



Student handbook

Statement of Values

The foundations of our mission and philosophy are fixed on the infallible and uncompromising Word of God, which is the final authority for all decisions.

As we educate, we strive for excellence in the development of Christ-like student character and performance by molding hearts and minds according to the living Word of God.

DT Preparatory Academy is distinctly Christian in community, curriculum, character, and conviction. We reflect God's nature and further His kingdom by loving and serving students and families who possess a wide range of skills and abilities and are from diverse economic and cultural backgrounds.

DT Preparatory Academy functions in a Spirit-filled atmosphere with vibrant worship, operational prophetic gifts, passionate evangelism and a focused, active effort to heal personal, family and generational wounds and hurts.

We believe, teach and practice the following core values:

- Discipleship to reproduce Christ-like character
- Godly relationships with authority, family, and peers
- Servant-based leadership
- A global vision that every nation should and will serve God
- Life-long love of learning

Our Mission Statement:

DT Preparatory Academy students are infused with Biblical wisdom, instilled with moral fortitude, instructed in academic principles through a Christian worldview, and ignited for peak performance. Each student wholeheartedly embraces the Christian worldview and therefore runs his/her race with spiritual fervor, mental aptitude and physical endurance. Students fulfill the total plan of God for their lives and begin a legacy at DT Preparatory Academy.

Expected Student Outcomes

- The goal of all instruction is to know and reveal God. All knowledge is given to know and understand the ways of God. Therefore, in the process of learning, students shall see God, love God, and understand that He is the source of all knowledge.
- Every student shall develop an intimate relationship with God which produces purity of heart, a clear conscience, and sincerity of faith. (1Tim 1:5)
- The imperishable, unchangeable, inerrant Word of God is foundational to all instruction and more than adequately equips each student in mind, soul and body to affect change in their lives, their families, and their world. Therefore, each student shall develop a deep knowledge and understanding of the Word of God.
- Education is not merely increasing knowledge and information. Education, or the educational process, is not an end in itself; it is a means to the end, which is an intimate relationship with God. The purpose of education is to cause the worship of He who is the Creator of all things. Therefore, all students will be passionate worshippers of God.
- Each student shall know that true identity, destiny and legacy are defined by a relationship with Christ. Therefore, each student will develop and maintain a lifestyle that is both a continuous pursuit and a constant discovering of who and what Christ has called them to be.
- Each student shall be Christ-like in character, integrity, and attitude and shall display Christ-likeness as dedicated family members, productive citizens, and valuable leaders in their work, in their churches, and in their communities.
- They shall embrace and practice justice, mercy and peacemaking in their daily lives.
- Students shall be well-able to defend the Christian faith in thought, word, and deed.
- Students will develop, possess and nurture a God-given creativity that allows them to be culturally relevant and actively engaged in their world.
- No matter what path they ultimately choose – college or technical school, professional life or a trade or career – graduates will have a solid foundation upon which to build a life and ministry of service, full of the Spirit of God.
- They shall understand, value and engage in appropriate social and civic activities.
- Students will be living, breathing witnesses to the quality of Christian education and to the enduring value of living life as a committed Christian.
- Students shall be well prepared in all academic disciplines and skilled in reading, writing, speaking, listening, and critical thinking. They will also be proficient in mathematics and science and have an appreciation for the natural environment.
- Students will have a knowledge, understanding and respect of and for people, events, and movements in history and the cultures of other peoples and places. Each student should have a

critical appreciation of the languages and cultures of other peoples, dispelling prejudice, promoting unity, encouraging hospitality, and promoting an open/honest exchange of ideas.

- Each student will develop an appreciation for literature and the arts and understand how they express and shape their beliefs and values.
- Students shall know how to utilize and steward resources (including technology), and find, analyze, and evaluate information. Each student shall become a life-long learner to develop and the skills to question, solve problems and make wise decisions.
- Students will understand that diligent study and hard work have dignity and are necessary for success.

Statement of Faith

We believe that the Holy Scriptures are inspired by the Holy Spirit, infallible, and God's revealed word to man. We believe in the inspiration of the Bible, equally in all parts and without error in its origin.

We believe that Scripture teaches that there is only one true and living God who has chosen to reveal Himself as Father, Son, and Holy Ghost. We believe in one God, eternally existent Father, Son, and Holy Ghost, who created man by a direct immediate act.

We believe in the fall of man and that man is sinful being in need of redemption.

We believe in the virgin birth of Jesus Christ, that He is the Son of God and the Son of Man. That He came to save men from condemnation of sin by offering His blood as atonement and by making it available to all who exercise faith in Him. We believe in the pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven and the second coming of the Lord Jesus Christ.

We believe that for salvation of the lost and sinful man, regeneration by the operation of the Holy Spirit on the basis of grace is absolutely essential.

We believe in the sanctification power of the Holy Spirit by those dwelling in the Christian is enable to live a holy life. We believe in the spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, living separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

We believe the Scriptures ascribe to the Holy Spirit the acts and attributes of an intelligent being , and that the works of God are ascribed to the Holy Spirit: creation, inspiration, giving of life, and sanctification.

We believe in the baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.

We believe that the redemptive work of Christ on the cross provides healing of the human body in answer to the believing prayer.

We believe that all mankind is subject to death of the body as a result of original sin; the soul does not die, but immediately after death, enters into a conscious state of happiness or misery according to the character here possessed by acceptance or rejection of the Savior. We believe in bodily resurrection of, both, the saved and the lost, the saved to everlasting life and the lost without Christ to everlasting damnation.

We believe in the personal, imminent return of our Lord and Savior Jesus Christ.

