

# Danville Christian Academy

## Parent/Student Handbook 2022-2023

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Accredited by the Southern Association of  
Colleges and Schools (SACS)  
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**General Information  
2022-2023**

## Danville Christian Academy Operating Constitution

God has established Danville Christian Academy for the purpose of impacting lives for eternity through biblically-based and Christ-centered education. This vision statement articulates the purpose behind the school's existence.

### ***Mission Statement***

The mission of Danville Christian Academy is to provide students a Christ-centered environment with academic excellence to help them grow spiritually, academically, and socially.

### ***Vision Statement***

Danville Christian Academy is dedicated to molding Christ-like scholars, leaders, and servants who will influence their communities and world by advancing the Kingdom of God through the vocations and avocations for which they have been called by God.

## Personal Christ-likeness Assessment

### ***Pursue Excellence***

Throughout the Bible, God has encouraged us as believers to always do our best (Colossians 3:23, Philippians 4:8, 1 Peter 2:12, 1 Peter 2:15, Hebrews 12:1-2, Ephesians 4:29).

### ***Christ First in All Things***

If we would apply the adage "JOY: Jesus, Others, then Yourself", then Christ would always be the first thought of every moment. If we as DCA stakeholders put Jesus first in every decision we make, then every aspect of DCA will be vertically aligned in a God honoring way (Colossians 3:1, 15-17).

### ***Always Show Love***

If our decisions, and in turn, our actions always show love, we will truly reflect the love of Christ as individuals and as a collective body of believers (Philippians 2:1-5, Romans 12:9-13, 1 Peter 2:17, 1 John 4:7-11, 19, Ephesians 5:1-2, John 13:35, 1 Timothy 1:5). If we, the DCA stakeholders:

***PURSUE excellence, put CHRIST first in all things and ALWAYS show love***

...then Christ will be our focus and all that we do will glorify Him.

## Doctrinal Statement

We believe that a Christian school must be fully and equally committed to excellence in education and fidelity to biblical truth. Danville Christian Academy is unbending in its dedication to provide the very best educational environment for students entrusted to its care. Its administration, faculty, support staff and curriculum adhere to the precepts and principles of the Holy Scriptures, God's inspired Word for this and every age.

## Statement of Faith

**We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)

**We believe** there is one God eternally in three persons: the Father, the Son and the Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)

**We believe** in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

**We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)

**We believe** in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (John 5:28-29)

**We believe** in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26- 28)

**We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18)

## **Purpose and Philosophy**

### **An Academic Focus - A Christian Foundation**

#### **Purpose**

The purpose of Danville Christian Academy is to assist Christian parents in providing a sound education for their children through the integration of faith and learning. DCA is committed to teaching a biblical view of God and the world through the development of basic spiritual, intellectual, physical and social skills.

#### **Assisting Christian Parents**

DCA endeavors to function as an extension of the Christian home, supporting parents in the biblical mandate giving them ultimate responsibility for the education of their children. Teachers, parents and students must have a common grounding in the Lordship of Jesus Christ as revealed in the Scripture and common commitment to the work of education. In order to serve these families with biblical instruction and godly examples, the school employs administrators, faculty and staff who serve as role models in their Christian walks, their professional lives and Christian faith.

#### **Integration of Faith and Learning**

The curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical perspective. All truth is found in God and is derived from His revealed Word and from objective observation of the world He created. In all matters, the Scriptures are supreme. The integration of biblical faith and learning is the responsibility and a primary function of the teacher at DCA. The school endeavors to select the best instructional materials available from secular and Christian publishers in order to reach its overall goals.

We, at Danville Christian Academy, believe that we have the mission of enabling our students to live wholesome Christian lives in a harsh and demanding world. In cooperation with the parents, we will make the students aware that, while they are created in God's image, they are also blessed with distinctive personalities. They will also learn that they are endowed with special talents, which they will discover, and finally, that God has a purpose for each of them, and they can achieve that purpose.

Danville Christian Academy provides an environment that balances a relationship with God through faith in Christ with intellectual and artistic pursuits. Academic excellence, coupled with the development of Christian character, will enable each student to recognize God's special plan for his or her life and to strive to attain that goal.

We are well aware that the primary responsibility for raising children rests with the parents. With that in mind, Danville Christian Academy believes that parent and school should work in cooperation in harmony in nurturing, training, guiding and expanding the child's mind and spirit. Such cooperation creates spiritually-vital families and the foundation not only of our school, but also of our churches, our communities, and our nation.

## **The Portrait of the DCA Graduate**

All schools, including DCA, proclaim goals of developing college preparatory skills as well as a certain level of fundamental life skills. Understandably, the portrait of an 18 year-old's character, work ethic, or academic prowess is far from being complete, knowing that one's mind, heart, and overall maturity continues over a lifetime. Scripture provides insight in that even Jesus matured in four areas as described in Luke 2:52. This holistic scriptural maturity paradigm provides a balanced picture, or portrait, for all of us to contemplate. Indeed, the maturity cycle does not end when one receives a diploma, however, there are foundational training strategies that certainly increase the probability of a child internalizing a desired belief system; developing learning habits; and, genuinely living out a Christ-like character trait. Although the primary molders

of these “portraits” are the parents, the school’s influence plays a significant part. Thus, what does the school aspire to produce? It is our prayer, that our students graduate DCA with the following foundational desired outcomes--Portrait of a DCA Graduate:

- To fear and respect God (Psalm 33:8) understanding that this is the beginning of wisdom (Proverbs 9:10) and that one’s true identity is secure in Christ (Col. 2:9-10). They also continue to develop a balance and arduous spiritual growth plan as portrayed in Luke 2:52 (to grow in wisdom, in stature and in favor with God and with man as Jesus did) so they learn to think as a mature believer (1 Cor. 14:20), mature as a Christ- follower and acquire discernment (Hebrews 5:14).
- To practice a strong work ethic coupled with an eternal perspective (Col 3:23) devoting themselves to the work that God has prepared for them (Eph. 2:10). *Ad Majorem Dei Gloriam* (for God’s Greater purpose) becomes central to their daily work and service. It is The DCA Code of Honor that intrinsically unifies all DCA stakeholders in all areas of the Portrait of a DCA Graduate.
- To embark upon and seek to continue a rigorous intellectual path understanding the importance of developing the mind. Their training prepares them to engage their culture with biblically-sound thoughts, ideas and truth (II Cor. 10:5). They are prepared to give a defense for the hope that lies within them. (1 Peter 3:15).
- To embrace the creative nature of God (Genesis 1:1, Eph. 2:10) and seek to appreciate a wide variety of disciplines of study associated with a strong liberal arts education as the foundation to enter the discussion on the great questions of life (Acts 17). This would be characterized by proven writing, thinking, and synthesis skills as well as demonstrated mastery of academic objectives in the humanities (literature and history), mathematics, sciences, and Christian doctrine. The study of God’s Word and the pursuit of understanding the entire narrative describing the Creation, Fall and Redemption story assist in developing an authentic biblical worldview while developing the life habit of taking every thought captive (II Cor. 10:5).
- To have a “big picture perspective” of the world and to demonstrate the love and attitude of Christ Jesus to all people. This attitude would be characterized by selflessness, humility, and servanthood (Phil. 2:2-11) and a lifestyle of obedience to seeking first the kingdom of God (Matthew 6:33).

## DCA Code of Honor

The Danville Christian Academy Code of Honor exists for one purpose, *Ad Majorem Dei Gloriam*, which means: To the Greater Glory of God. It is this statement that unifies us in both perspective and purpose. The Code of Honor serves as the moral compass – our intrinsic DNA for all stakeholders – including students, parents, and faculty that comprise the DCA community. The Code of Honor recognizes that there is no one man-made document that defines how Christians are to live. As Christians, it’s God’s Word that provides and defines the perfect example of how we are to live. DCA’s Code of Honor is instilled in, and is part of, all of us. It is a standard of excellence by which we must all conduct ourselves in order to be a light to the world.

Recognizing, with Christ-like humility, that our life’s purpose is to live for God’s Greater Glory inspires an environment of integrity and Godly character. It is this intrinsic inspiration that produces an authentic school pride and cultivates an environment of self-governance that transcends rules and regulations.

Becoming a school, whose unified goal is to revere Christ in all things motivates us to treat people with dignity and respect, affirm our commitment to the school’s mission statement that is eternal in perspective and emboldens students to embrace Biblical truth, strive for academic excellence and model Christ-like leadership. Affirmation of our mission drives a deep sense of responsibility to preserve and pass on this culture to future generations.

There is no greater value than the internal resolve to uphold the principles that serve as the foundation of this institution. We respectfully rally around *Ad Majorem Dei Gloriam*, our Code of Honor, and view our individual duty and commitment as “iron sharpening iron” (Proverbs 27:17).

## ***The Five Tenants of the DCA Code of Honor***

**Perspective** - All students are challenged to focus on an eternal perspective. It is through this eternal perspective that one submits his or her attitude, rights and self to God and a cause that transcends self.

Key Concepts:

- We have an eternal mindset vs. a temporary, earthly mindset at all times,
- We possess a constant attitude of gratefulness,
- We are focused on being “others-centered,” selfless and servants, and
- We recognize that our transcendent cause is more important than our personal agenda.

**Purpose** - Every member of the DCA community is challenged to understand and commit to the school’s Mission Statement. The core components of the Mission Statement are continually practiced. In pursuit of excellence in education, the mission of Danville Christian Academy is:

To provide students with academic excellence in a Christ-centered environment to help them grow spiritually, academically, and socially.

Key Concepts:

- We recognize that our partnership with parents (family) is vital,
- We understand that embracing biblical Truth is much more than “knowledge,”
- We know that striving for academic excellence requires honesty and integrity and rigor, and
- We understand that modeling Christ-like Servant Leadership is about being “others-centered,” and serving as His leader to influence others.

**People** - All people deserve to be treated with respect and dignity. Everyone has value and our focus should be on serving others. This begins by respecting them and accepting them unconditionally.

Key Concepts:

- We treat all people with respect and dignity (teachers, custodians, visitors, classmates, other schools and local businesses),
- We are inclusive rather than exclusive, and
- We recognize that simple actions such as a smile, friendly greeting, handshake and eye contact demonstrate respect, care and are “others-centered.”

**Programs** - Active participation in the life and culture of the school’s programs is encouraged. Participation is a privilege and it is an honor to “wear the jersey.” Supporting other participants models our “others-centered” principle. We are ambassadors for the King.

Key Concepts:

- We know that our out-of-classroom experiences during school hours, such as Chapel, service project days and mission trips are a major part of our curriculum and that understanding and supporting their purpose is demonstrated by respect, and
- We always respect that God made some to love the arts, some to love athletics and some to love academics, or a combination of all. Supporting one another creates unity and friendship. It makes our school more complete when all of these programs succeed.

**Property** - The environment, and in particular, the school’s facilities and equipment are to be maintained with the utmost care and respect. This stewardship principle carries over into all areas of one’s life.

Key Concepts:

- We recognize that one only has to travel to another part of the world to understand how DCA has been blessed with facilities,
- We never leave a space on campus until it is clean,
- We stop to pick up trash whenever we see it, and
- DCA property is treated with respect and we do not do anything that could potentially leave damage to its grounds, facilities or contents therein.

## 2022-2023

# ADMINISTRATION

Jim Ward	Headmaster
Casey Springate	School Administration Manager
Julie Asmus	Public Relations
Julie Furbee	Finance Director
Amy McPherson	Accounts Payable/Receivable
Angela Cain	Academic Coach
Karis Gjoci	
Tiffany Gaines	Curriculum
Karis Gjoci	
Jennifer Howard	Instructional Coach
Tiffany Gaines	
Staci Dean	Front Desk
Rochelle Sizemore	Guidance Counselor
Michelle Allen	Nurses Station
LeeAnn Mangum	

*Staff email addresses are formatted as:*

*First [initial.lastname@dcaky.org](mailto:initial.lastname@dcaky.org) (i.e. j.ward@dcaky.org)*



## Admissions

The admissions process involves submitting the following: an application, payment of application and instructional materials fee, records from previous schools, a pastoral recommendation, as well as an admission test for students entering grades 1-12. First through twelfth graders take the math and reading portions of the Stanford Achievement Test. Following the testing and when the applicant file is complete, parents are invited for a personal interview with the Headmaster.

## Health Records

The Health Record Form, which requires a doctor's signature confirming student's current immunization, must be provided each year for students in preschool and kindergarten. Once students have all of their immunizations on file by kindergarten entry, a new Health Record Form will not be required unless state requirements change.

