

Igniting a love for learning



Doctors of
ACADEMICS

Learning Academy

PARENT/STUDENT



HANDBOOK

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WELCOME TO DOCTORS OF ACADEMICS LEARNING ACADEMY

Welcome to Doctors of Academics Learning Academy (DOALA). You have enrolled in a school that is dedicated to providing quality in education through Jesus Christ.

The policies and procedures contained in this handbook are the results of a concerted effort on the part of our faculty, administration, parents and board members. This information has been carefully prepared. Students and families are expected to know and follow the regulations in this handbook. The guidelines are designed with the best interest of the student in mind. Guided by dedicated staff and open to the direction of the Holy Spirit, our young people will perform and achieve at their greatest potential.

We pray God's blessings on you for a successful and rewarding school year!

MANAGEMENT STATEMENT

Doctors of Academics Learning Academy is a private educational institution in Tampa, FL. The word of God is placed central in the education process. Biblical principles are woven into the core of each academic subject. The mission and the vision of the school reflects those approved by our leadership team and board.

NOTICE OF STUDENTS NON-DISCRIMINATORY POLICY

Doctors of Academics Learning Academy intends to comply with all applicable laws. Our school admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students. It does not discriminate with regard to race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic and school administered programs.

CODE OF ETHICS OF THE EDUCATION PROFESSION IN FLORIDA

Doctors of Academics Learning Academy adheres to the Code of Ethics of the Education Profession in Florida:

1. The educator 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. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

MISSION STATEMENT

To provide a rich hands-on learning environment where children will achieve academic excellence.

VISION

To personalize students' academic journey by inspiring holistic development in a secure environment that encourages exploration, production, upholding and becoming an active part of their world.

ETIQUETTE & PROTOCOL

It is the goal of every teacher to teach every student techniques and skills in the area of etiquette and protocol in order to empower a child to succeed in their relationships with others and to become productive citizens of their community. Children will learn skills such as proper greetings, respecting authority, building up self assurance, developing good manners and social skills, personal presence and appreciating traditional values.

OUR PURPOSE:

The purpose of Doctors of Academics Learning Academy is to provide a Christ-centered, Spirit-filled educational setting dedicated to training young people to fulfill the Great Commission in whatever vocation they may choose, be it minister, teacher, business executive, scientist, doctor, world leader and more! We realize the solemn responsibility under God to carry out this purpose and look for parents and students who are in agreement. For without this agreement, our purpose cannot be fulfilled. The next generation can be different if the people of God today will heed the voice of the Spirit.

PHILOSOPHY OF EDUCATION:

Schools should provide several things to the students who engage in the activity of learning. It should shape their manners and habits, prepare them for future employment, and

equip them to be productive members of society. Learned protocol and proper etiquette basics should be evident in every child.

Our goal is to help you understand our view of successful education based on biblical principles and cutting edge educational curriculum materials designed to empower every student to learn and reach new academic levels of achievement. We also desire a lasting partnership with everyone involved in the student's educational process.

ADMISSIONS

Parents wishing to obtain information about the school and its program or to enroll their children in the school should contact the school registrar's office at 813-856-9679.

Requirements:

1. Immunization. Florida law requires that parents or guardians of all minor children in grades K-12 for all public, parochial, or private schools in the State of Florida, must present a signed original or copy (form DH 680) of required immunizations (or immunization exemption – DH681), and signed original or copy (DH3040) upon school enrollment (see Immunization Requirement for School Entry Addendum).
2. Birth Certificate. Those enrolling in Kindergarten must be five years old on or before September 1.
3. Official school records of progress from previous school.
4. Completed application.
5. Non-refundable registration fee paid.
6. Parents need to be in agreement with the Mission, Vision and Philosophy of Education for the school. Applicants are selected from those whose attitude, lifestyle, academic history, moral and behavioral characteristics are compatible with Doctors of Academics Learning Academy.