Curriculum

DTPA sets a high standard regarding educational and curriculum goals, as a result we meet or exceed the Florida Sunshine State Standards for objectives in all subjects and grade levels. In each of our classes we seek to:

- Integrate Biblical themes and principles in every subject area
- Integrate subject areas around themes and concepts
- Utilize writing and reading in each subject area.
- Use technology in every subject to enhance the overall level of instruction, and
- Increase student comprehension and abilities.
- Use the curriculum to yield expected student outcomes listed in this handbook.

It is the teacher's responsibility to use the given curriculum, additional material, and multi-media resources in order to accomplish DTPA's student objectives and accomplish our goals. A stress should be placed on overall student understanding and comprehension of the material.

Teachers should use the New International Version of the Bible when teaching students and issuing assignments. Students are required to obtain a copy of this version at the beginning the school year.

In Individual Classes DTPA Seeks To:

Bible:

Teach students to develop a desire to read the Bible and apply it to their personal life and not merely commit it to memory. Encourage the students to understand the verses in context and employ good interpretation principles. Let scripture speak truth with direction and illustrations by the teacher. Show each student the value of the Word of God. Teach the Biblical pattern of salvation and the baptism of the Holy Spirit. Encourage each student to come to the Father, through the Son and grow in his or her knowledge and love of Him. Have students know Jesus as a real person and develop their identity in Him.

English:

Equip every student with the skills necessary for good writing, including spelling, grammar, language mechanics, style, clarity, etc. Place a major emphasis on proper writing through frequent application of correct language skills in each subject area. Encourage critical thinking skills as demonstrated through creative writing. Introduce the students to many styles of writing using the Bible and other vital literary works.

Heritage:

Teach the student that God is the history-maker and He will determine its ultimate outcome. Enable the student to see God's hand in the history of the world and the heritage of the United States. Broaden the students' understanding of history and geography, both locally, in the U.S. and around the world. Make history come alive for the student through the use of many forms of information and research such as, biographies, illustrations, music, art, foods, architecture, and knowledgeable speakers.

Science:

Teach that the biblical account of creation is the foundation of all scientific principles. Show the students that God made the universe and that it has inherent order, which in turn makes it possible to hypothesize and experiment (scientific method). Guided inquiry will reveal to the students the intrinsic laws, systems, and truths God put into creation. Use a variety of instructional methods including experiments, demonstrations, research, illustrations, etc.

Mathematics:

Ensure the students have a thorough mastery of basic mathematical principles. Place an emphasis on conceptual as well as practical understanding of math concepts and problem solving. Illustrate God's unchanging character through the timeless, logical mathematical systems He gave to man.

Grade Policy

Each classroom teacher develops an approved formula for grading students. Term grades include grades for homework and classwork assignments, class participation, quiz and test scores and final exams.

Term reports and grades are issued at the end of each nine-week term. These reports are designed to provide understanding of the student's progress academically, spiritually, socially and behaviorally. Teachers also send home midterm progress reports each term as needed. Parents are invited to contact teachers for more specific information or to set up a conference.

Academic Honors include:

- Principal's List. Students earning cumulative grades above A- and when all performance grades are satisfactory or above
- Dean's List. Students earning grades of B- or above and when all performance grades are satisfactory or above.

Academic Warnings are issued to students when grades include two OR more E's/F's, OR one E or F and two D's, OR three D's. If a student falls at/below this standard, or if the student is in jeopardy of this standard, teachers shall document it in their records, notify the parents, and notify the Principal as soon as possible so that appropriate plans may be made for improvement of that student.

Students on warning for two consecutive terms risk losing their place at DTPA. This decision is solely at the discretion of the DTPA Principal.

Academic & Performance Grades for K – 6th Grade.

Academic Grades

A = 97-100	C = 79-82
A- = 93-96	C- = 77-78
B+ = 91-92	D+ = 75-76
B = 87-90	D = 72-74
B- = 85-86	D- = 70-71
C+ = 83-84	F = below 69

Performance Grades

O = Outstanding

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

P = Passing

WP = Withdraw Passing

INC = Incomplete

NA = Not Applicable

Homework

We believe that along with pursuing the calling of God on the lives of each student, we must pursue academic excellence as well. It is not merely a mandated course of study, but a way to achieve the goals set forth by our Creator. As we teach our students, we realize that it is impossible for them to grasp everything presented in the time allowed for each class. This is why “homework” is so important. Giving children “homework” allows them to practice activities and skills taught to them throughout the day. It reinforces in-class instruction and helps prepare the students for tests, quizzes, and for future pursuits such as college and the marketplace.

General Guidelines:

A. Homework:

1. Homework is to be issued at an average rate of 10 minutes per grade level. (1st grade: 10-20 min, 6th grade: 60min, etc.). If the time a student spends on homework is exceeding this time requirement for an extended period of time, the teacher and/or school administration should be notified.
2. Teachers should make every effort possible to incorporate time for class work into their lesson plans so as to keep the amount of homework consistent with school policy.
3. It is recommended that students keep all returned homework for the current term in case of a grade discrepancy.

B. Absences:

1. Students may make-up missed work for excused absences. Missed assignments for unexcused absences may be made up at the discretion of DTPA administration.
2. A note from the parent is to be sent to the school as soon as possible after the child's absence.
3. Upon return from illness, it is the responsibility of the student/parent to obtain any missing assignments.
4. Each student will be given sufficient time to complete the given assignments. If the work is not completed within this time, a zero will be entered into the grade-book.

