.

All students have the right to an appropriate learning environment designed to support their individual needs and promote academic competence to the degree possible.

The school experience must promote and support the development of independent living skills that will lead to success in adulthood.

Educational opportunities must encompass academic, social, and emotional goals contributing to the highest level of self-actualization possible.

Diverse, research-based curriculum, teaching strategies, and therapeutic interventions are employed to fulfill the mission of the school.

All students, regardless of race, color, ethnicity, religion or socio-economic status shall be considered for enrollment.

## Admissions

To initiate the admissions process, applicants must submit:

- Provide the Teacher Questionnaire to your child's current teacher, if school is in session.
- Complete the Parent Questionnaire.
- Provide copies of your child's most recent psycho-educational testing.
- Provide copies of your child's current I.E.P. or 504 plan, if applicable.
- Complete the Application for Admission.

The admissions process includes:

- Administrative review of the documentation and forms described above
- Student & parent consultation with Administration and/or the Admissions Team
- Determination of feasibility of De LaSalle Academy to meet child's needs
- Agreement between De LaSalle Academy and parents regarding tuition & fee payment and Parent Partnership responsibilities

Students are placed in homerooms with age-range peers. Assessments are administered to determine the appropriate instructional groupings for English Language Arts, Intensive Reading, and Math.

At any time during the student's enrollment at De LaSalle Academy, should a consistent and pervasive problem that is resistant to attempted interventions, determined and prescribed by the school, interfere with a child's education or the education of other students, possible probation, withdrawal, or expulsion may be required. This policy exists to protect the right of all students to learn.

Required forms: Prior to the first day of school, the school office must have copies of a current health examination form and immunization record, indicating completion of all required immunizations and exams. A notarized medical authorization form must also be on file at the school. A copy of the birth certificate is also required. McKay Scholarship students must have the following documentation on file prior to the first day of attendance:

- Florida Department of Education – Office of Independent Education and Parental Choice – Affidavit (must be notarized)
- Florida Department of Education – Student Data Collection Form

## Non-Discrimination Policy

De LaSalle Academy welcomes, on a space-available basis, any student for whom our specialized curriculum and setting is determined appropriate. Our school does not discriminate on the basis of race, color, sex, disability, sexual orientation, religion, national origin, or ethnic origin in the administration of educational policies, admissions policies, tuition assistance, or any other school programs or activities.

## Registration

Returning families are required to re-register by February 15<sup>th</sup> for the upcoming academic year. This includes payment of a non-refundable registration fee of \$300 (\$250 per student for families with more than one student attending). Re-registration is open to families for whom tuition, fees, and other

obligations to the school are current as outlined in the signed agreement. Eligibility for re-registration is also subject to a review of academic and behavioral criteria as set forth in this handbook. Students are officially registered upon receipt of the registration form, registration fee, a signed tuition agreement, and fulfillment of all obligations through the end of the school year.

## Standards

De LaSalle Academy policies are in agreement with the standards of the State of Florida for private schools. All teachers and therapists are licensed and well prepared for the subjects they are teaching.

## Partnership

### School

The Administration, faculty, and staff strive to:

- Provide a learning community and curriculum which meets the needs of the whole child
- Model and develop respect, service, and leadership
- Help student integrate morals and values into their daily lives

### Parents

The primary responsibility for the education of children belongs to parents. This responsibility is shared with the school as a matter of practical necessity. The greatest single factor in building a child's intellectual, cultural, and moral attitude is the example provided at home. The Agreement of Parent Responsibilities must be signed and submitted by the first day of school. Parents are responsible for:

- Supporting school policy, the administration, and teacher
- Following school policies and procedures set forth in the handbook
- Encouraging children to complete all assignments
- Providing all required supplies for schoolwork and homework
- Guiding children to follow the regulations and principals of good behavior
- Discussing problems with the persons concerned
- Communicating openly with school administration
- Maintaining communication with school, including review of the Red Folder and Student Planner each night and the Wednesday Envelope each week
- Paying all tuition and fees on time
  - For McKay Scholarship families this includes endorsement of quarterly McKay vouchers within two weeks of receipt by school
  - For Gardiner Scholarship families this includes providing the school with a copy of the annual scholarship award letter and timely approval of Gardiner reimbursement requests
- Reimbursing for any property destroyed (accidental or intentional)
- Attending a minimum of TWO Parent Community Association meetings per school year (see calendar for dates)
- Contributing services hours and supporting fundraisers:
  - Each family must log a minimum of 20 points of volunteer service per year

- Points may be earned through direct volunteer activities at one point per hour or as described below
- Points may be earned at a rate of one point per \$50 in goods, services, or cash donations brought to the school for any school sponsored event
- Points may be earned for attendance at Parent Community Association meetings
- Failure to complete volunteer hours will affect future tuition assistance

## Volunteers

There are many opportunities for parents and other interested adults to become involved in school activities. In accordance with State of Florida requirements, and for the protection of all, all volunteer applications and background checks, including fingerprint clearance (renewed every 5 years) must be completed before a volunteer can work at school or act as a chaperone. Please see page 32 for additional information about volunteering.

## De LaSalle Board of Directors

School policy and direction are aided by the Board of Directors. The Board functions in the areas of long-range planning, school budget, tuition and financing, and public relations. The Board supervises the school Principal. Board meetings occur monthly and dates will be posted on the school calendar. Any person may address the Board of Directors by requesting to be put on the agenda at least two weeks before a scheduled meeting.

# Financial Obligations

Tuition for the 2019-2020 school year totals \$16,655 for students in grades 1-8 and \$16,905 for students in grades 9-12. There is also a separate registration fee of \$300. Tuition covers school operating expense and school-based aide, not capital improvements. Income to meet school expenses comes from tuition, fees, fundraisers, grants, and donations from benefactors.

Parents are required to sign a tuition contract each spring for the following school year. The tuition contract is binding and provides details regarding tuition, fees, McKay Scholarships, Gardiner Scholarships, tuition assistance, the parental portion of tuition to be paid, and a payment schedule.

The following tuition payment options are available:

- One lump sum payment, due August 10
- Two payments (50% each), due on August 10 and January 11
- Ten or eleven equal payments, August through May or June
  - These payments are auto debited (ACH) from bank accounts on the 5<sup>th</sup> or 20<sup>th</sup> of each month through the FACTS Tuition Management system
  - Auto debit (ACH) through FACTS Tuition Management is mandatory families electing monthly payments
  - Registration with FACTS Tuition Management is required by June 1 for returning families and prior to the first tuition payment for new families

Parents may apply for tuition assistance based on financial need. The application deadline will be published each spring. Tuition assistance is available on a first come basis. Fulfillment of Parent Partnership obligations is taken into consideration in determining scholarship eligibility. **The amount of**

**assistance awarded does not carry over from year to year, rather, it is dependent on available funds and changes in eligibility.**

### **Non-payment for Monthly Payers**

Accounts are considered past due after 30 days. Inability to auto-debit tuition on the due date results in a late payment fee from FACTS and bank NSF fee. FACTS will attempt to collect the payment again within 7 days and will notify the account holder accordingly. Failure to collect the tuition on the second attempt will result in notification to the school and additional fees. FACTS will then attempt to collect two payments on the next regularly scheduled payment days, along with applicable fees. If tuition payments are 45 days in arrears or more, your child may be unable to continue attending classes at De LaSalle Academy and parents will be required to appear before the Tuition Accountability Committee. Families who are not current with payments at the time of re-registration or have a history of late payments will not be permitted to re-register and will not be considered for tuition assistance for the following year. *Enrollment status for the next school year is contingent upon satisfying all financial obligations to the school through the end of the school year and tuition contract.*

### **Non-payment for One or Two Annual Payments**

Annual payments are due on August 10 and bi-annual payments are due on August 10 and January 11. Accounts are considered past day after 30 days. If tuition payments are 45 days in arrears or more, your child may be unable to continue attending classes at De LaSalle Academy and parents will be required to appear before the Tuition Accountability Committee. Families who are not current with payments at the time of re-registration or have a pattern of late payments will not be permitted to re-register and will not be considered for tuition assistance for the following school year. *Enrollment status for the next school year is contingent upon satisfying all financial obligations to the school through the end of the school year and tuition contract.*

### **Tuition Refund Policy**

In the event that a student withdraws prior to the end of the year, no tuition will be refunded for school calendar days that have passed up to the point of withdrawal. Tuition funds paid in advance will be refunded on a prorated basis, less 10%. Refunds for tuition paid via quarterly McKay Scholarship vouchers and the Gardiner Scholarship are handled according to regulations set forth by Florida statutes.

## **Program of Instruction**

All students are instructed in developmentally appropriate levels for English language arts, intensive reading, math, science, and social studies. Co-curricular areas of the program include physical education, art, technology, life management, and music, theater, and media. Students proceed through the sequence of study according to the scheduled determined by staff and administration. Class placement is determined by staff and administration, taking into consideration a variety of factors including grade level, chronological age, developmental age, and cognitive skills.

