

Table of Contents

Introduction

Letter from the Administration

School Overview

Vision, Mission and Philosophy Statement Belief Statements

Faculty and Staff Listing and Contact

Dothan Preparatory Academy Quick Facts

Parents Right to Know Family Education Rights & Privacy Act (FERPA) Gifted Assurance Statement

General Information

2024- 2025 DCS Calendar

2024 - 2025 DPA Bell Schedule

Enrollment Procedures

Attendance Policy & Procedures

Curriculum & Instruction

Awards and Recognition

Behavior Expectations (Conduct, Dress Code)

Cafeteria Policy

Other (Visitor Access, Digital Devices, Parental Involvement)

Health Services (Nurse, Medication, and Wellness)

Extracurricular Activities

Welcome to Dothan Preparatory Academy!

Dear Parents, Students, and Community,

I would like to take this opportunity to welcome each of you to the 2024-2025 school year. I am most excited about this upcoming school year and the many opportunities that our students will be afforded.

My goal this year is to continue to foster an environment that nurtures meaningful relationships, acceptance and mutual respect. I am committed to ensuring that our students are provided a quality and safe learning environment. Rita Pierson, a retired educator stated, "Every child deserves a champion; an adult who will never give up on them, who understands the power of connection and insists that they become the best they can possibly be."

I am dedicated to ensuring that every child that attends DPA knows that they have a champion.

Welcome to the 'Wolf Pack'.

James Williams, Principal



Vision Statement

Our vision is to empower, inspire, and mentor students to be lifelong learners.

Mission Statement

The mission of Dothan Preparatory Academy is to be champions for all children.

24-25 School Theme: R'E'C'A'L'I'B'R'A'T'E

To start over again from a fresh point of reference to bring a newfound sense of hope and positively impact morale.

Core Values

Champion for All Kids
Expect Excellence
Carry the Banner
Be a Merchant of Hope

Vision Statement

Our vision is to empower, inspire, and mentor students to be lifelong learners.

Mission Statement

The mission of Dothan Preparatory Academy is to be champions for all children.

Philosophy Statement

The faculty and staff of Dothan Preparatory Academy believe that our students are our most valuable asset and that we are responsible for empowering them to reach their maximum potential intellectually, socially, morally, physically and emotionally.

We are champions for student diversity and are committed to developing an instructional program that guides each student towards successful attainment of the standards set forth in the Alabama Course of Study.

We believe in helping our students become self-disciplined leaders that model respect for themselves and others.

Dothan Preparatory Academy recognizes its role as a partner in bettering our community. We acknowledge the need to connect with the community, identify its needs and produce young people that are equipped to become positive members of the community.

We believe all children will and can learn provided the proper environment and resources. We are committed to educating every student that walks through our doors.

Belief Statements

- We believe that the faculty, staff, parents, and students are essential and should work together as a team.
- We believe that every child is a valued individual and is entitled to a fun, safe, and caring environment in which to learn.
- We believe every child possesses unique qualities, and should be challenged to reach his/her potential.
- We believe that utilizing technology enhances teaching and learning and helps to prepare them for the future.
- We believe in fostering positive character traits of lifelong learners.
- We believe in training, encouraging, and developing our students to become a community of responsible citizens.

Every child deserves a champion – an adult who will never give up on them, who understands the power of connection, and insists that they become the best that they can possibly be.

~ Rita Pierson

DPA 2024-2025 Administrative Staff

Mr. James Williams, Principal jawilliams@dothan.k12.al.us

Mr. Charles Longshore, 8th Grade Assistant Principal chlongshore@dothan.k12.al.us

Mrs. Adrienna Thomas, 7th Grade Assistant Principal adcarter@dothan.k12.al.us

Mrs. Kim Smith, ESS /Athletics Assistant Principal kismith@dothan.k12.al.us

Ms. Jeanette Randall, Assistant Principal irandall@dothan.k12.al.us

DPA 2024-2025

Office Staff

Student Support Staff

Mrs. Lisa Blume, 7th Grade Counselor liblume@dothan.k12.al.us

Mrs. Courtney Bratcher, 8th Grade Counselor cobratcher@dothan.k12.al.us

Ms. Zaboria Hill, Secretary <u>zahill@dothan.k12.al.us</u>

Mrs. Muranda Hollis, Bookkeeper <u>muhollis@dothan.k12.al.us</u>

Mrs. Jeanette McCraney, Records Clerk <u>jemccraney@dothan.k12.al.us</u>

Ms. Kimberly Brown, Clerk II kibrown@dothan.k12.al.us

, Receptionist @dothan.k12.al.us

Mrs. Shannon Walding, Media Specialist shwalding@dothan.k12.al.us

Mrs. Amanda Davis, Math Coach amdavis@dothan.k12.al.us

Ms. Quatina Wilson, Nurse quwilson@dothan.k12.al.us

Ms. Tymeshia Horton, Nurse tyhorton@dothan.k12.al.us

DPA 2024-2025 Faculty and Staff (Core Teachers)

Team	English	History	Science	Math
7.1	Tiffanie Franklin tyfranklin	Dayln Helms	Johnny Walker jowalker	Jacinda Lawrence jalawrence
7.2	Jan Robinson jarobinson	Dylan Dukes	Tiffany Roy	Mark Bush mabush
7.3	Malinda Johnson maljohnson	Jeff Lipsey <i>jelipsey</i>	Cloretta Knight clknight	Shondra Reynolds
7.4	Taylor Skipper	Jesse Hawk jehawk	Joe Dunegan jodungen	Molly Gwinn
7.5	Kamesha Bolden kabolden	Rachel Lee ralee	Jen Dunegan jedunegan	Amy Hatcher amhatcher
8.1	Janet Gilbert jagilbert	Christian Kennedy chkennedy	Alyssa Wilson alwilson	Lisha Walker
8.2	James Viggiano javiggiano	LeVester Ramsey leramsey	Katrina Schuman kaschuman	Melinda Murner <i>TBH</i>
8.3	T. Burns taburns	Quinteria Massey qumassey	Shawn Palmer shpalmer	Terika Davis TBH
8.4	Erica Talley	Adrian Galloway adgalloway	Sylvania Anderson syanderson	Joan Johnson jojohnson

^{*}You may email a teacher by adding @dothan.k12.al.us to the provided prefix for the desired teacher. (e.g. Emailing Tamika Burns- taburns@dothan.k12.al.us).