## Immunizations

Students must be vaccinated as required by the State of Kentucky as follows:

- DTP/DtaP: Four doses, including one received on or after the child turns 4; must be received by kindergarten entry.
- MMR: One dose received on or after the child turns 1; must have a total of two doses by kindergarten entry.
- Hepatitis B: Three doses are required for all students in Pre-K through 12<sup>th</sup> grades.
- Polio: Three or more doses, including one received on or after the child turns 4, must be received by kindergarten entry.
- Varicella/Chicken Pox: Date of illness or vaccine must be documented for all students in K through 12<sup>th</sup> grades. All students entering K – 12<sup>th</sup> grades will be required to have two doses. If the first dose is received after age 13, two doses are also required if the student has not had chickenpox disease.
- Tdap/Td booster: All students entering 6<sup>th</sup> – 12<sup>th</sup> will be required to have a booster dose of Tdap vaccine if it has been five years since their last dose of tetanus containing vaccine. Students in grades 8-12 are required to have a booster dose of Tdap if it has been 10 years since their previous dose of tetanus vaccine. Td is acceptable if a medical contraindication to pertussis exists.
- Meningococcal Vaccine: All students entering 6<sup>th</sup> – 12<sup>th</sup> grades will be required to have one dose of meningococcal vaccine if not previously received.

Students who are not in compliance with state immunization guidelines will not be allowed to attend school or participate in school-sponsored activities. All students must show proof that the above immunizations have been received before the first day of school. Current immunization records and conscience exemption forms must be on file with the school nurse prior to school attendance.

## Financial Information

### *Tuition and Fees*

Overdue Accounts and Payment Information: Unless paid in advance (either by a one or two pay), tuition payments are automatically debited from your bank account. If an account becomes more than 60 days delinquent, a letter from DCA will be mailed advising that the student may be dismissed if the account is not made current. Report cards will be held in the DCA administrative office for all delinquent accounts. Grades, testing results and transcripts of any student withdrawing with an outstanding balance will not be released until tuition is paid in full. There is a \$35 service fee for all NSF checks.

### *Tuition Policy*

When you enroll your child at DCA, a place is secured for that student for the entire school year. Based on this enrollment, DCA makes an annual financial commitment to hire faculty and staff as well as paying day to day operating expenses. **If you withdraw your child at any time, parents will be expected to honor their commitment.** If you withdraw your child after June 1<sup>st</sup>, the lessor of 25% of the yearly tuition rate or the remaining tuition for the year will be due. Requests for exceptions must be addressed to the Headmaster in writing and will be considered by the Finance Committee and Headmaster only in extreme circumstances.

Tuition is charged on an annual basis. **All 12 pay tuition payments are made through automatic withdraw (ACH method).** For your convenience there are 3 payment options:

- One-time payment due on or before August 20.
- Two payments with one-half due on or before August 20<sup>th</sup>, and the second half due on or before January 20<sup>th</sup>.
- Twelve equal payments beginning on June 20<sup>th</sup> and ending on May 20<sup>th</sup>, paid through ACH.

**Please Note: New students enrolling after May 30 WILL NOT have an option for 12-month payments.**

If the account is 60 calendar days past due, the student may be dismissed from the Academy unless some arrangement has been made with the school to bring the account up to date.

- 1 and 2 pays may be made with check, money order, or by ACH.
- The DCA Board of Directors has agreed to allow one 'free' ACH hold per student(s) family per year (no questions asked). This 'free' pass must be requested NO LATER than the 10<sup>th</sup> of the month via e-mail or hand delivered to our Director of Finance by written letter.
- If a second request (or more) is needed, a \$35.00 fee is charged per request. There is no limit to the number of requests. However, DCA is unable to stop an ACH payment that reflects a double payment (two payments due in a single withdraw).

**No requests are allowed after April 10 of each school year.**

## **Non-Discriminatory Policy**

Danville Christian Academy does not discriminate on the basis of race, color, national, or ethnic origin in the administration of any of its policies or programs. Admissions are contingent on space, abilities of the student, philosophy, and willingness of the family to participate within the school guidelines.

## **Provisional Acceptance**

School records or admissions data that indicate a significant academic or behavioral problem may result in the student being admitted provisionally. If the student shows the ability to be successful at DCA, the provisional status may be lifted. If the student is not able to be successful, another placement may be recommended.

## **Anti-Harassment Policy**

The environment at DCA must be one in which all individuals are free to work, learn and develop relationships without fear or intimidation or humiliation as a result of unwanted or unacceptable behavior from others. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her actual perceived identity with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential to the well-being of all that students, teachers and staff members treat each other with due respect for rights, individuality and personal dignity.

## **Student Withdrawals**

To withdraw a student, a parent should notify the Director of Admissions and complete a Student Withdrawal Form. All textbooks and school-purchased materials must be turned in to the classroom teacher. No official records will be released until all forms are completed and financial matters are cleared.

## **Student Discipline**

### ***General Guidelines***

School personnel shall adhere to the following general guidelines when imposing discipline:

- A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees, or property.

- Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student's age;
  - c. The frequency of misconduct;
  - d. The student's attitude; and
  - e. The potential effect of the misconduct on the school environment.
- In the ideal structure of Kingdom Education, the home, the church, and the school work together in a cooperative manner to fully educate and train students. Cooperation between these three groups must be evident to fully develop the character of the student and promote behavior consistent with Biblical worldview. Whenever the student behavior problems arise, there can be the temptation to focus on the disciplinary process rather than the actual problem. The goal of discipline is to correct and train students, while protecting the overall safety and educational environment of DCA.
- During the course of investigating actions and events concerning possible student incidents, the School may seek to question students alone or in groups. Administrators have full discretion in the questioning of students, and in the evaluation of events may conduct their investigation without parental notification or attendance. The administration will strive to adapt individual discipline procedures and processes to the needs of the student and communicate expectations and findings to parents in a timely manner.
- Attending DCA is a privilege that is extended on the condition that students and parents accept and support school policies. The School, in its sole discretion, will make the final determination of whether there has been a violation of the School's Student Code of Conduct. If a student is suspended, expelled, or withdrawn due to disciplinary actions, there will be no refund of tuition or waiver of financial obligations.

## **Student Code of Conduct**

At the beginning of the school year and throughout the school year as needed, the Student Code of Conduct shall be made available on the school's web site and included in the back of this handbook.

## **Revisions**

Revisions to the Student Code of Conduct included in the Parent/Student Handbook shall be made as needed and are approved by school administration. Revisions made during the year will be communicated electronically.

## **'Parents' Defined**

Throughout the Parent/Student Handbook, Student Code of Conduct and discipline policies, the term "parents" includes a parent, legal guardian, or other person having lawful control of the child.

## **Corporal Punishment**

DCA prohibits the use of corporal punishment. Students shall not be spanked or paddled for violations of the Student Code of Conduct.

## **Physical Restraint**

Within the scope of an employee's duties, a school employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

- Protect a person, including the person using physical restraint, from physical injury.
- Obtain possession of a weapon or other dangerous object.
- Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
- Control an irrational student.
- Protect property from serious damage.

## **Code of Conduct: 24/7/365**

Students are expected to represent DCA in a positive manner even when they are not on school grounds and/or attending school functions (including extracurricular activities). Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers.

The administration will deal directly with any student who violates the Student Code of Conduct or draws attention to DCA in a negative manner which any result in disciplinary action or a student's dismissal from the school.

A student may be removed from participation in extracurricular activities or may be excluded from school honors or more for violation of extracurricular standards of behavior for an activity or for violation of Student Code of Conduct relating to 24/7/365.

## **Personal Electronic Devices**

Personal electronic devices (including personal communication devices (cell - phones) and computers) are discussed in the divisional sections of the handbook. Please note, audio or video recording may not be conducted anywhere on the DCA campus without the prior approval of DCA Administration. No audio or video recording is permitted in bathrooms or locker rooms under any circumstances.

## **Communication with Faculty & Staff**

DCA faculty and staff welcome constructive communication from parents at any time. Any of the following methods may be used to contact a staff member:

- Staff Mailboxes - Notes or letters may be left with the receptionist for placement in the staff mailboxes.
- Voicemail & E-mail - All DCA staff and faculty have voice- mail extensions and e-mail addresses. A directory of all DCA staff and faculty is provided at the beginning of the year with directions for reaching staff voice-mail boxes. Every attempt will be made to respond to all voicemail and e-mail messages within 24 hours during the school week.
- If you would like to arrange a conference, please make your request in the form of a note, voicemail or e-mail so that a time may be scheduled. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns. Teachers and administrators have conference times built into their schedules when they would be happy to meet with you.
- Our staff's family time is precious. We ask you to refrain from calling our staff at home unless specifically invited to do so by the classroom teacher.
- The school receptionist is not free to leave the office to take messages to students. Please make every attempt to have after-school plans in place prior to the school day.
- In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then administration if needed.

Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the DCA Administration.

## **Definition of Campus**

The Danville Christian Academy campus is encompassed within the boundaries defined by the one and only entrance to the parking lot. All buildings, athletic facilities/fields, parking areas and student lockers utilized by DCA students and/or faculty within the above-mentioned perimeter are considered part of the DCA Campus as it relates to any school-related activities.

## **Disaster Drills**

Practice drills will be provided for fire, earthquake, and tornado safety precautions. Fire drill charts are posted in each classroom.

Evacuation practices will be conducted and recorded in an orderly fashion. Fire drills will be held throughout the year in conjunction with state and local requirements. Students will be informed of proper escape routes and procedures on the first day of school.

Pulling the fire alarm with undue cause will result in reporting to the county fire department, and/or disciplinary action. Careless or malicious

initiating of a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building.

Deliberate offenses will be handled with the utmost severity. The student and his/her family will become financially responsible for fees resulting from a false alarm.

### **Weather-related Dismissal**

In case of inclement weather, DCA will be dismissed independent of the Danville City or Boyle County Schools. Around 6:00 am, a decision is made concerning the dismissal of school or a one or two-hour delay. Then the following media outlets are advised of their decision.

WLEX – Channel 18 TV

WKYT – Channel 27 TV

For those who have a long drive from outside the city, if you do not feel comfortable driving, by all means, do not attempt to do so. The teachers will allow any work missed due to road conditions to be made up when your child does return to school. An instructional day missed due to bad weather will count against the student's attendance record but will count as an "absent exempt."

If school needs to be dismissed during the day due to threatening weather, then the above media stations will be called and a cancellation announcement will be made. If you do not hear the announcement, fifteen minutes after the dismissal time a call will be made to your home or other number provided, or a text alert message will be sent.

## **Facilities Usage**

All school events taking place on or off the Danville Christian Academy campus must be approved by the DCA administrative office. Event Request Forms may be obtained from the receptionist. Only when the event is approved will it be placed on the school calendar.

## **First Aid & Medication**

### **First Aid**

DCA is committed to giving your child the best care possible while they are in our care. A number of staff maintain their certification in first aid and CPR annually.

### **Medication**

We recognize that there are times when students will need to take medications during the school day. All medication brought to school must be in the original container and kept in the school office. If a prescription or over-the-counter medication must be given during the school day, each must be accompanied by a note signed by the parent or legal guardian giving directions for its administration including date, time, dosage and reason for administration. Over-the-counter medications will not be given on a routine basis without a signed note from the child's physician.

If the student becomes ill and requires medication during the school day, a Medication Distribution Form must be completed. Medicine must then be checked into the campus office by a parent or guardian. **No medicine should be in the student's possession during the school day (with the exception of an EpiPen and inhalers).** If a student 6<sup>th</sup> grade or lower has a need for cough drops or eye drops, he/she must turn them in to the classroom teacher at the beginning of the day.

If you have a child who will need medication administered regularly throughout the school year, these cases must be discussed with the Headmaster and will be handled individually. **There will be no medication administered to any student without a form signed by a parent or legal guardian or direct parental permission.**

### **Illness**

Sick children (temperature of 100 degrees or higher, vomiting, diarrhea, severe coughing, unknown rash) will be sent home from school. For fevers less than 100 degrees, the parent will be called to discuss the child's symptoms and the proper action to take for the welfare of the child and the other students in the school. Students should be free of fever, vomiting or diarrhea for a minimum of 24 hours before returning to school. Therefore, children sent home from school for the aforementioned reasons should not return the next day. Students diagnosed by their doctor with strep throat must have been on antibiotics for a minimum of 24 hours before returning to school.

Children who are sent home with fever or rash will need to check in with the school office on the morning they return to school before

going to class. Do not send a child with a rash to school. If you have concerns about a rash, you should contact your child's physician rather than bringing the child into the school. It will continue to be necessary to keep children with fever home until they have been fever free for 24 hours without the use of fever reducing medication.

Please be considerate of other students and staff by not sending a child to school with an infectious condition, fever, or persistent runny nose with green mucous, persistent cough, or persistent sneezing. Parents will be called and asked to pick up their child if he or she is sent to school with fever and or vomiting. Parents will be asked to pick up their child if they are found to have contracted conjunctivitis ("pink eye") or head lice. Children with bacterial conjunctivitis (pink eye) must have been on antibiotic eye drops for a minimum of 24 hours before returning to school.

In the case of head lice, the child will be re-admitted to school only after he or she has been treated with the proper lice-killing shampoo and the eggs and live bugs have been combed out. Children sent home with head lice will need to be checked by the school office before going back into the classroom.

