

QuickStart Guide

Welcome!

Devon



Preparatory School

**Quick and Easy Guide
for New Families
Joining Devon Prep.**



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Contact Sheet



Rev. Francisco Aisa
Headmaster
faisa@devonprep.com



Mark Aquilante
Director of Student Affairs
maquilante@devonprep.com



George Sheehan
Dean of Students
gsheehan@devonprep.com



Jason Fisher
Athletic Director
jfisher@devonprep.com



Chris Irving
7th Grade Coordinator
cirving@devonprep.com



Tracy Przybylowski
School Nurse
tprzybylowski@devonprep.com



Shane Roxberry
Coordinator of Student Activities
sroxberry@devonprep.com



Nicole Hager
Accounts Receivable
nhager@devonprep.com



Patrick Kane
Director of External Operations
pkane@devonprep.com



Kate Frank
Coordinator of IT
8th Grade Coordinator
kfrank@devonprep.com



Melanie Kingett
Coordinator of Academic
Programming
6th Grade Coordinator
mkingett@devonprep.com



Kevin Mulholland
Director of Admission
kmulholland@devonprep.com



Kelly Brightwell
Counseling Department Chair
kbrightwell@devonprep.com



Catherine Ciocca
School Nurse
cciocca@devonprep.com



Elizabeth Eshleman
Director of College Counseling
eshleman@devonprep.com



Tracy Bruno
Main Office & Transportation
Coordinator
tbruno@devonprep.com



Jenifer Hardie
Parent Engagement Coordinator
jhardie@devonprep.com

Getting Started

Tuition

All tuition payments are done on [FACTS](#). If you have questions about payment plans or tuition in general please contact Nicole Hager nhager@devonprep.com

Transportation

- All Questions should be directed to Tracy Bruno, the Transportation Coordinator at tbruno@devonprep.com
- Bus. <https://www.devonprep.com/admission/transportation/>
- Train. Devon Prep runs a free shuttle in the morning and afternoon to Devon train station for any students who commute to and from school by train. Let Tracy Bruno (tbruno@devonprep.com) know if your son will be using this service.
- Student Driver. Any student with a driver's license is eligible to bring a car on campus but they do need to purchase a student parking pass. Contact Tracy Bruno (tbruno@devonprep.com) to obtain a parking pass.

Lunch Payments

For information regarding lunch payments see [page 17](#).

Textbooks

For information regarding textbooks see [page 12](#).

Athletics

All information regarding athletics at Devon and registration can be found in the links below. If you have any questions please contact Jason Fisher, Athletic Director, jfisher@devonprep.com.

- For All Links and Forms: [Devon Preparatory School Files & Links](#)
- Sports by Season [Sports Offered at Devon Prep](#)
- Coach contact info [DP Coaches Info HANDOUT](#)
- Required forms for participation [Devon Preparatory School Files & Links](#)
- Camps for Fall Sports are open to both Middle School and High School athletes.
- [Devon Prep Pre-Season Sports Camps](#)

Uniforms

Devon Prep uniforms can be purchased online. The link can be found on the Devon Prep Website under "Parents" and is posted in the Devon Weekly. During the school year, orders are filled every Tuesday and Friday and sent home with the student. Prior to the start of school in August, more information will be sent to families about purchasing uniforms during the weeks leading up to the first day of school. Spiritwear can also be purchased through BSN Apparel, a third party sportswear vendor.

- Link to the school store. [Devon Prep Uniform Store](#)
- Link to the BSN website to buy Spiritwear. [BSN Sideline Store](#)

Dress Code

Devon Prep Dress Code (The Dress Code is also published in the Student Handbook which can be found on [page 10](#).)

Basic Uniform

- Students must wear a dress shirt, a necktie properly fitted to the neck, a traditional blazer or sport jacket, properly fitted dress slacks (which must include a conservative-style belt), socks, and dress shoes or solid color canvas-top boat shoes. Middle school students may wear sneakers.
- Dress slacks must be properly fitted at the waist. Dress slacks should be of a conservative, plain color (black, blue, gray, brown, khaki or tan). Carpenter pants, cargo pants, jeans, shorts, plaid etc. are not acceptable.
- A dress shirt is a shirt that is designed to be worn with a necktie and is either a solid color or has a conservative pattern. Shirts must be tucked in properly. When a T-shirt is worn under the dress shirt, it must be white with no writing or pictures.

Early Fall/Late Spring Uniform Shirt

- Unless stated to the contrary, students may wear a golf shirt in place of the dress shirt and tie from the first Monday in April until the last Friday in October. This change applies only to the shirt, not to the rest of the dress code.
- Dress shoes are defined as leather or leather-like shoes such as would be worn on a formal occasion. As stated above, solid color canvas-top boat shoes are also acceptable.

Sweaters

- In addition to the basic uniform, a student may wear the “Devon Prep” regulation 1/4 zip pullover or vest. Non-regulation sweaters or sweatshirts may not be worn at any time.

Hair and Jewelry

- Students must be clean-shaven and well groomed. Hair must be neatly styled and may not be excessive in length or artificially colored. Earrings may not be worn and students may not have other piercings. The only acceptable jewelry items are religious medals on plain chains, Devon Prep ring, and a watch.

Recreation/Gym

- Ties and dress shoes need not be worn during recreation. Appropriate attire for gym classes will be dictated by the gym teachers once school begins. Sneakers must be worn on the gym floor.

Hours

- The school dress code is in effect from 8:00 a.m. to 3:00 p.m. Students are not permitted to change clothes during school hours, except in the locker rooms for physical education classes. After school, clothes may be changed only in the locker rooms or bathrooms.
- For purposes of clarification, the administration will determine what constitutes proper dress code.
- Casual, but appropriate, dress is required at all School events outside regular school hours.

Getting Started

Health Services

Click [here](#) for a link to the Health Services page on the website.

- School Nurses: Catherine Ciocca RN - cciocca@devonprep.com and Tracy Przybylowski RN - tprzybylowski@devonprep.com.
- How to call out sick. If your child is going to be out for the day, please email attendance@devonprep.com or call the main office (610) 688-7337 and leave a message. Please include your child's name, the reason for being out and the date.
- For general information like when to stay home sick, or when a Doctor note is needed, please see the [Health Services Overview](#) on the website.
- The health room supplies Acetaminophen, Ibuprofen, Tums, cough drops, and first aid items. Any other medication your son needs must have a doctor's order along with a parent/physician consent form.
- All medications must be delivered to the health room by a parent or guardian.
- If your son requires an inhaler or EPI PEN a care plan must be provided along with doctor's orders (please ask MD for a self carry order if your son is able).

Required Forms: (See below for links to forms)

ALL NEW STUDENTS

All new students can not start without an updated immunization record and physical.

- A physical (within the last 12 months not older than August 31st. 2021) Physical form can be a print out from your doctor, there is not a specific form needed.

- An immunization record

6th Grade

- A physical. Physical form can be a print out from your doctor, there is not a specific form needed.

- An immunization record

7th Grade

- Proof of having a Tdap booster
- Proof of having the 1st meningitis vaccine
- Dental form

* If you have not received an email re: Tdap and Meningitis vaccine, we already have documentation. **Your son will risk exemption from school if we do not receive documentation before the start of the school year.**

11th Grade

- A physical. Physical form can be a print out from your doctor, there is not a specific form needed.
- An immunization record

12th Grade

- Proof of having 2nd meningitis vaccine

* If you have not received an email re: 2nd Meningitis vaccine, we already have documentation. **Your son will risk exemption from school if we do not receive documentation before the start of the school year.**

- Links to Forms

- [Physical Exam Form](#)
- [Dental Form](#)
- [Food Allergy and Emergency Care Plan](#)
- [Physician/Parent Medication Form](#)

- **Emergency Contact Cards.** Health Services will mail Emergency Contact cards to each family in late August. One card, per child, is REQUIRED to be filled out and returned to the Health Services Office the first week of school. In case of an emergency, the nurses need to be able to access a hard copy of each child's emergency contacts. Please make sure this card is filled out correctly.
- **Concussion information :** If your son is diagnosed with a concussion, please contact the health office and submit MD order and activity/academic restrictions if applicable. All coaches and guidance counselors should be notified as well.

