



Parent and Student Handbook

2023-2024



Dear Families,

Welcome to the 2023/2024 school year!

De LaSalle Academy is a unique learning community, and we are 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 as there are many changes from past years.

Please contact the main office if you have any questions about the information contained in this handbook. We are looking forward to an exciting year.

All my best,

Shelby Vaughn

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. School policies and guidelines are binding for all students and parents and may be amended or added to as the need arises. Please take time to read and discuss this information with your child and keep it for reference throughout the year. **After reviewing the handbook, parents/guardians and students must sign and return the Handbook Acknowledgement Form. The signed form must be returned on or before the first day of school.**

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2023-2024 Staff Directory

Principal
Assistant Principal
Director of Development
Bookkeeper
Student Services Coordinator
School Office Specialist
School Office Assistant
Teachers

Shelby Vaughn
Rachel English

Sandy McCoy
Mim Stonecipher
Stacie Kolnicki
Sydney Isaacson
Hillary Ahlfeldt
Kathy Stolz
Kerri Clifford
Mirna McMinn
Ethan Vincent
Mary Chesebro
Mike Santucci
Kristina Kaye
Leomara Hernandez
Alyssa Stoff
Sherry Vartiainen
Sharon Beshore
Jenny Duncan
Grayson Stoff
Claudia Stammer
Emmy Schroeder
Christine Danielson
Diane Walcher
Ellen Hemrick
Sue Clinghan
Elissa Meisner

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emeisner@delasallefm.org

Speech Language Pathologist
Language Specialist
School Counselor
Transition Specialist
Teacher Assistant
Teacher Assistant
Cafeteria Manager
Building Supervisor
Bus Driver

Kerry Uria
Jenna Evensen
Armand Lopez
Todd Genzlinger
Vern Southard

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jevensen@delasallefm.org
alopez@delasallefm.org
tgenzlinger@delasallefm.org



Mission Statement

To educate children with learning differences
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, national origin, ethnic origin, religion, gender, sexual orientation, or socio-economic status shall be considered for enrollment.

School Partnership

School Staff

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 students integrate morals and values into their daily lives.

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 shared electronically. Any person may address the Board of Directors by requesting to be put on the agenda at least two weeks before a scheduled meeting. Requests should be addressed to the school Principal, Ms. Vaughn at svaughn@delasallefm.org

Parents/Guardians

The primary responsibility for the education of children belongs to parents/guardians. 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/guardians are responsible for:

- Supporting school policy, the administration, and the teachers.
- 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 principles of good behavior.
- Discussing problems with the persons concerned.
- Communicating openly with school administration.
- Maintaining communication with the school, including review of the Red Folder and Student Planner each night and the Wednesday Letter each week.
- Paying all tuition and fees on time.
 - For Family Empowerment Scholarship (formerly known as Gardiner) families this includes providing the school with a copy of the annual scholarship award letter and timely approval of Family Empowerment Scholarship reimbursement requests.
- Reimbursing for any property destroyed (accidental or intentional).
- Attending a minimum of two Parent Community Association Family Nights per school year (see calendar for dates).
- Contributing service 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:
 - 1 point equals 1 hour of service or \$20 in donated goods or services for school fundraisers.

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, national origin, ethnic origin, religion, gender, sexual orientation, or socio-economic status in the administration of educational policies, admissions policies, tuition assistance, or any other school programs or activities.

Admissions

To initiate the admissions process please submit the following online:

- 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 and parent/guardian's consultation with Administration and/or the Admissions Team
- Agreement between De LaSalle Academy and parents/guardians regarding tuition and fee payment and Parent Partnership responsibilities

Students are assigned to homeroom classes 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. Scholarship students must have the following Florida Department of Education documents on file prior to the first day of attendance: Office of Independent Education and Parental Choice Affidavit (must be notarized) and Student Data Collection Form.

Registration

Returning families are required to re-register by February 15th for the upcoming academic year. This includes payment of a non-refundable registration fee. 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 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, completed payment agreement, and fulfillment of all obligations through the end of the school year.

Financial

Tuition

Tuition for the 2023-2024 school year is \$18,000 for students in grades 1-8 and \$18,250 for students in grades 9-12. There is a \$350 registration fee (families that have more than one student at the school will receive a \$50 credit on their account).

Tuition covers school operating expenses and school-based aid, not capital improvements. Income to meet school expenses comes from fees, fundraisers, grants, and donations from benefactors.

Parents/guardians 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, scholarships, family tuition balance, and a payment schedule.

The following payment schedules are available:

- One lump sum payment, due August 10th
- Two payments due on August 10th and January 11th
- Eleven payments, August through June

All tuition payments will be processed through ACH electronic payments.

FACTS

Tuition payment plans are set up through the FACTS Family Portal. Please note that you have the option to utilize a checking account, saving account, or credit card.

Incidental expenses are also paid through the FACTS Family Portal. Families have the option of adding funds to prepay accounts or making payments on existing balances.

Please contact Sandy McCoy at smccoy@delasallefm.org if you require assistance navigating the financial sections of the FACTS Family Portal.

Tuition Assistance

Families may apply for tuition assistance based on financial need. The application deadline will be published each spring. Tuition assistance, also known as the De LaSalle Scholarship, is available on a first come basis. Fulfillment of Parent Partnership obligations are 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

Accounts are considered past due after 30 days. Inability to auto-debit on the due date results in a late payment fee of \$30. If tuition payments are 30 days in arrears or more, your child may be unable to continue attending classes at De LaSalle Academy. Parents/guardians may 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 until the account is in good standing. 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

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 Family Empowerment Scholarships are handled according to regulations set forth by Florida statutes.

School Supplies

A school supply list is provided to all families. This list includes items that parents/guardians are expected to provide and a supply fee for items that the school purchases for the student.

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. Rolling backpacks are a danger to the safety of students in the school setting. A student who is not able to carry books in a backpack may be required to purchase a second set of textbooks to be kept at home. Parents/Guardians may order a second set of textbooks through the Principal.

Dress Code

Students are expected to comply to the school dress code. For students with special considerations, a written request may be submitted to the Principal to request a waiver. Administration reserves the right to determine whether clothing, jewelry, hair style, or hair color is consistent with the standards of the school.

Uniform items are sold by: All Uniform Wear: 12001 S. Cleveland Ave., Fort Myers.

