



DREAMPLEX THERAPEUTIC SCHOOL

**2021-2022**

**Parent-Student Handbook**

Dear parents,

We are honored that you have become a part of the Dreamplex Therapeutic School. We are privileged to be given the opportunity to share a small amount of your child's life. Our goal is to impact our students' lives educationally and therapeutically. You are their first educator and therapist. During these critical school-aged years you help your child build character and instill values and ethics so that society will be preserved. We hope that we can exceed all our families' expectations and want to take this time to personally welcome your family to Dreamplex Therapeutic School.

This handbook is designed to share the philosophies, policies, and procedures of our school. We have created a unique environment with the goal of serving children that have complex educational and therapeutic needs. This infusion of academic instruction with various therapies (speech, occupational, physical, and behavior) addresses the child as a whole and allows them to build the skills required to reach their fullest potential.

We look forward to welcoming your child and family to our school!

Sincerely,

Hidalina Bermudez  
Director and Faculty  
of Dreamplex Therapeutic School

# Open Admission Policy

Dreamplex Therapeutic School holds an “Open Admission Policy.” No person on the grounds of sex, race, color, national origin, or creed is discriminated against in admission or in receiving services.

## Accreditation:

The Dreamplex Therapeutic school is approved by the [Florida Department of Education](#), however, does not hold any accreditations.

## 1. Mission Statement and Objectives

***Dreamplex Therapeutic School guides children of all diversities to their full educational and functional potential through quality education and multi-disciplinary therapies.***

Dreamplex Therapeutic School provides an individual learning program designed to meet the specific needs of its students. Opportunities are provided for physical and emotional growth through a whole mind and body approach. We, the faculty and staff at Dreamplex Therapeutic School, commit ourselves to providing a positive and safe atmosphere in which physical, functional, and academic learning can take place. In partnership with the parents and students, our school is an extension of the education that begins in the home. We strive to teach tolerance and appreciation for the uniqueness of each person and educate the local community on tolerance and acceptance. Our purpose is to enhance and develop the values necessary to prepare our students to be productive members of society or participants in their natural environment.

The staff seeks to educate the heart, mind, and body of each student by:

1. Recognizing the dignity, self-worth, esteem, integrity, and identity of each student
2. Integrating a balanced academic curriculum effective and accountable to the parents through the progress report monitoring
3. Challenging the students to achieve their maximum potential in academic subjects
4. Providing an educational atmosphere that promotes social and emotional growth in value-centered relationships and meaningful leisure time activities
5. Providing physical therapy and education in sensorimotor skills designed to promote the strength, range of motion, flexibility, posture, gait, sensory processing, balance and coordination skills that children need to move through their environment easily and effectively
6. Developing an appreciation of aesthetic values through cooking, music, and art instruction

7. Providing speech and language therapy to assist with the production of speech, the understanding of what is being said, and the selection of the correct words that enhance the student's social and academic skills and behavior. Speech and Language are often used interchangeably. However, Speech consists of articulation, fluency and voice. Language includes making new words, understanding the meaning of words, using proper word combinations for a given situation, and putting words together. Speech and Language therapy will include the diagnosing and treatment of communication disorders (voice, fluency, etc.), oral motor weakness and dysfunction, swallowing and feeding treatment, and the assessment and implementation of augmentative and alternative communication systems (AAC)
8. Providing occupational therapy to enhance independence in activities of daily living, as well as improve coordination, fine motor skills, visual motor skills, sensory processing with regulation/modulation, and functional cognitive (thinking) skills

We, the faculty and staff of Dreamplex Therapeutic School, endeavor to work as a professional team, committing ourselves to quality education as we seek to provide a positive atmosphere for each child in our care.

## **2. Policies**

### **A. Admissions**

New students are accepted to the school on an annual basis. It is during this time that a student's ability to adjust to the environment and programs are observed.

1. Acceptance is also dependent upon:
  - a. Availability of suitable program for children KG through 8th grade
  - b. School Application with \$25.00 fee
  - c. Complete professional evaluation for Physical, Occupational, and Speech & Language Therapy; Family Interview with \$175.00 fee
  - d. Annual Physical
  - e. Current immunization records as required by the State of Florida
  - f. Additional documentation if deemed necessary (seizure plan, asthma, allergies, social media release, equipment waiver, medical administration)

Special Activities or Events (i.e., Fun Run, Field Trip, Special Guest Visit, etc.), require a signed permission form from the parent/guardian for the student to participate.

2. Procedure for Admission:
  - a. The parent/guardian makes the initial contact with the school by calling 352-394-0212 ext. 300 or emailing [hbermudez@cfldreamplex.com](mailto:hbermudez@cfldreamplex.com)
  - b. The parents are invited to visit the school and view the program. An application is then given to parents/guardians.
  - c. When the completed application is received from the parent/guardian with a \$25.00 nonrefundable fee (cash or check), an appointment is then set for a family interview and assessment with Physical Therapy (PT), Occupational Therapy (OT), and Speech Therapy (ST).

