



**PARENT/STUDENT HANDBOOK**  
**2014 – 2015**

**UHA!**  
**Understand Honor Achieve**  
*With Passion*

School is what kids do for a living;  
they need to experience success on the job –  
**ONE CHILD AT A TIME!**

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# **TDS Mission**

**Our mission is to Understand Honor and Achieve, and we do it with passion! UHA!**

## **TAMPA DAY SCHOOL PHILOSOPHY**

School is what kids do for a living; they need to experience success on the job.

### **BELIEFS**

1. We believe that in order to achieve our mission, we must focus on the strengths of each child and be aware of his/her personal learning style. This focus becomes the foundation for future learning.
2. We believe that we must adapt the curriculum for educational benefit for every child. We use alternative assessments, strategies and resource materials to teach every child.
3. We believe that self-esteem is not something that you can give a child, but must come from within and can be fostered through repeated, successful school experiences.
4. We believe that it is crucial for staff to build a relationship with each student and celebrate each student's contribution to the classroom.
5. We believe that when teachers share a common philosophy, we can educate the whole child socially, emotionally, physically and academically.
6. We believe that parents must be involved in their child's education and when we work with them as a team, great things can and do happen.
7. We believe that we must set high academic standards and provide rigorous curriculum for mastery of skills. Students must first believe in their ability to learn and ultimately take responsibility for their own academic achievement.
8. We believe that it is the responsibility of the staff to promote a social atmosphere where students learn to respect the differences in others, appreciate and applaud the strengths of their peers, and are given the tools to resolve conflicts in a respectful, positive manner.
9. We believe that all staff members must serve as positive role models who encourage each other, work as a team, and are committed to their own professional growth.
10. We believe that it is our responsibility to provide consistent routines, clear expectations and a structured environment to maximize each student's potential for success.

# **TAMPA DAY SCHOOL CULTURE**

## **10 Essential Elements**

A successful school consists of many elements. When brought together under the guidance of a clear mission (**UHA!**), these elements create a unique Tampa Day School culture that fosters success for each child.

1. Brain-based research guides our adoption of best practices.
2. Rigorous, evidenced-based curriculum promotes high academic standards.
3. Executive function strategy training and study skills are integrated into our program.
4. Faculty is highly qualified, passionate and maintains a growth orientation.
5. Homework assignments are relevant and our homework lab is available to reduce struggles.
6. Management of the learning environment (NOT the child) is emphasized.
7. Routine progress monitoring and evaluation procedures are utilized at each grade level.
8. Development of social competency and resiliency increases confidence and motivation.
9. Relationships between teachers and students are believed to be critical to student success.
10. Partnerships with parents and professionals are fostered to promote positive student outcomes.

# HISTORY OF TAMPA DAY SCHOOL

Tampa Day School was founded by Joan Schabacker as the Tampa Reading Clinic and Day School in 1970. It was designed as a tutoring program and a small school for children with learning difficulties, serving students in the first through fifth grade, and remained a relatively small program with specialized instruction and small classes.

In 1997 Lois Delaney, M.A., became the head of school. The program was expanded through eighth grade under the name of Tampa Day School. In 2000, the school moved into the newly constructed facility that is our current home located in West Carrollwood, and in 2003 six additional classrooms were added. The school has grown from four classrooms and 35 students to fifteen classrooms with the capacity for 150 students.

Tampa Day School is recognized as the premier school in the Tampa Bay Area offering a college prep curriculum for students who learn differently. Our students benefit from small classes, hands-on curriculum and differentiated instruction.

In addition to the Day School Program, our research based reading intervention program has also grown rapidly since 1997. Designed to remediate Dyslexia and other reading difficulties, our Learning Solutions program provides one-to-one and small group intensive instruction during the school day, after school hours, on Saturdays and throughout the summer. The program also provides comprehensive evaluations, academic tutoring in all areas, math intervention, training in study and organizational skills, as well as homework management.

## ACCREDITATION

Tampa Day School is accredited by the following:

- Florida Council of Independent Schools **(FCIS)**
- Southern Association of Colleges and Schools **(SACS)**

# **ADMINISTRATION**

## **Head of School**

Lois Delaney, M.A., the Head of School since 1997, has a Masters Degree in Special Education, Masters level Certification in Administration and Supervision and has completed doctoral coursework in Special Education, but more importantly, has been actively involved in education for over 45 years. She has experience in private and public school settings (mainstream and special education), residential treatment centers, and a wide range of private practice and consulting positions. She has also taught Special Education courses at the university level. She is also the Founding Director, and currently the Executive Director, of Keystone Prep High School, a college-prep school of choice for students who learn differently.

## **Associate Head of School**

Andrea Mowatt, M.Ed., Ed.S, currently serves as the Associate Head of School. She is a graduate of the USF School Psychology and Education Leadership Programs and has been practicing school psychologist since 1993. In addition to her experience in public schools and private practice, Ms. Mowatt has been a member of administrative team at TDS since 1998. In addition to providing school psychology services (e.g., groups, evaluations, consultation), she has served as the Assistant Principal, Director of Outreach/Marketing, Director of Admissions, and Lower Division Director.

## **Director of Curriculum and Instruction**

Jennifer Mitrakos

## **Dean of Students**

Dwayne Sneed

# **ADMISSIONS**

## **Admissions Team Purpose**

The goal of the TDS Admissions Team is to identify children who meet criteria for admission and encourage their enrollment.

## **Admissions Team Composition**

The admissions team will be comprised of the Head of School (or designee), Associate Head of School and the Admissions Coordinator. Faculty observations and recommendations will be recorded on the student shadow form and reviewed as part of the committee process.

## **Criteria for Admission**

Tampa Day School considers students for admission who have average to above average cognitive ability who may have:

- A learning disability impacting academics
- Attention Deficit Hyperactivity Disorder
- Difficulty with organization and study skills
- Anxiety
- A history of underachievement

Tampa Day School does not discriminate in the administration of its admission policy on the basis of race, sex, religion, national or ethnic origin.

# ACADEMIC PROGRAM

At Tampa Day School the curriculum is designed with the intent to both challenge and support each student. Foundational to the development of our curriculum is the belief that with best practices in curriculum and instruction, bright children with learning disabilities, dyslexia, attentional difficulties and/or executive functioning weaknesses can be highly successful students. With ***small class sizes*** (1 teacher to 12 students), teachers have the opportunity to work closely with each student to gain a better ***understanding of how they learn*** and to ***provide students with choices*** about how to best demonstrate mastery. Throughout this process, highly informative ***assessment data is used to drive instructional goals***. Instructionally, ***lessons are differentiated***, large assignments and instructional units are broken into ***“doable” steps***, and structures for maximizing ***student engagement*** are incorporated into activities. As you walk through the hallways, it is not uncommon to witness a high level of explicit instruction and modeling, enthusiastic discussion and interaction, and relevant hands-on learning activities throughout the school day.

## Rigorous Academics

Students are presented with ***standards-based curriculum*** materials consistent with those found in traditional schools; however, the pacing and delivery of the materials more closely matches their individual learning styles. Materials and technology resources are carefully researched, piloted and adopted to ensure that students have access to the most up-to-date, ***evidenced-based curriculum, technology, and assessment tools***. In addition to providing a strong foundation of core knowledge and skills, one of the primary goals in our program design is to foster a ***passion for learning*** and the ***confidence*** necessary to ***maximize each student’s potential***.

## Emphasis on Learning Strategies

The emphasis placed on direct instruction of strategies and tools needed to master content is founded in the knowledge that students do not automatically acquire critical learning skills. Given that research indicates learning skills develop faster when taught explicitly with content, our teachers routinely incorporate opportunities to practice ***goal setting, time management, organization, self-regulation, and study skills*** throughout lessons and during the course of projects and long-term assignments. ***Critical thinking and problem-solving*** are embedded and practiced across the content areas with the goal of promoting a deeper understanding of the learning process and ultimately, a more ***meaningful, successful learning experience***.

