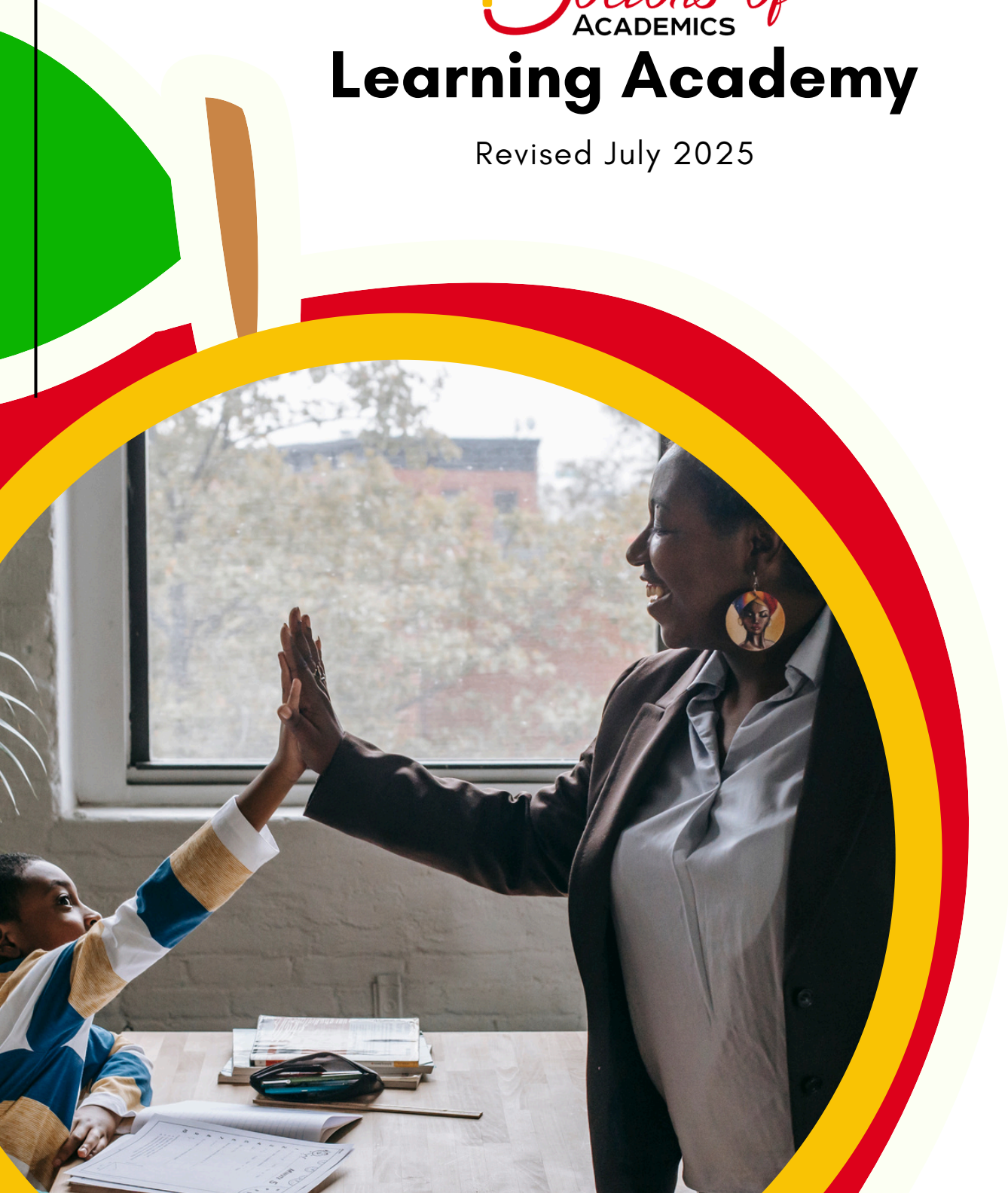


Igniting a love for learning



Doctors of
ACADEMICS
Learning Academy

Revised July 2025



EMPLOYEE HANDBOOK

Employee Handbook

2025-2026

*Employees are responsible for reading and understanding
all information contained within this handbook
as a condition of employment.*

INTRODUCTION

Welcome to Doctors of Academics Learning Academy (DOALA). You have partnered with 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. All employees are expected to know and follow the regulations in this handbook. The guidelines are designed with the best interest of our employees in mind. Guided by dedicated administration and open to the direction of the Holy Spirit, our employees 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.

MISSION STATEMENT

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

VISION STATEMENT

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.

Doctors of Academics Learning Academy prepares students to become

- Dedicated followers of Christ**
- Obedient and diligent workers**
- Ambitious critical thinkers**
- Lifelong, self-directed learners**
- Active participant in their world**

CORE VALUES

We integrate Biblical Truth into everything.

Biblical studies, as a core subject, is taught at every grade level and at a Christian worldview, ensuring both faith and learning, is implemented in all areas of the curricular and extra curricular programs.

We educate the whole child with excellence.

Doctors of Academics Learning Academy is committed to academic excellence, educating the whole child, maximizing each student's potential, encouraging critical thinking, problem solving, and effective communication within the context of a Biblical worldview.

We live out what we believe as followers of Christ.

Our faculty and students will not only study Biblical truth, but will demonstrate Christian character: godly living, healthy relationships, Christian ministry, and sharing of our faith.

We partner with parents.

Doctors of Academics Learning Academy believes that parents have the primary responsibility for the education of their children and our role is to partner with them in the training and instruction of their children.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

The mission of Doctors of Academics Learning Academy is to provide a rich hands-on learning environment where children will achieve academic excellence.

Doctors of Academics Learning Academy will prepare its students to:

1. **grow spiritually**, and be individuals who:
 - a. have accepted or been challenged to accept Jesus Christ as their personal Savior.
 - b. recognize God's love, will, and authority in their lives.
 - c. prayerfully look to God and His Word daily as the source of truth and direction.
 - d. are able to lead someone to Christ.
2. **pursue knowledge**, and be individuals who are **self directed learners** who:
 - a. take personal responsibility in the learning processes.
 - b. set realistic goals and prioritize to achieve those goals.
 - c. access and assess information effectively from a variety of sources.
 - d. demonstrate organizational and time management skills.
3. **become critical thinkers** who:
 - a. analyze, evaluate and synthesize information.
 - b. apply problem-solving strategies.
4. **become effective communicators** who:
 - a. receive and interpret messages accurately.
 - b. convey messages reflectively, critically, and clearly.
 - c. express themselves creatively through art, drama, foreign language, music, or sports.
 - d. express and defend their faith.
5. **develop emotionally, and physically**, and become individuals who:
 - a. are emotionally and physically fit.
 - b. effectively deal with stress.
 - c. accept consequences for life choices.
6. **develop socially** and be individuals who are **collaborative workers** who:
 - a. contribute and function in various group roles.
 - b. manage interpersonal relationships within culturally and organizationally diverse settings.
 - c. are able to effectively and courteously resolve conflicts.
 - d. are accountable for their words and actions.
 - e. demonstrate consideration of others.
7. **become community participants** who:
 - a. demonstrate Christian ethics and integrity through positive and productive citizenship.
 - b. contribute time, energy, and talents to improve the quality of life in their school, community, state, nation, and world.

PHILOSOPHY OF EDUCATION

The philosophy of Christian education at Doctors of Academics Learning Academy is based upon the existence of a living God Who created all things and has revealed Himself to us. The revelation has come through the written Word, the Bible, and through the living Word, Jesus Christ, and through creation.

The Bible is the inspired, infallible, and authoritative Word of God. Jesus Christ is the central theme of history and is the central authority of what men say, do or believe. Man was created in God's image, but that image was ruined at the fall when man chose to sin against God. God provided a way of redemption for man through the incarnation, death, and resurrection of His Son, Jesus Christ. A regenerated person receives the Holy Spirit to guide him into all truth.

The education at Doctors of Academics Learning Academy is God-centered and seeks to view life in every dimension as God sees it. All educational goals and objectives are found within the Bible, among which are glorifying God, reaching the lost, and training and maturing individual believers.

The knowledge of Jesus Christ is essential for personal individual development in matters physical, mental, social, and spiritual. All members of the educational process at Doctors of Academics Learning Academy are personally committed to Jesus Christ. We believe that the educational process cannot truly take place apart from the ministry of the Holy Spirit. We believe that proper relationships among family, church, and school are essential to Christian education. It is the responsibility of the parents to teach and train a child. Doctors of Academics Learning Academy, as a ministry of the church, is an extension of the educational process of the home.

The education offered at Doctors of Academics Learning Academy is designed to meet the student on his/her level of development and growth. We strive to instill the proper priorities of life, the first being individual commitment to Jesus Christ. The educators at Doctors of Academics Learning Academy are committed to these basic principles and must be able to communicate them effectively.

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.

STATEMENT OF FAITH

We believe...