- d. A \$175.00 fee is due upon date of assessment (this fee will be refunded if the student is not accepted into the school program)

## **B. Fees**

1. New students
  - a. \$25.00 Application fee (nonrefundable)
  - b. \$175.00 Professional Evaluation and Family Interview fee (refundable if student is not accepted into school program)
2. Tuition
  - a. \$25,000 Tuition to attend Dreamplex Therapeutic School (for students that are not receiving Gardiner or McKay scholarship)
  - b. Amount equal to total grant received for Gardiner Scholarship recipients
  - c. Amount equal to total grant received for McKay Scholarship recipients
  - d. Parents must sign over approval of scholarship funds to school within one week of release
  - e. Payment options are managed on a case-by-case basis

Additional grant money applied for and received by the school will be utilized for items such as instructional materials and supplies, technology, and therapy equipment

## **C. Collection**

All tuition, fees, and other financial obligations must be completed before final report cards are issued. To secure compliance with these regulations, the school reserves the right to withhold report cards, permanent records, and transfer of student records to another school until obligations are fulfilled.

## **D. Extended Day Services**

This service is based on availability and is in session when school is in session. The program is operated by Dreamplex Therapeutic School. The fee for the Extended Day Program is \$60.00 per week or \$15.00 per day. Fees will apply for late pick up of students. 2:30pm to 6:00pm regular camp hours.

## **E. Health**

**1. Medication:** A completed medication form should be filled out, signed, and notarized if the student is on medication. All medication required to be taken at the school will be kept in the first aid kit cabinet in the main office and distributed as needed by the director or their lead teacher. Should there be a change in your child's medication, **please inform the OFFICE in writing** and a new medication form will be issued to keep our files current in the event of an emergency. All medication must be in a

prescription bottle with instructions on how to administer as provided by an authorized physician.

- a. If possible, parents are advised to give medication at home on a schedule other than during school hours. If it is necessary that a medication be given during school hours, the following regulations must be followed:
  1. Antibiotics or other medicines ordered to be given three times per day should be given before and after school and at bedtime.
  2. Medications must be brought to school by a parent/guardian in its original container with the appropriate label intact. Controlled medicines will be counted with the staff.
  3. **IF MEDICATION IS NOT IN ITS ORIGINALLY LABELED CONTAINER, IT WILL BE DESTROYED AND NOT GIVEN**
  4. Ask your pharmacist for an extra bottle to be kept at school when you are bringing prescription medicine.
  5. Over the counter medicine must be brought in its original, sealed container.
  6. All unused medicine will be destroyed if not picked up by the parent by the last day of school.

## 2. **Illness Guidelines**

- a. Please read and comply with the guidelines listed below regarding sending your child to school after an illness. Students have been returning to school too soon after an illness-related absence which then perpetuates the cycle of contagious illnesses among our students. We appreciate your understanding and cooperation in protecting all our students from communicable or contagious diseases. Students need to be in optimal health for optimal learning.
- b. To protect students from communicable illnesses, students are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious illness, the parent should contact the school at 352-394-0212 ext.: 300 that other students who might have been exposed to the illness may be altered according to the Department of State Health Services. Students should be symptom free for 24 hours before returning to school.
- c. A student with **any of the following symptoms** must not attend school until the student is free from symptoms listed below:
  1. Temperature of 100.4 degrees or more. Students must be fever free for 48 hours, without fever reducing medication, i.e., Tylenol, Motrin, Advil, before re-entry.
  2. Vomiting or diarrhea, must be symptom free for 48 hours, without medication, before re-entry.
  3. Undetermined rash over any part of the body accompanied by fever
  4. Red, draining eyes, intense itching with signs and symptoms of secondary infection
  5. Open, draining lesions or wounds
  6. Lice or nits on the shaft of the hair

7. For any infection, antibiotics must be taken for a minimum of 48 hours prior to re-admittance to school.
- d. A certificate of the attending physician attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting; may be deemed necessary for reentry into school.

