



Family Handbook 2018-2019



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VISION

Daniel Academy strives to provide a safe, nurturing, challenging, supportive, and personalized learning environment which utilizes trauma-informed best practices to engage and empower all students to reach their full potential with strong problem solving and critical thinking skills, a passion for lifelong learning, a respect for self, others, and the environment, and an appreciation for individual differences.

MISSION

The Daniel Academy team is committed to providing students with optimal learning opportunities so that each will reach their full academic and social potential. Toward this end we commit to:

- Provide a small classroom setting which supports a variety of teaching and learning styles to meet the individual needs of students. Address individual academic needs utilizing student-driven curriculum based on CCSS, enhanced by digital resources, project-based learning, and utilizing a variety of modalities to teach and assess. Ensure CCS Standards, teaching, learning, and assessment are aligned and that staff uses pre-assessment data to make instructional decisions and drive daily lessons.
- Explicit teaching of mindfulness, character education, and prosocial skills utilizing the *Second Step* curriculum and the TBRI intervention model. Provide restorative justice practice opportunities in an effort to remediate poor behavior choices and to promote self-regulation. Meet social and emotional needs with social skills training, class meetings, a trauma-informed approach, and collaboration with auxiliary on-site therapeutic services.
- Foster an active collaboration among students, staff, families, and community partners as valued partners in the teaching and learning process to forge a love of learning.
- Embrace our diversity and unique talents in a safe, challenging, respectful, and supportive atmosphere.
- Holistically develop students through exposure to art, music, yoga, computer instruction, environmental studies, health instruction, and a variety of experiential learning activities.

Admissions Statement

Daniel Academy admits students of any race, gender or national origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Daniel Academy does not discriminate on the basis of race, gender or national origin in administration of its admission policies, educational policies, employment policies, financial aid programs or other school-administered programs.

Admissions process

The admissions process begins with the collection of required documentation, an interview and tour, shadow days by the potential student, records review and decision letter, student's withdrawal of previous school (if applicable), financial contract, and informal testing. Parents are able to meet administration and staff, discuss their child's needs, and ask any questions they might have. The tour of the school allows families to see the classes in action. Administration will review current individual education plans (IEPs), records, and other pertinent information to determine the most appropriate placement and curriculum for the student.

Re-enrollment Procedures

For qualifying returning students, an invitation to re-enroll for the following academic year will be mailed to the parents/guardians in January. Early February begins open enrollment for new students.

Attendance

Regular attendance is expected for all students at Daniel Academy in order to fully meet academic goals and participate in valuable classroom instruction. Daniel Academy asks that parents/guardians assist us by having their children in school unless being absent is an absolute necessity. Parents/guardians should notify the school office by telephone as early as possible when a student will be absent. When a student is absent from school, a signed note should be brought in by the parent/guardian stating the reason for the absence. The note should be given to the school office when the student returns and include the following:

- Student's first and last name;
- Date of absence;
- Reason for absence;
- Parent/guardian's signature;
- If a student is absent for more than five days, a signed doctor's note must be brought in when the student returns to school.

A student must be present for five hours to be considered present for the day. This allows for a late sign-in or early dismissal. Anything fewer than five hours and the student is considered absent. Students who are absent will be expected to make up missed class work or tests. Excessive absences (more than 9 per grading period) may result in a student's dismissal from Daniel Academy.

Tardiness, Late Arrivals and Early Dismissals

Students must obtain a tardy slip from the school office if they arrive later than 8:35 a.m. Any tardy without a valid written excuse will be considered “unexcused”. More than three unexcused tardies will accumulate into absences. Doctor’s appointments will be considered excused only when a written note is provided. It is important for students to be in school the entire day; therefore, late sign-ins and early dismissals should be done only on an emergency basis and kept to a minimum. Parents/guardians should notify the school office by telephone as early as possible when a student needs to be dismissed early. The school office will call your child to the front office so that the parent/guardian can sign their student out. Parents/guardians are not permitted to go directly to the classroom to get their child. For release to a person other than the parent/guardian, written permission must be sent to the school office. Any person picking up the student must be prepared to show identification. Students who arrive late to school or are dismissed early will be expected to make up missed class work or tests.