1. that the Bible is the only inspired, infallible, authoritative Word of God and is the standard for Christian living (Matthew 19:4–5; Mark 12:26; Romans 15:4; I Corinthians 14:37; II Timothy 3:16; II Peter 1:21; II Peter 3:2; II Peter 3:16).
2. that there is one God, eternally existent in three (3) persons: the Father, the Son, the Holy Spirit, each of Whom possesses equally all the attributes of Deity (Matthew 28:18–19; John 1:1–2; John 1:14; John 10:30; Acts 5:3–4; II Corinthians 13:14; Hebrews 1:1–3; Revelation 1:4–6).
3. in the Deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His Lordship over all of life, and in His personal return in power and glory (Luke 1:30–35; John 1:1; John 1:18; John 3:16; II Corinthians 5:21; Philippians 2:5–8; Hebrews 4:15; Leviticus 17:11; Matthew 26:28; John 1:29; Matthew 28:5–6; John 20:17; Acts 2:32–36; Philippians 3:20; I Thessalonians 4:13–18; Titus 2:13).
4. that man, though created in the image of God, is separated from God because of sin and that every person is born in a state of sin and in need of salvation in order to be reconciled to God (Genesis 1:26; Genesis 6:5; Psalm 14:1–3; Psalm 51:5; John 6:53).
5. that salvation is by grace alone through faith, by the merit of the shed blood of Jesus Christ, apart from any work (Ephesians 2:8; Isaiah 64:6; John 5:24; John 10:27–30; Romans 8:35–39).
6. in the absolute necessity of regeneration by the Holy Spirit for salvation, that the Holy Spirit indwells all believers, that the Holy Spirit gives spiritual gifts to all believers to be exercised for God's glory and the edification of believers, that all gifts are to be used in accordance with God's Word, and that holy living, not ecstatic spiritual experience, is to be the goal of every believer (I Corinthians 13:1–4; I Corinthians 14:19; John 16:13–14; John 3:6; John 16:7–11; Romans 8:9; I Corinthians 12:13; Ephesians 4:30; I John 2:20–27; Ephesians 4:11–12).
7. that the Christian is called to live a holy life, separated from patterns of fornication, idolatry, adultery, homosexuality, thievery, covetousness, drunkenness, reviling, and swindling (I Corinthians 6:9–11; Romans 12:1–2; James 4:4; II Corinthians 6:14; I John 2:16).
8. that the Scripture teaches that God's people are to assemble together regularly for worship, for edification through the Scriptures, and for mutual encouragement (Hebrews 10:23–25; Acts 2:42; Acts 20:7; I Corinthians 12:20–28; I Corinthians 16:1–2; Ephesians 4:11–16; I Timothy 4:13; II Timothy 3:16; II Timothy 4:2).
9. in the individual access of every believer to God through Christ, and the spiritual unity of believers in Christ (Hebrews 7:25; I John 2:1; I Timothy 2:5; I Corinthians 12:12–14; Ephesians 1:20–23; Ephesians 4:3–6; Colossians 3:14–15).
10. in the resurrection of the saved unto eternal life, and the lost unto eternal damnation (Luke 16:19–26; II Corinthians 5:8; II Thessalonians 1:7–9; Jude 6:7; Revelation 20:11–15).

PART 1: EMPLOYMENT INFORMATION

SECTION 1: EMPLOYMENT LAWS

1.1A EQUAL EMPLOYMENT OPPORTUNITY

Doctors of Academics Learning Academy provides equal employment opportunities to all employees and applicants for employment without regard to race, color, age, sex, national origin, disability, military service, or any other status protected by federal, state, or local laws and regulations. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, transfer, leave of absence, compensation, and training. If an employee or applicant has questions or concerns regarding equal employment opportunity, they should contact their administration team in writing.

1.1B LIVESCAN FINGERPRINTING

Doctors of Academics Learning Academy requires newly hired employees be fingerprinted prior to the first day of employment. Employees may not begin work until we receive fingerprint clearance from the Department of Justice and FBI. Fingerprinting can only occur once an applicant has been offered employment.

1.1C I-9 IMMIGRATION REFORM

Doctors of Academics Learning Academy employs only those persons who are legally eligible to work in the United States. All newly hired employees are asked to provide original documents verifying the right to work in the United States and sign a verification form required by federal law prior to the first day of employment. If an individual cannot verify his/her right to work within 3 days of hire, DOALA must terminate employment.

1.1D AMERICANS WITH DISABILITY ACT

Doctors of Academics Learning Academy will not discriminate against any qualified employee or applicant with a disability and, when necessary, will provide reasonable accommodation for the known disability unless undue hardship on the operation of the school would result. Employees who require a reasonable accommodation should make this known during the onboarding process.

1.1E FL/OSHA

In accordance with applicable state workplace safety and health laws (FL/OSHA), Doctors of Academics Learning Academy seeks to provide a place of employment that is safe and healthful by doing everything reasonably necessary to protect the life, safety, and health of its employees. Administration should be notified of any workplace related injury or illness, as well as unsafe areas or potential hazards on school property. Current workplace compliance posters are displayed in the main office, breakroom and/or lobby on each campus, which communicate employer and employee rights and responsibilities and contact information.

SECTION 2: WORKPLACE CONDUCT

1.2A CONFLICTS OF INTEREST

Doctors of Academics Learning Academy expects all employees to conduct themselves and school business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Doctors of Academics Learning Academy recognizes and respects the individual employee's right to engage in activities outside of employment, which are private in nature and do not in any way conflict with or reflect poorly on the school, while expecting its employees to model a Christian witness to students and the wider community.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with the Site Administrator for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior or unacceptable ethics:

- Attain outside employment, which reflects poorly on Doctors of Academics Learning Academy.
- Conduct school business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
- Sustain a substantial interest in, or participating in the management of, a firm to which the school makes sales or from which it makes purchases.
- Borrow money from school families or firms, other than recognized loan institutions, from which DOALA buys services, materials, equipment, or supplies.
- Accept substantial gifts or excessive entertainment from school families, an outside organization or agency.
- Participate in civic or professional organization activities in a manner that divulges confidential school or student information.
- Misuse or reveal privileged and confidential information to those outside of DOALA.
- Use one's position in the school or knowledge of its affairs for personal gain.
- Engage in practices or procedures that violate any federal or state laws.

1.2B CONFIDENTIALITY

The protection of confidential information is vital to the interest of Doctors of Academics Learning Academy and its employees, students, and families. Confidential information is all information disclosed to or known by employees because of their employment relationship with the school that is not generally known to people outside of the school.

Employees must not give any information concerning a specific student except under judicial process, unless it is for one of the following:

- A parent or guardian of the student.

- A person designated by a parent or guardian of the student in writing.
- An officer or employee of a public, private, or parochial school where the student attends, has attended, or intends to enroll.
- An officer or employee of the United States, State of Florida, a county or city seeking information in the course of his duties.
- An officer or employee of a public or private guidance or welfare agency of which the student is a client.
- An employer or potential employer of the student.
- An official with a subpoena in a custody/divorce suit.

Restrictions imposed by this policy are not intended to interfere with the giving of information by school personnel concerning participation in athletics or other school activities, the winning of scholastic or other honors and awards, or any other such information.

An employee who improperly uses or discloses confidential school information will be subject to disciplinary action up to and including termination of employment and/or legal action, even if they do not benefit from the disclosed information.

All inquiries from the media must be referred to the Head of School.

1.2C NEPOTISM POLICY

Doctors of Academics Learning Academy desires to develop and maintain a transparent atmosphere where employees are hired based upon qualifications, with only the best qualified individuals staffing the school system as Administrators, faculty, and staff. DOALA also is cognizant that perceptions of partiality due to familial relationships may hinder the school's ability to resolve conflict, or to fully address issues that, in the best interest of the school, must be resolved. The employment of relatives can cause various problems, including charges of favoritism, conflicts of interest, discord, and scheduling conflicts that work to the disadvantage of the school system. School families may perceive that they are unable to address concerns because of familial ties among Board, Administrators, and faculty, or staff. In order to create and promote open and safe employment relationships and to avoid the perception of favoritism, this policy has been established.

For the purposes of this policy, the term, "close relative" includes the following relationships, whether established by blood, marriage, or other legal action: mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister in-law, brother-in-law, son-in-law, daughter-in-law, step-child, aunt, uncle, nephew, niece, cousin, or grandparent.

Therefore, DOALA has adopted this Nepotism Policy as detailed below.

1. This policy applies to Board members, the Head of School, Administrators, faculty, and staff.
2. Regarding Board members: refer to Board Handbook A-5 for additional criteria. Regarding Administration: close relatives may be employed at any level within the school structure given that they meet the requirements for employment.
3. Regarding Faculty and Staff: No Teacher, Instructional Aide, or Coach shall have his/her own child in his/her own class or team, unless there is no reasonable alternative. In cases

where placement of a child with a parent is unavoidable, it is expected that faculty and staff work with Administrators to ensure the fair and equitable treatment of all students. This will include, but is not limited to: clear communication regarding how to address potential behavioral issues, accusations of favoritism, class interactions, etc.

4. Close relatives of DOALA employees will be considered for employment based on their qualifications. Close relatives may not be hired, however, if employment would:
 - a. Create a supervisor/subordinate relationship with a family member as defined above;
 - b. Have the potential for creating an adverse impact on work performance; or
 - c. Create either an actual conflict of interest or the appearance of a conflict of interest.
5. This policy must also be considered when assigning, transferring, or promoting an employee.
6. Employees who become close relatives or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within DOALA, to which one of the employees will transfer.
7. When a situation occurs, which results in a violation of this policy (whether because of the marriage of two employees or some other circumstance), one of the employees involved will be required to resign or will otherwise be discharged. Employees will be permitted to determine which of them will resign and will be required to inform DOALA of their decision within a two-month period after the violation begins. If the employees cannot or do not make a decision within this two month period, DOALA leadership will decide, in its sole discretion, who will remain employed. In the event that DOALA has to be the decision maker, both parties have the potential to be dismissed at once.