### 3. COVID Protocol

#### A. Student Guidelines

- a. Dreamplex staff are **REQUIRED** to wear face masks or face shield throughout the school day.
- b. Students with flu-like symptoms will not be allowed entry.
- c. Once cleared to enter campus, students will be **REQUIRED to sanitize hands.**
- d. “Social Distancing” of 6’ will be maintained as best as possible inside classrooms and lunch area
- e. Students will be asked to wash their hands for a **min. of 20 seconds** at numerous times throughout the day.
- f. Students will be observed continuously for any flu-like symptoms.
- g. Students exhibiting symptoms during the day will be **isolated immediately and must be picked up within 20 minutes.** Students **CANNOT RETURN TO SCHOOL WITHOUT CLEARANCE** from their Physician showing negative COVID-19 test results.
- h. CDC reports “children are more frequently asymptomatic and may not initially present with fever and cough as often as adult patients do”. (CDC, 2020)

#### B. Guidelines for Snack/Lunch

- a. **LUNCH & SNACKS** must be brought from home in either a disposable gallon sized Ziplock bag or paper bag or lunch boxes please. Disposable utensils and napkins must be included.
- b. Lunch boxes and water bottle must be labeled with **STUDENT’S NAME.**
- c. Hot lunch can be brought in a Thermos to keep food temperature warm. Microwave use will be limited.
- d. **WATER COOLER:** We have a water cooler if students need to refill their water bottle. Students must bring their own water bottles every day to school (i.e., Yeti, Hydro flask, etc.) and it must be labeled with their name. Water bottles cannot be shared.

**C. Guidelines for faculty and Administration**

- a. Practice Social Distancing
- b. Clean and disinfect high-touch-high-traffic surfaces
- c. Train faculty, staff and administrations the procedures of hygiene expectations including frequency of hand washing, the use of hand sanitizers with at least 60% alcohol and clear instructions to avoid touching hands to face
- d. Encourage employees or staff who feel sick to stay at home and monitor symptoms
- e. Do not allow symptomatic people to physically return until they meet CDC criteria to do so or are cleared by medical provider

**D. Guidelines for Parents/Visitors**

- a. Parents will only be allowed in our school lobby one at a time and **MUST wear a face mask to enter the main office** with temperature being taken
- b. Parent/Guardian must sign a COVID-19 Liability Waiver affirming to adhere to safety policies and guidelines established by the Dreamplex Therapeutic School
- c. All parent/teacher meetings will be conducted via phone call or through Zoom
- d. Visitors will **NOT BE ALLOWED** inside the main office or school

**E. Extracurricular**

- a. Temperature testing will be conducted on adults who will be direct participants and have close contact with students.
- b. Students will be monitored for symptoms throughout the day.
- c. All equipment, instruments, uniforms, etc. will be washed or wiped down with each use.
- d. Limited seating at events while allowing families to sit together and marking off seating for social distancing.
- e. Hand sanitizing stations will be provided.
- f. There will be an increased presence of staff at events to maintain adherence to social distancing.

**F. Drop-Off and Pick-Up**

- a. Hand hygiene stations will be set up at/near the entrances and exit of the facility.
- b. There will be parent sign-in sheets by a hand hygiene station and sanitary wipes will be provided for cleaning pens.
- c. Both the entrance and exit of the facility will be used to avoid clustering at single points of entry.



- d. To the extent possible for families, the same person should drop off and pick up the child every day.
- e. To the extent possible for families, older Floridians such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk

#### **H. Guidance for Cleaning and Disinfecting**

- a. Visibly dirty surfaces will be cleaned with soap and water prior to disinfection.
- b. Areas unoccupied for 7 or more days need only routine cleaning.
- c. EPA-approved disinfectant against COVID-19 will be used.
- d. Frequently touched surfaces will be disinfected routinely and daily.
- e. Soap and hand sanitizers will be provided in bathrooms, classrooms, entrances, and exits.
- f. Disinfectants will be kept out of reach of children.
- g. Trash will be removed daily and disposed of safely.
- h. There will be signs of good hand hygiene practices.

#### **I. Responding to a Confirmed Case**

##### **A. Contact Tracing Protocol**

1. Contact tracing will be conducted for **close contacts** (any individual within 6 feet of an infected person for at least 15 minutes) of laboratory-confirmed or probable COVID-19 patients.
2. Testing is recommended for all close contacts of confirmed or probable COVID-19 patients.
3. Those contacts who test positive (symptomatic or asymptomatic) should be **managed as a confirmed COVID-19 case.**
  - a) Asymptomatic contacts testing negative should self-quarantine for 14 days from their last exposure (i.e., close encounter with confirmed or probable COVID-19 case).
  - b) If testing is not available, symptomatic close contacts should self-isolate and be **managed as a probable COVID-19 case.**
  - c) If testing is not available, asymptomatic close contacts should self-quarantine and be monitored for 14 days after their last exposure, with linkage to clinical care for those who develop symptoms.
4. Responding to a Confirmed Case
  - a) The school's health officials will immediately contact the county health department.

