



## Student/Parent Handbook

Both my child and I have read and completely understand the standards of conduct and the dress code for Daniel Jenkins Academy, as described in this Student/Parent Handbook.

Student's Name (Printed) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

My signature below indicates that I have read and completely understand the Daniel Jenkins Academy Contract for Parents/Guardians, which is found at the end of the Student/Parent Handbook. I agree to abide by all of the terms in the contract while my child is a student at Daniel Jenkins Academy during the 2020-2021 school year.

Student's Name (Printed) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This page must be signed and returned by August 31<sup>th</sup>, 2020.*

# **A Dedicated Jaguar is**

**J**

**JOURNEYMAN**

Joining hands and minds on the path to life long learning

**A**

**ACHIEVER**

Sets goals for self  
Strives for his/her personal best

**G**

**GAINING KNOWLEDGE**

Takes responsibility for learning in all classes  
Works toward reading goals and other learning goals

**U**

**UNITED**

Respects peers and teachers  
Encourages diversity when working in a group

**A**

**ATTITUDE**

Always inspiring at all times  
Follows the rules

**R**

**RESPECTFUL**

Respects diversity  
Respects the rights and property of others

***Daniel Jenkins Academy***  
***Where the Jaguars reign and knowledge is gained!***

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## School Information

<b>Dr. Kathryn Blackburn</b>	<b>Principal</b>
<b>Alissiea Wilder</b>	<b>Assistant Principal</b>
<b>Jason Fields</b>	<b>Dean of Students</b>
<b>Mercedes Flores</b>	<b>Guidance Counselor</b>

**Address: 701 Ledwith Avenue  
Haines City, FL 33844**

**Phone: 863-421-3267  
Fax: 863-421-3269**

**Web Address: <http://www.danieljenkinsacademy.com/>**

## **DANIEL JENKINS ACADEMY PRINCIPAL'S MESSAGE**

Welcome to Daniel Jenkins Academy. We are excited to have you and your contributions to our Jaguar family. The middle school journey often presents challenges for students. The rules and procedures in this handbook are designed to make your journey easier for you by encouraging you to develop positive attitudes, positive behaviors, and positive relationships with peers and staff. **Many of the procedures will be modified based on our present circumstances with the pandemic.**

As a student at Daniel Jenkins Academy, you will be treated as an individual and held to high expectations. You are a representative of our school and will be held accountable for your actions and their consequences. You will also be praised for your accomplishments and contributions. We offer a number of extra-curricular activities, clubs/organizations, and we strongly encourage you to become fully involved during your journey.

We promote student success here at Daniel Jenkins Academy. Students, staff, and parents all serve as valuable parts of student success in middle school. Our staff is competent, caring, and professional in our job roles. We are dedicated in providing you the best education possible. However, you must do your part as well. The curriculum is rigorous, therefore there is no time for off-task behavior. We want you to work hard to the best of your ability while attending school every day.

This handbook is your first steps toward student success here at Daniel Jenkins Academy. Acknowledging the content will help you form habits and positive relationships that will contribute immeasurably to your academic success and well-being. These tools will be a foundation that you will build upon the rest of your life.

Best wishes for a successful and enjoyable school year.

**Dr. Kathryn Blackburn**  
**Principal**

## **Core Values of Daniel Jenkins Academy**

At Daniel Jenkins Academy, we believe that people have certain rights and responsibilities. These rights and responsibilities are expressed as our core values and drive what we do on a daily basis. These core values apply to every member of our learning community. We believe that members of this learning community have:

- ❖ The right to be safe and treated with respect
- ❖ The responsibility to treat others with respect
- ❖ The right to learn
- ❖ The responsibility to be honest citizens
- ❖ The responsibility to be polite
- ❖ The responsibility to use time and resources wisely

## **Core Beliefs of Daniel Jenkins Academy**

Daniel Jenkins Academy students will be provided an educational environment that is safe, conducive to learning and achieving to their greatest potential. Recognition and incentives are an integral part of student life as students achieve, improve their academics and meet their goals.

Fair consideration will be given to all racial, ethnic, and ability groups to promote a sense of personal worth in each student and to encourage a Daniel Jenkins Academy “family” atmosphere.

Daniel Jenkins Academy Staff recognize that our parents and business leaders in this community are tremendous resources to the school and involve them in every opportunity. A "Welcome, you are valued" attitude and an open-door approach exists here.