In some cases, a doctor's note may be required before the student returns to school. In the event any student has a communicable disease, the parents are expected to notify DCA, and to re-admit the student only after a doctor has given written permission for the child to return to school.

If your child needs over-the-counter medications (cough drops, pain relievers, etc.), please administer before you leave home rather than expecting our staff to do it first thing in the morning. Over the counter medications will not be given before 10:00 a.m. for students in grades 7-12.

### **Medication Consent**

Any medications to be administered during the school day to any students must be kept in the front office along with a completed Medication Consent Form informing the caregiver of the dosage and the time to be given. Medication Consent Forms are available from the receptionist. All medication must be in its original container with specific directions. No medications will be administered without a completed Medical Consent Form.

Medications that are sent to school and must go home at the end of the school day are the responsibility of the parent. Students should return to the office before dismissal to obtain their medications. When bringing prescription medications to school, please have your pharmacist label a second bottle for school use.

Although it is best to time dosages of over-the-counter medications to avoid dosages at school, the office staff will assist families by dispensing those types of medications (i.e. allergy medications) when absolutely necessary. At no time will the recommended dosages for over-the-counter medications be exceeded without a written signed request from the child's physician.

### **Student Emergency Information**

Student Emergency Information is required for every student at the time of enrollment or re-enrollment. Parents are required to update the Student Emergency Information on FACTS before the start of school. If there are any major changes in your child's health and/ or medication or medical procedures, or any changes in phone numbers, please notify the school office immediately. In an emergency, every attempt will be made to reach the parent; however, in the event that the parent cannot be reached, the contact person listed on the Contacts tab of your FACTS page will be called.

### **Fund Raising**

Fund raising makes it possible to recruit and retain the most dedicated and stimulating teachers and to provide the highest-quality programming. All fund raising must be approved through the DCA Headmaster's Office.

Tuition and fees do not cover 100% of the cost of a DCA education. The rest comes from voluntary, tax deductible donations from parents, faculty, staff, alumni, grandparents, parents of alumni and friends of DCA.

Fund raising at Danville Christian Academy comes in a variety of events yearly, whose efforts support the current operations of DCA. These gifts help enhance the day-to-day life of every student and faculty member by supporting a variety of programs, including academics, faculty development, athletics, technology, and the library.

## Challenged Materials

Despite the great care taken in the selection process, there may be occasional objections raised to some of the materials included in the DCA Library or in the classrooms. Concerns should be handled in a scriptural manner, following the principles in Matthew 18:15-17. Anyone hearing any concerns should refer that person to the librarian or specific teacher. Any parent, faculty or staff member may challenge materials he or she deems objectionable by following the procedures outlined herein.

DCA supports the rights of all parents to monitor their child's reading and instructional materials. However, those rights extend only to their own children. Individuals are not free to define what is appropriate for all students or teachers to read, view or hear. The school retains the right for students to have availability to materials which have gone through the selection policy and chosen by the professionals as acceptable use.

When materials are challenged, the following procedure is to be followed:

1. Formal objections to library or classroom materials are initiated by filling out a Request for Reconsideration Form, which may be obtained at the school office. The Request for Reconsideration Form must be signed by the complainant and filed with the teacher in charge or an administrator.
2. The form will then be referred to the Education Committee.
3. The Education Committee will notify the complainant regarding their decision.
4. All challenged materials shall remain in circulation during the challenge process period.

## Lunch

DCA operates a lunch program which consists of catered lunches. A lunch menu will be made available on FACTS each month for the following month. Parents must choose and pay for lunches for their child using the FACTS lunch module. Students may also bring a sack lunch. Students in grades Pre-K through 12 are required to remain in their designated eating areas.

## Office Procedures

### Lost and Found

All personal articles, outer garments, class materials, binders, notebooks, lunch boxes, musical instruments, etc. should be labeled with the student's name. Lost and found items will be kept in an area in the office that can be accessed at any time. At the end of each quarter, all items remaining will be donated a local charity.

## Parental involvement

Parental involvement at DCA is welcomed and encouraged. Parents are provided opportunities at the beginning of each academic year to become involved within the classroom and in support activities.

Danville Christian Academy has several Special Interest Groups parents can join to provide service and support to DCA. These Special Interest Groups include:

- Parent Teacher Fellowship (PTF)
- DCA Board of Directors

For additional volunteer opportunities, check with the school office.

Parents have been given the responsibility by God for the education and upbringing of their children. It is the desire of our teachers to work together with parents in this endeavor. The best education can only be achieved when parents and teachers work together to support and encourage students.



# **Security**

## **Closed Campus**

Danville Christian Academy maintains a closed campus.

All visitors must enter the building and go directly to the office for a visitor pass. All doors leading into the buildings must remain locked during the school day to provide maximum security for all students. Non-DCA guests are not allowed in the classroom or in the lunch room without prior approval from administration.

DCA believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the Board, administrators, teachers, students, parents, and community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure students' and staffs' welfare.

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior, or possession of weapons shall not be tolerated. Anyone who demonstrates such behavior shall be held accountable for his or her actions in accordance with the Parent/Student Handbook, the Student Code of Conduct, and civil and criminal law.

The Administration shall develop detailed procedures to be followed to implement school safety and security measures. Those measures shall include routine campus security procedures as well as directives to administrators to follow when responding to threats of serious harm.

The routine campus security measures shall include, without limitation:

- Controlled access to campuses
- Additional staff training
- Increased communication to students, parents and to the community
- Increased student and community awareness
- Physical inspections and monitoring using various means.

## **Drugs/Substance Abuse/Alcohol/Tobacco**

The possession, use, distribution of illegal drugs, controlled substances and/or misuse of over-the-counter drugs, alcohol and tobacco products are prohibited. Students connected to, in the presence of or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. DCA is considered a drug, alcohol and tobacco free zone and has a zero-tolerance policy as it relates to the possession, use, and/or distribution of illegal drugs, alcohol and controlled substance on its campus.

## **Search of Students**

Students, their lockers, and their motor vehicles shall be subject to searches by school officials, but not limited to student's outer clothing, pockets, lockers, desks or belongings, book bags, purses and other cases designated to carry or that can conceal items.

Students also understand and agree that DCA shall have the right to monitor or examine any electronic device at the school or any DCA activity. Additionally, DCA may monitor or examine any postings on the Internet or other electronic medium which includes, but is not limited to, text messages and postings on personal web sites, social networking sites, for example "Facebook" or other private or public domains. Such monitoring includes, but is not limited to, all verbiage, pictures, depictions, graphics and videos.

Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the students.

## **Use of Third-Party Security Enforcement**

The school shall retain the right to utilize third party resources, including but not limited to, security guards, police departments, or canine units to further establish a secure zone on the DCA campus.

## **Vehicle Use on Campus**

Students and parents are required to follow all traffic signs while on the Danville Christian Academy campus. Any student who does not follow these traffic regulations may have their privileges to drive on campus revoked.



### **Visitor Sign-in/Sign-Out**

All visitors to the school campus must sign in and out in the school office. Upon signing in, each visitor will receive a visitor pass to be worn at all times. Before leaving the campus, each visitor must sign out and return their pass to the school office. We ask parents not to go to classrooms unless you have a scheduled meeting with your child's teacher.

### **Weapons**

The possession, use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives are expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. Use of a toy designed to look like a weapon is prohibited on campus. Pending administrative approval, exemptions for this may be granted for school projects.

### **Sexual Harassment**

Danville Christian Academy is committed to providing an environment free from any form of sexual harassment. Sexual harassment is a violation of both the law and DCA's policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. It is an issue that may affect any member of the DCA community and will be dealt with promptly by the administration. Report any harassment immediately to a teacher, principal or the administrative offices.

## **Technology Internet Usage Policy**

Danville Christian Academy provides technology resources to its students and employees for educational and administrative purposes. The goal in providing these resources to students is to promote educational excellence consistent with DCA's mission statement and curriculum. The goal in providing these resources to employees is to promote access to a multitude of instructional and administrative resources. The use of these technology resources is a privilege, not a right, which may be revoked at any time for misuse. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with the policies stated in the Student or Staff Handbook.

*Please note - DCA High School has specific guidelines found in the High School Section.*

### **Definition of DCA Technology Resources**

DCA retains all rights and ownership to all technology resources. DCA computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail (employees only), local databases, externally accessed databases (such as the Internet), CD/DVD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. DCA reserves the right to monitor all technology resource activity.

### **Monitored Use**

Technology use by students and employees is not private and may be monitored at any time by DCA to ensure appropriate use. DCA reserves the right to inspect user directories for inappropriate materials or executable files and programs that are unauthorized and may affect the operation of the network. Such files are subject to removal when found.

Additionally, DCA reserves the right to monitor access to and use of email, the internet, or other network or computer-related activities, engage in routine computer maintenance and housekeeping, carry out internal investigations, prepare responses to request for public records, or disclose messages, data, or files to law enforcement or other legal authorities. DCA reserves the right to confiscate and analyze any electronic device that may connect or utilize DCA network resources. Parents are encouraged to monitor all forms of their child's technology use.

### **Acceptable Use**

DCA's technology resources will be used only for learning, teaching and administrative purposes consistent with DCA's mission statement and goals. Commercial use of DCA's technology resources is strictly prohibited.

Software or external data may not be loaded on any computer, whether stand-alone or networked to the DCA network. Only personnel from the Technology Department are authorized to load software.

Other issues applicable to acceptable use are:

- Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each technology lab.

- Supervision and permission: Student use of the computers and computer network is only allowed when supervised and granted permission by a faculty member.
- Attempting to log on or logging on to a computer by using another's password is prohibited: Assisting others in violating this rule by sharing information or passwords is unacceptable.
- Improper use of any computer or the network is prohibited. This includes the following:
  1. Submitting, publishing, or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private
  2. Using the network for financial gain, political or commercial activity
  3. Attempting to or harming equipment, materials or data
  4. Attempting to or sending anonymous messages of any kind
  5. Using the network to access inappropriate material
  6. Knowingly placing a computer virus on a computer or the network
  7. Using the network to provide addresses or other personal information that others may use inappropriately
  8. Accessing of information resources, files and documents of another user without authorization

#### **Individual User Responsibilities**

The following standards will apply to all users of DCA's network systems:

- The individual in whose name a network account is issued will be responsible at all times for its proper use.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by DCA.
- Network users may not use another person's network account without written permission from the Director of Technology.
- Network users are responsible for making sure they do not violate any copyright laws.

#### **Network Etiquette**

Network users are expected to observe the following network etiquette (also known as netiquette):

- Use appropriate language: swearing, vulgarity, ethnic or racial slurs and any other inflammatory language are prohibited.
- Pretending to be someone else when sending /receiving messages is prohibited.
- Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
- Revealing such personal information as addresses or phone numbers of users or others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.
- Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

#### **Liability Disclaimer**

DCA shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and financial obligations incurred by users. DCA shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

***Arbitration and Mediation***

DCA believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private and within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20. In response to this belief, disputes and disagreements between DCA and its families should be handled directly and quickly to restore unity to the relationship.

For those times when the resolution of issues is not clear, disputes will be handled through biblically-based mediation. As supported by the enrollment contract between DCA and its families, if resolution of the dispute and reconciliation does not result from mediation, families can then submit the dispute to a single independent and objective arbitrator for binding arbitration. If DCA and a family are unable to reach an agreement as to the selection of the arbitrator, the Institute for Christian Conciliation division of Peacekeeper Ministries of Billings, Montana, shall be asked to select a qualified person who will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemakers Ministries booklet, Guidelines for Christian Conciliation.

Further information for this process is contained in the enrollment contracts for students, which indicates this is the sole remedy for any controversy or claim arising from the relationship between DCA, students, families, and staff.

**DANVILLE**  
**DCA**  
**CHRISTIAN ACADEMY**

**Parent/Student Handbook**

**PK3 – K5**

## **Academics**

### ***Class Placement***

It is our goal to balance each class with equal boy/girl ratios, but it is not always possible. Parental requests for specific teachers will not be honored. Placement of students is an administrative and teacher decision. Educational and social needs are carefully and closely considered when making class assignments.

### ***Grading***

The grading scales used by the DCA Little School are as follows:

#### ***PK3 & PK4***

These classes provide a detailed checklist so you can see precisely what skills your child is learning and mastering.

#### ***PK4 & Kindergarten Grading Scale***

E – Excellent

G – Good

N – Needs Improvement

U - Unsatisfactory

#### **Specials (music, P.E., computer, and Spanish) will use the following grading scale:**

O – Outstanding

S – Satisfactory

N – Needs Improvement

U - Unsatisfactory

### ***Homework***

The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is reinforcing what the teacher has taught in class that day, or in preparation for what the teacher will teach the next day. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. As a general rule, new homework will not be assigned on Wednesday nights. However, assignments made in advance of Wednesday night, which are due on Thursday, may require some preparation on Wednesday night.