## Well-Rounded Experience....FUN!!!

We strive to achieve a ***balance between academics and enriching experiences***. All students are involved in ***fine arts, performing arts and physical education*** to explore interests and potential talents. Fieldtrips and themed days are incorporated to extend learning. ***Technology*** is woven into coursework and classes with the dual goal of



motivating student engagement and teaching skill sets needed for researching, presenting, learning and communicating. In addition to experiences built into the school day, student may participate in a variety of ***volunteer activities, service learning projects safety patrol, and student government***. After school, students have the option of joining on-site activities such as soccer, fencing, martial arts, ceramics, keyboarding and lego engineering clubs.

### **Additional On-Site Support**

When students require ***extra 1-on-1 support***, whether the need is tutoring, speech and language therapy or occupational therapy, on-site ***professionals work closely with the family and the faculty to develop a coordinated intervention plan that can be woven into the daily routine***. When students utilize the services of off-site professionals, we encourage that the services be delivered on campus to promote collaboration and intervention effectiveness.

### **Reduced Homework Hassles**

# TECHNOLOGY AND INTERNET USE

Tampa Day School encourages the ethical use of electronic media in all circumstances. Supervised internet access is provided in each classroom and when accessing the computer lab. Students may access the internet only after the parent and student have signed the Acceptable Use Policy and only when they are under the supervision of a teacher. Students may not bring a personal computer to school unless it has been approved by administration as part of the student's individual plan. Students are prohibited from loading software or bringing software to school unless a specific written request is made by one of the technology team members (Refer to Acceptable Use Policy in the Appendix Section 5b).

## Technology Vision

- Our students will be prepared to excel in a world that is undergoing accelerating technological change.
- Appropriate technology will be seamlessly integrated into K-8th curriculum.
- Teachers will be provided with the hardware, software, training and staff assistance to be effective at teaching with technology.
- Infrastructure, hardware and software will be maintained, supported, replaced and/or upgraded in a manner commensurate with Tampa Day School's educational mission.
- Management and financial resources will be provided to meet the objectives of Tampa Day School's technology plan.
- Technologies that promise to aid and extend Tampa Day School's learning goals will be systematically investigated and evaluated.

## Acceptable Use Policy

The Tampa Day School requires all students and parents to read the following pledge:

### Internet access

Since I have access to the INTERNET, I am aware that it is closely monitored and is engineered to prohibit me access to questionable sites. However, I will also be careful about information that I download as to what would generally be considered tasteful and age appropriate. If I mistakenly access inappropriate information, I will immediately notify a teacher or administrator. Inappropriate electronic images or information may not be used on the TDS campus.

Email, Chat Rooms, Instant Messaging, and Social Networking Sites: E-mail cannot be used to harass or threaten others. The School reserves the right to randomly check email or text messages. E-mail message must not include personal attack and should follow the normal rules of appropriate public language. They should not contain any language or content which the author would not be willing to share from the podium at a School meeting.

While the School does not actively pursue or routinely view personal social networking sites, when objectionable or disrespectful material is brought to the attention of the school or school personnel or experience are placed on a site, the School reserves the right to examine the content and address the conduct if it creates a hostile or disrespectful environment.

### **School's Right to Inspect**

The school reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus. Do not assure that any messages or materials on your computer or the School's systems are private.

### **Computer Usage**

- I understand that I am not allowed to use any computer on campus without teacher supervision.
- If I misuse any of my computer privileges I may be subject to serious disciplinary action.

The use of electronic media does not change the importance of academic integrity. All materials obtained through research and used in academic work must be properly documented. Users must respect the rights of all copyright owners. Copyright is violated when one reproduces a work that is protected by copyright without first getting the author's permission. Installing unlicensed software is a serious violation of copyright law. Students who are using school-licensed software for specific courses or projects must uninstall the software at the conclusion of the activity.

### **Student Laptops**

- Laptops are NEVER to be left unattended unless they are properly secured in a designated storage area.
- The school will determine when a student may or may not have access to his/her laptop.
- Only the designated user of the laptop may use the laptop.
- Any software or hardware that interferes with the educational use of the laptop must be removed. While on campus, only school-approved software may be used.
- Students are responsible for their assignments under all circumstances.
- Users may not deliberately damage or cause malfunction to any computer.
- Food or beverages shall not be around your laptops.
- Computers may not be used to make sound/video recordings without the consent of all those involved.
- Sound must be turned off except when it is being used as part of a class.
- Instant messenger and chat areas are not to be used unless directed by a teacher as part of a class.

# HOMEWORK

To ***reduce the stress*** that often accompanies homework, we offer optional ***homework help*** for elementary aged students and a mandatory 45-minute homework lab for 6<sup>th</sup>-8<sup>th</sup> grade students. During these after school sessions, ***teachers provide the necessary structure and support*** needed for successful homework completion. The ultimate goal of these sessions is to ***develop effective study habits*** by providing ***access to teachers*** for needed support, ***establishing daily homework routines***, and ***fostering increased independent management*** of homework assignments.

## Homework Contract

As part of our overall organizational plan, students, their parents, and their teachers all sign a Homework Contract. This contract outlines the expectations/responsibilities of each party. We hope this will help students establish a routine for writing down and completing assignments that will stay with them throughout their academic years.

## Amount of Homework Assigned

All students are given short homework assignments Monday through Thursday evenings. Homework should not take more than 35 to 45 minutes per night for students in 1<sup>st</sup>-3<sup>rd</sup> and 45 minutes to an hour for any child in grades 4<sup>th</sup> - 8<sup>th</sup>. Parents are encouraged to write in the student's planner to communicate with the teacher if the student is having difficulty completing assignments in the allotted time frames.

## Incomplete Homework

Consequences for incomplete homework in 2<sup>nd</sup> - 5<sup>th</sup> are left to the discretion of the teacher. Incomplete homework assignments in 6<sup>th</sup> - 8<sup>th</sup> will result in loss of socialization privileges at lunch and recess. Students are still expected to complete all unfinished homework assignments. A pattern of incomplete homework assignments will result in Saturday School and/or in-school suspension. (See Homework Contract and Student Code of Conduct in Section 3.)

## Daily Reading

In addition to the regular homework, all students are expected to spend 20 minutes per night with their parents involved in a reading activity. You can read to, listen to, or read alongside your child. Each classroom has set up guidelines for keeping track of their reading time by requiring some sort of daily feedback/summary of material read.

## Grading

Homework grades are incorporated into your child's grades.

# **PROGRESS MONITORING AND GRADING**

## **Comprehensive Evaluations**

A current, comprehensive psycho-educational evaluation is required as part of the admissions process to facilitate an understanding of the student's learning profile and baseline functioning (academic, social, behavioral, etc.). The evaluation is also used to establish initial goals and to develop a program based on the student's interests, strengths and needs.

## **Routine Assessment**

Once students are enrolled, curriculum-based tests, projects, homework and student portfolios (collection of selected work samples) are used to assess progress, identify problematic areas, develop intervention plans and assign grades.

## **Progress Monitoring**

Students are assessed three times each year (Fall, Winter, and Spring) in core academic subjects (reading, math) with the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Tests. This measure is a computer-based assessment that is unique in that it adapts to be appropriate for your child's level of learning. Results provide both proficiency as well as rate of growth. Evaluation results are used not only to monitor growth over time but to build and adapt curriculum plans to target achievement of individual students. One of the other advantages of the MAP testing is that, although this is an untimed test, we can expect the majority of the students will complete both the Reading and the Math assessments in a total of about two hours, usually during those regular class periods, thus having little disruption to the daily schedule and instruction. MAP is aligned with COMMON CORE Standards.

In addition to the evaluations administered throughout the year, students in the intensive reading program are pre-tested prior to beginning tutoring and then post tested after approximately 100 hours of intervention with measures related to the areas targeted in intervention (e.g., fluency, sight word reading, comprehension, etc...)