C. Missing or Incomplete Work

1. If a student fails to do the homework, or fails to present it when it is due, or does not complete a satisfactory amount of the assignment, he/she shall not receive credit.
2. While each teacher reserves the right to refuse late homework or deduct grade points because of homework, no late work will be allowed or accepted (except for excused absences) after one calendar week from the due date.
3. After the 3rd missing assignment, the teacher should notify the parent in writing or by contacting the parent directly.
4. Documentation of the conversation should be made by the teacher along with the results, and any other disciplinary issues discussed.

5. (Parents may be notified after the 1st, 2nd or subsequent missing at the teacher's discretion).
6. If the student does not improve in turning in consistent homework, or if the parent is uncooperative, the teacher should notify DTPA administration.

D. Requests for Homework for Sick/Absent Students

1. Teachers will provide updated homework assignments on RenWeb or in writing for students who are absent.
2. Parents may contact the school office if they have any questions or do not have the ability to retrieve the assignments on their own.

E. ACADEMIC PROBATION

A student will be placed on Academic Probation if one of the following conditions occurs:

1. Student earns an F in a subject for two or more consecutive grading periods or for the final semester grade.
2. Student receives more than one F in a single grading period.
3. Student demonstrates consistent poor academic performance.
 - a. The student and parents will be notified in writing of the student requirements that must be met to be removed from probation.

DINING OPERATIONS

Good nutrition is essential to the academic success of every student, as studies have shown a direct correlation to student performance and a well-balanced diet. In an effort to foster a healthy environment and good nutrition, DTPA serves breakfast and lunch (nominally priced) to our student body. We encourage parents to ensure that if a student brings his or her lunch to minimize goodies (i.e. chips, treats, etc. high in sugars and salts). Please pack balanced lunches with fruit and vegetables. **Candies, sodas, ice cream, and such items are not allowed to be brought to school due to federal guidelines and governance of the school lunch program.** Lunch is available to all students.

ATTENDANCE POLICY

Absence from Class or School Activities

Regular Attendance in school is essential for a sound academic foundation and is required by Florida State law. All school days listed on the academic calendar are considered full days unless otherwise noted. All class days and activity days are mandatory attendance days. Attendance at school becomes a permanent part of the student's record.

Daily Attendance Records

Each K through 6th Grade teacher will take daily attendance using FACTS attendance. The teacher will input attendance data into FACTS by the end of each day. School administration can review attendance records to verify student attendance and may take any subsequent action for unexcused absences.

Absence from Class or School Activities

If a child is to be absent from school, parents are to notify the school office by 9:00 a.m. If unable to do so, then the child is to have a **written excuse upon return to school**. Notes should be turned into the school office as soon as possible. Determinations of “excused” or “unexcused” absences will only be made by DTPA administration.

1. Students missing schoolwork as a result of any excused absence may receive a grade of “incomplete”. Missing work must be turned in as per teacher instructions or within one week.
2. School work may not be made up for unexcused absences unless school administration deems necessary.
3. Parents and/or students are encouraged to verify assignments via FACTS or contact teachers as soon as possible to obtain necessary assignments.
4. Students who are absent from school may not participate in extracurricular activities. Students are considered absent from school if they leave prior to 11:00 a.m. Students arriving after 11:00 a.m. will be marked absent for the day.
5. Students who are absent from school or absent from any given class due to illness in excess of ten days per semester will be required to have an excuse from their physician.
6. Students who have more than 20 daily or class absences (excused and/or unexcused) during the school year may not pass to the next grade (K-5 through 8th) and/or may not receive credit for the class(es). Said students may be counseled to withdraw from school. (A grade-level test to validate promotion may be offered only when the school determines that it is appropriate.)
 - i. Teachers are to notify School Administration in writing (via email or memo) of a student’s absences (from school and/or from individual classes) 5, 10, 14 and every absence thereafter.
 - ii. After each of these notifications, School Administration will contact the parent with appropriate information regarding their child and the actions taken as a result of said absences. A meeting between administration and the parents is required after the 5 unexcused absences (or absences for which the reason is unknown) within a calendar month, or 10 unexcused absences (or absences for which the reason is unknown) within a 90 calendar-day period.
 - iii. After the 15th unexcused absence within 90 days, the school will notify the appropriate legal authorities regarding the student’s total absences.
7. Students who must miss class for pre-arranged, non-school-related absences must provide the School Office and each of his or her teachers with advance notice from a parent prior to the scheduled absence. The student is expected to make arrangements with the teacher to complete missed assignments.

Tardy Policy

Students arriving late to class are disruptive to the educational environment. Tardy arrivals are generally preventable and should not be allowed to occur without being properly addressed.

Minimum Tardy Procedures for K 8th Grades

1. All students arriving after the 8:15 bell are to report directly to the school office.
2. Teachers are not to allow students to enter late into their first period without a pass from the office.
3. Teachers are to keep daily class attendance/absence records and a daily record of tardiness and enter them on FACTS
4. All students arriving after 8:00am are late to school and considered tardy. DTPA allows 5 tardies per 9-week term (excused or unexcused). If a student is late for school,

Excused absences include:

1. Illness (with notification as described above)
2. Medical, dental or health related appointments (with prior communication from parents)
3. Serious illness, injury or death in the family
4. Absences deemed excused by DTPA administration.

Unexcused absences include:

1. Absences for reasons DTPA administration determines could have been handled outside of school hours
2. Truancies
3. Absences for which an excuse is **later** than the one day grace period
4. Absences for illness in excess of 10 days **without** a physician's note. They may NOT be admitted to class without a pass from the DTPA office. DTPA Tardy passes are printed in duplicate and one copy is kept in the DTPA office for the student file while the other copy is sent with the student to be given to the teacher.

All school-day tardiness will be entered into FACTS by the teacher. All tardy records will be checked by the DTPA School Office staff to ensure accuracy. In order to determine an accurate tardy record for a student, the DTPA office staff and/or administration will verify records by the tardy passes in the student file and adjust the records on FACTS. Once a student has reached 5 tardies within a 9-week term, a letter should be sent home and/or by e-mail to parents as a written warning that the student is in jeopardy of a \$10 fine and/or after school detention on the next tardy and subsequent tardies in the grading period to school. It is the responsibility of the DTPA registrar to track and monitor tardies for students and to send the designated letter to parents upon the 5th tardy. This tardy policy only applies to initial tardiness to school. All class tardiness for middle school are regulated by the teacher.

D. Tardy Consequences

Each student is allowed 5 tardies per term, excused or unexcused. On the 6th tardy for K-5 – 8th grades, and every subsequent tardy after that in the term, the student shall be fined \$10 which will be automatically added to your DTPA bill. This fine will be applied for every succeeding tardy after the 5th during each grading period. School personnel have the authority to take the disciplinary action necessary to train hearts and build character in an effort to teach students how to make right choices and accept responsibility ensuring a safe, orderly and effective learning environment.

In efforts to maintain high quality of character in their classrooms, faculty is expected to assume the best of all students while helping them to strive for exemplary standards of conduct. Teachers are expected to manage student behavior in the classroom within the realm of their authority. Teachers should accomplish this by clearly defining student choices and consequences as a means of teaching personal responsibility for their actions.

Arrival / Dismissal Procedures

Please refer to School Management Plan (Appendix)

Relationships

In obedience to the scriptures, students must endeavor to keep themselves pure for the spouse that God has for them. The Bible teaches that young men and women must learn to relate as brothers and sisters in genuine friendship before pursuing deeper friendships, courtship or marriage.

The focus of education at DTPA is to develop/strengthen a student's personal relationship with God. We also desire to create Godly relationships and families. Because of this, dating or any types of romantic

relationship are not permissible while attending DTPA. DTPA encourages parents to maintain regular communication with their children regarding expectations, boundaries, specific friendships, appropriate behaviors, and acceptable etiquette with peers and right relationships. Violation of this policy by action or attitude may result in disciplinary sanctions of one or both students, including the dismissal of one or both students. Questions surrounding relationships and their appropriateness shall be submitted to DTPA for discussion and resolution.

BEHAVIOR PLAN FOR ALL SCHOLARS GRADES K-8

DT Preparatory Academy's discipline is based on Christian values, as well as respect for others. The goal of our discipline plan is to lead the student to achieve self-discipline. Our goal is to develop within each student a sense of responsibility and recognition of consequences for her/his actions. A positive learning environment within DTPA requires that all persons involved follow acceptable standards of behavior. The involvement of the parents/guardian, the administration, the educators and the students is critical to the success of the discipline plan.

This plan focuses on the level where discipline issues have risen to a point where the administration needs to be involved in the communication with the student and the parent and in order to impose stricter penalties. The administration must be assured that the educator involved has used every strategy possible to improve the behavior of the child within their own classroom. Extensive communication with the parent/guardian must have taken place and the educator must present documentation of these communications/meetings to the administration even before the first discipline notice goes home. This plan also provides required documentation if an expulsion hearing takes place.

Conduct Detrimental to the Reputation of the School

The administration reserves the right to impose disciplinary consequences for any conduct. If at any time there is a fight in the classroom the educator is to immediately inform the front office. Notify administration using most expedient means.

All Scholars

- ☞ Scholars will be safe by being where they are supposed to be
- ☞ Scholars will keep their hands, feet and objects to themselves at all times
- ☞ Scholars will be respectful in their words and actions
- ☞ Scholars will be in uniform at all times.

Primary Scholars Grades K5

- ☞ Listen when others are talking
- ☞ Follow directions
- ☞ Keep hands, feet, and objects to yourself
- ☞ Work quietly and don't disturb others
- ☞ Show respect for school and personal property

- Ø Work and play in a safe manner

Actions and Consequences, Grades 1-2

- Ø General warning to entire class
- Ø Proximity: Focus on students who are off-task
- Ø Firmer or direct warning, reminding student(s) of reason for rule
- Ø Separate student from group
- Ø Disciplinary consequence: loss of privilege (free time, recess, specials classes)
- Ø Note sent home to parent/guardians information them of behavior
- Ø Follow up with parents with a phone call, parent meeting or conference
- Ø Continued follow-up with parents/guardians

Intermediate Scholars Grades 3-5

- Ø Follow directions the first time they are given.
- Ø Eyes front when the educator is talking.
- Ø Raise your hand and wait for permission to speak.
- Ø Stay in your seat unless you have permission to get up.
- Ø Change tasks quickly and quietly.
- Ø Keep hands, feet, and objects to yourself.
- Ø No teasing or tattling.

Middle School Scholars Grade 6-8

- Ø Scholars will keep their hands to themselves.
- Ø Scholars will be respectful and polite to one another, both in words and in action.
- Ø Scholars will not talk over one another.
- Ø Scholars will raise your hand for recognition.
- Ø Scholars will not chew gum anywhere on campus or in school vehicles.
- Ø Scholars will not eat candy on either school premises (except when inside classrooms when granted permission by educator) or on buses without permission of driver.
- Ø Scholars will not use illegal substances, alcohol, vapes, or e-cigarettes at anytime.

