

# DAUGHTER OF ZION JR. ACADEMY

## 2023-2024 School Handbook



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[www.dozja.org](http://www.dozja.org)

"Teaching Christian Standards, Developing  
Academic Excellence"

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## **WELCOME**

We are so pleased that you have agreed to be a part of our DOZJA family. We know that you will enjoy the time with us, and we hope that you will continue to make us a part of your family.

*“Teaching Christian Standards and Developing Academic Excellence”* is our motto and an expression of our goals and ideas. DOZJA students and parents can help us to live up to these ideals by maintaining Biblical principles, contributing to a healthy social environment and by stretching your academic abilities to their limits.

The need for a solid foundation in education cannot be overstated. In conjunction with the home and the church, the school represents that dimension of the great triangle that comprises the basic education unit of society. DOZJA recognizes the needs of each student for a wholesome blend of education that would ensure proper development of the spiritual, mental, physical, and social traits. Your academic career here can and will be challenging and rewarding.

This school handbook is designed to provide essential facts about DOZJA. The information is subject to change by the action of the Daughter of Zion Junior Academy School Board. Notice of changes will be provided. Students, parents, and guardians are held responsible for all regulations contained in the school handbook and for all written and publicly announced regulations made hereafter.

Sincerely,

**DOZJA Administration, Faculty & Staff**

## **ACCREDITATION**

Daughter of Zion Junior Academy is accredited with the *North American Division Commission on Accreditation, the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, the National Council for Private School Accreditation and the Commission on International and Trans-Regional Accreditation*. The State of Florida and the United States Department of Education recognizes these organizations, as well.

## **MISSION STATEMENT**

Daughter of Zion Junior Academy is committed to educating through personal commitment to teaching, nurturing, and modeling Christ. Our teachers dedicate themselves to challenging each student to develop spiritual, physical, academic, and social excellence.

## **PHILOSOPHY OF EDUCATION**

The philosophy of education at Daughter of Zion Junior Academy is to provide a sound Christ-centered, uniquely Seventh-day Adventist education in which the student is taught to cherish the practical teachings of the Bible, maintaining at the same time a high degree of academic excellence.

We believe that our school should not only prepare our youth to be leaders in our church and in our society, but also to be heirs in the world to come. To provide such an education, this school recognizes that the parent's role is very important in the development of the students.

## **NONDISCRIMINATION POLICY**

It is the policy of the Seventh-day Adventist Church in all its church operated schools and on all levels in the North American Division, to admit students of any race or nationality to all rights, privileges, programs, and activities at its schools. The Seventh-day Adventist Church makes no discrimination on the basis of race or nationality in the administration of educational policies, applications for admission, scholarship programs and athletic or extra-curricular programs. To ensure the best educational environment, prospective students are screened through testing, recommendation forms, and staff evaluations. The criteria include student conduct, motivation, scholastics, and parental support.

## **OUR VALUES AND GUIDING PRINCIPLES**

We are dedicated to:

- Creating a safe place that welcomes everyone,

- Working together as a community of home, school, and church to uphold Adventist Christian education,
- Providing balanced, dynamic learning experiences,
- Fostering friendships for now and eternity,
- Developing servant leadership in each person,
- Providing academic excellence that generates critical thinking,
- Teaching and inspiring Christ like behavior,
- The Adventist EDGE initiative through ongoing professional growth,
- A spiritual atmosphere that gives glory to God.

## **OBJECTIVES**

In harmony with our philosophy of developing the whole person, our objectives are as follows:

### **SPIRITUAL**

- To reflect the image of Christ in daily living.
- To prepare the student for service to God and man.
- To develop the student qualities needed for leadership on various levels of responsibility.
- To encourage the student to interpret world events in the light of Biblical Prophecy.
- To encourage habits of spiritual reading and study.
- To acquaint the student with a knowledge of Seventh-day Adventist doctrines.

### **PHYSICAL**

- To help students understand and practice the principles of healthful living and to recognize that physical fitness is the foundation for any achievement of life.
- To encourage students to consume products that will contribute to their well-being and to practice temperance and moderation in all aspects of their lives.
- To impress upon the student's mind the importance of sportsmanship.

### **SOCIAL**

- To train each student in the duties and responsibilities of citizenship.
- To encourage good manners, tastes, and judgment in social decisions.
- To encourage the student to develop a pleasant Christian personality.
- To teach students to regard others as worthy of respect, infinite value and to accept others as friends regardless of social origin, which also includes respect to teachers and others that are in a position of authority.

### **MENTAL**

- To develop within the student a quest for knowledge and a desire to arrive at the highest degree of excellence in accordance with his/her ability.

- To develop and train minds to view with understanding and with historical perspective the religious, social, scientific, racial, and economic forces which shape contemporary life.
- To stimulate thought and culture by intellectual contact with the greatest thinkers of our own and former times and to foster an appreciation for the best in literature, nature, and the fine arts.

## ACADEMIC INFORMATION

### CURRICULUM

Religious instruction is an integral part of the curriculum for pre-kindergarten – grade 8 and scholastic standards are fundamental in the education of the students. The daily challenge is to provide the best teaching tools and methods to enrich the lives of the students that attend Daughter of Zion Junior Academy.

Recognizing that children do not learn and develop at the same rate, all efforts will be made to provide individual instruction as much as possible. However, it is vital for parents to work alongside the teachers in providing the means (i.e., tutoring, testing, etc.) by which students can receive the best results. DOZJA offers a state approved curriculum and is supervised and accredited through the North American Division Commission on Accreditation and the Southern Union Conference Department of Education of Seventh-day Adventists. \*

The following subjects are covered in the Adventist Edge Curriculum: *Bible, Mathematics, Language Arts (Reading, Handwriting, and Spelling) Science, Social Studies, Music, Art, Physical Education, Practical Arts and Computer Technology.*

*\*Note: Special Education classes for students with mental, physical or social disabilities are presently not being offered.*

A detailed curriculum including standards can be obtained via our website at [www.dozja.org](http://www.dozja.org) on the “Curriculum” page via the Adventist Edge link.

### EXTRA-CURRICULAR ACTIVITIES

The curriculum of Daughter of Zion Junior Academy includes activities such as:

- Chapel services
- Local Spelling Bee – Grades 3-8
- Community guests/ Outreach opportunities
- Field trips, school parties and social events
- Fundraising activities
- School Weeks of Prayer-Fall/Spring
- Eighth Grade Class Trip (TBA)



## **FIELD TRIPS/CLASS TRIPS**

Field and class trips are an integral part of the educational experience at DOZJA. Students are required to participate in these trips. For some trips, a fee is assessed. DOZJA will endeavor to keep costs to a minimum and will give as much advance notice as possible. ***DOZJA's Standards of Conduct and Dress will be observed during these trips and the DOZJA t-shirt and/or uniform is required for all field trips.***

Prior to participating in a trip, the faculty must have written permission from the student's parent(s) or guardian(s) on the form provided by DOZJA. No students will be allowed to go on a field trip without a field trip permission form signed by the parent.

