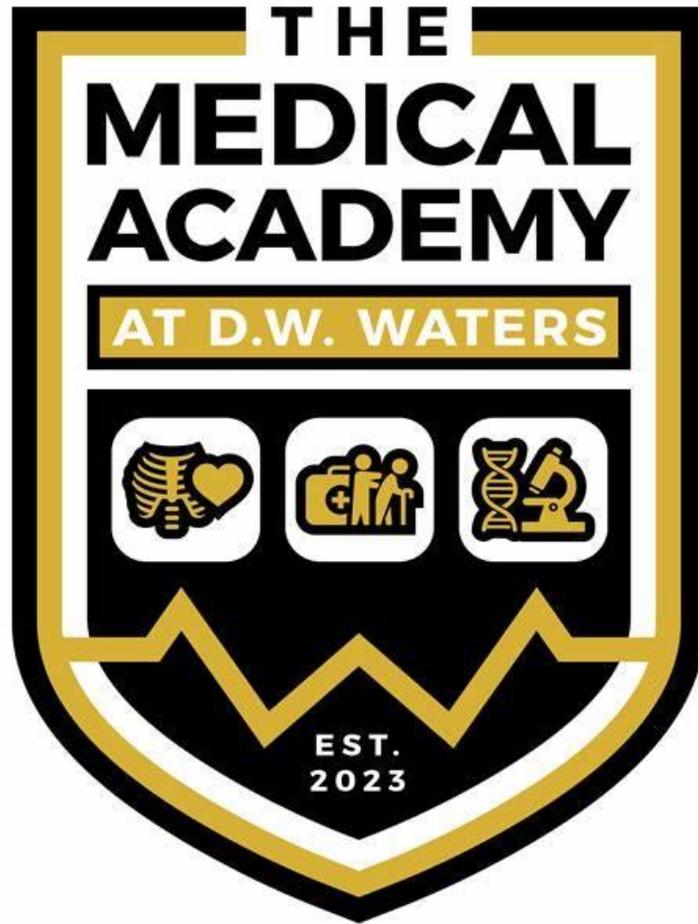


The Medical Academy at D.W. Waters

Student Handbook

2024-2025

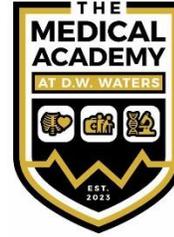


Principal-Rashad Woods

Assistant Principal of Curriculum-Ebony Robinson



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Attendance:

Regular attendance ensures students receive consistent instruction and do not miss out on important lessons, assignments or exams. This will directly impact their academic performance and understanding of course materials. High School attendance patterns will set the tone for attendance in college or in the workplace. Developing good attendance habits will prepare our students for the expectations of higher education and professional environments. Students and parents must have a shared understanding and responsibility to be at school and on time and make every effort to avoid unnecessary absences or tardies.

School doors will open at 8:00am

Warning Bell rings at 8:20am

School starts at 8:30am

***Upon arrival all students must report to cafeteria once they enter campus from bus or car. ***

An excused absence includes (but not limited to):

- Illness
- Medical or Dental appointments
- Automobile accident
- Deaths or funerals
- Emergency situations acceptable to the principal or designee
- Required court appearance
- Severe weather
- Breakdown of a school bus

Unexcused Absence include the following:

- Car problems
- Heavy Traffic
- Overslept
- Non-educational appointments

Absences:

5-10 absences from school within a grading period may generate a warning letter to parents for revocation of Choice/Magnet/Choice Hardship. Subsequent absences may result in revocation of Choice/Magnet/Choice Hardship.



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MAKE-UP WORK

Per HCPS Student code of conduct: Students will have up to **3 days** upon their return to school to request make-up work from their teachers after the absences have been adequately explained and cleared. Students will need to follow teacher guidelines and due dates after make-up work is assigned.

Pre-Arranged Absence Form:

To request an approved absence, **student must submit** a pre-arranged absence form stating the reason for the absence and must be completed/signed by his/her teachers. The pre-arranged absence form must be returned to Student Affairs for administrator approval at least **three days** prior to the absence for approval. Requests for pre-arranged absences do not receive automatic approval. If the pre-arranged absence is approved this does not excuse the student from his/her classwork.

TARDIES

School starts at 8:30am. Students arriving to class after the tardy bell will accumulate a tardy. Tardies are counted on a cumulative basis, per 9 weeks.