DPA 2024-2025 Faculty and Staff (Connected Pathways)

Course	Teacher	Course	Teacher
Band	Luke Taylor lutaylor	Art	Jacqueline Furlong jafurlong
Chorus	Cynthia Hall	PTLW	Morgan Kingry mokingry
Theater	Tyrece Mayo tymayo	<mark>Money</mark> Management	Brandi Copeland brcopeland
EL Enrichment	Elizabeth Brackin elbrackin		

You may email a teacher by adding @dothan.k12.al.us to the provided prefix for the desired teacher. (e.g. Emailing Tamika Burns- taburns@dothan.k12.al.us).

DPA 2024-2025 Faculty and Staff (Exceptional Student Services)

Course	Teacher	Course	Teacher
7th Grade LINC	Beth Mustin bemustin	8th Grade LINC	Hubulette Hogan huhogan
Behavior Unit	Winter Jackson	AAA Unit	Kimberly Kersey
Autism Unit	Carolyn Hearns cahearns	Medically Fragile	Katrina Kelley kakelley
7th/8th Resource		Speech	Kendall Bryant kebryant
	7th Grade Colla	borative Teachers (ESS)	
Angela Hollis anhollis	Barbara Temples batemples	Sonja Harrison soharrison	ТВН
	8th Grade Colla	borative Teachers (ESS)	
Deonne Davis dedavis	Paulette Jackson pajackson	Candance Wilson cawilson	Crystal Green crgreen

You may email a teacher by adding @dothan.k12.al.us to the provided prefix for the desired teacher. (e.g. Emailing Tamika Burns- taburns@dothan.k12.al.us).

DPA 2024-2025 Faculty and Staff (Physical Education)

	Teacher	Teacher
7th Grade PE	Micah Sheppard misheppard	Kaharia McReynolds
8th Grade PE	Dylan Gulledge dygulledge	Roderick Vasquez rovasquez
Strength and Conditioning	Reid Merritt jamerrit	

You may email a teacher by adding @dothan.k12.al.us to the provided prefix for the desired teacher. (e.g. Emailing Tamika Burns- taburns@dothan.k12.al.us).

Instructional Support Staff

Exceptional Student Services	Instructional Support	
	Demetric McCall	
	Latarra Henderson	
	Briana Garcia	
Patricia Mitchell	Mitchell, Patricia	
Demetric McCall	Jeannie Gordon	
Haley Grimes	Errika Harris	
•	Laron Flowers BU	
LaTara Henderson	Chris Holston	
Jeannie Gordon	Grimes, Haley	
Errika Harris	Jasmin Wilson	
	Scott Brady	
	Cynthia Elliot	
	Angel Critten	

Parents Right-To-Know

Schools are required to give parents many kinds of information and notices in a uniform and understandable format and, to the extent practical, in a language that parents can understand. Based on the information we know at the time of this printing, we will provide this. Please notify the school office or our English Language Department at 793-1397 ext. 236229 if you need the information below in another language.

At the beginning of the school year, school districts supported with Title I funds must notify parents that they may request information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. Such a school must also give timely notice that the parent's child has been assigned or is being taught by a teacher who is not highly qualified.

A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as practicably possible after the test is taken.

Your child is attending a school that receives Title I funds. As a parent of students attending a Title I school, you may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or another provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Whether the student is provided services by paraprofessionals and, if so, their qualifications, including state requirements:

- Secondary school diploma or its recognized equivalent.
- Completed two years of study at an institution of higher education.
- Obtained an associate's (or higher) degree.
- Workkeys Assessment.

If you would like to receive the above information, please make your request in writing to Mr. James Williams.

Derechos de los Padres a Saber

Se requiere que las escuelas den a los padres muchos tipos de información y avisos en un formato uniforme y comprensible y, en la medida en que sea posible, en un idioma que los padres puedan entender. Basándonos en la información que conocemos al momento de esta impresión, estaremos proporcionando esto. Por favor notifique a la oficina de la escuela o con nuestro Departamento de Idioma Inglés al 793-1397 ext. 236229 si necesita la información siguiente en otro idioma.

Al principio del año escolar, los distritos escolares que reciben fondos de Título I deben notificar a los padres que pueden solicitar información sobre las cualificaciones profesionales de los maestros y paraprofesionales del estudiante. Tal escuela también debe dar aviso oportuno de que el estudiante ha sido asignado o está siendo enseñado por un maestro que no está altamente cualificado.

Una escuela que recibe fondos de Título I debe proporcionar a cada padre información sobre el nivel de rendimiento de su hijo en cada una de las evaluaciones académicas estatales tan pronto como sea posible después de que se tome la prueba.

Su niño está atendiendo una escuela que recibe Fondos de Título I, como padres de un niño(a) que atiende una Escuela Título I usted puede solicitar información con respecto a las cualificaciones profesionales de los maestros del estudiante, incluyendo como mínimo, lo siguiente:

- Si el maestro ha cumplido con los requisitos estatales y criterios de los grados y materias en que el maestro proporciona la instrucción.
- Si el maestro está enseñando bajo un estatus de emergencia o provisional a través del cual ha sido eximido de las cualificaciones del estado o criterios de concesión de la licencia.
- La especialidad del grado bachillerato del maestro y de cualquier otro certificado de graduación o grado que el maestro tenga y el campo de la disciplina de la certificación o grado.
- Si al niño(a) le proporciona servicios un paraprofesional y, de ser así sus cualificaciones.