Homework will take approximately 10 minutes per grade level (i.e., first grade = 10 minutes, second grade = 20 minutes, etc.) not including Bible memory, test preparation, projects and reading minutes. Please understand each child's ability is different. Therefore, whether a student spends less or more time depends on the organization, use of time, homework environment, and other factors. For good communication and to avoid late homework, we ask that you review your child's daily assignments. If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

### ***Physical Education Participation***

When any student has a physical challenge that limits activity or prohibits an activity, the school requires a note from the family medical doctor indicating the reason for the limitation and the period for which the limitation is valid. Likewise, if a student needs to be excused from participation in P.E. due to an illness, a note is required from a doctor or parent.

### ***Academic Probation***

Students may be placed on academic probation at the discretion of the administration.

### ***Promotion to Next Grade***

If a student is consistently struggling academically or socially, a parent conference will be scheduled to discuss the possibility of

retention for the following year. The final retention decision rests with the DCA headmaster.

### ***Double Promotions***

DCA typically does not practice promoting current or newly enrolled students into a grade beyond their age group. In assisting parents, our focus remains on what would be best for the children in light of what has been widely observed when children are promoted into a grade beyond their age mates. Generally, the situation results in students experiencing difficulty in their social and/or academic development.

### ***Testing of Students***

Annual student testing is conducted in the spring. Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a re-enrollment decision, parents will be so advised.

### ***Textbooks***

DCA assigns textbooks for a student to use throughout the year.

- No writing or marking is to be done in any school-assigned textbook. Additional copies may be purchased for home use, if necessary, through the textbook publisher.
- Students will pay for damages done to a textbook because of abuse or misuse.
- Students will pay for lost textbooks.
- Report cards will be held until such fines are paid or until your DCA account is billed.

## **Preschool Dress Code**

Preschoolers may wear everyday casual clothes to school. They may also choose to wear the Elementary dress code.

## **Discipline**

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. Danville Christian Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability.

Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to an administrator. **Students and their parents agree and acknowledge that DCA's decisions regarding disciplinary action shall be final.** Students violating the student Code of Conduct outside of the school campus or in school activities will be subject to disciplinary action.

Just as the family has rules to help children learn to get along with parents, brothers, sisters, and others, our school has expectations for orderly daily operation in a setting with many students and activities.

### ***Dismissal from DCA***

Attendance at DCA is a privilege. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of DCA will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

## **Attendance**

### ***Arrival & Dismissal***

DCA's school day begins at 8:05 AM and ends at 3:15PM. Students may arrive as early as 7:45. Students must be in their homeroom by 8:10 or they are considered tardy.

*We would ask that you please refrain from picking your child up early as it affects our instruction time.*

### ***Absences Procedures***

The following procedures apply to absences:

- Teachers and the DCA administrative office will maintain an accurate record of attendance and tardiness. The record will appear on FACTS.
- Parents must phone or e-mail the school office to report any absence by 10:00 a.m. (859-236-2177).
- Students returning after an absence must supply the office with a notification in the form of an e-mail, written note, or phone call. Students absent for more than three days due to an illness must have a doctor's note upon their return to school.
- A student missing up to 3 ½ hours of the school day will be counted ½ day absent.
- *If a student is absent, parents may request and pick-up make-up work. The request for make-up work to be picked up at the end of the school day (4:00 p.m.) must be made by 10:00 AM to the classroom teacher or receptionist.*
- When a student has accumulated five (5) absences in a school semester, the parents will be notified in writing of their child's absences.
- When a student has accumulated more than eight (8) absences within a school semester, the parents will meet with the headmaster.
- When a student has accumulated a total of sixteen (16) absences in an academic year, the parents will write a letter of explanation to the DCA board of directors.
- Any absence, for whatever reason, shall be charged against the student's record, except when a student participates in an approved school activity. Such absence is not counted against the student's attendance record.

### ***Absences***

- **Release from Class.** An absence which is initiated from the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/ school-scheduled activities, are not reported on the student's report card.
- **Pre-Approved Absences/Extended Absences** must be requested in writing using a form available in the office at least one week in advance. With advance notice, these absences will still be counted on the report card, but without points deducted for make-up work or tests, *if submitted on time*. Make-up work must be requested at least two days prior to the pre-approved absence. Students are permitted five pre-approved absences. Absences exceeding this amount are at the Headmaster's discretion. Pre-approved absences include family vacation, church retreat or a mission trip. Any make up work for preapproved/ extended absences will be due the day the student returns to school.
- **Make-up Work.** Students must make up all work missed due to approved absences. Missed work must be turned in the first day the student returns to school. Tests must be scheduled with the child's teacher. Students or parents are required to meet with the teacher to make arrangements for missed work. A student will have one day for each day he/she is absent to make up any work or tests missed in class, with the exception of pre-approved/extended absences.
- **Doctor Appointment.** A student who misses school due to a doctor's appointment is required to bring a doctor's note. A student who misses any portion of the day must have a note from the doctor or approval from the Headmaster to participate in any extra-curricular activities that day.

### ***Carpool (Arrival & Dismissal)***

- Students may not be dropped off at the carpool drop-off prior to 7:45 a.m. As the school works toward a safe and quick drop-off, please stay in one lane and do not pass other cars once your child has been dropped off.
- Afternoon carpool will begin at 3:15 p.m. for P3 – 5<sup>th</sup> grades. To maximize our instructional day, we will not load cars until 3:15 p.m.
- *Parents are expected to remain in/near their vehicles in order to expedite the dismissal process.* Walk-ups, particularly during the afternoon carpool, delay the process and present a safety concern.
- **For everyone's safety, our carpool lines are a cell phone free zone.**

If you must enter the school, or choose to meet your child at the building, you must park in a parking space. **Please do not park in the grass and walk to the front of the school to pick up your child.**

- Please set a good example for our DCA student drivers by refraining from parking in the handicapped spaces, unless you have a permit to park in those spaces.

### ***Tardy to School***

Students are expected to be in their classrooms and ready for the school day by the time the tardy bell rings at 8:10 a.m. Students coming into the building after the 8:10 a.m. tardy bell must sign in with the receptionist. Excused tardies will include doctor/dental visits, illness and traffic situations that result in many students being late. All other tardies will be considered unexcused. Five unexcused tardies count as one absence. In the event of excessive tardies, an administrator will meet with the parents and if tardy issues continue, they may be referred to the school board. A student will receive a tardy when missing up to forty-five (45) minutes of the academic day either at the beginning or ending of the day.

In the event of excessive tardies, an administrator will notify the parents. It is the parents' responsibility to monitor attendance. This may be checked in FACTS.

### ***Birthdays & Special Occasions***

A child's birthday is very special. If you want to have birthday refreshments at the school, you must contact the teacher in advance to set up a day and time. School parties are not an occasion to exchange gifts; however, treats and party favors are acceptable at the end of the day or at another time designated by the teacher. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday. For birthday parties outside of school, please adhere to these guidelines:

- Invitations may not be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.
- After school carpool lines may not be used as pick up times for birthday parties. Flowers, balloons and/or gift baskets may not be delivered to students during the school day or at any school-sponsored event or program.

### ***Classroom Visits***

We welcome visitors to our classrooms. However, we want to minimize disruption to classroom instruction. Therefore, we ask that parents who wish to visit classes do so within the following guidelines:

- Contact the teacher or an administrator in advance to schedule your visit to coincide with the class you wish to observe.
- At the time of your visit, please sign in with the receptionist and obtain a visitor's badge. You must sign out and return your visitor's badge at the conclusion of your visit.

### ***Closed Campus***

Danville Christian Academy maintains a closed campus. All visitors to the school must enter the building at the main entrance. All doors leading into the building will remain locked during the school day to provide maximum security for all students. Elementary School students are not permitted to remain on campus after school hours unless enrolled in the After School program for grades PK8. All students must be accounted for at all times.



## Field Trips

Field trips will be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of DCA. The School Activities Form is filled out on FACTS before school starts, releasing the school from any liability. Each teacher sponsoring a field trip will send home permission slips for each particular field trip, which needs to be signed and returned to the teacher.

- DCA activities are for current DCA students only. No other students are allowed to attend. Please make child-care arrangements for younger siblings to allow your full attention as chaperones.
- Only students who are enrolled in the grade attending the field trip will be allowed to participate. All other students will not be excused from school.
- Any student on disciplinary probation may be excluded from the field trip.
- School rules, regulations and policies are in effect on all field trips on or off campus.
- The sponsoring teacher will communicate the dress code.
- If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.
- Parent chaperones are secured in advance for all field trips and must have the completed background check on file (check with school office). Parents who do not have a completed background check on file will not be allowed to chaperone children other than their own on field trips.

## Parties

Because of the secularization of so many holidays, the following guidelines will be used in the handling of class parties:

- Thanksgiving: Thanksgiving is celebrated with a Thanksgiving feast in certain grades.
- Christmas: Class parties may be planned with an emphasis on the birth of Christ.
- Valentines: Class parties may be planned. Valentines may be exchanged provided students bring them for all class members. Derogatory, negative or "putdown" cards are not acceptable and may not be used.
- Easter: Class parties will be planned with an emphasis on the substitutionary death, burial and resurrection of our Lord Jesus Christ.
- End of the Year: A class party may be during last week of school. All parties are to be held on campus or planned as a field trip.

Parents are welcome to attend class parties, but should make childcare arrangements for siblings. This will allow the focus to remain on the students in each classroom.

## Volunteers

We welcome parent volunteers to assist in various classroom/school activities. Any parent wishing to volunteer must have the completed background check on file.



**Elementary School Parent/Student Handbook**

**Grade 1 - Grade 5  
2022-2023**

## **Academics**

### **Class Placement**

It is our goal to balance each class with equal boy/girl ratios, but it is not always possible. Parental requests for specific teachers will not be honored. Placement of students is an administrative and teacher decision. Educational and social needs are carefully and closely considered when making class assignments.

### **Grading Scale**

The grading scales used by the Elementary School are as follows:

#### **Grade 1 Language/Phonics, Math, Social Studies, Spelling**

A,B,C,D

#### **Grade 1 Bible, Reading, Science**

E,G,N,U

#### **Grades 2-5**

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

#### **Elementary Specials (Music, P.E., Computer, Spanish)**

O – Outstanding

S – Satisfactory

N – Needs Improvement

U - Unsatisfactory

### ***Homework***

The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. As a general rule, new homework will not be assigned on Wednesday nights. However, assignments made in advance of Wednesday night, which are due on Thursday, may require some preparation on Wednesday night. Homework will take approximately 10 minutes per grade level (i.e. first grade = 10 minutes, second grade = 20 minutes, etc.) not including Bible memory, test preparation, projects, and reading minutes. Please understand each child's ability is different. Therefore, whether a student spends less or more time depends on the organization, use of time, homework environment, and other factors. For good communication and to avoid late homework, we ask that you review your child's daily assignments. If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

### **Physical Education Participation**

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for the limitation and the period of time for which the limitation is valid. Likewise, if a student needs to be excused from participation in P.E. due to an illness, a note is required from a doctor or parent.

### **Academic Probation**

Students may be placed on academic probation at the discretion of the administration.

### ***Promotion to Next Grade***

If a student is consistently struggling academically or socially, a parent conference will be scheduled to discuss the possibility of retention for the following year. The final retention decision rests with the DCA headmaster.

### **Double Promotions**

DCA typically does not practice promoting current or newly enrolled students into a grade beyond their age group. In assisting parents, our focus remains on what would be best for the children in light of what has been widely observed when children are promoted into a grade beyond their age mates. Generally, the situation results in students experiencing difficulty in their social and/or academic development.

### **Report Cards and FACTS**

Parents with students in grades 2-5 have the ability to check their student's progress by utilizing the on-line grade system through FACTS. A user name and password are required to set up an account in order to access student grades. All parents will be emailed their user name and password at the beginning of each year.

### **Student Assignment Notebook**

Each teacher will explain the classroom schedule at the beginning of the school year. Homework assignments will be recorded by students daily. Grade 1 has individual methods for communicating assignments to the students and parents. Parents are encouraged to review assignments daily and to check with the teacher if there are questions about the classroom schedule. It is the parents' responsibility to carefully review what the student is actually accomplishing in the homework process and to sign the work or assignment notebook. Assignments will be posted on FACTS weekly for parents to view

### **Testing of Students**

Annual student testing is conducted in the spring. Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a re-enrollment decision, parents will be so advised.

### **Textbooks**

DCA assigns textbooks for a student to use throughout the year.

- No writing or marking is to be done in any school-assigned textbook. Additional copies may be purchased for home use, if necessary, through the textbook publisher.
- Students will pay for damages done to a textbook because of abuse or misuse.
- Students will pay for lost textbooks.
- Report cards will be held until such fines are paid or until your DCA account is billed.

## **Discipline**

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. Danville Christian Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to an administrator. **Students and their parents agree and acknowledge that DCA's decisions regarding disciplinary action shall be final.** Students violating the student Code of Conduct outside of the school campus or in school activities will be subject to disciplinary action.