Tardy #	Consequences
1-4	Warning by Teacher (Documented)
5	Parent Notified (By Teacher) and Student Services Intervention
6-7	Lunch Detention (Assigned by Teacher)
8-10	1 Day Work Detail
11-15	2-3 Days Work Detail
15+	AP/Principal Discretion

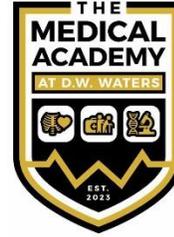
Per HCPS Student Choice Code of Conduct: Students with 5 or more tardies within a grading period may generate a warning letter to parents for revocation of Choice/Magnet/Choice Hardship. Subsequent tardies may result in revocation of Choice/Magnet/Choice Hardship. Before a warning Letter is generated, documentation of previous interventions must be established.

SIGN-IN POLICY

Students must sign in through the Main Office as soon as they arrive on campus, if after 8:30am. A tardy with a doctor's note or when accompanied by a parent/guardian is considered excused; otherwise, the tardy is unexcused. Please see the District Student Code of Conduct (Handbook) for lists of excused and unexcused instances.



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SIGN-OUT POLICY

Only those people listed on the student's emergency card are permitted to sign out students and they must show ID prior to the student being called out of class. *Student Drivers may bring a signed parent note to SAO prior to the start of the school day to receive permission to sign out without a parent present.* The note must include the reason for signing out, students name, student number, time for sign-out, a parent signature, and a phone number. All sign-out notes will be confirmed via phone call. **No sign-outs after 3pm.**

SKIPPING

"Skipping Class" is defined as a student not reporting to his/her assigned class during an assigned period. Students are to report to all assigned classes per their schedule. The consequences for skipping class will be the following:

1st Offense: Teacher Referral and Contact Parent.

2nd Offense: 2 Days of Morning/Lunch Detention with Teacher Referral and Parent Contact

3rd Offense: 1 Day of ISS w/ Teacher Referral, Mandatory Parent Meeting and Revocation Warning Letter

4th Offense: 1 Day of OSS w/ Parent Meeting and Possibility of Revocation

**Subsequent offenses of being out of area will result in the student being suspended from school until he/she is accompanied by a parent/ guardian for a mandatory parent conference with an administrator.*

DRESS CODE

The dress code policy is designed to create a positive educational environment that focuses on learning, safety and respect for oneself and others. Please make sure that on non-uniform days students adhere to the following:

- No pants below the waist. No tank tops (all male's shirts must have sleeves), midriffs, bare shoulders, excessive cleavage,
- No head coverings (no hats or hoodies) -unless required for religious observance or health-related reasons.
- No short-shorts and mini-skirts, clothing with inflammatory or derogatory statements,
- No pajamas, clothing with excessive rips/tears, house slippers, wallet chains.

1st Offense: conference with student; notification of parent or guardian, and/or; change of inappropriate attire.

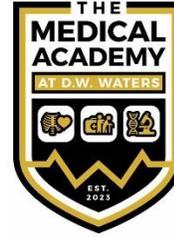
2nd Offense: conference with student; notification of parent or guardian; change of inappropriate attire; *and 1 day of detention.*

3rd Offense: considered willfully disobedient and are subject to referral, which may include further disciplinary action.

**** Jackets will not be used to change inappropriate clothing. ****



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UNIFORMS:

Students must be in school assigned top and bottom scrubs every **Tuesday and Thursday during every period**. All uniform scrubs **MUST** have the school patch on the front. Also, students must wear close-toed shoes to work effectively in all labs. Orders may be placed for scrubs during Open House and students or parents can find contact information in the main office.

1st Offense: Warning/Conference with student

2nd Offense: Parent Phone Call

3rd Offense: 1-2 Days of Work Detail

4th Offense: Warning Revocation Letter & Mandatory Parent Meeting

5th Offense: Principal Discretion

CELL PHONE/ELECTRONIC POLICY

Per HCPS Student Code of Conduct: The use of wireless communication devices is always prohibited during the instructional day, unless expressly directed by a teacher, staff, and/or administrative staff. Wireless communication devices (WCD) will remain silent in the student's backpack, lunchbox, purse, pocket, or out of sight while the student is on school property or in attendance at a school function.

At The Medical Academy we will enforce a no cell phone or headphones (airpods) policy in the classroom. Also, Students should not bring cell phones with them if they are out on a restroom pass. The only time students should use a cell phone during instructional time will be if instructed by the teacher and **ONLY** for instructional purposes. Use of a device is restricted to before school, after school or during lunch.