Before and After Care

Daniel Academy staff will be on duty from 7:30 a.m.-8:30 a.m. for before care and 3:30-5:30 p.m. for after care during each school days. No care will be provided on days that Daniel Academy students do not have school.

1. When dropping off students for before care, please park your car in an appropriate parking space. Do not leave keys or children in the car unsupervised. Walk your student to the front door and wait for the door to be opened for your student. Drop-off time will be recorded when the student enters the school building. The before care worker will take attendance, supervise students, and plan appropriate activities. Students may eat breakfast provided by the family under the supervision of the before care worker.
2. When picking up students from after care, please park your car in an appropriate parking space. Do not leave keys or children in the car unsupervised. Walk to the front door of the school and wait for your student to be dismissed. Please be ready to provide a picture ID if requested. Pick -up time will be recorded when the adult picking up the student enters the school building. The after care worker will take attendance, supervise students, and plan appropriate activities. Students may eat an afternoon snack provided by the family under the supervision of the after care worker.

Birthdays

1. On the last Friday of the month, all student and staff birthdays for that month will be celebrated.
2. If a student has celebrated his/her birthday during that month, a store-bought treat may be brought to school to share with his/her classmates
3. Ingredients of the store bought items must be clearly marked.
4. Compliance with student allergies must be taken into consideration.

Code of Conduct

Effective instruction is best implemented in a structured and nurturing environment. Daniel Academy is committed to developing responsible caring citizens able to meet the challenges of an ever-changing global, economic, and multicultural society. Teachers, parents, and community members will provide encouragement, respect, and opportunities to foster student success. Students will take the responsibility to utilize all available resources to develop the knowledge, skills, and attitudes of life-long learners.

School Standards and Expectations The Code of Conduct will be the basis for behavioral expectations. Teachers will reinforce appropriate behavior via positive interventions and social skills training. In addition, a hierarchy of consequences will be observed. Office referral data will be collected and analyzed monthly by the administration. Behavior trends will be identified and addressed as necessary. The Behavior Management Plan will be re-evaluated at the end of the school year.

Daniel Dollars Students will earn ***Daniel Dollars*** for exhibiting responsible, respectful, and readiness behaviors. Weekly incentives will be given to qualifying students. All staff will be empowered to recognize students for exhibiting the Code of Conduct.

Class Meetings Class meetings will be held in grades K-7 as a proactive measure to manage negative situations occurring in the classroom. Meeting outcomes should contain positive reinforcement and praise.

Individual Behavior Plans Individual Behavior Plans will be designed for students based on need to promote student success.

School-wide Discipline Teachers are expected to monitor and record daily student behavior. Teachers will track student behavior and report daily behavior to parents in students' folders. It is expected these reports will be reviewed and initialed by parents nightly.

Classroom Think-Spot A *Think Spot* will be a designated area located within the classroom, to be visited by a student as determined by the teacher based on behavior.

Quiet Room The quiet room may be used if a student needs to be removed from the classroom. The teacher in the quiet room will ensure a completed Reflection Form is returned to the homeroom teacher. This form will be sent home with the student, to be signed by the parent/guardian and returned to school the next day.

Office Discipline An office referral form is completed with each referral. Administration will confer with all involved parties as well as contact the parents. The administration has discretion to delineate consequences based on the nature of the offense, the context, and the needs of the students involved.

Dress Code

Daniel Academy believes a safe and disciplined learning environment is essential to a good school. Uniform dress standards are one positive way to reduce discipline issues and increase school safety. The positive benefits of uniform dress standards include:

1. Increasing security by making it obvious who is supposed to be on school grounds
2. Helping parents/guardians by reducing the cost of being fashionable
3. Helping students resist peer pressure
4. Instilling students with discipline
5. Encouraging modesty and a neat appearance
6. Setting the tone for the classroom as a serious place for learning

Students may purchase uniforms from retail stores. All clothing should be neat and in good repair. Students are required to follow the dress code below at all times:

Shirts All shirts must be collared polo-style shirts of a solid color. Students in grades KG-5 will wear white or navy polo shirts. Students in the sixth and seventh grade may also wear red polo shirts. Shirts should not be overly tight and should be tucked in at all times.