Just as the family has rules to help children learn to get along with parents, brothers, sisters, and others, our school has expectations for orderly daily operation in a setting with many students and activities. The following are rules by which DCA students agree to abide:

### **Minor infractions**

The following is a non-comprehensive list of minor infractions:

- Chewing gum while on school premises, unless given teacher permission.
- Radios, recorders, tape/CD/DVD players, iTouch type devices, toys, electronic games or devices (including cell phones and cameras), posters and playing/trading cards are subject to confiscation by school personnel. No electronic devices that connect to the internet or take pictures are allowed during After School. Cell phones must also be turned off and put away in backpacks and are only allowed to be used if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics, videos and depictions and appropriate disciplinary actions may result from inappropriate material or use.
- Failure to comply with the DCA dress code.
- Failure to obey playground rules given by teachers.
- Failure to follow the instructions of school adults and students who serve as carpool safety supervisors.
- Use of chalkboards, marker boards, or other school equipment without a teacher's permission.
- Visible possession or use of cell phones during the school day, carpool or in the After School Program. Cell phones are subject to confiscation by school staff.
- Failure to act in a quiet and orderly fashion while in hallways, restrooms and during carpool.
- Failure to refrain from behavior that inhibits learning in classroom situations.

### ***Major infractions***

The following is a non-comprehensive list of major infractions that may result in suspension or immediate separation from the school:

- Use of Abusive or Profane Language and Disrespect: Using abusive or profane language and showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary action.
- Disruptive/Disrespectful Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action. Disrespectful behavior towards authority will not be tolerated.
- Bullying: Threatening, intimidating, use of ridicule or causing bodily harm to any person will result in certain disciplinary action. See also: Anti-Harassment Policy in General Section.
- Cheating: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery.
- Drug Use/Substance Abuse: The possession, use, distribution of illegal drugs, controlled substances, alcohol, tobacco product(s) and/or misuse of over-the-counter drugs is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. DCA is considered a drug/alcohol-free zone and therefore practices a zero-tolerance policy as it relates to the possession, use and or distribution of illegal drugs or a controlled substance on its campus.
- Electronic Device or Medium: A repeated misuse of an electronic device or medium or a significant abuse of such privilege

may result in disciplinary action beyond confiscation of a device. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of DCA administration.

- **Fighting:** Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense.
- **Violation of Fire Safety Regulations:** Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses.
- **Gambling:** Card playing for the purpose of gambling, or any other form of gambling, is forbidden.
- **Immorality:** Students are expected to maintain moral purity as is outlined in God's Word.
- **Stealing:** Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
- **Truancy:** Missing school without parent or teacher permission is truancy. The penalty for truancy is a zero for all work missed, plus possible suspension or expulsion from the school. Students must obtain permission before leaving a classroom.
- **Vandalism:** Destruction or defacing of property belonging to the school or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages.
- **Possession of Weapons:** The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons.
- Repeated violation of minor infraction will be considered a major infraction.

### ***Disciplinary Probation***

Students who accumulate a series of minor infractions or are guilty of a major infraction will be subject to disciplinary probation - see listing of infractions above. While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. Students who do not meet the criteria will be required to withdraw from school.

### ***Suspension***

A student may be suspended from school following parent communication. Specific changes in attitudes and actions will be expected prior to readmission. A re-admission parent/ administrator conference is necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school. Re-admitted students will be placed on disciplinary probation upon their return to DCA. An administrator has the authority at all times to suspend a student for any violation of a school rule. The length of suspension will be one to five days as determined by the administrator. There are two types of suspensions:

***In-School Suspension:*** Students who violate a major school rule may be assigned in-school suspension. While excluded from participating in regular classes, students are able to complete class work in school.

***Out-Of-School Suspension:*** This is for a designated period of time during which students are not allowed to attend school.

Work missed during any suspension is required to be made up.

### **Restoration**

It is always DCA's intention to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, some or all of the following guidelines will govern the readmission of suspended students.

At the beginning of the suspension period, DCA staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers of the suspension term.

At the end of the suspension period, DCA administration will:

- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the DCA community.

Explain that the student is on disciplinary probation and its ramifications, if applicable. Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves. Staff will encourage the student prior to and/or after re-admission to ease the discomfort/ embarrassment of the student.

### **Expulsion**

Attendance at DCA is a privilege. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of DCA will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

## **Attendance**

### **Arrival & Dismissal**

DCA's school day begins at 8:10 AM and ends at 3:15 PM for grades PK-3 and 3:25 for grades 4-6<sup>th</sup>. Classes end at 3:15 for 7<sup>th</sup> – 12<sup>th</sup> Grades. Students may arrive as early as 7:45. Students must be in their homeroom by 8:10 or they are considered tardy.

*We would ask that you please refrain from picking your child up early as it affects our instruction time. Only those students enrolled in After School may stay past dismissal times. Any child not picked up by 3:35 p.m. will be sent to After School and charged the appropriate fees, if not picked up by 3:45.*

### **Absences Procedures**

The following procedures apply to absences:

- Teachers and the DCA administrative office will maintain an accurate record of attendance and tardiness. The record will appear on FACTS.

- Parents must phone or e-mail the school office to report any absence by 10:00 a.m. (859-236-2177).
- Students returning after an absence must supply the office with a *notification in the form of an email, written note or phone call*. Students absent for more than three days due to an illness must have a doctor's note upon their return to school.
- A student missing up to 3 ½ hours of the school day will be counted ½ day absent.
- *If a student is absent, parents may request and pick-up make-up work. The request for make-up work to be picked up at the end of the school day (4:00 p.m.) must be made by 10:00 AM to the classroom teacher or receptionist.*
- When a student has accumulated five (5) absences in a school semester, the parents will be notified in writing of their child's absences.
- When a student has accumulated more than eight (8) absences within a school semester, the parents will meet with the headmaster.
- When a student has accumulated a total of sixteen (16) absences in an academic year, the parents will write a letter of explanation to the DCA board of directors.
- Any absence, for whatever reason, shall be charged against the student's record, except when a student participates in an approved school activity. Such absence is not counted against the student's attendance record.

#### **Absences**

- Release from Class. An absence which is initiated from the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/ school-scheduled activities, are not reported on the student's report card.
- Pre-Approved Absences/Extended Absences must be requested in writing using a form available in the office at least one week in advance. With advance notice, these absences will still be counted on the report card, but without points deducted for make-up work or tests, *if submitted on time*. Make-up work must be requested at least two days prior to the pre-approved absence. Students are permitted five pre-approved absences. Absences exceeding this amount are at the Headmaster's discretion. Pre-approved absences include family vacation, church retreat or a mission trip. Any make up work for pre-approved/ extended absences will be due the day the student returns to school.
- Make-up Work. Students must make up all work missed due to approved absences. Missed work must be turned in the first day the student returns to school. Tests must be scheduled with the child's teacher. Students or parents are required to meet with the teacher to make arrangements for missed work. A student will have one day for each day he/she is absent to make up any work or tests missed in class, with the exception of pre-approved/extended absences.
- Doctor Appointment. A student who misses school due to a doctor's appointment is required to bring a doctor's note. A student who misses any portion of the day must have a note from the doctor or approval from the Headmaster in order to participate in any extra-curricular activities that day.

#### **Carpool (Arrival & Dismissal)**

- Students may not be dropped off at the carpool drop-off prior to 7:45 a.m. As the school works toward a safe and quick drop-off, please stay in one lane and do not pass other cars once your child has been dropped off.
- Afternoon carpool will begin at 3:15 p.m. To maximize our instructional day, we will not load cars until 3:15 p.m.
- *Parents are expected to remain in their vehicles in order to expedite the dismissal process.* Walk-ups, particularly during the afternoon carpool, delay the process and present a safety concern.
- **For everyone's safety, our carpool lines are a cell phone free zone.**



- If you must enter the school, or choose to meet your child at the building, you must park in a parking space. **Please do not park in the grass and walk to the front of the school to pick up your child.**
- Please set a good example for our DCA student drivers by refraining from parking in the handicapped spaces, unless you have a permit to park in those spaces.

### ***Tardiness***

Students are expected to be in their classrooms and ready for the school day by the time the tardy bell rings at 8:10. Students who are not in their classroom and ready for instruction at 8:10 will be counted as **tardy**. Students coming into the building after the 8:10 a.m. must report to the office for check in. Excused tardies will include doctor/dental visits, illness and traffic situations that result in a large number of students being late. Parents must to communicate to the office by email, phone call, or present doctors slips when students are tardy for those visits for excused purposes. All other tardies will be considered unexcused. Administration will make final determination if tardy is excused or unexcused. Five unexcused tardies count as one absence. In the event of excessive tardies, an administrator will meet with the parents and if tardy issues continue, they may be referred to the school board. A student will receive a tardy when missing up to forty-five (45) minutes of the academic day either at the beginning or ending of the day.

In the event of excessive tardies, an administrator will notify the parents. It is the parents' responsibility to monitor attendance. This may be checked in FACTS.

### **Birthdays & Special Occasions**

A child's birthday is very special. If you want to have birthday refreshments at the school, you must contact the teacher in advance to set up a day and time. School parties are not an occasion to exchange gifts; however, treats and party favors are acceptable at the end of the day or at another time designated by the teacher. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday. For birthday parties outside of school, please adhere to these guidelines:

- Invitations may not be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.
- Flowers, balloons and/or gift baskets may be delivered to the front desk only. Students may pick up their gift on the way out after school.

### **Classroom Visits**

We welcome visitors to our classrooms. However, we want to minimize disruption to classroom instruction. Therefore, we ask that parents who wish to visit classes do so within the following guidelines:

- Contact the teacher or an administrator in advance to schedule your visit to coincide with the class you wish to observe.
- At the time of your visit, please sign in with the receptionist and obtain a visitor's badge. You must sign out and return your visitor's badge at the conclusion of your visit.

### **Closed Campus**

Danville Christian Academy maintains a closed campus. All visitors to the school must enter the building at the main entrance. All doors leading into the building will remain locked during the school day to provide maximum security for all students. Elementary School students are not permitted to remain on campus after school hours unless enrolled in the After School program for grades PK-8. All students must be accounted for at all times.

## Dress Code

### **Shirts**

- A navy, red, white, or light blue polo style shirt or turtleneck, long or short sleeved, is allowed. These may be worn untucked.
- DCA logo T-shirt is allowed.
- Oxford and rounded-collar shirts in the above colors are also allowed.
- A plain turtleneck, mock turtle-neck or long-sleeved shirt may be worn under a polo shirt for warmth.

### **Sweaters/Vests/Sweatshirts**

- Any sweater or sweater vest, V-neck, cardigan, or crew neck may be worn over an approved shirt in solid navy, white, red or light blue. They may be hooded but may not be tied around the waist or neck.
- Sweatshirts are also allowed in V-neck or crewneck.
- DCA logo hoodies may be worn in school.
- Crew-neck sweatshirts may be worn alone.
- Black, white, navy and grey light weight jackets (fleece) may be worn in the school building.

### **Pants, Skirts (Skorts), Shorts, Jumpers and Capris**

- These may be worn in DCA plaid, navy or khaki only. Cargo pants are allowed.
- Solid leggings may be worn under skirts and dresses that are not shorter than 2" above the knee.

### **Shoes, Socks and Belts and Headgear**

- All shoes must have enclosed toes and heels. No shoe skates, crocs, sandals, flip-flops, light-ups, etc. are permitted.
- Boots must be brown or black, free of distracting decorations and must be worn under pants.
- Belts must be any reasonable color (no sashes) and must be free of jewels, sequins, glitter, etc.
- Socks or tights are required and must be any reasonable, solid color. Lace or trim of the same color is acceptable.
- Hats, bandanas, scarves, sweatbands, or sunglasses may not be worn in the building during the school day.

### **Outerwear**

- Outerwear must be left in the student's locker.

### **Dress Down Day Apparel**

- Occasionally there will be a dress down day given to a grade level or a group of students as a reward. This is a day when students may wear clothing other than the regular DCA dress-code. Dress Down Days must be Pre-approved by Administration
- Students are still expected to have a neat appearance, wearing appropriate clothing. Jean shorts no shorter than 2" above the knee are allowed on dress down and jeans day. **Apparel not acceptable include:** pajama pants, jeans with tears or holes, basketball shorts, baggy T-shirts, or hats. Footwear will follow the dress code.

## Field Trips

Field trips will be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of DCA. Each teacher sponsoring a field trip will send home permission slips for each particular field trip, which needs to be signed and returned to the teacher.

- DCA activities are for current DCA students only. No other students are allowed to attend. Please make child-care arrangements for younger siblings to allow your full attention as chaperones.
- Any student on disciplinary probation may be excluded from the field trip.
- School rules, regulations and policies are in effect on all field trips on or off campus.

- The sponsoring teacher will communicate the dress code.
- If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.
- Parent chaperones are secured in advance for all field trips and must have the completed background check on file (check with school office). Parents who do not have a completed background check on file will not be allowed to chaperone children other than their own on field trips.