Teachers at Daniel Jenkins Academy set high expectations for student achievement with an understanding that their students have different learning styles and progress best academically when that learning style is provided for.

Daniel Jenkins Academy Staff recognize that communication between school and home and home and school is essential to the educational process. It is our expectation that all students have an agenda and use it daily. This system only works if the home is actively involved by reviewing and signing it each day. We also recognize the importance of homework to the educational process and will make homework a meaningful task that reinforces previously taught skills.

## **School Hours/Arrival and Dismissal**

The office is open from 7:45 a.m. until 4:15 p.m. The teacher's day is from 8:25 A.M. until 4:10 P.M. **Students are not to arrive on campus before 8:30 A.M. and are to be picked up by 4:15 P.M., Students will not be staying after school during the first semester of school.** However, if a student second semester wants to stay after school they must use the following procedure. The student must have written permission from a parent or guardian in order to stay after school, phone permission will not be accepted. The office phone number is 863-421-3267 and the fax number is 863-421-3269.

Arrangements for transportation should be made prior to the student arriving at school. The office phones are not to be used to make transportation arrangements unless the student has missed his/her bus. In order to change a student from a bus rider to a car rider for the day, a driver's license and a note must be faxed to the office prior to dismissal. Students will be released only to those persons listed on the emergency card and identification must be provided. This is for your child's safety so your cooperation is appreciated. If a student has to be checked out of school in the afternoon, this must take place before **3:30 P.M.**

### ***Arrival to School***

Parents, if you are dropping your student(s) off at school, must do so in the **front of the building (the driveway in front of the office). No other drop off point is authorized.** This location has been selected for the safety of our students. Students who ride busses will be dropped off by the gym in the morning and will go directly to class to have breakfast.

Whether a student is a car rider or rides a bus to school, there are only two locations to which they can report once they arrive. Students will go directly to the classroom once they arrive on campus. Breakfast will be served in their first period class.

The school day for students begins at **8:55 A.M.** A tardy bell rings at **9:00 A.M.**

**Parents and students, please remember that once a student has entered the campus in the morning, he/she may not leave the grounds until he/she is dismissed from school.**

### ***Dismissal from School***

The student school day ends at 4:00 P.M. Once dismissed, students must move quickly to the appropriate area of the building: **walkers and car riders will exit from the main gate in the front of the building, and bus riders will remain in their last class and will go to their bus when their number is called on the intercom.**

Car riders should follow the directions of the teachers on duty. **Parents and students, the procedures for the car rider area in the afternoon have been developed with the assistance of PCSB safety personnel. It is important to follow the directions of the teachers that are on duty in the afternoon. We realize that some parents may have to wait in line longer than desired; or may be directed to pull up to a location that is not desired, but the directions and instructions given by the teachers on duty should be followed as given. We will be following CDC Guidelines. It will be very important to maintain social distancing as you wait for your ride to arrive. Any questions or concerns should be directed to the Principal or Assistant Principal.**

Students who ride buses will be directed to board their buses if they have already arrived. Students will remain in their last class and wait for their bus number to be called to board.

## **Tardy and Attendance Policies**

Promptness to school and daily attendance are extremely important for your student to be successful at Daniel Jenkins Academy. Please read over the following Tardy and Attendance Policies carefully.

### **Tardy Policies:**

#### **Lateness to school**

1. If a student is late to school, **his/her parent must sign him/her in with the main office**. Medical appointments must be verified with a note from the doctor's office. If the lateness is not properly documented by a parent, it will be considered an unexcused tardy for that day.

A record of unexcused tardiness to school is kept per semester and consequences are listed below.

- 1<sup>st</sup> Tardy – Warning
- 2<sup>nd</sup> Tardy – Warning
- 3<sup>rd</sup> Tardy – Lunch detention/parent contact
- 4<sup>th</sup> Tardy – 1<sup>st</sup> period teacher submits discipline referral to the office
- Subsequent tardies to school may result in additional consequences and a parent conference with school services.