Actions and Consequences for Middle Scholars 6-8

- Ø Class will be generally warned about behavior.
- Ø Individual(s) in class will be privately warned.
- Ø Remind involved scholars that you are not negotiating.
- Ø Scholar(s) will be separated from each other in the classroom, or other appropriate individualized strategies will be implemented.
- Ø If scholars(s) do not stop, they will receive extra homework to be done in educator's classroom during special area.
- Ø If the actions by the scholars do not cease, they will be sent to the Principal's office.
- Ø Parents will be notified of serious behavioral issues regarding their children.

If a child continues to have disciplinary problems they will be given a “Disciplinary Notice”. This form will be sent home to parents/guardians after being reviewed by the Principal. Parents/guardians are to return the discipline notice with their signature the following morning.

Below is the procedure that will be followed to handle disciplinary situations:

- ⊗ After two discipline notices have gone home, a face to face meeting will occur between the parents/guardians of the student, the educator(s), and the principal (or authorized administrator).
- ⊗ The third discipline notice will result in one day of out-of-school suspension.
- ⊗ The fourth discipline notice will result in a three day out-of-school suspension; probationary status will be initiated with a student/parent contract for future behavior.
- ⊗ The fifth discipline notice will result in a five day out-of-school suspension, proceeding to a discussion of the possibility of expulsion and a review of the probationary status (this is the student’s last chance).
- ⊗ The sixth discipline notice will result in proceeding to an expulsion hearing and possible expulsion. Student is placed in out-of-school suspension as the process continues.

Serious fighting and/or hitting or causing significant danger of any kind to other students or an educator, drug or illegal substance possession, throwing chairs or other dangerous items, weapons in school, etc., use of cell phone with inappropriate texting or calling, can result in an automatic out-of-school suspension, with possibility of moving to expulsion immediately, depending on the severity of the issue. This is the decision of the principal. “Skipping” classes or leaving the school premises without permission can also result in an automatic out of school suspension, with possibility of moving to expulsion immediately, as well. This is the decision of the principal.

Faculty may use a broad range of consequences for student choices. Each correction must be initiated with the statement “You have a choice right now . . .” and the teacher should clearly define to the student their possible choices and consequences to ensure the student takes personal responsibility for their actions.

Consequences include but are not limited to:

Class A Offenses

1. In unauthorized parts of the building
2. Being disrespectful to classmates
3. Incomplete homework
5. Chapel disruption
6. Note passing
7. Unprepared for class (books, pencils, pens, paper, calculators, etc)
8. Chewing gum, candy, or leaving wrappers on the floor
9. Talking (after warning) or class disruption
10. Items not permissible on school grounds
11. Wearing caps anytime (Except for designated days, sports, and or school related)
12. Turning lights off and on (Any)
13. Negative attitude or complaining
14. Failure to address an adult appropriately (either Sir, Ma’am, Mrs., or Mr.)
15. Leaving personal or school items in undesignated areas

Category B: Actual Consequences Inside The Classroom

1. Teacher asks the student to change seats temporarily.
2. Teacher asks the student to change seats permanently.
3. Teacher lowers students' "Class Dojo" points.
4. Student is asked to take a time-out from the activity.
5. Private meeting is arranged between teacher and student, either after class, at lunch, or after school.
6. Teacher gives a lunch detention to the student.
7. Teacher removes a potential group reward, such as extra time at the end of class to focus on a game or a preferred activity.
8. Teacher removes an individual privilege, such as time spent on the computer.
9. Teacher gives a nearby student a "Class Dojo" point.
10. Teacher verbally appreciates other well-behaved students.
11. Teacher verbally appreciates the student when she "catches him being good"
12. Teacher lets the student know that his parents will be called (and calls).
13. Teacher places a referral slip on the student's desk, with the understanding that if the student behaves appropriately until class is over, he can tear up the slip.
14. Student is asked to proceed to the negative aspect of classroom behavior plan.

Class B Offenses

1. In the parking lot (unless designated times) or vehicles in parking lot when not authorized.
2. In other students' lockers, desks, and belongings.
3. In any class, area, hall, or place without teacher (or adult designated) supervision.
4. On stage or using church equipment without permission.
5. Out of class at any time without permission.
6. Inappropriate language (Not Including Profanity).
7. Tardy to a class later than 30 seconds.
8. Throwing items in the classroom.

Category C: When a Student Is Removed From The Classroom

1. Students take a time-out in the hall.
2. Student takes a time-out in the school office.
3. Student is sent to another teacher's classroom.
4. Student sent to the office for a variety of consequences, including:
 - a. Referrals
 - b. Detentions
 - c. Lunch detail
 - d. Parent/guardian conferences
 - e. Suspensions

Class C Offenses

1. In teacher's desks, cars, belongings, etc. (without permission).
2. Sleeping in class
3. Horseplay
4. Out of class without permission
5. Dangerous activities (Creating or participating in a situation that could cause injury or harm to yourself or others)
6. Disrespect or direct disobedience towards any adult
7. Having a cell phone out or in use at any time during the school day.
8. Students refusing to perform in class
9. Lying

Category D: "Behind-The-Scenes" efforts and strategies

1. Teacher talks with the student privately outside of class time. Often this can take the form of a structured pep talk, although it can also be more focused on the consequences that the student is incurring and the behaviors that need to change. The combination of firm and soft in this meeting can do the trick. Getting to know the student and asking him to volunteer solutions to his behavior problems can also be quite effective.
2. Teacher talks with the student's counselor, the principal, or other teachers, to gain information that may be helpful in addressing the student's behavior and /or emotional needs.
3. Teacher talks with parent(s) about student's misbehavior. When this works, it works incredibly well, as word spreads and one call affects several kids. It is often the first thing that the teacher should do when a student is beginning to show signs of being out of control.
4. Teacher talks with parents to commend student behavior, an underutilized strategy that often bears tremendous fruit. A variation is to call the student at home in the evening and let him know how improved his behavior is. Naturally, his parents will be informed of the call. If they don't believe their child, then when they call the teacher to check up, it's a golden opportunity to speak with the parents in a positive way about their child, and invite the parents to come in for a conference.
5. Parent conferences at school with the principal, the counselor, and other teachers, with or without the student. This classic model reflects to the student how he is behaving in all his classes and keep the student from claiming that one particular teacher has it out for him.
6. Individual behavior contracts between the student and the teacher, ideally focusing on only one behavior at a time.
7. Teacher has positive contact with the student outside of class. The teacher should be relational and personally involved in the student's life, such as attending a play or sporting event for that student.