Placement: Grade placement for all students will be determined by the administrative staff after reviewing the results of assessment tests. DOALA RESERVES THE RIGHT TO ADJUST AND/OR MODIFY COURSE SELECTIONS AND/OR COMBINATION OF CLASSES AT EACH GRADE LEVEL BASED ON FINAL ENROLLMENT.

Address Changes: Whenever there is a change of address or telephone number, please call the office and notify us of the change. The same is true for changes in doctors and/or emergency numbers.

Re-enrollment: Re-enrollment applications for the upcoming school year will be accepted for students in good standing. All fees are non-refundable.

FINANCIAL INFORMATION

Tuition and Fees: A non-refundable registration fee is due and payable when a student is enrolled for classes. Payment of this fee reserves a place on the class list; therefore this fee is non-refundable. All fees must be paid to the school registrar's office. Tuition is collected through Quickbooks Intuit and is due on the 5th or 20th of each month. All accounts must remain current each month in order for students to continue attending classes. Tuition received after the scheduled invoice payment due date will incur a late fee of \$35.

Insufficient Funds: A \$35 fee is assessed for all insufficient funds and charged to your account. Payment by cash, money order, cashier's check or credit card will be required after an account is assessed because of insufficient funds.

Before Care (contact our tutoring department):

Before care is available through our tutoring company. Before care will run from 6:30 a.m. – 8:00 a.m. Monday through Friday

After Care (contact our tutoring department):

After care is available through our tutoring program. After care will run from 2:30 p.m.– 4:00 pm. Any student picked up after 4:30 p.m. will be charged a flat late fee of \$15.00 for the first 15 minutes and \$2.00 per minute after that.

Student Withdrawal: A student is not classified as withdrawn until the school office receives written notification. All school books, materials, equipment and other school-owned property, including tuition and other financial obligations, must be finalized and turned in before withdrawal can be completed. *If a student withdraws after the first of the month, the parent remains responsible for the complete month's tuition.* **All obligations, including financial, must be cleared before final withdrawal.**

Insurance: The school's student accident insurance coverage is provided for those enrolled students as defined on the Certificate Schedule of Benefits and only for those who are affiliated with the policyholder. The school's policy is secondary to the student's parent/guardian policy and it is recommended that all families have their own family accident insurance.

Fundraising: Tuition payments do not cover all the costs. DOALA is endeavoring to keep tuition rates affordable to make high-quality Christian education accessible to as many families as possible. Therefore, we depend on your support and God's blessing to keep our program operating. We have all-school fundraising projects throughout the school year. Your partnership is needed and appreciated in this endeavor.

ACADEMICS

Through the power of God working in each individual, and biblical guidance our school staff expects students to develop their full potential in every area.

Class Schedules: Teachers will provide parents and students with a class schedule.

Grading Scale: DOALA has adopted the following grading scale (subject to change) in order to fulfill our goal for mastery learning. The letter grades are based on the following percentage grouping: A+ = 97-100 A = 94-96 A- = 90-93 B+ = 87-89 B = 84-86 B- = 80-83 C+ = 76-79 C = 73-75 C- = 72-70 D+ = 67-69 D = 64-66 D- = 63-60 F = Below 60

Homework: Believing that homework is an integral part of the school program, each teacher will give homework to aid the student to advance his/her studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons:

1. **For Drill:** We believe that most students require solid drilling to master material essential to their education progress.
2. **For Practice:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. **For Remedial Activity:** As instruction progresses, various challenge points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such challenges.
4. **For Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents' cooperation in seeing that assignments are completed. Repeated delinquent homework could result in failure to perform well on tests, thereby resulting in a lower grade. Doing homework is part of preparation for the future. As much as one fourth of a student's grade could depend on homework. Correct spelling and neatness are required. Parents are expected to communicate to teachers when their children are having challenges with homework.

The student's classroom teacher will specify any special requirements for homework assignments. **Only pencils are to be used by students when doing assignments.** Pencils are to be used on all math assignments unless otherwise indicated by the teacher.

Student Planners or report sheet: Student Planners are provided for all Academy grades K5 – 5th. Parents are highly encouraged to review and sign planners and report sheets daily. This is our primary communication tool between the home and the school.