<https://tinyurl.com/DeLaSalleAllUniform>

Gently used uniforms may be available at the school. Inquire in the school office.

Alternative options for school jackets and De LaSalle T-shirts are sold by Squad Locker.

<https://tinyurl.com/DeLaSalleSquadLocker>

Shorts and pants: Must be khaki in color and uniform style. 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. All Uniform Wear carries many options that fulfill these requirements.

Skorts: Must be khaki in color and pleated. 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. All Uniform Wear carries many options that fulfill these requirements.

Pants, shorts, and skorts must be loosely cut, uniform style. "Skinny" styles are not permitted.

Uniform Shirts: The uniform shirt is a short or long-sleeved polo shirt with the De LaSalle Academy school logo. These shirts must be purchased from All Uniform Wear. The following options are permitted.

- Dry Fit Polo available in Light Blue.
- Cotton/Polyester Blend available in Navy Blue.
- Hunter green shirts may be available for purchase at All Uniform, this style is being phased out. Students are permitted to continue wearing the hunter green shirts.
- Seniors may choose to use senior privilege when selecting shirts. Seniors, please see separate letter.

Shirts must be appropriately fitted. Students 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.

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 through All Uniform Wear or Squad Locker. No other outerwear may be worn on campus. Hoods are not allowed.

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.

Jewelry: 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.

Hair: A simple, non-distracting hairstyle of a child's natural hair color is required for all students. Hair should be neat and presentable. The student's eyes must always be visible. Razor cuts, tails, mohawks, fauxhawks, notched eyebrows, and other related styles are not permitted.

Facial hair: Facial hair that is neatly trimmed is permitted.

Nails: Nail polish and acrylic nails of a safe length are permitted. Inappropriate symbols may not be painted on nails.

Makeup: A modest amount of make-up, as determined by Administration, is permitted for students in grade 9-12.

Perfume/Body Spray: Students are not permitted to wear perfume and/or scented body spray.

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. The P.E. shirts are ash colored with a silk screen school logo; shirts are sold by 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) or a De LaSalle T-shirt (purchased through Squad Locker). Shorts and pants worn on School Spirit Days must follow the guidelines for Dress Down days listed below.

Dress Down Days: Dress Down Days will be announced in advance.

- Students are required to wear closed toe shoes. Heels are not permitted.
- Students are not permitted to wear hoodies or jackets with hoods.
- 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 fingertip length.
- Spandex, muscle shirts, and tank tops are not permitted.
- Leggings, tights, yoga pants, sweatpants, gym shorts, and other athletic clothing are not permitted.
- Clothing may not contain inappropriate logos or messages counter to the standards of the school.

Meal Programs

De LaSalle Academy offers breakfast and lunch programs for all students. We proudly participate in the National Free and Reduced Lunch Program.

School breakfast includes cereal or a breakfast bar, fresh fruit, and milk. The cost for breakfast is \$2.00 per day. School breakfast is available between 7:30 and 8 am.

Each day we offer a hot lunch which includes a fruit, vegetable, and milk. The cost for school lunch is \$5.00 per day. Milk is available a la carte for \$1.00. The monthly lunch menu will be sent home via the Wednesday Letter.

Brunch will be served on early dismissal days. The cost for brunch is \$5.00.

National Free and Reduced Lunch Program

An application form must be completed each year to determine eligibility for this program. Students transferring from public school must reapply, as our records are not linked with Lee or Collier County Public Schools.

Payment

Parents/guardians have the option to prepay for their child's lunch account in FACTS Family Portal. If funds have not been added to the prepay account, charges will be reflected in FACTS Family Portal as Incidental Expenses. Payments can be made directly through the system or by check. Checks should be made out to De LaSalle Academy, in the memo line please list the child's name and "lunch".

Special Diets

Please contact Mrs. English at renglish@delasallefm.org and Mr. Lopez at alopez@delasallefm.org to discuss your child's special dietary needs.

Solicitation

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 through Administration well in advance.

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.

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 study include physical education, art, STEM, life management, and music, theatre, and media. Students proceed through the sequence of study according to the schedule 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 skill profile.

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.

Textbooks

Textbooks and other curricular materials are selected by administration 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.

Technology

Computers, interactive whiteboards, 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 37. Violation of the Technology Use Agreement will result in loss of this privilege and disciplinary action.

Homework

Homework is an extension of the learning process begun at school. Assignments may include practicing newly learned skills or reviewing concepts. Homework supports skill maintenance and generalization, while helping students develop independence and responsibility. Occasionally, long-range projects may be assigned for completion at home. All necessary information about projects will be provided to students in advance. Homework may be assigned on Fridays.

In general, elementary and middle school students may have 15-25 minutes of homework per night. High School students may have 30-60 minutes. Parents/guardians are encouraged to communicate with teachers if homework problems arise including, but not limited to, the amount of time/support required.

All students will use the Student Planner and Red Home Folder. These are important resources that travel between home and school daily. Homework is recorded in the planner and listed online.

FACTS Family Portal

FACTS Family Portal makes it possible for parents/guardians to review student academic progress in real time. Parents/guardians have 24/7 access to their child's current grade average, scores on individual assignments, and missing assignments. Quarterly report cards are accessed via FACTS Family Portal.

New families are provided with information on how to set up their accounts prior to school starting, or shortly after enrollment. Please direct account questions to Mrs. Kolnicki at skolnicki@delasallefm.org.

Students utilize the digital learning platform and receive direct instruction on how to navigate the system.

Field Trips

Field Trips are an extension of school curriculum. Field trip costs are not included in tuition. All costs and fees must be paid by the family. Signed permission forms are required before a student will be permitted to participate in a field trip. The hard copy permission slip is required. Telephone permission will not be accepted. Parents/guardians have the right to opt out of a field trip.

No student 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.

Florida Virtual School

Qualified high school students may take courses through Florida Virtual School, with administrative approval. Academic profiles and scholarship participation will be used to determine the number of courses, subjects, and cost.

Florida SouthWestern State 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. Academic profiles and scholarship participation will be used to determine the number of courses, subjects, and cost.

Monitoring Student Progress

Standardized Testing

Students are formally assessed three times per year in English language arts, reading, and mathematics using the NWEA Measures of Academic Progress®. These dynamic, national normed, standardized assessments are designed to assist with:

- Placement for small group instruction.
- Identifying students’ strengths and challenges in specific skill areas in order to inform instruction.
- Monitoring progress and growth over time.