Students who act against the discipline policy at DTPA will be trained in the consequences of poor choices and corrected for future success. The severity of the poor choice will determine the resulting correction and redirection of the student. In an effort to train students for life and the daily making of choices, we have derive the following list as a guideline of what we believe are poor choices and will be corrected according to their severity in action and attitude:

Consequences will be in relation to the choices made by each individual student and correction will be based on student choice history and response to correction. The heart of discipline should be to train students to make correct choices and as a result of correct choices and correction of poor choices teach personal responsibility and acceptance of consequences for their actions.

Immediate referral to Administration

1. Sexual Harassment (unwanted sexual comments, advances, "sexting", or physical contact)
2. Possession of pornographic material (including photos, cartoons, videos)
3. Hate Speech (racial, ethnic, gender slurs)
4. Threats of violence (against another individual or group)
5. Drugs/Weapons
6. Skipping class
7. Physical contact (Sexual, Physical, Public Display of Affection)
8. Profanity
9. Fighting/Violent Acts
10. Cheating, plagiarism, or sharing homework
11. Stealing
12. Lying in association with another infraction
13. Harassing or Bullying behavior
14. Vandalism
15. Repeated Uncontrolled Outbursts
16. Blatant Disrespect of Authority
17. Actions harming or having the potential of harming the student or classmates

Disciplinary Action by Faculty and Other School Personnel

1. In addition to acceptable classroom management practices, a teacher may prohibit a student from participating in any educational function under that teacher's charge and supervision if, in the judgment of the teacher, such removal is necessary to prevent interference with the education function then being carried out by the teacher, and provided the student is otherwise appropriately supervised by appropriate adult personnel.
2. Student teachers, teacher's aides, classroom assistants, and other educational support personnel have the authority, with regard to students under their control, to direct a student who exhibits inappropriate behaviors to report to the student's supervising teacher or to the office of the Principal, whichever is appropriate, with a recommendation for appropriate disciplinary action.
3. Food shall NEVER be used as a form of discipline. Withholding snack or lunch is strictly prohibited.
4. No more than half of recess time may be used for discipline.
5. Administration must be informed of serious student misconduct and the action subsequently taken by the teacher.
6. The Principal and faculty are responsible for having an understanding of this policy and are aware of the expectation to display Christ-like character in all situations. Administration is expected to enforce appropriate disciplinary correction whenever the necessary action is beyond the realm of the authority of a teacher.

Grounds for Disciplinary Action

A. Subject to this policy, a student may be suspended or dismissed from school, from an educational function or otherwise disciplined as a result of:

1. Severe misconduct
2. Substantial disobedience

B. Disciplinary corrections are also appropriate when serious student misconduct or substantial disobedience occurs:

1. On school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, or event.

Detentions

1. Detention Definition: An assignment to report to a specific location after regular school hours as a result of the student's violation of school rules.
2. If repeated violations occur of the lesser infractions, any detentions issued or referrals written should be for Defiance of Authority, with the incident explained appropriately on the referral form.
3. Generally speaking, detentions will be served on or near the same day they were issued.
4. Detention times for elementary students are at the discretion of the elementary teacher and should be for no more than 60 minutes.
5. A student may be required to serve detention in a classroom rather than waiting outside for parents to pick them up and/or prior to going into any Extended-School Program. The teacher is responsible to ensuring the student is checked into extended care.
6. Elementary teachers should document this detention in their records and communicate accordingly with the student's parents.
7. Parents may make arrangements for the detention to be served on another day if necessary. Direct communication must take place between the Detention Supervisor and the parent for this arrangement.
8. The Detention Supervisor will not accept a verbal explanation or excuse from a student.

DTPA Principal reserves the right to determine all final decisions regarding suspension and expulsion.

DTPA UNIFORM POLICY

PARENTS ARE REQUIRED TO ENSURE THEIR CHILDREN ARE IN COMPLIANCE WITH THE DRESS CODE BEFORE THEY COME TO SCHOOL.

PANTS - Trouser style slacks in black or blue are required (**no jogger type pants**). They must come to the waist and a black belt is required when belt loops are attached. Trousers must be solid in color. No stripes or (cargo) pockets on the sides. No specific brand name is required (no visible branding or logo permitted). Wearing pants skin tight (including stretch material) or too loosely around the hips, baggy around the seat and thigh area, or pants dragging the ground will not be allowed. Drawstrings, cargo pockets, painter styles, and corduroys are also not allowed. Pants shall be clean and not have rips, tears, or holes.

SHORTS/SKORTS - Walking shorts in blue or black are required. Shorts must come no more than 3 inches above the knee. They must come to the waist and a belt will be required. They must be solid in color. No stripes on the sides or on the pockets. No specific brand name is required. Wearing skin tight material or shorts too loosely around the hips, baggy around the seat and thigh area will not be allowed. Shorts should not have rips, tears, or holes. Drawstrings, cargo pockets, and corduroys are also not allowed.