### **Florida Virtual School**

Qualified high school students may take some courses through Florida Virtual School, with administrative approval. Parents will be billed by the school in the event of fees charged by the State of Florida or FLVS.

McKay Scholarship students can take up to two FLVS courses per year at no cost to the student. Gardiner Scholarship students can take an unlimited number of FLVS courses per year, families are responsible for associated fees.

Students may work on FLVS coursework assignments and projects at school and at home. Exams and quizzes may only be taken at school under the supervision of school staff. Failure to meet any of these requirements will result in denial of credit for FLVS courses taken.

### Florida SouthWestern College Dual Enrollment

Qualified high school students may be eligible for dual enrollment at FSW. Dual enrollment must be approved by the Transition Specialist and Administration.

### Homework

Homework is an extension of the learning process begun at school. The purpose of homework is to provide the opportunity to practice newly learned skills or skill maintenance. In addition, homework helps students to develop independence and responsibility. On occasion, long-range projects will be assigned for completion at home. All necessary information about projects will be provided to students in advance. Parents are encouraged to communicate with teachers if homework problems arise (e.g. child can't do the work, too much time being spent on homework, planner not coming home, etc.) In general, primary and intermediate students may have 15-45 minutes of homework, secondary students 30-60 minutes. Homework may be assigned on Fridays. Students earning high school credit may be assigned additional homework.

All students will use the **Student Planner** and **Red Home Folder** provided by the school. These are important resources that travel between home and school daily. Students will learn organizational strategies at school, including recording homework in the student planner. Parents are expected to support their child in the development of homework and organizational habits.

Daily homework and on-going projects will be listed on Edsby. More information about Edsby can be found on page 14.

## Monitoring Student Progress

Students are tested three times per year in Reading, Language Arts, and Mathematics using national normed standardized tests (NWEA Measures of Academic Progress ©) that are designed to assist with:

1. Placement for small group instruction
2. Identifying students' strengths and challenges in specific skill areas in order to inform instruction
3. Monitoring progress and growth over time

In keeping with the De LaSalle Academy philosophy, teachers will utilize a variety of assessment methods to determine student outcomes throughout the school year. Report Cards are issued quarterly and are accessed via the Edsby portal (see page 14). Conduct and effort will also be assessed and reported. Any student who is having difficulty between report cards will be closely monitored and the teacher will communicate concerns to the parent if/when they arise. Parents may access Edsby at any time between report cards to check a child's academic status.

The Speech Language Pathologist, Language Specialist, and Occupational Therapist will provide annual reports on student progress. These reports are structured as rubrics and clearly indicates the student's current performance level and goals.

## Grading Scale

When percentage grades are provided, the following scale will be utilized:

90-100 A	80-89 B	70-79 C	60-69 D	59 or below F
----------	---------	---------	---------	---------------

When skill indicators are provided, the following scale will be utilized:

5: The student consistently EXCEEDS the requirements. Performance indicators show that the student, with relative ease, grasps, applies, generalizes and extends concepts, processes and skills for his/her instructional level consistently and independently.

4: The student consistently MEETS requirements. Performance indicators show that the student, with limited errors, grasps key concepts, processes and skills for his/her instructional level and understands and applies them effectively.

3: The student is PROGRESSING toward meeting the requirements. Performance indicators show that the student is beginning to grasp concepts, processes, and skills for his/her instructional level, but demonstrates inconsistent understanding and application of concepts.

2: The student is making SOME PROGRESS toward meeting the requirements. Performance indicators show that the student demonstrates limited understanding of key concepts, processes and skills for his/her instructional level and requires additional time and support.

1: The performance indicators show the student REQUIRES CONSISTENT SUPPORT and strategies to progress toward meeting requirements at his/her instructional level.

## Edsby - Parent Portal for Grades, Report Cards, and Homework

The Edsby portal is used to monitor students' academic status. Edsby provides parents with 24/7 access to their child's current grade average, scores on individual assignments, and indicates missing assignments. Edsby makes it possible for parents to review student academic progress and homework in real time. Quarterly report cards are available through the Edsby portal, hard copies are only sent home for Quarter 4. New families are provided with information on how to setup their accounts prior to school starting, or shortly after enrollment. **Parents/guardians are required to establish an Edsby account.** Middle School and High School students have accounts as well and receive direct instruction on how to access their information.

## Student Support Plans

Student Support Plans are updated annually to provide parents and teachers with information regarding the student's actual grade level, performance and instructional levels, services, students' strengths and challenges, along with necessary accommodations and modifications. Students Support Plans are not Individualized Education Programs (IEPs).

## Graduation

High School students at De LaSalle Academy may earn a standard diploma according to criteria set forth by the State of Florida Department of Education and De LaSalle Academy. Changes in state or local requirements may or may not affect De LaSalle Academy's diploma policy.

## Attendance

Ensuring regular attendance is a parental obligation and required by law. Due to the nature of the De LaSalle Academy program of instruction, much is lost when a student is not in class to receive direct instruction from the teacher, especially in English language arts, intensive reading, and math. Make-up work completed at home will not necessarily fill the gap when an absence occurs. A record of attendance and tardiness is maintained for every student. State law requires that attendance records are retained as part of the permanent records of the school. Excessive absence, other than for a documented medical reason, is required to be reported to State of Florida authorities. Truancy creates grounds for disciplinary or other administrative action.

### Reporting Absences

Please call or email ([skolnicki@delasallefm.org](mailto:skolnicki@delasallefm.org)) the school office by **8:15** if your child is going to be absent due to an illness or emergency. A note from the parent/guardian separate from the student planner is required upon return to school. Students arriving after 11:30, or departing before 12:30, will be marked ½ day absent.

### Scheduled Absences

If it is known in advance that a child will be absent, written notice to the main office should be submitted prior to the date of absences. Absences can also be scheduled in Edsby.

### Vacations

Absences for family vacations are discouraged. When family events must be scheduled during school time, the Principal will give permission for such absences if the absence will not interfere with the student's ongoing educational progress. Parents are to give the Principal written notification of the child's impending absence due to a family event. Parents must request make-up work in writing from the teachers at least one week before departure. Parents are responsible for instruction of the material assigned. Work is to be turned in to the teacher(s) on the day of return. The student is expected to be ready for any missed tests or quizzes on the day of return.

### Make-up Work

Parents may request make-up work be bundled for pick up in the front office if a child is absent for two or more days. Requesting work for one day of absence is discouraged. Students are expected to make-up tests missed during absences on a day agreed upon by the student and the teacher, except for extended absence due to vacations (make-up tests on the day of return). Other make up work is generally due within the number of days absent, e.g. two days out, two days to complete missing work.



# Arrival and Dismissal

## School Hours

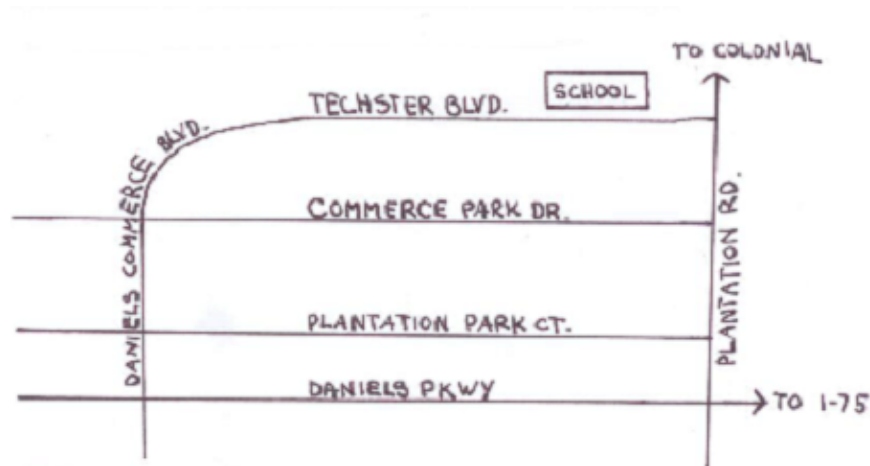
School hours are 8:10-2:55. On early dismissal days, hours are 8:10-12:15.