Pants/shorts Pants of a solid color (navy blue or khaki) can be worn. Pants should fit appropriately and must be worn at the waist. Loose, baggy or tight-fitting pants are not permitted. Shorts may be no shorter than 3" above the top of the kneecap.

Skirts Girls may wear skirts and skorts of an appropriately modest length (no more than 3" above the top of the kneecap). Skirts and skorts must be of a solid color (navy blue or khaki).

Outerwear Solid color sweaters or fleece wear may be worn inside the school building. Jackets or other types of outerwear may be worn outside, but must be removed inside the building. No lettering or large logos are permitted on any type of outerwear. Hats or caps are not permitted to be worn inside the building. Items should be clearly labeled with the student's first name and last initial.

Shoes Closed toe and closed heel shoes are permitted. Shoes designed for shoelaces must be properly laced and tied. Any shoe which is considered to have safety concerns (i.e. flip-flops) may not be worn. No boots, sandals, or open backs are permitted. Shoes with lights, wheels, or that make noise are prohibited.

Hair Hair must be neatly groomed.

Jewelry Jewelry should not be worn to school unless it is for medical purposes. No watches, necklaces, or dangling earrings may be worn at school.

Students should be neatly groomed and maintain proper hygiene at all times. Students should remain in dress code until they leave the premises.

If student arrives at school without proper uniform, the following consequences will be utilized:

1. First Offense: reminder notice sent home
2. Second Offense: reminder notice sent home with parent signature required
3. Third Offense: in-school lunch/recess detention
4. Fourth Offense: one day out-of-school suspension

Financial Policy

Daniel Academy publishes new rates in February for the following school year. Student accounts must be current at all times. Please refer to the tuition schedule for rates.

1. Refunds: Registration fees are not refundable. Tuition is not refundable for the month in which it is due. Any advance tuition paid that has not become due will be refunded. **Additionally, payment for field trips will not be refunded if the child does not attend the field trip. Change will not be provided if exact payment is not received.**
2. Late charges: All payments for tuition or any other charges paid will be due the 15st day of the month. Accounts that have an outstanding balance will be assessed a \$25.00 late fee.
3. Outstanding balances: If the previous month's tuition is still outstanding on the first day of the next month, a letter will be mailed to the parent/guardian requesting payment in full. If payment is not received by the 15th of the new month, the parent/guardian will be notified that the student is subject to withdrawal. Students that are withdrawn from Daniel Academy must re-register and pay appropriate fees in order to return to class.
4. Check fees: All returned checks will incur a \$25.00 fee. Checks returned for the first time will be re-deposited. After two returned checks, you will be required to pay your account by cash, money order or cashier's check.
5. Tuition payments: Tuition payments should be mailed or taken to the school office. Tuition payments should not be sent with your child to school; teachers may not receive tuition checks at any time.
6. Withdrawals and/or dismissals: If a student account is not current at the time of withdrawal or dismissal, all grades and records will be held until balance is paid. No grades or records will be released on the same day a student withdraws. Parents/guardians must complete all withdrawal papers and paid all fees and tuition payments due in order for Daniel Academy to forward school records to the receiving school.

Fire (Emergency) Drills

In the interest of student safety, it is necessary to conduct periodic fire and emergency drills. All fire exits are clearly marked. When a drill is in progress, students are expected to follow these rules:

- Leave as quickly and quietly as possible (no running)
- No talking is permitted
- Follow your teacher to the parking lot or other designated area and remain in line
- When the all-clear signal is announced, return quickly and quietly to class.
- Fire exits are for fire drills and fire escapes ONLY. Do not use them as access doors.

General Child Protection Policy and Procedure

Every employee and/or volunteer who has regular interaction with our students must abide by the policies set forth in our policy and procedure manual and have completed a Level II background screen through the Department of Children and Families.

Parents need to know that school employees have a duty to report actual or suspected cases of child abuse, neglect, or abandonment. The law provides immunity from liability for making a report and our staff comply with all child protective investigations. The statewide toll-free abuse hotline number is 1-800-96ABUSE.

Grading System

Progress reports will be issued every mid-semester. Areas of successful performances by the student, as well as areas in which the student could improve are noted.

Report cards are issued at the end of each quarter. The quarter grade for each student is determined by averaging grades for participation/effort, class work, and tests/projects. Incomplete grades may be issued to students whose work is not complete due to absence or extenuating circumstances. Incomplete grades must be made up prior to the end of the next grading period.

The school grading scale is:

A = 90 – 100%	O = Outstanding
B = 80 – 89%	S = Satisfactory
C = 70 – 79%	N = Needs Improvement
D = 60 – 69%	U = Unsatisfactory
F = 0 – 59%	I = Incomplete

Students must pass all core academic courses in order to be promoted to the next grade.

Health Form and Certificate of Immunization

Florida law requires students to have an original HRS form 3040 (Florida Student Health Exam) and an HRS Form 680 (Florida Certificate of Immunization). The provision in Chapter 232.02 of the Florida Statutes states “All students are required to have on file in

the school, proper documentation of immunization or an exemption. Students who do not meet this requirement should be temporarily excluded from school until they comply with the law.”

Illnesses

Daniel Academy strives to maintain a healthy environment in which your child can learn. If your child is ill, he or she should remain at home. A student who becomes ill at school will rest in a designated area until he or she can be picked up by their parent/guardian. A student who has a temperature above normal (98.6) without medication should remain home for 24 hours after the fever has returned to normal. A physician’s note may be required to return to class.

Immunizations

Public/Non-public Schools Kindergarten Through 12th Grade
(Children entering, attending, or transferring to Florida schools)

- Four or five doses of DTaP
- Four or five doses of IPV
- Two doses of MMR
- Three doses of Hep B
- One Tetanus-diphtheria-acellular pertussis (Tdap)
- Two doses of Varicella (kindergarten effective with 2008–2009 school year, then an additional grade is added each year thereafter). Varicella vaccine is not required if there is a history of varicella disease documented by the health care provider.

Additional Immunization Requirements for 7th Grade Entry

Effective with 2009–2010 school year (then an additional grade is added each year thereafter), in addition to compliance with all other immunization requirements, children entering, attending, or transferring to the seventh grade in Florida schools must complete the following:

- One Tetanus-diphtheria-acellular pertussis (Tdap)

Medications Written authorization is required for ALL medication. Verbal permission is not recognized; authorization in person or by faxed request by the parent/guardian will be accepted. All medicines are kept in the school office. Medication should be clearly labeled, include special instructions, and be in the original prescription bottle. Students should never possess any type of medication during school hours, including aspirin or any type of pain reliever or fever reducer. Parents must complete a medical form prior to administration of any medication.

Hours

The school day is from 8:30 a.m.– 3:30 p.m.. Students at school after 3:30 will remain with the after school program until a ride arrives.

Internet Acceptable Use Policy

Daniel Academy students will be provided access to the internet at times to meet the goals in our curriculum. Internet access and use will be monitored under the teacher's supervision at all times. The faculty is responsible for teaching proper techniques and standards for internet use. Any unacceptable use of the internet or any abuse of this privilege will result in disciplinary action which may include losing the privilege, temporarily or permanently. Students are not permitted to access social pages such as Facebook, *MySpace*, Twitter, etc. while at school. Students may not make reference to Daniel Academy on social sites which may be deemed inappropriate as determined by the principal.

Lost or Damaged Property

Students must pay for lost or damaged textbooks. Damages to the building or property will be assessed to the student(s) responsible. Payment will be required for continued enrollment and/or the release of records.

Lunch

A hot, nutritious lunch will be provided daily for our students. The lunch menu will be sent home at the beginning of the year and is posted on our web site. For students that bring their lunch to school, we recommend a nutritious, well-balanced lunch. (Chips, candy, and a soda do not constitute a well-balanced meal and, in fact, can be detrimental to the attentiveness of students for the remainder of the school day.) Pizza days or other special lunches are occasionally planned. Information will be sent home for these occasions.

Parent Responsibilities

Daniel Academy recognizes the importance of effective partnerships with the parents/guardians of each student. A commitment to the education of each child must be shared between the parents/guardians and the school. Parents/guardians can cooperate with Daniel Academy in the following ways:

- Remaining familiar and supportive of Daniel Academy's teachers, administration and policies and procedures.
- Providing a home environment that encourages positive learning attitudes and habits.
- Encouraging the success of the student by working with the student at home to ensure understanding of concepts and timely completion of homework.
- Involving themselves in the school by maintaining an awareness of the school calendar, schedule, and upcoming events in which participation may be needed.
- Scheduling conferences with teachers or administration when any issues or concerns may arise.
- Consistently notifying the school of important student information in a timely manner, such as: absences, tardiness, medication changes or any other issues that may affect the student's school performance.
- Ensuring consistent and timely transportation to and from school has been arranged.

Parking

Please park in marked parking spaces. If no spaces are available, please park across the street in the church parking lot and utilize the crosswalk or park in the northern parking lot of Daniel on Belfort Road. Please do not leave keys or unsupervised children in your car at any time.

Prohibited Items

Cell phones that are brought to school must be turned off and put away during the school day. Electronic games, CD players, I-Pods, or any device that plays music, or can take a photograph or video are prohibited. As with any other personal items brought to school by the student, Daniel Academy reserves the right to have the contents of any personal electronic device examined including, but not limited to, any electronic information stored or recorded on the device. Violation will result in confiscation of the equipment until the parent/guardian can pick it up.

WEAPONS AND DANGEROUS ITEMS (knives, fireworks, lighters, heavy chains, metal objects, etc.) **ARE NEVER PERMITTED!** Bringing any weapon may result in immediate dismissal, suspension, expulsion and/or police action.

Toys should not be brought to school from home at any time.

Records

Daniel Academy asks parents/guardians to keep the school office informed as to any change of address, telephone numbers and/or place of employment for any parent/guardian. All changes that may affect the student should be reported to the school office before the day the change becomes effective.

Restrooms

Student restrooms are located convenient to classrooms. During class time, only one student at a time may obtain permission to leave with a pass to use the restroom. Students are to return from the restroom quickly without disturbing other classes. Students are not permitted to loiter in the hallway, office, or other classrooms.

Telephone

Daniel Academy telephones are for school use **ONLY**. School personnel may dial a number for a student in an emergency. All arrangements for transportation should be made before school.

Testing/Assessment

Reading and math diagnostic tests will be administered to students at the beginning, middle, and end of each year. Teachers will regularly assess students. Quizzes and chapter/unit tests will be given periodically. Every student will be given the opportunity to retake a test on which he/she performs poorly. Other means of assessment (oral quizzes, open book tests, projects, written & oral reports, teacher observation) will also be used.

Transcripts/Records

Records are sent free of charge when a student transfers to a new school. A nominal fee may be charged for each additional transcript sent or other records requested.

Tuition and Fees

\$10,000 Tuition. Includes 8:30 a.m.-3:30 p.m. school day. Daily hot lunch included.

\$25 late fee For any monthly tuition and before/ after care payment received after the 15th of the month.

\$40/month Before care. Supervision from 7:30-8:30 a.m. on school days.

\$60/month After care. Supervision from 3:30-5:30 p.m. on school days.

\$5/drop-in Before care. If student arrives to school before 8:25 a.m., a \$5 drop-in fee will be charged for before care.

\$10/drop-in After care. If student is picked up after 3:40 p.m., a \$10 drop-in fee will be charged for after care.

\$1/minute \$1/ minute will be charged for a student who is picked up after 5:30 p.m.

- Drop in and late pick-up fees will be tallied on the last day of the month and fees will be due by the 15th of the following month. Late fees will apply.
- Two consecutive months of non-payment will result in suspension of student until payment is received.
- Payment may be made by cash, check, or debit/credit card.

Weather Emergencies and School Closings

Daniel Academy will follow the Duval County School closing guidelines in regards to school closings due to inclement weather, such as hurricanes and/or tropical storms. However, in the absence of media instructions regarding county school closings, we ask parents/guardians to use their best judgment as to personal safety regarding travel in inclement weather.

Visitors

All visitors and parents/guardians must check in at the front desk (school office). All classroom visits and conferences will be pre-arranged.

Family Handbook Signature Page

By signing below, I attest that I have received, read, and agree to the terms of Daniel Academy Family Handbook.

Parent/Guardian signature

Date

Student signature

Date