

**DOCTORS CHARTER SCHOOL  
OF MIAMI SHORES**

**STUDENT/PARENT HANDBOOK**



**Revised October 2007**

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**SCHOOL MASCOT: DOCTORS CHARTER SCHOOL AND ITS STUDENTS  
HAVE CHOSEN “THE HAWK” AS THE SCHOOL MASCOT**

**THE HAWKS OF MORNING  
By PETER S. GARDNER**

**The union of mind to mind,  
Spirit to spirit,  
In the enfolding light of the inner world,  
Life protracted, life infused,  
Rise to the long mountains of white brilliance,  
Of deep roots and high air,  
Live forever in the forests of shade,  
Cool climbing to the heart’s completion.**

**The river pools in harmony to the spheres,  
Where on began-green hills and elm groves,  
Leaves like soft hands in winds,  
Taken, the fleet sky musings, to flight  
With the birds of the heights,  
With the hawks of morning,  
With the wings of azure evening  
With the rising noon heat of the floating breath.**



Artwork by student Luis Hildago

## **VISION**

Doctors Charter School of Miami Shores is a college preparatory school that offers a broad education focusing on the academic as well as the personal growth of each student. The school strives to develop graduates who are academically well prepared and socially responsible.

## **MISSION**

Doctors Charter School of Miami Shores is a premier community-based preparatory school with emphasis on individual student potential and active citizenship. The mission of the school, with parental and community support, is to nurture and to assist each student to reach his/her academic goals and to develop a sense of community responsibility and social awareness.

## **VALUES**

The School embraces ethnic and religious diversity, representative of the multicultural community in which it makes its home. The School's commitment is to serve the community. Therefore the values of the school include the attainment of high academic standards and the cultivation of civic involvement, personal integrity, tolerance and open-mindedness, compassion and a willingness to give back to the community. The school values excellence at all levels: students, faculty, staff and administration.

## **SCHOOL'S HISTORY**

Doctors Charter School of Miami Shores is proud to build on the tradition of excellence of the Miami Shores/Barry University Charter School Connected Learning Center (MS/BU) that has been recognized as a center of excellence and rated an "A" school from 2002-2005. As soon as the Florida Legislature passed the municipal charter rule, which enabled cities that sponsored Charter Schools to give enrollment preference to their residents, Miami Shores got busy. Cooperation was necessary between and among Barry University; North Dade Medical Foundation; the Miami Shores residents, who passed a needed bond issue; Miami Shores Village elected officials over a span of three years; as well as Miami Dade County Public Schools, to make the new middle/high school a reality. Miraculously, Doctors Charter School of Miami Shores was built on land owned by Barry University, with funds from the bond and the Foundation, with a conversion of the Charter from MS/BU, and was completed just in time for opening August 8, 2005. The building was dedicated January 19, 2006, and a plaque dedicated to the physicians who contributed to North Shore Hospital over the years is displayed at the front entrance. Thus, a long awaited dream of Miami Shores residents to have a municipal school became a reality.

## **GOVERNANCE**

The school is governed by a Board of Directors. The Village of Miami Shores empowered the School Board Authority to be responsible for the operation and management of the Charter School. The board members are appointed by The Village Council, Barry University, the North Dade Medical Foundation, and by the PTSA.

## **SCHOOL'S PHILOSOPHY**

Doctors Charter School of Miami Shores is a college preparatory school that offers a broad education focusing on academic as well as personal growth of each student. The school is a middle/senior high school offering instruction for grades 6-10 in 2005-06, 6-11 in 2006-07 and 6-12 in 2007-08. Students are Miami-Dade County Public School students. The starting class in 2005-06 was approximately 400 students.

## **SCHOOL NAME AND LOGO**

The school's name honors the financial contribution that the North Dade Medical Foundation has made for the construction of the school building and for the educational program. The school's identity is academic excellence and its logo symbolizes learning and study. The words that appear in our logo are Perceptum which means "to learn" and Affero which means "to contribute." They represent the essence of the school where learning is the main focus and where our graduates will be academically well prepared and responsible citizens. The symbol of the Caduceus signifies our ties with the medical community that is sponsoring this school.

## **ACCREDITATION**

Doctors Charter School of Miami Shores has been accepted for accreditation with the Southern Association of Colleges and Schools (SACS).

## **COMMITMENTS**

**Teachers:** Teachers are committed to assist their students in the development of their:

- Responsibility
- Integrity
- Creativity
- Commitment to their studies
- Acceptance of failure as well as success
- Acceptance of both their own talents and limitations, and those of others

**Students** shall be committed to:

- Respect all members of the Doctors Charter School Community
- Be trustworthy and honest
- Meet the challenges presented daily
- Be actively engaged in learning
- Think and make decisions both alone and with cooperation from classmates

- Learn how to handle new freedoms with responsibility

**Parents** shall be committed to:

- Treat all members of the faculty and staff with respect
- Provide service hours to the school
- Support the school through membership in the PTSA and grade councils, EESAC, Board Authority and special interest groups
- Participate in parent education programs

## **FACILITY**

The school is located on five acres at Barry University Campus at 11301 NW 5th Avenue. The construction of this building has been made possible by the generosity of the North Dade Medical Foundation and by the financial support of the citizens of Miami Shores. The building is 50,000 square feet and has 25 state-of-the-art classrooms, 4 science labs, art room, music room, media center and a cafetorium.

## **NON-DISCRIMINATION POLICY**

Doctors Charter School admits students of any race, religion, national, and ethnic origin to all rights, privileges, programs, and activities available to students at Doctors Charter School. It does not discriminate on the basis of race, religion, national, and ethnic origin in the administration of academic or admissions policies, athletic, and other school-administered programs; and it does not discriminate on the basis of race, sex, color, national, and ethnic origin in the hiring of faculty and staff.

## **CHANGE OF ADDRESS/FAMILY SITUATION**

It is critical that you keep the school informed of any changes in your telephone number, address, or family situation. If a student is temporarily in the care of a guardian, please provide the name, home number, and address to the school office. This information becomes essential in an emergency. This information is important in order for the school to mail report cards and other information to parents/guardians. Please keep the emergency contact information current.

**SEE CODE OF CONDUCT for Doctors Charter School student behavior rules and expectations.**

## **DIRECTORY**

School Directory of Faculty, Staff, Administration and Board of Directors is posted on the School's website: [www.doctorscharterschool.org](http://www.doctorscharterschool.org). and is also available at the School Office.

## **HEALTH POLICIES: (IN ACCORDANCE WITH DADE-COUNTY PUBLIC SCHOOLS) AIDS (Acquired Immune Deficiency Syndrome)**

Doctors Charter School supports Florida Law, Fla. Stat. 233.067 and 233.0672, the NAIS statement on AIDS, the guidelines of the Center for Disease Control, and the Surgeon General's Report on AIDS.

**Discrimination will *not* be tolerated** if any infected student or faculty member wishes to remain at Doctors Charter School. NO law requires a parent or guardian to notify the School Board about HIV/AIDS. HIV-related information is confidential. If a parent or legal guardian signs a consent form, HIV-related information will be given to the Executive Director/site supervisor, teachers, paraprofessionals, and school support personnel working closely with your child, per parent/guardian designation ONLY.

#### **Communicable Diseases (e.g. Hepatitis, Tuberculosis)**

If a child is suspected of having a communicable disease while in school, the Executive Director should isolate the child, and parents/guardians will be notified so that the child can be picked up. A recommendation to seek medical advice will be given. In the case where a child has been confirmed as having a communicable disease, the Executive Director **must** immediately notify the Department of Comprehensive Health Services (CHS), giving student's name, date of birth, home phone number, home address, family physician's name and phone number, and the name of the suspected communicable disease. The CHS staff will notify the appropriated Department of Health office. The Department of Health will conduct an investigation and report its findings to the CHS office. At that point if any action is indicated, the Department of Health will contact both the Executive Director and the CHS office to inform as to the recommended procedures which should be followed. The Executive Director should report any recommended procedures to the region office. The CHS office will notify the district office of a confirmed case of communicable disease, when indicated. If the Department of Health advises that a letter should be sent home, the Department of Health will provide the letter in English, Spanish, and Haitian Creole, where necessary. Discrimination will not be tolerated.

**Doctors Charter School is a smoke-free environment.**

#### **ENROLLMENT REQUIREMENTS**

**In order to complete the enrollment process, the student must provide the following:**

- Current emergency contact card
- State of Florida Medical/Health form for current school year
- Immunization Form
- Signed Student Contract
- Signed Parent Contract
- Signed Code of Conduct signature page
- Signed Student/Parent Handbook signature page

Students who do not have these specific documents in by the announced deadline will not be permitted to attend classes until they present the appropriate documents to the school.