Paragraph 6 above, does not apply to “close relatives” who are already employed by DOALA as of the effective date of this policy (August 1,2022), and who continue to meet the conditions of their contracts. This waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy. Other provisions of this policy apply to current employees as of the effective date (i.e., transfers or reassignments pursuant to paragraph 4, above). As it is the intent of this policy to help create a safe and open work environment for all employees, all “close relatives” currently employed by DOALA (including part-time, and/or seasonal employees) as of the effective date of this policy will be expected to meet with their immediate supervisor to confirm that the criteria outlined in paragraph 3, above, are met. To ensure the intent of this policy is honored, employees and their supervisors will be required to consider issues such as: the perception of favoritism, the chain of command, and reporting systems for concerns regarding the employee. Each will be expected to make any reasonable adjustments, as deemed necessary.

1.2D GRIEVANCE POLICY

The Doctors of Academics Learning Academy Board functions as a policy board and, as such, is responsible for the creation and approval of all school policies. The Administration of Doctors of Academics Learning Academy is then charged with operating the school in accordance with approved board policies.

There may be instances where school personnel disagree with a decision made by the school's Administration. If the decision aligns with board policy, the employee should follow the steps for

communicating his/her disagreement outlined in section 2.1B of this Handbook. In these situations, the employee's request to address the Board may or may not be granted if the Board determines that Administration is operating within policy. However, employees may seek to address a grievance with the Board if the employee can demonstrate that an administrative decision violates board policy. In such cases, a grievance should be handled as follows:

1. Informal, Christlike discussion with person(s) involved, including the Head of School. All reasonable attempts should be made to resolve the situation.
2. If the issue is unresolved, the grievant (person filing the grievance) shall submit a written grievance to the School Board. The grievance must be filed within 10 working days of the circumstance which precipitated the grievance. If it is necessary to adjust the timeline, all parties will be notified.
3. The School Board Chair will respond within three business days, and the Board will provide a recommendation within 10 business days. They may affirm or amend the Head of School's recommendation, whole or in part. This decision is considered final.
4. Records of all grievances will be maintained by administration. If the School Board becomes involved they will also keep records. All records will be kept in a separate and confidential file classified as private.

1.2E HARASSMENT POLICY

Doctors of Academics Learning Academy is committed to providing an environment in which people are treated with dignity, decency and respect and will not tolerate discrimination or harassment of, or by, any student, employee, volunteer, or other DOALA community member. Through enforcement of this policy and by education of its employees, DOALA seeks to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their position, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy based upon the seriousness of the offense, up to and including termination of employment. Administrators and supervisors who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to the Human Resources Department, are in violation of this policy and subject to discipline.

In accordance with all federal, state, and local laws and regulations, DOALA enforces this policy with the following definitions and guidelines:

HARASSMENT

Doctors of Academics Learning Academy prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce a student, employee, volunteer, or other DOALA community member.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's

race, color, age, sex, national origin, body, disability or appearance, including epithets, slurs and negative stereotyping.

- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that insults, belittles, or shows hostility or disrespect toward an individual or group because of race, color, age, sex, national origin, body, disability or appearance, or any other protected status.

SEXUAL HARASSMENT

Doctors of Academics Learning Academy prohibits sexual harassment, which is a form of unlawful employment discrimination, and is defined by the EEOC as “unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of ... creating an intimidating, hostile or offensive working environment.” The conduct must be considered sufficiently severe or pervasive enough to create a school or work environment that a reasonable person would consider intimidating, hostile, or offensive.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment, status or promotion, or continuation of volunteer activities.
- Is the basis for an employment decision affecting the harassed employee, or continuation of volunteer activities.
- Is the basis for any decision affecting benefits, services, honors, programs, or other activities available to the student, employee, or volunteer.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, e-mails, photos, text messages, tweets and Internet postings, or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, no coercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

RETALIATION

Doctors of Academics Learning Academy prohibits retaliation of any kind, which the EEOC defines as “punishment of an employee by an employer for engaging in legally protected activity such as making a complaint of harassment or participating in workplace investigations.”

No benefit or penalty may be imposed on an employee or volunteer in response to:

- Filing or responding to a legitimate complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a legitimate complaint will not be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

CONFIDENTIALITY

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. Under no circumstances will the victim be required to resolve the complaint directly with the offending party. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the administration office.

COMPLAINT PROCEDURE

Doctors of Academics Learning Academy has established the following procedure for lodging a complaint of harassment, discrimination, or retaliation. DOALA will treat all aspects of the procedure confidentially to the extent reasonably possible.

- Complaints should be submitted to a Site Administrator or supervisor within one working day after an incident has occurred, in writing.
- Upon notification, the Site Administrator or supervisor will immediately inform the Head of School if different from administrator.
- The Head of School will inform the School Board of the complaint within 24 hours.
- The Head of School will initiate and supervise an investigation to determine whether there is reasonable basis for believing that the alleged violation of this policy occurred.
- If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave.
- The investigation will include interviews with the complainant, the accused, and any witnesses or relevant persons to determine whether the alleged conduct occurred.
- Upon conclusion of an investigation, the Head of School or administrator will review all evidence and submit a written report of his/her findings to the complainant, the accused, the Site Administrator or supervisor.

- If it is determined that a violation of this policy has occurred, the Head of School or administrator will take prompt and remedial action against the accused, which will be commensurate with the severity of the offense. Action taken will not be communicated to the complainant. The appropriate action will depend on the following factors:
 - The severity, frequency, and pervasiveness of the conduct;
 - Prior complaints made by the complainant;
 - Prior complaints made against the accused; and
 - The quality of the evidence (i.e. firsthand knowledge, credible corroboration).
- If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the Head of School or administration may recommend appropriate preventive action.
- The Head of School will also inform the School Board of the resolution to the complaint.

1.2F DRUG, ALCOHOL, AND SMOKE-FREE WORKPLACE

Doctors of Academics Learning Academy is a drug, alcohol, and smoke-free workplace. The unlawful possession, use, distribution, or being under the influence of illegal drugs and/or misuse of legal drugs is prohibited both on and off campus. Consuming alcohol and working under the influence of alcohol while on campus, as well as abuse of alcohol off campus is also prohibited. All smoking is prohibited on campus. Compliance with this policy is a condition of employment and substance abuse screening may be conducted pre-employment and for cause. Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

1.2G WORKPLACE VIOLENCE PREVENTION

Doctors of Academics Learning Academy is committed to providing an environment that is safe, and free from violence. Threats, threatening language, acts of aggression, or violence toward or by an employee, volunteer, student, or DOALA community member will not be tolerated on campus or at school-sponsored events. Employees must inform their supervisor of any known threat without fear of retaliation for reports made in good faith. Any threats or acts of aggression will result in disciplinary action, up to and including termination. Violence against DOALA property or employees will be prosecuted accordingly.

1.2H EMERGENCIES

Emergency drills are conducted on each campus at Doctors of Academics Learning Academy at least once per month, which include instruction and practice in the event of a fire, earthquake, lock down, or other emergency. Employees become familiar with procedures to be followed and routes to take in case of evacuation. Employees have received First Aid/CPR training and emergency supplies are stored in secured locations on campus. If emergency services are needed, an employee can dial 911 to reach help.

1.2I INTERNET USAGE POLICY

Employees are expected to use the Internet responsibly and productively while on campus. Internet access should be limited to job-related activities only, which include research and educational learning that would help an employee in their position. All data stored, processed, and/or transmitted using Doctors of Academics Learning Academy computer systems are

considered school property and there is no right to privacy. DOALA reserves the right to conduct individualized searches of a user's actions on the Internet if there is reasonable suspicion that a law has been violated. Administrators may review files and communications to maintain system integrity and ensure technology and electronic information is used responsibly.

1.2J SOCIAL MEDIA POLICY

Employees are expected to model responsible and appropriate behavior at all times, which applies to all forms of social media such as Twitter, Instagram, Facebook, YouTube, and other social networking sites, whether professional or personal in nature. Employees must also ensure their social media content provides a positive representation of Doctors of Academics Learning Academy to the public. The following guidelines have been established to further the DOALA mission and protect its community.

- Employees are responsible for the information they post, share, or respond to online. Inappropriate or offensive content may be grounds for disciplinary action, up to and including termination.
- Employees must not initiate contact or “friend” current DOALA students or families. Friend requests from current students and families must be denied.
- Employees may access professional (DOALA) social media accounts during work hours and on school computers.
- Employees must not access personal social media accounts during work hours or from school computers

SECTION 3: EMPLOYMENT RELATIONSHIP

1.3A EMPLOYMENT AT-WILL

Doctors of Academics Learning Academy is an at-will employer, unless otherwise stated in a written individual employment agreement or contract signed by the Head of School or hiring administrator. This means that either the employee or DOALA may terminate the employment relationship at any time, for any reason, with or without notice.

This Employee Handbook is not intended to create an employment agreement, express or implied, nor any other document provided to the employee be construed as a contract that employment or benefits will continue for any period. In addition, no DOALA representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, which changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period.

Nothing in this policy is intended to interfere with, restrain, or prevent any employee from exercising his/her rights under applicable law and regulation.

1.3B EMPLOYMENT CLASSIFICATION

Employee status must be organized by classification and category to administer employee policies and benefits, which ensure compliance with federal and state laws and regulations. Doctors of Academics Learning Academy classifies its employees as shown below and may review or change employee classifications at any time as applicable law, regulation, or job duties change.