Skorts are allowed in solid khaki. Any style of pleats or plain front is acceptable. No specific brand name is required. Skorts have the same length requirement as shorts.

SHIRTS - Polo style, burgundy, gold, or black. They must be solid in appearance, no stripes or different colors on the collar or around the sleeve. Shirts must not have more than a 3-button placket (snaps and zippers are not allowed), be loose fitting and long enough to be tucked in. Shirts must be tucked in at all times. Long sleeve polo style shirts in the same colors listed above may be worn in cold weather.

Students are required to possess 1 white long-sleeve button down dress shirt (males) or blouse (females) for special occasions (fall & spring showcase).

UNDERSHIRTS – Only white T-shirts (girls may wear white or black tanks or camisoles) may be worn underneath polo shirts. They must be solid white with no writing or designs on them. Only short sleeve T-shirts may be worn and the sleeves cannot protrude below the sleeves of the polo shirt.

SKIRTS/JUMPERS - Girls may wear khaki skirts or jumpers. Skirts must sit modestly on or above the hips, not below the hips, and must be long enough to come within three inches above the top of the knee when standing. Polo shirts must be tucked in the skirt. Skirts and jumpers must be solid in color. If a skirt has a slit in it, the slit must be no higher than 3 inches above the knee. Skirts must have a straight hem, not frayed or angled at the bottom. If a skirt requires a belt, a belt must be worn.

SWEATERS, JACKETS AND SWEATSHIRTS – Sweaters or cardigans worn inside the building during the day must be solid burgundy or black. Denim jean jackets in any color are not permitted. No hoodies are allowed, and jackets are not allowed to be worn inside the classroom.

JEWELRY - Young ladies are permitted to wear earrings (small gold ball or stud) in the ears only. Young men are not permitted to wear jewelry at all other than a watch, small gold cross on a gold chain (cannot be visible when worn) or 1 ring. Tongue rings or rings in any other part of the body are not permitted. Excessive jewelry is not permitted. During PE all jewelry must be removed to avoid injury. Please bring something to keep jewelry safe. DTPA is not responsible for any lost jewelry.

Special Occasion Dress Code

Spirit Day: On the first Friday of the month the following outfit is added to the school dress code: Jeans & an official school t-shirt.

Field Trips: Special dress for field trips is khaki pants, walking shorts, or “skorts” and a burgundy or gold polo shirt, or designated school t-shirt.

General Information

- A. A. Clothes at all times must be neat, clean, in good repair and not excessively wrinkled. Shirts must be tucked in at all times. Pants and shorts must be worn at or above the waist. Belts must be worn if there are belt loops on the pants, skirt, or shorts. Girls should not wear inappropriately short skirts or shorts, they should be of modest length.
- B. Students who do not come to school in appropriate dress will be sent home or will be detained from class until proper attire is provided. The Principal reserves the right to determine the appropriateness of clothing, hairstyles or colors, make-up, and personal appearance.

P.E. Uniforms

- A. Students are required to wear the P.E. Uniform during P.E. The Uniform will be black shorts and the DTPA athletics t-shirt. Additional items may be worn as long as they are approved by DTPA administration.
- B. The cost of the uniform will be the responsibility of the parent. A fee is charged to purchase one athletic t-shirt. Black shorts of modest length may be purchased at a local retail store.

Unacceptable Clothing

- A. Hats, bandanas and/or other headgear will not be worn in the building and may be confiscated.
- B. Sandals, flip-flops, Crocs© or beach shoes of any kind.

- C. Clothing that is too tight, too baggy, too short, too long or immodest.
- D. Hair color that is distracting.
- E. Visible tattoos or body piercings.
- F. Clothing with inappropriate logos, pictures, characters or writing.

Unacceptable Items

- A. Laser pens or pointers
- B. Any and all electronic or gaming devices and/or accessories such as headphones and other items.
- C. Inappropriate magazines or printed materials
- D. Computer related items and/or gaming systems of any kind.
- E. Skateboards or in-line skates
- F. Water guns and/or other toys which resemble weapons
- G. Any Knives, weapons, fireworks, or dangerous items.
- H. Other items as determined by School Administration

SCHOOL CANCELLATIONS

In the event of a weather-related emergency, the school will use local television (WEAR3) and radio (WMEZ, WCOA, to broadcast information about school closings. The school’s voice mail system and website will also provide details.

CELL PHONES

Students may not have their cell phones on their person during school hours. If they bring a cell phone it must be kept in their bag, locker, or in the school office. Students caught with cell phones on their person will have their phones confiscated, a fee may be charged upon parent retrieval of phone. Students may not conduct social phone conversations (including with family) while on school property.

During class lunch periods, teachers are responsible for the good order and discipline of their classes, and ensuring that scholars leave the cafeteria in good order and tables clear for the next lunch period.

Physical Security Policy Statements

- A. School lockers and school desks are the property of DT Preparatory Academy. At no time does DTPA relinquish exclusive control of lockers or desks.
- B. Inspection of desks and book bags may be conducted by school faculty for any reason at any time, without notice, without student consent, and without a search warrant. Book bags and personal possessions within a desk will be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. School officials may contact parents, and/or the proper legal or juvenile authorities when illegal items are found. Officials may also turn over illegal items to the authorities.
- C. Items found in book bags and/or desks that are prohibited items (see Parent and Student Handbook). Prohibited items may be seized and may not be returned to the student or parent.

Procedures

- A. Book bags are to be stored on hooks provided. Book bags are not to be left protruding into the hallways.
- B. Students should not keep cash and/or valuables in book bags or school desks.
- C. Unattended book bags are subject to immediate inspection by school faculty or staff.
- D. A student found to have violated this policy may be subject to discipline in accordance with the school's Discipline Policy, which may include suspension or dismissal from school.