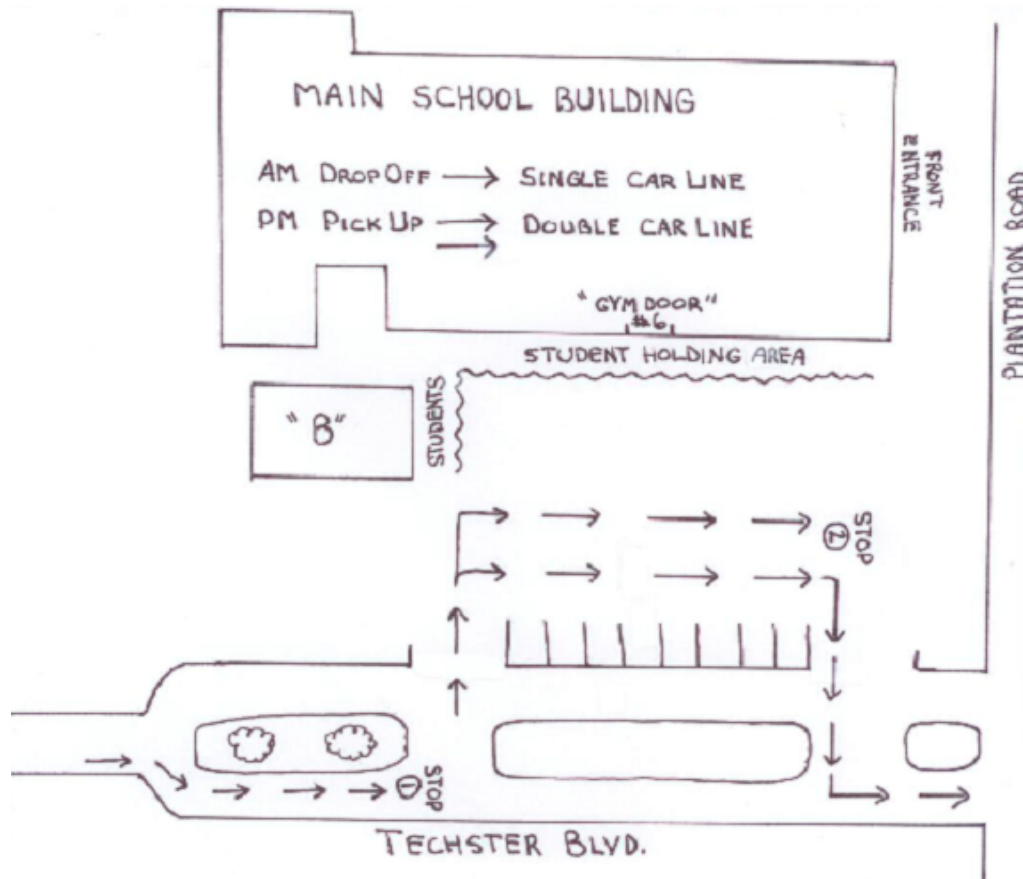
## Expectations for Students During Arrival and Dismissal

Students are always expected to behave in an appropriate manner during school hours, including arrival and dismissal. Students must follow procedures in this handbook and remain in designated areas until directed to move by school staff. Students may not use cell phone or other electronic equipment during arrival or dismissal, unless special permission for cell phone use is given by a De LaSalle Academy staff member.

## Entering the Campus for Drop off and Pickup

From PLANTATION RD., turn onto COMMERCE PARK DR. (If travelling north on Plantation, turn left onto Commerce Park. If travelling south on Plantation, turn right onto Commerce Park.) Turn right onto TECHSTER BLVD. Techster will curve to the right. Enter the school property by turning left after the first median (Near Building "B").





### Morning Drop Off (8:00-8:10)

Enter the school property via Techster Blvd. Form a single line of cars along the area marked by arrows in the diagram. Drive to Stop #2, or all the way up to the next car. After your child exits, please wait to proceed out of the driveway until all vehicles in front of you have moved. To encourage trust and independence, students who require assistance traveling to the classroom will be escorted by De LaSalle Academy staff only.

### Before School Program

Before school care is available from 7:00 am – 8:00 am. Parents enter the campus via Techster Blvd. and pull up to gate C. Students proceed down the sidewalk and into the gymnasium through Door #6. To ensure the safety of all students, there is no passing of other vehicles.

Parents are responsible for bringing students into the building for before school care if they feel the child needs assistance. The school may require this if the student needs parent supervision to enter the

building. Parents walking into Before Care are to park in the designated visitor parking spots outside the main office.

If arriving between 8:00 and 8:10, please do not drop students at before school care. This will allow school staff to provide adequate supervision for all students.

Additional information on the Before School Program can be found on page 40.

### Late Arrival and Early Pickup

Students arriving after 8:10 will be marked tardy. Late arrival is a disruption to your child's ability to be organized and get a solid start to the school day. In addition, late arrivals affect other members of the class. Your effort to be on time to school will have positive outcomes for your child. Excessive tardiness may result in disciplinary action, as determined by administration.

**Parents who arrive after 8:10 must park and accompany their child into the main office.**

**Parents must sign their child in, and students will be given a tardy slip.**

**Under no circumstance is a child to be dropped off in the school parking lot after 8:10. We cannot provide supervision for students who are not signed in.**

Parents are expected to keep students in school until the regular dismissal time. Leaving early is as disruptive to student progress as tardiness or absence. Excessive tardiness, absences, or early dismissals may result in disciplinary action or jeopardize continued enrollment at the school.

### Afternoon Pick Up (2:55-3:05 on full days, 12:15-12:25 on half days)

Students are brought by the classroom teachers to the Drop Off Area at 2:55 for regular dismissal, or 12:15 on early dismissal days.

***In order to pick up students from carline, parents must display the Green Name Card on the car dashboard. Vehicles without Green Name Cards will be directed to park and sign their child out in the main office.***

Vehicles enter the school property via Techster Blvd. Form a double line of cars along the area marked by arrows in the diagram. Choose either line. Drive to Stop #2, or all the way up to the next car. When the whistle sounds 3 times (O-U-T), staff will release students from the holding area. Once all students have safely boarded vehicles, staff will sound the whistle 2 times (G-O), at which time cars may proceed out the school driveway and turn left or right onto Techster Blvd.

Students who are not picked up by 3:05 (or 12:25) will be sent to the After school Program and will be charged the daily rate. More information on the After school Program can be found on page 40.

### Special Note Regarding Dismissal Time and Safety

Please do not park your vehicle and walk into the school to pick up your child after 2:35 (or 11:55 on early dismissal days) as this will disrupt the safe flow of traffic during dismissal. Parents or their designee are always expected to use safe driving practices and to conduct themselves in an expected manner with school professionals and traffic volunteers.

## After School Program

After school care will be available for registered participants on school days. After school care will not be available on days when school is not in session for De LaSalle Academy (e.g. holidays, full-day parent-teacher conference days, teacher duty days, etc.) The goal of the After school program is to provide a time for students to interact socially and to get started with or complete homework. More information about the After school program can be found on page 40.

## Authorized Pick-Up

Children will be released only to parents or their authorized designee. ***For the protection of your child, if he/she is to go home with someone other than the usual person, written, signed, and dated notification from the parent is required.*** This notification may be faxed, scanned, emailed, or sent as a hard copy. Phone calls will not be accepted. The child should know of these arrangements in advance. **Children will be released to either parent unless a court order is on file denying such rights to one or more of the parents.**

## Carpools

If you participate in a carpool, the office has received documentation that other families are authorized to pick up your child. There is no need to display the green pick up card for any family other than your own. Any changes to carpool lists must be sent to the school office as written notification.

## Changes in Pickup Person

If you are picking up someone else's child on an intermittent basis, the parent of that child must inform the school office. If the person is named on the authorized pick up list, a phone call is sufficient. If the person is not named on the authorized pick up list, written notice or an email is required.

If the individual is someone who does not have a child in our school, they are not likely to have a green sign. In this case, the person should come to the front office to pick up your child. The individual will be asked to produce ID.

If the person you are authorizing to pick up your child is already named on the authorized pick up form in the office, and has a child in our school, the person needs only to display their families green sign. Your child will be released directly to their car in the dismissal line. If the person is not on the authorized list, a written notice or email is required.

## De LaSalle Academy Bus

Bus service is available for students residing in Cape Coral and Naples. Please contact the main office to register for bus service, or for information about fees, bus stops, and scheduled pick up and drop off times. No child will be permitted to ride the bus without expressed written permission from the parents or guardians.

Parents are required to pick students up from the bus stop. The student will be brought back to school if an authorized person is not at the bus stop to pick the student up. The student will be sent to the After school program and the parent will be notified.

Parents/Guardians must notify the school by 2:30 (11:30 for early dismissal days) if there is a change in the student's travel plans. Please be aware that bus drivers are prohibited from using their cell phones while driving the bus. The number one priority is to ensure the safety of all students. Therefore, in addition to the school rules outlined in this handbook, the following rules apply to bus riders.

1. Students are expected to remain seated, with feet facing forward, and backs in the upright position (no leaning into the aisle)
2. Students must wear seatbelts at all times.
3. Students will not share seats, except when teachers are present, such as a field trip.
4. Food and drink are not permitted.
5. **Electronics of any kind are not permitted.**
6. Students demonstrating unexpected or potentially unsafe behaviors on the bus may be suspended from/or removed from bus service.

Students may bring cell phones to school. However, they must be “parked” in the “off” setting and will be collected by the bus driver upon boarding the bus. The bus cell phone bin will be placed in the main office during the school day. The cell phone bin will be returned to the bus for the afternoon run and students can collect their phone upon exiting the bus. More information on the cell phone policy can be found on page 23.