Inappropriate use of Technology/Wireless Communication Devices is when the possession of a wireless communication device disrupts the educational process. This includes the unauthorized use of a wireless communication device to capture images or recordings without permission during school hours, attaching power cords to school outlets/devices, and not following the classroom cell phone policies and procedures.

**Devices may only be used in approved areas and students must comply with the directives of teachers and staff regarding when and where electronic devices can be used. Violations of this policy may result in: The device being confiscated by the teacher for the period, the device being confiscated and brought to the office by the teacher to be handled by administration, parent pick up of the device, detention, work detail, ISS, and possible Choice Revocation Warning letter.*



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Student Incentives

The Medical Academy at D.W. Waters will promote a positive student culture that will motivate students to reach their full potential. Student incentives will be monthly, quarterly and throughout the year to improve student achievement, engagement and attendance. Students who meet school-wide expectations will be invited to participate in student incentives during the school year.

RESTROOM/HALL PASS POLICY

Students are required to be in the classroom on time to benefit from instructional activities. Students are allowed to be out of the classroom only during specific pre-approved times: before school starts, , lunch time, passing periods between classes, and after school. Interruption of instructional time must be avoided as much as possible. Every effort must be made to minimize interruption of instructional time.

In summary, all students, faculty, and administrators are responsible for upholding the following associated expectations:

- Sign-out when leaving the classroom. Sign-In upon return.
- Use the provided school wide classroom pass. Only one pass out a time per class.
- Students must have a clinic pass issued by faculty/staff member to see the nurse.
- Remain on the same floor of classroom when using lanyard passes.
- Refrain from cellphone-use in the hallways during class periods unless it's part of a class assignment. *(If a student is noticed in the hallways during class periods with a cellphone, that is most likely a cellphone violation, and it will be treated as such).*
- Vending machines are to be used before school, during passing periods, lunch and after school.
- Comply with the "Ten Minute Rule," which states that no passes are valid during the first and/or the last ten minutes of class.

ELP

The Medical Academy will offer the Extended Learning Program (Tutoring) as extra academic support for all students. This program will be offered during lunch and after school via zoom. The ELP schedule will be provided to students and families during the first quarter. All students are encouraged to use this as an opportunity to gain extra academic support and improve learning and testing skills for statewide assessments.

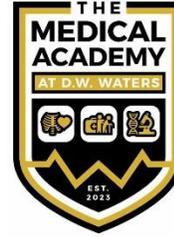
CLUBS

- **HOSA**

As we continue to build the program here at The Medical Academy, we look forward to adding additional service and interest clubs. Upon student return we will focus on student interest and work together with admin and teachers to sponsor clubs pending approval.



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SPORTS

While enrolled in and attending the Medical Academy at D.W. Waters, students will have an option to attend ***any*** school within the district due to sports not being offered on our campus. Please check the FHSAA Type 6 rules of eligibility. Students will need to complete an EL2, GA4 and have an official transcript. Please talk with an administrator if you are interested in playing sports.

CHOICE/MAGNET REVOCATION LETTER

The approval of Choice/Magnet/Choice Hardship is an allowance granted by the School Board of Hillsborough County with the understanding that students will maintain appropriate behavior, attendance, and timelines and that all parties will honor the school district's civility policy. All parents and students are advised that Choice/Magnet/Choice Hardship may be revoked by principals, at any time, if established standards for conduct, attendance, tardiness, and civility are not maintained.

Please note that The Medical Academy Administration team reserves the right to update or change policies to meet the needs of the school. All policies are at the discretion of the administrative team and Hillsborough County Public School Policy.



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BE G.R.E.A.T

GRATEFUL

Recognize, appreciate and model kindness and help that you provide to others or that others might give to you. Being grateful helps to build positive and stronger relationships that will promote positivity for our school culture where everyone feels welcomed and successful.

RESPECTFUL

Respect is a very important foundational factor in the development and maintenance of a healthy learning environment. Respect yourself, respect others, and respect your environment.

EMPATHETIC

Being empathetic means you are willing to listen and understand different viewpoints, support your peers and navigate social interactions effectively. Show empathy towards classmates, teachers and others to help build positive relationships.

ACCOUNTABLE

Being accountable means taking responsibility for developing your own self-efficacy and taking the initiative to follow through with the application of learned content and skills. Be responsible for your own actions, including being on time and being properly dressed for school.

TEACHABLE

Being teachable means you are willing to learn, and you are receptive to instruction or new information. Students who are teachable have a growth mindset and embrace new learning opportunities.

Let's BE G.R.E.A.T Together!