## **Report Cards**

Tampa Day School is on a quarterly calendar. Enrichment and Electives remain on a semester basis. Report cards will be distributed 4 times a year. Parents are encouraged to attend the parent-teacher conferences scheduled once in the fall and once in the spring semester (see calendar).

## **Student Support Services**

In keeping with our philosophy that "One Size Does Not Fit All", TDS offers an array of supportive services to augment the core instructional program. For those students needing more intensive support to succeed academically and/or socially, services designed to build new skills or behaviors are available on site during the school day. Clinical intervention to promote the language, academic, social-emotional and physical development of students is provided by highly trained professionals in a one-on-one or small group situation and typically requires private pay or insurance payments above and beyond the tuition fees.

## **Learning Solutions**

Learning Solutions, our on-site tutoring program, offers an array of educational opportunities from short-term enrichment to intense remediation. An individualized program, based on the identification of strengths and weaknesses, is developed to fit your child.

The Learning Solutions Intensive Reading Clinic provides specialized tutoring to close the gap between students' current performance and their academic potential. These programs consist of various reading interventions to target weaknesses in phonemic awareness, word attack, spelling, symbol imagery, sight words, reading fluency, oral language expression, written language skills, reading comprehension and oral comprehension. It is not unusual for students to gain a grade or more in specific reading skills, as well as, overall increases in fluency and comprehension.

Learning Solution also provides small/group and individual remediation in Math. After an initial assessment, students are provided targeted practice and taught strategies to promote continued progress toward grade level goals.

## **Psycho-educational Evaluations**

As consistent with the admissions process, a review of a current psycho-educational evaluation is completed prior to admission. Additional evaluations may be recommended to facilitate optimal intervention planning. Psycho-educational Evaluations are available at TDS or through other community professionals.

## **Private Therapy Services**

Private practice therapists are encouraged to collaborate not only with parents but also with teachers to promote a shared understanding of therapeutic goals and to facilitate prompting and reinforcement of targeted skills throughout the school day.

The following services are available during the school day:

- **Speech and Language Therapy**  
Evaluations as well as one-on-one or small group therapy services are provided.
- **Occupational Therapy**  
Evaluations as well as one-on-one or small group therapy services are provided.

## **Parent Support**

Parent Workshops designed to develop parent-child interactions that support improved academic, social and emotional development will be offered periodically throughout the school year.

# HOME SCHOOL COMMUNICATION

We encourage on-going communication between home and school. Parents are welcome to visit at any time. However, to maintain an optimal learning environment and keep distractions to a minimum, parents are encouraged to arrange school visits and conferences in advance. If you wish to meet with the Head of School or any of the staff, please arrange a conference time. This way we can be focused during our time with you, and not distracted by other responsibilities.

## **Daily Planner**

The daily planner contains a comments section for the parents and teachers to use on a daily basis. However, private or privileged information should be communicated in other ways.

## **Wednesday Folder**

Each Wednesday, important information for parents is sent home through email. Parents are expected to read the email contents for important school information and events.

## **TDS Parent/Staff Communication**

Daily/ongoing communication is available through three sources. It is our policy to respond to parent communication within two working days.

- E-Mail
- Telephone
- Periodic classroom newsletters/updates

## **Conferences**

Administrative staff will always encourage parents to bring concerns directly to a teacher prior to involving a member of the administrative team. If a parent requests a conference with administration, the teacher(s) will be invited to that meeting (with parent permission) unless the administrator has reason to believe that the nature of the concern should be addressed by administration first.

## **Progress Conferences**

There are two regular Parent-Teacher Conferences scheduled each school year. In addition, parents can schedule a conference with teachers/administrators/Learning Solutions Director by calling the main office and requesting a meeting.

## **Parent Involvement & Parent Associations**

We at Tampa Day School know that parent involvement results in positive student outcomes in school. Therefore, parents are actively encouraged to become involved in the educational process on a daily basis (e.g., read for 20 minutes each night with your child). In addition, we know that we are more effective educators and activities run more smoothly when parents assist in a wide range of activities that support student learning both directly and indirectly. As a result, there are many volunteer opportunities available at TDS through our PTA. Our PTA meets the first Wednesday of each month, immediately after drop off. See section 4 for a complete description of the parent and volunteer organizations.

# GENERAL OFFICE INFORMATION

## **Business Office**

Office hours are 8:00a.m. – 4:00p.m.

(813) 269-2100

FAX (813) 490-2554

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

After School Extension 4:00 – 5:30pm

(813) 269-2100 Ext. 108

If you need to report an emergency after hours, you may contact Lois Delaney at (727) 420-2495.

## **Emergency Cards**

Students are required to have an emergency card on file. It is the parents/guardians' responsibility to update any changes on the emergency information card.

## **Release of School Records**

Requesting Release or Transfer of Record requires written parent permission. Releases of Record Forms are available in the front office.

## **Field Trips**

Field trip permission forms and fees must be signed and returned to the **Homeroom Teacher** at least three days prior to the trip.

## **Turning in Money**

Please place any checks or cash in an envelope labeled with the student's name and the purpose, and leave at the front office (excluding field trips, please return to Homeroom Teacher).

## **Forgotten Items**

Items forgotten by your child (lunches, money, homework, P.E. clothes, etc.) may be dropped off in the school office and will be delivered to your child by one of the office staff.

## **Lost and Found Items**

**All belongings should be clearly marked with the student's name.** TDS does not accept responsibility for lost or stolen items. Parents are welcome to come in before or after school to check the lost and found box.

## **Visitors**

**All visitors** are asked to sign in at the front office and receive a visitor's pass. A TDS staff member will accompany visitors/tradesmen to other areas of the building. Please do not go directly to the student's room as teachers are getting ready for school in the mornings and teaching at other times. Wait for someone from the front office to assist you.



**Volunteers**

When volunteering, parents are asked to log in their hours in the “Volunteer Log” in the front office – that’s how we know who to thank!!! Depending upon the nature of the volunteer activity, the volunteer may be asked to sign a Commitment of Confidentiality form. A brief orientation may be provided for volunteers.

**Adult Conduct on Campus**

We expect all adults to interact in a respectful, self-controlled manner while on campus. In the event that a parent has a concern to express, please refer to the section on Home-School Communication.

# ARRIVAL AND DISMISSAL

## **Morning Drop Off**

Cars should enter from the North entrance and let the students off at the front door, then exit at the South end of the driveway.

## **Early Pick-Up**

If a child needs to leave school before dismissal, please **park your car** and come into the office to sign your child out. The office staff will send for your child while you are signing them out for the day.

## **Afterschool Pick Up**

Regular dismissal time on Monday-Thursday is 3:00 pm for 2<sup>nd</sup> - 5<sup>th</sup> grade students, unless they attend Homework Lab. Dismissal from Homework Lab and 6<sup>th</sup> - 8<sup>th</sup> grade students is 3:45. There is no Homework lab on Friday's for any grade level. On Fridays 2<sup>nd</sup> - 5<sup>th</sup> dismisses at 3:00, and 6<sup>th</sup> - 8<sup>th</sup> dismisses at 3:05. Cars should enter the North entrance and form two lines starting at the South end of the driveway, and exit at the South end.

## **Late Pick-up**

If your child is still here 10 minutes after dismissal time, he will be sent to the Homework Lab/Aftercare to wait for your arrival. Students will not be allowed to wait outside or in the lobby for late pick up. After regular pick-up times, parents must park their cars and come into the building to sign out their child. Regular after school rates will apply.

## **Alternative pick-up arrangements**

Students must go home with their own driver or carpool unless prior arrangements have been made, and the school has been notified. A note to the classroom teacher, a fax to the office at (813) 490-2554 or, in an emergency situation, a telephone call to the office will serve as notification. ID will be required before a student is released.

# ATTENDANCE AND TARDINESS

## Attendance

School attendance and timeliness for school is the responsibility of parents and students. A student may receive an excused absence for personal illness, death or illness in the immediate family, educational travel, or a medical appointment for the student. In some cases, written permission from a physician may be required for the child's return. Class work missed as a result of excused absences should be completed according to classroom procedures. Questions regarding absences should be directed to the Office Manager.