Progress Reports: Progress reports will be provided in order to keep parents informed if their child's classroom performance is less than satisfactory. Reports will be sent home at the middle

of each 9-week grading period. Parents are requested to review the report with their child. We request that parents with questions about the progress of their children contact the teacher directly.

Report Cards: Report cards will be sent home at the end of each 9-week grading period. The final report card will be published via our school system. Report cards will be withheld for any student with an outstanding school account.

Testing: All students will be given diagnostic tests prior to enrollment to determine performance level. The results will be used by the teachers as a basis to assess your child's areas of weakness. Areas of strength will be expanded upon. The NWEA Map assessment will be administered in the fall, winter & spring, in order to determine the quality of instruction at each grade level. This will help identify any problem areas that individual students might have. These tests will not affect the outcome of a student's final grade report, but will help better serve each student and is used as a measuring tool comparing our school students to others throughout the United States.

ATTENDANCE

Morning Arrival: School hours are 8:00am – 2:00pm Monday through Thursday and 8:00am-12:00pm on Friday.

Morning arrival for all DOALA students should be no earlier than 7:45 a.m. unless they are involved in the morning care program.

School Dismissal: Since supervision concludes at 2:00p.m, all students are asked to be off campus by this time. The only exception will be students who are involved in the After Care program or staying after school due to their involvement in after-school activities. ***Any student who is not involved in an after school activity and not enrolled in After Care should be picked up no later than 2:00 p.m. Mon-Thurs and 12:00pm on Friday, A late fee of \$15.00 after 2:00p.m.*** will be assessed to your account for late pick ups of non-AfterCare students.

Student Illness: Parents will be notified if their child becomes ill during the school day. At no point during the day is a student to leave and go home ill without the parent/guardian signing the student out through the school office.

School Pick-Up/Security: Identification will be required for all non-parent/legal guardians picking up any child. Anyone authorized to pick up your child must be listed on your child's emergency information form.

Absentees: When a student is absent from school, a phone call from the parent or guardian to the office by 8:30 a.m. that day is required giving the following information:

1. Parent or guardian's name
2. Student's name
3. Grade
4. Reason for absence
5. Estimated date of return

Upon returning from an absence, **ALL STUDENTS WILL FURNISH A WRITTEN NOTE FROM THEIR PARENT OR GUARDIAN STATING THE REASON FOR THE ABSENCE, DATES OF ABSENCE, AND SIGNATURE OF THE PARENT OR GUARDIAN.** Students will give their parent's notes to the classroom teacher.

FLORIDA STATE LAW requires that all school age children attend an approved education program be it public school, private school, or home school. Excessive excused or unexcused absences beyond 10% of the quarter, with the exception of doctor verified extended illnesses, are grounds for a student failing a course or grade level.

Excused Absences:

1. Personal illness.
2. Appointments with doctors and dentists made in advance of the school day. We encourage these appointments to be made during school vacation or after school. The signature of the dentist or doctor must be obtained at the time of the appointment and submitted to the office at the time of return.
3. Death in family.
4. Any and all extreme emergency

School Tardiness: The fourth time a student has an unexcused tardy to school, a conference with the parent will be requested to discuss excessive tardiness. **Being tardy four times constitutes one unexcused absence within each grading period. Unexcused absences and tardiness include:**

1. Students leaving the building without permission from the office.
2. Cutting classes, late rides, traffic (major accidents, exception).
3. Late to school, classes.

Special Absence Request: Students who find it necessary to be out of class for any reason other than the excused absences listed above must clear it with the office and all teachers in advance. A special form may be obtained from the office and signed by parents and teachers before

submitting it to the principal for approval. Please keep in mind that any absence (excused or unexcused) results in disruption of instruction and may prevent a student from obtaining the best grade possible.

Make-Up Work: It is expected that students will make up any missed work due to an absence. If a student missed work due to an unexcused absence, the teacher will still make the decision as to whether or not the work can be made up. Grades may be lowered for late assignments. If a student is absent one day prior to a test, he must make up the test within the week after returning to school. Any student receiving an Out of School Suspension for disciplinary reasons will make up work but receive no credit. Teachers will provide missed work/class assignments within 24 hours of the student's return to class resulting from an absence.