### Public Bus and Walking

Students age 16 and older may be given permission to travel to and from school via Lee Tran public bus transportation **upon submission by a parent of a signed Bus Travel Authorization form provided by De LaSalle Academy for the purpose of authorizing release of the student to walk unattended to the bus stop and travel unattended on the bus.** No student will be permitted to travel by Lee Tran bus unattended without submission of the official form granting authorization from the parent. No handwritten, faxed, emailed, or phoned-in requests will be accepted.

Parents must provide written permission for any student who will walk off or onto campus unsupervised.

### Students Age 16+ Driving to and from School

Students who plan to drive to school must meet with the Building Supervisor to review procedures and to be provided with a parking space. Students who arrive before 8:00am must report to the Before School Program. Students may not remain in their vehicle at any time while on the school property. At 2:55 dismissal, students will proceed directly to their vehicle and exit the parking lot immediately, as pick-up traffic allows, through the designated exit.

Other considerations: At all times, music must be at a volume that cannot be heard outside the vehicle. Students are expected to drive safely and considerately and represent De LaSalle Academy in a respectful manner. Failure to follow these policies will result in revocation or suspension of parking privileges.

### Emergency Closing

Whenever Lee County Schools close due to impending weather, De LaSalle Academy will automatically be closed. Please listen to WINK AM (dial 1230) or other local stations for Lee County’s decision to cancel school. *Please do not call the school office.* When possible, an automated message will be initiated by school administration.

In the event of a closing when school is already in session, your child will be dismissed if you personally come for him/her. In bad weather situations students will be dismissed to friends/relatives who are not on the emergency card *if the office is presented with a signed note or email of authorization.*

# Communication

## Front Office

The front office is open from 7:45-3:30 on days when school is in session. When school is not in session during the year, the office is generally closed. Parents may leave a voicemail for office personal or teachers and expect a response by the next business day.

## Red Home Folder & Student Planner

These items are provided by the school and are kept in the student binder. Students are expected to bring the binder to and from school daily. Families are expected to check both each night. Depending on the age and level of responsibility of your child, you will want to develop an appropriate system at home for facilitating this important home/school communication.

The Red Home Folder is where graded work, notes from the office or teacher, forms, tests to be signed, etc. will be placed. Please keep only those papers that must be returned to school in the Red Folder. All other papers should be kept at home.

The daily Student Planner is another excellent resource for parents, students, and teachers to maintain effective communication about homework, long-range projects, etc. In cases where the teacher determines it is necessary, parents will be notified that the Student Planner must be signed nightly. Missing assignments will be stamped PAST DUE in the student planner. Parents can also log into the Edsby portal for grades and assignment information.

Critical or confidential communication should be sent in a separate note by both staff and parents.

## Wednesday Envelope

The Principal's newsletter and other important information will be sent home in a manila inter-office envelope (and via email) each Wednesday. Please remove and read the contents of the envelope, sign and return any required papers, ***then sign the front of the envelope***. Your child will be expected to bring the envelope back to school on Thursday. Your signature lets the school know that you have received this important communication.

## Duplicating Communication for Two Parent Addresses

Please inform the office in writing if home/school communication must be provided to two separate addresses, both for regular mail and email.

## Contacting Teachers, Therapists, and Administration

Communicating with teachers, therapists, and administration is highly encouraged.

Voicemail messages may be left during the school day. Staff will return calls as soon as possible. Teachers will respond either during their planning period, after school, or the next school day. *No teacher or student will receive phone calls during class except for extreme emergencies.*

Teachers, therapists, and administration can also be contacted via email. A directory is provided for you in this handbook (page 7) and on the De LaSalle Academy website. Teachers and therapists check email frequently throughout the school week. Please allow 24 hours for a response. Teachers do not check their email during class time. *If teachers need to be aware of a situation immediately, please provide the information directly to the school office so that the message may be delivered in a timely manner.*

## School Calendar

A copy of the annual school calendar is available on school website. Revisions to the published calendar may be made throughout the school year. Notification of such changes will be provided to all families as soon as possible.

## Notifications of Changes

It is critical that the office be informed of any changes in student information. This includes, but is not limited to, address, phone number, email, participation in a carpool, and authorized pick up. ***Please ensure that the school office is aware of current medications and their dosing, this information is critical in the event of medical emergencies.***

## Emergency Alerts

Emergency alerts from the school will be sent as text messages to all phone numbers listed for the student in our Edsby system. Please ensure that the school office has your proper contact information.

## Parent Conferences

Conferences are an important time to review your child's progress and set goals. Parents are encouraged to bring questions or concerns to the conference. ***Three mandatory conferences are held each year.*** Other conferences may be scheduled as needed, as requested by the parent or staff.

Because of the unique structure of De LaSalle Academy, every attempt is made to schedule conferences with the Homeroom teacher, English language arts teacher, and math teacher. Due to the complexities of arranging such a schedule, parents are urged to make every attempt to keep the appointed conference time. When absolutely no other option is available, parents may request that an alternate time be arranged. In these cases, conferences may be only with the homeroom teacher.

Therapists attempt to attend as many quarterly conferences as possible. If necessary, conferences with members of the Therapy Team may be scheduled separately. Parents are encouraged to contact therapists directly to schedule a phone or in person conference as needed.

## Resolving Problems

*For legal concerns, please see Sect. 504 Grievance Policy on page 36.*

Occasionally problems and concerns arise that need to be addressed, discussed, and resolved. The following guidelines have proven to lead to successful resolution of problems and concerns:

1. The relationship between the teacher and child is the most important one for the success of the child in school. Therefore, nothing shall be done to undermine that relationship. Neither the parents nor the teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging yet nurturing the student to reach his or her potential. It is vital that both parent and teacher remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority.
2. Students are encouraged to speak directly with teachers about concerns first. If the problem is not resolved, the parent should speak with the teacher to communicate concerns.
3. Parents and teachers are expected to be active listeners when discussing a school issue.
4. The goal in any discussion between a parent and a teacher is to work together to help the child grow and learn.

5. If a satisfactory agreement is not reached between a parent and a teacher, or concerns continue after a reasonable period of time, the parent may request another meeting with the teacher, with the Principal also in attendance.
6. Please note that outside legal counsel is not permitted to attend meetings that take place on campus unless school legal counsel is present.
7. The relationship between the parent and the school is critically important. If that relationship becomes severed for any reason (i.e. lack of willingness to support school policies), it may result in discontinued enrollment of the student.

### Cell Phone Usage

Students may bring cell phones to school. However, they must be “parked” in the “off” setting, collected by the homeroom teacher upon arrival (or when getting on the bus). The cell phone will be collected by the student at dismissal time (or upon exiting the bus) and placed in the student’s backpack.

At no time while on De LaSalle Academy property are students permitted to use any function of their cell phone without express permission from a staff member. The parking lot, walkways, athletic fields, and school busses are considered part of the school property. Students participating in the after school program will “park” their phone with after school program personnel.

In the event that a student’s cell phone is found outside of the parking bin, the phone will be confiscated by the teacher and sent to administration. A parent or legal guardian must pick the phone up from school. **Such occurrence will immediately end the student’s privilege to bring a cell phone to school for the duration of the school year.** The written notice provided in this handbook serves as the **only** warning that students will receive regarding this policy. In the event that a student who has lost cell phone privileges brings one to school, the phone will be held by administration until the end of the school year.

### Parent Community Association

The mission of the Parent Community Association is “to encourage parent involvement, provide relevant information to De LaSalle Academy families, and support financial growth to serve the needs of the children of De LaSalle Academy.” Leadership is elected annually.

***Parent Community Association meetings will take place four times per year, and all families are required to attend a minimum of two meetings each year.*** This is an important time for communicating special information to parents about the school and its programs and for building a supportive partnership. Meeting reminders will be announced in advance. Meeting time counts toward parent volunteer service hours. The meetings begin at 6:30 and are held in the gymnasium. The PCA will host additional elective meetings and/or focus groups on areas of concern/interest.

### Open House and New Parent Orientation

“Back to School Night” and a separate “New Parent Orientation” are scheduled at the beginning of each school year. These are critically important meetings and attendance is expected.



## School Resources

### Technology

Computers, interactive white boards, iPads, and other forms of educational technology are available to enhance and aid instruction. Computers are available in each room for student use. However, use of school technology is a privilege, not a right. The Technology Use Agreement is outlined on page 33. Violation of the Technology Use Agreement will result in loss of this privilege and disciplinary action.

### Counseling

The school counselor focuses on the normal social and emotional development concerns of children: forming and keeping friendships, work habits, family concerns, and improving behavior at school. Any student may interact as needed with the counselor as part of the school's regular program of support. A child or family in need of extended or on-going counseling is referred to community resources. The school may require a student to receive outside counseling and may also require authorization to collaborate and communicate with outside providers for the benefit of the student. These requirements may be a condition for continued enrollment in the school.

### Textbooks

Textbooks and other curricular materials are selected by the Principal in consultation with the teachers. They are used as one of many means to meet the objectives of the curriculum. Families will be charged for damaged or missing textbooks or school resources.

### Printed Material

All printed material containing reference to the school, or school activities, must be approved by administration prior to distribution.