Whenever possible, schedule non-emergency dental, doctor or other professional appointments before or after school hours. If it is necessary for your child to be absent part of the school day, please send a note to the teacher stating the time you will be arriving and approximate time of return.

The administration strongly discourages family vacations on school days. Absences due to family schedules may not exceed five (5) days during the school year. If a student must be absent due to a family necessity, prior approval must be obtained from Administration, and arrangements should be made to have students either complete missed assignment or complete an alternative assignment/project.

## Absences

Please call the absentee line, (813) 269-2100, Ext. # 2 in the early morning (before 9:00am), or even the night before if you know your child is going to be absent, or if you will be bringing him in late in the day. If you think the absence will be for two or more days, you may contact the office and request assignments to be picked up. Extended absences should be documented by a physician.

Florida law 1003.26(10)(b) provides that if a student has at least five(5) unexcused absences, or absences for which the reasons are unknown, within a calendar month, or ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90 day calendar period, the school must take action. The school may require documented medical and legal excuses for a pattern of non-attendance.

When a child is absent, teachers will fill out a Missed Assignment Form. Each classroom teacher will determine what assignments need to be made up and their due dates.

## Tardiness

At Tampa Day School, we believe that **Every Moment is a Teaching Moment**, and all benefit when students arrive to school and all their classes on time. We expect all students to arrive on time, and we appreciate your full cooperation with this expectation. Being tardy is counter-productive for the student himself, other students and the teacher. Teachers start teaching when the morning bell rings, and it is important that your child benefits from this structure. If a teacher waits even 6 minutes each day for late arrivals, it would mean the loss of almost one class period a week. Parents must help the student fully accept the responsibility for being on time in the morning. Students are considered tardy if they arrive after 8:30am. Students will be given a Tardy Pass, which needs to be given to the homeroom/first period teacher. Although we **DO** understand the occasional unforeseen circumstance, excessive tardiness will be addressed by Administration.

# SCHEDULED BREAKS, LUNCH AND SNACKS

## Water

We strongly encourage students to drink water (clear water only, no colored water) throughout the entire day, including during class. Students have access to drinking fountains on campus, or may bring in their own containers.

## Morning Break (Snacks)

Students (and staff) benefit from a short break during the morning session. We are committed to this “brain break” and use this as an opportunity to help students learn about refueling, hydration, movement breaks, and social interaction as a way to establish healthy life habits. We encourage students to bring in a healthy snack to eat during the break. Items like cheese and crackers, apples, pretzels, etc. are considered healthy. Students may purchase healthy snacks from the school for \$.50/day. **Students will not be allowed to eat cookies, chips, donuts, candy, etc. during morning break.**

## Lunch

Students are divided into developmentally appropriate age groups for lunch to allow faculty the opportunity to prompt and reinforce age-appropriate social interaction. Lunches can either be brought from home or purchased through our lunch program. Forms for ordering lunch will be sent home monthly or are available in the office. Lunches need to be pre-ordered. Please note that we do not receive any extra lunches, so if your child forgets his/her lunch on a given day we will provide him with a healthy snack, or you will have to bring him a lunch.

We are not able to microwave or refrigerate student lunches. We ask that you pack a nutritious lunch, and refrain from too many treats. You may send in flavored waters, milk, fruit drinks or non-caffeine sodas. Bottled water and Powerade are available for purchase at the school for \$1.25. Please send food that your child will enjoy and will not be tempted to “share” with friends. We encourage students to eat their own lunches, but cannot mandate your child to eat his or her meal. Please share with your child’s teacher any specific concerns.

## Recess

All students have a 20-minute recess each day, a time for social and physical development. At Tampa Day School, recess is our 4<sup>th</sup> “R”, and we believe it provides us with an instructional opportunity to promote social growth, and build important problem solving skills. All recess periods are supervised and faculty members will ensure appropriate play, conversation, interaction and conflict resolution. Most of all, recess should be fun!

# **BEFORE CARE, AFTER CARE AND CLUBS**

## **Before Care**

Before Care is available everyday beginning at 7:30 a.m. for charge of \$5.00 a day. To ensure the safety and supervision of all students while on campus, students are required to report to the Before Care room if they arrive more than 10 minutes prior to the actual start time to the day.

6<sup>th</sup> – 8<sup>th</sup> 7:30 to 8:15 a.m. Monday-Thursday and 7:30 to 8:50 a.m. on Friday

2<sup>nd</sup> – 5<sup>th</sup> 7:30 to 8:25 a.m. Monday-Thursday and 7:30 to 8:55 a.m. on Friday

After these times, students are to report directly to their first period class.

Please note that **school begins at 9:00am every Friday**, allowing the faculty to meet weekly before school.

## **Homework Lab**

Homework Lab offers a structured opportunity for students to begin, and often complete, most of their homework assignments under the guidance and support of TDS staff. Using the student's planner as a guide, staff members are responsible for making sure that all students are working on assigned work, and provide assistance if needed. This is also a time when staff will assist students in keeping their work and materials organized, and teach/encourage the use of student Executive Function strategies. However, staff cannot provide one-on-one tutoring\* at this time and ultimately, the parent is still responsible for checking his child's work for completion. If students complete all required assignments before the end of Homework Lab, they will be allowed to read silently.

Homework Lab is available for all students Monday through Thursday. Homework Lab is required for students in grades 6 - 8. To ensure the safety and supervision of all students while on campus, any student who is not picked up within 10 minutes of dismissal time must report to Homework Lab. There is no Homework Lab on Fridays, so students still on campus after dismissal go to After Care. Students who attend Homework Lab are dismissed at 3:45.

There is a \$10.00 daily charge for Homework Lab for 2<sup>nd</sup> – 5<sup>th</sup> grade students. Homework Lab is included in tuition for 6<sup>th</sup> – 8<sup>th</sup> grade students.

## **After School Clubs and After School Care**

Students may be picked up immediately after Homework Lab, or may choose to stay on campus to participate either in a specific club or to take advantage of our After Care activities. Parents and students are provided with descriptions of clubs and after school activities through Wednesday announcements. Club fees are charged separately and most clubs begin at 3:45 and end between 4:30 and 5:00. If you stay for clubs you will be charged \$10.00 for Homework Club. If students are staying in regular after school activities, After Care is available at the following times at a daily fee of \$10.00.

After Care Hours: 3:45 – 5:30 p.m. on Monday-Thursday and 3:05 – 5:30 on Friday.

Parents must enter the building to sign out students any time after regular dismissal times. We ask that parents be prompt in picking up students and be considerate of staff covering After Care services. Parents will be charged an additional \$5.00 per 10 minutes, or any portion, if students are picked up after 5:30 p.m.

# SCHOOL MATERIALS

## **Textbooks**

Textbooks are the property of Tampa Day School. Textbooks and consumable workbooks are issued at the beginning of the school year and assigned to individual students. Some of our textbooks are available on eBook, and parents are encouraged to access the books and curriculum related activities online.

## **Supplies**

Supply lists are available on our website several weeks before the first day of the school. Individual teachers may have additional items they require. We expect students to come prepared to class every day.

Students are supplied a binder and a planner to promote consistent, school-wide organizational procedures. They are given to the students during the first week of school. If a student loses or destroys the school issued binder or planner, a parent will be charged for a replacement.

## **Planners**

Planners are provided by the school and should be maintained by the student throughout the school year. To maintain effective teacher/parent monitoring and involvement, all students are required to record daily homework assignments in the school issued spiral bound assignment planner. Teachers are responsible for signing the planners to indicate that assignments are thoroughly and legibly written in the planner. The student is responsible for obtaining a teacher signature even when no homework is assigned. The parent/guardian signature is **required** to confirm that the homework has been completed.