Si el estudiante recibe servicios de paraprofesionales y, si es así, sus calificaciones, incluyendo los requisitos estatales:

- Diploma de escuela secundaria o su equivalente reconocido.
- Completó dos años de estudio en una institución de educación superior.
- Obtuvo un título de asociado (o superior).
- Evaluación Workkeys.

Si desea recibir la información anterior, haga su solicitud por escrito a Mr. James Williams.

Family Education Rights & Privacy Act (FERPA)

Family Educational Rights and Privacy Act (FERPA) Student education records are protected by the federally mandated act FERPA. This Act gives parents certain rights with respect to the student's educational records. These rights transfer to the student at the age of eighteen. http://www.ed.gov/policy/gen/guid/fpco/ferpa

FERPA requires that the Dothan City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Dothan City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures.

ESL

Undocumented children and young adults have the same right as U.S. citizens and permanent residents to attend primary and secondary schools. In fact, like other children, undocumented students are required under state law to attend school until they reach a legally mandated age. This is especially true for English as a Second Language children. For more information about registering an undocumented student to attend school in Dothan City Schools, please contact the principal.

ESL (English as a Second Language) is a program designed to provide tutorial assistance for students whose home language is other than English. A Home Language Survey must be completed for each student registering for enrollment. Any student whose registration or Home Language Survey indicates a first language other than English on any of the survey questions is a language-minority student and qualifies for tutorial assistance. Upon request of a limited English proficient parent, an interpreter will be provided as soon as possible, given the date, time, and place of the needed interpreter. The interpreter will translate the individual academic achievement results of the student to the parent(s) and also interpret to the parent(s) in a language they can understand.

"Disabled secondary students with disabilities must be placed in the regular environment of any vocational or other school program or activity to the maximum extent appropriate to their needs with the use of supplementary aids and services."

Title IX Nicole Guilford 1665 Honeysuckle Rd. Dothan, Al 36301 334-793-1397 ESL Coordinator Mrs. Alicia Hales 1665 Honeysuckle Rd. Dothan, Al 36301 334-793-1397 ext. 242

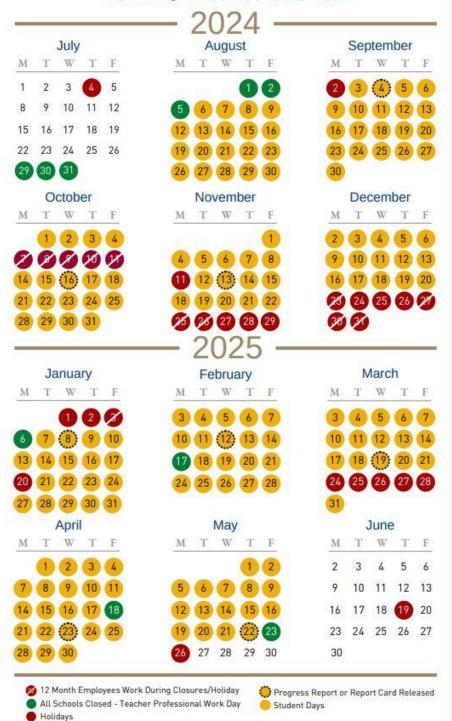
Giftedness Assurance Statement

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the <u>Resource Specialist</u> at your child's school.

2024-2025 School Calendar

Dothan City Schools

2024-25 District Calendar





July	
1	9+20 Employees Start
4	Independence Day
8	11 Month Employees Start
16	10 Month Employees Start
29	9 Month Employees Start
August	
6	Wiregrass Institute (Employees Only) First Day for Students
Septemb	
2	Labor Day
4	1st 9 Weeks Progress Report
October	*Parent Visitation Month*
7 - 11	Fall Break
14	Students Return
16	1st 9 Weeks Report Card
Novemb	
11	Veterans Day
13	2nd 9 Weeks Progress Report
25-29	Thanksgiving Break
Decemb	
	6 Holiday Break
25 - 301	To Holiday Break
2	
January	
6	Teacher Work Day / No School Students Return
8	2nd 9 Weeks Report Card
20	Martin Luther King, Jr. Day
Februar	
12	3rd 9 Weeks Progress Report
17	Teacher Work Day / No School
March -	
19	3rd 9 Weeks Report Card
24 - 28	
April -	
18	Good Friday
23	4th 9 Weeks Progress Report
May -	
TBA	Dothan City Graduation
22	Last Day for Students
22	4th 9 Weeks Report Card
23	Last Day for 9 Mo. Employees
26	Memorial Day
27	Last Day for 9+20 Employees
	Lust Day for 5 - 20 Employees
June -	
4	Last Day for 10 Mo. Employees
18	Last Day for 11 Mo. Employees
19	Juneteenth

1st Semester: 87 student days 2nd Semester: 90 student days 1st Semester: 93 teacher days 2nd Semester: 94 teacher days

Equal Opportunity Employer. Adopted

Adopted by the Board of Education: 01/30/2024

This calendar may be altered at the discretion of the Board of Education and/or the administration. It is the policy of the Dothan City Board of

Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, religion, national origin, disability, age or color. Additionally, discrimination on the basis of age is prohibited in

2024-2025 Bell Schedule

DPA Bell Schedule 2024-2025								
	7th Grade				8th Grade			
Period	Start Time	End Time	Minutes	Period	Start Time	End Time	Minutes	
HR	7:50	8:25	35	HR	7:50	8:35	45	
1st	8:28	9:28	60	1st	8:38	9:38	60	
2nd	9:31	10:31	60	2nd	9:41	10:41	60	
3rd	10:34	12:00	86	3rd	10:44	11:44	60	
4th	12:03	1:03	60	4th	11:47	1:13	86	
5th	1:06	2:06	60	5th	1:16	2:16	60	
6th	2:09	3:09	60	6th	2:19	3:19	60	
HR	3:09	3:25	16	HR	3:19	3:25	6	

- Morning Arrival begins at 7:50 am. Students should not be on campus before 7:50 am. DPA Staff will not be responsible for students that arrive on campus prior to 7:50 am.
- Students who carpool should be dropped off and picked up in front of the Davis Gym. Drop-off is from 7:50 8:20. Pick-up begins at 3:25 pm. All students should be picked up by 3:45 pm.

Breakfast

Breakfast will be served daily from 7:50 - 8:15. Walkers/Car Riders who do not arrive to school prior to 8:15 am should eat breakfast at home.

♦ Lunch

7th graders will eat lunch during 3rd Period (10:34 - 12:00). 8th graders will eat lunch during 4th Period (11:47 - 1:13).

Dismissal

Afternoon dismissal will begin each day at 3:25 pm.

Note: Notice will be given (via: Facebook, email, Blackboard Messenger and/or etc.) in the event of a schedule change.

Enrollment Procedures

EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Dothan City Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, religion, belief, national origin, ethnic group or disability.

EQUAL ACCESS

Improving America's Schools Act of 1994 and the Stewart B. McKinney Homeless Assistance Act

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the Improving America's Schools Act of 1994 and the Stewart B. McKinney Homeless Assistance Act, all homeless, migratory, and LEP children must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated. The enrollment of homeless, migrant, and English Learner (EL) children and youth shall not be denied or delayed due to any of the following barriers: lack of birth certificate, lack of school records or transcripts, lack of immunization or health records, lack of proof of residency, lack of transportation, and/or lack of guardianship or custody requirements.

ATTENDANCE ZONES

The Dothan City Board of Education is operating under an Order of the United States District Court for the Middle District of Alabama which sets forth attendance zones for the Dothan City Schools for which the Dothan City Board of Education is responsible for enforcing. Parents, teachers, and students must assist in the enforcement of the attendance zone so that no student will attend an overcrowded school and efficient use can be made of existing buildings and facilities. A child attending the Dothan City Schools must attend the school serving the attendance zone in which the child's custodial or legal guardian resides. No student residing outside of the Dothan City limits can attend Dothan City Schools.

If a child is residing with someone other than his/her custodial parent or legal guardian and the place of residence is located in an attendance zone other than the zone in which the custodial parent or legal guardian resides, proof must be submitted to the Superintendent that includes place of residence is the primary or permanent residence of the child. Such proof must be submitted in a form supplied by the Superintendent that includes the place of residence as the primary or permanent residence of the child. Such proof must be submitted in a form supplied by the Superintendent and will be verified under oath and must be presented to and acted upon by the Dothan City Board of Education. In the event the child has a legal guardian, satisfactory proof such as a letter of guardianship must be supplied along with the verified statement. No transfer will be made or become effective until approved by the Board. This approval will only be given when verification by the Superintendent and/or Board Attorney establishes that the proposed action does not violate the requirements of the Federal Court Order.

Attendance

All students enrolled in the Dothan City School System are required to be in continuous attendance and abide by the policies governing attendance as outlined by the State of Alabama and the local Board of Education. Alabama Legislative Act 93-972 requires a parent/guardian to be responsible for enrolling their children in school, ensuring that they attend school regularly, and requiring that they conduct themselves properly while in school.

Students should report to homeroom by 8:15 am. 1st Period begins at 8:30 a.m. After 8:30 a.m. a student is considered tardy. Excused tardies do not count against perfect attendance. Unexcused tardies and early check outs will count against the student's attendance. Parents are encouraged to make medical and dental appointments outside of school hours. Late check-ins and early check- outs are discouraged during instructional time. However, if appointments are scheduled during the school day, parents should try to give the school advanced notice. Any student leaving school during the school day must check out in the Attendance Office. A written excuse from the doctor or dentist should be brought to the office when the student checks in during the school day, or on the first day the student returns to school.

Students arriving late or picked up early will be considered unexcused if a doctor's excuse is not submitted. A student must be in attendance for at least 3 ½ hours to be counted in attendance for the day. Students are considered absent if they check in after 12:00 pm.

Students who have appointments scheduled during the school day will not be excused for a whole day of attendance (example: student has a 10:00 am dentist appointment and does not come to school for the entire day). In instances like this, the student should come to school, check out before the appointment, and check back in after the appointment for the remainder of the day.

Check-In/Check Out

Students who arrive at school after 8:30am must be checked into school by an adult guardian/parent. Students will not be allowed to check in without a parent/guardian.

A student who is absent for four or more periods will not be allowed to participate in any extracurricular activities (ie: sports, clubs, and etc.). Only legal guardians/parents with appropriate identification are allowed to check students out. Checkouts will not be allowed after 3:15 pm each day.

Tardies to Class (Period)

Consequences for Unexcused Tardies for Secondary School Students (7-8)

- 3rd Tardy: Parent/Guardian contact and warning
- 4th Tardy: One day In-School Suspension
- Subsequent Tardies: Additional ISS Days

Absences

For semester classes, only five (5) parent notes will be accepted per semester. Absences beyond five (5) days must be substantiated by a physician's statement unless excused by the principal. If there is no physician's statement, the absence may be appealed to a school attendance hearing committee.

For year-long classes, only ten (10) parent notes will be accepted per year. Absences beyond ten (10) days must be substantiated by a physician's statement unless excused by the principal. If there is no physician's statement, the absence may be appealed to a school attendance hearing committee

All documentation for absences must be received within two school days or the absence will be unexcused. All unexcused absences must be reported to the Chief Operations Officer on a weekly basis. All schools must record absences as excused or unexcused. Parental Involvement Specialists and/or School Resource Officers will follow up on subsequent and chronic absences.