- *Exempt*: Employees paid on a salary basis and ineligible to receive overtime pay.
- *Non-Exempt*: Employees paid on an hourly basis and eligible to receive overtime pay at the rate of one and a half times their normal rate of pay for hours worked more than eight hours per day or 40 per week.
- *Full-Time*: Employees hired to work 30 hours or more per week who maintain a continuous employment status through the school or calendar year. These employees are eligible for the available full-time benefits package, which are subject to the terms, conditions, and limitations of each benefits program.
- *Part-Time*: Employees hired to work less than 30 hours per week who maintain continuous employment status through the school or calendar year. These employees may be eligible for some benefits if any offered by the school, which are subject to the terms, conditions, and limitations of each benefits program.
- *Temporary, Seasonal, or Substitute*: Employees hired to work for short periods of time as interim replacements to temporarily supplement the workforce, assist in the completion of a specific project, or fill a temporary vacancy for a limited duration of time. Employment beyond any initially stated period of time does not imply a change in employment status.
- *Contract*: Employees hired under a written agreement for a specific term or scope of work. Contract employees are not considered permanent staff and may not be eligible for standard

employee benefits unless expressly stated in the contract. The terms, duration, duties, and compensation for contract employees are outlined in their individual agreements.

1.3C WORK HOURS

The standard workweek is Monday through Friday, with normal operating hours from 7:00 a.m. to 3:30 p.m., and generally consists of 40 work hours. The hours of specific assignments vary and are specified in an employee's annual contract or employment agreement. Assignments are either 10 months (school year) or 12 months (year-round).

A Doctors of Academics Learning Academy Master Calendar, which includes important dates for the school year, such as the first and last workday of the year, is provided to each employee at the beginning of the school year. All weekdays between those dates are considered regular work days for employees, except holidays. Teachers are expected to remain on campus for 30 minutes after the end of the school day. The calendar also includes all special events that Teachers are required to attend such as, but not limited to, Staff Orientation, Professional Development, Back-to-School Night, Parent-Teacher Conferences, the Christmas Program, Open House, and end of year ceremony/graduation. Teachers are also encouraged to attend and support PT functions. Teachers are also required to attend daily morning meetings (devotions, grade level meetings, teacher's meeting and staff fellowship) and be prepared for class before students enter the classroom, as well as guarantee his/her availability to students, parents, and Administrators before and after school.

1.3D TIME AND ATTENDANCE

Doctors of Academics Learning Academy expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for DOALA to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave prior to occurrence. Breaks and meal periods may only be taken during times coordinated with the employee's supervisor. Any deviation from assigned hours must have prior approval from the employee's Site Administrator or supervisor.

Employees who are unable to report to work shall follow the procedures for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for using the appropriate reasons as defined in the Leave section of this Handbook. Failure to report to work or notify of an absence could result in disciplinary action up to or including termination.

Employees who are chronically tardy and fail to provide adequate notice of tardiness will also be subject to disciplinary action. Tardiness is defined as failing to report to work at the scheduled start time of an employee's shift or workday, including failing to report back to work on time after a scheduled meal break, without having preapproval to report late from a supervisor. Tardiness may also include any instances where an employee has arrived at the start of his/her workday, but is not prepared to begin working at that time.

EXEMPT EMPLOYEES

Exempt employees are paid on a salaried basis and required to work any hours necessary to perform duties for the job, but are generally eight hours per day and 40 hours per week, unless otherwise noted in the annual contract or employment agreement.

NON-EXEMPT EMPLOYEES

Non-exempt employees are paid on an hourly basis and required to accurately record all regular and overtime work, which must be approved by the employee's supervisor at the end of each pay period. Employees who work six or more consecutive hours per day are required to take an uninterrupted meal break (of at least 30 minutes) away from the work area. Meal breaks are scheduled based upon the operational needs of the department and need to be planned accordingly.

Doctors of Academics Learning Academy currently utilizes two methods in recording time for non-exempt employees: electronic time clocks (SQUARE TEAM APP) and manual timecards. The method used is determined by position and location. Non-exempt employees will use the electronic time clock method, unless otherwise noted by the supervisor or traveling on school business trips, in which case a manual timecard is used. Temporary and seasonal employees always use the manual timecard method.

ELECTRONIC TIME CLOCKS

Square Team app, now allows non-exempt employees to clock in and out while on campus, using a computer, iPad, or cell phone to record his/her time worked. Employees must clock in and out daily and keep as close to the minute of their scheduled hours as possible. Once an employee clocks out for a meal break or for the day, they may not perform any more work duties. If a clock in or out is missed, the employee must report it to their supervisor as soon as possible.

MANUAL TIMECARDS

Manual timecards are permitted for use by all employees, regardless of classification or employment status. These timecards are intended to accurately record time worked **off-campus** or during circumstances where electronic or standard time-tracking systems are unavailable.

This includes, but is not limited to:

- Temporary and seasonal employees
- Coaches or contracted staff
- Staff attending school business, professional development, or events off-site
- Full-time and part-time employees working remotely or off-campus with administrative approval

All manual time cards must:

- Be completed daily and submitted in a timely manner
- Accurately reflect hours worked
- Be signed by the employee and supervisor
- Be submitted to the administrative office by the stated payroll deadline

Failure to submit completed manual timecards by the deadline may result in a delay of payment.

MEAL BREAKS

Doctors of Academics Learning Academy may provide a 30-minute or longer meal break to non-exempt employees who work more than six hours a day, unless they work under six hours total and elect in writing to waive the meal break. Employees can contact their supervisor for a meal break waiver if needed. Meal breaks are unpaid and employees are required to clock out during this time period. Employees must be relieved of all work duties and are encouraged to take their break away from the work area.

OVERTIME

When required due to the needs of the school, non-exempt employees may be asked to work overtime, which is actual hours worked more than 8 hours per day or 40 hours per week. Non-exempt employees will be paid compensation at the rate of one and a half times their regular rate of pay. Paid leave, such as holiday, sick or vacation, PTO, bereavement time, and jury duty do not apply toward time worked or overtime. All overtime must be pre-approved by the employee's supervisor. Failure to adhere to this pre-approval requirement will be addressed through the employee's performance evaluation.

1.3E COMPENSATION

Doctors of Academics Learning Academy typically pays exempt employees monthly and non-exempt, substitute, and temporary/seasonal employees biweekly. Additionally, K-6 Exempt Teachers are given the option of being paid in 10 months or deferring payroll over 12 months.

Employees are paid on a biweekly schedule, according to their pay class. A Pay cycle calendar is established at the beginning of each fiscal year and distributed to departments across campus, but is also available upon request from the administrators Office.

Employees receive direct deposit to a bank account. An authorization must be submitted via our payroll system.

Each pay date, employees receive a statement showing gross pay, deductions, net pay, paid leave balance(s) and/or usage. Mandatory payroll deductions include federal, state, Social Security and Medicare taxes, based on IRS regulations and the employee's W-4. If applicable, optional deductions include contributions to a DOALA benefit plan, such as medical, dental, vision, flexible spending account(s), voluntary insurances, and retirement. Employees who believe there is a discrepancy on their paycheck should immediately contact the Manager for further assistance.

FLORIDA WAGE THEFT PREVENTION ACT

Employees are notified their rate of pay, pay schedule, worker's compensation insurance information, and any applicable benefits at the time of hire.

DEDUCTIONS FROM PAY / SAFE HARBOR EMPLOYEES

Doctors of Academics Learning Academy does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt will be notified of this classification at the time of hire or change in position. Permitted deductions include:

- Federal or state requirements by law (i.e. income taxes or garnishments);
- Benefits specifically authorized by an employee (i.e. insurance);
- Absence from work for personal reasons other than sickness or disability;
- Absence from work due to sickness or disability if made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset amounts received as witness or jury fees, or for military pay;
- Unpaid disciplinary suspensions

During the week an exempt employee begins work for DOALA or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Exempt employees who believe an improper deduction has been taken from his/her pay should immediately contact their supervisor.

1.3F BENEFITS

There is currently no insurance programs, retirement plans, leave or general benefits available to employees.

WORKER'S COMPENSATION

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage loss to employees who are injured or who become ill because of employment. Doctors of Academics Learning Academy pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

If an employee sustains a job-related injury or illness, it is important to notify their supervisor immediately. The supervisor will complete an injury report with input from the employee. The supervisor will file the claim with the insurance company by the next business day. In cases of true medical emergencies, call 911 or report to the nearest emergency room.

TUITION DISCOUNT

Part-time employees working 20-29 contracted hours per week will receive a 20% discount on dependent student tuition costs. Full-time employees working 30 or more contracted hours per week will receive a 50% discount on dependent student tuition costs. Substitute, temporary, or seasonal employees do not receive a discount on tuition costs.

EXTENDED CARE DISCOUNT

Employees with dependent students will receive free extended care during the hours in which the employee is working.

RETIREMENT PLAN

There is currently no retirement plan available to employees.

1.3G LEAVE

There is currently no PAID LEAVE: SICK, VACATION, AND PTO benefits or options available to employees.

JURY DUTY / SUBPOENAED COURT APPEARANCE

Employees are asked to request the courts defer jury duty summons until such time that school is not in session, but will be granted leave without pay for the time needed for jury duty.

Employees must notify their supervisor as soon as notification is received so work schedules can be arranged. The administration team should also be provided documentation of jury duty service or subpoena.

BEREAVEMENT LEAVE

Employees may take up to three days of unpaid bereavement leave upon the death of an immediate family member, such as a spouse, parent, sibling, child, grandparent, grandchild, or alike in-law. Employees may take up to one day of unpaid bereavement leave to attend the funeral of an extended family member, such as an aunt, uncle, or cousin. Should the employee need additional time (i.e., travel or other obligations) the employee may request an unpaid leave of absence. Employees must request leave from their supervisor as soon as possible so work schedules can be arranged.