#### **Lateness to class**

1. Students who are legitimately late to class will have a pass or a signed Agenda from the teacher or staff member responsible for the lateness.
2. If students are late to class without an excuse, the following will take place.
  - 1<sup>st</sup> Tardy – Warning
  - 2<sup>nd</sup> Tardy – Warning
  - 3<sup>rd</sup> Tardy – Lunch Detention/Parent Contact
  - 4<sup>th</sup> Tardy – Teacher submits discipline referral to the office
  - **Additional Tardiness will result in further disciplinary consequences**

### **NOTE:**

**Tardy sweeps will be conducted throughout the school year unannounced. Students caught during tardy sweeps, will receive discipline consequences.**

### **Attendance Policy:**

1. A parent/guardian signed note will excuse a student for the day(s) absent.
2. The steps for the Attendance Policy are as follows:

- Five unexcused absences will result in a letter being sent home requesting a parent to attend an attendance/truancy conference.
- Further unexcused absences will result in the student being placed on Attendance Probation.
- Once a student has been placed on Attendance Probation, if attendance does not improve, he/she may not be invited to return to DJA for the next school year.
- Daniel Jenkins Academy is a School of Choice and has extremely rigorous course work. Allowing your student to miss multiple days will put him/her in academic danger.
- **The Polk County Schools Code of Conduct states that “The right of students to make up work on the fourth unexcused absence and all other days of unexcused absences per semester may be denied.”**
- **Eschool students are required to be online with their teacher as their schedule requires. Just as the campus students are expected to be in class on time, the Eschool students will be required as well.**

The Polk County Schools Code of Conduct lists the following absences as a justifiable cause to be excused: (a)personal illness; (b)serious illness or death in the family; (c)religious holidays; (d)educational trips; (e)prearranged trip with parent; (f)school sponsored activities; and (g)judicial actions

## Grading

Marking period and semester grades will be reported by letter grade in recording student progress on report cards as follows:

Letter Grade	Numerical Score	Description
A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failure

The above grading system applies to Mathematics, Language Arts, Science, Social Studies, Reading, Physical Education, and any elective courses.

## Homework Schedule

Monday-Language Arts and Reading  
 Tuesday-Math  
 Wednesday-Social Studies and Electives  
 Thursday or Friday-Science

## High School Credit



Depending upon availability, some courses such as Geometry, Algebra I, Physical Science Honors, World History Honors, Spanish 1, and Spanish 2 may be offered for high school credit. Students enrolled in these courses would be expected to meet high school requirements; including EOCs.

## Promotion/Retention

Academic subjects are defined as Language Arts, Mathematics, Science, Social Studies, and Reading. Students are expected to pass all of the required courses including those courses that are letter graded and those which are pass/fail.

Students will be promoted if they meet either one of these criteria:

- A 2.0 grade point average on all courses and no failing final grade in an academic subject

**OR**

- A 2.0 grade point average on all academic courses and no failing final grade in an academic subject.

## **Daniel Jenkins Academy Dress Code Information for 2020/2021**

All Daniel Jenkins Academy students are required to wear standard dress code for the 2020-21 school year. The standard dress consists of twill khaki bottoms (includes capris, shorts, skorts, and skirts) with a Daniel Jenkins Academy shirt. Please remember that clothing must fit properly. Girls' clothing should not be too tight or too short. Boys' clothing should not be too large or too baggy. Please remember that stretch type material, blue jean type material, or jean style pants, shorts, and skirts are not acceptable. Shirts must remain tucked in and the bottoms must be worn with an approved belt with a standard belt buckle. The belt must be worn in the belt loops of the pants. All coats and jackets must also be DJA apparel. If students do not abide by the dress code policy, this will result in a referral to the Office. Proper attention must also be shown to personal cleanliness, neatness and safety. **Eschool student must be appropriately dressed as well. Although, they are not required to have a DJA uniform on while attending school, they must abide by the PCSB dress code policy.**

The chart on the next page provides guidelines for clothing and other apparel that may be worn; as well as important information regarding haircuts, styles, and colors; items that should not be brought to school.

Please note that the DJA dress code may be slightly changed from year to year. Because of this, **an item that is acceptable one year may not be acceptable the following school year.** These changes are usually minor and most often involve belts, socks, and shoes.

**NOTE: All DJA students are required to wear their school issued identification. The ID must be clearly visible at all times while on campus.**

## Daniel Jenkins Academy Dress Code Policy 2019-2020

Item	Styles	Colors	Important Information
ID Badge			All DJA students are required to wear school issued identification. ID badges must be clearly visible at all times.
Shirts	*DJA Uniform *T-Shirt or Polo *Long or short sleeve *Club/Band Shirts *Grade appropriate logo only	*DJA Shirts Only	*Must be tucked in at all times while on campus *Waistband must be visible *Club and Band shirts <b>MAY ONLY BE WORN ON FRIDAYS</b> *6 <sup>th</sup> /7 <sup>th</sup> Grade must wear new logo shirts ONLY
Pants	*Twill material * Hemmed *Worn at waistband *Long, Capri	*Solid Tan/Khaki	*No stretch, corduroy, or denim material *Free of logos, tears, or frays *Must not be too baggy or too tight *No oversized pockets *Pants must not be rolled up *No rivets or decorations <b>*No joggers</b>
Shorts/Skortts	*Twill material * Hemmed *Worn at waistband	* Solid Tan/Khaki	*No stretch, corduroy, or denim material *No shorter than 3 inches above the kneecap *Free of logos, tears, or frays *Must not be too baggy or too tight *No oversized pockets *Shorts must not be rolled up *No rivets or decorations
Skirts	*Twill material * Hemmed *Worn at waistband	* Solid Tan/Khaki	*No stretch, corduroy or denim material *No shorter than 3 inches above the kneecap *Free of logos, tears or frays *Must not be too baggy or too tight *No rivets or decorations
Belts	*Regular waist size *Solid Color	*Black *Brown *Navy Blue *White *Tan/Khaki *Red	*No distracting/oversized buckles *No decorations, no metal other than in buckle area *Must be worn in belt loops
Coats/Jackets	*Sweatshirt *Jacket	*DJA sweatshirts and jackets Only	*Only DJA outerwear apparel allowed *Uniform shirt must be worn underneath *Uniform shirt must remain tucked in *Must be worn as designed, not tied around waist, worn over head, or worn backwards
Socks	*Standard length- Crew or Ankle length	*Black *Navy Blue *Tan *Red *Brown *White	*No knee socks *Only one color should be visible above shoe *Socks must be a solid color and be matching pairs *Multiple pairs of socks are not permitted
Shoes	*Athletic shoes *Loafers *Keds-type tennis shoes	*Standard color athletic shoes	*No sandals, open toes, or open backs *Athletic type sole only (no soft soles) * Must be matching pairs *No jelly flats

## Other Important Information

**Haircuts/Styles – no designs shaved into hair (includes parts) or eyebrows; no Mohawk haircuts; no haircuts or styles that are deemed to be a distraction or that create a disruption to the educational process; no unnatural colors anywhere in the hair.**  
**Undergarments – long sleeved or short sleeved acceptable but must either be white or match the uniform shirt color (green, white, or blue) that is already being worn by the student; must also be tucked in at the waistband (cannot hang down from under the uniform shirt)**

## Unacceptable Items

Excessive, oversized, or inappropriate jewelry, body piercings, body art and/or writing on skin, hats, visors, caps, bandanas, sunglasses, headbands, sweatbands, no oversized bows, excessive numbers of wristbands or silly bands. Items such as matches, lighters, gloves, pocket chains, blankets, pillows, stuffed animals, balloons, towels, novelty backpacks, etc. are not to be worn or brought to school.

Repeated dress code violations will result in referrals to the Office. **If a student is wearing clothing that, according to the DJA Dress Code, is considered to be inappropriate; he/she may be asked to call a parent to bring acceptable clothing to the school before he/she will be permitted to attend classes that day.** This will result in loss of instructional time. Further violations may result in more severe disciplinary actions.

If you have any questions concerning the appropriateness of clothing items, please contact the school (863-421-3267) **before making a purchase.**

# Safe and Orderly School Environment

## **Emergency Information**

Emergency information must be on file in the office. Forms are sent home at the beginning of the year for parents or guardians to complete and return by **August 31<sup>th</sup>**. Several numbers should be listed to ensure that the school could contact a parent/guardian. Please make sure the emergency numbers and addresses on the form are kept up to date. This is the only way the school has to contact you in an emergency. As a suggestion, you may up-date your child's numbers in the Parent Portal at any time.

## **School Wide Rules and Procedures**

1. Follow directions given by any staff member at all times.
2. In the classroom, unless otherwise directed, students must raise their hand, wait to be called upon, and then speak. Only one student should speak at a time.
3. Leave others and their property alone. Do not touch or bother other students or their property.
4. In the hallways, on sidewalks, and anywhere else on campus, walk quietly and orderly.
5. Except in PE classes, running on the campus is not allowed.
6. There should be no public displays of affection on campus, before, during, or after school. This includes, but is not limited to, holding hands/arms, kissing, and hugging.
7. **Gum/candy/cupcakes or other food items (such as large bags of chips) are not allowed on the school campus and should not be brought to school (even if kept in a backpack). In addition, students may not sell or buy candy or any type of food or service on campus, unless it is sanctioned by the school.**
8. Cell phones must be turned off and out of sight; cell phone holders must also be out of sight. No personal iPads, headphones, electronic games, etc. should be used in class, and in the hallways (not even when moving from class to class)
9. This year based on student and staff safety, **NO STUDENT WILL BE ALLOWED OUT OF CLASS WITH OUT AN ADULT ESCORT.**
10. Students may visit the restrooms and water fountains during class transition time. If a student needs to use the restroom or has to go to the clinic, based on the year's circumstances, the teacher will call for an adult escort.

## **Classroom Rules and Policies**

The following rules are ones which every teacher at Daniel Jenkins Academy will expect in their classrooms. Some teachers may desire to add additional rules if they deem it to be necessary.

1. Students must raise their hands and be recognized by the teacher before speaking in class.
2. Students must ask and receive permission from the teacher before getting up from their seats for any reason.
3. When students enter the classroom, they are to begin the bell work or class work immediately.
4. The teacher dismisses the class, not the bell.

5. Students should sit in their assigned seats.

### **Morning/Afternoon Announcements**

Students are expected to listen quietly to any announcements which are presented over school's intercom system. In the morning, when the Pledge of Allegiance is recited, students should stand and repeat the Pledge, unless it is a violation of his/her religious beliefs.

### **Telephone Use**

Students are not to use the phone in the classrooms or the media center. Those phones are for faculty use only. Students may use the phone in the main office with permission. They will need a pass and then will sign in on the phone log located on the counter by the phone. Phone use during the day is limited and will be at a case-by-case situation. Student movement will be limited based on safety of students and staff. **Please make transportation arrangements before your child leaves for school each day.**

### **Electronic Devices**

Cell phones may be used before students arrive on campus or after they leave the campus in the afternoon. Cell phone clips or holders are not to be worn; they should be placed out of sight with the phone. Other electronic devices, including games and e-readers should also not be used while on the school campus. **Parents and students please be aware, per PCSB Policy, Daniel Jenkins Academy is not responsible for lost or stolen cell phones or any other electronic device.**

**Parents, please do not text your student during the day. His or her attempt to read or respond to your text will cause a discipline issue for your student. If you have an emergency, please call the office and the message will be given to the student before dismissal.**

### **Cafeteria**

These procedures will be implemented on a daily basis.

- As students arrive in the cafeteria, they will sit in the seats which are assigned to them.
- When the late bell sounds, the lights will be turned off and students will immediately stop talking.
- Grade level announcements (if any) will be given.
- Students will be dismissed to move into line in sequential order, based on the number of their table and to maintain social distancing.
- Once students at all sixteen tables have been seated with their lunches, the lights will be turned on and students will be permitted to converse with others at their table. **Masks will be worn unless the student is eating.**
- With the permission of one of the teachers on duty, students will be allowed to use the restroom during this time. **Only one child at a time may be dismissed to the restrooms.**
- If the noise in the cafeteria becomes excessive, a duty teacher will turn off an area of lights as a signal. A second area of lights will be turned off if the noise level does not decrease and continue to be maintained at an acceptable level. If the noise level becomes unacceptable a third time, the third area of lights will be turned off and students will then be required to remain silent until dismissal from the cafeteria.

- When directed to do so by a teacher on duty, students will dispose of their trash in the same sequential order in which they got their lunch. **Social distancing will be observed.**
- Dismissal from the cafeteria at the end of lunch will be controlled by the teachers.

**NOTE:**

Parents, please be aware that (after the first two weeks of school) students will only be allowed to put money into their lunch accounts during the morning, upon their arrival at school.

**Extracurricular Activities: EXTRACURRICULAR ACTIVITIES HAVE BEEN CANCELLED FOR FIRST SEMESTER.**

**During the school year, a variety of extracurricular activities may be available to students. These activities may include assemblies, sport events, and field trips. Daniel Jenkins Academy requires ALL students to demonstrate appropriate behavior and academics in order to participate. Therefore, failure of students to abide by and adhere to our rules/regulations and able to maintain a passing grade of an at least a 70% in each class, will result in the revocation of their ability to participate in such activities.**

**Transportation**

Bus transportation is a privilege and not a right. Students are expected to exhibit appropriate behavior. Students riding the bus are expected to be courteous and respectful of the driver and other students on the bus. Failure to do so will result in suspension from the bus and the student will then be responsible for getting to school on his/her own. \*See District Policy.

While on the bus, each student is expected to:

- Stay in his or her assigned seat
- Observe all school-wide rules
- Observe all safety precautions

Safety violations and fighting will result in a school and/or bus suspension. In extreme cases a student may be considered for expulsion from the bus. \*See District Policy.

**Security and Visitors**

Based on our current situation, Visitors coming to the school will be limited and must agree to follow all protocols in place for safety and security. **Safety is every cooperation. Anyone entering the school office must maintain social distancing and be wearing a mask.**

# Parent Involvement

Please refer to our school website for updates and announcements of school events. The address is [www.danieljenkinsacademy.com](http://www.danieljenkinsacademy.com) Also, Parent Portal is available so that you may view your child's grades and attendance. Please allow at least 7 working days for grades to be posted since teachers need time to grade the assignments. A password is required and will be issued once the appropriate form is completed.

**\*\*All visitors must sign in through the office and secure a visitor's pass. Visitor's on campus will be LIMITED. The pass must be worn while on campus and returned to the front office prior to your departure.**

## Volunteers

**Under the Jessica Lunsford Act, all volunteers must be approved by the county before helping in the classrooms, going on field trips, organizing fundraisers, or helping in the media center, etc.** Volunteers pay a one-time, non-refundable fee of \$25.00 to cover the cost of a Florida Department of Law Enforcement background check. Payment is made by certified check or money order payable to the Polk County School Board and submitted with a volunteer application at the school site. Volunteer approval is continuous from year to year and applies to all Polk County Schools. Applications may be picked up from the office or completed online at the following address: <https://www.polk-fl.net/community/volunteers/default.htm> A background screening is done once the completed application is received by the county office. This process usually takes about three weeks. Approved volunteers may complete a transfer card to volunteer at Daniel Jenkins Academy if they were approved at another school.

Volunteers need to sign in the volunteer book and record the number of hours they have worked. Ms. Debbie Rivera (Principal's Secretary) is the volunteer coordinator for the 2020-21 school year. We encourage and welcome parents, grandparents, guardians, and others to volunteer and look forward to working with you once you are approved. **ALL VOLUNTEERS MUST FOLLOW SAFETY PROTOCOL AND AGREE TO WEAR A FACE MASK AT ALL TIME WHILE ON CAMPUS.**

**Chaperones and transportation for a field trip; ALL FIELD TRIPS ARE CANCELLED FOR FIRST SEMESTER. The following procedure will be in place if and when things change.**

1. Not everyone who volunteers will necessarily be chosen as a chaperone.
2. All chaperones must be school board employees or **Approved** volunteers through the county office.
3. Chaperones, please remember professional dress is required (if the students are not permitted to wear an item, then chaperones are not permitted either).
4. Students must stay with their assigned chaperone throughout the trip. No student should ever be left without adult supervision (chaperone or teacher).
5. Private vehicles may not be used without permission of the principal. Any person participating on a field trip must wear a seat belt when traveling in a private vehicle.

6. **Students should return to the school using the transportation provided by the school unless a written request from the legal parent or guardian is received and approved by the administration prior to the day of the field trip.**

**In Case of Emergency while on a field trip:**

- Contact the appropriate medical personnel if needed.
- Inform the school immediately.
- Contact the appropriate officials at your destination.

**Media Center**

Mrs. Markowitz, Media Specialist

Hours: 8:25-4:00

**Resource Information**

- To access Polk County School Board's many online resources, visit <http://www.polk-fl.net/students/onlineresources/default.htm> or go to the Daniel Jenkins Media home page.
- Destiny is an online catalog system that provides access to a listing of materials available here at Daniel Jenkins as well as all the library media centers in Polk County. This catalog can be accessed through any internet browser and is available 24 hours a day.
- Students can request materials from other Polk County schools through the DJA library media specialist. Two weeks advance notice is required when requesting materials.
- **Access to the media Center will be limited based on our precautions as stated by the CDC.**

**Check Out**

- Students may keep books for a period of two weeks. If they are needed for longer than the two weeks, students must renew them for another two week period.
- Students may check out up to three items at a time.
- There may be limits on the number of specific books that can be checked out at one time. For example, students can only check out one Sunshine State Young Reader book at a time.
- There are no late fines for overdue books.
- Students will be charged for lost books at full replacement price.
- Check-out privileges may be suspended until overdue books are returned or lost book fines are paid in full.