Excused

An absence may be excused by the principal for the following reasons:

- 1. pupil is too ill to attend school,
- 2. inclement weather which would be dangerous to the life or health of the child if he attends school,
- 3. legal quarantine,
- 4. death in the immediate family,
- 5. emergency condition as determined by the superintendent or principal, or
- 6. student excused by the principal for attendance at special events, based on

Parent/Guardian request, shall be considered absent and excused but shall not be considered to be perfect in attendance. Such approval must be based on a written request submitted and approved in advance by the principal.

Students will be given the opportunity to make up work within (5) school days unless extenuating circumstances are given consideration by the teacher and/or principal.

Only ten (10) parent notes will be accepted per year. Absences beyond ten (10) days per year must be substantiated by a physician's statement unless excused by the principal. Patterns of absences will be addressed on an individual basis.

<u>Unexcused:</u> Any absence not approved by the principal is unexcused, i.e., work, truancy, suspension, or Parent/Guardian neglect. Patterns of absences will be addressed on an individual basis.

Early Warning

Parents/Guardians of students who are excessively absent from school may be required to attend the Early Warning Truancy Prevention Program. At which time, a Dothan City Schools' Parental Involvement Specialist will be present to discuss parental responsibilities and assistance programs.

Dothan City Schools Truancy Procedures

Truancy is the failure to attend class or school without approved absence and/or leaving campus or class without permission.

Secondary Procedures (7-8)

- 3rd/4th Unexcused Absence: School notifies Parent/Guardian and/or Parent/Guardian Conference; Give: It's The Law
- 5th/6th Unexcused Absence: Issue referral to Houston County Truancy Prevention Project (H.C.T.P.P.)
- Subsequent Unexcused Absences: Complaints and/or referrals filed with the Houston County Juvenile Court Services (Referral will result in petition for arrest and prosecuted by the Houston County District Attorney's Office).

Curriculum and Instruction

Textbooks

All textbooks are furnished by the State of Alabama. **All lost or damaged books must be paid for by the parent/guardian,** as the school is required to replace lost books. A Textbook Form is signed by all parents at the beginning of the year.

Promotions and Retentions

Promotion and retention are based on an evaluation of academic, physical, social, and emotional growth. Primary reasons for considering retention are:

- Indifference or lack of effort on the part of a capable student
- Physical or social immaturity
- Lack of academic progress
- Frequent or long absences

Report cards are sent to parents every nine weeks. Progress reports are sent home the fifth week of each nine weeks and should also be signed and returned. Progress reports provide parents an excellent method of monitoring their child's progress in each subject while enough time remains to improve grades, if necessary. Students earning a D or F on either their Progress Report or Report should return a sign copy (Progress Report/Report Card) to the school. If retention is a possibility, it will be communicated either in verbal and/or written form.

Response to Intervention (RTI)

RTI is an intervention module designed to meet the needs of general education students at-risk of failure due to academics, behavior, or drop-out. The RTI process is conducted by a decision-based committee (Problem Solving Team) composed of administrators, regular education teachers, counselors, and others as needed. The PST meets monthly to discuss at-risk students (Reading/Math/Behavior) and develop a plan of action for improvement. For more information, please contact the office.

Curriculum & Instruction

Grading Scale

A 90 - 100

B 80 - 89

C 70 - 79

D 60-69

F 59 - below



Progress Reports & Report Cards

Progress Report will be issued during the fourth week of each 9 weeks grading period. Report Cards will be issued at the end of each 9 weeks grading period.

Progress Reports	Ending of Grading Period	Report Cards	
October 16, 2024	October 4, 2024	October 16, 2024	
November 13, 2024	December 20, 2024 January 8, 20		
February 12, 2025	March 18, 2025	March 19, 2025	
April 23, 2025	May 22, 2025	May 23, 2025	

Student Assessment Dates

ACCESS	January 13, 2025 - March 14, 2025
ACAP Alternate	March 3, 2025 - April 4, 2025
ACAP Summative	

7th Grade Course Descriptions

	Course Descriptions
Standard Classes	English Language Arts, Math, Life Science, and Civics/Geograpy for 7th grade reflect the College and Practical/Career Readiness Standards and includes skills that students will need to be ready for high school core classes with progression towards career readiness. The Alabama Course of Study for 7th grade are the foundation for all four courses.
Advanced English 7	The curriculum will be covered at an accelerated pace. Students will engage in more in-depth research, writing, critical thinking, and analysis while working collaboratively and independently to enhance writing, research, and technology skills.
Advanced Civics / Geography 7	The curriculum will be covered at an accelerated pace. Curriculum will have a broader scope and require more in-depth research, writing, critical thinking, and analysis. Students will work collaboratively and independently to enhance writing, research, and technology skills.
Accelerated Math 7	The curriculum will be covered at an accelerated pace. Advanced course focuses on the completion of all Math 7 standards and Math 8 standards that include transformations, scientific notation, linear equations and functions. Students who complete this course will enroll in Accelerated Math 8 the following year, and if successful, will satisfy the Algebra I with Probability requirement for high school.
Advanced Life Science 7	The curriculum will be covered at an accelerated pace. Advanced Life Science is the 7th grade prerequisite for high school Advanced Placement (AP) Biology. Students will engage in science-related book studies for further exploration of the content material. Students can expect independent assigned reading and projects throughout the year.