## **GRADING SCALE**

### **GRADES K-2:**

I+, I, I- = Independently achieves objectives and performs skills

P+, P, P- =Progressing toward objectives and performs skills

NT= Needs more Time to develop

E+, E, E- = Excellent

S+, S, S- =Satisfactory

N+, N, N- = Needs to Improve

### **GRADES 3-8:**

97 - 100 = A	87 - 89 = B+	77 - 79 = C+	67 - 69 = D+
94 - 96 = A	84 - 86 = B	74 - 76 = C	64 - 66 = D
90 - 93 = A-	80 - 83 = B-	70 - 73 = C-	60 - 63 = D-
59 - 0 = F			

A+, A, A- = Excels in understanding content and applying concepts

B+, B, B- = Masters most content and skills

C+, C, C-=Demonstrates basic understanding of concepts and skills

D+, D, D- =Understanding of concepts and skills are limited and incomplete

F= Shows and unacceptable level concepts and skills

A student must have earned the grades "A's" and "B's" to be on the Honor Roll list. A student must have earned ALL "A's" to be on the Special Honor Roll List/Principal's List.

## **GRADE POINT AVERAGE**

Using the letter grades from each quarter, a GPA will be established for each student in grades 3-8. Students who maintain a 3.00 GPA will be placed on the Honor Roll, and those achieving a 3.50

GPA or above will be placed on the Principal's List. A GPA of 2.0 (C average) with no D's or F's must be maintained in order to practice and be a member of extra-curricular groups. Eligibility for these activities will be monitored at each term and mid-term.

## **REPORT CARDS**

The school year consists of a minimum of 180 days beginning in the month of August and ending in May. Grade reports are issued four times a year and are issued on a nine-week cycle. Grade reports should be examined fully by parents in the areas of scholarship and conduct. Parents are advised to refer to the school's calendars for the dates report cards are to be distributed.

Parents are required to come to the scheduled conferences with teachers after the first, second and third marking periods via zoom, unless an in-person meeting is requested. It is imperative that parents meet all their scheduled appointments/conferences.

Progress reports are issued at the end of the first four and a-half (4 ½) weeks in each nine-week period to inform parents and students of any concerns on strengths and weaknesses in particular subject areas.

## **TRANSCRIPTS**

Each student is eligible for one free transcript upon written request. For each additional copy, a \$2.00 charge will be applied. A written request for a transcript is required. It should include the following information:

1. Full Name of student at DOZJA.
2. Year of attendance or year of graduation.
3. Complete mailing address of where the transcript needs to be sent.

\*There is an additional \$1.00 charge to send the transcript via fax. All official copies will be sent directly to the school. No transcript will be given to a school, parent or student nor forwarded to another school until the student's financial obligations to Daughter of Zion Junior Academy have been met.

## **ACADEMIC PROBATION**

Students who have any F's or more than two D's, may be placed on General Academic Probation. The purpose of the probation is not to punish the student, but to help in the development of a pattern for success. Once the student is placed on academic probation, a meeting will be held with the student and parents to develop an academic plan.

At the beginning of the school year, a student may be placed on Academic Probation due to their academic performance the previous academic year. At the end of the first nine weeks, the student's progress will be reviewed by the Academic Committee to determine if the student will remain on academic probation or can be released from that status. Further action may be taken for students who consistently show poor academic achievement.

### **ACCELERATION & ENRICHMENT**

Seldom does a child benefit by advancing more than one grade per year. When this occurs, he/she may miss valuable steps in his/her development. He/she frequently does not have the maturity and experience to do the work of the next grade and may display social maladjustment. Therefore, enrichment is preferred over acceleration. Enrichment may be by hobbies, research on related subjects, crafts, art, and music. Additional subjects may be taken by use of programmed teaching devices. When the following factors indicate need for advancement, the teacher, school principal and superintendent of Education of Southeastern Conference may work out a plan whereby a child, over a period of time, may make up a year's work by taking a subject or two of the next grade while continuing the work of the present grade. Several factors will be considered (i.e. personal work habits and attitudes, physical development and health, social adjustment, achievement in the basic skills as determined by achievement tests and observation of the Teacher, age). 1812 (1610) – SU Codebook

### **PROMOTION**

Students must maintain a "C" average in grades 3-8 or its equivalent in all core subjects to be promoted to the next grade.

An exception to this rule will only be made when in counsel with the parent, teacher, academic committee, and principal, if it has been proven that repeating a grade would be of absolutely no benefit to the child in question.

### **RETENTION**

The teachers of Daughter of Zion Junior Academy are committed to working with each student individually, as much as possible, to ensure that the student understands and masters new concepts as they are presented. Due to the diversity of cognitive abilities and learning styles, however, some students are slower than others in their academic progress. When students fall behind one grade level or more, a meeting may be called to discuss possible home and/or school interventions. If, after various interventions are tried, the student continues to lag academically, it may be necessary to retain the student. This decision is made by consensus of the classroom teacher(s), the parents, and the principal.

The following will be considered for retention:

- Students in first grade who have not mastered minimum reading or math requirements
- Students who have accumulated excessive absences
- Students who have demonstrated a decided lack of effort and have failing grades.

In certain instances where a student demonstrates severe deficits academically, emotionally, and/or behaviorally, it may be recommended that the parents arrange for a psycho-educational assessment by a certified school psychologist at the local public school district to determine if there are serious physical, learning, emotional and/or behavioral disabilities which may affect the student's ability to learn.

### **GRADUATION- KINDERGARTEN**

Seventh-day Adventist kindergarten classrooms are developmental by design and encourage children to progress at their own pace. Progress reports are designed to report each student's progress on the skills that are being taught.

### **GRADUATION-GRADE 8**

Grade 8 students considered for graduation to receive a diploma, must successfully complete all class courses **with a "C" average**.

A graduation fee of **\$200.00** will be charged to each member of the graduating class and must be paid by April 1. However, students must have a ZERO "0" balance on his/her account to participate in the graduation exercises.

## **ADMISSION REQUIREMENTS**

### **SCHOOL ENTRANCE**

- To be eligible for Pre-Kindergarten, the child must be three (3) or four (4) years old on or before September 1.
- To be eligible for kindergarten, the child must be five (5) years old on or before September 1, but not older than five (5) years and nine (9) months.
- To be eligible for the first grade, the child must be six (6) years old on or before September 1.
- All Pre-school and Kindergarten students must be toilet trained.

Requests for exceptions to these policies must be given to the principal and submitted to the Education Department of the Southeastern Conference for an evaluation of both scholastic capabilities and developmental maturity. The students will be accepted only with written permission from the Southeastern Conference Education Department.

## REGISTRATION

1. Complete an enrollment application - registration application is a binding contract.
  2. Current medical forms: Florida law requires that all children entering a school in the state of Florida should be immunized for the following: DPT, Polio, MMR (measles, mumps, rubella), Hepatitis B, and Hemophilus Influenza. A Florida certificate of immunization signed by a doctor is required. TB testing, as part of the school health examination, is required.
  3. Proof of date of birth - Birth Certificate.
  4. Full transcript of all credits and/or grades as well as the latest aptitude test results and/or standard achievement results earned in current or previous school(s). *Transcripts must be mailed in by previous school(s)*. No application is complete without full transcripts and test scores.
1. Personal reference letters are required for all new students in grades 6-8 describing his/her class performance and/or behavior. (Ex: must be by pastor, mentor, or teacher, etc.).
  2. Registration fee and first month's tuition is required upon admittance.

## APPLICATION/REGISTRATION FEE

An annual application and registration fee is charged to each applicant at the rate set by the School Board of Daughter of Zion Junior Academy. The account for the previous year's expenses at Daughter of Zion Junior Academy must be at a **zero "0"** balance before the student is permitted to enroll for the new school year. Should the applicant's account not be at zero balance, the previous year's balance will be added in addition to the current charges for the new school year. No student will be registered if there is an outstanding balance on his/her account from the previous year without prior arrangements made by the Principal and the School Board of Daughter of Zion Junior Academy. **Note: Application fees are non-refundable.**

NOTE: Registration and tuition fees are posted on the Daughter of Zion Junior Academy website. Click here to access the fees schedule.

## CUSTODY OF CHILDREN

It is the policy of DOZJA to respect the rights of all parents as they relate to visiting a child or picking a child up from school. If the custody/visitation rights of a parent have been terminated by court order, it is the responsibility of the custodial parent to provide DOZJA with a copy of the court order. Additionally, DOZJA requests that parents not involve the faculty and staff in any custody proceedings.

## **ATTENDANCE POLICY**

### **SCHOOL HOURS**

School starts at 8:00 am and dismisses at 3:00 pm Monday through Thursday. Dismissal on Friday is at 2:00 pm. Students may not leave the school grounds before dismissal time and must remain on campus while waiting for transportation.

It is important that each student meets the required academic hours for each subject area. Therefore, parents are encouraged not to collect their child(ren) without prior written notification as it will have an adverse effect on grades.

### **AFTER SCHOOL CARE PROGRAM**

At the end of the day, students who attend the Daughter of Zion Junior Academy After School program (managed by M.A.D. Academics) will be released by classroom teachers at 3:30pm, Monday - Thursday, and at 2:30pm on Friday. M.A.D. Academics is responsible for billing and collecting after-school fees. Please visit our website to access after care information on the Daughter of Zion Junior Academy website ([www.dozja.com](http://www.dozja.com)).

### **ABSENCES**

Please reference the [Southern Union Education Code Book](#) (Sections 1815 and 1816) which highlight details for our student attendance policy.

\* Scholarship Recipient Obligations- Students must abide by the attendance policy of the eligible, participating private school in which they are enrolled. Failure to do so may result in a loss of scholarship. Should extenuating circumstances exist that cause a student to be absent for an excessive number of days, during which no education is being provided to the student by the school, the parent should contact the administration in writing to explain the circumstances.

### **EXCESSIVE ABSENCES**

The Florida State Statute, Section 100003.21 requires that “every student in the state between the ages of six and sixteen years attend school”. The Compulsory Attendance Law requires that the school notify parents of excessive absences under the following conditions:

- After the third unlawful absence, the principal and his/her designee shall notify the parent/guardian within a period of three school days.
- After six unexcused absences, the principal shall notify the parent/guardian of the student’s excessive number of unlawful absences from school. The notification to the parent shall be by mail and shall state that the parent/guardian may be in violation of the Florida Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the attendance policies (Section 1003.21 Florida Statutes).

- If a student has ten accumulated unlawful absences in a school term, the student's parent/guardian shall be notified by certified mail of the student's excessive number of unlawful absences. If the principal determines that the parent/guardian has not made a good effort to comply with the law, he/she will notify the proper authorities.

## **TARDINESS**

School begins at 8:00 am. Students not in the gymnasium by 8:05 will be counted absent/tardy. Any student arriving at the school after 8:00 must be signed in by a parent in the school's office and receive a late pass to be admitted to class.

Within any **quarter (nine week marking period)**, if a student reaches:

- Five unexcused tardies – a letter to alert parents will be sent by administration
- Six unexcused tardies – a meeting with the principal, teacher, and parents will be scheduled
- Ten unexcused tardies – parents will be required to come before the DOZJA School Board with a plan of action.

## **EXCUSED ABSENCES OR TARDIES**

The following reasons for student absences, tardiness, an early departure shall be considered by this policy to be excused:

- Personal illness, doctor/dentist, physical therapy and/or hospital appointment
- Extended illness (three consecutive days or more) or chronic health condition as documented by a physician's note. (All medical excuses written by the doctor shall be submitted within **24 hours** of the student's return to school shall be considered as an excused absence. Otherwise, they will remain unexcused absences).
- Family illness
- Death in immediate family
- In-school disciplinary actions
- Religious observance (holidays only)
- Required court appearance with note from court
- Military obligations
- School-sponsored trips, activities, or athletic events
- Take your child to work day

## **UNEXCUSED ABSENCES OR TARDIES**

Examples of **unexcused absences/tardies** include, but are not limited to:

- Oversleeping
- Missed my ride
- Running late or traffic
- Family vacation
- Getting your hair and nails done
- An appointment
- Being in the school building, but not in class

- Shopping
- Going home during school day to pick up items (e.g., homework, uniform, lunches)

### **PROCEDURE TO EXCUSE AN ABSENCE/TARDY**

If a student has been absent/tardy, to excuse those absences/tardies, he/she must bring a **valid written note** upon return to school giving the reason for the absence and signed by the student's parent or guardian. If a signed note is not received, the absence/tardy will be recorded as unexcused.

### **DISMISSAL**

Pupils will be released only to authorized parents/guardians. Early dismissal will be granted for the reasons allowable by the principal. Please sign the early dismissal sheet in the school office before removing your child from the school. Regular dismissal times are 3:00 pm Monday-Thursday, and 2:00 pm. on Friday. All students will be directed to the gymnasium for the Aftercare program by their teacher if they are not picked up by 3:30 PM (Monday-Thursday) and 2:30 PM (Fridays). Parents may sign out their children from the gymnasium.

### **COMMUNICATION**

**DOZJA NEWSLETTER** is the official newsletter of communication between the home and school. **It will be posted on the school's website and/or sent home on a bi-weekly basis.** Please encourage your children to bring a copy home so you may be aware of current and upcoming meetings, activities, and events at school. Our website address is [www.dozja.org](http://www.dozja.org).

Classroom teachers will use various means to communicate with families (phone calls, emails, communication apps, etc.) throughout the school year. It is the responsibility of parents/guardians to connect with the teachers via the communication app being used.

### **DISCIPLINARY PROCEDURES**

True discipline is not punitive, and it should result in mutual trust between the student and teacher. Discipline is designed to be redemptive, remedial, and corrective. The school, as an extension of the home, will endeavor to build upon the discipline that is already set forth by the home. We ask that parents assist us by supporting the efforts of the staff on behalf of all the students. Each staff member, by virtue of his or her authority, will be granted the privilege of establishing and enforcing basic rules and regulations of the operation of the classroom in accordance with the philosophy and objectives of Daughter of Zion Junior Academy and the policies of the Southeastern Conference Department of Education.



## **Disciplinary Authority**

The principal is responsible for establishing disciplinary procedures. All members of the school staff share the responsibility for supervision of student conduct. The individual staff members handle minor irregularities. Repeated offenses or major infractions of school rules are to be handled by the principal/school board.

The following proposed sequence is intended to clarify the use of discipline in the school. Problems are more easily resolved as early as possible, and so this plan is designed to bring a quick solution to the problem. Some disciplinary problems may be referred to the School Board for further action.

- The teacher seeks to resolve the case by counseling a student one-on-one.
- The teacher completes the behavior infraction form and selects a punishment. Punishment will depend on the level of the infraction and the number of times the offense occurs. The parent, teacher, and principal will receive a copy of the form.
- Parents are contacted and the principal will counsel the student.
- The principal reports the case to the School Board.
- School Board votes action to be enforced by the School's Administration.

Students who fail to respond to appeals made to their sense of honor based on infractions of the Disciplinary Code, and whose influence is found to be decidedly harmful based on violations will not be allowed to remain, even though they may not have been judged guilty of a major offense. For the purposes of this section, major offenses are defined as offenses that subject the student to suspension or expulsion. The parent may be assured that students will be given every opportunity to develop a Christian character, if, he/she expresses a desire to cooperate with the institution.

## **DOZJA WAY**

The DOZJA WAY set the behavioral expectations of students and others in the school community.

**D-** Discover God's Plan for me; dream big

**O-** Other people's feelings and perspectives should be received and honored

**Z-** Zealously striving for academic excellence

**J-** Joyously serving Christ, our community and family

**A-** Acknowledge and apply the school's rules and directions the first time they are given

**W-** Worship, work, and play that honors God

**A-** Always wear our school uniform with pride

**Y-** Yes! Let's follow the DOZJA Way

## DISCIPLINE INFRACTIONS & CONSEQUENCES

Level One Infractions		
<ul style="list-style-type: none"> <li>• Talking in Class</li> <li>• No schoolbooks or supplies</li> <li>• Chewing Gum</li> <li>• Not completing homework assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Jewelry</li> <li>• Unexcused tardy 4 or more</li> <li>• Dress Code</li> <li>• Loitering (rest room, hallway)</li> </ul>	<ul style="list-style-type: none"> <li>• Disruptive Behavior</li> <li>• Out of class without a pass</li> </ul>
First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• ½ hour after school detention</li> <li>• Loss of privileges in class</li> <li>• Parent teacher conference</li> <li>• In class or at home assignment(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• One hour after school detention</li> <li>• In class or at home assignment(s)</li> <li>• Withdrawal of school activities</li> <li>• Suspension in house or at home</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/Teacher/ Principal Conference</li> <li>• Two hours after school detention</li> <li>• Loss of school activities</li> <li>• In class or at home assignment(s)</li> <li>• Possible expulsion from school</li> </ul>
Level Two Infractions		
<ul style="list-style-type: none"> <li>• Truancy</li> <li>• Use of Profanity</li> <li>• Lying to a Teacher/Admin.</li> <li>• Failure to abide by the Technology Use Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Hitting other students</li> <li>• Not reporting to detention</li> <li>• Possessing gambling devices, playing cards, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Blatant disrespect</li> <li>• Theft of any item(s)</li> <li>• Misuse of School Computers</li> </ul>
First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• 1 hour after school detention</li> <li>• Suspension in house or at home</li> <li>• Possible expulsion from school</li> <li>• In class or at home assignment(s)</li> <li>• Parent/Teacher/Principal Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• 1½ hour after school detention</li> <li>• Parent, Teacher, Principal Conference</li> <li>• Loss of school activities</li> <li>• Suspension from school</li> <li>• Possible expulsion from school</li> </ul>	<ul style="list-style-type: none"> <li>• 2 hours after school detention</li> <li>• Parent/Principal Conference</li> <li>• Suspension from school</li> <li>• Possible expulsion from school</li> <li>• Loss of school activities</li> </ul>
Level Three Infractions		
<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Assault on School Personnel</li> <li>• Bomb Threat</li> <li>• Destruction of school property</li> <li>• Possession of drugs or tobacco</li> <li>• Insubordination</li> </ul>	<ul style="list-style-type: none"> <li>• Immoral Behavior</li> <li>• Assault/battery on staff</li> <li>• Tampering with emergency equipment</li> <li>• Forgery and Cheating</li> <li>• Leaving school grounds without authorization</li> <li>• Sexual Harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Possession of a weapon(s)</li> <li>• Sexual Violations</li> <li>• Any criminal violation on or off campus</li> <li>• Constant violation of school policies</li> <li>• Bullying</li> </ul>

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<ul style="list-style-type: none"> <li>• Parent/Teacher/Principal Conference</li> <li>• Suspension from school 1-5 days with possible expulsion from school</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/Teacher/Principal Conference</li> <li>• Suspension from school 5-10 days with possible expulsion from school</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/Teacher/Principal Conference</li> <li>• Suspension from school 10 days with possible expulsion from school</li> </ul>

As DOZJA classifies different levels of infractions, the maturity and awareness of the student is also taken into consideration. Most discipline problems are resolved in an atmosphere of mutual respect and cooperation in the classroom.

*The First* level includes minor misbehaviors which interfere with orderly classroom procedures or orderly operation of the school. At this point, the student has already been given a verbal warning that has gone unheeded, and the student is counseled privately. A written notice is placed in the teacher's anecdotal file.

*The Second* level includes misbehaviors, the frequency or seriousness of which tends to disrupt the learning climate of the school. These generally, but not always, represent a repetition of level I misbehavior. A behavior contract worksheet addressing the problem will be assigned for the student to fill out under teacher or office staff supervision. Then the student will be required to place a call to the parent, explaining the situation, and propose a mutually agreed plan to solve the problem. The child then will either be allowed back to the classroom or placed in isolation to finish his/her assignments for the day, an in-school suspension. This behavior contract will need to be examined at home, signed by the parent, and returned before the student can re-enter the classroom the next day. This contract is filed under Student Records.

*The Third* level includes acts directed against persons or property and behavior that causes constant disruption.

## **SUSPENSION OF STUDENTS**

A student may be suspended for repeated offences when other interventions have not been effective. Evidence of prior corrective measures and parent notification will be on file in the student's folder. In the case of a serious overt act violating school regulations, the principal may suspend a student from school although there has been no prior deviant behavior. A suspension should be effective until the parents appear at the school to discuss the conditions for re-admission. The suspension period will not ordinarily exceed three class days. A teacher may temporarily suspend a student from class. Suspension from school will be made by the principal.

Suspension is considered the last resort in focusing the attention of the student on a change of behavior. Such a change must be shown for continued enrollment at Daughter of Zion Junior Academy. After two suspensions, the DOZJA School Board is notified of the status of the student's behavior. Upon the third incident, the student will be asked to come before the school board or to withdraw immediately.

Problems in any of the following areas can result in immediate suspension:

- Sexual harassment or implications of a sexual nature, including the use of words, gestures, or pictures.
- Public displays of romantic affection (PDA).
- Disparaging name-calling.
- Play fighting, or demonstration of "martial arts" moves.
- Experimenting or dealing with the occult, astrology, or psychic phenomena.
- Dishonesty, including theft, willful deception regarding violation of school regulations, cheating, plagiarism, and gambling.
- Skipping class or chronic tardiness to class.
- Critical or poor attitude toward school or staff.
- Undermining the religious ideals of the school.
- Willful destruction of any school or church property or any vandalism. This includes excessive wear, tear, and neglect of textbooks. Replacement expense will be the student's responsibility.
- Being a nuisance to the community and bringing reproach upon the school.
- Committing a breach of conduct outside the school, which has an adverse effect on the reputation of the school.
- Exhibition of violence (punching, kicking, choking, scratching, etc.)
- The use or possession of any illegal drug (including alcohol or tobacco).
- Possession on school grounds of a weapon or article capable of doing bodily harm or having the appearance of being able to do so.
- Using profane or inappropriate language.
- Willful disrespect to, disobedience of, or humiliation of any staff member, school volunteer or student.

The preceding lists are not to be considered all-inclusive. The student will be sent home for a one to three-day suspension. A conference must be held before the student may re-enter the classroom.

Re-admission to DOZJA the following year will be at the discretion of the School Board in consultation with the student, parents and principal.

### **BEHAVIORAL PROBATION/EXPULSION**

Upon the third suspension of the school year, the student will be recommended to the Disciplinary Committee for review. Final decisions will be made by the School Board for withdrawal or expulsion.

## **DISCIPLINARY APPEAL PROCESS**

Students and parents have the right to appeal disciplinary decisions by submitting a written request to the Disciplinary Committee. Appeals must be submitted within five days of the incident occurrence. An appeal may not stop the disciplinary process.

## **ANTI-BULLYING POLICY**

DOZJA's anti-bullying policy specifically prohibits bullying of or by any student, employee, or parent with consequences for those acts that meet the definition of bullying as outlined below:

*“Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, or destruction of property.”*

The overall goal of this initiative is the protection of students and their increased feelings of safety and belonging. This policy requires teachers and staff to utilize a variety of prevention and intervention activities and includes tools and resources that create environments of safety and respect and expectations of appropriate behavior. When it is confirmed that any such action was intended or has taken place, the student(s) will be immediately removed from the school until further notice by the school board.

## **CORPORAL PUNISHMENT OF STUDENTS**

Corporal punishment is defined in Florida Statutes 228,041 (28) as the moderate use of physical force or contact by a teacher or principal as may be necessary to maintain discipline or to enforce school rules. **The school does not participate in this type of punishment.**

## **SEXUAL HARASSMENT**

Daughter of Zion Junior Academy is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported to school authorities.

Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

*Definition:* Sexual harassment is unwelcome sexual advances or conduct which includes spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures. Sexual harassment occurs when the offensive behavior or material creates an uncomfortable school environment.

*Reporting Procedures:* Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the students shall report the incident to any classroom teacher. If the harassment comes from an adult, the student shall report directly to the principal, the school board chairman or any teacher.

### **ZERO TOLERANCE POLICY**

Please note that all information received by the school administration and/or staff regarding student(s) or parent(s) who threatens (even casually or in jest) a teacher, staff member, or another student or parent with personal injury or death, or who threatens major property damage, will be treated in a serious manner by the school administration, school board, and the Southeastern Conference Education Office and the local authorities will be notified.

When it is confirmed that any such action was intended or has taken place, the student(s) will be immediately removed from the school until further notice by the school board and/or conference education office.

Please note that any student who brings a weapon on the school campus will be immediately removed from the school until further notice by the school board and/or conference education office.

A “weapon” is defined as any gun, stun-gun, firearm, bomb, smoke bomb, explosive, or incendiary device, poison gas, Mace, pepper spray or knife with a blade exceeding three (3) inches in length. “Weapon” also includes any device that is either designed by its manufacturer or redesigned and/or altered by another for use as a weapon. “Weapon” also includes any device in a student’s possession while at school, on school property or at a school sponsored function that the student intends to use as a weapon for the infliction of permanent or temporary bodily harm or harm to property.

Additional definition:

1. Any object, device, or instrument having the appearance of a weapon.
2. Weapons listed above which are broken or non-functional.
3. Look-alike guns, toy guns, and any object that is a facsimile of a real weapon.
4. Articles designed for other purposes (e.g., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), intended or used to inflict bodily harm and/or intimidate.

### **DRESS CODE POLICY**

As a part of the education to be received at Daughter of Zion Junior Academy, the correct understanding and practical application of Biblical principles in the choice of clothing and appearance is intended to de-emphasize the love of self and preoccupation with conformity to changing fads.

While the choice of clothing and personal appearance is ultimately an individual matter, good sense and good taste require that certain standards be taken into consideration. The Bible gives six broad standards to serve as guidelines for the Christian in their overall appearance. They are:

- |                   |                  |
|-------------------|------------------|
| 1. Attractiveness | 4. Simplicity    |
| 2. Modesty        | 5. Neatness      |
| 3. Cleanliness    | 6. Healthfulness |

Any need to enforce these policies will be at the discretion of the administration.

**Parental help in monitoring student dress BEFORE arrival at school is anticipated.**

The school’s uniform is mandatory. The official uniform is to be always worn unless special conditions, as stated by the school’s administration through written correspondence, warrant the wearing of other designated apparel. All students not wearing the official uniform will be considered out of uniform. Students may dress down on Fridays only and must bring in \$1 to do so.

**UNIFORMS**

**School Uniform for Girls – Grades K-5**

• Skirts/Shorts/Pants	Khaki
• Shirts	White Peter Pan Collar Shirt with Criss Cross Tie (Class A) (with school logo) Light blue polo shirts (with school logo)
• Socks	Navy blue or black
• Shoes	Solid black (no colors allowed on shoes)
• Sweater/Jacket	Navy blue only (no hood)

**School Uniform for Girls – Grades 6-8**

• Skirts/Shorts/Pants	Navy blue
• Shirts	White Oxford Collar Shirt with Criss Cross Tie (Class A) (with school logo) White or Light blue polo shirts (with school logo)
• Socks	Navy blue or black

• Shoes	Solid black (no colors allowed on shoes)
• Sweater/Jacket	Navy blue only (no hood)

### **School Uniform for Boys – Grades K-5**

• Pants/Shorts	Khaki
• Shirts	White Oxford Collar Shirt with Tie (Class A) (with school logo) Light blue polo shirts (with school logo)
• Socks	Navy blue or black
• Shoes	Solid black (no colors allowed on shoes)
• Sweater/Jacket	Navy blue only (no hood)
• Belt	Black

### **School Uniform for Boys – Grades 6-8**

• Pants/Shorts	Navy blue
• Shirts	White Oxford Collar Shirt with Tie (Class A) (with school logo) White or Light blue polo shirts (with school logo)
• Socks	Navy blue or black
• Shoes	Solid black (no colors allowed on shoes)
• Sweater/Jacket	Navy blue only (no hood)
• Belt	Black

### ***Physical Education Uniform***

(Tuesdays & Thursdays) Grades 3-8 & (Wednesdays) Grades K-2

- Yellow DOZJA PE Shirts
- Solid Navy-blue mesh gym shorts
- Black or white Sneakers



### **Jewelry**

Earrings, rings, bracelets, necklaces, chains, bands, etc. **are not to be worn by students attending this school**, except for medical purposes. This policy also applies to all special occasions such as graduations, dinners, concerts, field and class trips, etc.

### **Make-up**

Lipstick, colored lip gloss, colored Chap Stick, fingernail polish, etc. are not to be worn.

### **Hairstyles**

Young ladies are to wear appropriate hairstyles. Unnatural-looking dyed hair, punk rock, spiked hair, unnecessary decorations, etc., that are contrary to the standards of Daughter of Zion Junior Academy as determined by the administration, are not permissible.

Young men attending DOZJA must always be neatly groomed. Hair should be neatly cut, short enough so as not to be shaggy or bushy. Unnatural looking dyed hair or faddish cut hair (such as lines cut in the hair, chopped or shaved high on the head, tails, letters) as determined by the administration are not permitted.

### **DRESS CODE VIOLATIONS**

Students who attend school dressed inappropriately will be cited and will be required to make the necessary changes before attending classes. Any tardiness or absence from class due to inappropriateness of dress will be unexcused.

### **UNIFORM CHECKS**

Uniform checks will be conducted periodically; parents whose children are not in complete uniform will be notified. A notice will be sent home to the parents. After three uniform infractions, students will not be allowed to go to class until the proper uniform is worn.

Constant violation of this policy may result in a suspension.

### **UNIFORM INFRACTIONS**

It is imperative that all students adhere to the dress code: (1) Blouses and shirts must always be tucked; (2) Boys' pants should not be sagging. The pants should fit neatly, and a belt must always be worn; (3) Socks or tights (girls) are always required; and (4) Uniforms must be worn with dignity and respect.

Non-compliance with the uniform policy will result in the following:

- ***First Offense:*** Student will be given a verbal warning by the teacher or principal.
- ***Second Offense:*** A phone call will be placed to the parent/guardian, and an infraction letter will be issued.

- *Third Offense:* A phone conference with the principal will be conducted.
- *Fourth Offense:* Suspension

## FINANCES

It is the objective of Daughter of Zion Junior Academy to operate the school and each of its departments as efficiently and economically as possible so that we may offer Christian education to our youth at the lowest possible cost.

### TUITION DISCOUNT

When two or more children in one family are enrolled at Daughter of Zion Junior Academy, a tuition discount of **5%** for families with multiple children. Tuition discounts may vary from year to year and will be set by the school board.

### TUITION & FEES

GRADES	TUITION & FEES	ANNUAL FEES
Grades K-3	Application fee (non-refundable)	40.00
	Registration	500.00
	Tuition	4500.00
	Field Trips	250.00
	Testing	325.00
	Administrative Fees	250.00
	Uniforms	476.00
	Textbooks	1000.00
	Technology	700.00
	Lab Fees	200.00
	P. E. Supplies	100.00
	Graduation fees (Kindergarten-due January 31st)	200.00*
	<b>TOTAL PER STUDENT</b>	<b>\$ 8,301.00</b>
Grades 4-8	Application fee (non-refundable)	40.00
	Registration	500.00
	Tuition	4500.00
	Field Trips	200.00
	Testing	322.00

	Administrative Fees	250.00
	Uniforms	476.00
	Textbooks	1250.00
	Technology	400.00
	P.E. Supplies	100.00
	Graduation fees (Kindergarten-due January 31st)	200.00*
	<b>TOTAL PER STUDENT</b>	<b>\$ 7,698.00</b>
Graduation Fees	8 <sup>th</sup> Grade Graduation Fee	
	Kindergarten Graduation Fee	

**NOT INCLUDED: Graduation fees, partial field trip fees, transportation fees, After school care fees, clubs and extracurricular fees, Robotics Competition travel fees, electronic devices, summer camp fees, technology usage fees, etc. Check the school office for items not listed. Access the fees schedule on the Daughter of Zion Junior Academy's [website](#).**

### **TUITION POLICY**

1. Tuition payments are due on the first day of each month. After the fifth business day and thereafter, each account will be assessed a **\$30.00** late fee. If fees have not been paid by the last day of the month, your child will not be able to return to school until all fees are current.
2. **After two (2) checks are returned for insufficient funds, the school will no longer accept checks as a payment for tuition. There will be a returned check fee of \$30 added to your account for each returned check.** Cash, money order, cashier check or credit card payments only will be acceptable payment methods.
3. End of the year report cards, transcripts, and yearbooks are held until accounts are paid.
4. Overdue accounts will not be allowed to take semester exams or final exams until the account is paid for in full.

**You are strongly encouraged to pay your financial obligations on time. If you are having a legitimate hardship, immediately contact the principal to make appropriate payment arrangements. Final decisions rest with the Finance Committee of the School Board.**

## **HEALTH & MEDICAL INFORMATION**

### **FIRST AID**

A first aid kit is available in the office for students who are injured at school. Students **MUST** report all injuries, no matter how minor, to the staff member who is supervising them at the time. **The school cannot be responsible for unreported injuries.**

### **ILLNESSES**

If a child becomes ill during the school day, the parents will be requested to come and pick up the child.

A doctor's note is required before the child can return to school. Any child who has a contagious disease or who is suspected of having a contagious disease should be kept at home and should not return to school until they receive written notification from their doctor. (This may include COVID/ flu-like symptoms, with a temperature of 101° F or above, nausea and vomiting, diarrhea, etc.) Any open wounds must be covered with a bandage.

### **INSURANCE/ SCHOOL INCIDENTS & ACCIDENTS**

Accident insurance is provided by the Southeastern Conference for each child and is paid for in the initial registration fee. Nationwide Insurance is the student insurance company with coverage of up to \$25,000 per accident. This is a secondary insurance policy, paid after your family medical has paid. This policy is in effect when the student is on the school and church grounds during regular hours, traveling directly to and from home for regular school sessions or participating in an activity solely sponsored and supervised by school authorities.

Should a student be injured under these conditions, he or she must file a report with the school principal within 24 hours from the time of the accident. Claims are to be completed by the teacher/supervisor, and then by the parent before being given to the hospital or doctor as the insurance company dictates. See the office for the forms.

### **MEDICATION**

The principal or office staff will be responsible for administering medication to students and storing all medication in a secure location. All medications must be brought to the office in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose. The parent of the student who must have medication administered during school hours will file with the principal of the school the medication authorization form, signed by the parents or legal guardians of the student. The medication will be administered only in accordance with the written instructions from the child's physician. The parents or guardian will authorize the staff member administering the medication

to correspond directly with the child's physician in the event the staff member deems it appropriate or necessary.

Any time a student is taken off a permanent medication that affects the student's health during the school day, DOZJA should be notified in writing from the physician. The office will maintain a medical log for each student specifying the name of the student, the name of the medication, the date, time and amount of each dosage and any reaction by the student to the medication.

Non-prescription medications such as aspirin, cough medications, over-the-counter allergy medications will **not** be administered to students by the office staff. All inhalers are to be registered with the office and kept in an agreed upon location to be used as needed. Students may self-administer non-prescription medicines. The medicines must be in the original container/bottle. However, the medication should be submitted to the front office by the parent until the child needs it. The parent should also complete the *Medication Authorization Form*.

### **ASBESTOS STATEMENT**

The main building, which is currently in use by Daughter of Zion Junior Academy, is, according to the building contractor, free of asbestos containing building material.

### **BREAKFAST/LUNCH**

As a part of the National School Lunch Program, our school provides all students with a healthy, nutritious breakfast and lunch each day. This program is funded by the government so that all students can excel academically, physically, and socially.

Breakfast is served at 7:30 am. Lunch is scheduled by grade level. All food is to be eaten in the grade level's designated areas. Because the school advocates the benefits of a healthful diet, unclean meats, as stated in Leviticus 11, which include ham, pork, bacon, shellfish, etc. are not permitted. It is requested that students do not bring drinks containing caffeine, as an ingredient, such as coffee, tea, as well as, soft drinks (soda) containing caffeine. We also encourage parents to minimize products that contain large amounts of sugar. Due to student food allergies, no students are allowed to have peanuts in their lunches.

### **GRIEVANCE PROCEDURES**

The common goal of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When, on occasion, problems arise between parents and teachers, the following conciliation procedures, based on Matthew 18 and I Corinthians 6 should be used for resolving the problem.

#### **Step 1.**

The parent should first talk with the teacher and attempt to resolve the problem.

**Step 2.**

If the problem is not resolved, the parent should ask the principal to become involved.

**Step 3.**

If the problem still is not resolved, the parent may request that the school board chairperson work with the administration to bring about a resolution.

**Step 4.**

If the problem still is not resolved, the parent may request a hearing with the school board.

**Step 5.**

If the problem still is not resolved, the parent may request the Conference Superintendent of Education to assist in bringing about resolution.

**Step 6.**

If the problem still is not resolved, the matter may be taken to the Southeastern Conference K-12 Board. The decision at this level shall be considered final.

The administration, faculty, and staff will strive to maintain an atmosphere and guidelines for students that will promote positive behavior. It is imperative that parents cooperate and reinforce the same.

We have an open-door policy. Therefore, please be assured that we do care about your concerns and suggestions and will treat these with integrity and fairness. Remember to have a Christ-like character at all DOZJA activities on or off campus. Please be a part of the solution and not part of the problem.

### **HOMEWORK**

Homework is given to accomplish the following purposes: (1) drill of essential material, (2) practice of material to be mastered, (3) as remedial activity, (4) for learning through special projects, reports, and compositions. Parents can help with homework by providing a wholesome atmosphere free from undue strain, pressure, and distractions. Independent work habits should be encouraged in the early years. Students are urged to prepare their work neatly, accurately, and punctually. Parents are encouraged to assist their children in developing organizational skills, such as using an assignment book and calendar, writing reminder notes, and designating specific places for items to be transported to and from school. The responsibility of completing homework and turning it in when it is due is a major factor in the training of personal management. It can adversely affect the student's current grade status.

## **INCLEMENT WEATHER**

DOZJA follows Palm Beach School District's announcement of school closings due to inclement weather, unless notified differently by the principal. School closing information will be broadcasted over public media outlets and/or via the school's One Call system. In the event evacuation is necessary, students will be transported to a safe approved locale. All students will be secure. We will notify all parents to arrange pick up. Make sure you communicate with the school office for detailed information.

## **INTERPRETATION OF SCHOOL POLICY**

Should an interpretation of school policy be necessary, the teacher may make that interpretation. If that interpretation is questioned or disputed by a student, parent or guardian, the principal may give the interpretation. The school board reserves the right to make final interpretations of school policy and to edit policy when and where necessary. The school reserves the right to make clear any interpretation of policy written or implied and is not subject to legal interpretation of wording or intention.

## **LIABILITY PROTECTION – MANDATED REPORTING**

Any person, official, or institution participating in good faith in any act authorized or required by law or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203) An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095).

## **LIBRARY, TECHNOLOGY & MEDIA POLICY**

### **LIBRARY MATERIAL**

All students will have access to digital books to check out and do research. Classes also visit the public library to check out books and for research.

## **COMPUTER USE AGREEMENT**

All families must obtain an *Acceptable Use Policy* from the office, read it, sign it, and return it before the student is allowed to use any technology on the school grounds.

## **ELECTRONICS/CELLULAR PHONES**

**THE USE OF NO CELL PHONES** are permitted while in the classroom. **NO EXCEPTIONS!** Students must turn their cell phones off and place them inside of their backpacks. If a student is found to have their cell phone visible, the phone will be confiscated and given to the principal for parents to retrieve at the end of the school day. Students are allowed to use the school phone for emergencies only.

Students are not encouraged to bring personal technologies or other electronics (camera telephone, cellular telephone, or pager) to school; however, the following guidelines are in place regarding possession of cell phones/electronics at school.

- Personal technologies should be turned off and kept out of sight and not within arm's reach (i.e., in the student's book bag) between the hours of 8:00 AM to 3:00 PM or until a school-sponsored trip has ended.
- Personal wireless communication devices or other electronics that are seen or heard during school hours will be considered a disruption to the educational process.
- During the times in which wireless communication devices or electronics are allowed, secular music and media – i.e., eBooks, videos, movies, radio, media clips, etc. - are not to be played and/or accessed.
- No student shall access the school's Wi-Fi Internet service on his or her personal technology at any time.
- Use of a camera telephone during school hours is strictly prohibited. These actions may result in additional consequences (including confiscation) if used to take pictures or record video without consent. Students are allowed to use the school's office telephone for emergencies with permission from the administration.

There may be other disciplinary actions or criminal penalties for the dissemination of pictures, information, etc. even during the hours when the technology is allowed. Students shall be suspended and may be recommended for expulsion when they:

- Make an internet/electronic transmission of a threat – cyber stalking and cyber bullying - to do harm to person(s) on school grounds, or to school property that results in a substantial disruption to the school climate.
- Transmit or distribute any video voyeurism or sexting information or images.
- Any outside internet or electronic matters that impact the learning environment or school, will be addressed by school administration.



## **TEXTBOOKS/TABLETS**

All textbooks/Tablets remain the property of DOZJA. Students are responsible for the proper care of all textbooks. Damaged books will be evaluated, and student families/account charged accordingly. Lost books will be replaced by the parent/student at cost. If the book is found and in good condition, the full price will be refunded minus a \$20 handling fee.

## **LOST/STOLEN ITEMS**

DOZJA is not responsible for personal items that are lost/stolen on the school grounds.

## **PARENTAL INVOLVEMENT**

Parents/Guardians play a major role in the education of the child before entry into formal education. Parents must remain involved in the educational process, even when the student enters school. Parents'/Guardians' responsibilities include:

- Daily prayer and family worship
- A balanced schedule that minimizes TV, includes participation in school programs, promotes exercise and other wholesome activities, and 8-10 hours of sleep every night
- Active participation in the Parent Involvement Program and PTA/Home & School activities.
- Reflect an interest in student's work.
- Provide an environment conducive to study.
- Attending parent/teacher/student conferences as scheduled by the school.
- Request parent/teacher conferences when the need becomes apparent.
- Attending school functions as a support to the child.
- Ensure that fees are paid to keep the child's account current.
- Request assignments when the student will be absent from school for an extended period of time.
- Show unconditional love to the child.

## **PARENT/TEACHER CONFERENCES**

Virtual Parent/Teacher Conferences via zoom will be scheduled at the end of the first three quarters unless an in-person meeting is requested. Parent/teacher conferences are required. If parents miss the scheduled conference, they must reschedule with the teacher within seven school days. Students will not be allowed to attend classes following this 7-day period unless the conference is held.

Additional conferences can be scheduled at the request of the teacher or parents. Appointments with the teacher before or cannot be scheduled between 7:30 AM and 3:30 PM on regular school days.

## **HOME AND SCHOOL/PTA**

The Home and School Committee has an important mission to fill at DOZJA. The committee is responsible for planning and implementing programs and activities that support the needs of the students, families, and staff. All DOZJA parents/guardians are automatic members of the Home and School Committee and work in coordination with the DOZJA School Board. The committee will regularly meet each month during the school year. These meetings provide all parents and guardians an opportunity to discuss and recommend school activities and educational programs that impact the school. With the active involvement and support of all the parents and guardians we can ensure the continued success of DOZJA.

## **SECURITY MEASURES**

For the protection of all students, we are a closed campus during the school day. This means that the front doors will be locked during the day, and visitors/parents in the school must make arrangements with the administration in advance of the visit. **ALL** staff and students are required to wear identification badges.

Visitors and parents are expected to sign in at the front office, receive a Visitor's Pass, may be required to show identification, and must adhere to all campus rules and regulations. This includes our Electronics Policy and Cell Phone Usage Rules (cell phones may simply be kept out of sight; all other rules stand as stated in the Electronics Policy).

During drop off and pick up times, parents are welcomed to wait for their child/ren in the church's parking lot or in the dismissal car line. Please do not enter the hallway or wait outside classroom doors.

Young children not enrolled at Daughter of Zion Junior Academy should be under direct parental supervision whenever on the campus.

## **VEHICLE POLICY**

For security, the parking lot must be cleared of vehicles during the school day unless registered with the office. **We ask that parents not loiter on school property or parking lot during school hours. Student safety is our priority.**

Please park your vehicle in the designated areas, making certain that you do not block someone in, or leave your child to enter the building alone. We will not be responsible for any damages and/or parking fees incurred.

## **VISITORS**

Visiting friends are expected to comply with all campus regulations. Upon arrival on the campus, visitors should report to the office. While on campus, each visitor is considered as a member of the school family and willingly agree to fully cooperate with all standards of conduct and dress.

## **WITHDRAWALS**

Any student who withdraws from school is expected to pay the full registration fees. All textbooks and/or school property must be returned at the time of the withdrawal. An exit interview with the principal must occur. The account must have a zero balance in order to receive records.

***Parents are reminded that the Registration Application is a binding contract.***

Following the withdrawal of any student who is required by state law to be enrolled in school, the school principal is to notify the attendance officer of the local public school district.

**PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT**

This handbook is published under the authorization of the school board of Daughter of Zion Junior Academy. It contains policies and procedures of operation that are to serve as a guide in maintaining a close working relationship among parents, staff members, school board members, and students. The information provided herein will be reviewed and revised as necessary. The school board reserves the right to change and/or add to any policy or regulation contained in this book. As these changes are made, parents will be notified through the weekly school newsletter. We encourage parents to carefully read all regulations. Great responsibility rests upon our parents in carrying out the Christian principles upon which our school operates.

I, \_\_\_\_\_, hereby acknowledge that a copy of the *Daughter of Zion Junior Academy Handbook* has been provided to me on the school’s website. I may request a physical copy from the school office. I understand and agree that I am responsible to read and review it in its entirety, including any revisions. I further acknowledge that I am required to comply with the Daughter of Zion Junior Academy’s *Parent/Student Handbook* and its subsequent revisions during the school year. Non-compliance may result in *expulsion*.

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Student (Print)	Signature	Date
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Parent (Print)	Signature	Date
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