## **Parties**

Because of the secularization of so many holidays, the following guidelines will be used in the handling of class parties:

- Thanksgiving: Thanksgiving is celebrated with a Thanksgiving feast in certain grades.
- Christmas: Class parties may be planned with an emphasis on the birth of Christ.
- Valentines: Class parties may be planned. Valentines may be exchanged provided students bring them for all class members. Derogatory, negative or "putdown" cards are not acceptable and may not be used.
- Easter: Class parties will be planned with an emphasis on the substitutionary death, burial, and resurrection of our Lord Jesus Christ.
- End of the Year: A class party may be during last week of school. All parties are to be held on campus or planned as a field trip.

Parents are welcome to attend class parties but should make childcare arrangements for siblings. This will allow the focus to remain on the students in each classroom.

## **Searches of Students**

Students, their cubbies, or desks shall be subject to searches by school officials including but not limited to student's outer clothing, pockets, cubbies, desks or belongings, book bags, purses and other cases designated to carry or that can conceal items.

## **Volunteers**

We welcome parent volunteers to assist in various classroom/school activities. Any parent wishing to volunteer must have the completed background check on file.



**Middle School  
Parent/Student Handbook**

**Grades 6-8**

# Academics

## High School Courses in Eighth Grade

Students entering the eighth grade will have the opportunity to take Algebra I for high school credit. Student eligibility is based on the students' math grade the previous year and teacher recommendation.

## Grading Scale

The grading scales used by DCA for grades 6-8 students are as follows:

A	90-100
B	80-89
C	70-79
D	60-69

Anything below 70 indicates a lack of mastery.

## Homework

The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. As a general rule, new homework will not be assigned on Wednesday nights. However, assignments made in advance of Wednesday night, which are due on Thursday, may require some preparation on Wednesday night. Homework will take approximately 10 minutes per grade level (i.e. sixth grade = 60 minutes, seventh grade = 70 minutes, etc.), not including Bible memory, test preparation, projects, and reading minutes. Please understand each child's ability is different. Therefore, whether a student spends less or more time depends on the organization, use of time, homework environment, and other factors. For good communication and to avoid late homework, we ask that you review your child's daily assignments. If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

## Missed/Late Work

The guidelines listed below pertains to students in grades 6-8:

- Twenty percent will be taken off of an assignment that is one class period late. Ten points will be taken off for each class period after that.
- After the third class period, a zero will be given on the assignment.
- A student will have one day for each day he/she is absent to make up any work missed in class, excluding pre-planned absences.
- Test and quizzes missed should be made up within the allotted time. Extra time to make up test and/or quizzes is at the discretion of the teacher.
- Grace may be given at the teacher's discretion based on individual circumstances.

## Physical Education

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Likewise, if a student needs to be excused from participation in P.E. due to an illness, a note is required from a doctor or parent

## Report Cards & FACTS

Parents have the ability to check their student's progress in each class by utilizing the online grade system through FACTS. A username and password are required to set up an account in order to access student grades. Detailed information for setting up these accounts is provided to parents at the beginning of the school year. Students' progress is reported through FACTS. Online grades are updated regularly. If parents experience any difficulty accessing the online grade system or would like to set up an account, they should contact the school office. Report cards are posted every quarter. Students will receive report cards at the end of each quarter.

## Honor Roll

Honor roll calculations are based on the average of quarter grades for the current school year and do not reflect the cumulative GPA.

- A Honor Roll – A grade of “A” in all classes.
- A/B Honor Roll – Grades for the nine weeks are all “A”s and “B”s.

### **Double Promotions**

DCA typically does not practice promoting current or newly enrolled students into a grade beyond their age group. In assisting parents, our focus remains on what would be best for the children in light of what has been widely observed when children are promoted into a grade beyond their age mates. Generally, the situation results in students experiencing difficulty in their social and/or academic development.

### **Student Agenda Notebook**

Each teacher will explain the classroom schedule at the beginning of the school year. Homework assignments will be recorded by students in their student agenda book in grades 6-8. Parents are encouraged to review assignments daily and to check with the teacher if there are questions about the classroom schedule. It is the parents' responsibility to carefully review what the student is actually accomplishing in the homework process and to sign the work or agenda notebook if requested.

### **Testing of Students**

All students will be tested prior to admission. In addition, annual student testing is conducted in the spring. Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a placement decision, parents will be so advised.

## **Textbooks**

DCA assigns textbooks for a student to use throughout the year.

- No writing or marking is to be done in any textbook unless the textbook is purchased in advance or is consumable.
- Students will pay for damaged or lost textbooks. Please note that if a student returns a book that is damaged, the following charges will be applied.
  1. If the book is significantly damaged or damaged to a point where it cannot or should not be reissued next year (broken binding, pages missing, etc.), the full price of the book will be charged.
  2. If the book is damaged, but the damage is minimal (torn pages, partially broken binding, damaged cover, etc.), half of the price of the book will be charged.
- Administration may hold a student's report card at the end of the year until all books are returned or charges are assessed.

## **Discipline**

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. Danville Christian Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the appropriate administrator. **Students and their parents agree and acknowledge that DCA's decisions regarding disciplinary action shall be final.** Students violating the student Code of Conduct outside of the school campus or in school activities will be subject to disciplinary action.

### **Code of Conduct: 24/7/365**

Students are expected to represent Danville Christian Academy in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Code of Conduct or draws attention to DCA in a negative manner which may result in disciplinary action or a student's dismissal from the school.

### ***Minor infractions***

The following is a non-comprehensive list of minor infractions:

- Radios, recorders, tape/CD/DVD players, toys, comic books, electronic games or devices (including cell phones and cameras), posters and playing/trading cards are subject to confiscation by school personnel. No electronic devices that can connect to the internet or take pictures are allowed during After School. Cell phones must also be put away in backpacks and are only allowed to be used if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics and depictions and appropriate disciplinary actions may result from inappropriate material or use.
- Failure to comply with the DCA dress code.
- Failure to obey all rules given by teachers.
- Failure to follow the instructions of school adults and students who serve as carpool safety supervisors.
- Use of chalkboards, marker boards, or other school equipment without a teacher's permission.
- If Middle School students bring cell phones to school, these devices must be kept off, not on silent or vibrate modes, and concealed in lockers during the school day and in backpacks at all times during the school day or in the school building. Students violating this rule will have their phones confiscated and taken to the administrative offices.
- If a student has a phone on his/her person, or a cell phone or electronic device inadvertently rings or vibrates at school while the student is under school supervision, the following steps will be taken:
  1. 1<sup>st</sup> Offense - The student will be required to check their device into the office before school for the next five days. The cell phone or other electronic device may be picked up at the end of each school day. Parents will be notified.
  2. 2<sup>nd</sup> Offense - The student will be required to check their device into the office each day for the next nine weeks of school. The cell phone or other electronic device may be picked up at the end of each school day. Parents will be notified.
  3. 3<sup>rd</sup> Offense – There will be a meeting between the school administrator and the student's parents with the possibility of losing the privilege to possess a cell phone or other electronic device on campus and the student may be suspended.
- Failure to act in a quiet and orderly fashion while in hallways, restrooms and during carpool.
- Failure to refrain from behavior that inhibits learning in classroom situations.

Although not all-inclusive, the following may result in suspension or immediate separation from the school: **in all cases, the Headmaster reserves the right to make the final decision for any disciplinary action.**

### ***Major infractions***

The following is a non-comprehensive list of major infractions.

- Use of Abusive or Profane Language and Disrespect: Using abusive or profane language, and showing disrespect or insolence to teachers and classmates, will not be tolerated and will result in serious disciplinary action.
- Disruptive Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action.

- **Bullying:** Threatening, intimidating, use of ridicule or causing bodily harm to any person will result in certain disciplinary action. See also: Anti-Harassment Policy in General Section.
- **Cheating/Dishonesty:** Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery. In addition, students will receive a "0" on the assignment in question, and a possible suspension.
- **Drug Use/Substance Abuse:** The possession, use, or distribution of illegal drugs, controlled substances, or alcohol and/or misuse of over-the-counter drugs, is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus.
- DCA is considered a drug/alcohol-free zone and therefore practices a zero-tolerance policy as it relates to the possession, use and or distribution of illegal drugs or a controlled substance on its campus.
- **Tobacco Products:** The possession, use, or distribution of tobacco product(s) such as but not limited to electronic cigarettes, cigars, chewing tobacco etc. is prohibited. DCA is considered a tobacco-free zone.
- **Electronic Device or Medium:** A deliberate misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. These items are not allowed to be on or used during the school day without DCA staff permission. Any cell phones seen or heard during the school day by an administrator or staff member will be confiscated. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of DCA administration.
- **Fighting:** Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity.
- Students are reminded that fighting may result in suspension.
- **Violation of Fire Safety Regulations:** Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses
- **Gambling:** Card playing for the purpose of gambling, or any other form of gambling, is forbidden.
- **Immorality:** Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact and any issue associated with pornography, whether on or off campus.
- **Insubordination/Disrespect:** Insubordination or disrespect, including lying to a staff member or administration; may result in an automatic in-school suspension, with possible suspension.
- **Stealing:** Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
- **Truancy:** Missing school without parent or teacher permission is truancy. Students must obtain permission before leaving a classroom.
- **Vandalism:** Destruction or defacing of property belonging to the school, or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages. Full restitution, including labor and cost of repairs.



- **Possession of Weapons:** The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons.
- **Repeated violation of minor infractions will be considered a major infraction.**

### ***Discipline Method***

This process will normally follow specific steps as described below:

- The teacher is the first line of authority on addressing behavior requiring discipline.  
  
If the behavior continues, a parent will be contacted.
- If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator will become involved. At this time a phone call or conference with the parents, administrator and/or teacher and child will be held to implement a plan of action to resolve the situation.
- Discipline referrals will be given to the student and a copy will be sent to the parent.

### ***Lunch and After-School Detention***

Detentions may be given when students fail to comply with school regulations and may be given during lunch or after school. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action. If a student misses a detention, he/she will need to serve two. Parents will be notified of a student's detention.

### ***Suspension***

A student may be suspended from school following parent communication. Specific changes in attitudes and actions will be expected prior to re-admission. A re-admission parent/ administrator conference is necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school. Readmitted students will be placed on disciplinary probation upon their return to DCA. An administrator has the authority at all times to suspend a student for any violation of a school rule. The length of suspension will be determined by the administrator.

There are two types of suspensions:

- **In-School Suspension:** Students who violate a major school rule may be assigned in-school suspension. While excluded from participating in regular classes, students are to complete class work as they are able.
- **Out-of-School Suspension:** This is for a designated period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up over a reasonable time period as determined by administration.

### ***Restoration Plan***

It is always the intention of Danville Christian Academy to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, the following guidelines will govern the re-admission of suspended students:

At the beginning of the suspension period, DCA staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers/coaches of the suspension term, but not the nature of the offense.

At the end of the suspension period, DCA staff and administration will:

- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the DCA community.
- Explain that the student is on disciplinary probation and its ramifications, if applicable.
- Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves.
- In addition, staff will be encouraged to call the student with words of encouragement (not lecture) prior to re-admission to ease the discomfort/embarrassment of the student.

### ***Disciplinary Probation***

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation [See listing of infractions.]. While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the guidelines outlined **under the section titled "Expulsion" "below.**

### ***Expulsion***

Attendance at Danville Christian Academy is a privilege. Any student whose conduct in or out of school that shows him/ her to be in opposition to the basic principles and purposes of Danville Christian Academy will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

## **Attendance**

### ***Arrival & Dismissal***

DCA's school day begins at 8:10 AM and ends at 3:15 PM. Students may arrive as early as 7:45. Students must be in their homeroom by 8:10 or they are considered tardy.

*We would ask that you please refrain from picking your child up early as it affects our instruction time. Only those students enrolled in After School may stay past dismissal times. Any child not picked up by 3:35 p.m. will be sent to After School and charged the appropriate fees, if not picked up by 3:45.*

### ***Absences Procedures***

The following procedures apply to absences:

- Teachers and the DCA administrative office will maintain an accurate record of attendance and tardiness. The record will appear on FACTS.
- Parents must phone or e-mail the school office to report any absence by 10:00 a.m. (859-236-2177).
- Students returning after an absence must supply the office with a *notification in the form of an email, written note or phone call*. Students absent for more than three days due to an illness must have a doctor's note upon their return to school.
- A student missing up to 3 ½ hours of the school day will be counted ½ day absent.

- *If a student is absent, parents may request and pick-up make-up work. The request for make-up work to be picked up at the end of the school day (4:00 p.m.) must be made by 10:00 AM to the classroom teacher or receptionist.*
- When a student has accumulated five (5) absences in a school semester, the parents will be notified in writing of their child's absences.
- When a student has accumulated more than eight (8) absences within a school semester, the parents will meet with the headmaster.
- When a student has accumulated a total of sixteen (16) absences in an academic year, the parents will write a letter of explanation to the DCA board of directors.
- Any absence, for whatever reason, shall be charged against the student's record, except when a student participates in an approved school activity. Such absence is not counted against the student's attendance record.