- b) **The FDOE will be notified of the initial confirmed case.**
- c) **The decision to open or close the school will be decided upon the local leadership of the school.**
- d) **The students and staff will be dismissed for an initial consultation with local health officials**
- e) **Staff, students, and families will be discouraged from attending gatherings or socializing anywhere.**
- f) **If a student has tested positive for COVID-19, they will be given a home learning packet for the days missed.**
- g) **Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms.**
- h) **Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.**

#### **5. Daily Home Screening for Students**

- a) **Parents: Please complete this short check each morning and report your child's information in the morning before your child leaves for school.**

#### **SECTION 1: Symptoms**

**If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and put them at risk for spreading illness to others. Please check your child for these symptoms:**

- **Temperature 100.4 degrees Fahrenheit or higher when taken by mouth**
- **Sore throat**
- **New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)**
- **Diarrhea, vomiting, or abdominal pain**
- **New onset of severe headache, especially with a fever**

#### **SECTION 2: Close Contact/Potential Exposure**

- **Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19**
- **Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the [Community Mitigation Framework](#)**

- Live in areas of high community transmission (as described in the [Community Mitigation Framework](#)) while the school remains open

## Return-to-School Policies

If the student/parent/caregiver answers YES to any question in Section 1 but NO to any questions in Section 2, the student would be excused from school in accordance with existing school illness management policy (e.g., until symptom-free for 24 hours without fever reducing medications).

If the student or parent or caregiver answers YES to any question in Section 1 and YES to any question in Section 2, the student should be referred for evaluation by their healthcare provider and possible testing. CDC strongly encourages local health departments to work with local school systems to develop a strategy to refer symptomatic individuals to an appropriate healthcare provider or testing site. State, Tribal, territorial, and local health officials and/or healthcare providers will determine when [viral testing](#) for SARS-CoV-2 is appropriate. Schools should not require testing results as a part of return to school policies. Students who have received a negative test result should be allowed to return to school once their symptoms have otherwise improved in accordance with existing school illness management policies.

Students diagnosed with COVID-19 or who answer YES to any question in Section 1 and YES to any question in Section 2 **without negative test results should stay home**, isolate themselves from others, monitor their health, and follow directions from their state or local health department. Students and their families should be advised that the local health department may contact the family for contact tracing. If contacted, families should notify the contract tracer that the student attended school.

Students diagnosed with COVID-19 or who answer YES to any component of Section 1 AND YES to any component of Section 2 without negative test results should be permitted to return to school should be in line with current CDC recommendations in “[When Can I Be Around Others](#)”. A negative test or doctor’s note should not be required for return. Questions regarding return to school should be jointly decided in consultation with parents or caregivers, school personnel, and the student’s healthcare provider based on being around other medically fragile students with chronic conditions or special health care needs to be accommodated to minimize the risk of exposure with a possibility of a negative test required to return to school.

## F. Attendance and Tardiness

School Calendars are distributed to families to aid in planning family vacations. We strongly encourage families to plan vacations during scheduled school vacations. Any vacation related absences will be included in the student's total number of absences; medical-related absences will not be counted against attendance with a doctor's note.

### DREAMPLEX THERAPEUTIC SCHOOLS

2021-2022

#### Student Calendar

(180 Days)

<b>AUGUST</b>	August 10	First Day of Classes/First Grading Period Begins (Tuesday)	16
<b>SEPTEMBER</b>	September 3 September 6	Non-student (Friday) Labor Day / Student Holiday (Monday)	20
<b>OCTOBER</b>	October 7 October 8 October 11	End of First Grading Period (Thursday) Non – Student Day/Teacher Workday (Friday) Classes Resume/Second Grading Period Begins (Monday)	5 Total day 41
<b>NOVEMBER</b>	November 11 November 22-26	Veterans Day/ Student Holiday (Thursday) Thanksgiving Holiday/ Student Holiday (Monday- Friday)	16
<b>DECEMBER</b>	December 16 December 17 December 20-31	End of Second Grading Period (Thursday) Non – Student Day/ Teacher Workday (Friday) Winter Break / Student Holiday (Monday-Friday)	12 Total Days 43
<b>JANUARY</b>	January 3 January 4  January 17	Non-Student Day (Monday) Classes Resume/Third Grading Period Begins (Tuesday)  Martin Luther King, Jr. Birthday/Student Holiday (Monday)	19
<b>FEBRUARY</b>	February 21	Presidents' Day/Student Holiday (Monday)	19
<b>MARCH</b>	March 10 March 11 March 14-18 March 21	End of Third Grading Period (Thursday) Non-Student Day/Teacher WorkDay (Friday) Spring Break/Student Holiday (Monday – Friday) Classes Resume / Fourth Grading Period Begins (Monday)	8 Total Days 46  9

<b>APRIL</b>			21
<b>MAY</b>	May 27	Last Day of Classes/End of Fourth Grading Period (Friday)	20 Total Days 50
		<i>Storm Make-up Days will be determined as needed</i>	<b>189</b>

State of Florida law requires those children between the ages of 5 and 16 attend school. Regular attendance and punctuality are an essential element to good progress in school.

McKay: Private schools must verify the continued attendance of and regular and direct contact with each McKay scholarship student in order to receive scholarship payment.