Students are assessed annually using the Woodcock Johnson Test of Achievement® in reading and mathematics. This national normed, standardized assessment is designed to assist with:

- Placement for small group instruction.
- Monitoring progress and growth over time.
- Determining grade level equivalencies.

Students may be assessed using The Word Identification and Spelling Test® (WIST), a nationally standardized diagnostic instrument.

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
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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.

Speech Evaluations

The Speech Language Pathologist and Language Specialist provide annual reports on student progress. These reports are structured as rubrics and clearly indicate the student's current performance level and goals. Standardized Assessments directly aligned to clinical services may be administered.

Student Support Plans (SSP)

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

Individual Education Plans (IEP)

An Individualized Education Program (IEP) is a public-school document. When a student transfers to De LaSalle Academy from a public school, their most recent IEP may be used to help create the initial Student Support Plan.

Service Plans

The local school district may provide services to private school students under a service plan. These services typically include Speech and Language Therapy and/or Audiology Services.

Communication

Change in Student Information

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, carpool information, authorized pick-up, and medication. Please ensure that the school office is aware of current medications and their dosing, this information is critical in the event of a medical emergencies.

Emergency Alerts

Emergency alerts from the school will be sent as text messages to all phone numbers listed for the student in the FACTS Family Portal. Please ensure that the school office has your correct contact information.

Front Office

The front office is open from 7:45am -3:30pm on days when school is in session. Parents/guardians may leave a voicemail for office personnel and expect a response by the next business day.

Staff

Communicating with teachers and therapists is highly encouraged.

Voicemail messages may be left during the school day. Staff will return calls within 1-3 business days. Teachers will respond either during their planning period, after school, or the next school day. No teacher or student will be permitted to receive phone calls during class except for extreme emergencies.

Teachers and Therapists can also be contacted via email. A directory is provided on page 8 of this handbook. Emails are also listed on the De LaSalle Academy website. Teachers and Therapists check email frequently throughout the school week. Please allow 1-3 business days 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.

Use of Student Names/Pictures

Student names and pictures will be published in school publications. Student pictures with or without names may also be used on the school website, social media pages, and/or marketing materials. Parents/guardians 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 completed by families annually within the enrollment packet.

Printed Materials

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

Calendar

The calendar is posted on the De LaSalle Academy 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.

Open House/ Orientation

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

Conferences

Conferences are an important time to review your child’s progress and set goals. Parents/guardians are encouraged to bring questions or concerns to the conference. **Three mandatory conferences are held each year.** Other conferences may be scheduled, as requested by the parent/guardians or school 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/guardians are urged to make every attempt to keep the appointed conference time. When absolutely no other option is available, parents/guardians may request that an alternate time be arranged. In these cases, conferences may only include the homeroom teacher and parent/guardian.

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

Red Folders and Student Planner

These items are provided by the school and are kept in the student’s 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 the child, families should 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/teacher, forms, tests to be signed, etc. will be placed. Please use the folder for papers that must be returned to school. All other papers should be kept at home.

The daily Student Planner is an excellent resource for parents/guardians, students, and teachers to maintain effective communication about homework, long-range projects, etc. Missing assignments will be stamped PAST DUE in the planner. When necessary, the teacher may require that the Student Planner be signed nightly. It is De LaSalle policy for teachers to sign planners daily, to verify that assignments recorded are correct.

Critical or confidential communication should be sent in a separate note.

Weekly Update

The Principal’s newsletter and other important information will be emailed out weekly. Please let Mrs. Kolnick know at skolnicki@delasallefm.org, if you are not receiving communication from the school.

Duplicating Information for Two Families

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

Birthdays/Special Events

Birthday party or special event invitations brought to school for distribution must include an invitation for every student in the class. If plans do not include all students, 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.

Hours and Attendance

School Hours

School hours are 8:10am-2:55pm. On early dismissal days, hours are 8:10am-12:15pm. Students arriving after 11:20am, or departing before 12:30pm will be marked as ½ day absent.

Reporting Absences

Please call or email (skolnicki@delasallefm.org) the school office, by 8:15am if your child is going to be absent due to an illness or emergency. A note from the parent/guardian is required upon return to school.

Scheduled Absences

If it is known in advance that a student will be absent, written notice to the main office should be submitted prior to the date of absence.

Vacations

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

Make-Up Work

Parents/guardians may request make-up work if a student is absent for two or more days. Requesting work for one day of absence is discouraged. Work can be picked up from the main office. Students are expected to make up tests missed during absences on a day agreed upon by the student and the teacher, except for extended absences due to vacations, in which they will be made up 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.

