



PREK - 9 FAMILY PLAYBOOK

A Quick Reference Guide



3942 Alabama Avenue, SE
Washington, DC 20020
(202) 583-8500
www.mypas.org

Accredited By
North American Division of Seventh-day Adventists
Middle States Association of Colleges and Schools
Revised June 2026

START HERE

ABOUT THIS PLAYBOOK

This Playbook is a quick-reference resource for families. It does not replace the DPAS Parent-Student Handbook, which remains the official source for school policies, procedures, and expectations. When additional detail is needed, please refer to the Parent-Student Handbook.

YOUR FAMILY CHECKLIST

Keep these pages handy. You'll find practical information and resources to use throughout the school year.

Before You Leave the Classroom This Evening:

- ☐ I can log in to FACTS and know where to check grades, missing work, and school messages.
- ☐ I have the school calendar saved and know that Friday dismissal is earlier than Monday–Thursday.
- ☐ My emergency contacts and authorized pickup information are current.
- ☐ I know my child's teacher(s) and the best way to contact them.

- ☐ I will enroll in GoGuardian Parent and use it to monitor my child's school Chromebook at home.
- ☐ My child and I have agreed on where the Chromebook is used, when it is put away, and what sites/apps are off limits.
- ☐ I understand the attendance/tardy procedure and where to submit the attendance form.
- ☐ I have reviewed device, recording, social media, and cyberbullying expectations with my child.

Where Do I Start?

Question/Concern

Start Here

Classwork, homework, grades, classroom behavior

Teacher first. If unresolved after direct communication, contact administration.

Absence, tardy, appointment, missed time

Complete the DPAS Attendance Form provided by the teacher and submit it within the required time.

FACTS access or help updating information, records, general school questions

School office.

Student conflict, repeated behavior, safety concern

Teacher first for classroom concerns; administration for serious, repeated, or safety-related concerns.

Emotional/social support

School counselor / administration.

Chromebook or GoGuardian access

Contact office for account or access issues; parent supervises use at home.

Tuition or payment-plan questions

Business Manager, not the classroom teacher.
businessmgr@mydpas.org

Lunch menu, background clearances, calendar

School website - www.mydpas.org

DAILY OPERATIONS

THE CLOCK MATTERS

7:00 AM Before Care	7:45 AM Regular arrival window begins	8:00 AM School day begins, absence form due	8:05 AM After this time student is tardy	3:00 PM Monday-Thursday PreK-5th Dismissal
3:15 PM Monday-Thursday 6th-9th Dismissal	6:00 PM Monday-Thursday Aftercare ends	1:00 PM Friday Dismissal	1:00 PM Friday Aftercare ends	

ARRIVAL, DISMISSAL, AND ATTENDANCE

DROP-OFF AND PICKUP

PREK 3 AND 4

- Drop-off: Front door of Kindergarten Building; parent brings student to the door and waits until the student enters.
- Pickup: Ring bell and wait outside; student will be escorted out.

K - 9

- Drop-off: Alabama Avenue campus; student exits near student entrance. Parent remains in vehicle until student enters breezeway.
- Pickup: Remain in vehicle and pull to breezeway; student will be called and escorted to vehicle.

ONCE DISMISSED: Students may not re-enter the school building or classroom for any reason.

CELL PHONES: Upon arrival, phones must be turned off and placed in backpacks. Phones may be turned back on after leaving campus.

IF YOUR CHILD WILL BE ABSENT

- Submit the DPAS Attendance/Tardy Form to the teacher by 8:00 a.m. on the morning of the absence or appointment.
- Students have the same number of days to make up work as the number of excused days absent.
- For illnesses of 3+ days, assignments may be requested; allow up to 48 hours. A student must attend at least four classroom hours to be counted present.

IF YOUR CHILD IS TARDY

- After 8:05 a.m., the student is tardy. PreK-8: parent/guardian brings the student to the main office for a late pass. Grade 9: student reports directly to the main office for a late pass.
- Submit the DPAS Attendance/Tardy Form to the teacher within one hour of arrival.
- Doctor/dentist appointments, court appearances, and vehicle problems may be excused; traffic and oversleeping are unexcused. Four or more unexcused tardies require a parent meeting.

APPOINTMENTS AND EARLY PICKUP

- Notify the teacher in advance. Come to the main office, sign the Early Dismissal Log, and your child will be called to meet you.
- Early departures should occur before 2:30 p.m. M-Th / 12:15 p.m. Friday. If called for an ill student, please pick up within one hour.
- PARENT SHORTCUT: Save the attendance form link or file in your phone now.

CHROMEBOOKS AT HOME

Starting with the Chromebook

- A parent/guardian will sign the Technology Form acknowledging receipt of the Chromebook and password.
- The password will be provided directly to the parent/guardian in a sealed envelope.
- Passwords will not be given directly to students, sent home with students, provided by phone, or emailed.
- Parents/guardians are responsible for helping their scholar learn and remember the password.

PASSWORDS: KEEP IT SAFE

Before handing the Chromebook over to your scholar, store the password somewhere secure. If the password is lost, a parent/guardian must make arrangements to receive it in person from the Principal. It will not be provided to the student, by telephone, or by email.

When Does My Scholar Start Using It?