Early Dismissal:

Early dismissals are discouraged. Students leaving a few minutes early often miss important last minute instructions and/or reminders. Interrupting classes to call students to the office also distracts other students and interrupts the end of the day classroom routines. Early dismissals should occur only in emergency circumstances. Please make every effort to schedule appointments outside of school hours. **Students leaving early will be marked as early out. This is considered the same as tardy.**

When it is necessary for a parent to take a child out of class for a doctor's appointment or other reasons during the day, release of the student must be made through the office. **Students who leave before noon and fail to return will be marked absent for one half day.** Students are accountable for all work missed. The absence will be counted as part of the State of Florida attendance law.

School Closing/Early Release: School will be dismissed in case of a severe weather warning and parents will be notified. DOALA follows the decision of Hillsborough County School District when closing for hurricanes and severe weather. Parents must listen to the Emergency Broadcasting System or major local news channels for updates.

STUDENT CONDUCT & DISCIPLINE

Doctors of Academics Learning Academy is not an alternative reform school for disciplinary challenges.

Parents should not enroll their children thinking that we will overcome the difficulties parents may have experienced in fulfilling their roles. We are here to serve as an extension of the

Christian home by providing a learning environment that honors God and strives to develop godly, self-disciplined children. To accomplish this, we are guided by several principles:

1. All authority is established by God (Romans 13).
2. Discipline is profitable for the individual (Proverbs).
3. Both positive (encouragement) and negative (consequence) discipline is used.
4. Policies and procedures should be clear and have a definite purpose.
5. Clear communication of policies and procedures is paramount to maintaining good discipline.

Parents and teachers must cooperate fully with one another and anything said or done which undermines the authority, respect or confidence of either one will have an adverse effect on the child. If a misunderstanding or complaint should occur, please consider the following:

1. Give the school the benefit of the doubt.
2. Consider your child's interpretation may be emotionally biased and may not include the full account of the situation.
3. Support the teacher and administration and contact the school for all the facts.

Attending Doctors of Academics Learning Academy is a privilege and as such students are expected to treat their teachers, classmates, personal and school property with respect. Students are expected to meet and/or exceed the following:

Code of conduct:

1. Demonstrate respect for teachers, staff and other students at all times.
2. Abide by all school and classroom policies and procedures.
3. Show proper respect toward school and others' property.
4. Refrain from any profane or obscene language or gestures, fighting, public display of affection (i.e. holding hands, kissing, embracing, etc.).
5. Refrain from running or playing in the hallways, stairs, restrooms, and lunchroom.
6. Students are to abide by any policies or procedures concerning conduct at school whether or not it is contained in this handbook

In order for optimal learning to take place, students are expected to come to school prepared to learn and participate and must follow all classroom procedures such as:

1. No student is to talk or be out of their seat without permission.
2. No student is to be idle and refuse to work on classroom assignments.
3. No student is to disrupt the class and prevent others from learning.
4. No gum chewing is permitted on the school campus, or during school sponsored events.
5. No student is to leave the school campus without permission.

Infractions Resulting in Verbal & Written Warnings, Redirection or Detention: Students will begin the day on a positive note. If a student refuses to follow a policy or procedure, the teacher will be the first level of student intervention (redirection or detention in order to assist the

student in making right choices). Additional infractions will cause the student to be removed from the classroom and sent to administration with a class referral (generally all students are given anywhere from one to three opportunities to make the right choices). Once a referral has been issued, Administration may call the parents to discuss a course of action or consequences depending on the infraction. The following are examples of infractions:

- Disturbances in the classroom (i.e. excessive talking, out of seat, etc.)
- Disturbance in Chapel
- Incomplete homework
- Notices not returned with parent signature
- Non-Compliance of Dress Code Policies

Infractions Resulting in Probation, Suspension, or Expulsion: There are some infractions that cannot be tolerated because of their severity and ability to break down authority; when a more severe form of discipline needs to be administered to insure the overall integrity of the school. When any of these occur, the teacher will write a referral and send the student to the office immediately.

Examples of Behaviors that may ultimately result in probation:

- Repeated referrals for the same or similar infractions
- Disregard of school policies and procedures or breaking the school Code of Conduct
- Verbal attacks on other students or school personnel

Administration will determine (with the teacher's input) based upon the student's age, grade level, etc., any infractions that may ultimately lead to probation, suspension, or expulsion.

Examples of Behaviors that may ultimately result in suspension:

- Disrespect for any teacher or staff member
- Verbal attacks on school or school policies or procedures
- Any action contrary to the Mission, Vision, Philosophy of Education or Code of Conduct of the school as deemed so by the administration

Students will not be readmitted until after a conference with administration, teacher, parents and student.

Severe Clause - Examples of Behaviors that will result in expulsion:

- Immoral communication or activities on school grounds and/or outside of school (i.e. use of the school internet, text messaging, e-mail, etc.)
- Physical attacks on any staff or student
- Use of tobacco, alcohol, or illegal drugs or bringing any items on campus that may directly violate DOALA's Code of Conduct or have a serious adverse impact on the students of our school
- Continued disregard for DOALA's Policies and Procedures and Code of Conduct

Students will not be considered for re-admittance until they have demonstrated a repentant heart and have sat out an entire academic year. A conference with the headmaster, administrator, teacher, parents, and student will also be required in order to determine if a student who has been expelled may re-enter another school year at Doctors of Academics Learning Academy.

Universal Classroom Management Policies & Procedures:

DOALA has adopted Universal Classroom Management Policies & Procedures that apply to all classes from grades K5 –5th. All students have been advised of these policies and procedures and have been given a two week “trial period” to understand how they are implemented. **Copies of the Policies & Procedures and related forms are attached.**

Individual Rewards:

Students will receive one reward (stamp, sticker, star, ticket, etc.) for each class period they have received no consequence beyond a warning. Students may redeem their rewards at the end of each week/month as outlined by the classroom teacher.

Class Rewards:

Teachers will individually decide what reward will be given to their class as they reach their class goals.

STUDENT DRESS CODE

The Bible does tell us that man looks at a person's outer appearance, but God looks at our hearts (I Samuel 16:7). We know that how we are viewed by God is the most important thing! Nevertheless, man does look at our outward appearance. Even as we have an obligation to see that our hearts are clean and pleasing to God, we also have an obligation to see that our appearance is clean and pleasing to man.

There is a close relationship between performance and appearance. It is our belief that students will achieve and develop their potential in proportion to how they view themselves. Students should dress in a way that will honor God and adhere to school guidelines. In accordance with this underlying belief, we at DOALA expect the students to observe the guidelines presented for young men and women. The administration, staff and teachers will maintain and enforce the Dress Code Policies at both school and school related functions. ***It is the school's belief that parents will accept their responsibility and students will show their respect for the school by honoring the guidelines expressed below.***

We encourage parents to inspect the dress of their child(ren) before leaving for school. All students are expected to be in compliance with DOALA's Dress Code Policies while on campus or involved in school related activities. Any student **NOT** in compliance with DOALA's Dress Code Policies will receive a “**Notice of Non-Compliance of Dress Code**” which will require a parent/guardian signature. Students wearing or displaying improper or questionable attire will be sent to Administration who will review matters in question. If a student consistently

exhibits non-compliance with DOALA's Dress Code Policies, a parent conference will be required.