### Field Trips

Field trips are part of the educational experience, an extension of the curriculum. Field trip costs are not included in tuition. All costs and fees must be paid by the family. Signed parental permission forms are required before a student will be permitted to participate in a field trip. The hard copy school field trip form is required, telephone permission will not be accepted. Parents have the right to opt out of a field trip.

No student, however, has an absolute right to attend a field trip. Because field trips are a privilege, students can be denied participation if they fail to meet the appropriate academic or behavioral requirements.

## Health and Safety

### Student Insurance

The school mandates that every student is to be covered by school insurance, which is secondary after parent's insurance. This insurance covers students during the school day, and while participating in school sponsored events. The fee for insurance is included in the annual registration fee.

## Immunization and Health Forms

A Lee County school nurse provides immunization requirements for the State of Florida to all families. All students must present an immunization form and a physical examination form prior to admission in school. Updated immunizations must be completed by students who would be entering grade 7 in a traditional school. Students without necessary records on file will not be permitted to attend school.

## Emergency Medical Forms

Emergency forms must be completed at the start of each school year. In case of injury or illness the school office will always call the parent first. However, it is important to list adults who can be called if you cannot be reached. The notarized Medical Authorization for Minor allows the school to authorize treatment in the event a parent or designee cannot be reached. ***If there are changes in your work number, cell phone number, or emergency contacts please notify the main office immediately.***

## Illness

Children who are ill or have an elevated temperature should remain at home and stay home until fever free for 24 hours. If strep throat is diagnosed, the student must be on an antibiotic for 24 hours before returning to school. If a student becomes ill during the day, the parent or emergency party will be called to pick up the child.

## Lice

When there is suspicion of infestation on an individual student, he/she will be sent to the clinic for inspection. If live lice or nits are found, the child's parents will be notified. The child is not to return to school until the hair is treated and all nits are removed.

Upon returning to school, the student must go directly to the clinic to be re-inspected. He/she will not be allowed to return to the classroom until all live lice and nits have been removed from the hair.

## Injury

Our clinic aide is first aid certified and may clean and cover minor scrapes and cuts and/or apply ice to injuries. Creams, sprays, and ointments are not used on cuts or scrapes. A parent will be called if the injury appears more serious or if Administration feels that the student should go home. Parents will always be notified if the child has had a head injury. If an injury occurs at school, or during a school activity, whereby school insurance coverage is required, the request for necessary insurance paperwork must be made within 90 days of the injury.

## Medication

Policy: It is the policy of the school that the administration of medication to students during regular school hours and during school related activities should be only when the medication is absolutely necessary for the critical health and well-being of the student. The student must report (or be called to) the school clinic at the appropriate time for the medication.

Regulation: If a prescribed medication must be administered at school, we will do so only if the following requirements are fulfilled:

1. Parent submits the medication in its original container with label giving doctor's name, name of drug, proper dosage, and time of dispensing. The school will not administer a dosage different from that on the original container without written directions from the doctor.
2. The parent and physician complete written authorization forms (provided by the school office)

3. A student may self-administer certain prescription medication (e.g. epi-pen, inhaler, insulin) and will be assumed capable of doing so, except where the physician's order indicates that staff assistance is required.

Storage: The student may not keep any medication, prescription or otherwise, on his/her person, except in the case of an epi-pen or inhaler when prescribed by the doctor to be kept by the student. All medication will be properly stored in the office under lock and key and must be distributed from the office. No more than a 45-school day supply of medication will be stored at the school at one time.

Non-prescription Medication: Over the counter medication must also be in its original container and marked with the child's name. A measuring device must be sent in for liquid medications. A parent authorization form must also be on file in the office. If over the counter medication is taken longer than one week, a physician's authorization is also required.

***Please ensure that the school office is aware of current medications and their dosing, this information is critical in the event of medical emergencies.***

### School Notification

Parents are urged to make all health conditions, especially chronic or contagious illnesses known to the teacher and office personnel during the first week of school and whenever they occur during the school year. In addition, situations affecting a child's emotional well-being at home should also be shared to the extent possible in order for school staff to respond appropriately and provide the best support for the child.

### Department of Children and Families

If there has been a report of child abuse or neglect, the Department of Children and Family Services (DCFS) has the authority to send an investigator to interview a child on campus. The school must follow the policies of DCFS. If DCFS wishes to remove a child from school, law enforcement will be called by DCFS and the child will be released to the custody of law enforcement.

### Reporting Abuse and Neglect

Under Florida Statute, De LaSalle Academy must post in its handbook, or its website and at a central location that is visible to students, the procedures for reporting abuse. Students are advised as follows:

1. The state-wide hotline to report abuse is 1-800-962-2873 or abuse may be reported online at <https://reportabuse.dcf.state.fl.us/>
2. In the event of an emergency involving harm or potential harm, dial 911
3. Go to the Department of Children and Families (DCF) website for more information on reporting abuse, neglect, and exploitation <https://www.myflfamilies.com/>

## Behavior and Discipline

### Code of Conduct

De LaSalle Academy is called to be a community based on the shared acceptance of respect and dignity for all individuals. The goal of all discipline is self-discipline, creating a wholesome sense of what is good for each individual and what is good for the school community. Students are expected to solve

problems that their choices may create. In requesting registration at De LaSalle Academy, both students and parents agree to comply with and support the discipline policies and regulations of the school.

- Students are bound by school policies and regulations whenever they are on school grounds and during all off-campus school-sponsored activities. A student's behavior outside of school that is detrimental to the school or its community, may result in disciplinary action.
- Behavior Notices will be used to notify parents of their child's behavior and, when necessary, the consequences. Notices must be signed by the parent and returned on the next school day in order for the student to be admitted to class. Behavior Notices are included in the student's cumulative school record.
- Behaviors which will merit a consequence include any act that denies students, teachers, or other members of the school community:
  - The right to a safe environment both physical and emotional
  - The right to teach and to learn
  - Respect of property and person

### Possible Method of Intervention

Teachers and administration may consider the following options or combinations thereof when providing a learning opportunity for addressing poor choices:

- Student is guided to solve the problem and give back to the school community in a positive way
- Student is given the opportunity to apologize, make amends, compose a written plan for improvement, and/or pursue conflict resolution with the involved party
- Conference with the teacher, parent, school counselor, and/or administrator
- Loss of minor privileges
- Removal of student from the classroom or activity to another recovery area, with the possibility of being required to recover at home. The four recovery levels/locations are: 1) in the classroom in an alternate location; 2) in another classroom; 3) in the school office; 4) at home
- Lunch detention
- Loss of major privileges: including field trips, participation in co-curricular, or other activities
- **In the event of three behavior notices** in close proximity to each other (as determined by administration), parents and student may be required to attend a mandatory conference to discuss the events that caused the notices and document a plan to support improvement and growth.
- Suspension in or out of school for a period of time may be determined by administration. School work may or may not be completed during in-school suspension and unfinished work taken home.
- Expulsion may be deemed necessary by administration in the event of a single act of significant severity that impinges on the rights of individuals or the school.
- The following behaviors will result in immediate expulsion: use, possession, or transmission of illegal drugs, drug paraphernalia, alcohol, explosive material, weapons, any object that can be construed as a weapon, firearms, or abuse of prescription or non-prescription drugs.
- Serious violations may warrant notification of the policy, mandatory drug testing, immediate suspension, and mandatory conference with parents before the student can return to school.

Intervention by trained professionals may be required as a condition for the student to remain at De LaSalle Academy.

- Persistent disregard, as determined by administration, for the discipline code which negates the standards of the school may be cause for expulsion.

Committing any other action not listed here which would seriously interfere with the ongoing educational process will result in disciplinary action. The school reserves the right to discipline students for engaging in conduct that occurs off campus if it endangers the health and/or safety of others, adversely affects the educational process or the reputation of the school or is otherwise a violation of school policy. Examples of such conduct include but are not limited to illegal activity; alcohol consumption; possession, use, or sale of drugs; inappropriate internet activity; harassment or bullying; pornography; fighting; illegal use of firearms; theft; arson; and sexually inappropriate behavior. Students may be subject to different disciplinary penalties for off-campus conduct depending on the severity of the issue. Such penalties may include, but are not limited to detention, suspension, expulsion, and/or restitution.

### Harassment

All De LaSalle Academy staff and students are entitled to a school environment that is free of harassment. As such, harassment of any type will not be tolerated. Examples of harassment include verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings, or objects which are offensive, attended to alarm, annoy, abuse, or demean an individual or group. Harassment should be reported so individuals involved can be given assistance and appropriate consequences. Disciplinary action will be appropriate to the age of the child and nature of offence and may include suspension and expulsion.

### Threats

Any and all student threats to inflict any harm to self or others will be taken seriously. Whoever hears the threat should report it immediately to the teacher or administration.

The school response will consider the age of the child and nature of the offense. Parents and school counselor will be notified.

Administration may require outside counseling and/or evaluation. The student may be suspended from school until the appropriate professionals provide a statement in writing indicating that the student is recommended to return to school. A threat may result in expulsion at any point following the occurrence of the threat.

