



**Family Handbook
2020-2021**



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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 curriculum based on state standards, enhanced by digital resources, project-based learning, and utilizing a variety of modalities to teach and assess. Ensure teaching, learning, and assessment are aligned to standards 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 February. Early March 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 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 will be considered tardy if they arrive later than 8:40 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 or email 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 day. 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 should 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.

Class Meetings Class meetings will be held in grades K-8 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.

Classroom Calm Corner A *Calm Corner* will be a designated area located within the classroom, to be visited by a student as determined by the teacher and/or student based on need.

Quiet Room The quiet room may be used if a student needs a break from the classroom. The adult in the quiet room will ensure the student is safe and assist the student to regulate his/her emotions, thoughts, and actions.

Office Discipline Office referrals will be written when appropriate. Consequences will be determined on a case by case scenario,

Restorative Practices Restorative practices will be utilized when possible to address behavioral expectations.

Dress Code

Uniform dress standards are one positive way to reduce discipline issues and increase school safety. 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 through eighth grade may also wear red polo shirts. Shirts should not be overly tight and should be tucked in at all times.

Pants/shorts/skirts 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. Students 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 and hoods are not permitted to be worn inside the building.

Shoes Closed toe and closed heel shoes are required. Shoes designed with 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 should 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.

Makeup Makeup and nail polish may not be worn by any student.

Students should be neatly groomed and maintain proper hygiene at all times. Students should remain in dress code until they leave the premises. All items should be clearly labeled with the student's first name and last initial.

Financial Policy

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. Change will not be provided if exact payment is not received.
2. 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.
3. 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.
4. Tuition payments: Tuition payments will be automatically debited each month. Please see information on your promissory note for details.
5. Withdrawals and/or dismissals: Parents/guardians must complete all withdrawal papers and pay all fees and tuition payments due in order for Daniel Academy to forward school records to the receiving school. 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.

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 quietly to class.

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 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 will be 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%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = 0 – 59%

Quarters	Interims	Report Cards
Aug 10-Oct 9	Sept 9	Oct 16
Oct 13-Dec 17	Nov 13	Jan 5
Jan 5-Mar 19	Feb 8	Mar 26
Mar 23-May 27	Apr 23	May 28

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.”

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
Two doses of Varicella. Varicella vaccine is not required if there is a history of varicella disease documented by the health care provider.

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.

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, any type of pain reliever or fever reducer, and/or cough drops. 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..

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, Instagram, Snap Chat, 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.

Acceptable Use Policy for Students

I will use electronic devices, the internet, and the network for class assignments as directed by my teacher.

I will use only my own accounts

I will follow international copyright laws.

I will communicate online in a respectful manner.

I will be careful to treat the equipment with care.

I will respect the work and privacy of others.

I will keep my password and login information private.

I will tell an adult if I read something on the internet that makes me feel uncomfortable.

I will refrain from sharing my personal information on the internet.

Lost or Damaged Property

Students must pay for lost or damaged property. 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.

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.

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 2019-2020 Family Handbook.

Parent/Guardian signature

Date

Student signature

Date

Daniel Academy
Preparing your child for success



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