8th Grade Course Descriptions

8th Grade Courses	Course Descriptions
Standard Classes	English Language Arts, Math, Physical Science, and World History for 8th grade reflect the College and Practical/Career Readiness Standards and includes skills that students will need to be ready for high school core classes with progression towards career readiness. The Alabama Course of Study for 8th grade are the foundation for all four courses.
Advanced English 8	The curriculum will be covered at an accelerated pace. Curriculum will require more in-depth research, writing, critical thinking, and analysis. Students will work collaboratively and independently to enhance writing, research, and technology skills.
Advanced World History 8	Advanced World History 8 develops student understanding beyond that of the general curriculum through an in-depth study of the inquiry-based social studies process.
Accelerated Math 8	Accelerated Math 8 students are provided with the opportunity to master the curriculum at a deeper level and at a faster pace through the use of differentiated instructional resources to support their learning. This pathway is designed to support the mathematical abilities of our most talented and motivated students. These courses include grade-level standards, which are enhanced by highly complex tasks. Students in the accelerated progression are required to master multiple grade level's mathematics standards during the span of the school year. State Requirement: student must have completed Accelerated 7 with a passing grade.
Advanced Physical Science 8	Students will dive deep into inquiry-based laboratory activities that help students to explore the universe we live in through research with an emphasis on visual learning representations.

Awards & Recognition Opportunities

Celebrating our students and recognizing them for their hard work is most important to us. At the end of each 9 weeks students will be recognized for A and A/B Honor Roll by the school.

To culminate a year of academic achievement, DPA will schedule an **Honors Assembly** at the end of the school year. The following awards will be presented:

- ❖ Principal's Award Awarded to four students (1 Boy/1 Girl per grade level) on the basis of Citizenship, Academic Excellence, Leadership, and Character. Students will be nominated by DPA Faculty and confirmed by administration.
- Superintendent's Student Advisory Council (SSAC) Award
- ❖ A Honor Roll Awarded to students who earned all A's in core content subjects (English, Math, Science, and Social Studies) for each 9 weeks as documented by student's Report Card. Award is not based on numerical averages.
- ❖ A/B Honor Roll Awarded to students who earned all A/B's in core content subjects (English, Math, Science, and Social Studies) for each 9 weeks as documented by student's Report Card. Award is not based on numerical averages.
- Participation Awards
 - ➤ Varsity Sports Award-
 - ➤ SGA (Student Government)
 - > Science Fair
 - > NJHS Service Hours
- Classroom Teacher Awards
 - Most Improved Award to one student per pod in each core subject (English, Math, Science, and Social Studies) that has shown the most academic improvement.
 - Academic Excellence Award to one student per pod in each core subject (English, Math, Science, and Social Studies) with the highest yearly average (GPA).

Dress Code for Awards Ceremony

Girls may wear dress slacks, dresses or skirts. Dresses and skirts must be to the knee or longer and dresses and blouses must have sleeves. Boys may wear dress shirts, polos, and slacks. Students are not permitted to wear see-through clothing. Appropriate shoes should be worn (ie: dress shoes). No flip-flops or tennis shoes.

7th Grade National Junior Honor Society (NJHS) Eligibility Requirements

Students who meet the requirements for membership, as outlined below, are eligible for invitation into the DPA's Chapter of the NJHS.

Students must be in their second semester for consideration.

Yearly inductions are held in the Spring for students who meet the requirements and are selected for membership.

Qualifications for membership are based on the five pillars of NJHS:

Scholarship

Per national guidelines, at a minimum, students must have a cumulative GPA of 3.5 on a 4.0 scale.

Service

This involves voluntary contributions made by a student to the school or community, done without compensation.

• Leadership

Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

Character

The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Citizenship

The student who demonstrates citizenship understands the importance of civic engagement; has a high regard for freedom and justice; respects democracy; respects the law for all citizens at the local, state, and federal levels; and demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs.

Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to service, leadership, character, and citizenship.

Student Government Association Eligibility Requirements

- a) All officers and representatives must maintain a 2.75 grade point average or better.
- b) All officers and representatives shall exhibit exemplary behavior and academic ethics. If reservations about behavior or academic ethics are brought forth by faculty and staff, then the school administration shall make the final decision concerning the qualification of the candidate in question.
- c) Student must have no discipline records from the current school year. In order to maintain membership on SGA, there should be no disciplinary infractions subsequent to the election. In the event a student receives a Class I, II, or III Disciplinary Referral, they will be immediately removed from SGA and parent will be notified.
- d) All officers and representatives are expected to attend monthly SGA meetings.
- e) All officers and representatives will uphold the duties and responsibilities of the Student Government Association.

Student Athlete Expectations

In order to represent DPA at an athletic event, student-athletes are expected to represent DPA well on campus.

- a) Student-athletes must maintain a 2.0 grade point average or better.
- b) Student-athletes shall exhibit exemplary behavior and academic ethics. If reservations about behavior and/or academic ethics are brought forth by faculty and staff, the school administration shall make the final decision concerning the student-athlete's participation in the athletic event.
- c) Student-athletes must maintain a clean discipline record throughout the school- year. In the event a student-athlete receives a Class I Disciplinary Referral, the coach will administer team issued consequences during practice (i.e., additional running, cleaning up equipment, etc).
 - If on a game day, the coach will bench the player for at least the first quarter of play. For any student-athlete receiving a Class II Disciplinary Referral, he/she will be ineligible to practice and compete depending on the athletic event occurring the day of processing. The coach and parent will be notified.

In order to maintain status on an athletic team, there should be no Class III disciplinary infractions. In the event a student-athlete receives a Class III Disciplinary Referral, pending investigation, the student-athlete could be suspended or removed indefinitely from the team for the remainder of the season. The principal and athletic director will make the final decision. The parents will be immediately notified.

Behavior

Parents/Guardians Responsibility (Act 94-782; Ala. Code 16-28-3)

The Alabama Legislature passed Act 94-782 stating that Parents/Guardians are responsible for enrolling their children in school, ensuring that they attend school regularly, and that they conduct themselves properly as pupils.