MILITARY LEAVE

Employees with uniformed service military obligations will be granted leave in accordance with federal and state law. Employees should notify their supervisor as soon as service is known, unless military necessity prevents such notice. A supervisor may not deny a request for military leave. A maximum absence of five years is allowable with employment rights retention. Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had continuously worked.

VOTING

Employees who need time off to vote should discuss scheduling accommodations with their supervisor.

FAMILY AND MEDICAL LEAVE

Doctors of Academics Learning Academy currently does not meet the threshold for mandatory FMLA coverage under federal law. However, the school may consider personal or medical leave requests on a case-by-case basis.

1.3H CERTIFICATION REQUIREMENTS

STATE TEACHING CREDENTIAL

K-6 Teachers are required to hold a valid and current State Teaching Credential or

- 3 or more years of public and/or private school teaching
- Special skills, knowledge, or expertise that qualifies them to provide instruction in subjects taught
- Baccalaureate Degree or higher

FIRST AID / EMS / CPR

Employees must have First Aid and EMS/CPR Certification within the first six months of hire and as a condition of employment. All Employees are required to renew CPR certification. DOALA will not reimburse the employee for the cost of the employee attending the CPR certification class.

SEXUAL HARASSMENT

Florida law requires DOALA to provide harassment prevention training to all employees within 30 days of their employment. Supervisors must receive two hours of training within six months of assuming their position and every two years thereafter. Non-supervisory employees must receive one hour of training every two years. DOALA will arrange training classes and advise employees of available dates.

MANDATED REPORTER

Mandated reporters who have knowledge of or reasonably suspect a child has been the victim of child abuse/neglect must report the suspected incident. The reporter must contact a designated agency as soon as possible and send a written report within 36 hours of the incident.

1.3I PERSONNEL FILES

Personnel files are maintained by the administration team and considered confidential. The file contains complete employment records, including new hire information, yearly contracts and evaluations, information concerning movement on the salary scale, and other such relevant information.

The employee has the right to review his/her own personnel file at any time. Neither the file nor any of its contents may be removed from location, however, the employee may request copies of the contents on file. Supervisors may only have access to personnel file information on a need-to-know basis. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

1.3J EMPLOYMENT AGREEMENTS AND CONTRACTS

Annual 12-month employment agreements are issued to Administrators, Directors, and Office Staff whose work is required year-round to ensure school business remains operational. Employment agreements are issued once and followed-up each subsequent year with an addendum indicating any changes to scheduling and/or compensation.

Annual 10-month contracts are issued to K-6 credentialed Teachers, Preschool Teachers, Instructional Aides, and Support Staff whose responsibilities include direct work with students. These contracts are issued based on the documentation of employee qualifications present in the personnel files. Employees are responsible to notify their supervisor whenever additional professional qualifications are completed (i.e. academic degrees, certificates, or training/education).

Temporary/seasonal contracts are issued as needed throughout the school year to employees who are hired for work during a specific event or season.

1.3K PERFORMANCE EVALUATIONS

Annual performance evaluations are used to recognize exemplary skills and accomplishments of all employees, serve as a criterion for contract renewals, and identify areas needing improvement. When the evaluation indicates a need for improvement, the expectation is for the employee to take initiative to improve their performance and for their supervisor to assist them in obtaining any needed job skills. These evaluations allow for discussion between employee and supervisor about job performance expectations for the next school year. A signed copy of the performance evaluation is kept in the employee's personnel file.

TEACHER OBSERVATIONS AND EVALUATIONS

Site Administrators conduct informal classroom observations for each Teacher throughout the school year. New Teachers are formally observed at least twice per year and other Teachers based on years of experience. Teachers are asked to develop a Professional Growth Plan for themselves at the beginning of the school year. This plan identifies an area of growth chosen by the Teacher on which to work during the year, as well as research and strategies to improve the selected area. The Site Administrator visits each Teacher in his/her classroom to observe implementation of the plan and then meets for a formal evaluation afterward. Teachers are given the opportunity to respond to the evaluation during the conference, and in writing if desired. A copy of the evaluation is kept in the Teacher's personnel file.

1.3L SEPARATION FROM EMPLOYMENT AND EXIT INTERVIEW

In cases of voluntary resignation, employees are asked to provide a minimum of 2 weeks written notice to their supervisor of their intention to leave employment from DOALA.

All departing DOALA employees will have the opportunity to participate in an exit interview. The purpose of this is for DOALA to affirm the ministry and service of departing employees, understand the factors that contributed to an employee's decision to leave employment, enable Administrators to identify trends or issues requiring attention or opportunities for improving DOALA's ability to respond to employee issues, and to develop retention strategies. In most cases, administration will conduct an exit interview on or before the last day of employment and

discuss final pay. If applicable, information regarding benefits continuation will be sent to the employee's home address.

1.3M DRESS AND GROOMING POLICY

Doctors of Academics Learning Academy expects all employees to exercise appropriate judgment regarding dress, grooming, and personal appearance to be most effective in the performance of their workplace duties. Furthermore, as positive Christian role models, all employees are expected to reflect an appearance that is Christ-honoring and professional while at work or in work-related duties. DOALA recognizes the presentation of its employees in the workplace contributes to a professional environment and a positive public image of the school.

In keeping with the expectation that employees model professionalism and set a positive example for students and families, the following guidelines apply:

General Standards

- Clothing must be neat, clean, and professional in appearance.
- Tight, low-cut, sheer, or revealing clothing is unacceptable.
- Visible undergarments are not permitted.
- Safe and appropriate footwear must be worn at all times.
- Questions regarding attire should be directed to your supervisor.

Female Employees

- Skirts, dresses, or workplace-appropriate pants are required.
- All skirts, dresses, and pants must fall **below the knee**.
- Only **one earring per ear** is permitted.
- Tattoos must be covered and body piercings (other than ear piercings) are not permitted.

Male Employees

- Must wear dress slacks and a collared shirt or sweater for Back-to-School Night, Open House, and other formal events.
- Earrings and body piercings are not permitted.
- Tattoos must be covered at all times on campus and at school events.

Denim/Jean

- Denim is permitted only if it reflects a professional appearance (no holes, rips, frays, or distressed styles).
- Jeans must be paired with a professional top (e.g., blouse, collared shirt, or school-branded shirt).

Event-Specific Attire

- For **Back-to-School Night, Open House, and other designated formal events**, employees are expected to dress in business-professional attire, in alignment with the standards outlined above.

PART 2: ELEMENTARY SCHOOL INFORMATION

SECTION 1: SCHOOL AND CLASSROOM GUIDELINES

2.1A BIBLICAL STANDARDS

As employees at Doctors of Academics Learning Academy, and as godly examples for the students under our ministry, we must keep our words and deeds professional at all times.

“Brothers and sisters, I do not consider myself yet to have taken hold of it. But one thing I do: Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.” Philippians 3:13–14

“So, whether you eat or drink or whatever you do, do it all for the glory of God.” I Corinthians 10:31

“Let us consider how we may spur one another on toward love and good deeds.”
Hebrews 10:24

“Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable- if anything is excellent or praiseworthy- think about such things.” Philippians 4:8

2.1B COMMUNICATION

CO-WORKERS

As members of a community bound by the Doctors of Academics Learning Academy Philosophy and Biblical guidelines of Matthew 18, expectations for employees are:

- Issues with another employee should be dealt with that person directly. If the issue is unresolved, the employee should seek counsel from their Site Administrator. If a resolution is not obtained, the employee may inform the Site Administrator they would like to meet with the Head of School.
- Complaints about an employee should be referred to the appropriate person for resolution.
- Concerns about administrative policy or procedure should be discussed directly with the Administrator.
- Parents and students should not be discussed in the employee lounge.
- Any conversation in the employee lounge is confidential and for employees only.
- Repeated lack of professionalism, including breach of professional confidence and confidentiality, will result in disciplinary action, including non-renewal of contract or termination.

SCHOOL OFFICE

Teachers may contact the office at any time. Please do not allow students to leave the classroom at any time to contact someone in the office, except for emergency purposes.

STUDENT FAMILIES

Communication between Doctors of Academics Learning Academy and student families is central to the student's overall success. Gradelink is used as the official communication system by the school for disseminating student and school information, including homework, report cards, newsletters, lunch menus, school calendar, and corresponding emails. Teachers must respond to parent questions within 24 hours. All written and oral communication with students or parents should be documented and kept in the Teacher's personal files (not in the student's cumulative file).

2.1C SPIRITUAL GUIDANCE

Teachers are responsible for presenting the Gospel message to students throughout the school year. When the opportunity arises, Teachers must be prepared to lead a student to the saving knowledge of Jesus Christ. Site Administrators are available to assist in this area if needed and should be informed of any student's decision.

2.1D CLASSROOM ENVIRONMENT

The classroom should be a clean and attractive place, providing for student activity and comfort. Bulletin boards should reflect current units of study and/or display student work. Furniture arrangement should allow for safe movement and assist teachers in classroom management. Areas of display, activity centers, visible teacher storage areas, and the teacher's desk area should reflect an organized work environment. Movement around the room should not be restricted by items on the floor, such as backpacks, books, clothing, or supplies that can be stored in student desks. Good air circulation should be considered when using the air conditioner/heater/fan, remembering to keep doors closed.