## **Library Books**

All pupils may borrow books and magazines from the school library for a one-week period. Books are to be returned to a designated area in the library. Books can be checked out over holidays.

Parents may purchase books to donate to the library on special occasions such as their child's birthday, a teacher's birthday, etc. The student's name and birthday or other special information will be placed in the book.

# **SCHOOL POLICIES THAT STUDENTS WANT TO KNOW ABOUT**

## **Cell Phone Use**

Students always have access to **office phones** with permission. The use of student cell phones for calls, text messages, social media or posting of pictures of TDS students or staff is not allowed during the school day, on school premises, on school buses, or on school field trips at any time. If you feel it is necessary for your child to have a cell phone with him, it must be kept “off” and stored in a safe, non-visible place. We ask that parents call in to the office if they need to reach their child in an emergency, and refrain from sending text messages. If your child calls or texts you during the school day, we ask that you do not respond, but call the office. We will be happy to have your child talk to you on the school phone. Inappropriate cell phone use will result in a child’s cell phone being taken to the office for the remainder of the day. A parent can retrieve it at dismissal.

## **Personal Property and Electronic Devices**

The school shall not accept responsibility for any personal property of any kind including money. Personal electronic devices, including iPods, Tablets, MP3 players, and electronic games are potentially disruptive and are not to be used on campus unless a teacher-directed activity allows it. Other non-school items (toys, trading cards, inappropriate books, etc.) are not allowed at school.

## **Birthday Parties**

We believe that birthdays are very special, and wish to honor each child on his/her special day. Parents may send in lunch or treats for the class to be shared during lunch and may join their child for a brief celebration. Please make arrangements with the teacher prior to the birthday celebration. Consideration for all children in the class is appreciated. Party invitations for a whole class may be distributed at school. If all students are not being invited to a party, we request that invitations not be distributed in school, but private arrangements are made. Children's feelings are easily hurt when they hear that others are invited, or watch several classmates being picked up after school for a party.

## **Pet Visits**

Although pet visits are generally discouraged, there are a few exceptions. The classroom teacher and administration must always approve pet visits in advance.

## **Lockers**

Students in 5<sup>th</sup> - 8<sup>th</sup> will be assigned lockers. Students are required to bring in a combination lock (no keys) and must submit a copy of the combination to the assigned staff member prior to attaching the lock on the locker. Students may decorate the inside of their lockers, but not the outside. Lockers are subject to search at the discretion of the TDS administration.

## **Hurricane Days**

In case of a hurricane threat, TDS does **not** automatically close school when the local school districts close. If there is potential for school closing, we will post an update on email to all the families, and via text message. The **final determination on whether we will close the school** due to the threat of a hurricane will be available at 6:00am on the day itself.

# DRESS CODE

Our uniform allows for many student choices, while ensuring that students are neatly and appropriately dressed for learning. All students are required to follow the Dress Code:

## Boys

- Khaki pants or “walking” shorts, regular waist, regular length
- TDS logo shirts in black, red or white
- Gym shoes or closed-toed shoes appropriate for outside play

## Girls

- Khaki skirts, skorts, pants, or “walking” shorts, or jumpers
- TDS logo shirts in black, red or white
- Gym shoes or other low heeled, closed-toed shoes appropriate for outside play

Please make sure when you are purchasing any khaki slacks or shorts, that they fit your child properly. Check with the office if there is a question. Hats are not allowed in the classroom.

## Physical Education Dress Code

All students are expected to wear P.E. Uniforms on P.E. Days. Students must wear the TDS PE Tee Shirt or TDS Hawks “spirit” shirt, and black/burgundy P.E. shorts, both of which are purchased at the school. Students may wear their P.E. uniforms all day on P.E. days. Students are not allowed to wear physical education uniforms on school days when P.E. is not a part of their class schedule.

## Spirit Shirts

On Fridays students may wear the TDS Hawk shirts in place of regular shirts and khaki bottoms if they do not have physical education.

## Sweaters/ Sweatshirts

During cold weather students may wear solid white long sleeve shirts under their school uniform shirts. If sweaters or sweatshirts are to be worn in class they must be in a coordinating solid color (black, red or white) with no writing on them, unless they have the TDS Logo imprinted. On chilly days, for outside play only, students may wear any jacket from home, but all jackets, sweatshirts, etc must be removed inside the building except those described above. Students are allowed to wear hats outside the building.

## Jewelry

**Boys:** Boys may wear one small neck chain and watches.

**Girls:** Girls may wear one small neck chain and may wear small pierced earrings and watches.

**Tattoos, Body Piercings:** None allowed except for pierced ears for girls (one per ear).

**Hair:** Hair colored with an obviously “fake” color (pink, purple, etc.) is not allowed.

**Administration reserves the right to determine whether or not clothing / jewelry is appropriate for the classroom. Students may not change into other clothes before leaving campus.**



**Ordering Uniforms**

Uniforms are available through Risse Brothers (813) 282-8338. Land's End also supplies our uniforms "online". Our school code with them is 900048349 and our Logo code is 9951608K. Please note that Khaki slacks/shorts/skirts can be purchased at any store. The P.E. uniforms are available at the school. Students will be required to wear their P.E. uniforms starting the second week of school.

Used uniforms are available for sale at the school. If you are a returning student and have outgrown your clothing, please bring it in so another parent can purchase it. Used uniform items are priced at \$3-5.00.

# STUDENT HEALTH AND SAFETY

## Injuries and Accidents

First aid for minor injuries will be administered at school by a staff member. Serious injuries will require an incident report. Parents will be notified as needed. In case of a medical emergency, we will call 911 and contact parents immediately.

## General Student Health

All students should have on file in the office an emergency number to contact in case parents may not be available in the event a child needs to be sent home due to illness. Please be sure to update your numbers as needed. When we have a child in the office who complains of pain or sick stomach, we routinely check their temperature. If they are running a temperature, we contact the parents.

Children should be kept home if symptoms of influenza, sore throat, or stomach disorder are apparent. Children with a fever should not attend school and should be fever-free for at least 24 hours before returning to school.

## Prescription Medication

- If your child takes prescribed medication, you will be asked to complete a Medication Card (on back of Emergency card), regardless of whether or not the prescribed medication is administered at home or at school.
- If prescribed medication is to be dispersed during school hours, it must come to school in the **current prescription bottle**, which must have the pharmacy label, dosage and time prescribed and the physician's name. No other containers will be accepted. **A Release to Administer Medication Form** must be completed and be on file in the front office. Please provide an adequate of medication. The front office will notify you when the supply is running out.
- Medicine containers should be handed directly to Dee Dee at the front office, not placed in a book bag.
- In the event that the medication is not dispersed as prescribed, an incident report will be completed by an administrator, the parent will be contacted, and a decision will be made as to whether or not the physician needs to be contacted.
- Any remaining prescription medication will be returned at the end of the school year.

## Non-Prescription Medication

- Bring a note to Dee Dee at the front office when non-prescription medication is needed. Please indicate the dosage and time to dispense. You may also use the medication card if you wish to have medication dispensed based on student need. Florida law does not allow school personnel to administer medication, including pain reliever, without explicit written permission and/or verbal confirmation. A staff member will document if you your child is given a pain relief, non-prescription medication.
- Cough drops and Tums are given as needed at student request. If there are continual requests for these, a parent will be notified.

## Students with Special Health Needs

Parents of students with special health needs or allergic reactions are required to notify the school concerning the child's special medical condition. If your child has a strong reaction to bee stings and requires an epi-pen, please have one available in the office.

### **Physical Exam**

Prior to the beginning of school, a physical examination must be completed or transferred for each student entering the school. The Florida Student Medical Examination (HRS Form 3040) is the most commonly used form. Copies are available at your doctor's office. A new physical exam is required every year for all students.

### **Immunization**

Immunization or a certificate of waiver is required for all students enrolled at Tampa Day School. Immunizations must be kept current, as required by Florida law. A Certificate of Immunization (DH680), signed by a physician or an immunization waiver must be kept on file in the school office. Students may not attend school without an appropriate immunization record. In the state of Florida, all students entering kindergarten and 7th grade are required to have completed the Hepatitis B series.