#### **ACADEMIC POLICIES**

**Academic Credit:** Academic credit for high school courses taken at Doctors Charter School is awarded only after the student successfully completes the course (final grade of "D" or better). Semester courses are awarded 0.5 credits and full year courses are awarded 1.0 credit. A grade of "D" or lower in Mathematics or English will require remedial work during the summer months prior to going on to the next level. For transfer, acceleration or make-up courses see that particular section in this handbook for more specific information.

**Academic Probation:** If a student's un-weighted GPA is below a 2.000 at the end of the first or third quarter, he/she will receive a letter of warning. If a student's un-weighted GPA at the end of any semester is below a 2.000, he/she will be placed on academic probation for the following semester. It will be expected, as a condition of the probation, that the student raise his/her un-weighted GPA above a 1.999 by the end of the probationary semester. Students whose cumulative un-weighted GPA at the end of a school year is below a 2.000 will also be placed on academic probation for the first semester of the following school year. Co-curricular and extracurricular activities will be restricted at the discretion of the Executive Director until academic improvement is shown. The student and his/her parents must meet with the Academic Counselor, the Executive Director, Director of Curriculum, Lead Teacher, and/or other staff members as deemed appropriate who will develop an individualized academic prescription for remediation. If the student fails two or more core courses, regardless of GPA, an individualized academic prescription is called for. If remediation does not occur and the student is still on academic probation at the end of the school year, the student will not be invited back for the next school year. However, students who show continuous progress throughout the year may appeal to the Executive Director. Only in documented cases of extreme physical or emotional distress or other extenuating circumstances will the conditions of the probation be adjusted or waived at the discretion of the Executive Director.

**Acceleration:** Students who wish to take a summer school course for acceleration must receive written approval from the Academic Counselor before they begin the course. Students successfully completing such courses will receive credit, but the letter grade will not be computed into their GPA. When a student has permission to attempt early graduation, special arrangements are made concerning both elective and required courses. This is done only for exceptional students who have an overriding need or reason to ask for special exemptions.

**Course Failures: Final Credit Make-up Policy:** When a student fails a required course or is deficient in the number of credits needed for graduation, the following options are open to his/her:

1. He/she may repeat the course the next year.
2. He/she may, with the permission of the Academic Counselor,
  - a. go to summer school (6 weeks minimum)
  - b. receive private tutoring (30 hours minimum)

Documentation must be provided by the tutor or summer school showing attainment of proficiency in the subject area. In the case of an **elective course failure**, approval by the Academic Counselor must be obtained before a replacement course is begun. In the case of a **required course failure**, make up credit will be given by complying with 1. or 2. above. The student's grades for summer school/tutoring will appear on his/her transcript and the grade will be computed into his/her GPA. If a student is asked not to return the following year due to a GPA below 2.0, and summer school course(s) approved by the Executive Director raises the GPA to 2.0 or higher, the student will be allowed to return to DCS on a space-available basis.

Course failures must be made up before the beginning of the next school year. Final failing grades which are not made up as prescribed will be used in year and cumulative GPA calculations, even if the course is made up at a later date.

**Reports to Parents:** There are two types of reports we send home during the school year. The school year is divided into 2 semesters with 2 quarters in each semester; so the school year has 4 quarters, each approximately 9 weeks long. The first type of report sent home is the **Progress Report**. This report is used to communicate to parents a significant change or a deficiency in a particular subject area. This report is issued approximately 3 weeks before report card grades are

distributed. The second type of report sent home is the **Report Card**. The grades on the report cards are a permanent part of a student's record. Progress reports and report cards will be mailed home. These reports must be signed by the parents and returned to the teacher who issued it by the date specified on the report. If the Progress Report or Report cards are not returned, the student will be subject to disciplinary action and parent will be contacted by the school.

**Honors and Advanced Placement Courses:** Recommendations for Honors or A.P. courses are based on a student's demonstrated ability, performance in class, standardized test scores and teacher recommendations. Students who are recommended to take an Honors or A.P. level course may decline to accept the offer and take the regular level of the same course. However, doing so will likely prevent the student from being accepted into the Honors or A.P. level of the next course in that sequence. These recommendations, normally made at the end of the 3<sup>rd</sup> quarter, are tentative. If specific criteria are not met by the end of the 4<sup>th</sup> quarter, the Executive Director or his/her designee reserves the right to rescind the invitation. If a student or his/her parents believe an error has been made in a particular course recommendation (or otherwise desire reconsideration) they must request a review. A review committee will be convened by the Executive Director to resolve appeals. The general criteria for Honors/A.P. recommendations are the following:

1. "B" or better average in the current prerequisite course. Students who are currently in an honors/A.P. course and are being considered for the next course in the sequence must have an academic average in the course of a "B-" or above and in the teacher's professional opinion should be performing satisfactorily and should be able to handle the demands of the new course (the minimum "B-" requirement may be set aside by the Executive Director in extraordinary circumstances.)  
Students hoping to move into an honors class from a regular class must demonstrate both strong ability and willingness to work hard. The teacher's recommendation will be critical to the review of a student's application.
2. An applicable standardized test score in the 85<sup>th</sup> percentile or above.
3. A teacher recommendation.

**Transfer Students:** Students who transfer to Doctors Charter School during the school year from another Dade County Public school will have their transfer grades included with their Doctors Charter School grades in the computation of marking period grades, final grades, and GPA. Insofar as possible, transfer students from any other school will have their current year semester grades and earned credits listed separately from their Doctors Charter School grades on the transcript. Transfer students must be in good standing with their former school prior to being admitted to Doctors Charter School.

**Homework Policy:** The purpose of homework is to provide practice or review of skills previously taught. All students are required to complete homework. Homework at the DCS directly impacts the daily lesson and transfer of learning. It is the student's responsibility to write all assignments and the parent's responsibility to check their child's assignments. Homework plays a very important part in our curriculum. Homework will include written and non-written assignments. Assignments are given at the discretion of the teacher of each course of study. This includes daily assignments, research projects, book reports, independent study and team assignments. Homework left at home is not to be delivered during the school day. Late homework may be accepted at the individual teacher's discretion. A student will normally have approximately 2-3 hours of homework each night. In addition to specific homework assignments, students should review class notes prior to the next class and on weekends. Homework will not be assigned over the Thanksgiving, winter break, and spring breaks. This does not include projects that are assigned well in advance of the completion date. Policies for evaluating homework are

indicated by each instructor in the course syllabus. For homework to be effective parents must play an important role. They should provide a proper environment free from distractions. While we encourage parents to show an interest in the subject matter of the homework assignments it is imperative that the students maintain independence of thought, process, and product. It is the responsibility of the student to find out his/her homework when he/she is absent. In cases of prolonged illness, homework must be made up in a timely fashion in consultation with the teacher. Parents can request to pick up homework for students who will be out of school with an appropriate excuse. The Academic Counselor will oversee the student in these instances.

**Homework - Purpose:** Doctors Charter School considers homework to be an essential part of the academic program. It is assigned to accomplish the following objectives:

1. students prepare for the next lesson
2. students review and reinforce previous lessons
3. students extend knowledge and expand on concepts
4. students analytically or creatively synthesize information
5. students learn the value and skills of time management and pacing for achieving long-range goals, as well as solid learning habits.

**Tutoring:** Doctors Charter School recommends that students who need assistance beyond classroom instruction exhaust the following resources before engaging a tutor:

1. wise use of classroom time and instruction
2. completion of all homework and other assignments
3. see teacher during office hours, or as arranged with faculty, attend help sessions with members of the National Honor Society, or with peer tutors
4. institutional response to varied learning needs, as specified and documented by professional testers

Although there are advantages to one-on-one instruction, sustained tutoring tends to inhibit the development of self-initiated learning skills. It is imperative that tutors assist students; never should they do the work for the student. Tutors should contact faculty so they may collaborate on a proper strategy which will develop the student's ability to learn independently. According to the code of ethics of the teaching profession, **faculty may not be engaged as paid tutors of their own students during the school year.** Doctors Charter School offers tutoring services. Please contact the office for further information.

## **AWARDS AND RECOGNITION**

**Honor Roll:** This status recognizes students who have achieved a weighted GPA of 3.667 or above at the end of each semester and no grade lower than a "B."

**Scholarship Awards:** These are given at the end of the academic year to those students who achieve a weighted GPA of 3.667 and no grade lower than a "C" for the year.