2.1E CLASSROOM VOLUNTEERS

PARENTS

Parents are given the opportunity, at the beginning of the school year, to volunteer in their child's classroom that year. Parent volunteers should be given tasks that allow Teachers to concentrate on professional responsibilities. Confidential and sensitive materials, such as grading student work, must be completed by Teachers only. Parents must sign in with the school office before entering the child's classroom.

STUDENTS

The school office must be informed of any students helping or meeting in a classroom after school hours. To protect everyone involved, there should always be more than one student helping a Teacher after hours and the door must remain open at all times.

2.1F ROOM PARENTS / CLASS PARTIES

Parent volunteers who agree to be room parents assist Teachers in planning class parties and working with the Parent Teacher Fellowship (PTF).

ROOM PARENT GUIDELINES

- Teachers and the Site Administrator will make room parent selections from among those interested and, if possible, allow only two years of successive service.
- Room parents must sign in at the school office before going to the classroom.
- Siblings are not allowed to accompany a room parent.
- Teachers are always the person responsible for the classroom.
- A Site Administrator must be involved when multiple classrooms or an all-school room parent meeting is called.
- Room parents must work with the PTF representative for sponsored events and follow DOALA guidelines.

CLASS PARTY GUIDELINES

- Class parties must be planned with the Teacher and their wishes followed.
- Teachers and Site Administrators must approve notices sent home about class parties.
- Class parties are typically scheduled at the end of a school day and any exception must be pre-arranged with the Teacher and have Site Administrator approval.
- Class parties are scheduled for 30 minutes, with an optional 15 minute craft for primary grades.
- Class parties should be kept simple and inexpensive, with holiday theme guidelines followed.
- Other parents should be invited to help with supplies and/or preparation.
- Plan for any food allergies and limit the amount of candy/sugar treats.
- All food and beverages should be kept in the classroom.
- Money must not be collected for any party and students may not exchange gifts.
 - Families may present a Teacher with a gift, but room parents may not organize a collection to purchase a gift from the entire class.
- Siblings may not attend the class party.
- Any party held off campus (i.e. year-end) must indicate "not a school sponsored activity" and be mailed home and never distributed at school.

HOLIDAY THEME GUIDELINES

Halloween: The focus is on Harvest and not bats, black cats, witches, ghosts, cauldrons, skeletons, pumpkins with faces on them (jack-o'- lanterns), or anything scary.

Christmas: The focus is on the Birth of Christ, manger scene, and wise men and not Santa, elves, or reindeer.

Easter: The focus is on the Resurrection, empty tomb, and our salvation and not the Easter bunny or Easter egg hunts.

YEAR-END ACTIVITY GUIDELINES

Activities held on the last day of school include a class party and are usually 45 minutes.

BIRTHDAY CELEBRATIONS

Children who celebrate birthdays at school should limit class treats to light refreshments only. Refrigeration and freezers are unavailable for use in storing any food or beverages. Birthday candles are not permitted for safety reasons. Flowers, balloons, banners and other gifts should not be delivered at school for students.

Students may distribute invitations to a party if all children in the class are invited (or if all girls or all boys are included). To protect the feelings of our students, we will not allow selective distribution to take place in the classroom.

2.1G PARENT TEACHER FELLOWSHIP

The purpose of the Parent Teacher Fellowship (PTF) is to foster partnership among parents, Teachers, Administrators, and the Board. With the approval of the Administration, the PTF is authorized to plan and execute activities and events, which encourage fellowship and community at Doctors of Academics Learning Academy. Activities and events should follow the same moral guidelines as those of DOALA.

2.1H STUDENT ACTIVITIES OUTSIDE THE CLASSROOM

Teachers who take students out of the classroom for special activities, other than scheduled breaks, lunch, or pullout classes, should inform the school office of where the class will be. Teachers and students must be available to the school office at all times. Teachers should not use their personal vehicles to transport students to special activities or field trips. Teachers may walk with students to nearby locations, but a signed release form must be received before the trip. A chartered or rental bus will be used to transport students to and from field trips. Parent volunteers will be recruited to transport students to athletic events if applicable. The school calendar should be checked prior to planning any activities and the Site Administrator must approve special guest speakers.

2.1I STAFF TIME OFF REQUESTS

During the first and last month of school, it is important to provide students with a stable atmosphere and optimum learning experience. Vacations and elective medical procedures should be planned during summer months or at holiday times. Vacation and TO requests during these times may be denied. All absences unrelated to illness need prior approval by the supervisor.

It is highly discouraged for new employees to request time off during their first 90 days of employment.

2.1J WORKDAYS AND CHILDCARE

Student non-attendance days, which include minimum days, Parent-Teacher Conferences, Staff Orientation, and end-of-year workdays, are considered regular work days for employees and other arrangements should be made for the childcare of their own children.

2.1K SUBSTITUTE COVERAGE

Employees must contact their supervisor or designated person in the school office as early as possible prior to an absence to arrange substitute coverage. If due to illness, notification is preferable the night before but required by 6:00 a.m. the day of the absence. Follow-up by 2:30 p.m. is needed the day of the absence to confirm return next school day or to secure another substitute. Lesson plans (with duty assignments noted), seating charts, time schedules, necessary keys, and other daily information should be readily available for the substitute. Please have all textbooks and resource materials in an easily accessible location, and have clear lesson plans prepared for the substitute.

2.1L STUDENT CUMULATIVE FILES

Each student has a cumulative file kept in the school office. Information in that file is confidential and considered legal documentation. Teachers have access to student cumulative files for educational purposes, however a file may not be taken from the school office, nor any document removed, all files must be viewed with an administrator.. Any document placed in the file must be given to the campus Office Manager for Site Administrator approval. Parents interested in looking at their child's cumulative file should be directed to the campus Office Manager.

2.1M TUTORING POLICY

Teachers may not tutor any students currently enrolled at DOALA privately. If a student needs help or tutoring, all arrangements must be made through the Site Administrator.

2.1N STUDENT PLACEMENT

Teacher recommendations play an important role in the placement of students and development of class lists for the following school year. Each spring, Teachers meet by grade level K-6th to recommend the next year's class placement for each student. This is an important process with each student's individual needs and abilities considered, along with boy/girl ratios. Grade levels are expected to present their recommendations for class placement to the Site Administrator by the end of the current school year.

Placement with a specific Teacher should be discussed only between the child's current Teacher and the Site Administrator. Parents should not be informed of recommendations made. Parents who have concerns about their child's placement should address them with the Site Administrator directly. The final decision for class placement rests with the Site Administrator.

2.1O STUDENT WITHDRAWAL FROM SCHOOL

Students withdrawing from school before the end of the year must notify the school office.

2.1P STUDENT SAFETY AND CHILD CUSTODY

If one or both parents have restricted custody rights, the adult(s) with legal responsibility for the student need to provide Doctors of Academics Learning Academy with an official copy of the court documents establishing guardianship and/or custody.

2.1Q OBSERVATIONS BY NON-DOALA PERSONS

Classroom observations by former students and colleagues, friends, relatives, etc. should be arranged with the Administrator of Instruction. Observations should not be scheduled until approval has been received. Observations by prospective families are arranged through the Admissions Coordinator. Observations by current parents are arranged through the campus Office Manager.

2.1R NON-ENGLISH SPEAKING STUDENT POLICY

DOALA can only effectively offer our program to students who understand directives given and are able to adequately communicate personal needs to school employees. If the needs of the student or safety of others cannot be sufficiently addressed because of an inability to speak and/or understand the English language, the student's enrollment will be terminated and registration fee refunded (if the student has not begun school yet). Tuition would be collected only for the number of days the child was in attendance.

2.1S MONEY COLLECTION

Only the administrator on each campus should collect money from students and/or their families. There should never be money collected for class parties, gifts, etc.

2.1T FACILITY USE AND CARE

If there is a need for maintenance, please inform the school office.

Classrooms are cleaned nightly, including trash disposal; however, it is helpful if students clean around their desks before leaving for the day. Gum is not allowed on campus except when approved by the Site Administrator for a special class or activity.

SECTION 2: PROFESSIONAL RESPONSIBILITIES

2.2A RECURRING RESPONSIBILITIES

DAILY RESPONSIBILITIES

Employees of Doctors of Academics Learning Academy are expected to fulfill their daily responsibilities with professionalism, consistency, and care. The following expectations apply to all teaching staff and support personnel as appropriate to their role:

- **Participation in School Activities**
Attend morning devotions, teacher meetings, grade-level meetings, and staff fellowship as scheduled.
- **Attendance Reporting**
Submit student attendance each morning by **7:50 a.m.**
- **Classroom Leadership**
Lead, or assign students to lead, the pledges and opening prayer.
- **Student Dress Code**
Ensure that students are in compliance with the school dress code each day.
- **Supervision**
Provide active supervision during recess, lunch, transitions, and other assigned duties.
- **Communication**
Check your staff mailbox in the morning, at lunch, and before leaving for the day (if applicable).
- **Student Support**
Be attentive to the spiritual, emotional, academic, and medical needs of students, and notify administration when necessary.
- **Instructional Readiness**
Provide a quality learning environment by being professionally prepared with lessons, materials, and resources for the next school day.
- **Classroom Environment**
Maintain a classroom that is neat, organized, and conducive to learning.
- **End-of-Day Procedures**
At the end of each day, lock classroom doors, stack chairs, clean tables, charge devices (iPads, laptops, etc.), and turn off all lights and utilities before leaving campus.

WEEKLY RESPONSIBILITIES .