### **School-wide Emergencies**

TDS is committed to providing a safe environment for your child. Monthly safety checks of all interior and exterior facilities are conducted. Every staff member has been given a crisis manual outlining a set of written procedures to be put in place in the event that there is a school-wide emergency.

### **Hurricane Threat**

In case of a hurricane threat, TDS does **not** automatically close school when the local school districts close. If there is potential for school closing, we will post an update on email to all the families, and via text message by 10pm the night before. **The final determination on whether we will close the school due to the threat of a hurricane will be available at 6:00am.** In the event that more than one day closing is indicated, updates will be posted, unless power is out. In the case of a power outage, we will make every attempt to contact families by cell phone.

### **Fire Drills**

The school is required to conduct periodic fire drills. Evacuation routes are posted inside every room. We take these drills very seriously. Full student, staff and parent compliance is required.

### **Emergency Closing of School During School Hours**

In the event that the school must close during a normal school day, parents will be called. If a parent cannot be reached, persons listed as "emergency contacts" will be called. Please keep all phone numbers current.

# STUDENT CODE OF CONDUCT/DISCIPLINE POLICY

It is our goal to provide our students with a safe, structured, and productive learning environment. It is our expectation that TDS students will demonstrate respect for others, that they can be trusted to assume responsibility for their actions, and that they will interact with others in a manner that promotes learning, friendship, citizenship, and a fulfilling educational experience.

Knowing each student as an individual, recognizing and accepting his unique strengths and weaknesses are essential to guiding a student's behavior and giving appropriate reinforcement to improve self-confidence and self-control. In order to promote an emotionally and physically safe learning environment, teachers establish class procedures to manage student behavior as proactively as possible, and form close, trusted relationships with students. It is also our responsibility to establish clear boundaries and use clear, consistent consequences to help students develop improved coping skills and to foster social, emotional and behavioral growth.

## ***OUR STUDENT CODE OF CONDUCT IS SIMPLE***

*Respect, Responsibility & Safety = Success*

The student code of conduct applies at lunch, recess, morning break, in school, on school buses, on fieldtrips, and during school sponsored activities.

If the standard of behavior is consistent with acting respectfully, responsibly and safely, the following are expected student behaviors:

### **RESPECT**

- ***Students will*** show respect for other students, faculty/staff, school property and the property of others.
- ***Students will*** show respect to school visitors, for their own parents and other students' parents.
- ***Students will*** make positive, supportive and encouraging comments to peers.
- ***Students will*** talk to students and adults in a controlled manner without yelling.
- ***Students will*** follow directions given by a staff member the first time they are given.
- ***Students will*** speak in a polite manner (e.g., please, thank you, excuse me).
- ***Students will*** wait their turn to talk to a staff member if staff is talking to someone else.
- ***Students will*** continue working quietly if a staff member is called to the door.
- ***Students will*** behave appropriately on field trips, or when representing the school in the community
- ***Students will*** help to keep their school clean by throwing away trash after Morning Break and lunch, and will participate in school-wide clean-up efforts.
- ***Students will not*** talk back to adults, tease or bully students, make hurtful comments or "put down" staff, students or parents while on campus or through "social media" (phone messages, emails, text messages, Facebook,, etc.

- ***Students will not*** use inappropriate language (e.g., swearing, racial remarks, sexual references, etc.) while on campus or through “social media”.
- ***Students will not*** refuse to follow an adult issued direction.
- ***Students will not*** damage or destroy school property or the property of others.

## RESPONSIBILITY

- ***Students will*** arrive at school on time and be ready to learn when school begins.
- ***Students will*** demonstrate a positive attitude toward learning and will participate in classroom activities.
- ***Students will*** use their time wisely, staying focused on the lesson/activity/assignment.
- ***Students will*** demonstrate self-control, to allow for an optimum learning environment.
- ***Students will*** complete and return assigned work on time.
- ***Students will*** be responsible for bringing necessary materials to each class.
- ***Students will*** write their homework assignments in assignment books and take all necessary materials home to complete homework.
- ***Students will*** keep their lockers, desks, materials and assigned areas in the classroom organized.
- ***Students will*** follow all school-wide and classroom rules and procedures.
- ***Students will*** accept the consequences of their actions.
- ***Students will*** wear TDS uniforms while on school campus, as outlined in the Dress Code.
- ***Students will*** dress in PE Uniforms for Physical Education classes.
- ***Students will not*** engage in off task behavior that disrupts the classroom, or interferes with the teacher’s ability to teach or other students’ learning.
- ***Students will not*** use any electronic devices without explicit staff permission or bring in toys, trading cards, or inappropriate books, magazines or photos, or any other non-school items. .

## SAFETY

Student safety is of critical importance. Students shall practice rules of safety when on school grounds, on school buses and at school sponsored events..

- ***Students will*** promote safety at TDS by following school rules and following teacher directions.
- ***Students will*** keep their hands/feet to themselves, and will respect other students’ physical space.
- ***Students will*** stay in assigned areas at all times, and will not be in unsupervised areas on the campus.
- ***Students will*** walk while inside the buildings, on the sidewalks, and in all school areas.
- ***Students will*** follow the rules and procedures regarding safe use of all equipment (Science, Technology, P.E., etc) on the TDS campus.
- ***Students will*** report unsafe actions of others or express safety concerns to adults.
- ***Students will*** report property damage to adults.
- ***Students will*** refrain from “horseplay” or any form of rough play anywhere on campus

- ***Students will not*** leave a classroom or an area without permission from a staff member.
- ***Students will not*** hit, push, bite or in any way engage in physical aggression with students or adults.
- ***Students will not*** throw any items in the classroom, outside cafeteria, hallways, offices, fields, etc.
- ***Students will not*** provoke other students (comments, actions, gestures, making faces).
- ***Students will not*** sexually harass other students or adults on/off campus. Sexual harassment includes sexual advances, intimidation or hostility based on sex, inappropriate or overly familiar touching, sexual innuendoes, obscene gestures, jokes, and remarks of a sexual nature.
- ***Student will not*** bring to school or display any type of weapon or tool/implement that can be construed as a weapon (e.g., play guns, caps, pocket knives, exacto knives, etc.).
- ***Students will not*** pull the fire alarm unless there is an obvious fire.

### **Playground Safety**

The following playground rules must be observed:

- Jumping from equipment is not safe and therefore is not permitted.
- Aggressive physical contact is not permitted on the playground or on the school campus.
- Throwing unsafe objects (i.e. stones, twigs, and sand) creates a safety hazard on the playground and therefore is not allowed.
- Adult supervision is required when children are on the playground (before, during, or after school).

### **Search and Seizure**

To maintain overall school safety and security, Tampa Day School administrators (or designee) have the authority to perform unannounced searches and to seize contraband or stolen items. Authorized school personnel may search a student's pockets, purse, backpack, gym bag or other personal property and student lockers.

Possession of illegal substance, object or contraband that constitutes a threat to the health, safety, or welfare of any person or persons is prohibited. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, other weapons or incendiary devices. All items deemed to be illegal, illicit, and disruptive or a general nuisance to the educational process may be seized by school personnel.

The following behaviors are considered inappropriate for students:

#### **LEVEL 1: Minor Disruptive Behaviors**

- Being late for school or class
- Unprepared for class
- Disrespect towards students, staff or parents
- Breaking classroom rules (shouting out, out of seat, etc.)
- Horseplay

- Violation of dress code
- Having or using toys, audio or electronic communication devices or other items that are not appropriate for school without permission.