When a scholarship student attends multiple private schools or a private school and the public school in the same payment period, the right to retain the scholarship payment is given to the first private school the student attends for ten (10) or more school days during that payment period, if all other requirements are met.

Gardiner: In order to participate and continue receiving the Gardiner Scholarship, a parent must affirm that their child is enrolled in a program that meets the regular school attendance requirements in law.

Parents/guardians must notify the school office of a child's absence at 352-394-0212 ext.300 prior to 8:30a.m. As a safety procedure, if a child is absent and the parents have not called, the school will attempt to contact the parents. When a student is absent, the school must receive communication from parent/guardian explaining the reason for absence either voice message or electronic notification. The communication must include 1. The child's full name, 2. Dates of absence, and 3. The nature of illness or reason for absence. **A written excuse is necessary to have on file to verify the legal absence on the child's return.**

1. **If a student is absent more than 10 times, the parents and the student will be required to meet with the director and create an attendance contract.**
2. **Tardiness** - Students not present for morning meeting at 8:30 a.m. are considered tardy. **Parents are required to walk their student to the office and sign the student in.** Parents are encouraged to have their children at school on time, as this is a way to reinforce the importance of punctuality. Tardiness has an adverse effect on the progress of the student who is late and disrupts the learning environment in the classroom.
  - a) **If a student reports to school after 10:30 a.m., without a doctor note the student is marked absent for the day.**
  - b) **If a student leaves school before 10:30 a.m. and does not return that day, the student is marked absent for the day.**

- c) If a student leaves school **after** 10:30 a.m. and does not return that day, this student is marked absent for a half day.
- d) If a student is tardy more than **10 times**, the parents and student will be required to meet with the principal and create an attendance contract.
3. **Doctor and Dental Appointments** require a written note for dismissal. Inform the school should the nature of the problem be important for the student health record. Parents/Guardians are urged to schedule routine appointments **AFTER SCHOOL HOURS** so as not to disrupt the instructional program.
4. **Early Dismissals**
- Early dismissals will be granted for emergencies, and medical or dental appointments that cannot be scheduled outside of school hours.
  - Appointments should be scheduled before or after school whenever possible. If time permits, students are expected to return to school from medical and dental appointments and must check in at the school office.
  - Some early dismissals will count as a half day absence.
  - Requests for early dismissal are to be made verbally or in writing. Any request, except in an emergency, should be made via email [hbermudez@cfldreamplex.com](mailto:hbermudez@cfldreamplex.com) or call the office 352-394-0212 ext. 300
  - Students must be signed out at the school office.

#### **G. SCHOOL ARRIVAL AND DISMISSAL**

1. **School hours** - The regular school day begins at 8:30 a.m. We ask that students not arrive on the school grounds without permission before 8:10 a.m. Dismissal is **PROMPTLY** at 2:30 p.m. from Monday, Tuesday, Thursday, and Friday. Wednesday is **early release** and dismissal is **PROMPTLY** at 1:30.
2. **Transportation** is not provided by the school. Transportation is arranged by parents.
3. **Arrival Procedure** - All cars must enter the parking lot in the rear of the building. Parents are asked to walk their student to the door (an elevator is available as needed) and drop off at Suite 2104A and Suite 2103.
4. Please ring the bell and wait for a staff member to greet you. We kindly ask that you depart from the front door area once your student is in our care. This allows us to conduct arrival in a smooth and efficient manner for all students, and to begin our day on time.
5. **Dismissal Procedure** - All cars must enter the school parking lot in the rear of the building, and parents are asked to pick up their student at Suite 2104A and Suite 2103. Please ring the bell and wait for a staff member to greet you. We also kindly ask that you depart from the front door area once you have picked up your student. This allows us to conduct dismissal in a smooth and safe manner for all students. Each student will have a daily or weekly note in their communication folder located in their backpack that will indicate the details of their day at school. If you wish to make an appointment with school staff, please call the School Office. **If parent is late picking up their child, their child will be in after care and charged a late fee of \$1.00 a minute unless notified school prior to pick up 30-minute notification to avoid late fee.**
6. **Exception to regular transportation** - If someone other than the parent is to pick up the student, **please write a note to the School Office or call the School Office at 352-394-0212 ext.300.** The party is required to go to the school office and submit their Driver License for verification of the name submitted by the parent.

7. **Inclement Weather** – Dreamplex Therapeutic School follows the inclement weather schedule set forth by Lake County Schools.