- Keep your weekly newsletter and lesson plans, useful with assignments, test dates, etc.
- Submit any student names for Weekly Awards. (If applicable)

MONTHLY RESPONSIBILITIES

- Read the campus newsletter and remind students of upcoming events.
- Attend any school functions listed on the Master Calendar.
- Submit any student names for Monthly Awards. (If applicable)

QUARTERLY RESPONSIBILITIES

- Submit progress reports every 5 weeks to ensure report cards are ready each quarter or 9 weeks
- Prepare report cards. Grade books will be locked prior to printing report cards, so deadlines must be met.

2.2B DUTY ROSTER

Teachers are given a duty roster and explanation of responsibilities for the assignment at the beginning of the school year. Duty assignments will take place either before or after school and during recess. It is expected that everyone reports to their duty stations on time and gives full attention to the responsibility. (If applicable)

2.2C MAILBOXES

Mailboxes are located in the school office, and must be checked throughout the day. Mailboxes will include daily timecards or employee sign in sheets.

2.2D STUDENT ATTENDANCE

Teachers must note student attendance in Gradelink no later than 10 minutes after school begins. Reasons why a student is tardy, absent, or departs early should be notated as well. The school office will call to verify any absences.

TARDY PROCEDURE

Students who arrive at school more than 15 minutes late must report to the school office before reporting to class. Tardies are noted by Classroom Teachers and recorded on report cards each quarter. The only excused tardies are doctor's appointments with verification. Students are allowed one exception per quarter, including car (pool) problems, a flat tire, lost keys, and traffic caused by accidents. Exceptions do not include important phone calls, a missed alarm, sibling drop-off, or heavy traffic. Each campus will have its own age appropriate consequences for tardies.

Elementary School:

The fourth time a student has an unexcused tardiness 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.

2.2E PLEDGES

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2.2F PRAYER

Each school day should begin with a time of prayer. Teach students through words and example the importance of daily prayer. Encourage students to pray before eating and as a class when possible.

2.2G STUDENT DRESS AND GROOMING CODE

Teachers are asked to monitor student compliance with the Dress and Grooming Code each day when the school day begins. Students who are not within the dress code should be sent to the office. The Site Administrator will make the final decision on dress acceptability and communicate any necessary changes and/or consequences. Students may only wear the approved uniform to school. Uniform clothing items may not be altered or modified in any way.

Please refer to the student/parent handbook for dress code policy.

2.2H ACADEMIC ASSESSMENT

Teachers are asked to administer and evaluate new student assessments as part of the registration process. The campus Office Manager arranges the assessments and the Site Administrator interviews the new student and family. If the student is accepted, the assessment is placed in the student's cumulative file and the Teacher can review the results.

2.2I HOMEWORK (*policy under review*)

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.

Teachers should post test dates in advance and assignments on a weekly basis to Gradelink.

2.2J INCOMPLETE WORK

Parents should be contacted when a student consistently fails to complete assignments, whether in class or as homework. Teachers can consider individual student contracts with appropriate rewards and consequences to assist the child in learning self-discipline and following directions. Parents may be part of the contract process by signing a daily contract to ensure they are aware of the assignments and assisting the child in completing the work at home. Keeping a student from participating in recess or breaks should be used only when other methods have been unsuccessful.

2.2K MAKE-UP WORK

ILLNESS

Students who are absent due to illness may have a parent call the school office to request class work and/or homework. Homework can be collected in the office at the end of the school day. Students are given one night per day of absence for completion of missed classroom work. Teachers may adjust this guideline on a case-by-case basis when necessary.

For extended absences due to illness, arrangements should be made between the Teacher and parent for work to be completed. Teachers have the authority to modify workloads for students with extended absences. Adequate time should be given to complete make-up assignments, keeping in mind the nature of the illness and which assignments must be completed.

VACATION

Students who take mid-year vacations may ask for homework in advance, but what is given is at the discretion of the teacher. When students return from vacation, additional make-up work may be given. Students are given one night per day of absence to make up any work regardless of receiving homework in advance.

2.2L GRADING / REPORT CARDS

ACADEMIC GRADES

Grades are intended to accurately reflect a student's progress and performance at Doctors of Academics Learning Academy on a quarterly basis. They are a composite of subjective and objective scores: they are objectively based with subjective input. Included are the Teacher's assessment of daily performance and the application of mastered skills. Grades are earned by the student. Each subject should have, on average, two grades per week. Each quarter begins a new grading period, and grades are not averaged by semester or year. Teachers should update grades in Gradelink on a regular basis to provide accurate information to students and parents.

Grades are based on the following percentage scales and should be consistent within each grade level.

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

EFFORT AND CITIZENSHIP MARKS

“Effort” is a subjective grade related to academics upon Teacher evaluation of areas such as homework, attentiveness, cooperation, enthusiasm, punctuality, and consistency of performance.

“Citizenship” is a subjective grade unrelated to academic effort or marks based upon Teacher evaluation of areas such as respect, obedience, cheerfulness, reverence, cooperation, and other character traits.

The following guidelines apply for effort and citizenship:

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Grades “D” or “F” cannot be given prior to an unsatisfactory notice or Progress Report being sent to the student’s parents. If any grade reflects a considerable drop in performance, Teachers must also call the parents and/or request a conference.

PROGRESS REPORTS

Progress reports are sent home the fifth week of each quarter, or sooner if necessary. They reflect achievement in academic grades, effort, and/or citizenship marks.

REPORT CARDS

Report cards are issued quarterly for grades K-6th. Grade explanation sheets, next quarter overviews, and/or other communications may also be sent with the report card each quarter. Comments should always be phrased in a positive, constructive manner.

Instructions on completing report cards will be discussed in a teacher’s meeting prior to the end of the quarter. Timelines for submitting grades in Gradelink will be given to Teachers quarterly.

ACADEMIC REVIEW / PROBATION

Students in grades 1st-2nd who receive grade marks of “D/F” continuously will be evaluated for retention and/or academic review. Students will be placed on academic review in grades 3rd-4th or academic probation in grades 5th, when the average combined grade for all subjects falls below 70%, placing them in the “D” or “F” category.

Academic review/probation exists for the quarter following placement on review/probation. This may include the first quarter of the school year. Students may be on review/probation for non-continuous periods without being withdrawn from school (i.e. second and fourth quarters). Students may clear the review/probation by successfully completing summer school. Students will be withdrawn from school if unable to clear the review/probation.

STUDENT RETENTION

Student retention must be the last step taken after every option to help the student is deemed unsuccessful. Teachers who have explored all means available to assist and support the student (i.e. tutoring, outside learning centers, professional testing, etc.) should bring the situation to the Site Administrator. Teachers must not discuss the possibility of retention with parents until approved by the Site Administrator.

2.2M STUDENT MEDICAL NEEDS

ILLNESS

Teachers should make a general visual health inspection of each student daily. Students who become ill during the school day must be sent to the school office. The office will decide whether to send the student home or allow rest in the office before returning to class. A child with a fever will be sent home.

STUDENT ACCIDENTS

Student accidents involving a head injury, sprain, break, or profuse bleeding must be reported on an Incident Report form. The employee responsible for supervision at the time of the accident should complete this form. The original completed form should be given to the school office and a copy sent to the parents of the injured child.

MEDICATION POLICY

Student medication must be stored in the school office for administration by office employees only. Before any medication is administered, a Medication Release form must be completed by the parent and filed in the school office. Prescription medication must be in the original pharmaceutical container, clearly labeled with the child's name, dosage, and time to be given. Non-prescription medication must have a note from the parent with instructions for administration. Students with asthmatic conditions requiring the use of an inhaler must have a prescription on file specifying the conditions for use. A log is maintained for students who have taken any medication. Students are never permitted to bring their own medication to school and administer it to themselves. This policy applies to cough drops and vitamins as well.

FOOD ALLERGIES

Doctors of Academics Learning Academy cannot guarantee an allergen-free environment. It is reasonable to expect that students, from time to time, will have some exposure to foods or food residue, which could trigger allergic reactions in sensitive individuals. Parents must notify the school in writing of their student's food allergy.

All DOALA employees must follow the following guidelines and precautions:

- *No Food Sharing:* Students are reminded to refrain from sharing food.
- *Case-by-Case Safety Precautions:* Specific safety precautions are introduced from time to time that may request cooperation from the DOALA community (i.e. a certain food may be restricted from a classroom if a student in class has that food allergy).
- *Nut-Sensitive All-School Functions:* School employees will not distribute products containing peanuts or tree nuts at any school functions.

While the precautions described above are designed to reduce exposure risks, the school makes no guarantee that these practices will eliminate or prevent allergic reactions.

2.2N FIELD TRIPS

APPROVAL AND PLANNING

Grade level Lead Teachers are responsible to plan and arrange their grade level field trips with school Admin. The Site Administrator must approve all field trips at least 60 days in advance and plan must be submitted to the school office. The use/cost of buses and the school calendar should be checked for possible conflicts prior to submission. Lead Teachers will be notified upon approval of the trip and will be responsible for coordinating all necessary arrangements (i.e. bus use, contact of field trip site, and cost) with the help of the school office.

Field trips must have a direct relationship to a class unit of study and not be taken at another grade level. Scheduling should include departing and arrival times within regular school hours and the Site Administrator must approve any exceptions to this.

Students must return a completed Field Trip Permission Slip and Medical Release form prior to participation. No exceptions are made. Teachers are responsible for taking these forms, the First Aid Kit, and any student medication on the field trip and returning them to the school office after the trip is over.

FINANCIAL INFORMATION

Field trip costs are included in annual tuition fees.