## **LEVEL 2: Disruptive Behaviors**

- Repeated occurrences of Level 1 behaviors
- Disruptive behavior or repeatedly not following directions
- Skipping or leaving class without permission
- Refusal to leave the classroom when asked to do so
- Unwanted teasing or taunting of others
- Defacing of school or other personal property
- Defying, disobeying, or disrespecting school personnel
- Use of inappropriate language, threatening, cursing
- Obscene gesture/language, distribution of objects, literature or materials that are inappropriate for school setting
- Fighting, physical confrontation without injury, also instigating or encouraging a fight
- Damaging of school or personal property
- Academic dishonesty, cheating, or abuse of technology
- Not completing interventions/consequences given
- Having a toy/imitation weapon
- Stealing school, staff or student personal property
- Being in an area where you are not supposed to be
- Inappropriate use of Social Media (includes cell phones, text messaging, emails, Twittering, Facebook, etc) directed at students, staff, parents or school
- 

## **LEVEL 3: Serious, Dangerous, or Violent Behaviors**

- Repeated occurrences of Level 2 behaviors
- Fighting or any careless or purposeful action which results in the injury of a person or damage to property
- Intimidating school staff or students or threatening them with violence
- Physical use of force (hitting, striking, harming, kicking, biting) or violence by an individual against another
- Pattern of bullying or harassment of staff, students or parents (see terms defined below)
- Use of Social Media to portray an image of violence or threat of violence against students, staff, parents or school property
- Purposely Destroying school or personal property
- Leaving school grounds without permission
- Using, having, selling, buying, or sharing alcohol, controlled substances, drugs or drug related items or substance represented to be a drug
- Having weapons, dangerous objects, or any tool/implement that can be construed as a weapon(includes knives)
- Tampering with a fire extinguisher/ setting off a false alarm

## **Harassment and Bullying**

Harassment or bullying of students or staff is an extremely serious violation of the Student Code of Conduct. It can also be violation of criminal law. The school will not tolerate

unlawful bullying and harassment in school, on school buses, on school related or school sponsored activities, or through the use of data or computer software, computer system or computer network at the school.

“Harassment” means any threatening, insulting, or dehumanizing gesture, use of data, or written, verbal or physical conduct directed against a student or employee that:

- Places a student or employee in reasonable fear of harm to his or her person or damage to his or her property
- Has the effect of substantially interfering with a student’s educational performance, opportunities or benefits
- Has the effect of substantially disrupting the orderly operation of the school.

*“Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students, or at school employees. It is unwanted and **repeated** written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is **severe, or pervasive enough to create an intimidating, hostile, or offensive educational environment**; cause discomfort or humiliation; is carried out repeatedly and is often characterized by an imbalance of power; or **unreasonably interfere with the individual’s school performance or participation**; and may involve but is not limited to: social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial/ethnic harassment, public humiliation, or destruction of property.*

Violations of this policy should be immediately reported to an administrator as soon as possible after the alleged incident. If the investigation finds an instance of bullying or harassment has occurred, it will result in prompt and appropriate remedial and /or disciplinary action

## **INTERVENTION**

Tampa Day School is intentionally designed for academic and social success, models appropriate behavior, notices and rewards positive social interactions, establishes clear expectations and uses every opportunity presented to teach respect, responsibility and safety, thus minimizing the frequency and intensity of disruptive behavior on our campus. It is just as much our responsibility and our privilege to help students learn better coping skills, to make positive choices and to discuss their challenges calmly as it is to teach them in academic areas. Our classrooms are focused on engaging educational activities, and a positive “can do” approach.

Although we are confident that faculty members have been trained and are capable of handling most inappropriate behaviors, the main focus of a teacher and the classroom should be on engaging instruction. Therefore, we have a clear school wide expectation- if a student’s behavior interferes with the teacher’s ability to teach, or other students’ ability to stay on task, the student will be asked to leave the classroom to meet with someone in Administration. It is NOT the time for the teacher to engage in a lengthy intervention discussion with the student.

Once a student has been sent to Administration for inappropriate behavior, our first approach is to allow the student to share his/her “perspective”, and then to discuss



possible alternative solutions, and to come up with a better plan for future behavior. In most instances, the student is then escorted back to class, but with a better plan. When appropriate, logical consequences are used. Although we do follow consistent guidelines and have clear behavioral expectations, there is not one consequence or intervention that fits every situation or every child.

Depending on the frequency, the intensity, and the intent of a student's behavior the following interventions may include, but are not limited to:

- Teacher redirection
- Practiced appropriate response
- Planned "brain breaks"
- Planned peer interaction
- Conference with teacher or administrator
- Brief time out from class
- Removed from group activity
- Request verbal or written apology to staff, student
- Removal of privilege
- Parent contact/conference
- Behavioral or student Self-Improvement agreement
- Contract with student and/or parent
- Lunch/recess or after school detention assigned (for 6<sup>th</sup>-8<sup>th</sup> grade students, homework not completed, or being asked to leave a class for disruptive behavior)
- Student referred to behavior support plan
- Individualized daily or weekly report designed to target specific areas, with clearly delineated rewards for positive actions, and clear consequences for inappropriate action
- For 6<sup>th</sup>-8<sup>th</sup> grade students, repeated disruptive behavior, incomplete homework, or lack of class participation results in Saturday School (if there are 3 incidents within one week) or In-School Suspension
- For serious or dangerous behaviors, In-School Suspension, Out-of-School Suspension, or even Expulsion

# PARENT – TEACHER ASSOCIATION

Welcome to our new and returning families. It is going to be a great year at Tampa Day School! Our Parent Teacher Association is very involved in many of the school activities. TDS parents are active, supportive of each other, and dedicated to activities that will help our children

TDS Parent Teacher Association Co- Presidents 2014-2015

Amanda Gilliland (gracejane@hotmail.com) parent of Miles Gilliland 4<sup>th</sup> Grade

Co-president ?

PTA Goals

School Support

Parent Support

Fundraising

“Volunteers don’t have time to spare, they have heart to spare”

Your volunteer support is greatly appreciated. Many of our opportunities can be done from home, or even by supporting our fundraisers and activities. Please add these events to your calendar for the year!

2014-2015 Meetings – Meetings are the first Wednesday of the month, at 8:30 immediately following dropoff, at TDS. If you are unable to attend please watch your email for PTA updates.  
2014-2015 Coffees – Coffees are a time for socializing and support among TDS Parents, all are welcome!

They are generally held the second Friday of the month, at Starbucks on Anderson Lane.  
Several times a year th  
Several times a year they will be held at TDS with a faculty speaker. Please join us for conversation, support & laughs!

## **Meetings:**

- Wednesday, September 3, 2014
- Wednesday, October 1, 2014
- Wednesday, November 5, 2014
- Wednesday, December 3, 2014
- Wednesday, January 7, 2015
- Wednesday, February 4, 2015
- Wednesday, March 4, 2015

## **Coffees:**

- Friday, September 12, 2014 @ TDS
- Friday, October 10, 2014
- Saturday, November 8, 2014
- Friday, December 12, 2014
- Friday, January 15, 2015 @ TDS
- Friday, February 6, 2015
- Friday, March 20, 2015

## **2014-2015 PTA Led Events:**

- Fall Festival October 31, 2015
- Great American Teach In November 14, 2015
- Grandparents/Special Friends Day November 25, 2015
- Holiday Shop – Dates TBA
- Dads & Donuts February 11-12, 2015
- Muffins & Moms – May 6-7, 2015 (Dads' Club)
- Field Day May 27, 2015
- Fundraising Campaigns – TBA
- Box Tops – Year Long

No matter how much or how little time you can offer, any volunteer support is greatly appreciated. We support our teachers & staff, our school, and our children with your help! Your time and caring will help make this year a wonderful one for all of our children.

Thank you, and we look forward to seeing you soon!

# **FRIENDS OF TAMPA DAY SCHOOL**

## **Mission Statement and Goals of Friends of Tampa Day School**

### **Mission statement:**

Friends of Tampa Day School is a non-profit board established to promote the education of children with special needs and to create educational programs for the community.