**Media Center Availability and Computer Usage**

- Students are required to follow the Acceptable Use Policy (AUP) that is signed in the Code of Conduct.
- School computers are for educational use only.
- Checking personal email by students is against the AUP.
- Information and projects should be saved to a USB drive; information saved to the desktop hard drive will be deleted.
- Students may use printer in the media center at a charge of \$.10 per page. They must notify the media specialist before printing.
- The use of computers is a privilege and can be revoked for misuse, at the media specialist's discretion.
- Students will visit the media center every two weeks with their Language Arts class.



## **Health Clinic Guidelines**

The following guidelines should be followed to insure appropriate student use of the Health Clinic. The school nurse is available at any time for emergencies or an acutely ill student.

- All students will be escorted to the Health Clinic (with the exception of severe emergencies). The pass must have the teacher's signature and time the student left the class.
  
- A physician's order is necessary for the administration of medication or medical treatment by the school nurse. This includes over the counter medications such as Tylenol, Advil, and cough drops, none of which can be dispensed to a student without a physician's approval.



**Contract for Parent/Guardians  
Polk County Public Schools**

By choosing to enroll at Daniel Jenkins Academy (DJA), parents provide their child with an exciting educational opportunity. Registration of a student indicates that parents or guardians have accepted the responsibility of providing the proper interest, encouragement, guidance, and home environment to foster the best possible learning situation. DJA expects parents and students to comply with the requirements of the school. Please read the following expectations carefully:

1. I understand that my child is participating in a rigorous academic program and is expected to maintain a minimum 2.0 GPA, as well as successfully complete assigned classwork, homework and projects in a timely manner. I understand that if my child does not comply with both of these requirements, he/she will be placed on academic probation which could lead to possible dismissal from Daniel Jenkins Academy.
2. I understand that my child is to adhere to the DJA uniform dress code, behavior, attendance, and tardy policies, as well as the Polk County Schools Code of Conduct. Failure to follow school rules and policies could result in probation and/or dismissal from DJA.
3. I understand that as a parent, I must be supportive of my child and his/her school. I understand that I am required (or an adult representative) to attend parent conferences, school meetings and other activities sponsored by the school.
4. I understand that it is my responsibility to review, sign, and return all written communication when requested.
5. I understand that my child is expected to attend school every day, to arrive promptly, and to remain throughout the scheduled hours. I agree to TRY to schedule medical/dental appointments outside school hours.
6. I understand that it is my responsibility to notify the school in writing if my child is to be released in the custody of another adult in order to leave the school grounds.
7. I understand the Zero Tolerance Policy which states that fighting with or without injury will result in the following:

Short OR Long Term Out of School Suspension / Automatic Behavior Probation /  
Referral to School Resource Officer / May receive referral to Alternative Education  
Placement

8. I understand that according to the Code of Conduct cell phones and other electronic wireless communication devices are not to be activated or used during school hours or on school buses. If my child's cell phone/wireless communication device is in use or is heard during the school day, this will result in consequences that are explained in the PCSB Code of Conduct.
9. **I understand that according to Polk County School Board Policies for the safety of students and staff , students must wear a facemask at all times unless eating food.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



# POLK COUNTY PUBLIC SCHOOLS

STUDENTS FIRST

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### *Mission Statement:*

The Mission of Polk County Schools is to provide a high quality education for all students.

### *Equity Statement:*

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment. To file concerns, you may contact the Office of Equity and Compliance in the Human Resource Services Division at (863) 534-0781.

### *ADA Statement:*

If you require any type of accommodation for an event sponsored by the Polk County School District, accommodation request must be made at least 72 hours in advance of the event. To arrange accommodations, please contact your child's School Counselor: Mercedes Flores at 863-421-3267. Staff members please contact Debbie Rivera, Principal Secretary. If you are hearing or speech impaired, please contact the agency by calling Florida Relay Service 1-800-955-8771.