### Physical, Sexual, or Emotional Abuse

Students are instructed to report allegations of abuse by a student or staff member to staff and to their parents.

### Search and Seizure

De LaSalle Academy reserves the right to search student desks, personal belongings, and person when it is believed to be necessary for the health, safety, and welfare of the student or other students. Suspicion of drug use may result in mandatory testing within four hours of parent notification.

## Due Process

Students will be told the reason(s) for disciplinary action. Students will be given the opportunity to explain the event in question. In the event of a serious infraction, as determined by administration, a meeting of parents, administration, and any necessary school personnel will be held as soon as feasible to communicate the school's course of action. *Note that such a meeting may take place after a temporary suspension has been instituted and may occur on campus or via telephone.*

## Personal Items

Personal electronics are not to be brought to school unless specific permission is given by a staff member. Students are not permitted to bring toys or valuables to school and the school will not assume responsibility for such items if brought to school.

## Use of School Technology

Use of school technology is a privilege. A Technology Use Agreement must be signed by the parent and child. The Technology Use Agreement is outlined on page 33. Violation of the Technology Use Agreement will result in loss of this privilege and disciplinary action.

## Social Media and Electronic Messaging

In the event that a student's social media post or electronic messaging violates the philosophy, principles, and policies of the school, affects the safe and orderly daily operation of the school, or causes an ethical or safety concern for any student, staff member, or the school as an entity, the student shall be subject to disciplinary action to include possible expulsion.

# Uniforms and Dress Code

Students are always expected to comply with the dress code. Dress code notices will be issued to students who are out of dress code. Dress code notices must be signed and returned to the homeroom teacher on the next school day. A second or third dress code notice will be issued if the signed dress code notice is not returned to school. Any 3 dress code notices will result in a Behavior Notice and a lunch detention. *Administration reserves the right to determine whether clothing, jewelry, hair style, or hair color is consistent with the standards of the school.*

**School Uniforms must be purchased from All Uniform Wear**

12001 S Cleveland Ave, Fort Myers FL 33907

239-274-7472

[www.alluniformwear.com](http://www.alluniformwear.com)

## Shorts and Pants

Must be khaki in color, uniform style, and must be purchased at All Uniform Wear. Shorts and pants must be appropriately fitted (not loose or tight) and worn at the natural waistline without sagging. Uniforms must be worn without holes or ragged edges. All shorts must be at least middle fingertip length when arms are at the side. Capris are not permitted.

## Skorts

Must be khaki in color, pleated, and must be purchased at All Uniform Wear. Skorts with buckles or buttons are not permitted. Skorts must be appropriately fitted (not loose or tight) and worn at the natural waistline. Uniforms must be worn without holes or ragged edges. All skorts must be at least middle fingertip length when arms are at the side.

## Uniform Shirts

The uniform shirt is a short-sleeved or long-sleeved polo shirt with the De LaSalle Academy School logo.

Uniform shirts are currently available in hunter green or navy blue.

- The hunter green shirts will be phased out prior to the 2020/2021 school year. However, students will be permitted to continue wearing the hunter green shirts.
- Light blue shirts will be phased in for the 2020/2021 school year.
- Navy blue shirts will remain a core uniform color.

Shirts must be appropriately fitted. Student are permitted to wear a short-sleeved white undershirt under the uniform shirt provided that the undershirt is tucked in and the sleeves do not show. No other shirt of any type may be worn under the school uniform shirt.

Seniors may choose to use senior privilege when selecting shirts. Seniors, please see separate letter.

## Belts

Belts are optional. If a belt is worn it must be brown or black, 1" width, without embellishments. The school reserves the right to require a belt when deemed necessary.

## Sweatshirts/Jackets

Sweatshirts and jackets must have the school logo and be purchased at All Uniform Wear. **No other outer wear may be worn on campus.**

## Sweatpants

May be worn to and from school but must be removed once on campus.

## Shoes

**Only gym shoes or athletic shoes are permitted.** Shoes may be any color. Shoes with flashing lights, platforms, wheels, etc. are not permitted.

## Socks

Socks may be any color. All students must wear socks.

## Hair and Jewelry

A simple, non-distracting hairstyle of a child's natural hair color is required for all students. Jewelry that is not a distraction or safety concern is permitted. Jewelry may not contain inappropriate symbols that conflict with the philosophy of the school. The school is not responsible for lost jewelry. **Smart watches are not permitted.**

Boys: Hair should be neat and presentable. Long hair (beyond collar) is permitted, however the student's eyes must always be visible. Razor cuts, tails, mohawks, fauxhawks, notched eyebrows, and

other related styles are not permitted. Facial hair that is neatly trimmed is permitted for boys in grades 9-12.

Girls: Hair should be neat and presentable. The student's eyes must always be visible. Girls may wear nail polish. Acrylic nails of a safe length are permitted. Inappropriate symbols may not be painted on nails. Girls in Grades 9-12 may wear a modest amount of make-up, as determined by administration.

### **P.E. Uniform**

All students are required to have the uniform P.E. shirt. P.E. shirts are worn to school on P.E. days. T-shirts are ash colored with a silk-screen school logo; shirts must be purchased through All Uniform Wear. **On P.E. days, students wear regular uniform bottoms.** P.E. shorts are not permitted.

### **School Spirit Days**

School Spirit Days will be announced in advance. These are optional dress out days. Students who choose to participate must wear a School Spirit Shirt (from the current or prior years) and shorts or pants. Shorts and pants worn on School Spirit Days must follow the guidelines for Dress Down/NUT days listed below.

### **Dress Down Days/NUT Days**

Dress Down Days/NUT Days (No Uniform Today) will be announced in advance.

- Students are required to wear gym or athletic shoes
- Clothing may not be worn if it is dirty, torn, oversized, tight, skimpy, or revealing
- Clothing may not have any holes, even if it is part of the design (i.e. ripped jeans)
- When arms are raised, tops must cover the midriff
- Clothing may not drag on the floor
- Bottoms must be at least middle fingertip length
- Spandex, muscle shirts, and tank tops are not permitted
- Leggings, tights, yoga pants, sweatpants, and gym shorts are not permitted
- Clothing may not contain inappropriate logos or messages counter to the standards of the school

If doubt, students are advised to bring a change of clothing to school. The decision of administration about the appropriateness of apparel will be final.

## **Lunch and Snacks**

### **Lunches**

The De LaSalle Academy Lunch Program offers a variety of food choices for students. A variety of fresh fruit, vegetables, and hot lunch items are available daily. Students may choose to purchase a lunch at school for \$4.50 per day/\$22.50 per week. Milk may be purchased a la carte for \$0.80. The lunch calendar will be sent home in the Wednesday envelope at the beginning of each month. Breakfast is available before 8:00 for \$1.00 per day. Breakfast and lunch fees must be pre-paid a minimum of one week in advance. Lunch payments can be made by check or by credit card. A notice will be sent home when a pre-paid balance is running out. De LaSalle Academy participates in the National School Lunch Program for free or reduced lunch. Information about that program is provided separately to all



families. De LaSalle families must apply annually by submitting the application form to the school office. Please contact Ms. Krajewski if there are special dietary considerations.

### Snacks

Snacks can be brought from home or purchased at the school. Snack prices will range from \$.50-\$1.00. In an effort to maintain the cleanliness of our classrooms and to maximize student learning, we ask that snacks brought from home:

- Are healthy (pretzels, carrot sticks, fruit, nuts, granola bars, breakfast bars, etc.)
- Are low in sugar
- Do not require a spoon or fork to eat
- Are not overly messy
- Can be consumed in ten minutes or less
- Do not include a drink (water is available throughout the school day)

**Candy, soda, gum, and high sugar food/drinks are not permitted.**

**Students do not have access to a microwave.**

## Volunteers

### Requirements

De LaSalle Academy promotes family involvement in all aspects of the student's educational experience. We welcome the help of parents with many tasks that require extra hands and expertise. Each family must log a minimum of 20 volunteer points annually.

Points may be earned through direct volunteer activities at one point per hour. Frequent areas of need include:

- Assistance in the cafeteria during lunch
- Clerical work at home or on campus
- Maintaining the school collection of equipment or materials
- Serving on Parent Community Association committees
- Fundraiser planning and facilitation
- Special events planning and participation
- Maintenance projects on campus

Volunteer points can also be earned through donations of goods, services, or cash. Please see page 10 for more information.

### Staff Contact

Assistant Principal, Ms. Vaughn, coordinates all volunteer activities on campus. Please contact Ms. Vaughn directly at [svaughn@delasallefm.org](mailto:svaughn@delasallefm.org) to obtain the Volunteer Packet and to coordinate your volunteer activities.

### State of Florida Requirements for School Volunteers

All adults who volunteer at the school in the presence of children must have completed every five years:

- Volunteer Application
- Signed Code of Conduct for Volunteers
- Fingerprint clearance and background check

Fingerprinting and background check fees are the responsibility of the volunteer. All volunteer forms, fingerprinting, and background checks must be completed by September 30<sup>th</sup>.