2.2O EMERGENCY PROCEDURES / DISASTER PREPAREDNESS

EMERGENCY NOTIFICATIONS

Doctors of Academics Learning Academy uses a text messaging system to inform parents in the event of an emergency, such as a school closing or a lock down. The system is also used to inform parents in the event of time-sensitive situations, such as last-minute location changes for an event or a delayed field trip return. The system permits messages sent to those affected by the information.

The text messaging system operates on an opt-in basis. To receive texts, each parent needs to text “doala21” to 81010. All staff should text “doastaff19” to 81010 This only needs to be done one time for each phone number.

EMERGENCY PROCEDURES

Employee training and student drills take place on a regular basis at Doctors of Academics Learning Academy. Teachers receive written information about current disaster preparedness and emergency procedures. Teachers are expected to know what to do with students in and out of the classroom during an emergency, and are responsible to implement procedures assigned to them during an emergency.

SECTION 3: STUDENT CONTROL AND DISCIPLINE

2.3A PHILOSOPHY

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 to 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.

2.3B 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.

2.3C PROCEDURE

Students are expected to comply with all standards established in their individual classes as well as playground and school rules. Any behavior that violates the content of the Student Handbook, negatively impacts the reputation of Doctors of Academics Learning Academy, or causes discord among students and/or employees, whether at school or away from school, can result in appropriate disciplinary action that may include suspension or expulsion from DOALA.

Any disciplinary action taken with students will be administered after careful evaluation of all information pertaining to the incident, including an opportunity for the student to respond.

Discipline may include counseling the student, contacting the parent(s), losing an activity privilege, or detention. In more extreme cases, a student may be removed from class for the day or suspended from school. The School Board allows expulsion from school after appropriate steps have been taken.

2.3D REWARDS

Rewarding a student for a job well done is encouraged at Doctors of Academics Learning Academy. Reinforcement for applying Biblical principles in speech and action takes place at all grade levels throughout the year.

2.3E CONSEQUENCES

Students who do not follow the standards will receive appropriate consequences. Disciplinary notices may be sent home to parents for a signature. Students who frequently violate the standards may be referred to one of the Administrators (Principal or Assistant Principal) for

more severe disciplinary action. Any serious behaviors will be immediately referred to the Site Administrator.

2.3F STUDENT SUPERVISION

The goal of student supervision is a safe school environment. Proactive supervision ensures the safety of students in areas and activities that take place on the way to and from school, during playground and outdoor activities, in hallways and restrooms, and at recess; and when accidents do happen, it helps minimize negative outcomes.

2.3G CLASSROOM MANAGEMENT

A classroom management plan must be implemented for each class, which includes minimum standards of acceptable behavior, consequences when standards are not met, and a positive reinforcement system. Basic examples of standards include:

Elementary School

- Talk only with permission.
- Leave your seat only with permission.
- Keep hands to one's self and respect other's personal space.
- Demonstrate personal responsibility. .

Other academic and classroom management rules are expected, but the basic examples above are foundational.

2.3H BULLYING

Doctors of Academics Learning Academy will not tolerate the bullying of students, employees, or volunteer workers. A bully is defined as one who hurts or continually bothers those who are perceived to be weaker. This includes a single incident or repetitive physical or verbal confrontations. This also includes occurrences where a student tells another student to carry out bullying behavior. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling, social isolation, manipulation, or negative phone messages. Protecting students from being targeted by overly aggressive, harsh, or demeaning behavior is the personal responsibility of each employee at DOALA to help children apply Galatians 6:1 *"...let us do good to all people...."*.

Incidents will be evaluated to determine if bullying has occurred and if it has, immediate disciplinary action will be taken. Incidents in grades K-2nd will be dealt with by age appropriate consequences such as, but not limited to, a detention, parent conference, an in-school suspension. Incidents in grades 3rd–5th could include measures such as, but not limited to, a detention, parent conference, in-school suspension, or suspension at home. For extreme or repetitive bullying, the consequence may be an expulsion from school.

2.3J SUSPENSIONS

Suspensions are used to deny students the right to participate in activities by removing them from the school or classroom. Administrators may suspend a student if the student has committed any of the following offenses while on school property, traveling to or from school, or at

school-sponsored events:

- Willful and persistent defiance of school authority or disruption of activities;
- Cause or attempt to cause damage to school or private property;
- Cause, attempt to cause, or threaten physical injury to another person;
- Theft of school or private property;
- Use of profanity or vulgarity (written or verbal);
- Possession or use of narcotics, alcohol, smoking devices, or tobacco;
- Possession or use of a firearm, knife, explosive, or other dangerous object;
- Blackmail.

Other means of rectifying a situation must be pursued and documented before a suspension.

When a suspension occurs, the Administrator must:

- Inform the student of the offense;
- Give the student an opportunity to respond;
- Notify parents;
- Send a suspension letter within 24 hours;
- Suspend for no more than five consecutive days;
- Take other action after two suspensions in one year;

If expulsion is being considered, the Administrator may extend the suspension until the School Board reaches a decision. A suspended student will be required to complete all assignments and tests missed during the suspension, which can be reasonably provided. Upon satisfactory completion of given assignments and tests, the student will be given full credit.

2.3L GROUNDS FOR EXPULSION POLICY

The actions listed below may result in expulsion from Doctors of Academics Learning Academy. If one of these actions is reported, DOALA administration will conduct a thorough investigation to verify the accuracy of the report. If the investigation finds substantiation for the reported actions, DOALA administration will then determine if law enforcement and/or social services needs to be contacted.

A meeting with the student and his or her parent(s)/guardian(s) will take place to inform them of the possible consequences of the student's actions including the possibility of expulsion. Once the appropriate consequence is determined by DOALA administration, the Head of School will notify the School Board. If the administration believes expulsion is warranted, the Head of School will communicate this recommendation to the School Board for a decision. If expulsion is recommended by both the DOALA administration and the School Board, the Head of School will communicate this decision to the parent(s)/guardian(s) of the student.

The following actions may result in expulsion. These are examples (not an all inclusive list) of behavior, which may be grounds for expulsion:

- Possession of any form of weapon while on campus, under school jurisdiction, or during any DOALA sponsored activity
- Physically harming another student, employee, or guest of DOALA, or willfully engaging in behavior that could likely result in injury to others
 - While on campus, under school jurisdiction, or during a school sponsored activity:
 - Using, selling, distributing, or possessing tobacco or vaping products;
 - Using, selling, distributing, or possessing alcohol;

- o Using, selling, distributing, or possessing controlled substances, including illegal or prescription drugs;
- o Using, selling, distributing, or possessing pornographic material or utilizing school resources, at any time, to access pornography or illicit material • Making a criminal threat to a student, employee, or guest of DOALA, or threatening to do physical harm to any member of the DOALA community

• Sexual harassment of any student, employee, or guest of DOALA •

Bullying of any student, employee, or guest of DOALA

- Utilization of social media or digital communication to engage in bullying or harassment of any student, employee, or guest of DOALA while on campus, under school jurisdiction, or during a school sponsored activity. In addition, DOALA students may face disciplinary action in cases where such communication is made outside the jurisdiction of the school, if such actions negatively impact the school environment.
- While on Behavioral Review, continuing to engage in behavior that violates the school's disciplinary policies.

SECTION 4: EDUCATIONAL RESOURCES AND SUPPORT

2.4A ASSISTANCE WITH CURRICULUM

K-6th Teachers and Administrators develop Curriculum Guides to be used as the basis for planning subject area lessons, which include objectives, activities, resources, materials, and evaluation techniques. Teachers can make notes and comments on their Guides, as they are updated yearly at each grade level and in each subject area.

Approved textbooks and teacher manuals are in each K-6 classroom. Teachers unable to locate an approved curriculum item should first contact the grade level Lead Teacher who is the first resource when seeking educational information or, ultimately, the Administrator of Instruction.

2.4B PROFESSIONAL DEVELOPMENT

Teachers are provided opportunities to attend professional development events throughout the school year.

2.4C AUDIO-VISUAL GUIDELINES

DVDs, CDs, video clips, or other digital media used in the classroom should be educational in nature, directly related to the subject area of the curriculum, and not contain any inappropriate language or scenes. If more than a digital clip is used, the Site Administrator must approve the selection in advance.

2.4D CLASSROOM SUPPLIES

Teachers are given the opportunity to order classroom supplies twice per year (in January and July). If additional items are needed during the year after supplies have been ordered, a request must be sent to the Administrator of Instruction.

2.4E COPY MACHINES, PRINTERS, AND LAMINATORS

Elementary School Teachers must train Instructional Aides in the proper use of the copier, and laminator. Teachers must manage their own typing and copying needs and are provided with an allotment of copies each month.

Employee Handbook Receipt Agreement

The employee handbook describes important information about Doctors of Academics Learning Academy, and I understand that I should consult administrators and those in leadership positions regarding any questions not answered in the handbook. I have entered into my employment relationship with Doctors of Academics Learning Academy voluntarily. **Accordingly, either I or Doctors of Academics Learning Academy can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.**

I understand and agree that no manager, supervisor, or representative of Doctors of Academics Learning Academy has any authority to enter into any agreement for employment other than at-will. Only the President of the company has the authority to make any such agreement and then only in writing signed by the President of Doctors of Academics Learning Academy .

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Doctors of Academics Learning Academy. By distributing this handbook, Doctors of Academics Learning Academy expressly revoked any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Doctors of Academics Learning Academy, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand and agree that nothing in the employee handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Doctors of Academics Learning Academy is employment at-will, which may be terminated at the will of either Doctors of Academics Learning Academy or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Doctors of Academics Learning Academy or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's signature

Employee's name (print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE