



**2015 - 2016
PARENT/STUDENT HANDBOOK**

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www.delasallefm.org**



De LaSalle Academy 2015-2016 PARENT / STUDENT HANDBOOK

"...a beacon of hope for students with learning challenges."

Dear De LaSalle Academy Parents and Students,

Welcome to the learning community at De LaSalle Academy! We are happy to welcome our new and returning families to another great school year. We thank you for your willingness to partner with us on this journey.

De LaSalle Academy is founded on solid principles and understandings about the way children develop and learn. We are focused on supporting children in every aspect of their development, including the areas of social, emotional, behavioral and academic growth. Our goal is to provide an environment where your child can advance these capacities to the fullest and achieve success in school and throughout life.

Research-based methodologies and instructional programs have been chosen as the vehicle for delivering academic instruction that systematically identifies deficits and prescribes the appropriate interventions. Our caring and knowledgeable staff is prepared to provide the very best education available, through a team approach that enhances each staff member's ability to reach every child.

At De LaSalle Academy, we recognize the critical role of families in the growth and development of each child's potential. To this end, parents are encouraged to work closely with the school in open communication and with sincere commitment to the goals of the school. As your child's first teachers, your insight is a valuable tool for guiding instruction and emotional growth in the classroom and we truly welcome your partnership.

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

I look forward to sharing this school year with you, our De LaSalle Academy families, as we work together to make this a year that is filled with triumph and success for all. You are among a special community of individuals who are working together to prepare our children for the future. Thank you for adding your light to this beacon of hope.

With best wishes for a year filled with success,

Lori Riti
Director

TABLE OF CONTENTS

Abuse, reporting	16, 19, 29
After School Program	11
Attendance Policies/Procedures	7
Contract / Parent Responsibilities	26
Admissions	3
Arrival / Dismissal Procedures	8-11
Authorized Pick Up	11
Behavior & Discipline	17-19
Birthdays	23
Bus Travel Authorization	11
Calendars	13,27
Cell Phones	14
Communication	12-15
Computers / Technology	19,24-25
Conferences	13
Contacts/Staff	1, 12
Counseling	6
Dismissal / Pick-up	8-11
Dress Code / Uniforms	20-21
Emergency Closing	12
Field Trips	6
Florida Virtual School Participation	25
Graduation / Diplomas	7
Grievances / Solving Problems	14, 30-31
Health & Safety	15-16
Home & School Association/Meetings	14
Home Folder	12
Homework	6
Illness / Injury / Medical Forms	15
Lunch / Snacks	17
Make-up work	8
Medication	16
Mission Statement	2
Non-discrimination policy	3
Office Hours	12
Open House	15
Photographs of students, use of	23
Physicians & other service providers	13
Program of Instruction / Requirements	6
Report Cards/Student Progress	7
Registration	3
School Board-Board of Directors	4
Standards	4
Students Driving to School or Public Bus	11
Student Insurance	15
Student Support Plans	7
Supplies	23
Technology Use Agreement	24-25
Textbooks	6
Tuition Agreement / Payment Options	5
Volunteers	4,21-23
Wellness Policy	28

De LaSalle Academy of Ft. Myers

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De LaSalle Academy Ft. Myers, Florida



Mission Statement

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

Belief Statements

1. The dignity of every student is of paramount importance.
2. All students have the right to an appropriate learning environment designed to support their individual needs and promote academic competence to the degree possible.
3. The school experience must promote and support the development of independent living skills that will lead to success in adulthood.
4. Educational opportunities must encompass academic, social and emotional goals contributing to the highest level of self-actualization possible.
5. Diverse, research-based curriculum, teaching strategies, and therapeutic interventions are employed to fulfill the mission of the school.
6. All students, regardless of race, color, ethnicity, religion or socio-economic status shall be considered for enrollment.

ADMISSIONS

The following documents are required to be considered for admission to De LaSalle Academy:

- Parent Questionnaire
- Teacher Questionnaire
- Copy of most recent psychological evaluation
- Copy of most recent I.E.P., if transferring from public school

The admissions process includes:

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

Students may range in age from 6 – 18 at the time of initial enrollment and are placed in homerooms with age-range peers. Tests are administered to determine appropriate instructional groupings for 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 is to protect the right of all students to learn.

Required Forms: All students must have on file 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 and the school. A copy of the birth certificate is also required.

McKay Scholarship students must have all required Florida Dept. of Education documentation on file prior to the first day of attendance, as follows:

1. Florida DOE - Office of Independent Education and Parental Choice – Affidavit - *NOTARIZED*
2. Florida DOE - Student Data Collection Form

NON-DISCRIMINATION POLICY

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

REGISTRATION

Families are required to re-register by **February 16th** for the upcoming academic year. This includes the payment of a non-refundable registration fee of \$250. Re-registration is open to families for whom tuition, fees, volunteer record, and other obligations to the school are current according to the agreement with the school. Eligibility for re-registration is also subject to a review of academic and behavioral criteria as set forth in this handbook. Students are officially registered upon receipt of the aforementioned documents and a signed tuition agreement, as well as fulfillment of all obligations through the end of the school year.

STANDARDS

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

PARTNERSHIP

SCHOOL: The Administration, faculty and staff strive to:

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

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

- Supporting school policy, the administration and teachers and 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 and avoiding criticism of teachers and school policy
- Maintaining communication with school, including review of the Red Folder and Student Planner each night and the Wednesday Envelope each week
- Paying all tuition and fees on time, including endorsement of quarterly McKay vouchers within two weeks of receipt by school for participating families
- Reimbursing for any property destroyed (accidentally or intentionally)
- Attending a minimum of **five** Home & School Meetings 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.
 - Points may be earned at a rate of **one point per \$50** in goods, services, or cash donations brought to the school for the auction and other fundraising events.
 - Points may be earned for attendance at monthly Home & School Meetings.
 - Families who do not earn volunteer points are expected to pay \$50 per required point to the school.

VOLUNTEERS: There are many opportunities for parents and other interested adults to become involved in school activities. (See "Volunteer" section) In accordance with State of Florida requirements and for the protection of all, a volunteer application and background check, including fingerprint clearance (renewed every 5 years) must be completed before a volunteer can work at school or chaperone on trips. For adults volunteering to drive children on field trips, a driving clearance must also be completed (driver's license and auto insurance checked annually).

DE LASALLE BOARD OF DIRECTORS: School policy and direction are aided by the Board of Directors. The Board is made up of nine to thirteen members, appointed by members of the Board. The Board functions in the areas of long range planning, policy development, school budget, tuition and financing, and public relations. The board supervises the school director. Board meetings occur monthly and will be posted on the school calendar each month. Any person may address the Board of Directors by requesting to be put on the agenda at least two weeks before a scheduled meeting.

FINANCIAL OBLIGATIONS

Tuition and other fees for the 2015-16 school year total \$15,500. There is also a separate registration fee of \$250. This is the amount necessary to cover school operating expenses and school-based aid, not capital improvements. Income to meet our expenses comes from tuition, fees, fundraisers, grants, and donations from benefactors.

Parents are required to sign a tuition contract each spring for the following school year. The tuition contract is binding and provides details regarding tuition, fees, McKay Scholarships, Personal Learning Savings Accounts, tuition assistance, and parent portion of tuition payments, as well as a payment schedule for the parent portion.

Tuition payment options are offered as follows:

1. One lump sum payment due on August 3, 2015
2. Two payments (50% each) due on August 3, 2015 and January 4, 2016
3. Ten equal payments, August – May, auto-debited (ACH) from bank account on the 5th or 20th monthly. Auto debit (ACH) through FACTS Tuition Management is mandatory for monthly payers. Registration with FACTS Tuition Management is required by June 1 for returning families and prior to the first tuition payment for new families.

Parents may apply for tuition assistance based on financial need and must do so by the deadline that is posted in school communications to parents. Tuition assistance is available on a first come basis, in addition to demonstrated need. Volunteer service record and fulfillment of other Parent Partnership obligations stated in this handbook are also required and taken into consideration in determining scholarship eligibility. (Please see pg. 4) The amount of assistance to be granted from year to year will vary according to available funds and any changes in eligibility.

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

Non-payment for one or two annual payments: Annual payments are due on August 3 and bi-annual payments are due on August 3 and January 4. Accounts are considered past due after 30 days. If tuition payments are 45 days in arrears or more, your child may be unable to continue attending classes at De LaSalle Academy and parents are required to appear before the Tuition Accountability Committee. Families who are not current with payments at the time of re-registration or have a pattern of late payments will not be permitted to re-register and will not be considered for tuition assistance for the following school year. Enrollment status for the next school year is contingent upon satisfying all financial obligations to the school through the end of the school year and tuition contract.

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

PROGRAM OF INSTRUCTION

All students are instructed in developmentally appropriate levels of reading, language arts, math, science, and social studies. Co-curricular areas of the program include physical education, arts, music, technology, study skills, and life skills. Students proceed through the sequence of study according to the schedule determined by staff and administration. Homeroom placement and reading and math class placement are determined by staff and administration, taking into consideration a variety of factors, including: grade level, chronological age, developmental age, and cognitive skills. See page 25 for information and policies regarding high school student participation in Florida Virtual School.

SCHOOL RESOURCES

COMPUTERS / TECHNOLOGY: Computers, smart boards, DVDs, and other forms of educational technology are available to enhance and aid instruction. Computers are available in each room for student use. The school has internet access and students are instructed in the appropriate use of the internet, including signing a pledge to do so. Violations will result in a student's loss of internet access and other appropriate disciplinary action. Please refer to the Technology Use Agreement in this handbook.

COUNSELING: The school counselor deals with the normal developmental concerns of children: forming and keeping friendships, school work habits, family concerns, improving behavior at school. All students interact as needed with the counselor as part of the school's regular program of support. A child or family in need of extended 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.

TEXTBOOKS: Textbooks and other curricular materials are selected by the director in consultation with the teachers. They are used as one of many means to meet the objectives of the curriculum. Books must be treated with care, including providing book covers when textbooks are sent home on a regular basis. Families will be charged for damaged or missing textbooks or school resources.

PRINTED MATERIAL: All printed material containing reference to the school or any associated activity with or without school imprimatur is subject to final approval of administration.

FIELD TRIPS: Field trips are part of the educational experience, an extension of the curriculum. No student, however, has an absolute right to a field trip. Because field trips are a privilege, students can be denied participation if they fail to meet appropriate academic or behavioral requirements. All costs and fees are paid by parents. Signed parental permission forms are required before a student will be permitted to participate in a field trip. We will accept only our school's form for field trips. Telephone calls will not be accepted in lieu of proper forms. Parents have the right to refuse to allow their child to participate in a field trip.

HOMEWORK

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

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

The De LaSalle Academy **school website**, www.delasallefm.org, includes a page for each teacher at the school where homework and activity information is posted daily.

MONITORING STUDENT PROGRESS

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

1. placement for small group instruction
2. identifying student strengths and weaknesses in specific skill areas
3. monitoring progress

In keeping with the De LaSalle Academy philosophy, teachers will utilize a variety of assessment methods to determine student outcomes throughout the school year. Report Cards are issued quarterly and will consist of a check system for younger students and percentage grades for older students. Mid-quarter Interim Reports will also be issued. Conduct and effort will also be assessed and reported. Any student who is having particular difficulty between progress reports will be closely monitored and the teacher will communicate concerns to parents if they arise.

The speech/language and occupational therapists will provide separate reports regarding student progress in therapy annually.

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

STUDENT SUPPORT PLANS: Individual Student Support Plans are updated annually and provide parents and teachers with information regarding the student's actual grade level, performance and instructional levels, services, students' strengths and challenges, along with necessary accommodations and modifications.

GRADUATION: Students at De LaSalle Academy may earn either a standard diploma or certificate of completion, according to criteria set forth by the State of Florida Department of Education. Determination of graduation track is made by administration following consultation with teachers. Parents are informed in a timely manner of the decision of administration. Changes in local requirements may or may not affect De LaSalle's diploma policy.

ATTENDANCE

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

REPORTING ABSENCES: Please call the school office by **8:45** if your child is going to be absent due to illness or emergency. A note from the parents separate from the student planner is required upon return to school. If it is known in advance that a child will be absent, a written note to the director must be submitted prior to the date of absence. Students leaving school before 12:30 will be marked ½ day absent.

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

MAKE-UP WORK

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

ARRIVAL AND DISMISSAL

Students arriving after 8:30 will be marked tardy. Late arrival is a disruption of your child's ability to be organized and get a solid start to the school day, and also affects other members of the class when a child arrives late. Your effort to be on time to school will have positive outcomes for your child. Excessive tardiness may result in disciplinary action, as determined by administration.

Parents who arrive after 8:30 must PARK and accompany their child into the office. Parents must sign their child in and students receive a tardy slip. UNDER NO CIRCUMSTANCE, IS A CHILD TO BE DROPPED OFF IN THE SCHOOL PARKING LOT AFTER 8:30. We cannot provide supervision for students who are not signed in.

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

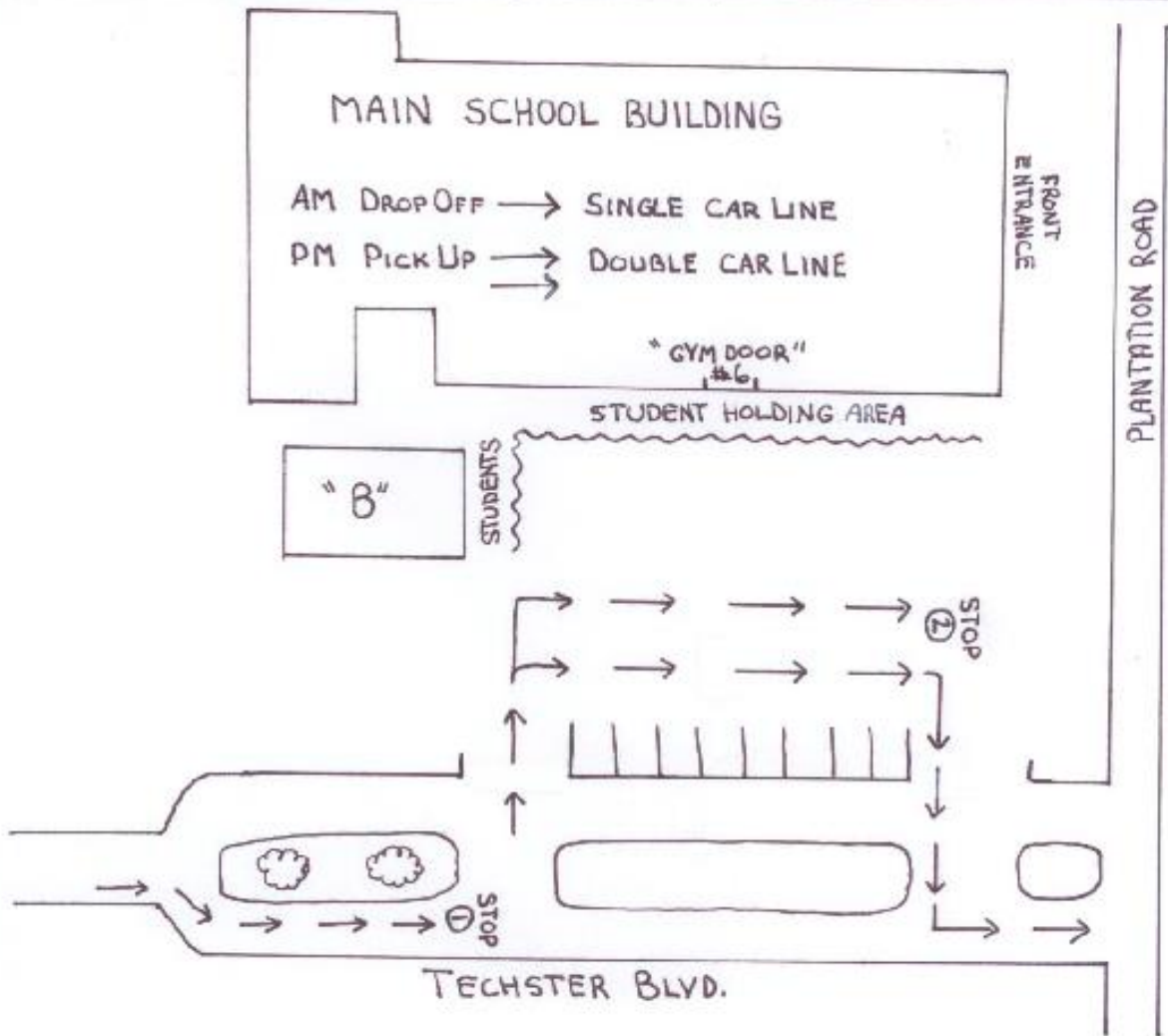
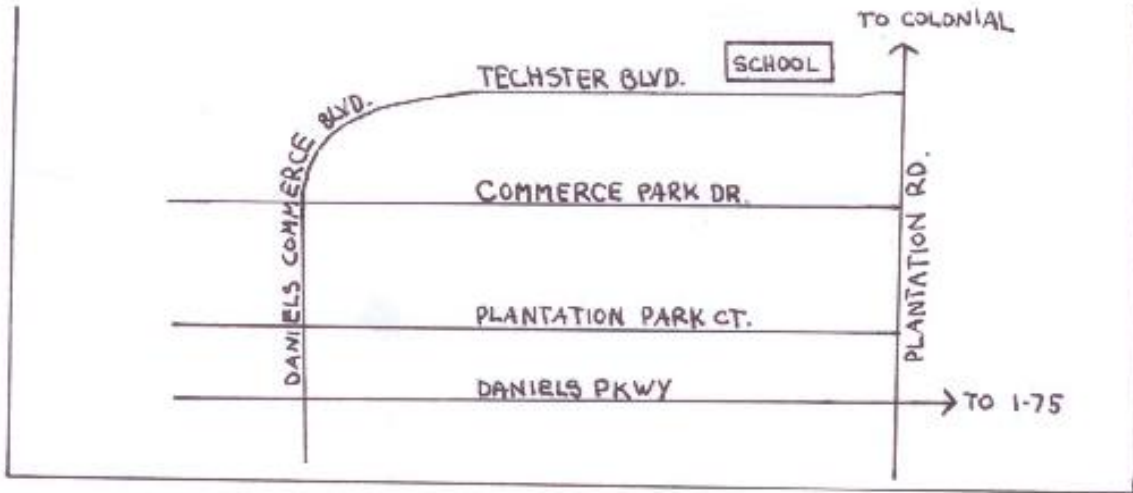
Students are brought by the classroom teachers to the Drop Off Area at **3:30** for regular dismissal, or **12:15** on early dismissal days. Please refer to the car-line diagram and procedures on the next page for specific details. **Students who are not picked up by 3:45 (or 12:30) will be sent to the After School Program and will be charged the daily rate of \$15 per occurrence.** Please see the section on the After School Program in this handbook if you are interested in registering your child for recurring afterschool care.

SCHOOL HOURS: School hours are 8:30-3:30, except on early (12:15) dismissal days.

EXPECTATIONS FOR STUDENTS DURING ARRIVAL AND DISMISSAL: Students are expected to behave in an appropriate manner at all times during school hours and during arrival and dismissal. Students must follow procedures in this handbook and remain in designated areas until directed to move by school staff. Students may not use cell phones or other electronic equipment during arrival and dismissal, unless special permission for cell phone use is given by a De LaSalle Academy staff member.

DROP OFF / PICK UP DIAGRAMS

(PLEASE SEE PG. 10 FOR DETAILED EXPLANATION OF PROCEDURES)



PLEASE DO NOT TURN ONTO TECHSTER FROM PLANTATION RD. DURING DROP OFF AND PICK UP.

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

MORNING DROP OFF (8:15-8:30)

Enter the school property as described above. 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 on. To encourage trust and independence, students who require assistance travelling to the classroom will be escorted by De LaSalle Academy staff only.

AFTERNOON PICK UP (3:25-3:40 on regular days --- 12:15-12:30 on early dismissal days)

Enter the school property as described above. Form a **DOUBLE** line of cars along the area marked by arrows in the diagram. Choose either line. Drive to Stop #2, or all the way up to the next car. When the whistle sounds 3 times, staff will release students from the holding area. Once all students have safely boarded the vehicles, staff will sound the whistle 2 times, at which time cars may proceed out the school driveway and turn left or right onto Techster.

RAINY DAY ARRIVAL AND DISMISSAL

PLEASE SEND A RAIN PONCHO WITH YOUR CHILD in case there is a rainy day dismissal (no umbrellas for students). Use the same procedures described above for drop off and pick up.

SPECIAL NOTE REGARDING DISMISSAL TIME AND SAFETY

Please do not park your vehicle and walk into the school to pick up your child after 3:10 (or 11:55 on early dismissal days) as this will disrupt the safe flow of traffic during dismissal. Parents or their designee are expected to use safe driving practices at all times and to conduct themselves in an expected manner with school professionals and traffic volunteers.

BEFORE SCHOOL PROGRAM

Before school care is available from 7:00 AM – 8:10 AM. Parents enter the campus as described for morning drop off above. Students will proceed through **Door #6** at the entrance to the gymnasium. Parents are responsible for bringing students into the building for before school care if they feel the child needs assistance, or the school may require this if the student needs parent supervision to enter the building. **If arriving at 8:10 or later, please do not drop student at before school care.** This will allow school staff to provide adequate supervision for all students.

AUTHORIZED PICK-UP

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

BUS TRAVEL FOR TRANSPORTATION TO /FROM SCHOOL – WALKING TO/FROM SCHOOL

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

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

STUDENTS AGE 16+ DRIVING TO AND FROM SCHOOL

Students must obtain a parking permit from the school office and display it in the driver's side windshield. Students who arrive before 8:15 must report to the Before School Program. Students may not remain in their vehicle at any time while on school property. At 3:30 dismissal, students will proceed directly to their vehicle and exit the parking lot immediately, as pick-up traffic allows, through a designated exit. Other considerations: At all times, music must be at a volume that cannot be heard outside of the vehicle. Students are expected to drive safely and considerately and represent De LaSalle Academy in a respectful manner. Failure to follow these policies will result in revocation or suspension of parking privileges.

AFTER SCHOOL PROGRAM

After school care will be available for registered participants on school days. After school care will not be available on days when school is not in session for De LaSalle Academy (e.g. holidays, full-day parent-teacher conference days, teacher duty days, etc.). The goal of the After School Program is to provide a time for students to interact socially and to get started with or complete homework. The fees for the After School Program are provided in the After School Program packet.

A fee of \$1.00 per minute will be charged for students who are picked up after 6:00 PM. A daily fee of \$15 will be charged for non-participating students who are not picked up at the regular dismissal time. All policies and procedures contained in this Parent/Student Handbook apply to the After School Program. Consistent behavioral concerns may result in dismissal from the After School Program and possible disciplinary action at school.

After School Care on Early Dismissal Days:

On early dismissal days, students who are registered for the full-time After School Program are provided supervision without additional cost for the extended time. However, afternoon field trips may be arranged by After School Program staff for an additional fee. Parents may also choose to register for part-time after school care on half-days or on an as-needed basis. Students who are not registered for regular after school care may participate on half days at a rate of \$20 per day, plus field trip costs.

EMERGENCY CLOSING

Whenever Lee County Schools close due to impending bad weather, De LaSalle Academy will automatically be closed. Please listen to WINK AM (dial 1230) or other local stations for Lee County's decision to cancel school. Please do not call the school. When possible, an automated phone call will be initiated by administration. In the event of a school closing when school is already in session, your child will be dismissed if you personally come for him or her. In bad weather situations, in order to take the child of a friend or relative, you must present the office with a signed note from that parent authorizing you to do so.

COMMUNICATION

FRONT OFFICE

The front office is open from 8:15-4:00 on days when school is in session. When school is not in session during the year, the office is generally closed. Parents may leave a voicemail for office personnel or teachers and expect a response by the next business day.

RED HOME FOLDER & STUDENT PLANNER

These items are provided by the school. Every student is expected to bring the Red Home Folder to and from school daily. Parents will find graded work, notes from the office or teacher, forms or tests to be signed, etc. when checking the Red Folder each night. Missing assignments will be stamped PAST DUE in the planner. Depending on the age and level of responsibility of your child, you will want to develop an appropriate system at home for facilitating this important home/school communication. Please keep only those papers that must be returned to school in the Red Folder. All others papers should be kept at home. The daily Student Planner is another excellent resource for parents, students and teachers to maintain effective communication about homework, long-range projects, etc. In cases where the teacher determines it is necessary, parents will be notified that the Student Planner must be signed nightly. Critical or confidential communication should be sent in a separate note by both staff and parents.

WEDNESDAY ENVELOPE

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

DUPLICATING COMMUNICATION FOR TWO PARENT ADDRESSES

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

CONTACTING TEACHERS OR ADMINISTRATION

Communicating with teachers and administration is highly encouraged. Voicemail messages may be left during the school day. Staff will return calls as soon as possible. Teachers will respond either during the day if they are free, after school, or the next school day. No teacher or student will receive phone calls during class except for extreme emergencies.

Teachers and administration may also be contacted via email. A directory is provided for you in this handbook and on our website under Contact Us. Please allow 24 hours for teachers to respond.

In the event that 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 to the teacher.

SCHOOL WEBSITE: www.delasallefm.org

The school website includes a weekly posting of the Wednesday Letter, updates to the school calendar, information about special events and fundraisers, and individual teacher pages for each member of the faculty that includes daily homework postings and ongoing class information. Parents are encouraged to email teachers and staff as a form of quick communication. Teachers check email frequently throughout the school week.

SCHOOL CALENDAR

A copy of the annual school calendar is included in this handbook and on the school website. This calendar will serve as a general guide for holidays, conferences, early dismissals, etc. The monthly calendar provided in the Wednesday envelope is the final authority, however, and may reflect adjustments to the calendar.

NOTIFICATION OF CHANGES

It is critical that the office be informed of any changes in information provided to the school, such as address, phone number, carpool, authorized pick-up, medication, etc. Knowledge of medication changes is critical in the event that a child should have a medical emergency and for optimal home & school partnership and support of the child. Communication between parents and the school regarding medication changes is in the best interest of the child and is expected.

PARENT CONFERENCES

Conferences are an important time to review your child's progress and set goals for the coming marking period. Parents are encouraged to bring questions or concerns to the conference. Four mandatory conferences are held each year. Other conferences may be scheduled as needed at the option of the parent or may be requested by the teacher. Because of the unique structure of De LaSalle Academy, every attempt is made to devise a conference schedule that facilitates a meeting with the Homeroom teacher, Reading teacher, and Math teacher. Due to the complexities of arranging such a schedule, parents are urged to make every attempt to keep the appointed conference time. Of course, when absolutely no other option is available, parents may request that an alternate time be arranged. In such cases, conferences may be with only the homeroom teacher. Conferences with the speech/language therapist, occupational therapist, school counselor or other teachers are scheduled separately, although the therapists attempt to attend as many quarterly conferences as possible.

PHYSICIANS, COUNSELORS, THERAPISTS & OTHER SERVICE PROVIDERS

School personnel will share information with outside service providers upon receipt of a release signed by the parent or guardian of the student. Surveys, questionnaires, or other forms of written feedback will be forwarded directly to service providers. Parents of students receiving outside language therapy, occupational therapy, or mental health counseling should facilitate communication between De LaSalle Academy therapists and the outside provider, and may be required to provide authorization to share information in order to adequately support the child. De LaSalle Academy therapists are responsible for goals developed by school personnel.

RESOLVING PROBLEMS (For legal concerns, see Sect. 504 Grievance Policy on pg. 30-31)

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

1. The relationship between the teacher and child is the most important one for the success of the child in school. Therefore nothing shall be done to undermine that relationship. Neither the parents nor the teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nurturing the student to reach his or her potential. It is vital that both parent and teacher remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority.
2. Students are encouraged to speak directly with teachers about concerns first. If the problem is not resolved, the parent should speak with the teacher to communicate concerns.
3. Parents and teachers are expected to be active listeners when discussing a school issue.
4. The goal in any discussion between a parent and a teacher is to work together to help the child grow and learn.
5. If a satisfactory agreement is not reached between a parent and a teacher, or concerns continue after a reasonable period of time, the parent may request another meeting with the teacher, with the director also in attendance.
6. Please note that outside legal counsel is not permitted to attend meetings that take place on campus or meetings at which school legal counsel is not present.
7. The relationship between the parent and the school is critically important. If that relationship becomes irrevocably severed due to a lack of willingness on the part of the parent to support policies of the school, it may result in discontinued enrollment of the student.

CELL PHONE USAGE

Students may bring cell phones to school. However, they must be “parked” in the “off” setting, collected by the homeroom teacher (and Before School Program personnel) upon arrival at school. The cell phone will be collected by the student at dismissal time and placed in the student’s backpack. At no time while on De LaSalle Academy property are students permitted to use *any function* on their cell phone without express permission from a staff member. The parking lot and walkways are considered part of the school grounds. Students participating in the after school program will “park” their phone with after school program personnel. In the event that a student’s cell phone is found outside of the parking bin, the phone will be confiscated by the teacher and sent to administration. A parent or legal guardian must pick the phone up from school. **Such occurrence will immediately end the student’s privilege to bring a cell phone to school for the duration of the school year.** The written notice provided in this handbook serves as the **only** warning that students will receive regarding this policy. In the event that a student who has lost cell phone privileges brings one to school, the phone will be held by administration until the end of the school year.

HOME & SCHOOL ASSOCIATION

The mission of the Home and School Association is “to encourage parent involvement, provide continued education to De LaSalle Academy families, and support financial growth to serve the needs of the children of De LaSalle Academy.” Officers are elected annually. Home & School meetings will take place six-eight times per year and **attendance at a minimum of five meetings is mandatory.** This is an important time for communicating special information to parents about the school and its programs and for building a supportive partnership.

Meeting reminders will be announced in advance on the monthly calendar and in the Wednesday Letter. Meeting time counts toward parent volunteer service hours. **Meetings will take place generally on LAST THURSDAY of every month, except December and May when the meetings are replaced by school programs. When holidays or conferences affect the schedule, an alternate date will be announced. The meetings begin at 6:30 and are held in the gymnasium. Meeting dates are posted on the monthly calendar and on the school website.**

OPEN HOUSE AND NEW PARENT ORIENTATION

“Back-to-School ” night AND a separate “New Parent Orientation” night are scheduled at the beginning of the school year. See communication from the school or check the school website regarding the scheduled date for this year. These are critically important meetings and attendance is expected.

HEALTH AND SAFETY

STUDENT INSURANCE

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

IMMUNIZATION AND HEALTH FORMS

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

EMERGENCY MEDICAL FORMS

These forms are filled out at the beginning of each school year. In case of injury or illness we will always call the parent first; however, it is important to list adults who can be called if you cannot be reached. The notarized Medical Authorization for Minor allows the school to authorize treatment in the event a parent or designee cannot be reached. *If there are changes in your work or cell phone number or emergency back-up person, let us know immediately* so these important records can be updated.

ILLNESS

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

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 or ointments are not used on cuts or scrapes. A parent will be called if the injury appears more serious or if the director feels that the student should go home. Parents will always be notified if the child has had a head injury. If an injury occurs at school or during a school activity whereby school insurance coverage is required, the request for necessary insurance paperwork must be made within 90 days of the injury.

MEDICATION

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

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

1. Parent submits the medication in its original container with label giving doctor's name, name of drug, proper dosage, and time of dispensing. The school will not administer a dosage different from that on the original container without written directions from the doctor.
2. The parent and physician complete written authorization forms (available in the office).
3. A student may self-administer certain prescription medication (e.g. epi-pen, inhaler, Insulin) and will be assumed to be capable of doing so, except where the physician's order indicates that staff assistance is required.

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

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

Changes: Changes in medication taken at home should be reported to the school in the interest of the student's safety.

TEACHER / OFFICE NOTIFICATION

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

DEPT. OF CHILDREN AND FAMILIES

If there has been a report of child abuse, the Dept. of Children and Family Services has the authority to send an investigator to interview a child on campus. If this occurs, the school will attempt to contact the parent or guardian of a minor child before allowing DCFS to speak with the child. If DCFS states that it would be detrimental for the parents to be contacted or present, the school will permit the interview. If DCFS wishes to remove a child from school, law enforcement will be called and the child will be released to the custody of law enforcement.

LUNCH AND SNACKS

LUNCHES

De LaSalle Academy students may choose to purchase a lunch at school for \$4.25. The lunch calendar will be provided to parents and posted on the website at the beginning of each month. Milk may be purchased separately. **Lunch fees must be pre-paid a minimum of one week in advance and may be paid monthly also.** A notice will be sent home when a pre-paid balance is running out. De LaSalle Academy participates in the National School Lunch Program for free or reduced lunch. Information about that program is provided separately.

SNACKS

Secondary students will be selling snacks at De LaSalle Academy prior to the morning bell. Snack prices will range from \$.25 - \$.75.

In an effort to maintain the cleanliness of our classrooms and to maximize student learning, we ask that snacks brought from home:

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

Please do not send candy, soda, or any high sugar food & drink for lunch or snack. Gum is not permitted at any time.

BEHAVIOR & DISCIPLINE

CODE OF CONDUCT

De LaSalle Academy is called to be a community based on the shared acceptance of respect and dignity for all individuals. The goal of all discipline is self-discipline, creating a wholesome sense of what is good for each individual and what is good for the school community. Students are expected to solve problems that their choices may create. In requesting registration at De LaSalle Academy, both students and parents agree to comply with and support the discipline policies and regulations of the school.

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

Possible Methods of Intervention

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

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

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 education process or the reputation of the school, or is otherwise a violation of school policy. Examples of such conduct include, but are not limited to, illegal activity; alcohol consumption; possession, use, or sale of drugs; inappropriate internet activity; harassment or bullying; pornography; fighting; illegal use of firearms; theft; arson and sexually inappropriate behavior. Students may be subject to different disciplinary penalties for off-campus conduct depending on the severity of the issue. Such penalties may include, but are not limited to, suspension, expulsion, detention, and/or restitution.

HARRASSMENT

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

THREATS

Any and all student threats to inflict any harm to self or others will be taken seriously. Whoever hears the threat should report it immediately to the teacher or administration. The school response will take into account the age of the child. Parent and counselor will be notified. Administration may require outside counseling and/or evaluation and the student may be suspended from school until the appropriate professionals provide a statement in writing indicating that the student is recommended to return school. A threat may result in expulsion at any point following the occurrence of the threat.

PHYSICAL, SEXUAL, OR EMOTIONAL ABUSE

Students are instructed to report allegations of abuse by a student or staff member to De LaSalle Academy staff and to their parents. Parents are instructed to report allegations of abuse to De LaSalle administration and/or to follow the posted procedures on the school website and on handbook page 29.

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. If possible, parental notification will be made prior to personal searches. Suspicion of drug use may result in mandatory testing within four hours of parent notification.

DUE PROCESS

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

PERSONAL ELECTRONICS and OTHER VALUABLES:

Cameras, tablets, iPODS, MP3s, CDs, headphones, and hand-held electronic games are not to be brought to school, unless specific limited permission is given by a staff member. Students are not permitted to bring valuables to school and the school will not assume responsibility for such items if brought to school.

USE OF TECHNOLOGY

Use of school technology is a privilege. A technology use agreement must be signed by the parent and child under school regulations and all stipulations outlined in the agreement must be followed. Failure to do so will result in loss of privilege and possible additional disciplinary action. A copy of the agreement is provided in this handbook.

UNIFORMS & DRESS CODE

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

All uniforms items that have logos must be purchased through **All Uniform Wear**. A separate pricing sheet will be provided by the school and is available at the store. Parents are strongly encouraged to purchase uniforms in JUNE OR JULY as supplies may be limited due to heavy demand in August. Students are expected to be in full uniform on the first day of school.

All Uniform Wear
11286 S. Cleveland Avenue, Ft. Myers, 33907
239-274-7472

School shirts: The uniform shirt is a short-sleeved or long-sleeved polo shirt with the DE LASALLE ACADEMY school logo. 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.

Shorts, pants, skorts, capris: Must be khaki in color and may be purchased at the uniform store or any retail store. Shorts, skorts, capris, 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 and skorts must be at least middle fingertip length when arms are at the side.

Belts: Belts are optional. If a belt is worn it must be brown or black only, 1" width, without embellishments.

Sweatshirts/Jackets: Sweatshirts and jackets that are worn in class must have the school logo and be purchased through the school uniform store. **NO OTHER OUTER WEAR MAY BE WORN WHILE INSIDE THE SCHOOL BUILDING.** Jackets worn to and from school and/or during recess that do not have the school logo will be kept in the student's cubby or back pack between arrival and dismissal time.

Sweatpants: May be worn to and from school, but removed while in the classroom.

Tights, full-length stockings, or leggings: Are permitted only on days when the temperature drops below 45 degrees.

Shoes: Only **GYM** shoes or **ATHLETIC** shoes are permitted. Shoes may be any color. Shoes with flashing lights, platforms, wheelies, etc. are not permitted.

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

Hair and Jewelry: A simple, non-distracting hairstyle of a child's natural hair color is required for all students.

Boys: Hair should be neat and presentable. Long hair (beyond collar) is permitted, however the student's eyes must be visible at all times. Razor cuts, tails, mohawks, fauhawks, and other related haircuts are not permitted. Facial hair is not permitted. A watch, earrings, and/or small necklace is permitted (see description below), but no other jewelry may be worn. Jewelry may not contain inappropriate symbols.

Girls: Hair should be neat and presentable and the student's eyes must be visible at all times. Earrings: one pair of small, simple pierced earrings of post type (or hoop that does not extend more than one-quarter inch below the ear). A watch and/or small necklace, is permitted (see description below). Make-up and nail polish or gel, other than completely clear, are not permitted. Fake nails are not permitted.

NOTE: Necklaces worn to school by girls or boys may have pendants no more than 1" in length and the chain must be proportional to the pendant. No other decorative metal or other objects may be worn on the body or in the mouth. Jewelry may not contain inappropriate symbols. Students earning high school credit may wear class rings bearing the school name.

P.E. Shirts: All students are required to have the uniform P.E. shirt. P.E. shirts are worn to school on P.E. days for all students. All P.E. T-shirts are ash colored with silk-screened school logo and must be purchased through the school uniform store.

P.E. Shorts: NO STUDENTS ARE REQUIRED TO WEAR P.E. SHORTS.

SCHOOL SPIRIT DAYS

School Spirit Days will be announced in advance. This is an optional dress out day. Students who choose to participate must wear the school Spirit T-Shirt with shorts, pants, capris or skirt of their choosing, in keeping with the out-of-uniform description under No Uniforms below:

N.U.T. (No Uniform Today) Days:

Not all clothing that may be appropriate for home, beach, or playtime is appropriate at school. In school, shoes must be safe for stairs and playground (no boots, high soles, flip-flops, slides, uncovered toes). Clothing may not drag on the floor and must be at least fingertip length. Clothing is not permitted when dirty, torn, or too oversized; when tight, skimpy or revealing (no spandex, muscle shirts, tank tops, or midriff showing when arms are raised). Clothing may not be in poor taste with inappropriate logos or messages counter to the standards of the school. If in doubt about clothing, it is wise for the student to bring a change of clothing to school. The decision of administration about the appropriateness of uniform apparel, N.U.T. day clothing, shoes, and accessories will be final.

VOLUNTEERS

De LaSalle Academy promotes family involvement in all aspects of the student's educational experience. We welcome the help of parents with many tasks that require extra hands and expertise. A minimum of 20 volunteer points is required to be documented in the school office for each family.

AREAS OF NEED:

- Drivers and chaperones for field trips
- Clerical work at home or at school
- Maintaining the school collection of equipment and materials
- Assistance to the school as an aide in the classroom, music room or art room
- Serving on committees when announced by the Home & School Association
- Fundraiser planning and facilitating, including 1 point earned per \$50 in donated goods or services
- Room parents for class events and activities
- Special events planning
- Maintenance projects on campus

VOLUNTEER LOG

A volunteer log will be maintained in the front office. Parents are required to sign in and out, and record hours served at school (or at home). Points earned through monetary or merchandise donations will be logged by the office at a rate of 1 point per \$50. Logs will be checked and totaled on March 1st. All volunteers at the school must sign in at the front desk and wear a volunteer badge while at school. Volunteers are expected to be dressed and behave in a manner that is consistent with the standards of the school.

STATE OF FLORIDA REQUIREMENTS FOR SCHOOL VOLUNTEERS

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

1. Volunteer Application
2. Signed Code of Conduct for Volunteers
3. Fingerprint clearance and background check

Instructions for applying to be a school volunteer are provided in the Volunteer Packet. Please call the school office to request a packet or download the forms from the school website. Fingerprinting and background check fees are the responsibility of the volunteer.

In addition, any adult (21 or older) who intends to help drive children for field trips must complete the following each year:

1. Provide a copy of Florida driver's license and auto insurance card
2. Signed permission for the school to obtain a Motor Vehicle clearance

REQUIREMENTS: Adult driver / chaperones must use an insured vehicle that provides a working seatbelt for each child. Children under the age of 12 may not ride in any seat equipped with an air bag. Drivers must be willing to accept children as assigned by the teacher, must follow the instructions of the teacher as to directions to the location, approved stops along the way, providing food or drink to the student, and responsibilities for student behavior and safety. Parent chaperones must be aware of all school policies in force during the course of the field trip, as outlined in this handbook and follow the directives of De LaSalle Academy staff on site. A parent who does not have driving clearance may drive his/her own child, but no other children. Siblings who are not enrolled at De LaSalle Academy are not permitted to attend school field trips.

VOLUNTEER FORMS, FINGERPRINTING AND DRIVER CLEARANCE IS REQUESTED TO BE COMPLETED BY SEPT. 30TH. Because this process takes time, it is best to accomplish it well in advance of any school activity or trip.

ROOM PARENTS

Each class has one or two room parents who serve as coordinators for that particular class and assist in a variety of school activities. One parent will be designated in each class as the primary liaison to other parents. Volunteers for room parents are requested at the beginning of the school year.

VISITING CLASSROOMS / VOLUNTEERING IN CLASSROOMS

For the protection of the students, all visitors (including parents) are to report to the office upon entering the campus, sign in, and pick up a visitor's badge. Parents are encouraged to volunteer to assist in classrooms, attend special classroom activities, assist with school-wide projects, etc. Other volunteer options are listed in the "Volunteer" section. Parents wishing to observe in a classroom may make an appointment with the director. All volunteers in direct contact with students must have volunteer clearance prescribed by the State of Florida.

MISCELLANEOUS INFORMATION

SCHOOL SUPPLIES:

A school supply list is provided and posted on the school website at the end of the year in preparation for the next school year. Parents are expected to provide the items listed, including those required to be purchased through the school. Please note that backpacks with wheels will not be permitted under any circumstances. Rolling backpacks are a danger to the safety of students in the school setting. Any student who is not able to carry books in a backpack will be required to purchase a second set of textbooks to be kept at home. Parents may order textbooks through the school office manager. A water fountain is available at school. Students who wish to bring water to school may do so as long as the water bottle 1) is room temperature; 2) has a sports cap; and 3) contains only water. Students are expected to use the water bottle appropriately and not to cause a distraction to themselves or others.

USE OF STUDENT NAMES / PICTURES

Student names and sometimes pictures will be published in school publications, especially for awards, class pictures, etc. (e.g. yearbook, weekly newsletter). On our school website, students' pictures without names or names without pictures may be published. Parents who have concerns about the publication of their child's name or picture in our in-house publications are asked to contact the director at the beginning of the school year.

In publications more accessible to the general public (newspaper TV, school website if complete names or names with pictures are contemplated, on our brochure, or in school ads) an annual permission form signed by parents is obtained before names and/or pictures of students are included.

BIRTHDAYS

Parents sending birthday party invitations to school for distribution must provide an invitation for every boy and/or every girl in the class (as applicable). If plans do not include all boys or girls, please mail invitations directly to students. Birthday treats may be brought to school to be shared at the end of the day if pre-arranged with your child's teacher. Please provide all necessary utensils for serving the treat. Students with allergies are expected to be reported to parents via the appropriate school form and will be protected accordingly.

SOLICITATION ON CAMPUS

No person may solicit goods or services on campus or on any property owned by the school, or at any school-related event without express permission from administration. Permission will usually be provided for the sale of Girl Scout or Boy Scout goods, but must be requested in advance.

The Agreement below is reprinted for your reference. An original form must be submitted to the school each year.

De LaSalle Academy Technology Use Agreement

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

1. I recognize that the purpose of school computers and electronic information services is for teaching and learning. I understand that the school owns the computers and that any information I place on the computers is subject to review by the school at any time without notice to me. I will not use the computer resources for non-academic purpose.
2. I recognize that software is protected by copyrights laws; therefore, I will not make unauthorized copies of software and will not give, lend, or sell copies of software to others. I will not bring software applications, including games, from home to be used on school equipment without prior approval of appropriate school personnel.
3. I recognize that the work of others is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not be a party to any electronic plagiarism; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems at school at school or elsewhere to disturb or harass other computer users or use inappropriate language in any communications.
4. I will follow my school's procedures for information storage and understand that any information may be deleted from the systems at any time.
5. I understand that each student who receives internet access through an account will be instructed in the proper use of the network. The use of the internet must be in support of education and research consistent with the appropriate rules for the network or resource. I will not use the school system or internet for personal or commercial uses, including emails, Facebook, or Twitter.
6. As a user of the network, I will not use bulletin boards or chat lines 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.

Parents 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 not consider offensive.

The use of the computer is a privilege, not a right. Vandalism or intentional modification of system settings is prohibited. The undersigned below assumes financial responsibility for any damage caused by the user. The system administrators may close an account at any time 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 computer privileges and/or disciplinary action.

Please review this Technology Use Agreement carefully before signing. The signatures on this document are binding. This agreement must be signed before computer use and access to the internet is given.

User

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

User's name (please print): _____

User's signature: _____ Date: _____

Parent or Guardian

As the parent or guardian of this student, I have read the Technology Use Agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials, and I will not hold them responsible for materials acquired in use or any injury to my child as a result of its acquisition. Further, I accept full responsibility for supervision if and when my child's use of the school technology resources (e.g. laptop computer) is not in a school setting.

Parent or Guardian's name (please print): _____

Parent or Guardian's signature: _____ Date: _____

FLORIDA VIRTUAL SCHOOL - HIGH SCHOOL PROGRAM

Qualified high school students may opt to take some courses through Florida Virtual School, with administrative approval. Students who receive a McKay Scholarship will have their scholarship reduced by the State of Florida according to the state statutes. Parents will be billed by the school for the difference. Students participating in the McKay Scholarship program may take a maximum of two FLVS courses per school year. Students may work on FLVS coursework assignments and projects at school and at home. Exams and quizzes may only be taken at school under the supervision of school staff. Failure to meet any of these requirements will result in denial of credit for FLVS courses taken.

PARENT RESPONSIBILITIES / CONTRACT WITH SCHOOL

All parents are required to submit a signed contract to the school indicating agreement with the outlined tuition payment plan and **Parent Responsibilities**. The latter section is **reprinted** below for your information.

PARENT RESPONSIBILITIES

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

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 intermittent conferences as scheduled by the school.
4. attend a minimum of four Home-School Meetings.
5. support my child by reviewing the Red Home Folder and Student Planner nightly and provide appropriate homework support.
6. maintain communication with the school by reading the Wednesday Envelope contents each week, signing the envelope, and returning it to school.
7. update school records regarding changes in contact information, medication and medical information, and any other information that may contribute to my child's safety or success.
8. provide my child with the necessary uniform and will ensure that my child arrives at school in dress code daily.
9. provide my child with the necessary supplies as requested by the school.
10. earn a minimum of 20 volunteer points (1 point-1 hour of service OR \$50 in donated goods or services for school fundraisers)
11. fulfill the financial obligations of the tuition contract and adhere to tuition policies of the school, including timely payments and endorsement of McKay Scholarship vouchers within 14 days of their receipt.

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 or the McKay Scholarship program.

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.

Print Name of Parent/Guardian(s): _____

Signature of Parent/Guardian(s): _____ **Date:** _____

Signature of Director, DE LASALLE ACADEMY: _____ **Date:** _____

**De LaSalle Academy
2015 - 2016
Academic Calendar**

July 2015							January 2016							Jan. 1 New Year's Day	
			1	2	3	4						1	2	Jan. 18 Martin Luther King Jr Day - no school	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	Jan. 21 End of 2nd Quarter - 47 Days	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	Jan. 21 Home & School Meeting	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	Jan. 22 Professional Duty Day - no students	
26	27	28	29	30	31		24	25	26	27	28	29	30	Jan. 28 Early Dismissal - Conferences	
							31							Jan. 29 Conferences - no school	
August 2015							February 2016								
						1	Aug. 13 New Student/Parent Orientation		1	2	3	4	5	6	
2	3	4	5	6	7	8	Aug. 17 Teachers' First Day	7	8	9	10	11	12	13	
9	10	11	12	13	14	15	Aug. 14-21 Professional Duty Days	14	15	16	17	18	19	20	Feb. 15 President's Day - no school
16	17	18	19	20	21	22	Aug. 21 Open House	21	22	23	24	25	26	27	Feb. 25 Home & School Meeting
23	24	25	26	27	28	29	Aug. 24 Students' First Day	28	29						
30	31						Aug. 24-25 Early Dismissal								
September 2015							March 2016								
		1	2	3	4	5			1	2	3	4	5	Mar. 24 Home & School Meeting	
6	7	8	9	10	11	12	Sept. 7 Labor Day - no school	6	7	8	9	10	11	12	Mar. 24 End of 3rd Quarter 42 Days
13	14	15	16	17	18	19		13	14	15	16	17	18	19	Mar. 25 Good Friday - no school
20	21	22	23	24	25	26	Sept. 24 Home & School Meeting	20	21	22	23	24	25	26	Mar. 27 Easter
27	28	29	30					27	28	29	30	31			Mar. 28-Apr. 1 Spring Break - no school
October 2015							April 2016								
				1	2	3						1	2	Apr. 7 Early Dismissal - Conferences	
4	5	6	7	8	9	10		3	4	5	6	7	8	9	Apr. 8 Conferences - no school
11	12	13	14	15	16	17	Oct. 23 End of 1st Quarter - 44 Days	10	11	12	13	14	15	16	
18	19	20	21	22	23	24	Oct. 26 Professional Duty Day - no students	17	18	19	20	21	22	23	Apr. 22 Talent Show
25	26	27	28	29	30	31	Oct. 29 Home & School Meeting	24	25	26	27	28	29	30	Apr. 28 Home & School Meeting
November 2015							May 2016								
1	2	3	4	5	6	7	Nov. 11 Veteran's Day - no school	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	Nov. 12 Early Dismissal - Conferences	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	Nov. 13 Conferences - no school	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	Nov. 19 Home & School Meeting	22	23	24	25	26	27	28	
29	30						Nov. 25-27 Thanksgiving Break - no school	29	30	31					May 30 Memorial Day - no school
December 2015							June 2016								
		1	2	3	4	5				1	2	3	4	Jun. 2 Early Dismissal - Conferences	
6	7	8	9	10	11	12	Dec. 10 Holiday Program	5	6	7	8	9	10	11	Jun. 3 Conf/Graduation Day - no school
13	14	15	16	17	18	19		12	13	14	15	16	17	18	Jun. 8-10 Early Dismissal Days
20	21	22	23	24	25	26	Dec. 21-Jan. 1 Winter Break - no school	19	20	21	22	23	24	25	Jun. 10 Last Day for Students
27	28	29	30	31			Dec. 25 Christmas Day	26	27	28	29	30			Jun. 13 Professional Duty Day