### Parent Chaperones

Occasionally, parent chaperones may be requested to attend school trips. Parent chaperones must be aware of all school policies as outlined in this handbook and follow the directives of De LaSalle Academy staff. Siblings who are not enrolled at De LaSalle Academy are not permitted to attend school field trips.

### Visiting/Volunteering in Classrooms

For the protection of students, all visitors (including parents) are to report to the office upon entering the campus, sign in, and pick up a visitor's badge. Parents are encouraged to volunteer to assist in classrooms, attend special classroom activities, assist with school-wide projects, etc.

Parents wishing to observe in a classroom may make an appointment with the Principal.

All volunteers in direct contact with students must have volunteer clearance prescribed by the State of Florida.

## Technology Use Agreement

It is understood that signature by the student and the parent of the Handbook Acknowledgement Form implies that the parent and student understand and agree to abide by the policies that follow in the Technology Use Agreement, as follows:

As a school-based computer user, I agree to the following rules and code of ethics:

1. I recognize that the purpose of school computers and electronic information services is for teaching and learning. I understand that the school owns the computers and that any information I place on the computer or in the cloud is subject to review by the school at any time without notice to me. I will not use the computer resources for non-academic purposes.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and will not give, lend, or sell copies of software to others. I will not bring software applications, including games, from home to be used on school equipment without prior approval of appropriate school personnel.
3. I recognize that the work of others is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not be a party to any electronic plagiarism; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems at school or elsewhere to disturb or harass other computer users or use inappropriate language in any communications.
4. I will follow school procedures for information storage and understand that any information may be deleted at any time.

5. I understand that each student who receives internet access through an account will be instructed in the proper use of the network. The use of the internet must be in support of education and research consistent with the appropriate rules for the network or resource. I will not use the school system or internet for personal or commercial uses, including emails, Facebook, or Twitter.
6. As a user of the network, I will not use bulletin boards or chat lines. In addition, I will not reveal my personal information, home address, or phone numbers or those of other students, faculty, or staff. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted.

Parents and students must realize that students may encounter material online that the school does not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). Although filtering software is in place, there is no guarantee that all controversial material will be blocked.

The use of the computer is a privilege, not a right. Vandalism or intentional modification of system settings is prohibited. The undersigned below assumes financial responsibility for any damage caused by the user. The system administrators may close an account at any time. The administration, faculty, and staff of the school may request that specific user privileges be denied, revoked, or suspended. Violations of the rules and code of ethics described above will be dealt with seriously, including loss of computer privileges and/or disciplinary action.

**The Handbook Acknowledgement Form must be signed before computer use and access to the internet is given. The signed Acknowledgement indicates agreement as follows:**

Student users understand and will abide by the Technology Use Agreement and further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should the student commit any violation, access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

Parents and Guardians verify that they have read the Technology Use Agreement and understand that access is designed for educational purposes. They are aware that it is impossible for the school to restrict access to all controversial materials and will not hold the school responsible for materials required in use or any injury to the child as a result of its acquisition. Further, parents/guardians accept full responsibility for supervision when the child's use of the school technology (i.e. laptop computer) is not in a school setting.

## Parent Responsibilities/Contract with School

All parents are required to submit a signed contract to the school indicating agreement with the outlined tuition payment plan and parent responsibilities. The parent responsibilities are reprinted below for your reference.

I understand and agree to be governed by the policies of De LaSalle Academy, including the following expectations:

1. support school personnel in their decisions and will follow provided procedures for handling grievances.
2. adhere to attendance requirements, keeping in mind policies for tardiness, early departures, and absences.
3. attend regular and intermediate conferences as scheduled by the school.
4. attend a minimum of two Parent Community Association meetings.
5. support my child by reviewing the Red Home Folder and Student Planner nightly and provide appropriate homework support.
6. maintain communication with the school by reading the Wednesday Envelope contents each week, signing the envelope and returning it to school.
7. update school records regarding changes in contact information, medication and medical information, and any other information that may contribute to my child's safety or success.
8. provide my child with the necessary uniform and will ensure that my child arrives at school in dress code daily.
9. provide my child with the necessary supplies as requested by the school.
10. earn a minimum of 20 volunteer points (1 point = 1 hour of service OR \$50 in donated goods or Services for school fundraisers, or financial compensation to the school.)
11. fulfill the financial obligations of this contract and adhere to tuition policies of the school, including timely payments and endorsement of McKay Scholarship vouchers within 2 weeks of their receipt, or approving payment for the Gardiner Scholarship.

I / We understand that compliance with school policies is a parental responsibility and that failure to comply may jeopardize my child's ability to attend classes or my ability to receive financial assistance for tuition, either through De LaSalle Academy, the McKay or Gardiner Scholarship programs.

I/We agree to pay the tuition and fees as outlined above according to the chosen payment schedule.  
I/We understand that payments delinquent 45 days or more may result in discontinued enrollment at the school.

## De LaSalle Academy Wellness Policy

De LaSalle Academy is committed to the optimal development of every student. De LaSalle Academy believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year. The Wellness policy outlines De LaSalle Academy's approach to ensuring environments and opportunities for all students to practice healthy eating and

physical activity behaviors throughout the school day. The complete Wellness Policy can be downloaded from the school website.

## De LaSalle Academy Grievance Policy

1. In the event that any Parent is aggrieved by some action or inaction by the School, the aggrieved Parent shall file a written request to the School within seven (7) calendar days from the occurrence of the action or inaction for a written explanation of the School's action or inaction.
  - a. The Parent's failure to timely request a written explanation shall constitute a waiver of the right to file a grievance.
2. Within ten (10) calendar days of the receipt of an aggrieved Parent's written request, the School shall provide the Parent with a written explanation of the School's action or inaction.
  - a. The School's failure to timely respond to the Parent may be deemed an admission that its action or inaction was without good cause.
3. Within three (3) business days of the School's explanation or within three (3) business days immediately after the time allowed for the School to timely respond, should the Parent still be aggrieved, the Parent will be provided with the opportunity to submit any and all documentation in support of their position.
  - a. The Parent's failure to timely submit any further information in support of the Parent's position shall constitute a waiver of their right to file a grievance.
4. The School shall consider the Parent's additional documentation and make a final determination within three (3) business days and shall notify the Parent of the final decision in writing by hand delivery, email, or certified mail (with proof of delivery).
  - a. The School's failure to timely make a final decision shall constitute grounds for the Parent to seek an impartial hearing, as set forth below.
5. In the event that a resolution satisfactory to both Parties is not reached, an aggrieved Parent may request an impartial hearing, subject to the following conditions:
  - a. The request for an impartial hearing must be in writing, sent to the School's Principal, or designee, and must set forth in detail:
    - i. The specific subject(s) of the dispute;
    - ii. The specific facts upon which the Parent relies to support the claim;
    - iii. The specific legal grounds upon which the Parent relies; and
    - iv. The proposed resolution for such dispute;
  - b. The request must be made within two (2) business days of the School's final decision; and
  - c. The parent must agree to split the initial costs of the hearing with the School; and
  - d. The decision of the Independent Reviewer is final and binding upon the Parties.
6. An Independent Reviewer, designated by the School, will be appointed to hear the respective positions of the School and the Parent.
  - a. The Parent shall be given the opportunity to present all documents and testimony in support of the Parent's position;
  - b. The School shall be given the opportunity to present all documents and testimony in support of the School's position;

7. Within ten (10) calendar days following the hearing, the Independent Reviewer will render a written final decision to the School and the Parent.

## School Sports and Club Policies

Participation in sports and club programs is a privilege, not a right. To earn that privilege, students must abide by the rules and they must conduct themselves as positive role models who exemplify good character.

School leadership must ensure that the priority of each student is a serious commitment to getting an education, developing the academic skills and character to succeed.

### Academic Eligibility

*A grade of 70% or above in each course must be maintained to participate in sports/clubs.*

### Grading Period

Academic eligibility will be checked and determined weekly on Mondays. If there is no school on a given Monday, eligibility will be determined on the next day school is in session. Students who have a course average below 70%, as of Monday morning at 8am, will be ineligible to participate in sports and clubs for the entire week. Students are encouraged to spend the time completing assignments, studying, or seeking additional support.

### Citizenship

Model behavior is expected by all students. The Administration may revoke a student's eligibility for participation activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

### Behavior

*If a student receives a touch referral or dress code notice, then he/she may not participate the day after it was received. If there is no scheduled activity for that day the consequence is applied to the next scheduled day.*

*If a student receives a behavior notice, then he/she will be suspended from participating in activities for one week.*

*If a student receives 3 behavior notices he/she will become ineligible to participate for the remainder of the school year.*

### Activity and Participation Fees

Each student must pay a one-time \$35.00 Activity Fee to participate in any after school activity. The corresponding form is located on page 39.

Individual after school activities will have their own participation fees. These fees are directly tied to the cost of running the program. Participation fees must be paid in full before the start of the activity.