The Dothan City School System recognizes the privilege and the responsibility of Parents/Guardians in supporting and demanding responsible behavior from their children. In an effort to ensure Parents/Guardians awareness and acceptance of that responsibility, reasonable efforts will be made to contact Parents/Guardians regarding Class II and III misconduct. Reasonable efforts will be made on Class I offenses if such misconduct is continuing and notification is needed. Reasonable efforts may include one or more of the following: telephone calls, copies of referrals, Parents/Guardians conferences, letters to Parents/Guardians, registered mail, and when possible, home visits. In the event of continued misbehavior, Parents/Guardians may be asked to sit in class with their child. Petitions may be filed with the Juvenile Court if the child is in need of supervision beyond that given by the Parents/Guardians. Warrants may be filed requiring the arrest of Parents/Guardians who do not require their children to properly conduct themselves in school. Parents/Guardians will be responsible for conducting themselves in an orderly manner while on school campus for conferences and any other school-related activities. Parents/Guardians conducting themselves in a disorderly manner are subject to the Criminal Codes of Alabama.

Wolf Pack Student Behavior Expectations

Student Expectations

- ★ Be Respectful
- ★ Be Responsible
- ★ Be Productive
- ★ Be Safe

DPA Teacher Interventions (Options)

- ★ Eye Contact (the "look")
- * Proximity
- ★ Verbal Redirect
- ★ Teacher Talk (Student Conference)
- ★ Others as the teacher deems appropriate

Consequences

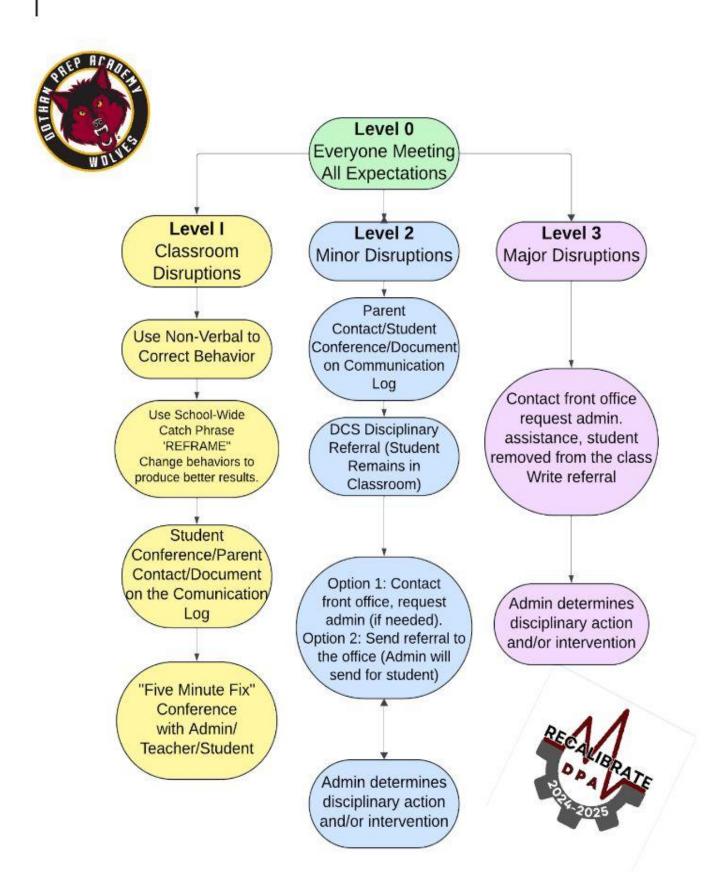
- Verbal redirect
- Student Conference w/Parent Contact
- Restorative Corrective Action ("Den of Champions")
- Admin/Office Referral

Class II or Class III Offenses result in an immediate office referral. See DCS Code of Conduct Policy.

DPA STUDENT BEHAVIOR MATRIX

DPA	BE RESPECTFUL Respond Appropriately	BE RESPONSIBLE Participate positively	BE PRODUCTIVE Work together towards a common goal	BE SAFE Lead with care and caution
CLASSROOM	Use appropriate language with peers and adults Raise your hand to speak	Arrive on time Follow classroom expectations Be prepared with supplies	Be on task Listen attentively Participate and complete assignments	Follow school rules Resolve conflicts peacefully
HALLWAY	 Stay to the right side Walk Use appropriate language and volume 	Manage your time and materials	Walk with purpose to next destination	 Stay to the right side Keep your hands and feet to yourself Walk
CAFETERIA	 Clean up your area Wait patiently in line Use appropriate with language and volume 	 Pat attention in the line Take what you need Use what you take 	Use your time wisely Assist in clean up around your table	Wait patiently in line Walk to assigned table Remain seated until dismissed
ASSEMBLIES	Remain quiet Participate when appropriate	Focus on performance No side conversations	Enjoy the performance	Walk, sit, and leave with your class
ARRIVAL AND DISMISSAL	Get a pass to go anywhere other than your homeroom Remain in the classroom or assigned area until dismissed at the end of the day	Upon arrival, walk directly to assigned area Pay attention to announcements and dismissal chart	Walk with purpose Follow the morning and afternoon routine Turn in your cell phone during homeroom; pick up at the end of 6 th	Remain in your assigned area

Dothan Preparatory Academy Behavior Flowchart



Cafeteria Policy

*Throughout the 2024-2025 school year, student meals are provided at no cost.

Lunchroom

In addition to the below information, please read the letter at the back of this handbook from our CNP Director, Tonya Grier.

Breaktast (per day)		Lunch (per day)	
Employee	\$2.75	Employee	\$3.75
Visitor	\$3.00	Visitor	\$4.50

Students are not allowed to take any lunch food or drink out of the cafeteria. Food and drinks in restaurant containers/wrapping are not allowed in the cafeteria. These food items should be packaged in unlabeled containers prior to bringing them into the cafeteria. For safety reasons, students who choose to bring their lunch to school should do so in plastic containers. In addition, carbonated beverages may not be consumed in the cafeteria.