Class Registration

When new families join Devon Prep, the Admission Office will assist in getting students registered for classes. For more information regarding online registration and course scheduling, see [page 18](#).

Forms & Info

Payments: Payments for all school-sponsored field trips, as well as activities, on-campus, and off-campus events, can be made by going to devonprep.epaytrak.com and using the category links on the left side of the home page. An ePay account is necessary to make payments, and a confirmation message will be sent to the email address associated with the account when payment is complete. Please do not send checks or cash to school with your son as payment. For questions related to specific payments or trips, please contact Shane Roxberry at sroxberry@devonprep.com. For questions related to the payment portal, please contact Nicole Hager at nhager@devonprep.com.

Agreement & Release Form: Devon Prep's [Agreement and Release form](#) must be filled out by a parent or guardian every time a student leaves campus in Devon transportation, and should be submitted by the due date stated in the information email. We do reserve the right to turn away students who have not submitted their forms by the deadline, as reservations and transportation arrangements must be made with an accurate headcount. You will receive a confirmation email when the form has successfully been submitted. Please contact Shane Roxberry at sroxberry@devonprep.com for questions related to this form.

For more information regarding field trips see [page 12](#).



Student Handbook

The Student Handbook can be found [here](#).

Curriculum Guide

Detailed information regarding each course offered at Devon Prep can be found in the Curriculum Guide.
[Link to Curriculum Guide](#)

Sample Schedule

For a Middle School Sample Schedule see [page 15](#).
Below is a 9th Grade Sample Schedule.

<i>Period</i>	<i>Class</i>
1	World History
2	Spanish I
3	Mock Trial Club
4	Organismal Biology
5	Introduction to Scripture Lunch
6	Literature Around the World
7	Graphic Design I
8	Geometry

Daily Schedule

*MS Lunch 10:38 - 11:02

*10/11/12th Grade Lunches

*9th Grade Lunch 11:40 - 12:04

12:07 - 12:31 and 12:46 - 1:10

*MS Recreation is 12:47 - 1:10

Period	1	2	3	4	5	6	7	8
Time	8:05 - 8:50	8:53 - 9:38	9:38 - 10:15	10:15 - 11:02	11:05 - 12:04	12:07 - 1:10	1:13 - 1:58	2:01 - 2:45

Mass Day Schedule

*MS Lunch 11:22 - 11:43

*10/11/12th Grade Lunches

*9th Grade Lunch 12:00 - 12:23

12:26 - 12:47 and 1:00 - 1:26

*Mass in Gym 8:10 - 9:00

*MS Recreation is 1:00 - 1:26

Period	1	2	3	4	5	6	7	8
Time	9:05 - 9:41	9:44 - 10:20	10:20 - 10:40	10:43 - 11:19	11:22 - 12:22	12:26 - 1:26	1:29 - 2:05	2:08 - 2:45

Snow Day Schedule

*MS Lunch 11:47 - 12:07

*10/11/12th Grade Lunches

*9th Grade Lunch 12:19 - 12:39

12:42 - 1:02 and 1:14 - 1:34

Period	1	2	3	4	5	6	7	8
Time	10:05 - 10:36	10:39 - 11:10	No 3rd Period	11:13 - 11:44	11:47 - 12:39	12:42 - 1:34	1:37 - 2:08	2:11 - 2:43

Advising Period

Advising occurs daily during the 3rd period. It's purpose is threefold: It is a time in which clubs and activities occur. It is a time to get academic help. It is a time to socialize. At the High School level, students have more autonomy over how they utilize their time during advising. At the Middle School level, students advising time is more structured, with autonomy gained each year. To see the Middle School Advising Schedule and more information regarding Middle School Schedules see [page 14](#).

Textbooks

- Links. [MBS Online Bookstore](#)
- Organized by Department and Course Number
- Indicated as required or optional and format (e-book, paper)
- Textbook Rental options
- How to view textbook list and order
 - Click "Let's Get Started"
 - Select the appropriate term from the left column drop down menu
 - Select the appropriate departments from the right column drop down menu
 - Check all courses that match the PowerSchool schedule
 - Click the right arrow "View your materials"
 - A list of select courses with textbook information and purchasing options will populate.
- ***Please note: textbooks may be purchased from any source***
- Visit the [MBS Help Page](#) with technical questions

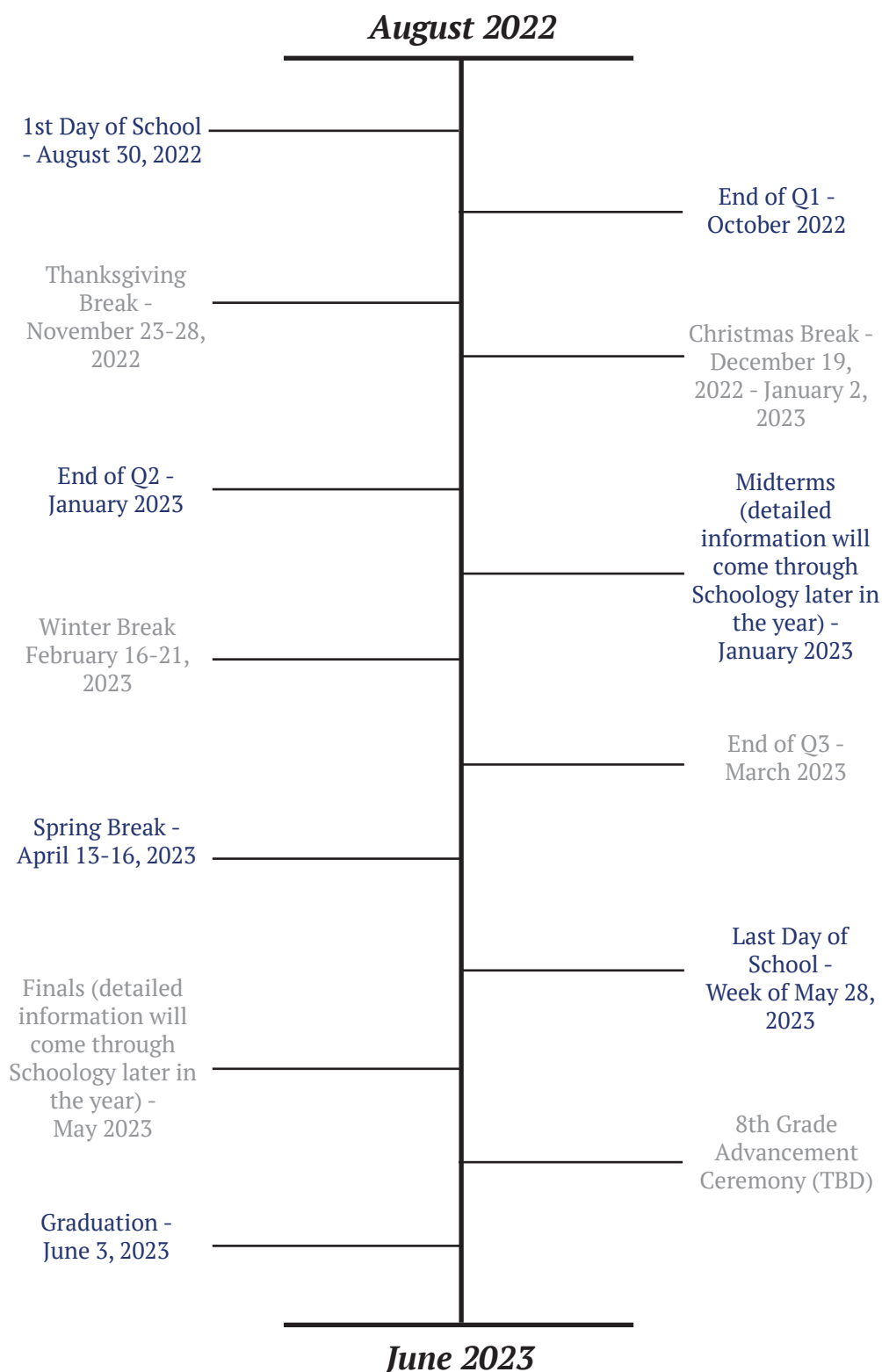
Field Trips

Prior to each field trip, academic excursion, or school-sponsored off-campus event, an email will be sent to parents of students participating using the email address listed in Schoology. This email will contain trip details, a payment link (if applicable), and a link to Devon's Agreement & Release form. Any medication being sent on a field trip must be turned into the nurse's office with a DR note, 2 weeks prior to the trip. Please ensure that you have filled out all necessary forms by the listed due date in order for your son to participate in the trips, but keep in mind that no trip is mandatory if students feel that their time is better spent in the classroom. More information on payments and forms can be found on [page 9](#).



Important Dates

Please refer to the [Calendar](#) on Schoology for the most up to date information on dates such as start/stop dates, vacation dates, known in-service dates, known teacher conference dates. Some important dates already scheduled can be found below.



Advising

Below is the Middle School Advising Schedule.

Day	Activity
A	Grade level or whole group huddle
B	Clubs*
C	Learning Support or Study Hall
D	Clubs*
E	Grade level or whole group huddle
F	Learning Support or Study Hall
G	Clubs*

- *6th Grade required to participate in three clubs.
- *7th Grade required to participate in two clubs. May do more.