# Additional Information for Athletics

## Parental Consent

All athletes must return written parental or guardian permission to try out, practice or compete in athletics and travel by school provided transportation. This form must be turned into the office before a student is eligible to participate.

## Physical Examination

An annual physical examination must be completed by a medical practitioner on a FHSAA Physical Form (EL2) certifying that the student is physically fit to participate in athletics and the FHSAA Liability Certificate (EL3) must be completed by the parent or guardian. Both forms must be turned into the office before the student is eligible to try out and participate.

## Team Rules

Each coach will submit a set of rules to the team for all athletes to follow. Athletes who are late, miss practice or games without a valid reason or prior permission will be required to meet with the Student Services Coordinator prior to returning to team activities.

## Transportation

De LaSalle Academy will provide transportation to all sports events. While on the bus all athletes must follow the bus regulations.

Parents will be responsible for picking up their child at each game location.

Addresses to each game location will be provided in advance.

After the games, an athlete will be released to his/her parent or guardian in person by informing the coach. If an athlete is to go home with another athlete's parent or guardian, that parent or guardian must be listed on the approved parent pick up sheet for that athlete.

## Trying Out, Quitting, & Removal

Any student wishing to try out for a team may do so and quit without consequence during the first two weeks of practice. Any athlete who is removed from a team or voluntarily quits cannot participate in another sport until that team completes its season's schedule.

## Uniforms & Equipment

Athletes are responsible for all uniforms or equipment loaned to them by the school for practices or athletic contests. Equipment or uniforms that are purposely destroyed or not returned upon request by the coach or administration will be paid for by the parent or guardian at current replacement cost. School records, awards, etc., will be withheld until the debt is settled. Students will not be allowed to participate in another sport or extra curricular activity until the uniform or equipment problem has been resolved.

## Verification of Insurance

All athletes must provide proof of insurance before participation in any practice or game.

# Athletic and Non-Athletic Activity Commitment/Permission Form

Each student must pay a one-time \$35.00 Activity Fee to participate in any after school activity. Individual after school activities will have their own participation fees. Please return this signed form along with the \$35.00 Activity Fee.

I understand that my primary responsibility is to be a student. I understand that failure to meet academic eligibility criteria or demonstrating unexpected behavior will impact my participation as outlined below:

- Behavior notice, effective the day after the behavior notice is issued:
  - Club participants will miss one day. Students who are involved in multiple clubs will miss one day of each club.
  - Student athletes will miss five school days of practice/games.
- Class grade average below 70%, grades are based off the grade reflected on Edsby at 8am on Monday morning:
  - Club participants will miss one day. Students who are involved in multiple clubs will miss one day of each club.
  - Student athletes will miss five school days of practice/games.
- Touch referral or dress code notice, effective the day after the notice is issued:
  - Club participants/student athletes will miss one day of activity.

I have read and understand the requirements of the Athletic and Non-Athletic Codes of Conduct. I understand that I am expected to perform according to this code. I understand that there may be sanctions or penalties if I do not.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CVC: \_\_\_\_\_ Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_



## Additional Information

### School Supplies

A school supply list is provided to all families in preparation for the next school year. The list includes items that parents are expected to provide and a supply fee for items the school provides to students.

Water fountains are available at school. Students who wish to bring water to school may do so if the water bottle is room temperature, has a sports cap, and contains only water. Students are expected to use the water bottle appropriately and not to cause a distraction to themselves or others.

Please note that backpacks with wheels are not permitted under any circumstance. Rolling backpacks are a danger to the safety of students in the school setting. Any student who is not able to carry books in a backpack will be required to purchase a second set of textbooks to be kept at home. Parents may order textbooks through the Principal.

### Use of Student Names/Pictures

Student names and pictures will be published in school publications, especially for awards, class pictures, etc. Students' pictures with or without names may also be posted on the school website, De LaSalle social media, and/or marketing materials. Parents who have concerns about the publication of their child's name or picture in publications are asked to contact the Principal at the beginning of the school year. A new photo release form is provided to families annually.

### Birthdays/Special Events

Birthday party or special event invitations brought to school for distribution must include an invitation for every boy and/or every girl in the class. If plans do not include all boys or girls, invitations must be mailed directly to students.

Birthday treats may be brought to school to be shared at the end of the day. This must be pre-arranged with the child's homeroom teacher. Please provide all necessary utensils for serving the treat. Students with allergies will be protected accordingly if the school has been notified of the allergy.

### Solicitation on Campus

No person may solicit goods or services on campus or school property, or at any school-related event without express permission from administration. Permission will usually be granted for Girl/Boy Scouts; however, permission must be requested well in advance.

## Before and After School Program

**Communicating an Emergency:** In an emergency, staff will attempt to contact the participant's parent or guardian. If the parent or guardian is unavailable, we will attempt to notify the emergency contacts listed on your child's Emergency Information Form. De LaSalle Academy will take necessary actions in the child's best interest until the parent, guardian or emergency contact has been reached.

**Safety Policy:** During any unforeseen crisis, such as natural disaster or similar events, De LaSalle Academy After school program will cease regular activities. Program staff will evacuate the premises if necessary. Parents will be contacted if the children are to be released early from the program and will

notify the proper authorities in the event of any emergency. The De LaSalle Academy After school program will follow the school's Critical Incident Response Plan (CIRP). The CIRP is available for your review upon request.

**Contact Information:** Please direct your questions to the main office. The De LaSalle Academy After school program does have a cell phone that is used during program hours. If you need to reach After school staff immediately the cell phone number is (239) 770-1430.

**Registration Fee:** A non-refundable fee of \$10 per child is required at the time of registration for the After school program. There is no registration fee for the Before-School Program.

**Transportation:** Trips and Special Activities will be planned on select Early Dismissal Days. Transportation for these activities will be available via Lee Tran Public Transportation or De LaSalle Academy bus.

**Discipline:** All school discipline policies in the Parent/Student Handbook apply to the Before and After school program.

**Technology:** Cameras, tablets, iPods, MP3s, CDs, headphones, hand-held electronic games, and other electronic devices are not to be brought to school. Phones must be "parked" with school personnel.

### **Before-School Policies and Procedures**

**I. Check-In Procedure:** Children arrive through Door #6.

**II. Breakfast:** Breakfast is available for \$1.00 for full pay students. Students that qualify for free or reduced lunch will qualify for free breakfast or a reduced rate.

**III. Hours:** The Program will operate from 7:00 AM to 8:00 AM and will run during school days only.

**IV. Payment:** There is no fee for the Before-School Program.

### **After School/Early Dismissal Policies and Procedures**

**I. Check-In Procedure:** Children arrive, and attendance is taken.

**II. Hours:** The Program will operate from 3:00 PM to 6:00 PM during school days only. The After school program will be available for all participants on posted early dismissal days. On early dismissal days the program will be available from 12:15 to 6:00 PM.

**III. Snacks:** The After school program will provide a snack for each child. If your child has a dietary restriction, please provide a snack and drink.

**IV. Homework:** Homework time will be provided after school in a quiet environment. Children in the program are encouraged to use this time to complete their assignments. If there is no homework to do, quiet reading time is encouraged. While individual tutoring is not available as part of the after school program, the staff will make every effort to work with students who may need assistance.

**V. Trips/Special Activities:** Trips and Special Activities will be planned on select Early Dismissal Days. The \$15 daily rate applies, and most activities will include an additional cost. **Activity costs must be paid in advance or students will not be permitted to attend the trip.**

**VI. Pick-Up:**

A) Parent/Guardian must pick up students in person from the After school program, located in the Library (building B). Please enter the campus via gate "F" located by building B at the back of the side parking lot.

B) Parent, guardian or another authorized adult must sign-out the child on the sign out sheet.

C) Children will be released only to parents or to others authorized by parents. For the protection of your child, if he/she is to go home after school with someone other than the usual person, we must have written, signed, and dated notification from the parent. This notification may be faxed or scanned/emailed to the school or sent as hard copy. Phone calls will not be accepted. The child should know of these arrangements in advance and photo identification is required. **Children will be released to either parent unless a court order is on file denying such rights to one or more of the parents.**

**VII. Late Pick-Up/No Pick--Up:** The latest pick-up time is 6:00 PM. There is a late fee of \$1.00 per minute thereafter, payable in cash when the child is picked up. If a child has not been picked up by 6 PM and the After school staff has not been notified by the parent, the After school program staff will attempt to contact the parent(s). If the parent(s) are unreachable, the emergency contacts will then be called. If no one can be reached, and the After school program staff still has not been notified of a late pick up, Administration will be called for further instructions.

**VIII. Payment:** Fees must be paid in advance. Students with unpaid fees will not be permitted to participate.

**One Time Registration Fee**

(After School/Early Dismissal Programs): \$10.00

**Before School Program Weekly Fee:** Free

**After School Program Fees:**

Daily Rate (1, 2, or 3 days) \$15 per day

Weekly rate (4 or 5 days) \$60 for the week

**Early Dismissal Program Fee:** \$15 (daily rate) plus activity costs