The school has standardized Dress Code Policies for the purpose listed below:

1. To train students to dress in a modest fashion
2. To create a positive, respectful, disciplined environment in the school
3. To help students in concentrating on academic achievement rather than clothing competition
4. To eliminate offensive fashions
5. To help reduce peer pressure and distractions
6. To help parents and students with financial pressure
7. To create a positive image in the community
8. To eliminate accidents and/or injury caused by excessive length and/or style

Dress Code Policies:

1. **Hair:** Hair must be clean and groomed neatly and in styles appropriate to the school setting.
2. **Jewelry:** (For Girls: Any item such as rings, earrings, necklaces, bracelets, etc. should be worn in moderation. No more than one ring on each hand; one earring in each ear lobe; one watch or bracelet on each wrist; and one necklace. Hoop or dangle earrings larger or longer than the size of a quarter are not allowed for safety purposes. **Earrings for boys are not allowed.** Any jewelry item that is unsafe or causes a distraction in the class will be confiscated and returned to the parent at the end of the day. ***BOY'S EAR PIERCING, BODY PIERCINGS (NOSE, EYEBROW, LIP, TONGUE RINGS, ETC.) AND VISIBLE TATTOOS (TEMPORARY OR PERMANENT) ARE UNACCEPTABLE.***
3. **Make-up/Nails:** Girls' make-up shall be worn in moderation. False eyelashes, bright red lipstick, dark/black nail polish or multiple colors and designs are not allowed. **Fingernail length may not be more than 1/8 inch over fingertip.**
4. **Head Coverings:** Scarves, hats or caps are worn outside the building and only if the weather requires or for medical reasons.
5. **Outerwear:** Any outerwear, **other than school approved uniforms and/or spirit wear**, such as sweatshirts (with or without hoods), coats or jackets **worn inside the building** are to be plain white, gray, black, navy or burgundy with no graphics/logos/designs other than school approved logos. When wearing hooded sweatshirts, the hoods are not to be worn on the head while inside the school. ***Other than above, no other outerwear is to be worn inside the classroom during the school day. Outerwear worn to school that is not a school approved item MUST BE REMOVED PRIOR TO ENTERING THE CLASSROOM.***

6. **DOALA Logo Polo Shirts:** Shirts are expected to be tucked in at all times. Short-sleeved shirts are not to be rolled up. During cooler weather, long sleeved shirts such as turtlenecks may be worn underneath the polo shirt. Plain (no designs)
7. **Uniform Bottoms:** All pants, capri's, shorts, and P.E. shorts shall be secured at the waist and belts must be worn if belt loops are present. Uniform bottoms are to be worn comfortably and loosely, but not in a sloppy manner. Girls' hemlines shall be at least knee-length
8. **Shoes & Socks** – All students must wear a dark, closed style shoe on uniform days (no high heels/pumps are permitted). Tennis shoes/sneakers are permitted on P.E. days only. All shoes must be laced or tied, as designed, to fit securely on the feet. Socks, tights and/or nylons must be worn at all times and may be white, gray, black, or navy only. No other colors or designs are allowed. **Heelys, sandals, flip-flops, open-toed or backless shoes, or bedroom slippers are not allowed.** In the event of a foot injury, medically prescribed footwear is allowed with a doctor's note.
9. **Spirit Dress Days** – On certain designated days, students will be allowed to wear special "Spirit Day" clothing approved by Administration. **No designer labels or logos** (i.e. Polo, Izod, Tommy Hilfiger, etc.) are permitted.
10. **Personal items:** All personal items, including shoes, should be marked with student name and grade

School-approved uniforms may be purchased from All Uniform Wear. Uniform bottoms in khaki and navy are also available at Target and Wal-Mart. If you or your child(ren) have a question regarding an "approved" item, please check with administration prior to wearing it to school. This will help alleviate any questions or challenges for the school, the student and the family.

DOALA reserves the right to amend, revise and/or change the Dress Code Policies at any time. DOALA also reserves the right to deem the acceptable or unacceptable dress of the student's clothing, whether or not it has been specifically outlined in the Dress Code Policies. Any student's consistent failure to comply with the established guidelines may ultimately result in the loss of the privilege of attending Doctors of Academics Learning Academy.

STUDENT AWARDS

Honor Roll

Quarterly Honor Roll recognition is based on the following academics and conduct achievements:

1. Principal's Honor Roll: All A's
2. Honor Roll: A's and B's
3. School Code of Conduct/Dress Code: No Detentions, Referrals, Suspensions, etc.

Perfect Attendance

Quarterly Perfect Attendance recognition is based on the following criteria:

1. No unexcused absences
2. No unexcused tardies over three in any nine week period
3. Excused tardies not to exceed three in any nine week period

DOALA Apple Award

DOALA's Apple Award recipients (K-5TH) will receive this top award based on the following criteria:

- **Academic Scholarship:** A cumulative grade point average of an "A" (GPA= 3.80) or higher.
- **Character:** Upholds principles of morality and ethics; is cooperative and responsible; demonstrates high standards of honesty and reliability; shows courtesy, concern, respect for others, and submissive to authority; and generally maintains a positive outlook on life.
- **Citizenship:** Understands the importance of civic involvement; demonstrates participation and responsibility through involvement in activities such as church groups, community organizations or school events.
- **Leadership:** Resourceful, a good problem solver, involved in and promoting school activities, dependable, organized and a good organizer.
- **Service:** Exhibits the quality of voluntary contributions to his/her class, teachers and school with the expectation of receiving nothing in return.

FOOD SERVICES

At this moment students are required to bring their own breakfast and lunch.

HEALTH SERVICES

Sickness: Please refrain from sending your child to school within 24 hours of illness, i.e., vomiting, diarrhea, fever, rash, etc. If you are called to pick up a sick child, please have them remain at home until symptoms have subsided for 24 hours.

Medicine: Ideally, all medication should be given at home. DOALA recognizes that some students may have special needs that require a prescription to be administered during school hours. *All medications including prescription and nonprescription must be given to administration with a signed medication form and will be kept in administration.* Prescription medication must be in the original container with doctor's name, student's name, dosage amount to be given and expiration date. Nonprescription medication such as Tylenol, Advil, cough drops, etc. must be accompanied with a medication form with clear directions as to dosage and time to be given. The student will be called from class at the time medication should be given. **Please note the school does not have a doctor and/or registered nurse on campus. Please do not send medication with your child.** It must be turned in at the front desk for the protection of every student.

P. E. Excuses: When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Parent requests for exemption (sore throat, nausea, etc.) will be honored within reason.

Staying indoors during P.E. or Recess: Students are not allowed to remain indoors during P.E. or Recess without a note from their parent(s) or guardian(s). Teachers will honor a parent/guardian's request, for medical reasons, if the child is to remain indoors.

Vision and Hearing Screening: Vision and hearing screenings are conducted each year on various grades initiated by the School District of Hillsborough County. If you suspect your child has a challenge in this area, please contact the school office.

PARENT MINISTRY

We run on parent involvement. When parents register their children, they will be asked to identify areas in which they feel they would like to help. It is expected that parents will attend all Parent-Teacher Fellowship events. These events may consist of special teaching and training on topics important to parents. Room parents, class sponsors, and daily prayer for the children are important responsibilities of our parent volunteers throughout the year.

Parent-Teacher Conferences: Regularly scheduled Parent-Teacher conferences will be held during the first and second semester of the school year. However, any parent who wishes to have a conference with a teacher is encouraged to do so. The parent may call the school for an appointment with the teacher. Should a conference with an administrator be desired, the same procedure should be followed.

Parent Issues: We encourage our staff and parents to utilize the Matthew 18 Principle. What is the Matthew 18 principle? The Matthew 18 principle requires that **parents talk to teachers about student problems before they talk to the administration.** Most of your issues can be resolved by going directly to your child(ren)'s teacher. If you have a question or challenge concerning your child(ren)'s grades, homework, class behavior or activities, please contact their teacher first, before bringing it to the attention of the administrative staff.

Parental Visits: It is the desire of the administration and faculty to be of service to both parents and students. We welcome parents who wish to visit; however, any visit to a classroom must be made by appointment with the office. *It is the policy of the school that all parents/visitors must sign in at the front desk and receive a "Visitors Badge" to be able to enter the classrooms, lunchroom, playground area, etc.* Unless a visit is arranged with the teacher prior to the start of the day, parents are requested not to visit the classroom or request to speak with the teacher. It is important to understand that the teaching staff has a schedule to fulfill for the benefit of all students.