- *8th Grade required to participate in one club. May do more.

Supply List

Below is a list of supplies needed for each year of Middle School.







[Link to Middle School Supply List](#)

Sample Schedule

Below is a 6th Grade Sample Schedule.

<i>Period</i>	<i>Class</i>
1	Interactive Life Science
2	Pre-Algebra
3	Hip-Hop and Poetry Club
4	Old Testament Lunch
5	Early American History
6	Language Arts I Recreation
7	Art
8	Physical Education

Which Software?

Software	When Do I Use This Software?
 (emailing and file storage/creation) link	<ul style="list-style-type: none"> • Check GMail daily • Student email address format - dstudent@devonprepstudents.org • Staff email address format - and kfrank@devonprep.com • Google Drive - cloud storage • Create Google Docs - Docs, Slides, Sheets - sharable LIVE documents • Online Collaboration - Share Google Docs and Comment on files
 (learning management program) link	<ul style="list-style-type: none"> • School Calendar • School Announcements • Course Calendars • Groups for School Activities - activity calendars, announcements, etc. • Course Materials - Assignments, Links, Docs & Media - submit assignments • Grades - check current grades in each course • Messaging - Teachers, Parents, Faculty
 (data input and management) link	<ul style="list-style-type: none"> • Schedule - Matrix View and Weekly View • Staff Directory • Student Report Cards Data - stored data for reports - please refer to Schoology to current course grades • Student Transcripts (requested from Nicole Hager nhager@devonprep.com)
 link	<ul style="list-style-type: none"> • Tuition Payments
 link	<ul style="list-style-type: none"> • Accessed through PowerSchool - Online Payment System button • Lunch Program Payments • Payments for Fees and Trips
 NAVIANCE (online guidance software) link	<ul style="list-style-type: none"> • HS use for college exploration • Upload Letters of Recommendation for Students (in Word or PDF formats)

Devices

Devon Prep operates on a Bring Your Own Device policy. Students are invited to bring their own devices, but it is not mandatory.