**Excellence Awards:** These are given at the end of each semester to the outstanding student in each teaching section. Each recipient must have maintained an "A-" or better average for the semester, must have demonstrated a sincere interest in the subject matter, and must have shown initiative and a commitment to excellence.

**Achievement Awards:** These are presented at the conclusion of each course to students who have demonstrated significant academic improvement and consistently high or significantly improved interest and effort.

**Non-Academic Awards:** In addition to the academic awards, several awards are presented to students in each grade level who consistently show concern and respect for others, practice self-discipline and responsibility, make wise choices, exemplify good conduct, thoughtfulness, good judgment, leadership, service and live the philosophy and mission of our school.

**National Honor Society (NHS) and National Junior Honor Society:** The National Honor Society Chapter of Doctors Charter School is a duly chartered and affiliated chapter of this prestigious national organization. Any sophomore who has maintained a 3.75 cumulative weighted GPA and any junior or senior who has maintained a 3.667 cumulative weighted GPA is eligible for nomination into the National Honor Society. A transfer student must be enrolled in Doctors Charter School for two semesters in order to qualify. Once GPA eligibility is established, the NHS Adviser gives each student a packet that contains information about the application procedure as well as the application itself. Students applying for membership must show evidence of outstanding leadership and excellent character. Additional criteria include service (documented with the school prior to the processing of the application in the spring) to others both in and outside the school well above and beyond the minimum required of each student. The Executive Director testifies regarding each applicant's attendance, tardy and disciplinary record. All must be excellent. Once selected to the National Honor Society, members are expected to continue to demonstrate outstanding scholarship, character, leadership, and service.

### **COLLEGE COUNSELING (CAP)**

The college counseling program is designed to assess each student's interests, abilities, needs and career goals. Students will have formal and informal opportunities to learn more about themselves, the college admission process, and the world of work. This will be accomplished through individual meetings with students, family, and counselor as well as small and large group activities and programs. The goal of the college counselor is to facilitate the best match between student and college. This is a collaborative effort among students, parents, and the college counselor, and it may include colleges and universities of their choice.

### **EXAMINATIONS**

Formal examinations are given at the end of each semester. Students and parents may ask to review the student's work on his/her exams with teachers; however it is the policy of the school that semester exams are not released.

### **FLORIDA'S BRIGHT FUTURES SCHOLARSHIP PROGRAM**

The Florida Bright Futures Scholarship Program established a lottery-funded scholarship to reward any Florida high school graduate who merits recognition of high academic achievement and who enrolls in an eligible Florida public or private postsecondary educational institution within three years of high school graduation. This program provides college scholarship awards in two levels of interest to Doctors Charter School students: *Florida Academic Scholars Award and Florida Medallion Scholars Award.*

**General eligibility requirements for the Florida Bright Futures Scholarship Program are:**

1. Be a Florida resident.
2. Earn a standard high school diploma or its equivalent from a public or private high school, or complete a home education program.
3. Be accepted by and enrolled in an eligible Florida public or private postsecondary educational institution.
4. Be enrolled for at least six (6) semester credit hours or the equivalent.

5. Not have been found guilty of nor plead *nolo contendere* to a felony charge.
6. Apply for a scholarship during the last semester before high school graduation.

**Florida Academic Scholars Award (additional academic requirements):**

1. Be a scholar or finalist in either the National Merit Scholarship Program or National Achievement Scholarship Program sponsored by the National Merit Scholarship Corporation; **or**
2. Have a minimum weighted cumulative grade point average of 3.5 on a 4.0 scale in the following 15 academic credits: 4 in English, 3 in mathematics, 3 in the natural sciences, 3 in the social sciences, and 2 in a foreign language ; **and**
3. Have earned a minimum score of 1270 on the SAT I, or a minimum score of 28 on the ACT; **and**
4. Have completed a minimum of 75 hours of community service.

The award level for the *Florida Academic Scholars Award* is equal to the amount required to pay 100% of tuition and fees, and \$600 annually for college-related expenses at a public postsecondary institution. A student who is enrolled in a private postsecondary institution is eligible for an award equal to the amount that would be required to pay for the average tuition and fees at a public postsecondary institution at the comparable level, plus the annual \$600. In either case, the award may cover up to 45 semester credit hours per year.

**Florida Medallion Scholars Award (additional academic requirements):**

1. Have achieved a minimum weighted GPA of 3.0 on a 4.0 scale, *Florida Academic Scholars Award*, **and**
2. Have earned a minimum score of 970 on the SAT I, or a minimum score of 20 on the ACT.  
A *Florida Medallion Scholar* who is enrolled in a public postsecondary institution is eligible for an award equal to the amount required to pay 75% of tuition and fees for up to 45 semester credit hours per year. A student enrolled in a private postsecondary institution is eligible for an award equal to the amount that would be required to pay 75% of the average tuition and fees at a public postsecondary institution at the comparable level.

**HIGH SCHOOL GRADING GUIDELINES**

By School Board directive, academic grades are to reflect the student's academic progress. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period, including such factors as class attendance, homework, and participation.

In authorized semester courses, the student's final grade shall be determined as follows: 40 percent value for each of two nine-week grading periods and 20 percent value for the final examination, with a provision for teacher override.

In authorized annual courses, the student's final grade shall be determined as follows: 20 percent value for each of four nine-week grading periods, 10 percent value for the midterm exam, and 10 percent for the final exam, with a provision for teacher override. In order to pass an annual course in grades 6-12, a student will earn a minimum of 10 grade points, of which a minimum of five must be earned in the second semester. Teacher override (either up or down) can still be used.

In both authorized semester courses and authorized annual courses, the criteria for grading certain exceptional students may be modified by the Individual Educational Plan (IEP) team.

## A. GRADING

The following are the academic grades used:

Grade	Numerical Value	Verbal Interpretation	Grade Point Value
A	90 – 100 or 3.5 – 4.0	Outstanding progress	4
B	80 – 89 or 2.5 – 3.4	Good progress	3
C	70 – 79 or 1.5 – 2.4	Average progress	2
D	60 – 69 or 1.0 – 1.4	Lowest acceptable progress	1
F	0 – 59 or 0 - .9	Failure	0
I	0	Incomplete	0

Students who earn more than the required number of credits are not penalized in their rank in class. Conduct grades are used to communicate clearly to both students and their parent(s)/guardian(s) the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades. Conduct grades must be consistent with the student's overall behavior in class and should not be based on a single criterion.

Conduct grades are denoted by using grades of A, B, C, D, or F.

Effort grades are assigned by teachers based on the student's potential, study habits, and attitude. Three numerical grades are used to reflect their effort:

Effort Grade	Verbal Interpretation
1	Outstanding Effort
2	Satisfactory Effort
3	Insufficient Effort

## B. GRADE POINT AVERAGE – RANK IN CLASS

Guidelines for interpreting students' grades with respect to rank in class and grade point average are provided in School Board Rule 6Gx-13-S5B-1.061. Grade point averages (GPA) are calculated for any of the reasons listed below:

- High school graduation
- Rank in class
- Eligibility to participate in interscholastic extracurricular activities
- Awards and recognition programs
- Placement on the honor roll and/or membership in honor societies
- College admissions and scholarship competitions

The grade point average used for determining the final rank in class for seniors includes grades from all courses in which credits have been earned for high school graduation and the first semester of the students' senior year. The calculation process produces an un-weighted GPA to which bonus values are added. This GPA is used for the ranking process.

**\*\*Rank in class is only calculated during the senior year\*\***

## GRADE AND BONUS POINT VALUES

The grade and bonus point values shown in the chart below are used in determining un-weighted (without bonus points) and weighted (with bonus points) GPA's.

Letter grades	Grade points	Bonus Points	
		Honors	Advanced Placement
A	4	1	2
B	3	1	2
C	2	1	1
D	1	0	0
F	0	0	0

NOTE: Dual enrollment courses are awarded either honors or the equivalent of advanced placement bonus points as required by State Board Rule. The specific weighting is determined by a committee of subject area administrators and is intended to reflect the scope and intensity of the specific course.

### DOCTORS CHARTER SCHOOL GRADING RUBRICS/GUIDELINES:

Along with the course of study, it is expected that each student is committed to:

- Developing self-discipline and responsible decision-making
- Engaging in effective action and reflection for sound intellectual and character formation
- Demonstrating appropriate classroom conduct
- Being on time to class and on time with assignments

90 -100% A	80-89% B	70-79% C	60-69% D	Below 59% F
Exceptional grasp of content and mechanics.	Thorough grasp of content and mechanics.	Basic grasp of content and mechanics.	Minimal grasp of content and mechanics.	Grasp of content and mechanics is inadequate for proceeding to the next level.
Excellent communication skills through oral, written, visual, and kinetic format where appropriate.	Strong Communication skills through oral, written, visual, and kinetic format where appropriate.	Basic communication skills through oral, written, visual, and kinetic format where appropriate.	Minimal communication skills through oral, written, visual, and kinetic format where appropriate.	Ineffective communication skills through oral, written, visual, and kinetic format where appropriate.
Preparation of class work and homework often going beyond assigned requirements.	Regular and thorough preparation of class work and homework.	Spends enough time on home work to “get it done” and acceptable study habits.	Incomplete assignments; poor study habits; inadequate class preparation.	Demonstrates lack of effort in routine required tasks.
Demonstrates initiative, self-motivation and active participation.	Willingness to engage in tasks and performs such work competently with minimal assistance.	Competent, accurate preparations and presentations that are teacher initiated.	Inconsistent quality of work; carelessness in preparation and presentation.	Neglects to complete assigned tasks on a timely basis; quality of work is unacceptable.
Engages the course material in non-routine as well as routine tasks.			Performs at a minimum acceptable level on evaluative criteria.	

The following codes are also used: NC (no credit), INC (incomplete).

**Semester Work:** All school work, papers, special projects, etc. due during each semester must be completed and handed in to the teachers before review day. All make-up tests/quizzes must be taken before semester exams unless written approval is received from the Executive Director. Students are not permitted to hand-in any work after the end of a semester in order to affect a grade change on a report card (except in the cases of an incomplete).

**Grade Point Average (GPA):** A student’s grade point average (GPA) at the end of the first semester is calculated as a simple average of the grade points earned in the courses attempted during that marking period. The final GPA for the school year and the cumulative GPA are calculated by taking the earned grade points for courses attempted during the year(s), multiplying each by its credit weight and dividing the total by the total credit weight. Weighted GPA's include the additional quality points awarded in honors and A.P. courses. Course failures which have been made-up before the beginning of the next school year or which are required to be made up at Doctors Charter School will have a “D” rather than the “F” used in the calculations. Only those courses receiving grade points will be used in GPA calculations.

**State University System Undergraduate Admissions Requirement:** Beginning with the high school graduating class of 2003, all public universities in Florida will require 19 academic course credits for admission. This means that in addition to the specific subject area credit requirements at Doctors Charter School, students who seek admission to a public state university must also have 4 additional credits in the core academic areas (English, Mathematics, Natural Sciences,

Social Sciences and International Language.) These 4 credits would come from the student's 8 elective credits.

**Cumulative 2.0 GPA Graduation Requirement:** Florida School Law and Department of Schools' policy mandate a cumulative un-weighted grade point average (GPA) of 2.0 for high school graduation. Please be aware that a 2.0 on Doctors Charter School's grading scale is equivalent to a "C." Students who receive a final grade below a "C" in a course have passed and are not required by Doctors Charter School to make-up the course. However, their GPA is adversely affected with regard to this new policy as these marks contribute grade points below a 2.0 towards the cumulative calculations. **Therefore, it is possible for a student to pass every high school course and yet not achieve the cumulative 2.0 GPA required for graduation.**

**Incomplete Grade Designation:** An incomplete grade will be given only with the approval of the Executive Director or designee who will also set the date by which the missing work must be completed. The student and his/her parents will be advised of the time limit to remove the incomplete grade. Incomplete grades are given only as a result of prolonged illness, hospitalization, or a similar situation which has been fully documented by the attending physician.

**Academic Probations:** Students will be placed on academic probation if they fail to maintain a 2.0 grade point average or receive a letter grade lower than a C in conduct. The probation will continue for one grading period. A meeting will be conducted in order to discuss improvement or for alternative educational setting options.

**GRADUATION**

**Doctors Charter School Graduation Credit Requirements:**

Subject to change to reflect current state law.

- 4.0 English
- 4.0 Mathematics
- 4.0 Natural Science
- 3.0 Social Science
- 2.0 Foreign Language (two-year sequence) (including Latin 1)
- 0.5 Physical Education
- 0.5 Personal Fitness
- 0.5 Life Management Skills
- 0.5 Fine Arts
- 0.5 Practical Arts
- 5.0 Electives (Research class)
- Capstone Project

TOTAL REQUIREMENTS: 28 Credits

The state of Florida requires a 2.0 cumulative GPA for graduation.

**Graduation with Honor:** Graduation honors are computed from a cumulative weighted 4-year grade point average, or in the case of transfer students, from the number of years completed at Doctors Charter School. The three distinctions are

- .....With Highest Honor 4.100 or above
- .....With High Honor 3.834 to 4.099
- .....With Honor 3.667 to 3.833

## **GRAMMAR AND SPELLING**

Proper grammar and spelling is a school wide expectation on all subject areas. Specific faculty policy with regard to grammar and spelling in content area subjects is explained in the syllabus of each teacher.

## **GUIDANCE/COUNSELING SERVICES**

Student services that are proactive, responsive, and curricular-based are designed to meet the needs of students and their families. Teachers, administrators, and families may initiate referrals for student services by contacting the counselor. Students may initiate services by completing the request for counseling form located in the main office and/or by contacting a lead teacher, counselor, or other staff personnel.

**Referrals:** The Counseling Department maintains a list of referrals for resources outside the school. Some services are covered by insurance; check with your insurance company for a list of names associated with it. Full respect is given to the rights of students and their parents to privacy and confidentiality.

## **PARENT – TEACHER CONFERENCES**

This is a time for parents and teachers to meet and discuss the student's academic progress or behavior. Each high school student will have an academic educational plan. Parent-Teacher conferences are made by appointment only. If a student's grade falls below a "C", parents are strongly urged to call the school secretary to set up an appointment. Teachers or administrators may also call parents to request a conference.

## **TESTS, MAJOR PROJECTS AND PAPERS**

**Number in a Day:** It is our goal to limit the number of tests given in a day to two. Students should not have more than two tests (assessments) in any one given day in grade level courses. If a student is in a mixed grade level course or an elective, he/she may expect from time to time to have more than two tests (assessments) given per day. Faculty makes every effort to collaborate with each other in avoiding such situations.

**Make-up Work:** Make-up work is allowed for excused absences. Students will make arrangements directly with teachers to schedule any make-up work (graded work missed due to an absence) as soon as the student returns to school. A medical appointment scheduled in conflict with a make-up test/quiz will not be considered an excuse for missing the exam. A teacher's specific make-up policy will be included in his/her course syllabus. Students and parents are expected to be fully familiar with these policies.

**Students who miss make-up tests/quizzes will receive a "zero".**

**Semester Exam Make-up:** If a student is very ill or has an emergency medical treatment and cannot take a semester exam, the academic counselor must be notified in writing before the scheduled exam time, and a health practitioner's note is required. Only then will the academic counselor schedule a new date for a make-up semester exam. **In an unexcused absence the day of a semester exam, the student may receive a "zero" at the discretion of the Executive Director or designee.**

## TEXTBOOKS

Textbooks and CDs are the property of Doctors Charter School. Students are responsible for maintaining the school's books, CDs and materials in good condition. Students who lose or damage books, CDs/materials will need to pay the replacement cost for new books, CDs or materials.

## ATHLETICS

**Eligibility:** The following eligibility requirements are in compliance with the bylaws of the Florida High Schools Activities Association (FHSAA) and with applicable Florida Statutes. Eligibility for interscholastic athletics is determined at the beginning of each semester based on a student's cumulative un-weighted grade point average (GPA) and on the un-weighted GPA of the previous semester. In order to be eligible for interscholastic athletic competition during each semester of the school year, a student must have maintained a minimum cumulative GPA of 2.0 on a 4.0 un-weighted scale as well as a minimum GPA of 2.0 in the previous semester in all courses and must maintain satisfactory conduct. This mandatory scale provides for a consistent standard of academic measure for all private and public schools in the state.

The **athletic eligibility grading scale is:**

A	100 - 90	4.0
B	89 - 80	3.0
C	79 - 70	2.0
D	69 - 60	1.0
F	59 - 0	0.0

Please keep in mind that the letter grades and GPA reported on the academic reports from the school use the school grading scale, NOT the state mandated scale for eligibility. Additionally, the GPA reported on a student's Report Card uses current year courses only and is not a cumulative record. Therefore, **a student may be declared ineligible despite appearing to have met the state standards on the Report Card.**

Eligibility is declared by the Athletic Department after consultation with the Executive Director as soon as the grades for each semester are officially posted. A student who has not met these eligibility requirements may not participate in interscholastic athletics for the entire semester. He/she will be removed from any sport team he/she is currently participating in and may not try out for any other sport until he/she regains his/her eligibility. Ineligible students may not participate in any team events including practices and games.

An incomplete (INC) grade on the Academic Progress Report for any course will be considered a conditional failing grade until such time as the incomplete is replaced with an actual course grade. A student who is ineligible due to this conditional failure may regain his/her eligibility once the incomplete is replaced with the actual course grade and he/she meets the conditions for eligibility as previously outlined. A student who is declared ineligible as a result of one or more failing grades at the end of a school year may regain his/her eligibility for the first semester of the following year by repeating and successfully completing the failed course(s) in summer school at Doctors Charter School or another regularly organized summer school and meeting the cumulative GPA requirements. If the summer school course is to make-up a failure in a **required** course and is taken at another school, the student must also pass a make-up examination at Doctors Charter School in order to receive credit. A student receiving make-up credit is awarded a letter grade of "D" which is used to recalculate his/her cumulative GPA.

**Academic Credit for Interscholastic Athletic Participation:** Students may receive 0.5 credits toward graduation for each recognized varsity level sport season in which they participate and compete with the approval of their coach and the Athletic Department. Students who participate in two sports which run concurrently or which substantially overlap may receive credit for only one sport. Students may receive a maximum of 1.0 athletic credit per year, with a ceiling of 1.5 total credits earned in this manner during the high school years. Students who are removed from a team due to ineligibility or who leave the team before its normal end of season will not receive credit for participation. Athletes whose absences from team events (e.g. practices, games) exceed 20% of the sport season will not receive academic credit. Credit will not be awarded to non-athletic team personnel such as managers, trainers, scorekeepers, etc. Academic credit for varsity sports will be included on the high school transcript as “CR” (credit received) but will not be calculated into the high school student’s GPA.

**Athletic Probation:** A student who meets the eligibility requirements but receives an "F" or two "D's" in the previous semester or as final grades or who otherwise is at risk of losing his/her eligibility will be placed on athletic probation and will be closely monitored by the athletic staff and/or his/her academic counselor. The student will be required to have his/her teachers complete a weekly progress report. If no improvement is noted within the agreed upon time frame, the athletic staff may ask the coach to remove the athlete from the team.

**Activity/Conflict Policy:** Games take precedence over practice for high school activities such as a drama production, debate or other club activity or special event. In cases of conflicting activities, the responsible adults will work together in the best interest of the community.

**Office Hours for Athletes:** If a teacher requests that an athlete attend office hours on practice days, the coaches will allow the athlete to attend office hours before going to practice. Athletes and Faculty are required to document this attendance to the coach.

**Doctors Charter School Athletic Program:** Doctors Charter School has instituted an athletic program that will offer a variety of interscholastic sports for the student body. The athletic department welcomes all students to participate in our program. Although there are limited spots on athletic teams, all students will have an equal and fair chance to tryout. As the school continues to grow in the years to come, teams will be added as well as coaches to form multiple teams for each sport. Our plan is to have a Junior Varsity and Varsity program for each sport offered at DCS, which will allow all students to develop within their respective age groups, as well as to form a community of athletes that can take pride in representing our school throughout the community. Doctors Charter School has applied to the Florida High School Athletic Association (FHSAA) for its probationary year and will expect full membership by the 2006-2007 year. In accordance with the FHSAA, DCS will follow all rules, regulations and bylaws regarding participation in interscholastic athletics. Being part of the organization is essential for the high standard we place on our students and our expectations in all walks of life, including athletics.

## **STUDENT LIFE**

**Assemblies:** Flowing from our desire to live the Philosophy and Mission, school assemblies are considered an important aspect of life at Doctors Charter School. They are times to reflect, build community, share information and learn together. Students are to arrive on time, sit with their teachers and class and maintain proper respect during the assembly presentation.

## ATTENDANCE

The School Office is open from 7:30 a.m. until 4:00 p.m. School begins promptly at 8:00 A.M. Students should arrive before school and report to their 1<sup>st</sup> period class where attendance will be taken. Students may not be on campus earlier than 7:30 a.m. There is no supervision before that time. Students arriving prior to 7:30 a.m. are to report to the designated early drop-off area. A student who is not involved in a supervised activity after 3:45 p.m. must report to the designated after school area to wait for pick-up by parent or guardian.

**Attendance Policies:** Regular attendance in school is of the utmost importance to the learning process. Frequent absenteeism weakens the students' interest in learning and scholastic achievement. School attendance is the responsibility of both parents and students. Attendance is recorded in all classes and is reflected on each report card. Students will not be allowed to accumulate an excessive number of absences or an excessive number of days tardy to school. **Failure to cooperate on the part of the parents can result in the student being dismissed from the school. In accordance with the laws of the State of Florida, Doctors Charter School will enforce the following attendance policies.**

The attendance rules are as follows:

1. A secondary student accumulating ten or more unexcused class absences in an annual course or five or more unexcused absences in a semester course will be subject to the withholding of final credit, pending a student/parent-requested administrative screening and/or review of all absences by the attendance review committee.
2. If needed, attendance review committee will be established by the Executive Director. The committee will consist of three or more school personnel who have the responsibility to review student attendance petitions during the last week of the course(s) and make recommendations based upon M-DCPS board policy which may include one or more of the following:
  - Issuing of final grades;
  - Temporary withholding of final grades pending makeup assignments; or
  - Permanent withholding of final grades and credit.
3. The following are considered excused absences
  - Student illness
  - Medical appointment
  - Death in the family
  - Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.
  - School sponsored event or activity previously approved
  - Other individual student absences or tardies beyond the control of the parent or the student as approved by the Executive Director or designee
4. All other absences or tardies not listed above in item 3 are considered unexcused.
5. The student is expected to:
  - Take advantage of his/her educational opportunity by attending all classes punctually on a daily basis.
  - Provide the school with a written explanation for any absence/tardiness.
  - Request the make-up assignment for all excused absences/tardiness from his/her teachers upon his/her return to school or class. It should be noted that all class work, due to the nature of instruction, is not readily subject to make-up work.
  - Complete the make-up assignments for classes missed within a reasonable amount of time. Failure to make-up all assignments will result in lower assessment of the student's academic and/or effort grade.
  - Submit a completed "Petition to Appeal Withholding of Final Passing Grade" to the

individual responsible for screening the process:

1. Provide written documentation for all absences to the attendance review committee.
2. Appear before committee at the scheduled time with a parent or guardian

6. Parental Responsibility:

- In accordance with Florida statute 232.10, in the event that a student is unable to attend school because of illness or any other important reason, the parent is required to call the school the day of the student's absence between 7:30 A.M. and Noon. A message should be left on the Phone Message System **305 754-2381**, stating the relationship of the caller to the student, student's name, identification number, and reason for absence. Failure of parents to call may result in disciplinary action for the student. **If there is no contact between the school and the parent/guardian, the student will be kept out of class upon return to school until contact is made with parent/guardian.** When a student is to be signed out of school early by anyone other than the parent or guardian the parent/guardian **MUST** notify the school prior to the sign out that this is happening with the parent/guardian's knowledge and at their behest.
- **Upon return to school, the student must present a note from parent/guardian with the dates and reason for the absence.**
- In the event of a hospitalization, or a long-term illness, (more than 3 consecutive days) a student must present written verification by a medical doctor to the Office upon return to school. In these cases, the parent is obliged to get the student's homework assignments through the office.
- In the event of students with chronic illness, documentation must be provided to the Office, at the beginning of the school year and update it on an annual basis.
- When an absence is anticipated, the student is required to submit a note from parents to the office specifying the reason and dates of the absence.
- Personally contact the school after his/her child's fifth (5<sup>th</sup>) aggregate absence.
- Assist his/her child with the completion of the "Petition to Appeal Withholding of Final Grades"
- Appear before the attendance review committee at the schedule time to provide information relating to his/her child's absences.

**Absence from Class/School:** Students are expected to be in attendance at all scheduled classes. Immediately upon returning to school, it is the responsibility of the individual student to contact his/her teachers to make up assignments and material missed due to absence. The student will have the same number of days to make up the work as missed due to excused absences. For example, if a student misses 2 days then he/she will have 2 days to make up all work in a class. Work not made up as agreed upon after an absence will be a zero. Skipping/Tuancy will be reported to the appropriate authorities. Students may not arrive for only part of any school day, except in the case of an emergency or when they are able to present a valid note. If a late arrival is anticipated, the office staff must be notified as soon as possible. **Students may not come to school just to take a test or leave after a test; they must be in school the entire day.** If a student is ill, it is imperative for him/his/her to remain home and take the make-up test when arrangements are made with the teacher.

**A student who has a personal absence from school may not participate in after-school or evening extracurricular activities that day. If the event is on a non-school day, the student must have attended classes the previous school day.**

**School Related Absences:** School related absences are defined as those absences from class or school during which the student is participating, with the school's knowledge and permission, in a

school sponsored activity or representing Doctors Charter School at an outside activity as an individual or member of a school team (i.e. sports, field trips, retreats, conventions/workshops, academic competitions, Close-Up, A.P. exams, on-campus [i.e. at Doctors Charter School] visits with college representatives). All other absences are considered to be of a personal nature. **Students who do not participate in grade level trips are expected to be in school the entire day(s) of the trip.**

Any absence that is school related will be handled by the sponsoring faculty/staff member. Students are expected to comply with the individual requirements for these absences. Any student in academic danger and/or who has excessive personal absences will not be allowed to participate in school related activities if his/her counselor and teachers feel she is in jeopardy of failing any course.

**Medical Appointments:** When it becomes absolutely necessary to schedule a doctor or a dentist appointment during the school day, the student must submit an early dismissal note from his/her parents indicating the reason for the dismissal, the time of departure from the school and if he/she is expected to return. This note must be given to the office staff by 8:00 a.m. An adult must come into the school and sign the student out. If a student drives his/herself, he/she must sign out before leaving and upon returning to campus. The student must present to the main office documentation of his/her doctor visit upon his/her return to school. Early dismissal time will be counted as time absent from class and will count against the Time-in-School Requirement which constitutes a minimum of 5 hours during the school day.

**Pre-Planned Absences (including college visits):** All pre-planned absences are to be requested on the Pre-Planned Absence Form. **Students must inform their teachers of any and all anticipated absences from class. It should be noted that it will affect the Time-in-School requirement.** If a student knows of an upcoming event or circumstance which would necessitate his/her being absent for two or more days, his/her parents must make a request to the Executive Director at least one week prior to the absence. The student will then be responsible to pick up a Pre-Planned Absence Form and take it to each of his/her teachers and academic counselor for their signatures/comments on the absence. This form is a communication between parents, students and faculty. The student must return the form to the Executive Director or his/her designee, at least three school days prior to the absence or the student will lose his/her right to make up the assignments. If the student fails to secure any teacher signature(s) before the absence, the teacher(s) has the prerogative not to allow make-up work and may issue a failing grade to the student on graded work missed due to the absence. It is the responsibility of the student to obtain all assignments prior to the absence and to make arrangements with his/her teachers for make-up work upon returning. The teachers will not be expected to teach all the material missed, but will be as helpful and supportive to the student as possible.

**Tardy to School:** Students are considered tardy to school when they are not in homeroom period by 8:00 A.M. Students who arrive to school after 8:00 A.M. must report to the office for a late pass in order to be admitted to class. **Students who are tardy, will be marked tardy, and are subject to the consequences as stated in the Code of Conduct.** *A student who arrives late on the day of a test may be denied the privilege of taking the test* which could result in the student receiving a score of "zero." Any student who is not in school by 10:00 a.m. whether excused or unexcused will lose the privilege of participating in after school activities.

**Time-in-School Requirement:** If a student has more than 10 personal absences in a full-year course or activity period (5 personal absences in a semester course), he/she will not be promoted to the next grade and seniors may not obtain their graduation diplomas until the time-in-school

requirement is met. The school reserves the right to require the withdrawal of any student whose absences beyond 18 are considered too excessive or unacceptable for make-up.

## **BUS TRANSPORTATION**

Behavior on the school bus is covered in the Code of Conduct.

## **CO-CURRICULAR ACTIVITIES/CLUBS**

Clubs are service and/or special interest groups made up of students and faculty and are considered extracurricular organizations. Any student wishing to begin a club must submit a proposal listing the club's goals and suggested activities to the Executive Director for approval/disapproval before its submission to the Club Fair. Each club must have its own by-laws stating requirements concerning participation, commitment and attendance and must meet membership expectations as delineated in the Doctors Charter School Student Activities Bylaws. Participation in co-curricular activities such as Key Club, Debate, Robotics and Honor Societies has additional guidelines for participation.

**Student Government:** The Doctors Charter School Student Council is the structure for all non-academic groups that meet in the middle and high school and are governed by Bylaws. Amendments to these bylaws will require a two-thirds majority vote by the Doctors Charter School high school community. Final approval of this bylaw and any amendments to it must be given by the Faculty Sponsor and the Executive Director of the school. The Doctors Charter School Student Council will seek to provide the structure, the organization, the guidance and the personal attention that is vital in enabling individuals to express themselves, to learn about people and to grow in wisdom while serving the larger community.

Through its support of group activities, the Student Council will aid each student and faculty member in finding a unique role for serving the school and an active means for participation in the community. In order to carry out this objective, the Student Council opens all of its meetings to anyone in the high school community. The Student Council wants to enhance the quality of life at Doctors Charter School by empowering each person to engage actively and personally in creating an atmosphere that fosters self-development and community concern in accordance with philosophy and mission of our school. Two students from the middle and high school will be appointed for the PTSA Board.

**Elections of Student Council/Class Officers:** Student Council and class officers are elected in the Spring. New officers are elected in October. The criteria for office are as follows:

- a. Must have a minimum 2.0 cumulative GPA and no "F's" in any course for any marking period during the year preceding the quarter of office. Additionally, the student may not be on academic probation and all behavioral expectations of the school must be met.
- b. Register nominations with the Executive Director or his/her designee by the announced deadline.
- c. Agree to stay after school when necessary.
- d. Not go on exchange programs during the election year.
- e. Commit to leadership training when necessary workshops are scheduled.
- f. Live up to the Philosophy and Mission of Doctors Charter School.
- g. Encourage parents to participate in school functions.

**Proposals:** Any student or faculty member can propose activities. Proposal forms are located in the school office. Proposals must be submitted to Student Council at least two weeks prior to the activity date.

**Fundraising by Students:** No money can be collected by students at school for the sale of merchandise for personal or outside organizational gain.

## **COMMUNITY SERVICE**

In the spirit of the Mission and Values of Doctors Charter School, there is a strong commitment to its Community Service Program. It is expected that students complete a minimum required amount of community service hours. These hours must be completed before the designated review day. The responsibility of attending agencies and completing hours during the school year falls on the individual student. It is our hope that Doctors Charter School students will reach a level of involvement at a particular site that exceeds the minimum required number of hours.

All community service hours must be completed at school-recognized and approved agencies and properly documented with the Coordinator of the Community Service Program. Completion of 25 hours per school year is a graduation requirement for a total of 100 hours. Community hours must be submitted by the end of the 3<sup>rd</sup> nine week period.

**Please note that to qualify for the Academic Scholars Award of the Bright Futures Scholarship Program a minimum of 75 hours of service during High School is required.**

## **DROP-OFF AND PICK-UP PROCEDURES**

Students will be supervised only from 7:30AM until 3:45PM. All students, unless on campus for an authorized school activity, club, or event; will not be permitted in the school building or on the school grounds after 3:45PM. Please make arrangements to have your student(s) picked up by 3:45PM each day. Students who are involved in a school supervised event will be expected to adhere to the Code of Conduct. Parents must make arrangements to have their student(s) picked up at the conclusion of the school activity or the student may lose his/her privilege to participate in that activity. When dropping off or picking up students, the parents must adhere to the following procedures:

- pull all the way up in the loop
- don't drop off students until you reach the sidewalk
- so not wait for students or park your car in the traffic loop...no stopping and standing
- no cell phone use while driving on the property
- **FOLLOW ALL INSTRUCTIONS GIVEN BY DROP OFF/PICK UP MONITORS**
- 

## **DRIVING PRIVILEGES/ON-CAMPUS PARKING**

Due to limited parking space on the school campus, only seniors will receive priority and will be assigned parking based on availability and their previous year's disciplinary record. The remaining parking places, if there are any, will be given to honor students by lottery, and the remaining spaces will be assigned by lottery. Students and parents must complete and sign the STUDENT PARKING POLICY and application for parking space. The Executive Director will assign and monitor student parking. Since parking on campus is a privilege, the Executive Director reserves the right to revoke this privilege with cause, or not grant it based on the student's disciplinary record from the previous year. **All vehicles must display the Doctors Charter School student parking tag.**

## **EMERGENCY CLOSING/LOCKDOWN**

In the event of a county or state emergency that requires schools in our area to be closed, the school will follow Miami-Dade County Public Schools recommendations. In a lockdown the school gates will be closed. Parents should listen to local radio and/or television for further notification.

## **FIELD TRIPS**

Class trips are scheduled at the discretion of the teachers with sufficient advanced notice and permission of the Executive Director. All trips are to be curriculum related. All students are issued permission slips to be signed by their parents prior to the trip. Permission slips not signed by the deadline will result in the student missing the field trip; he/she will still be required to attend school to meet the time-in-school requirements. Field trips may include plays, museums, libraries, art galleries, planetarium or environmental studies. Field trips are a privilege and may be revoked if the student is misbehaving.

## **FIRE DRILLS**

Fire drills are conducted regularly throughout the school year. Each classroom in the school has a copy of the fire drill regulations and an emergency exit map posted in a conspicuous place. Everyone is required to maintain silence during all drills, follow posted procedures and instructions. Failure to do so will result in disciplinary action. Everyone (including visitors) should exit the building in a single file following the designated route for his/her area (unless conditions warrant a change.) Students shall line up by class with their teacher in the designated gathering area. Faculty will verify attendance; absentees will be reported to the Executive Director or her designee.

## **CLINIC**

The clinic/first aid station can be found in the Main Office. Teachers are to send students there if the need arises.

## **HALLWAYS / STAIRWELLS / BATHROOMS**

Any student, who is out of class, must have a pass. Students are not permitted to congregate in the bathrooms, hallways or stairwells.

## **IDENTIFICATION CARDS**

All students will be required to carry student I.D. cards and display them as instructed. Students will be charged a fee for replacing lost cards.

## **ILLNESS**

A student who leaves class due to illness may sit in the clinic, located in the Office, for one class period with a pass from the teacher. The student will be marked absent from that class and the absence is reflected in the Time-in-School Requirement. The student must then either continue his/her daily schedule or must go home; he/she may not sit out of another class. An adult must

come into the school and personally sign the student out; the office staff will record the time of departure. If a high school student has driven him/herself to school, the Executive Director must speak with the parent by phone to authorize his/her early departure from school.

**Medication:** Students may not have medication in their possession. If they require medication during the school day, it must be given to the Office staff who will administer it to the student as indicated. All requests must be put in writing and taken to the office on a form which will be sent prior to the opening of the school year. This form must be signed by a physician. All medications must be in the original container and be labeled with the student's name and dosage. The container will then be kept in a labeled plastic bag in a locked cabinet and an office staff member will be available to administer the medication.

## **LIBRARY POLICIES**

See Code of Conduct.

## **LOST AND FOUND**

If articles are not claimed within a month they will be given to the needy. In order to avoid inconveniences in identifying lost articles, each student is required to record his/her name clearly in each textbook, notebook, sweater, etc.

## **CAFETORIUM**

The school cafetorium is used by all members of the school. Its use must be "reserved" in a timely manner with the Executive Director or her designee to avoid last minute conflicts. This includes activities after 4:00 p.m. and on weekends.

Our *mission and values* challenge us to respect each other, the earth and its limited resources.

Maintaining a clean school community is a reflection of our commitment and therefore lack of such respect will not be tolerated. **It is everyone's responsibility to maintain the school clean of waste.**

## **MESSAGES - STUDENT COMMUNICATION**

**Messages from Home:** We ask parents' cooperation in keeping messages to students to a minimum. Emails, text messaging, and especially voice mail between students and parents during school hours detracts from our learning environment. The preferred method to pass timely messages is to contact the school office and the secretary will see that the message is delivered. We will not interrupt classes to deliver messages. Emergency situations will be handled accordingly. Students are required to obtain permission before using the school's phones. Students may not use the phones in the classrooms. Students are asked to limit their time on the office phone out of respect for others.

## **PARKING LOT**

No student may go to the parking lot during the school day without permission from the Executive Director or her designee.

## SECURITY

For the protection of property and the safety of our students, Doctors Charter School is monitored by surveillance equipment and by other security and alarm devices.

## TECHNOLOGY (SEE SEPARATE TECHNOLOGY POLICY)

## TELEPHONE/CELL PHONES (SEE CODE OF CONDUCT)

## UNIFORMS

**Dress Code:** All students are to keep their uniforms in good condition and must wear the proper uniform while on campus or while representing their school at events off campus. Only white T-shirts may be worn under the Doctors Charter School uniform shirt. If a uniform is not in good condition or a student is out of uniform, the student may not be permitted to attend class. Time out of class will not count towards the “time in school” requirements. Parents may be called to bring appropriate attire.

**Uniform Policy:** The appearance of the students is of paramount importance to us as we believe that pride in our appearance enhances the educational process because it focuses students’ interests in the academic program and not in physical appearance.

The following is the uniform policy that is endorsed by the school. Students are required to follow this policy. For consequences, see Code of Conduct.

### All Students

- 1) All students are required to wear pants, shorts, or capris purchased from the school’s contracted uniform company. Pants that are too big or too tight for the student are not acceptable and will be deemed in violation of the uniform code. Pants must be worn at waist level. **Loose or low hanging pants will not be tolerated.** Shorts are allowed under the same guidelines.
- 2) Polo shirts in the designated colors, purchased from the school’s contracted uniform company, must be worn. Alternatively, blue button-down shirt bearing the school logo may be worn. No other shirt colors or styles are permitted. **A maximum of (2) buttons may be left unfastened at the top of any shirt.** All other buttons must be closed.
- 4) A plain white t-shirt may be worn underneath shirts. Sweaters, jackets, and sweatshirts with the school logo must be purchased from the school’s contracted uniform company. **Hoods in sweatshirts may not be up in class or in school grounds at any time.**
- 5) Shoes must be closed toe and closed heel. **No heels are allowed.**
- 6) Students are expected to adhere to moderation with regard to styles in jewelry, makeup, nail polish, and natural looking hair colors. Earrings are limited to one stud per ear. Students may not have any visible tattoos, body markings, or body piercing jewelry other than those permitted on the ears.
- 7) Uniform must be clean and pressed at all times. Students are expected to exhibit groomed hair, skin and fingernails.
- 8) All headgear (hats, scarves, bandanas) are forbidden on school property, except for religious reasons.
- 9) No buttons, tags, or labels may be worn on the school uniform **unless** approved by the administration.

**P.E. Uniform:** The P.E. uniform may not be substituted for the approved regular school uniform. Each student is required to purchase and wear the Doctors Charter School P.E. uniform to P.E.

class and other P.E. events. The uniform consists of blue shorts, light blue or grey T-shirt with school logo, tennis shoes and white socks. The P.E. uniform can be purchased from the PTSA . Students who do not dress out or wear the appropriate P.E. uniform cannot participate in class that day and their P.E. grade will reflect their lack of participation for that day. Students will be allowed time to change before and after Physical education classes.

**Athletic Wear Policy:** Athletes will be assigned dismissal times for practice and game days; once they are dismissed they may change into the athletic wear as required by their respective coach for that day. On game days only, athletes will be allowed to wear the team game jersey (tucked in) and team jacket during the school day. To promote the school spirit (i.e. esprit-de-corps) all team members must wear the same jersey and jacket, if not this privilege will be revoked for the entire team.

### **VENDING MACHINES**

Due to participation in the National School Food Service program, vending machines may only be used by students prior to the start of school and after school.

### **VISITORS AND VOLUNTEERS**

Visitors are welcome and must be registered with the office to obtain a visitor's badge. It is expected that all visitors will follow all school policies with regard to conduct, dress, and campus rules. Guests must wear identification badges while at the school. School volunteers must be registered in the school database. Students who are suspended from school are not allowed on campus for any reason.

### **YEARBOOK**

The yearbook will be prepared by the students and will be sold to the student body.

## Doctors Charter School

### Conflict Resolution

“All **conflicts between the School and the parents/legal guardians** of the students enrolled at the School **shall be handled by the School or its governing board**. Evidence of each parent’s/guardian’s acknowledgement of the Schools Parent Conflict Resolution process shall be available for review upon request by the Sponsor (M-DCPS).”

*DCS Charter*

What should you do if you have a concern about your student at DCS? There is a process to follow. Go **up** the chart below for the best step-by-step approach to conflict resolution.

If your serious concern remains unresolved, make an appointment with the Executive Director.

~

You’ve spoken with the Department Chair, but you remain dissatisfied with the solutions at hand. You wish to talk to an **administrator** whose responsibilities are the closest to your area of concern. Identify whether you need the administrative staff member responsible for curriculum, discipline, guidance or other area. Next, speak with that person.

~

After talking to the staff member closest to the issue, you still need further help. If the concern is about an academic issue, use the school directory to identify the **Department Chair** in the appropriate area. It may take a little while to get an appointment, but it’s an important step in the process, so be patient. If the concern is about a discipline issue, proceed to the next step.

~

**First, identify the person closest to the concern.** Very often, this will be your child’s teacher. E-mail or call the teacher’s voicemail and leave a message summarizing why you wish to speak to the teacher. DCS teachers are busy, but they are committed to communicating with you. They return calls within 36 hours. Talk to the teacher about your concern. Be concise and to the point and at the end of your meeting ask for a summary of where you both stand on the issue. **Hopefully, your problem will be resolved. If not, go up to the next rung.**

**START HERE**

- STEP 5: Final appeal to the Board of Directors\*
- STEP 4: Meet with the Board Representative\*
- STEP 3: Meet with the Executive Director
- STEP 2: Meet with other staff/personnel: Discipline Coordinator, Guidance Counselor, ESE Coordinator, Department Chair, etc.
- STEP 1: Meet with Teacher

\*Suspension/dismissal only

## Doctors Charter School

### Calendar

2009-2010

August 20 & 21	Teacher Planning Days – No Students
August 24	First Day of School; Begin First Semester
September 7	Labor Day; Holiday for Students & Employees
September 28	Teacher Planning Day; No Students
October 19	Teacher Planning Day – P.D. Day (No Opt); No Students
October 29	End of First Grading Period; First Semester
October 30	Teacher Planning Day; No Students
November 2	Begin Second Grading Period; First Semester
November 11	Observance of Veterans’ Day; Holiday
November 26 & 27	Thanksgiving; Holiday
December 21 – January 1	Winter Recess
January 18	Dr. Martin Luther King, Jr. Birthday; Holiday
January 20	Early Release Day
January 21	End of First Semester and Grading Period
January 22	Teacher Planning Day; No Students
January 25	Begin Second Semester; Third Grading Period
February 15	All Presidents Day; Holiday
March 1	Teacher Planning Day – P.D. Day (No Opt); No Students
March 26	End Third Grading Period; Second Semester
March 29 – April 2	Spring Recess
April 5	Teacher Planning Day; No Students
April 6	Begin Fourth Grading Period; Second Semester
May 31	Observance of Memorial Day; Holiday
June 8 & 9	Early Release Days
June 9	Last Day of School; End Fourth Grading Period
June 10 & 11	Teacher Planning Days; No Students

## DOCTORS CHARTER SCHOOL COMPUTER AND INTERNET USAGE POLICY

### OPENING STATEMENT

This policy is intended to promote responsible and ethical use of the network resources provided by Doctors Charter School. Students have been provided access to the campus network. All network resources, including student accounts, are the property of Doctors Charter School. They are to be used for educational purposes exclusively. Individual users are responsible for the proper use of their accounts, including the protection of their login IDs and passwords. Users are responsible for reporting any activities that they believe are in violation of this policy.

1. **Misuse of the network.** An individual may only use accounts, files, and software and computer resources authorized by the teacher. Users may not engage in activities that could compromise the security of the network. Violations of this rule include, but are not limited to, the following examples: using accounts not assigned to you, using software to gain control of other computers or accounts, broadcasting messages over the network, saving files anywhere other than their own account, deleting or modifying files on the hard drives, excessive printing, using the computer to print gang affiliations, harassing other students, or attempting to introduce software onto the network.
2. **Copying Software.** Copying of any software, network or otherwise, is strictly prohibited. It is against the law and is punishable.
3. **Software Privacy and Vandalism.** Students will not access, read, delete, or tamper with any file that is not theirs.
4. **Care of Equipment.** Students are responsible for proper care and maintenance of computer equipment and peripherals. Students are also responsible for immediately reporting any problems with the equipment. Students are not allowed to alter or reconfigure hardware (including the computer screen's desktop or screen saver) without teacher permission.
5. **Food and Drinks.** No food or drinks are allowed in any computer labs or near computers at any time.
6. **Internet Guidelines.** A student must always receive permission to use the internet by a teacher or adult who is supervising them. Students should have a specific reason to use the internet; it is not a place to go just because a student is bored. Any information (text or pictures) must be placed in the student directory, not on the hard drive. No software (games, programs, etc.) on the internet.

**Specific Internet Rules:** No chat rooms ever. No accessing personal e-mail accounts. No software downloads. No pornographic sites. No gang-related sites or pages that contain illegal or degrading information. No sites that contain vulgar language. No excessive printing of non-educational websites or information from the websites. You must have permission from the teacher to do ANY printing.

**Closing Statement:** Reasonable suspicion of a violation of the principles or practices described in this policy will result in disciplinary action, which may include the loss of network privileges. Also, students must understand that the internet is an important source but that in the school environment it must be controlled by the teacher. Any use considered inappropriate by the teacher will result in cancellation of all internet privileges for the semester or school year. If necessary, a discipline referral will be filed.

\_\_\_\_\_  
Student Name (Print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (Print)

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

\_\_\_\_\_  
Date



DOCTORS CHARTER SCHOOL OF MIAMI SHORES  
11301 NW 5 Ave., Miami Shores, FL 33168  
(305) 754-2381 [www.doctorscharterschool.org](http://www.doctorscharterschool.org)

#### MEDIA RELEASE

During the school year your child may be photographed, video-taped, or interviewed at various school-sponsored events. The photograph, video, or interview may be reproduced and released for use by the media, i.e. newspapers, brochures, videos, television, and through the internet.

I hereby give Doctors Charter School and their employees, agents, licensees, representatives or assigns, and those acting under their permission and upon their authority or those for whom Doctors Charter School is acting the absolute right and permission to copyright and/or use and/or publish, exhibit, display, broadcast or print any portions of files, videotapes, audiotapes, still pictures, slides or any other type of recording in which my child may be included in whole or part, made through any media, without inspection or approval of the finished product or use to which it may be applied.

I also grant the right to include my child's possessions and/or background objects which may appear in the final product. I further release Doctors Charter School, their representatives, assigns, agents, or licenses from any liability for what my child, or anyone claiming by, through, or under him/her might deem misrepresentation or in connection with use of any of the aforementioned items in which he/she may have appeared.

Parent/Guardian Name (printed) \_\_\_\_\_

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

Date \_\_\_\_\_

#### AUDIO-VISUAL PERMISSION FORM

On occasion, your student may be shown a movie in class that may be rated PG-13. By signing below that you agree to this, no specific permission will be sought during the year each time a PG-13 movie is shown. Under no circumstances will your child view a movie with an R rating unless your permission is received in writing on a movie-by-movie basis. You must indicate by the appropriate choice if you wish to have the opportunity to grant permission for a PG-13 movie on a movie-by-movie basis. Please check only one option below:

- I understand and agree that my child may be shown PG-13 rated movies in the classroom throughout the year.
- My child is not allowed to view PG-13 movies at school.
- Please request my permission on a movie-by-movie basis for PG-13 movies.

Parent/Guardian Name (printed) \_\_\_\_\_

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

Date \_\_\_\_\_

Student Name (printed) \_\_\_\_\_

**Doctors Charter School of Miami Shores**  
**Miami-Dade County Public Schools**

**2009 - 2010**

**Code of Student Conduct**  
**Student/Parent Handbook**



**PARENT/STUDENT ACKNOWLEDGEMENT:**  
**CODE OF CONDUCT AND STUDENT/PARENT HANDBOOK**  
**SCHOOL YEAR 2009-2010**

**PARENT/GUARDIAN ACKNOWLEDGEMENT**

**I HAVE REVIEWED AND READ THE CODE OF STUDENT CONDUCT AND THE STUDENT/PARENT HANDBOOK. I AGREE TO COMPLY WITH ALL SCHOOL POLICIES AND AM AWARE OF THE CONSEQUENCES, SHOULD MY CHILD COMMIT ANY VIOLATION OF THE CODES AND POLICIES DURING THE 2009-2010 SCHOOL YEAR.**

\_\_\_\_\_  
**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE**

\_\_\_\_\_  
**PRINT NAME SIGNED ABOVE**

**STUDENT ACKNOWLEDGEMENT**

**I HAVE RECEIVED A COPY OF THE CODE OF STUDENT CONDUCT AND STUDENT/PARENT HANDBOOK. I UNDERSTAND THAT I MUST ADHERE TO ITS RULES AND REGULATIONS. SHOULD I VIOLATE ANY OF THESE RULES, I AM AWARE OF THE CONSEQUENCES.**

\_\_\_\_\_  
**STUDENT SIGNATURE** \_\_\_\_\_ **DATE**

*Important: Doctors Charter School reserves the right to modify any and all policies stated in this handbook and to add or remove policies at any time throughout the year with proper notification to parents/students.*

*This form must be signed and returned by August 28, 2009 and becomes part of the Student's file.*