Parent Volunteer Hours: The school desires and needs the partnership of every parent in order for the school to succeed! All parents are required to follow the guidelines established by School Administration regarding our school improvement workshops.

Parent Teacher Fellowship (PTF): All parents are encouraged to participate in the PTF throughout the school year. The officer categories are as follows:

1. President
2. Vice-President
3. Secretary/Treasurer

(Duties of the PTF officers will be included in the student orientation packet. If interested, please contact the school's main office to indicate which category you may be interested in for the new school year).

MISCELLANEOUS

Cell Phones and/or Electronic Devices: No cell phones and/or electronic devices are to be brought to the school campus. Doctors of Academics Learning Academy follows the guidelines set forth by Hillsborough County schools: **“We see it...we take it.”** Any student cell phone or electronic device confiscated during the day will be brought to Administration and returned to the parent upon student pickup. If the student continues to bring the electronic device to school, it will be held in Administration until the end of the school year.

Student Messages: Students are called to the office telephone only in extreme emergencies. In case of illness in the home or some emergency which the parent can explain to the receptionist, students will receive the message.

Mail: No mail or parcel package will be delivered to the students in the building. Mail addressed to students is forwarded to the home address. This regulation protects our students from the outside influence of those attempting to bypass parental supervision.

Visitors: Students may be called from class to see parents or visitors who can satisfactorily explain their business. No visitor is to be permitted to see a student without permission from the office and parent. All visitors must sign in and out in the Visitors Log located in the school lobby

Curriculum Materials & Building Care: Students are responsible for all materials checked out to them. Students who lose or mistreat materials resulting in more than normal wear and tear (water damage, ripped covers, broken bindings, etc.) will be fined an appropriate replacement or repair cost. Writing is permitted only in workbooks as assigned by teachers. Teachers will periodically check the condition of materials that have been checked out. **Report cards, transcripts and standardized testing results will be retained as a result of unpaid fines.** Students will be expected to care for campus property and fines will be imposed upon students who cause damage/destruction of school property.

Driving Instructions: In order to ensure the safety of our students please adhere to the following traffic policies.

1. Do not park and leave your car unattended or block the entrance to the school. You may park to drop off or pick up students. Please park in the school parking lot if you need to meet with school faculty, staff or administration. Students should exit and enter vehicles using doors closest to the school building.
2. Please do not go against the flow of traffic which may block others who may be waiting to drop off or pick up their children.
3. Please do not allow children to cross traffic areas without supervision.

4. Please use extreme caution when approaching the building and drive your vehicle around the outer perimeter of the parking lot in order to line up and drive under the canopy where all parents pick up their children. 5. When exiting from the canopy parent pick up drive-way, please exit using the first parking lot opening. PLEASE DO NOT ATTEMPT TO EXIT AT THE END OF THE PARENT CANOPY PICK UP DRIVEWAY BY DRIVING STRAIGHT AND THEN ATTEMPTING TO MAKE AN IMMEDIATE RIGHT TURN FOR THE SAFETY OF INCOMING TRAFFIC. 6. Our school may at times utilize the assistance of Safety Patrols during morning drop offs and afternoon pickups. Please adhere to the directions of all Safety Patrols.

**PARENT HANDBOOK/SCHOOL WIDE DISCIPLINE PLAN ACKNOWLEDGEMENT
PLAN**

Student's Name _____ Grade _____ Teacher's Name _____

Our signatures acknowledge that we were given a copy of Doctors of Academics Learning Academy's Parent Handbook and School Wide Discipline Plan. We understand that it contains information about the policies and procedures of our school. We understand it is our responsibility to learn the rules and help our child(ren) understand their role in making DOALA a safe and enjoyable learning environment.

Student Signature _____

Parent/Guardian Signature _____ Date _____

Note: Failure to return this acknowledgement form will not relieve a student and/or parent/guardian from responsibility for knowledge or non-compliance of the procedures or policies stated in this plan.