### **Absences**

- Release from Class. An absence which is initiated from the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/ school-scheduled activities, are not reported on the student's report card.
- Pre-Approved Absences/Extended Absences must be requested in writing using a form available in the office at least one week in advance. With advance notice, these absences will still be counted on the report card, but without points deducted for make-up work or tests, *if submitted on time*. Make-up work must be requested at least two days prior to the pre-approved absence. Students are permitted five pre-approved absences. Absences exceeding this amount are at the Headmaster's discretion. Pre-approved absences include family vacation, church retreat or a mission trip. Any make up work for pre-approved/ extended absences will be due the day the student returns to school.
- Make-up Work. Students must make up all work missed due to approved absences. Missed work must be turned in the first day the student returns to school. Tests must be scheduled with the child's teacher. Students or parents are required to meet with the teacher to make arrangements for missed work. A student will have one day for each day he/she is absent to make up any work or tests missed in class, with the exception of pre-approved/extended absences.
- Doctor Appointment: A student who misses school due to a doctor's appointment is required to bring a doctor's note. A student who misses any portion of the day must have a note from the doctor or approval from the Headmaster in order to participate in any extra-curricular activities that day.

### **Carpool (Arrival & Dismissal)**

- Students may not be dropped off at the carpool drop-off prior to 7:45 a.m. As the school works toward a safe and quick drop-off, please stay in one lane and do not pass other cars once your child has been dropped off.
- Afternoon carpool will begin at 3:15 p.m. To maximize our instructional day, we will not load cars until 3:15 p.m. Afternoon carpool for 7<sup>th</sup> – 12<sup>th</sup> grades will be 5:15 p.m.
- *Parents are expected to remain in their vehicles in order to expedite the dismissal process. Walk-ups, particularly during the afternoon carpool, delay the process and present a safety concern.*
- **For everyone's safety, our carpool lines are cell phone free zones.**
- If you must enter the school, or choose to meet your child at the building, you must park in a parking space. **Please do not park in the grass and walk to the front of the school to pick up your child.**
- Please set a good example for our DCA student drivers by refraining from parking in the handicapped spaces, unless

you have a permit to park in those spaces.

### ***Tardies to School***

Being late to class is very disruptive. Students are expected to be in their classrooms and ready for the start of the school day by the time the tardy bell rings at 8:20 a.m. In order to be on time, students should be dropped off no later than 8:15 AM. Students entering their homeroom after the 8:20 a.m. tardy bell will be required to sign in with the receptionist. Excused tardies will include doctor/dental visits, illness, and traffic situations that result in a large number of students being late. All other tardies will be considered unexcused. Five unexcused tardies count as one absence for the purpose of perfect attendance awards.

In the event of excessive tardies, an administrator will notify the parents.

### ***Tardy Procedure***

- When a student has accumulated 5 tardies in a semester, the parents will be notified in writing of their child's tardiness and the child will no longer be eligible for perfect attendance. A student will receive an absence after 5 tardies.
- When a student has accumulated 10 tardies, the parents will be notified in writing of their child's tardiness.
- When a student has accumulated 11 tardies in a school year, the parent will meet with the headmaster. Following this meeting, any further tardy issues may be referred to the school board.

## **Athletics**

In order for students to participate in grades 6-8 athletics, a physical by a physician will be required. The appropriate forms must be on file with the School Office prior to the first practice of the sport in which the student is participating. Competitive sports and other extra-curricular activities can contribute to a well-rounded education; however, such activities are extra-curricular and require some basis for eligibility in order to ensure that these activities support rather than hinder a student's overall education.

Students are eligible to play when they maintain a minimum GPA 2.0 and have no failing grades in any class. A student-athlete will not be penalized for being late or missing practice if they are in an academic tutoring session. DCA student-athletes are to have academics as their top priority. All student-athletes will have their GPA reviewed for eligibility at each mid-term report and at the end of each quarterly report card period. A student's GPA is averaged from all courses in which they are enrolled. A student-athlete who falls below a 2.0 GPA for a reporting period or is receiving a failing grade in any class at the stated times will be ineligible to compete in games or practice with the team (KHSAA/KCAA rule). An ineligible student-athlete may watch practice to stay up to date on scouting reports, game plans, etc. If a student-athlete is found to be ineligible, the period of ineligibility will take effect the day following the production of the report and after the athletic director has viewed the grades in question in order to notify the coach, parents and student-athlete and verify any grades that are in question. An ineligible student-athlete's GPA or failing grade will only become eligible for review after one week of ineligibility. After the one week of ineligibility, the student-athlete will have their progress reviewed continually, with their eligibility to be reinstated immediately if their GPA rises above a 2.0 if they were ineligible due to GPA or if their failing grade becomes a passing grade at any point.

### ***Sportsmanship Code of Conduct***

All types of competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players and students to represent DCA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.

## Fees

All fees are billed by the Finance Office. Access to grades will be withheld for unpaid fees or items that are not returned.

## Birthdays & Special Occasions

A child's birthday is very special. If you would like to provide birthday refreshments at the school, this must be done during the lunch time. School birthday celebrations are not an occasion to exchange gifts. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday. Should a parent wish to provide lunch for a grade level, please contact the school office prior to the date of the lunch. If there are any deliveries to the school for a student, they may pick them up at the office at the end of the day. Deliveries will not be made to classrooms during the school day.

### ***For birthday parties outside of school, please adhere to these guidelines:***

- Invitations may not be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.
- After school carpool lines may not be used as pick up times for birthday parties. As children age, they should have certain things to anticipate upon entering High School. Because of this, flowers and/or gift baskets may not be delivered to students during the school day or at any school-sponsored event or program.

### ***Classroom Visits***

We welcome visitors to our classrooms. However, we want to minimize disruption to classroom instruction. Therefore, we ask that parents who wish to observe classes do so within the following guidelines:

- Contact the teacher or an administrator in advance to schedule your visit to coincide with the class you wish to observe.
- At the time of your visit, please sign in with the receptionist and obtain a visitor's badge. You must sign out and return your visitor's badge at the conclusion of your visit.

### ***Closed Campus***

Danville Christian Academy maintains a closed campus. All visitors must enter the building at the main entrance and sign in at the front office. All other doors leading into the buildings will remain locked during the school day to provide maximum security for all students.

## Dress Code

### ***Shirts:***

- Any solid color polo shirt, long or short sleeved, is allowed. Shirts must have no design pattern of any kind and no logo on the front larger than a credit card. These shirts may be worn un-tucked.
- Oxford shirts, rounded-collar blouses and DCA T-shirts are also allowed to be worn untucked.
- A plain turtle neck, mock turtle-neck or T-shirt may be worn under an approved shirt for warmth.
- No thermal shirts may be worn.

### ***Sweaters, Vests, and Sweatshirts:***

- Any color sweater or sweater vest, V-neck, cardigan, or crew neck may be worn over approved shirt in solid navy, red, white or gray. They may be hooded but may not be tied around the waist or neck. Sweaters may have zippers or buttons.
- Sweatshirts are also allowed in V-neck or crew-neck, however. DCA "hoodies" are allowed in the classroom.
- Crew-neck sweatshirts may be worn alone.
- Any shirt worn underneath a sweater/vest or sweatshirt may hang below the sweater/vest or sweatshirt.
- Students may wear black, white, navy, or grey light weight solid color (fleece) jackets in the building.

### ***Pants, Skirts, Shorts and Capris:***

- These must be in the approved DCA plaid, navy or khaki color only.
- Cargo pants and shorts are acceptable.
- Shorts and skirts must be no shorter than 2" above the knee.
- Solid leggings may be worn under skirts and dresses that are not shorter than 2" above the knee.

***Outerwear:***

- Outerwear must be left in the student's locker.

***Shoes, Boots, and socks:***

- All shoes must have enclosed toes and heels.
- No shoe skates, crocs, sandals, clogs, flip-flops or light-ups.
- Boots must be brown or black only, free of distracting decorations.
- Boots may be worn with tights and a skirt of appropriate length.
- Socks or tights are required and must be reasonable solid colors.

***Accessories and Headgear:***

- Sashes or anything with sequins, jewels, etc. are acceptable as belts.
- Accessories such as hair bows should be reasonable in size so as not to be distracting. No more than 2 pairs of earrings may be worn at one time for females.
- No visible pierced jewelry is allowed for boys. Facial or tongue jewelry is not permitted for either gender.
- No visible tattoos are permitted. They must be covered with clothing, not bandages.
- Hats, bandanas, sweatbands or sunglasses are not allowed to be worn in the building during the school day.

***Hair:***

- Boys' hair should be modest in length, not obscure their eyes and neatly kept.
- Non-distracting, close cut facial hair is acceptable. If extra liberties are taken with this issue, the headmaster may determine what is considered acceptable.
- Hair coloring/dyes should not be distracting. Only "natural" colors will be allowed. Any extreme colors (blue, pink, green, purple, etc.) will not be allowed.
- Cultural hairstyles are permitted as long as they are not excessive or distracting.

***Dress Down Day Apparel:***

- Occasionally there will be a dress down day given to a grade level or a group of students as a reward. This is a day when students may wear clothing other than the regular DCA dress-code.
- Students are still expected to have a neat appearance, wearing appropriate clothing. Jean shorts no shorter than 2" above the knee are allowed. No holes or rips are allowed. **Apparel not acceptable include:** pajama pants, jeans with tears or holes, basketball shorts, baggy T-shirts, or hats. Footwear will follow the dress code.

## **Field Trips**

Field trips will be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of DCA. The School Activities Form is filled out on FACTS before school starts, releases the school from any liability. Each teacher sponsoring a field trip will send home permission slips for each particular field trip, which needs to be signed and returned to the teacher.

- DCA activities are for current DCA students only. No other students are allowed to attend. Please make child-care arrangements for younger siblings to allow your full attention as chaperones.
- Any student on disciplinary or academic probation may be excluded from the field trip.
- School rules, regulations, and policies are in effect on all field trips on or off campus.

- The sponsoring teacher will communicate the dress code.
- If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.
- Parent chaperones are secured in advance for all field trips. Parents deciding to attend a field trip at the last minute will require approval from the DCA administrative office.

### ***Guidelines for Field Trips***

- Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, DCA, our families, and ourselves.
- Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct a student.
- Students are expected to follow the directions of the adult leaders.
- Students are to be supervised at all times. Students cannot wander off. Students will be responsible for being where they are supposed to be on time and doing what they are expected.
- Students are not permitted to bring cell phones with them on field trips. The staff leaders and chaperones will be responsible for making necessary phone calls. Parents will be provided with a leader's cell number in case of an emergency.
- Students are not allowed to leave early without a DCA staff member approval.

### **Searches of Students**

Students and their lockers shall be subject to searches by school officials including but not limited to student's outer clothing, pockets, locker or belongings.

Students also understand and agree that DCA shall have the right to monitor or examine any electronic device at the school or any DCA activity. Additionally, DCA may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, for example "Facebook," "Twitter," and "Instagram," or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

### **Volunteers**

We welcome parent volunteers to assist in various classroom/ school activities. Any parent wishing to volunteer must have a completed background check on file.

**DANVILLE**  
**DCA**  
**CHRISTIAN ACADEMY**

High School Parent/Student Handbook

Grades 9-12



## Academics

### Academic Policies

1. A failed course does not earn credit and must be repeated.
2. Report cards can be accessed and printed through FACTS.
3. Progress reports may be obtained online. Online grades are updated regularly.
4. Semester Exams: Semester exam grades count 10% of the semester average.
5. GPA calculations are multiplied by the earned credits, summed and then divided by attempted credits.

### GPA Scale

Grade	Regular Course	AP
A+ 97-100	4.00	5.00
A 93-96	4.00	5.00
A- 90-92	4.00	5.00
B+ 87-89	3.00	4.00
B 83-86	3.00	4.00
B- 80-82	3.00	4.00
C+ 78-79	2.00	3.00
C 76-77	2.00	3.00
C- 75-74	2.00	3.00
D+ 73-72	1.00	2.00
D 71-70	1.00	2.00
D- 69-68	1.00	2.00

### Report Cards and FACTS

Parents have the ability to check their student's progress in each class by utilizing the online grade system through FACTS. A username and password are required to set up an account in order to access student grades. Detailed information for setting up these accounts is provided to parents at the beginning of the school year. Students' progress is reported through FACTS. Online grades are updated regularly. Report cards are issued every nine weeks, or each quarter. At the end of each quarter,

report cards are made available on FACTS and sent home with students.

### ***Honor Roll***

Honor roll calculations are based on the average of quarter grades for the current school year and do not reflect the cumulative GPA.

- Headmaster's Honor Roll - An average of quarter grades that equals 4.0 and higher.
- Academic Excellence Honor Roll - An average of quarter grades that equals 3.50 to 3.99.
- Academic Achievement Honor Roll - An average of quarter grades that equals 3.00 to 3.49.

### ***Credit Transfer Guidelines***

DCA will accept credits from accredited high school programs.