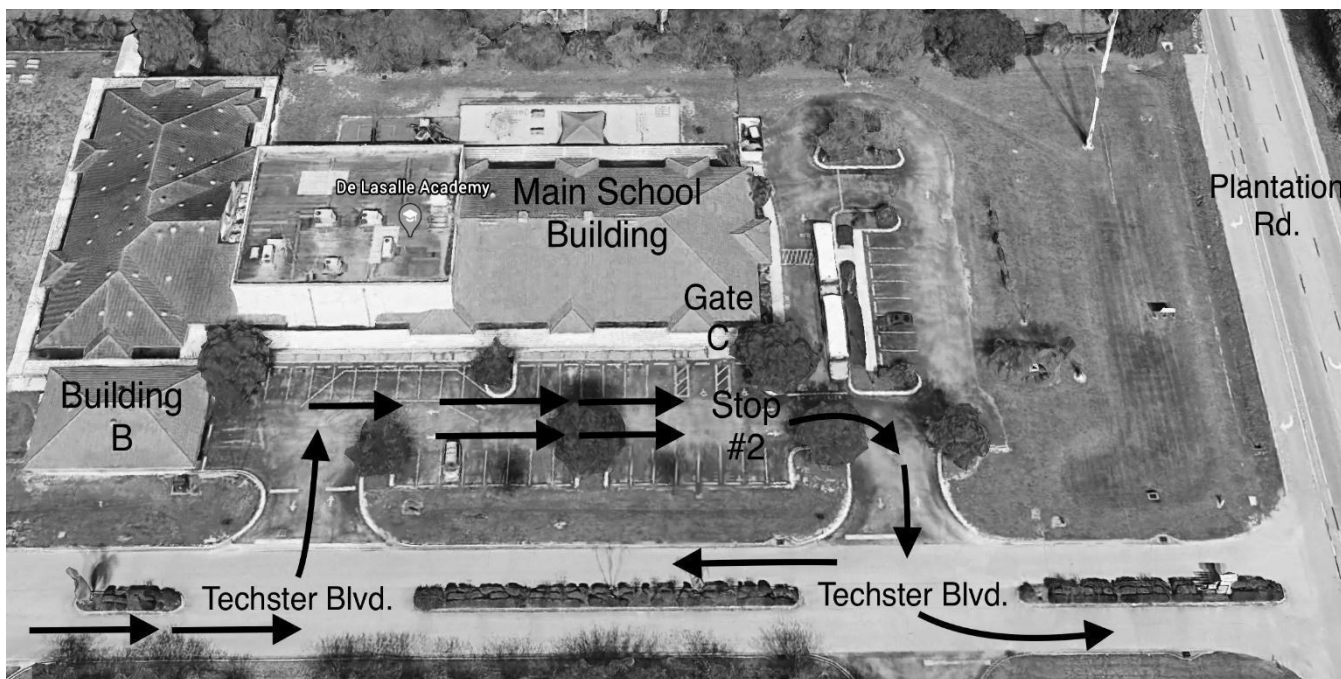
Arrival/Dismissal

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 any electronic devices during arrival or dismissal, unless specified permission for cell phone use is given by a De LaSalle Academy staff member.

Entering the Campus for Dropoff and Pick-Up

From Plantation Rd. turn onto Commerce Park Dr. (If traveling north on Plantation, turn left onto Commerce Park. If traveling south on Plantation, turn right onto Commerce Park). Turn right onto Techster Blvd. Techster Blvd. will curve to the right. Enter the school property by turning left after the first median (Near Building "B").



Morning Dropoff (8:00am-8:10am)

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. Parents/guardians are to remain in their cars during morning dropoff. There will be no drop off at the main office between 7:55 am and 8:10 am. Please use the car line exclusively during this time.

Before-School Program

Before school care is available from 7:00 am-8:00 am. Parents/guardians enter the campus via Techster Blvd. and pull up to the main office. Students will be buzzed into the main office door. To ensure the safety of all students, there is no passing of other vehicles. Parents/guardians are to remain in their cars during morning dropoff.

Parents/guardians are responsible for bringing their 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/guardian supervision to enter the building. Parent/guardians walking into the Before School Program are to park their car in the designated visitor parking spots outside the main office.

If arriving between 7:55 am - 8:10 am, please do not drop students off at the Before School Program. This will allow school staff to provide adequate supervision to all students.

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

Late Arrival

Students arriving after 8:10 am will be marked tardy. Late arrival is a disruption to your student's ability to be organized and get a solid start to the school day. In addition, late arrivals affect other students in the learning environment.

Excessive tardiness will not be tolerated and may result in disciplinary action, as determined by administration.

- Parents/guardians who arrive after 8:10 am must park and accompany their child into the main office.
- Parents/guardians 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 am. We cannot provide supervision for students who are not signed in.

Early Pick-Up

Parents/guardians are expected to keep students in school until the regular dismissal time. Leaving early is as disruptive to student progress as tardiness or absence. Students are not to be picked up in the front office after 2:30 pm. Excessive early dismissal will not be tolerated and may result in disciplinary action, as determined by administration.

Afternoon Pick-Up

Students are brought by the classroom teachers to the drop off area at 2:55 pm for regular dismissal, or 12:15 pm on early dismissal days. Students may not be dismissed through the front office after 2:30 pm, unless directed by De LaSalle staff.

In order to pick up students from carline, authorized pickup drivers must display the Green Name Card on the car dashboard. Vehicles without the 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 the 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 slowly out of the school driveway and turn left or right onto Techster Blvd.

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

Special Notes Regarding Dismissal Time and Safety

Please do not park your vehicle and walk into the school to pick up your child after 2:30 pm or (11:50 am on early dismissal days) as this will disrupt the safe flow of traffic during dismissal. Parents/guardians or their designee are always expected to use safe driving practices and to conduct themselves in an expected manner with school professionals.

After-School Program

The After-School Program will be available for registered students on school days. The After-School Program will not be available on days when school is not in session for De LaSalle Academy (e.g holidays, full-day conferences, teacher duty days, etc.). The goal of our program is to provide homework support and activities to promote overall development. More information on the After-School Program can be found on page 40.

Authorized Pick-Up

Students will be released only to parents/guardians or their authorized designees. ***Students will be released to either parent unless a court order is on file denying such rights to one or more of the parents.*** 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/guardian is required. The notification may be faxed, scanned, emailed, or sent as a hard copy. Phone calls will not be accepted. When possible, the student should know of these arrangements in advance. Please complete the Authorized Pick-Up List to confirm authorized designees for Pick-Up.

Carpools

If you participate in a carpool, the office requires documentation that other families are authorized to pick up your child. There is no need to display the Green Name Card for any family other than your own. Any changes to the carpool lists must be sent to the school with a written notice.

Changes in Pick-Up 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 is required.

If the individual is someone who does not have a Green Name Card, they must come to the front office with their ID, to pick up the child.

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 the school, the person needs only to display their families Green Name Card. 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 Services

Bus service is available for students residing in Cape Coral and Naples. Please complete the bus forms or contact the main office for information on the bus stops, fees, and registration. No child will be permitted to ride the bus without expressed written permission from the parent/guardian.

Parents/guardians are required to pick students up from the bus stop. The student will be brought back to the 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/guardian will be notified.

Parents/guardians must notify the school by 2:30 pm (11:30 am 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 in the aisles).
2. Students must always wear seatbelts.
3. Students will not share seats, except when teachers are present, such as a field trip.
4. Food and drinks are not permitted on the bus.
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 the bus service.

Students may bring cellphones 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. Students that are not riding the bus in the afternoon can pick up their cell phone from the main office at dismissal. More information on the cell phone policy can be found on page 32.

Public Bus

Students age 16 and older may be given permission to travel to and from school via Lee Tran public bus upon submission of the Authorization to Depart School via Lee Tran Form. This form authorizes the school to release the student to walk unattended to the bus stop and travel unattended on the bus. No student will be permitted to travel via Lee Tran Bus unattended without submission of the official form signed by their parent/guardian. No handwritten, faxed, emailed, or phoned-in requests will be accepted.