Until your scholar's account is activated and you receive instructions from the teacher, please keep the Chromebook at home. Teachers will notify families when:

- scholars should begin bringing Chromebooks to school; and
- student accounts have been officially activated and are ready for use.

Until you receive that notification, please keep the Chromebook at home.

GOGUARDIAN AT HOME

YOUR WINDOW INTO THE CHROMEBOOK

- Parents/guardians are required to enroll in GoGuardian Parent to review school Chromebook activity and use available at-home controls.
- GoGuardian gives families another way to see how the Chromebook is being used.

GoGuardian does not replace parent supervision.

YOUR PART AT HOME

- Check what your scholar is searching and viewing.
- Know what they are working on.
- Set expectations for where the Chromebook may be used.
- Decide when it is put away.
- Establish where it charges overnight.

See something concerning? Talk with your scholar first. Contact the school when the concern involves an assignment, another student, safety, or school policy.

A 5-MINUTE CHROMEBOOK CHECK

- ☐ Open GoGuardian Parent and review recent activity.
- ☐ Look at open tabs and browsing history and ask:
"Show me what you were working on."
- ☐ Check FACTS/teacher directions before assuming an online activity is school-related.

- ☐ Ask your scholar:
"Show me what you finished tonight."
- ☐ If something concerns you, save a screenshot/photo for your records before closing it.
- ☐ Make sure the Chromebook is charging in the agreed family location.

Check it. Charge it. Put it away.

SCHOOL UNIFORM

PREK - 8th GRADE

Boys (PreK-5)

Light Blue Oxford Shirt (no polos)
Navy Uniform Pants, Tie, and Cardigan

Boys (6-8)

Light Blue Oxford Shirt
Navy Uniform Pants
Striped Tie (FlynnO'Hara)
Blazer (FlynnO'Hara)

Girls (PreK-5)

Light Blue Blouse/Oxford Shirt
Plaid Jumper or Skirt
Navy Uniform Pants and Cardigan
Plaid Cross Tie

Girls (6-8)

Light Blue Oxford Shirt
Plaid Skirt
Gray Uniform Pants
Plaid Tie
Blazer (FlynnO'Hara)

All PreK - 8th Grade Students

School Shoes, Socks, and Belt: Black or Navy
Hair Accessories (girls option): Black, Navy, White, or Uniform Plaid

PE PREK - 9th GRADE

Boys and Girls

DPAS Logo Sweat Pants
DPAS Logo T-shirt
DPAS Logo Sweatshirt
DPAS Logo Shorts (PreK - 3rd Grade Only)
White, Black, or Navy Socks
All Black or All White Tennis Shoes
Monogrammed Fleece Jacket (optional)

Blazers, Monogrammed Attire, and PE Uniforms are sold exclusively at FlynnO'Hara



School Code: DC004

9th GRADE

- Khaki Uniform Pants (boys and girls)
- Khaki Skirt (girls option)
- Monogrammed Polo (white, navy, or light blue – FlynnO'Hara)
- White Button-Down Shirt
- Blazer (FlynnO'Hara)
- Black Belt
- Navy or White Socks
- Plaid Tie (girls)
- Striped Tie (boys)
- Tan Boat Shoes (girls)
- Tan Loafers (boys)

9th Grade - How It Is Worn

Full Dress Uniform - Fridays Only

- White Button-Down Shirt + Blazer + Tie
- Khaki Pants (or skirt for girls)
- School Shoes

Standard Daily Uniform - Two Days Per Week on Non-PE Days

- Monogrammed Polo
- Khaki Pants (or skirt for girls)
- School Shoes

PE Uniform - Two Days Per Week - On PE Days

HOMESCHOOL HELP

WHEN YOUR SCHOLAR SAYS, "I NEED HELP..."

Before Turning to AI...

Start with the assignment. Ask your scholar to show you the teacher's directions, check FACTS/class resources, and explain what they understand so far.

Help them get unstuck—not get it done.

Google Gemini Homework Help: Use it Like a Tutor, Not an Answer Machine

Use Google Gemini to explain, practice, quiz, or check reasoning - not to produce work for submission. You can type a question or upload a photo/file. AI can make mistakes, so compare its help with the teacher's directions and class materials.

When Your Scholar Says...	Try This Gemini Prompt
I don't understand this.	Teach this concept to a [grade]-grade student. Do not give the final answer yet. Explain one step at a time and ask a question after each step."
I don't know how to start	"Look at this assignment/photo and help me identify what the question is asking. Give me a plan, not the completed answer."
I have a test tomorrow.	"Create 10 practice questions from these notes. Ask one at a time, wait for my answer, then explain what I missed."
Can you check my work?	"Here is my work. Check the reasoning and point out where an error may have happened. Do not rewrite the whole assignment."
I have a lot due and don't know where to start.	"Here are my assignments and due dates. Help me put them in an order to work on them. Do not complete any of the assignments."

THE GOAL IS LEARNING

DO NOT USE AI TO: write the assignment for the student, generate answers that are turned in as the student's own work, or bypass teacher directions. AI should support understanding, practice, and independence. Assignments using AI will not be graded and a zero will be entered into the grade book..

Still stuck? If your scholar has reviewed the directions and class resources and made a genuine attempt but still doesn't understand, that's the time to contact the teacher.