	Holiday - school closed
	Professional Duty Day - no school for students
	Teacher In-Service Day - no school for students

	Early Dismissal Day - students
	Conferences - no school for students
	Meeting or event



DE LASALLE ACADEMY WELLNESS POLICY

Philosophy and Commitment

De LaSalle Academy School Board and Staff believe that good health promotes student attendance and student achievement. Staff wellness is also an integral part of a healthy school environment, since school staff can serve as daily role models for healthy behaviors. Well-planned and effectively implemented school nutrition and fitness programs will promote and protect children's health and well-being, as well as their behavior and ability to learn.

To meet this goal, the School Board adopts a Wellness Policy with the accompanying procedures, with the following commitments to nutrition, physical activity, student and staff wellness, and a plan for implementation. This plan is designed to effectively utilize school and community resources and to equitably serve the needs of students and staff.

I. Assurance

We assure that the guidelines for reimbursable meals shall not be less restrictive than regulations and guidance issued by USDA.

II. Nutrition Goals

- A. To promote good nutrition, appropriate food choices, and food safety for students and staff for the development of overall health and well-being, in compliance with nutrition requirements established by federal, state and local laws and regulations.
- B. To emphasize low-fat and fat-free milk, reduced-fat dairy products, a variety of fruits and vegetables and whole grain enriched products in menu development.
- C. To ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidelines issued by the United States Department of Agriculture (USDA).
- D. To adhere to all requirements regarding competitive food sales and foods of minimal nutritional value, and to comply with nutrition standards established by the USDA and the Department of Food, Nutrition and Wellness.
- E. To encourage participation of eligible students in the free and reduced price meal program.
- F. To promote guidelines for snacks and other foods used as classroom rewards, celebrations, school sponsored events and fundraising activities.
- G. To provide nutrition education to students through a planned, sequential curriculum and a variety of classroom and lunchroom activities. Nutrition education will also be provided to families through menus, newsletters, the De LaSalle Academy website, parent meetings and other wellness activities.
- H. To operate all child nutrition programs with school foodservice staff who are properly qualified according to current professional standards.
- I. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. Nutritional Promotion

The School environment, including the classroom and cafeteria, shall provide clear and consistent messages that promote and reinforce healthy eating.

IV. Guidelines for All Foods Sold and Served:

- 200 calories or fewer per portioned package
- No more than 35 percent of total calories from fat per serving size
- Calories from saturated fat must be below 10 percent
- Zero trans fat per serving
- Total sugar must be at or below 35 percent by weight
- Sodium must be at or below 480 mg per side dish and at or below 600 mg per main dish
- Consistent with the Dietary Guidelines
- Contributes to developing healthy eating habits

V. Physical Activity Goals

A. To provide a physical education program by a certified physical education teacher that emphasizes physical fitness and healthy lifestyles.

- B. To provide a physical education program that includes the development of positive attitudes toward wellness and physical activity, safety guidelines, responsible behavior in physical activity settings, appreciation for a variety of physical activities, and an understanding of the relationship between physical activity and wellness.
- C. To provide opportunities for physical activity before, during and after the school day in addition to scheduled physical education and other subject area classes.
- D. To encourage and assist students and staff in establishing personal fitness goals.
- E. To provide opportunities for school-wide events that promotes physical activity, such as Field Days or Seasonal Fairs.
- F. To encourage parents to promote physical activity and to participate in physical activities with their children.
- G. To avoid the use or elimination of physical activity as punishment.
- H. To implement an adaptive physical education program for students with disabilities.

VI. Health and Safety Goals

- A. To ensure that all buildings, structures, and grounds are inspected and meet health and safety standards.
- B. To maintain a school and worksite environment that is free from tobacco except in designated smoking areas. It is unlawful for any person under 18 years of age to smoke tobacco in, on, or within 1000 feet of school campuses.
- C. To maintain a school and worksite environment that is free from alcohol and other drugs.
- D. To encourage walking and bicycle riding where appropriate and safe.
- E. To provide a comprehensive health and safety education program for students.
- F. To refer students, families and staff to health resources in the community.

VII. Informing/Updating Public

- A. De LaSalle Academy will provide all parents with a complete copy of the Wellness Policy in the Parent/Student Handbook and will ensure that the most updated version of the policy is always available on the school website for the public to view.
- B. The wellness team will prepare a report annually evaluating the implementation of the policy and include any recommended changes or revisions.

VIII. Implementation Strategy

- A. At the final school board meeting of each year, the Wellness Policy will be discussed and all stakeholders will be asked to provide feedback on the policy. All comments and recommendations will be reviewed and considered.
- B. The Wellness Steering Committee will work with staff to develop a comprehensive wellness program based on the adopted goals and results of the initial assessment. The program will be continuously evaluated and updated.
- C. The wellness team shall meet quarterly to review nutrition and physical activity policies, evidence on student health impact and effective programs and program elements.
- D. The school will develop a wellness assessment instrument to monitor compliance. On an annual basis, the school will use this instrument to assess the school's nutrition and physical activity environments and policies.
- E. School Food service staff will ensure compliance with nutrition policies within school food service areas.
- F. The school will consider student needs in planning for a healthy nutrition environment. Students will be asked for input and feedback through the use of surveys and attention will be given to their comments.
- G. The food service director will be available to speak with parents during open house and allow for parents to make suggestions as to what they would like to see occurring within the school.
- H. The Director will ensure compliance with established school-wide nutrition and physical activity policy.
- I. The approved Wellness Policy is posted at: www.delasallefm.org.

REPORTING ABUSE

Under FL 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:

1. 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/>.
2. In the event of an emergency involving harm or potential harm, dial 911.
3. Go to the Department of Children and Families (DCF) website for more information on reporting abuse, neglect and exploitation. www.myflfamilies.com

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 the 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 Director, or designee, and must set forth in detail:
 - (1) The specific subject(s) of the dispute;
 - (2) The specific facts upon which the Parent relies to support the claim;
 - (3) The specific legal grounds upon which the Parent relies; and
 - (4) 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.