Walking

A parent/guardian must provide written permission for any student who will walk off or onto campus unsupervised.

Students Driving to School

Students who plan to drive to school must meet with administration to review procedures and to be provided with a parking space. Students who arrive before 8:00 AM 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 pm 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 suspension of parking privileges.

Emergency Closing

Whenever Lee County Schools close due to inclement weather, De LaSalle Academy will automatically be closed. Please listen to local radio 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 get him/her. In the case of inclement weather, 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.

Health and Safety

School Notification

Parents/guardians 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.

Insurance

The school mandates that every student is covered by school insurance, which is secondary to the parent's/guardian'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.

Immunizations

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

Emergency Medical Form

Emergency forms must be completed at the start of each school year. In case of injury or illness the school office will attempt to contact the parent/guardian. An updated Emergency Contact list is required annually and will be used if the parent/guardian cannot be reached. The Medical Authorization for Minor Form allows the school to authorize treatment in the event that the parent/guardian or their designee cannot be reached.

Illness

Children who are ill or have an elevated temperature must remain at home until they are 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/guardian or emergency contact will be required 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/guardians will be notified. The child is not to return to school until the hair is treated and all live 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 live nits have been removed.

All school families will be notified when there is a confirmed case of head lice. Families wishing to have their child screened for lice should contact the office. The screening will be conducted by school personnel.

Injury

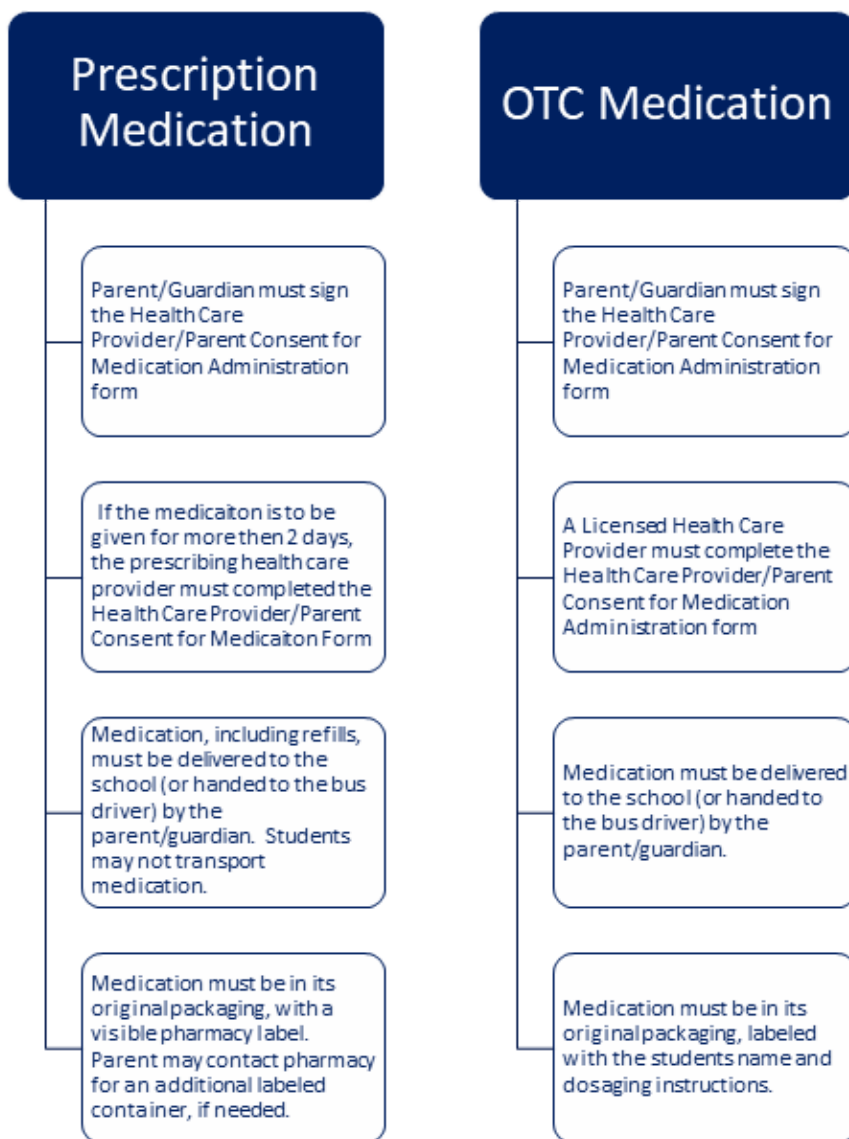
Our clinic aide is first aid certified and may clean and cover minor scrapes and cuts and/or apply ice to injuries. Creams, sprays, and ointments are not used on cuts or scrapes. A parent/guardian will be called if the injury appears more serious or if administration feels that the student should go home. Parents/guardians will always be notified in the case of 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

Medication will only be administered with a signed Health Care Provider/Parent Consent for Medication Administration Form.

- Only medication ordered by a licensed healthcare provider (LHCP) will be administered in the school setting. Whenever possible, medication administration should be scheduled outside school hours.
- All medication orders will expire at the end of the school year.
- Written parent/guardian permission is required prior to any medication administration.
- Medication must be in the original package and labeled with the student's name and dosage instructions. The school will not administer a dosage different from what is listed on the Health Care Provider/Parent Consent for Medication Administration without written directions from a LHCP.
- **Over-the-Counter (OTC):** All OTC medications require a written order from the LHCP prior to administration. OTC medications include, but are not limited to, Aspirin, Benadryl, and cough drops.
- **Prescription Medications:** Written orders should be requested for any prescription medications within 48 hours of treatment.

Please refer to the "Guidelines for Administration of Medication" on the next page.



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 requested from the office.

Department of Children and Family Services

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, on its website, and at a central location that is visible to students, the procedures for reporting abuse. Students are advised as follows:

- The state-wide hotline to report abuse is 1-800-962-2873 or abuse may be reported online at <https://reportabuse.def.state.fl.us/>.
- Dial 911 in the event of an emergency involving harm or potential harm.

Go to the Department of Children and Families (DCFS) website for more information on reporting abuse, neglect, and exploitation www.myflfamilies.com.

Counseling

The school counselor focuses on 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.

Recovery

Recovery is designed to preserve the learning environment so the teacher can teach, and other students can learn. The goal of recovery is to preserve the learning environment.

Recovery is not time out, punishment, a time to do schoolwork, or a time to receive counseling.

When students are disrupting lessons, they are not learning the concepts. When the student's behavior is creating a problem for others, the teacher must first guide the student to solve the problem. Recovery is used after that initial intervention. If the student needs time to process the situation, or an opportunity to regain self-control. De LaSalle Academy staff will employ the "Recovery Process".

Students may also request to utilize recovery when they feel anxious or overwhelmed. Taking this time to calm down is a life skill.

The Recovery Process is used for the sole purpose of allowing the teacher to continue to teach and to give the student the opportunity to regain self-control so he or she can return to the class activity. On-going concerns will be addressed through counseling and problem-solving sessions, rather than in recovery.

Students who use Recovery are encouraged to return to the classroom as soon as they are ready.

Recovery can occur in several settings, and while they are organized in the diagram from least to most restrictive, they do not necessarily flow in a linear fashion.

Classroom

Each room has a space away from the center of learning where students can sit to think, process, and regroup before rejoining the class activity.

Another Classroom

If a student has difficulty regrouping in their classroom, s/he will be guided to recover in another room.

School Office

If the classroom environment is too stimulating, the student can use a quiet space in the school office.

Home

In the event that a student is unable to regain self-control/self-regulation, a student may need to leave school for the day to recover at home.

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/guardians agree to comply with and support the discipline policies and regulations of the school.

- Students are bound by school policies and regulations when 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/guardians of their child's behavior and, when necessary, the consequence. Notices must be signed by the parent/guardian and returned on the next school day for the student to be admitted to class. Behavior Notices are included in the student's cumulative school record.
- Behaviors which may merit a consequence include any act that denies students, teachers, or other members of the school community:
 - The right to a safe environment.
 - The right to teach and learn.
 - Respect for property and person.

Methods of Intervention

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

- The student is guided to solve the problem and give back to the school community in a positive way.
- The 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/guardian, school counselor, and/or administration.
- Loss of minor privileges.
- Removal of student from classroom or activity to another recovery area, with the possibility of being required to recover at home. The four recovery levels/location are:
 - In the classroom in an alternate location
 - In another classroom
 - In the school office
 - 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 (as determined by administration) continued enrollment at De LaSalle will be reviewed. Parents/guardians and the 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. Work may or may not be completed during in-school suspension and unfinished work will be sent 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 constructed as a weapon, firearms, or abuse of prescription or non-prescription drugs.
- Serious violations may warrant notification of the police, mandatory drug testing, immediate suspension, and/or mandatory conference with parent/guardian 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 alternative disciplinary consequences for off-campus conduct depending on the severity of the issue. Such consequences may include, but are not limited to, detention, suspension, expulsion, and/or restitution.

Bullying and Harassment

All De LaSalle Academy staff and students are entitled to a school environment that is free of bullying and harassment. De LaSalle Academy is committed to a safe and orderly environment for all students and staff. It is the policy of De LaSalle Academy that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. De LaSalle Academy will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment as defined herein is prohibited.

- Bullying is the ongoing and deliberate infliction of physical hurt or psychological distress on another person(s). It is further defined as unwanted and repeated written, verbal, or physical behavior, including threatening, insulting, or dehumanizing gestures, by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or reasonably interfere with the individual's school performance or participation; and may involve but is not limited to:
 - Teasing
 - Social exclusion
 - Threat
 - Intimidation
 - Stalking
 - Physical violence
 - Theft
 - Sexual, religious, or racial harassment
 - Public or private humiliation
 - Destruction of property
 - Cyberbullying
- Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:
 - Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property.
 - Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits.
 - Has the effect of substantially disrupting the orderly operation of a school.
- Bullying and harassment also encompasses:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - Incitement or coercion
 - Accessing knowingly or willingly causing or providing access to data or computer software through a computer, computer system, or computer network with the school of the school system; or
 - Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

Bullying and 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 the nature of the offense and may include suspension or expulsion, as determined by administration.

Threats Against Others

All threats to inflict any harm to others will be taken seriously. Threats should be reported immediately to school staff.

Administration will consider the age of the child and nature of the offense. Parents/guardians and the 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 student 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.

Statements of Self Harm

All threats to inflict self-harm will be taken seriously. Threats should be reported immediately to school staff. Administration may require outside counseling and/or evaluation prior to returning to school.

Physical, Sexual, and Emotional Abuse

Students are instructed to report allegations of abuse by a student or staff member to administration/counselor and their parent/guardian.

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

Suspicion of drug use may result in mandatory drug testing within four hours of parent/guardian 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/guardians, 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. Items may be confiscated by the teacher and sent to administration.

Use of School Technology

Use of school technology is a privilege. A Technology Use Agreement must be signed by the parent/guardian and student. The Technology Use Agreement is outlined on page 37. Violation of the Technology Use Agreement will result in loss of this privilege and disciplinary action, as determined by administration.

Social Media and Electronic Messaging

In the event that a student's social media post or electronic messaging violate the philosophy, principles, policies of the school, or 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, as determined by administration.

Cell Phone Usage

Students may bring cellphones to school. However, they must be "parked" in the "off" setting and will be collected by the homeroom teacher upon arrival (or when getting on the bus). Students may pick up their cell phone at dismissal time (or upon exiting the bus) and place them in their 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 buses are all considered school property. Students participating in the After-School Program will "park" their phone with the 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/guardian must pick the phone up from school. **Such an 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.

Resolving Problems

Guidelines

For legal concerns, please see the Grievance Policy.

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:

- 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.
- 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.
- Parents and teachers are expected to be active listeners when discussing a school issue.
- The goal in any discussion between a parent and a teacher is to work together to help the child grow and learn.

- 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.
- Please note that outside legal counsel is not permitted to attend meetings that take place on campus unless school legal counsel is present.
- 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.

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.

Parent Community Association

All parents/guardians are members of the Parent Community Association at De LaSalle Academy. The mission of the association is “to encourage parent involvement, provide relevant information to De LaSalle Academy families, and support financial growth to serve the needs of the students at De LaSalle Academy.” Parent Community Association Leadership is elected annually.

The Parent Community Association Leadership works with administration to plan Family Nights and fundraisers. Family Nights are designed to be interactive events that promote community. All families are required to attend a minimum of two Family Nights per year.

If you are interested in being involved in the Parent Community Association Leadership please contact Mrs. English at renglish@delasallefm.org.

Volunteers

De LaSalle Academy promotes family involvement in all aspects of the student’s educational experience. There are many opportunities for parents/guardians and other interested adults to become involved in school activities. Each family must log a minimum of 20 volunteer points annually. Points may be earned through direct volunteer activities at 1 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 the Parent Community Association committees
- Fundraiser planning and facilitation
- Special events planning and participation
- Maintenance projects on campus

Please contact the Assistant Principal, Mrs. English at renglish@delasallefm.org to obtain a Volunteer packet and to coordinate volunteer activities.

State of Florida Requirements

In accordance with the 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. This includes:

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

Fingerprinting and background check fees are the responsibility of the volunteer.

Visiting Classrooms

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

Parents/guardians wishing to observe in a classroom must coordinate with the Principal.

Chaperones

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

Appendix A: Contractual Parent Responsibilities

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

PLEASE INITIAL EACH LINE AND SIGN BELOW. I / We will:

- 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 (PCA) Family Nights.
- 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 Letter.
- 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 \$20 in donated goods or services for school fundraisers).
- 11) _____ fulfill the financial obligations of this contract and adhere to tuition policies of the school, including timely payments and endorsement of Scholarship vouchers within 7 days of their receipt, or approving payment for the Family Empowerment Scholarship (formerly known as 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 Family Empowerment Scholarship (formerly known as 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.

Please sign and return to De LaSalle Academy. Receipt of this signed contract AND the completed payment agreements completes the enrollment process. A copy of this signed contract will be provided to you for your records.

Appendix B: Technology Use Agreement

As a student at De LaSalle Academy, I agree to the following rules and code of ethics:

1. I acknowledge 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 computers is subject to review by the school at any time without notice to me. I will not use technology resources for non-academic purposes.
2. I acknowledge 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.
3. I will not bring software applications, including games, from home to be used on school equipment without prior approval of appropriate school personnel.
4. I acknowledge 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 technology equipment; I will not use technology systems at school or elsewhere to disturb, harass, or cyberbully other users or use inappropriate language in any communications.
5. I will follow my school's procedures for information storage and understand that any information may be deleted from the systems at any time.
6. 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, or social media.
7. As a user of the network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or phone numbers or those of other students, teachers, 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.
8. Parents/guardians and students must realize that students may encounter material on a network/bulletin board that the school does not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). Although filtering software may be in place, there is no guarantee that all controversial material will be blocked. It is the student's responsibility not to pursue material that the school may consider offensive.
9. The use of school technology 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 student. The system administrators may close an account at any time as required. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously, including loss of technology privileges and/or disciplinary action.

Appendix C: Chromebook Program

Effective August 2022 all De LaSalle Academy students in applicable homerooms will be issued a Chromebook. The Chromebook Program will provide opportunity and enhance student achievement through personalized learning by empowering students to take control of their own learning. This program will support a learning environment that mirrors an off-campus world while maximizing instructional time. Devices will be returned to the school office at the end of each school year so maintenance tasks can be performed.

Program Overview:

- The device and related accessories are property of De LaSalle Academy and are governed by the Technology Use Agreement and school policies.
- The device must be used only by the student for school use.
- Students must take reasonable precautions for the care and safe keeping of the device that has been issued. De LaSalle Academy is not responsible for loss or damage to the device that occurs because of negligence.
- The student will maintain, preserve, and keep the device in good working order and condition.
- The school is not responsible for supporting network connections off campus.
- The device must be returned to the school in the condition it was initially provided to the student considering reasonable use and care.
- If the device malfunctions or needs repair the student must immediately notify the school office at 239-248-8212 to schedule the repair. If it cannot be repaired in a reasonable amount of time a loaner device may be issued if available.
- If it is believed the device has been stolen, the student/family is required to file a police report within 24 hours. A copy of the report must be provided to school administration.
- The student shall have the technology device in their possession in school as required.
- The device and all issued accessories must be returned upon request of school staff, prior to graduation, or prior to the student's last day of school, whichever comes first. Failure to return the device and accessories will result in fines up to \$500.

GoGuardian:

To help keep your child safer and more scholarly online, De LaSalle Academy has adopted online services provided by GoGuardian.

We have chosen GoGuardian services to:

- Help protect students against harmful and inappropriate online material
- Help students stay "scholarly" and more focused when learning online
- Help assess students' progress towards class assignments
- Facilitating communication between teachers and students during class time

GoGuardian's web-based services operate on our school's managed G Suite for Education Chrome accounts (i.e. when a student is logged into Chrome or a Chromebook with his/her school email address).

Frequently Asked Questions:

- Can students/families purchase their own cases for these devices?
 - No, the school has chosen the Zip Case because of its protective abilities. The case must always remain on the device.
- What if my child forgets to bring their device to school?
 - If a student fails to bring their device to school, they are responsible for completing their course work as though they had their device with them. Availability of a loaner device is not guaranteed.
- Will my child use their device in every class?

- o Use will vary based on subject, instructional need, and daily objectives.
- Can my student bring a device from home instead?
 - o No. There are many benefits to having all students in the classroom using the same device.
- My child participates in an after-school club, activity, sport, or aftercare. What are the expectations for device storage during these times?
 - o The device must be kept in the student's backpack during all after school activities.

Chromebook Reference Guide

Overview

- The device and related accessories are property of De LaSalle Academy and are governed by the Technology Use Agreement and school policies.
- The device must be used only by the student for school use.

Expectations:

- Come to class prepared to learn
- Take care of your device
- Do not share your login & password information
- Report issues with your device right away

Care Tips:

- Keep device in its protective cover
- Charge device fully each night on a hard surface
- Clean device screen with microfiber or antistatic cloth
- Protect device from extreme temperatures, food & drinks, small children & pets

Troubleshooting:

- Restart device
- Confirm device is connected to the Internet
- Contact the main office to schedule repairs

Appendix D: Before and After-School Programs

The goal of our program is to provide homework support and activities to promote overall development. This letter is intended to communicate the goals, policies, and procedures of the program.

Please return the registration form to De LaSalle Academy, 6401 Techster Blvd, Ft. Myers, FL 33966, ATTN: Rachel English, **by August 4, 2023**. If you have any questions, please feel free to call the school office at (239) 245-8212.

Before-School Policies and Procedures

I. Arrival: Children arrive through the front office door..

II. Breakfast: Breakfast is available for \$2.00 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.

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 on most posted early dismissal days from 12:15 PM 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 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, the staff will make every effort to work with students who may need assistance.

V. Trips/Special Activities: Trips and special activities may 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 front office..
- B) Children will be released only to their parent/guardian or the individuals listed on the authorized pick-up list. The parent/guardian or authorized individual must sign out the student and photo identification is required. In the event that the child must be picked up by someone not listed on the authorized pick-up form, we must have written, signed, and dated notification from the parent/guardian. This notification may be faxed or scanned/emailed to the school or sent as a hard copy prior to 2:00 PM. Phone calls will not be accepted. Whenever possible, the child should know of these arrangements in advance.
- C) Children will be released to either parent/guardian unless a court order is on file denying such rights to one or more of the parents/guardians.

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, which will be charged to your account. If a child has not been picked up by 6:00 PM and the after-school staff has not been notified by the parent/guardian, the after-school program staff will attempt to contact the parent(s). If the parent/guardian is unreachable, the emergency contacts will then be called. If no one can be reached, the after-school program staff will contact Administration for further instructions.

VIII. Payment: Fees will be charged as incidental expenses through the FACTS Family Portal.

Before School Program Weekly Fee: Free

After-School Program Fees: \$15 per day

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

Communicating an Emergency: In an emergency, staff will attempt to contact the student's parent/ guardian. If the parent/guardian is unavailable, we will attempt to notify the emergency contacts listed on your student's Emergency Information Form. De LaSalle Academy will take necessary actions in the student'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. Parent/guardian 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) 910-0622.

Transportation: Trips and Special Activities may be planned on select early dismissal days. Transportation for these activities will be available via De LaSalle Academy bus or van.

Discipline: All school discipline policies in the Parent/Student Handbook apply to the before and after-school programs.

Technology: Smart watches, 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.

We look forward to providing a safe and happy environment for your child after school. Please contact us if you have any questions.



Appendix E: Sports and Clubs Handbook

2023/2024

Code of Conduct for Interscholastic Student-Athletes & Club Participants

Students that participate in interscholastic athletics, competition and extracurricular activities should demonstrate high standards of ethics, sportsmanship, promote the development of good character and other important life skills. It is the duty of school administrators, parents/guardians, and school sports/clubs to promote sportsmanship and good character. As such, school sports and clubs must be conducted in a manner that enhances the academic, emotional, social, physical, and ethical development of students. With the goal of teaching positive life skills that will help students become personally successful and socially responsible.

Participation in school sports programs and clubs is a privilege, not a right.

To earn that privilege, students must demonstrate expected behaviors at all times. They are expected to be positive role models who exemplify good character.

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

Everyone involved in competition including students, parents, spectators, and associated student body leaders have a duty to treat other participants with respect. Coaches and club leaders have a special responsibility to model respectful behavior and the duty to demand that their athletes and club participants refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting, and inappropriate celebrations.

To safeguard the health of athletes and the integrity of the sport, school sports program must actively prohibit the use of alcohol, tobacco, drugs, and performance enhancing substances, as well as a demand of compliance with all laws and regulations.

Academic Eligibility- Sports and Club eligibility is determined quarterly. All students are eligible to participate in Quarter 1 offerings. Eligibility for Quarters 2, 3, and 4 is based on meeting minimum academic requirements.

- Students who earn a quarter grade below 70% in any academic subject will be ineligible to participate in sports or clubs for the following quarter.
- If a sport or club spans multiple quarters, a meeting will be held with the student, administration, teacher, and parent to create a plan. Eligibility will be monitored by that team throughout the course of that club/sport. The student will not be eligible to join any additional clubs or sports during this time. Additional meetings may be scheduled, as necessary.

Behavior – Students participating in sports and clubs are expected to follow the code of conduct and demonstrate expected behaviors. In the instance that a student receives a behavior notice, the school team may determine appropriate consequences. Consequences may include temporary or long-term removal from sports and clubs.

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 student participating in a sport or club who is removed from a team or voluntarily quits cannot join another sport or club that quarter.

Activity Fee - Each student must pay a **one-time** \$35.00 Activity Fee to participate in any sport or club.

Participation Fee - Each sport and club activity will have their own participation fee. The fee will be notated on the signup sheet for each activity and must be paid in full **before** the start of the activity.

Athletics Only

Parent/Guardian 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 in to 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/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 Assistant Principal and Coach 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/guardians will be responsible for picking up their child at each game location. Addresses for each game location will be provided in advance.

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

Students with a valid driver's license may drive to sporting events if round trip bus transportation is not provided. If round trip bus transportation to and from the sporting event is provided, all athletes must ride the bus.

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 destroyed or not returned upon will be paid for by the parent/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.

Appendix F: Pandemic Plan

The Pandemic Plan was developed in response to COVID-19. These guidelines are being included in the Parent/Student Handbook Appendix as a guide. Revisions to the plan will be updated depending on the specific situation at hand, in conjunction with recommendations from the Lee County Department of Health, the Centers for Disease Control, and the Florida Department of Education.

The Pandemic Plan will be deployed only when necessary, as a response to a local health crisis. Unless noted otherwise, a virtual option will only be available under the deployment of the Pandemic Plan.

The plan outlined below is designed to be multi-tier, allowing the school the flexibility to quickly switch between tiers and/or modify items when necessary.

When the school is operating under Tier A, families will have the option to select either the in person or virtual model. The model they select will be effective for one quarter.

- If, during that quarter, the family experiences significant life circumstances that impact the child's ability to continue with the selected program model, the family should contact administration. Administration may grant permission to switch from virtual to in person, or in person to virtual.
- If, during that quarter, the staff observes a lack of participation or decline in progress, administration will contact the family to develop a plan to address the situation. At this time, administration may grant permission to switch from virtual to in person, or in person to virtual.

Tiered Programs

Tier A: In person and virtual models are available. On the virtual model, students will attend their assigned classes via an online platform. The class meeting will not be recorded, and attendance will be taken. A laptop computer will be set up in the classroom allowing the student to participate with the whole group. The instructional model utilized may vary by class.

Tier B: All students will participate in virtual instruction. Classes will be held synchronously via an online platform.