Visitors:

All visitors must check in with the school office. Non-staff individuals are not allowed to congregate or spend time on school property without approval from administration. If the person becomes difficult or exhibits violent behavior, faculty and staff will follow.

Crisis Management Procedures:

All students below MUST be signed out by an approved person. Only approved persons shall be able to check out students at any time. Staff shall check ID's until they are familiar with family members.

The school reserves the right to make changes without advance notice regarding the information in this handbook. Changes will be announced verbally, in writing and/or on the School's website.

TRANSPORTATION POLICY

DTPA transportation services are a privilege provided by our school to help accommodate parents in the logistics of students getting to and from school. Transportation is a privilege...not a right! Student safety is the first priority of DTPA, and continued distracting behavior will not be tolerated. The bus driver is ultimately responsible for the safe operation of the vehicle, to include physical safety of all passengers. According to Florida Statute, the driver will not operate bus under conditions that pose significant safety risk to any operator or passenger on board. Therefore, any student in violation of transportation safety rules or school conduct will be reported to school administration for appropriate disciplinary action. The driver's recommendation shall be heavily considered in administrative decisions concerning such instances. Violators will be subject to disciplinary action, up to and including loss of transportation privileges.

MORNING PROCEDURES

BUS PICKUP PROCEDURE:

- All students will be assigned a bus stop and pick-up time.
- Pick-up times should be consistent, but may vary occasionally due to traffic patterns (which may be affected by construction, accidents, weather, etc.). Therefore, a window of (10 minutes prior to 10 after the scheduled time will be allotted for each stop and pick-up time.
- Parents shall ensure that **all** students within the household are ready to immediately board the bus at any time within the pick-up window.
- Delays compound the remainder of the route in a negative manner, negatively impacting other students and families. Therefore, the bus will not wait for any student who isn't ready to immediately board the bus.
- If a driver encounters a significant traffic delay, administration will be notified, so that the families of the affected route(s) may be contacted accordingly.
- All students shall be assigned a seat in which they will ride the bus.
- Students shall not move from their assigned seat, unless first directed to do so by the driver or bus monitor (except for emergency situations i.e. situations requiring emergency exit, or circumstance posing an immediate risk to the student(s) physical health).
- Students shall remain properly seated (in seatbelts, on buses requiring their use) for the duration of the ride and will only move when the bus comes to a complete stop and the driver / monitor has given direction to disembark the bus.

BUS DROP-OFF PROCEDURE:

- All students will be assigned a bus stop and drop-off time.
- Drop-off times should be consistent, but may vary occasionally due to traffic patterns (which may be affected by construction, accidents, weather, etc.). Therefore, a

window of (10 minutes prior to 10 after the scheduled time will be allotted for each stop and drop-off time.

- Florida Statute does not require bus drivers of school-aged students to have a legal guardian to meet students at their designated stops with the exception of students who are enrolled and attend after-school care at daycare centers. In those instances, the bus will wait for daycare staff to meet assigned students.
- Parents shall ensure that all students within the household have after-school arrangements, including being met at the stop (if desired) and ability to get into home.
- Delays compound the remainder of the route in a negative manner, negatively impacting other students and families. Therefore, the bus will not wait after dropping off students at their assigned stop.
- If a driver encounters a significant traffic delay, administration will be notified, so that the families of the affected route(s) may be contacted accordingly.
- All students shall be assigned a seat in which they will ride the bus.
- Students shall not move from their assigned seat, unless first directed to do so by the driver or bus monitor (except for emergency situations i.e. situations requiring emergency exit, or circumstance posing an immediate risk to the student(s) physical health).
- Students shall remain properly seated (in seatbelts, on buses requiring their use) for the duration of the ride and will only move when the bus comes to a complete stop (at the student's approved destination and the driver / monitor has given direction to disembark the bus.

*****Students are required to be in DTPA uniform or approved, appropriate attire prior to boarding any bus (unless prior permission is granted by administration).**

BUS CONDUCT / DISCIPLINE PROCEDURE:

Students using DTPA transportation will be subject to bus conduct / discipline procedures set by drivers and monitors with approval of administration.

Violations include but are not limited to the following:

- Out of seat while bus is in motion (at any time)
- Not properly using safety restraints (seatbelts)
- Excessive noise deemed distracting to driver
- Use of cell phone or other personal electronic devices (PDAs)
- Eating or drinking on the bus
- Chewing gum

- ***Destruction of bus equipment (including upholstery).**
- ***Bullying**
- ***Fighting**
- Opening windows without permission
- Opening emergency exits without permission or without occurrence of actual emergency
- ***Actuating any controls within the driver console area (to include bus door)**
- Throwing items on bus
- ***Insubordination / derogatory remarks towards driver or monitor**
- Sticking arms or any item out the window
- ***Making derogatory remarks or gestures toward other passengers, drivers of other vehicles, or pedestrians.**
- Bringing any prohibited items aboard bus
- Tampering with any signage aboard the bus
- Changing clothes aboard bus

Progressive discipline will be administered in accordance with administration approval to include periods of “silent rides” imposed by driver.

- | | |
|--------------------------|---|
| 1 st Offense: | Verbal Warning |
| 2 nd Offense: | Written Warning |
| 3 rd Offense: | 3 Day Suspension of Transportation Privileges |
| 4 th Offense: | 5 Day Suspension of Transportation Privileges |
| 5 th Offense: | Loss of Transportation Privileges |

***Certain violations may result in not only bus suspension, but also out-of-school suspension and financial reparation by parent.**

Ciequinita Vaughn

Principal