[Link to Technology Device Recommendations](#)

Mid-Year Enrollment

Please contact the following administrators to set up your student's schedule.

- 6th Grade Students - Melanie Kingett (mkingett@devonprep.com)
- 7th Grade Students - Chris Irving (cirving@devonprep.com)
- 8th Grade Students - Kate Frank (kfrank@devonprep.com)
- High School Students - Mark Aquilante (maquilante@devonprep.com)

Account Setup

- System accounts for new parents and students are sent out via email from Kate Frank in early July. Parents will be emailed letters for both PowerSchool and Schoology that contain access codes for creating accounts that link to their student. Students will be emailed account login information (parents are CC'd) separately.
- Mid-Year Enrollments should contact Kate Frank, IT Coordinator - kfrank@devonprep.com for account setup and login information.

Lunch Payments

- Students purchase food from the cafeteria using their ID badges. Parents add funds to their student's lunch accounts by entering PowerSchool, choosing the Online Payment System button, from the menu, and clicking the orange fork and knife button. Added funds take 5 minutes to sync to the student account and students will be unable to purchase from the cafeteria if their balance goes below \$5.
- Menus are sent out by email the week prior and students are asked to pre-order lunch. Pre-ordering will be mandatory as we do not offer "extras" if a student doesn't pre-order. Accounts are not charged when pre-ordering, they are only charged when the student picks up their lunch.

ID Badges

Students are issued ID badges on the first day of school. The bar scan code on this badge is used to gain access through the keyscan-guarded doors throughout campus as well as purchase items from the cafeteria. Students are expected to wear their badges daily.

Middle School students may be issued up to 3 badges per school year in case they misplace them throughout the school year. After the 3rd badge has been replaced, badges will have to be ordered online.

Replacement badges may be ordered from the Main Office.

Technology & Scheduling

Tech Tutorials

PowerSchool Tutorials

- [Create Parent Account](#)

Schoology Tutorials

- [Create Parent Account](#)
- [Control Notifications](#)
- [News Feed and School Calendar](#)
- [Messaging and Staff Directory](#)
- [Courses and Grades](#)

Online Payment System

- Wordware Lunch Payment System
- ePay Track and Online School Store

Parent Sessions

Two in-person technology sessions are offered during the summer for parents to learn more about the online platforms.

Scheduling Process

The scheduling process begins in March. Schedules are completed in PowerSchool by the end of June. Changes to schedules may be made until the 1st week of August.

1. **Grade Level Meetings** - administrators discuss courses selection options with students
2. **Online Registration** - students add course selection requisition through PowerSchool
 - [Link to Video Tutorial](#) for Online Registration
3. **Scheduling Begins**
4. **Meetings with Counselors** - students meet with counselors to discuss their course selections
5. **PowerSchool Schedule goes LIVE** at the end of June.
6. **Accounts for new parents and students** are sent out via email from Kate Frank in early July. Parents will be emailed letters for both PowerSchool and Schoology that contain access codes for creating accounts that link to their student. Students will be emailed account login information (parents are CCd) separately. Please contact Kate Frank, IT Coordinator - kfrank@devonprep.com for account questions or password changes.
7. **Final Changes to Schedules** are made by counsellors until the 1st week of August.

When new families join Devon Prep, please contact Melanie Kingett, Coordinator of Academic Programming, to register for classes.



Family Engagement

Family Events

All family and parent events are posted to the Schoology Calendar. You will also receive monthly emails from DP Events with additional information and details about upcoming events. Volunteer opportunities include working at the school store or joining an event committee. For additional information, please contact Jenifer Hardie, Parent Engagement Coordinator at jhardie@devonprep.com.



Events

Below are just a few examples of events that may be planned this year.

Family Homecoming Picnic

September

Christmas Gala

December

Moms Mix and Mingle

February

Parent Speaker Series

Quarterly