### **The Friends of Tampa Day School is non-profit board with these goals:**

- Promote the education of children with special educational needs;
- Sponsor informational workshops for teachers and parents of children with special educational needs, such as Rick Lavoie and Dr. Daniel Amen;
- Provide opportunities for special educators to maintain and improve classroom teaching skills through professional development grants and workshops;
- Provide curriculum and learning enhancements to students with learning differences through grants;
- To take advantage of the nonprofit tax status of the Friends organization, allowing our dollars to go further in providing resources on behalf of children with special learning needs through a variety of fundraising efforts and sponsoring of dedicated funds;
- Create scholarship and tuition assistance to children with special educational needs; granting of general scholarships and fieldtrip scholarships; and
- Support other educational and charitable objectives as deemed appropriate by the board.

### **Future/Ongoing Goals:**

- Continue to support the planning, funding and implementation of fundraisers;
- Continue to sponsor educational symposiums as part of our community outreach; and
- Continue to provide grants to promote our educational mission.



# Tampa Day

## Technology Acceptable Use

12606 Henderson Road  
Tampa, FL 33625  
813.269.2100 ext. 132  
Fax: 813.490.2554  
[www.TampaDaySchool.com](http://www.TampaDaySchool.com)

**Students and parents must sign and return this page before the student will be permitted to use the school network and equipment.**

**Every student must read this section and sign below.**

I have read, understand, and agree to abide by the terms of the Tampa Day School Acceptable Use Policy in the Parent-Student Handbook. I agree that in keeping with the mission, spirit and philosophy of Tampa Day School, it is my responsibility to make good choices when I use technology at Tampa Day School. I understand and agree that if I do not adhere to the rules in this document, my privileges may be revoked and disciplinary action may be taken against me.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent or guardian must read this section and sign below.**

As parent or legal guardian of \_\_\_\_\_ (student name), I have read, understand, and agree that he/she will comply with the terms of this Acceptable Use Policy located in the Parent-Student Handbook. I understand that network access is being provided for educational purposes only. I also understand that the school will provide reasonable content filtering, but that it is impossible for the school to restrict access to all offensive and controversial materials. I understand my child's responsibility for making good choices and abiding by the rules set forth in this policy. I understand that if my child violates the policy, he/she may be subject to disciplinary action and financial responsibility for damaged equipment. I hereby give my permission for my child to use school computers and iPads and to have access the computer network and internet.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Tampa Day School

## Homework Contract

12606 Henderson Road  
Tampa, FL 33625  
813.269.2100 ext. 132  
Fax: 813.490.2554  
[www.TampaDaySchool.com](http://www.TampaDaySchool.com)

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### TEACHER RESPONSIBILITIES

- I will check to see that all students write their assignments in their planners.
- I will initial the assignment. If there is no assignment, I will initial that as well.
- When students bring their planners back in the next day I will check for parent signatures and will check to see if the homework has been completed.
- If students are absent, I will decide with them when and how they are to make up missed assignments.

\_\_\_\_\_  
Teacher Signature(s)

\_\_\_\_\_  
Date

### STUDENT RESPONSIBILITIES

- I will write all assignments in my planner.
- I will bring home my planner and all the books/materials I need to complete assignments.
- I will complete all my assignments.
- I will show my parent(s) my planner and I will have all my assignments out to show them.
- I will have my planner signed every night.
- I will place all of my completed assignments in the appropriate section in my binder.
- I will bring my planner and all assignments to school.
- If I am absent, I will arrange with the teacher to complete any missed assignments.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### PARENT/GUARDIAN RESPONSIBILITIES

- I/we make a commitment to make sure our family schedule allows adequate quiet time for my child to complete his homework daily.
- I understand that even if my child attends the Homework Club after school, I am still responsible for checking for the completion of the daily assignments.
- Once my child has completed their homework for the day, and has presented his/her assignment book to me along with the completed assignments, I will review my child's homework assignments with him/her, and sign the planner in each of the areas where something has been assigned.
- If I feel that the assignment was taking too long (and the child was putting in his/her best effort), or if I was not able to help my child on an assignment because it was not clear, I will write a note to the teacher.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Parent/Guardian Signature \_\_\_\_\_

**Tampa Day School** \_\_\_\_\_  
Date

12606 Henderson Road  
Tampa, FL 33625  
813.269.2100 ext. 132  
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[www.TampaDaySchool.com](http://www.TampaDaySchool.com)

## Photo/Publicity Release

Throughout the school year students attend programs, activities, field trips and events along with normal classroom routines that support their education, promote community service or encourage positive behavior.

With the administration's approval, occasionally, staff, parents and local media cover these events by taking photographs or video. This may include newspaper, television, websites, media production, or other social media venues. This also includes our school's website and classroom and club web pages.

By signing below, you agree that you have been notified of the possibility that your son/daughter may be included in photographs or video and authorize the use for public print, display or broadcast.

\_\_\_\_\_ I give permission for my child's name or photograph to be used for school related public media, the school's website, and the yearbook.

\_\_\_\_\_ I DO NOT give permission for my child's name or photograph to be used for school-related public media, the school's website, or the yearbook. (Student will still be allowed to attend the activity or program.)

\_\_\_\_\_ (Student's Name) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Parent/Guardian Signature)



# Tampa Day

## Release of Student

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If anyone other than the child's parent is to pick up the child, the school must receive written notification.  
We should also be notified whenever there is a change in car pools.

*When difficulties arise concerning arrangements for pick-up in the case of divorce or separation, we may ask for a copy of legal status of custody.*

Student's Name: \_\_\_\_\_

My child will be picked-up by (please include parent(s) name(s)):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_(Signature of Parent/Legal Guardian) \_\_\_\_\_(Date)



# Tampa Day

## Medication Authorization

12606 Henderson Road  
Tampa, FL 33625  
813.269.2100  
Fax: 813.490.2554

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

Student Name:	Date:
Prescribing Physician:	Physician Phone:
Emergency Contact Number:	

Rx	Time	Dosage	M	T	W	Th	F

I authorize Tampa Day School's designated staff member to administer the medication listed above to my child, \_\_\_\_\_, at the times indicated above. The Medication must be in the original prescription bottle with the appropriate dosage and time indicated on the label.

All changes to the dosage and/or type of medication must be done in writing.

\_\_\_\_\_ (Parent/Legal Guardian's Signature)





# Tampa Day

## Authorization for Medical Treatment

12606 Henderson Road  
Tampa, FL 33625  
813.269.2100  
Fax: 813.490.2554  
[www.TampaDaySchool.com](http://www.TampaDaySchool.com)

I, \_\_\_\_\_, am the parent or legal guardian of the minor listed below:

Name of Child:	Social Security #:
Date of Birth:	Phone Number:
Address:	City/State/Zip:

In case of medical emergency, contact (in the order indicated below):

Name:	Relationship:
Home Phone:	Cell Phone:

Name:	Relationship:
Home Phone:	Cell Phone:

Any know allergies, medical and/or handicap conditions; vision, hearing, etc. and medication my child is presently taking are as follows:

Allergies or Know Allergic Reactions:
Present Medications:
Handicap Conditions:

If my child becomes ill or injured at school, I understand that Tampa Day School will:

1. Contact me immediately and
2. Contact the person/s I have designated.

Tampa Day School has my authorization to contact my child's physician and/or arrange for immediate emergency medical treatment.

Provided the medical care and treatment of my child is on the advice of a licensed physician, I authorize and request all physicians, hospitals or other providers of medical services to follow the instruction listed on the preceding page, at any time and under any circumstances.

The child named on paper is covered under the following medical plan:

Policy Holder:	Employer:
Insurance Company:	Plan Number:
Preferred Hospital:	Name of Doctor:
Address:	Phone:

**THIS FORM MUST BE NOTARIZED**

(we can notarize at Tampa Day School)

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

**STATE OF FLORIDA COUNTY OF** \_\_\_\_\_

**Sworn to and subscribed before me this** \_\_\_\_\_ **day of** \_\_\_\_\_ , \_\_\_\_\_

\_\_\_\_\_  
**Notary Public State of Florida**