#### **H. Dress Code**

- We ask that student attending our school wear clothing that is comfortable, clean, and appropriate for an elementary school. Our instructional program includes active play and therapy services, students must wear clothing that allows them to move freely and provides adequate coverage. Clothing and other items our students wear must not disrupt the educational process, create safety concerns, or create any distraction.
  - A) Shorts must be  $\frac{3}{4}$  above the knee or at least fingertip length.
  - B) No tank tops or spaghetti straps.
  - C) Girls (age-appropriate undergarment).
  - D) Closed toe shoes is a must.
- Parents are encouraged to label **ALL** school items, especially clothing items. Articles properly labeled can be easily identified and returned to the student. Items in Lost and Found without names are periodically donated to Goodwill.
- The only device a child should bring with them is a communication device. Personal cell phones, tablets, location trackers, etc. have the potential to be a distraction and/or violate HIPPA laws for our students.

#### **I. LUNCH**

**Students must bring their own lunches and snacks to school. If someone in the school has a specific food allergy, everyone will be notified and adjustments to lunches will be expected. We have microwaves and standard size refrigerators.**

- J. BIRTHDAY CELEBRATIONS are encouraged.** Please contact the teacher(s) or School Office in advance to make arrangement.

#### **K. CONFERENCES**

**Formal Parent/Teacher conferences are held twice each year. The progress report goals are explained at the first conference. The second conference is held in May to inform parents of the child's progress. Parents may request an informal conference at any time and are encouraged to take advantage of our "Open Door" policy. We ask that you avoid conferences with the teacher during teaching hours. Teachers are available after 2:30 p.m. by appointment.**

**Parents may not go into a teacher's class when students are present to discuss their child. This is to ensure compliance with illness-prevention procedures and student confidentiality. Parents must report to or call the Office to set an appointment that is convenient for both the teacher and the parents. Conferences may be scheduled after 2:30 p.m.**

#### **L. REPORT CARDS**

**The report card is based upon the teacher's evaluation of your child as a unique individual in terms of academic, social, emotional and physical growth. Report cards are issued four times annually.**

- The first report card will be given at a scheduled Parent-Teacher conference. All remaining report cards will be sent home via envelope.
- All tuition, fees and other financial obligations must be completed before final report cards are issued.

#### **M. WEEKLY FOLDER**

- Work samples, notices of school events and communication from the faculty are sent home in the weekly folder with each student. The communication folder, with any parent responses, are returned to the classroom with the student as designated by their classroom teacher. Any item(s) to be included in the weekly folder must be directly related to DTS, the PTA or school students.
- **EMAIL**  
Email is a great communication tool; however, teachers may only check it in the morning and after school due to instructional time.

#### **N. PROFESSIONAL CRISIS MANAGEMENT ASSOCIATION (PCMA)**

PCM is a complete crisis management system that includes full range of strategies and procedures targeting a wide spectrum of adaptive functioning (positive and productive behaviors) and maladaptive functioning (aggressive and self-injurious behaviors). Organization can choose non – physical strategies only and / or various levels of physical interventions. Unlike stand-alone approaches, PCM supports and integrates smoothly with existing educational and treatment programming.

#### **O. SCHOOL-MANDATED WITHDRAWAL**

**The school reserves the right to mandate the withdrawal of a student if any of the following apply:**

1. In lieu of another program that will be of greater benefit for the child.
2. When the child has reached his/her maximum capacity in the program offered (this is determined by age, test results and in consultation with parents, teachers and the school Principal).
3. If the child endangering the welfare of other children by his/her behavior.
4. If a child physically harms a teacher or staff member by his/her behavior.
5. If a child willfully runs away or leaves school grounds without permission.
6. Lack of parental cooperation or involvement in school activities such as those set up by the School Association. No school can function without parental assistance and cooperation; therefore, every family must assume this obligation of helping the school in one way or another. Grandparents, Aunts, Uncles or Friends can help fill in for those parents unable to be present at some functions. Some ideas for parental cooperation are working at home for teachers, volunteer for school fund raiser, etc.

#### **P. WITHDRAWALS**

5. To withdraw a student, the parent or guardian must notify the school office and complete a withdrawal form.
6. The student needs to turn in all school property to the school office. The withdrawal form will be processed internally at DTS through the office and business office.



7. Records will not be released until all forms are completed and financial matters are resolved. Please allow 5 working days after all forms are completed and all financial matters are resolved for records to be released. End of year records require more time for processing.
8. Students may be asked to withdraw from school if it is concluded that DTS's program is unable to meet a student's educational or behavioral needs.

### **III. ACADEMIC SUBJECTS AND AUXILIARY SERVICES**

#### **A. ACADEMIC SUBJECTS**

1. **Reading/Language Arts** is taught in a variety of learning styles to meet the individual needs of the students with a focus on foundational, functional and communication skills.
2. **Mathematics** is an individualized prescriptive program to meet each child's needs beginning at the concrete level and progressing through the representational level to the abstract level.
3. **Science** encompasses hands-on and sequential concepts with a focus on STEM activities.
4. **Social Studies** includes a developmental program of social, historical and current events.
5. **Physical Education/Health** is based on individual development and achievement.
6. **Arts and Crafts** instruction is a group activity that gives appreciation of aesthetic value and develops innate talent in students.
7. **Cooking** class allows students to build functional skills through following visual recipes to create and experience new foods.
8. **Sensory** play stimulates a child's senses of touch, smell, taste, movement, balance, sight and hearing. These activities facilitate exploration and investigation.

#### **B. AUXILIARY SERVICES**

1. **Speech & Language Therapy** is determined after the Speech and Language Pathologist completes an evaluation for each student. Individual therapy is determined by need after testing. The Speech and Language Pathologist will work with the academic staff to develop and enrich the child's communication skills within the classroom environment and one-on-one.
2. **Occupational Therapy** is determined after a complete evaluation. Individual therapy is available for those with a need for this service. The therapist works closely with the classroom teacher and assists students in their respective classrooms.
3. **Physical Therapy** provides education in sensorimotor skills designed to promote the strength and range of motion that children need to move through their environment easily and effectively.
4. **Private Therapists and tutors** who are contracted by the parent will be permitted to begin therapy. All therapists must complete the Level II Background screening before they are permitted on campus. Dreamplex Therapeutic Schools reserves the right to refuse admittance of any therapist/tutor.

### **IV. SUPPORT ORGANIZATIONS**

#### **B. VISITORS/VOLUNTEERS**

Each family is expected to participate in the fund-raising activities of the PTA School Association. The activities planned for the 2021-2022 school year are:

- a. Drive in Movie night
- b. TBD
- c. TBD

**Service Hours** - Each family is required to give 20 hours of service to the school. Single parents are required to give 10 hours of service.

Parents can fulfill their service hours in the following manner:

**1. School Activities**

1. **Attend back-to-school nights or other orientation events**
2. **Assist the classroom teacher**
3. **Assist with events held at the school (Halloween, Christmas, etc..)**
4. **Work on materials for school events or the classroom**

**2. Drive in Movie – All families are expected to work at least 2 hours for this event.**

1. **Participating on Planning Committee**
2. **Obtain items**
3. **Assist at the event**
4. **Assist with setup and clean-up**
5. **Decorate**

## **V. HARASSMENT POLICY**

Dreamplex Therapeutic School, Clermont, Florida, strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents and students. Dreamplex Therapeutic School has adopted and promulgated a harassment policy that addresses behaviors that interfere with fulfilling the school's mission. Any form of harassment is condemned. Concerns should be immediately reported directly to the school/center administrator. All credible allegations will be addressed accordingly.

## **VI. DEPARTMENT OF CHILDREN AND FAMILIES**

“The school will reasonably cooperate with regard to any investigation by the Department of Children and Families (“DCF”) pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to the law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.”

6. **CHILD CUSTODY** If legal custody stipulations apply to your child, it is required that copies of this information be provided to the appropriate school office in order to be enrolled in and attend DTS. Additionally, we will need copies of any custody changes.

## **VII. NOTIFICATION STATEMENT**

The Facilities/Maintenance Department of Dreamplex Therapeutic School maintains the Asbestos and Radon Management Plan, which is available for review upon request.

## **IX. DREAMPLEX THERAPEUTIC SCHOOL ANTI-BULLYING POLICY**

Dreamplex Therapeutic School is committed to promoting a safe, healthy, caring, and respectful learning environment for all its students. DTS is committed to protecting its students from bullying and/or harassment. As such bullying and/or harassment is strictly prohibited, it will not be tolerated and shall be just cause for disciplinary action. Therefore, this anti-bullying policy prohibits any unwelcome physical, social, electronic, nonverbal, verbal, or written conduct directed at a student by another student that has the effect of:

- A. Physically, emotionally, or mentally, harming a student.
- B. Damaging, exhorting, or taking a student's personal property.
- C. Placing a student in reasonable fear of emotional or mental harm.
- D. Placing a student in reasonable fear of damage to or loss of personal property; or
- E. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities; or
- F. Disrupting the orderly operation of the school.

### **Personal Responsibility**

Dreamplex Therapeutic school encourages school employees, students, and parents with a personal online presence, to be mindful of the information they post. Your online behavior should reflect the same morals, professional and personal standards of honesty, respect and consideration that you use face-to-face and in work-related settings. Please note, that even if you delete personal information, it still may be stored on the website's server for a longer period. Information that is marked "private" rarely is private on the Internet. It is very easy for "friends" to copy and paste information about you and send it or forward it to others, for example. There is no realistic expectation of privacy in social media, or on the World Wide Web.

The lines between public and private, personal and professional are blurred in the digital world. By identifying yourself as a DTS employee, student, or parent online, you are now connected to colleagues, students, parents and the school community. Use these connections wisely and well. It is inappropriate to substantially disrupt DTS operations using e-mail, text messaging, instant messaging or social networking sites to disparagingly or disrespectfully discuss school-related activities. This reflects poorly on all parties involved.

Teachers, students, and parents are reminded that regardless of where their posting originates, any text, photographs or videos they put on these sites or similar sites which would be disrupting and derogatory to the school or the school community, or threaten, demean, or bully students or faculty, or parents is prohibited.

It is your duty and responsibility to familiarize yourself with the appropriate security settings for any social media (personal or professional) that you may use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you've allowed to see your profile to copy and paste text and send it to someone else. It is also easy for others to "tag" or identify you in photos that they publish with or without your knowledge and permission. Similarly, if you enable settings such as Facebook's ability to allow "friends of friends" to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.

## **CLASSROOM AND VISITS**

As an educational institution committed to providing our students with the best educational environment, we strive to minimize interruptions and distractions.

**Parents and visitors are not permitted to go directly to a classroom** to deliver lunches, messages, a forgotten assignment, an article of clothing or any other reason. Parents and visitors are required to drop off any deliveries at the school office, and the office will make all deliveries to students.

### **VISITORS AND PARENTS ON CAMPUS**

**All** visitors, parents and guests **must** check in and out at the school office whenever they are on campus. Photo ID's must be presented. **Parents and visitors are not permitted to go anywhere on campus without signing in at the office first.**

### **COMMUNICATION**

DTS is committed to keeping open lines of communication with its families. Many instruments are in place to enable parents to know what is going on at DTS and they are as follows:

- Parent Teacher Conferences
- Web Site- [www.dreamplexts.org](http://www.dreamplexts.org)
- DTS Facebook page
- Orientations
- Handbooks – are available for viewing on the DTS website
- E-mail & voicemail for each faculty and staff member
  - [Hbermudez@cfdreamplex.com](mailto:Hbermudez@cfdreamplex.com)
  - [CShafer@cfdreamplex.com](mailto:CShafer@cfdreamplex.com)
  - [DVasquez@cfdreamplex.com](mailto:DVasquez@cfdreamplex.com)

**Classroom Communication** - any fliers, notices, or other communication to be sent home with the students or given out to parents or the public **must** be approved by the school director.

### **DISASTER AND LOCK-DOWN DRILLS**

Fire, Lock Down, and Severe Weather drills will be held regularly during the school year. Instructions will be given at the beginning of the school year, and instructions will also be posted in each room. Students should recognize the seriousness of the drills and be prepared for real life situations.

In case a disaster occurs during a regular school day, students will be released only to their parents or those listed Emergency Contact Information. Photo identification will be required if someone is not known to school personnel.

It is impossible in a time of disaster to verify telephone requests or a parent's written consent given to a friend, neighbor, or relative to pick up a student. School personnel cannot undertake the responsibility of releasing students to any adults other than parents or those listed under Emergency Contact Information. Please have a planned procedure established. If you will be out of town, notify the office in writing stating who is authorized to act in your place. The fact that parents will know where their children are, that they are under supervision, and that precautions for their safety are being observed, should help to prevent panic and confusion.

Activation of the fire alarm will immediately notify the fire department. Careless or malicious initiation of a false alarm is an illegal action that could lead to serious injury when evacuating the building. Deliberate offenses will be handled with the utmost severity. The student and his/her

family will become financially responsible for fees resulting from a false alarm as well as  
subjection to possible disciplinary action, which may include expulsion.

### **FIELD & EDUCATIONAL TRIPS**

- Students on disciplinary probation may be excluded from participating.
- Field trip attire will be specified on the field trip notification form.
- All school policies are in effect on all field trips while on or off campus.
- Students who attend field trips must attend school on the day of the trip.

This **Code of Conduct** applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our school. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school-sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Dreamplex Therapeutic School.

## **Standards of Ethical Conduct Dreamplex Therapeutic School**

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
  - a. Shall maintain honesty in all professional dealings.

- b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.

**Reporting Misconduct by Instructional Personnel and Administrators** All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to Hidalina Bermudez Director of Dreamplex Therapeutic School.

Reports of misconduct committed by administrators should be made to Cameron Gomes/Administrator/Owner of Dreamplex Therapeutic School.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in the front lobby, break room, and on our Web site at:

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

**Reporting Child Abuse, Abandonment or Neglect** All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96- ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

**Liability Protections** Any person, official, or institution participating in good faith in any act authorized or required by law or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

**Thank you for allowing us to join with you as co-partners in the education and therapeutic treatment of your child. We look forward to supporting your students as they learn and grow!**

## **The Faculty and Staff of Dreamplex Therapeutic School**

# HANDBOOK ACKNOWLEDGEMENT PAGE

**2021-2022**

I hereby acknowledge receipt of the Dreamplex Therapeutic School Handbook. By signing below, I acknowledge that I have read and understand the procedures and policies and agree to comply with them. This Handbook does not constitute a contract.

Please sign and return this page to the School Office.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_