Communication

Anonymous Alert

Students or parents in the school community can anonymously submit any suspicious activity, bullying or other student related issues to a school administrator(s). We encourage you to report important issues. You can make a report by clicking on the Anonymous Alert icon on the DPA or Dothan City School website. Once you complete the contact form, you will receive a confirmation that your information has been submitted to the school. False reporting will be taken seriously to the full extent of the law.

Blackboard School Messenger

Dothan City Schools uses an automated phone messaging system called Blackboard School Messenger. This system provides the ability to easily contact parents/guardians immediately of news that needs to be communicated regarding severe weather, school start time delays, early dismissal and school closings. In order to ensure that you receive messages from the School Messenger system properly, please provide new phone numbers and email addresses to your child's teacher or the school secretary promptly. It is common practice to provide emergency contact information for your child at the beginning of each school year. Should your information change throughout the year, it is crucial that you provide the updated information. This way, when messages are sent, it will reach you.

DCS APP - Parents are encouraged to download the Dothan City School Communications App.

Remind 101 - Parents are encouraged to sign up for their child's teachers' Remind 101 accounts.

DPA Facebook- https://www.facebook.com/DothanPrepAcademy/

Visitor Access

Safety Procedures/Visitors

When visiting the school, **all visitors** are to utilize the Parking spaces at the front of the school and proceed directly to the main entrance where you will be buzzed inside the building. Once inside, all visitors are to report directly to the office. Before visiting within the building, all visitors must be cleared. As a safety precaution, the procedure for clearance begins by presenting one's state issued driver's license. This license will be inserted into our school Raptor Visitor Management System. A pass will be provided to all visitors upon clearance through the visitor management system. The pass must be affixed to a visible area of clothing (i.e. shirt or dress) before leaving the office and continuing to your approved, designated area within the school. Before exiting the building, all visitors will report back to the office to sign-out with the office staff.

Please note: No child will be checked out by a visitor (other than the parent) unless the parent has listed them for checkout approval on their child's Information Sheet!

Please take note of the following: For safety reasons, parents are not to stop by their child's classroom to chat with the teacher. If you desire a conference, please make prior arrangements with the teacher. If you would like for the office to schedule a conference for you, please call us at 334-794-1400.

Digital Devices

Personal Communication Devices

Students are allowed to have their cell phones on campus; however, phones are to be turned off upon arriving on campus and in placed in a secure location. The school will not be responsible for lost, stolen or damaged phones. In the event a parent needs to contact their child, they should contact the office. The office staff will deliver the message to the student. Students found in violation of the personal communication device policy will be disciplined according to the DCS Code of Conduct. A the principal's discretion, students will be allowed to use their cell phones to make contact with their parents.

Health Services

Illness or Injury

In case of illness or injury, a child will be cared for temporarily by a member of the school staff (preferably the school nurse). School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents and paramedics will be contacted. Please be sure that emergency telephone numbers are current and on file at the school.

Medication

According to Dothan City Schools,

- Prescription medications will be administered only upon specific instructions from licensed physicians stating that the medication must be administered at school.
- Students are not to bring medications to school. If a medication is to be given, a parent must bring it with a Medication Authorization Form.
- The Physician Medication Authorization Form (MC-1) must be completed for each administered medication. No medication may be added to a form on file. (See Nurse for form).
- Non-prescription medication, including Tylenol, Pepto-Bismol, Aspirin, etc, will **not** be administered at school.
- ♦ Medications are **not** to be kept in the personal possession of students.

Extra-Curricular Activities

Participating in extracurricular activities is a privilege. It is to be understood that students that continuously exhibit non-desired behaviors and who have received multiple Class I, II, or III Disciplinary Referrals may be denied the privilege of participating in any extracurricular activities, including but not limited to field trips, sports, clubs, band, cheer, and/or etc.

Field Trips

Field trips are designed to supplement different aspects of the curriculum and to introduce students to the resources of the community. Parents must sign field trip permission forms before a child is allowed to participate in the activity. Bus space limits the number of parent chaperones.

Students who participate in field trips are expected to travel to the field trip activity as a group and to participate and remain with the field trip group for the duration of the activity. Students shall be required to travel to and from all field trip activities in the transportation vehicle provided by the school system. Only in extenuating circumstances will students be released to their parents/guardians during or after a field trip activity. Parents must submit a written request explaining the circumstances, receive approval from the principal, and present themselves to the teacher to sign the child out of the field trip. No child shall be released to persons other than his/her parent/guardian while on a field trip.

Prior approval from the Principal must be received for all field trips. Field trips will be scheduled during the 1st Semester and following Spring Assessments the 2nd Semester. Students who have consistently exhibited negative behavior and have received more than 3 Class II and/or Class III DCS Disciplinary Referrals within a 9 Weeks and/or 6 Class II and/or Class III DCS Disciplinary Referrals within a semester will not be allowed to participate in off campus field trips.

General Information AHERA Notification

"All buildings used by the Dothan City Schools are free of friable (airborne) asbestos. Most buildings contain some forms of non-friable asbestos (most commonly in floor tile). This asbestos is managed according to an approved management plan, which may be examined in each principal's office. The Dothan City Schools are in full compliance with A.H.E.R.A. (the Asbestos Hazard Emergency Response Act) and asbestos containing material is inspected on a regular basis as required by law.

Section 504:34 CFR 104.4(a) Title II: 28 CFR 35.130 (a) Guidelines IV-N

"No qualified person with a disability is excluded from, denied benefits of, or subjected to discrimination in any course, program, service, or activity solely based on the basis of disability."

Section 504:34 CFR 104.34 (a)(b) Title II: 28 CFR 35.130 (d)

OCR Guidelines VI-A, 44FR 17167

DOTHAN PREPARATORY ACADEMY Student-Parent Handbook 2024 - 2025

I have read and understand the Student-Parent Handbook for Dothan Preparatory Academy and I am committed to supporting our school.			
Student's Name (printed)	_ Grade		
Student's Signature:	_ Date		
Parent's Signature:	Date		