Specific transfer courses that meet DCA requirements will be credited as such. Other miscellaneous transfer credits will be acknowledged as elective credits.

Home-schooled students will receive a transcript only for the courses taken at DCA. Unless home-schooled students enroll as full-time students, they may not graduate from DCA.

### ***Graduation Requirements***

The Required Program consists of courses students must take to graduate from DCA. Following are the courses that are required:

- 4 Bible (1 per yr. @ DCA)**
- 4 English**
- 4 Math (earned in grades 9-12)**
- 3 Science**
- 3 Social Studies**
- 2 Foreign Language**  
**(the same foreign language)**
- 1/2 Health**
- 1/2 Physical Education**
- 1 Technology**
- 6 Academic Electives**
- 26 credits**

This year the Education Committee will be working on developing a career class for seniors that will explore different occupations and will allow for the students to go out into the community and shadow adults in their field of interest during the semester. This class will be structured and in the future will be for a grade and credit towards graduation. Any seniors in 2018-2019 who would like to use elective time to shadow in the field of their interest may do so with the approval of the guidance counselor and the headmaster but will **not** receive credit for doing so. They will have forms that will need to be signed by the adults they are shadowing

### ***Valedictorian/Salutatorian***

Senior class valedictorian and salutatorian are determined based upon the cumulative eight semester grade point averages (GPA) and will be finalized at a designated cut-off date in May. Students must have attended Danville Christian Academy for their junior and senior years to be eligible for this honor. The eighth semester final grades for class rank will conclude on the Friday prior to senior final exams.

### ***Honor Graduates***

Eligibility is based on the cumulative eight semester grade point average (GPA). The GPA qualifies the student for the following honors graduation levels:

Eligibility is based on the cumulative eight semester grade point average (GPA). The GPA qualifies the student for the following honors graduation levels:

Silver Honor Cord	GPA 3.50 to 3.79
Gold Honor Cord	GPA 3.80 to 4.00

### ***GPA***

GPA's will be determined using scales for AP and Honors/ Regular classes. The GPAs will include high school courses only.

### ***Advanced Placement Grading Scale***

Advanced Placement courses offered at DCA or through our partner SevenStar will be weighted as follows:

- A- 5.0
- B- 4.0
- C- 3.0
- D- 2.0

Danville Christian Academy offers a wide variety of courses to its students by including dual credit and online options in the curriculum. Students wishing to take AP courses online must have a subject-area GPA of at least 3.5, taken previous Honors courses, if offered, in the relevant subject area, receive a positive teacher recommendation from the relevant subject area and a counselor recommendation.

### ***Class Rank***

Class rank is determined by the student's high school grade point average (GPA) followed by his/her course rigor (AP and Honors/Regular). The student with the highest rank will be designated class valedictorian. In case of a tie between students' GPA and course rigor, the student with the highest average in his/her classes will take the top honor. The second highest ranking class member will be named the salutatorian. Students must have attended Danville Christian Academy for their junior and senior years to be eligible for these top honors.

### ***Online Courses***

Online courses are available through our partners Seven Star and we are looking at others. These sites offer DCA students the opportunity to take AP courses, to choose from a variety of electives and to have more flexibility in scheduling. Although the credits for these courses will be added to the number of credits required for graduation, they will not be counted toward the students' high school GPA unless a class is mandated by DCA graduation requirements and not otherwise available at DCA due to scheduling conflicts or staffing. All courses to be recognized by DCA must be approved by the headmaster and counselor.

### ***High School Drop Add Policy***

Student's course selection is the result of a careful decision made after consultation with parents and school advisors. Upon receiving a class schedule or after the start of a class, students have two weeks to add or drop a qualifying class. Changes will be made if there is a valid reason and after review by school administration or the guidance office.

### ***Dual Credit***

Dual credit classes are available to DCA students through local institutions and our Seven Star online partner. Dual credit courses allow our students to accumulate valuable college credit towards their higher education goals. Although the credits for these courses will be added to the number of credits required for graduation, they will not be counted toward the students' high school GPA unless a class is mandated by DCA graduation requirements and not otherwise available at DCA due to scheduling conflicts or staffing. All courses to be recognized by DCA must be approved by the headmaster and counselor. Students who

undertake this additional class work during their high school careers will be acknowledged during commencement exercises.

### ***Homework Policy***

The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Some assignments are given days or weeks in advance and students may choose to use the weekend time to work on them. As a general rule, new homework will not be assigned on Wednesday nights. However, assignments made in advance of Wednesday night, which are due on Thursday, may require some preparation on Wednesday night. Homework will take approximately 10 minutes per grade level (i.e., sixth grade = 60 minutes, seventh grade = 70 minutes, etc.) not including Bible memory, test preparation, projects and reading minutes. Please understand each child's ability is different. Therefore, whether a student spends less or more time depends on the organization, use of time, homework environment, and other factors. For good communication and to avoid late homework, we ask that you review your child's daily assignments and check FACTS for updates.

### ***Missed/Late Work***

The guidance listed below pertains to students in grades 9-12:

1. Twenty percent will be taken off an assignment that is one class period late. Ten points will be taken off for each class period after that.
2. After the third class period, a zero will be given on the assignment.
3. A student will have one day for each day he/she is absent to make up any work missed in class, excluding pre-planned absences.
4. Test and quizzes missed as a result of an excused absence should be made up within the allotted time. Extra time to make up test and/or quizzes is at the discretion of the teacher.
5. Grace may be given at the teacher's discretion based on individual circumstances.

### ***Testing: PSAT***

The PSAT is administered in October to students in grades 10-11. This test is a practice test for the College Board's Scholastic Aptitude Test (SAT) required by most colleges and universities for admission consideration. The PSAT is also the basis for the National Merit Scholarship. All students in grades 10-11 are automatically enrolled for this test. There is no charge for the exam and students are automatically registered for both

PSAT. Scores will be returned in December and January.

### ***Textbook Care***

DCA assigns textbooks for a student to use throughout the year.

1. No writing or marking is to be done in any textbook unless the textbook is purchased in advance or is consumable.
2. Students will pay for damaged or lost textbooks. Please note that if a student returns a book that is damaged, the following charges will be applied.
  - If the book is significantly damaged or damaged to a point where it cannot or should not be reissued next year (broken binding, pages missing, etc.), the full price of the book will be charged.
  - If the book is damaged, but the damage is minimal (torn pages, partially broken binding, damaged cover, etc.), half of the price of the book will be charged. The administration may hold a student's report card at the end of the year until all books are returned or charges are assessed.

## **DCA High School Technology**

Danville Christian Academy (DCA) has a commitment to the integration of technology into the academic programs of the school. The DCA network and computer equipment are available for students, faculty, and staff to use for research, study, and other educational purposes. The goal in providing access to these technological resources is to promote educational excellence and innovation and to facilitate communication and creativity in the expression of ideas and information.

Access to DCA technological resources and the Internet is a privilege that is tied to responsibilities. Students must use these resources in a legal, ethical, moral, and responsible manner in accordance with the school's stated mission. The following guidelines are intended to help individual technology users understand appropriate use and apply to any device brought to or used at school. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

During the school year, all high school students may be issued a DCA e-mail account as a tool to enhance the learning process and aid in communication between teachers and fellow students. High school students will also be allowed to bring and use personally-owned, laptops, tablet PCs or similar devices. Each teacher has the right to limit usage in their classroom.

### ***E-mail***

- DCA e-mail accounts are provided for school purposes only. Only DCA e-mail accounts are to be used on school grounds. Please use a personal email account (i.e., Hotmail, Gmail, Yahoo, etc.) for communications other than school business.
- Be polite. Do not become abusive in your messages to others. Email accounts may not be used to harass others, or send inappropriate or offensive messages.
- E-mail etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.
- Students who receive harassing or threatening messages must notify a faculty member as soon as possible.
- Grade-level mailing lists are for school business only.
- Emails to the entire school are permitted only with permission from an administrator.
- All messages from student e-mail accounts will be deleted each summer.
- The use of e-mail during class, without teacher approval, is strictly prohibited.
- Do not send out bulk e-mail. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent.
- Do not reveal your personal address or phone number or those of other students or colleagues.
- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Attempts to read, delete, copy, or modify the electronic mail or other electronic documents of other users or deliberate interference with the ability of other users to send/receive email is prohibited.
- Any malicious attempt to harm, alter or destroy school technology equipment or materials, the data of another user, or any of the institutions, or other

- Networks that are connected to the Internet are prohibited.
- Email and any other use of the electronic communication systems by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use of educational or administrative purposes
- School e-mail addresses are not to be given to ANY website, company, or other third party without the explicit permission of a teacher or administrator.

### ***DCA Computing Devices, Network and Printers***

- Students will have access to the DCA network through school- owned devices only, including computers in the technology labs, the Library/Media Center and in classrooms equipped with student computers.
- Students are prohibited from connecting any device directly to DCA's wired network. This includes personally-owned laptops and unapproved wireless routers.
- Students are prohibited from accessing faculty, administration, and staff computers as well as restricted file servers for any reason without explicit permission from the user or administrator of that computer.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are not to use another person's username or password to gain access to the DCA network or Internet or trespass into another user's files.
- Users are responsible for their individual network account and should take all reasonable precautions to prevent others from using their account. Students should not provide their network password to any other person. If there is ever any concern about a password being compromised, the student will need to contact the Director of Technology in order to have the password changed.
- Do not intentionally waste limited resources such as paper and printer cartridges that are provided by DCA. Only essential materials should be printed. Limitations may be placed on students' permission to print if they abuse this privilege.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- For example, students may not download large files over the Internet during school hours.
- No food or beverages should be in the vicinity of DCA-owned computing devices, including laptop and desktop computers.

### ***Internet***

- Students will have filtered Internet access through school-owned devices connected to DCA's wired network. The school will also provide filtered Internet access for personally-owned devices through wireless access points at designated locations.
- Students' use of the Internet at school must be in support of education and research and be consistent with the educational objectives of DCA, whether that use is on a DCA computer or a student-owned device. Misuse of the Internet is prohibited, including production or use of threatening or obscene material, and infringement of copyrighted material or material protected by trade secret.

- DCA reserves the right to monitor the Internet usage of all students through specialized software reporting as well as any other means available to teachers and administration. This includes school owned computers as well as any other computers or devices that access the Internet through DCA's Internet connection. Students are not allowed to access inappropriate sites.
- Students may not use any social networking, instant messaging, blogging, chatting, or other collaboration method to communicate with others during class, unless a teacher or administrator expressly authorizes them to do so.
- The use of the Internet and e-mail is a privilege, not a right, and inappropriate use could result in a cancellation of those privileges. DCA reserves the right to review any material on user accounts and to monitor file-server space in order to make determinations on whether specific uses of the network are inappropriate.
- If a student inadvertently accesses a website that contains obscene, pornographic or otherwise offensive material, the student should notify a teacher or the Director of Technology as quickly as possible so that such sites can be blocked from further access within the DCA firewall. This is not merely a request; it is a responsibility.
- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet but are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- These policies and procedures apply to all computing devices used at DCA, including devices owned by the school, privately purchased devices (irrespective of ownership), and any device considered by the Director of Technology to fall under this policy. Teachers may set additional requirements for computer use in their classroom.

### ***Computing Device Security***

- Students are not permitted to loan or borrow another student's computing device, power cords, or accessories.
- Students are responsible for taking care of their computing device and accessories such as batteries and chargers.
- Student computing devices must not be left unattended at any time. Computing devices that are not being monitored by the student should be secured in a locked classroom or locker at all times with the lock securely fastened.
- All devices and cases should have a name tag attached to the outside of them that clearly identifies the owner.
- Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school. Computer malfunctions are not an acceptable excuse for not submitting work.
- Students are expected to take their computing devices home every day after school, regardless of whether or not they are needed. If students are participating in an afternoon activity, they must make prior arrangements to store their devices in a secure place. The following options may be used:
  - Devices may be left locked in lockers and picked up when the after-school activity is completed. Supervising adults will be responsible for allowing students into the buildings.
  - Students may make prior arrangements with a parent to pick up devices immediately following school.

- Under no circumstances should computing devices be left in unsupervised areas, including the school grounds, the library/media center, unlocked classrooms, restrooms and hallways of buildings. Unsupervised computing devices will be confiscated by staff and taken to the office

### ***Software, Communications and Multimedia***

- No computer programs (executables), pornography, or copyrighted material may be distributed over the network. This rule prohibits sending files through email as well as setting up "servers" on a student's device or by any other physical or electronic means.
- Students are responsible for ensuring that only software that is properly licensed is loaded on their computing device. Any personally-owned software that is used at school must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Unauthorized duplication of data or software is prohibited.
- Students are not to use electronic devices to send messages (emails or text messages or to access social networking sites or join chat rooms) during class periods without permission of a teacher.
- The volume setting on computing devices should be muted when using the device in a setting that would be distracting to others unless required for the activity being conducted.
- Any audio or video recording may not be conducted without the approval of DCA Administration. No audio or video recording is permitted in bathrooms or locker rooms under any circumstances.
- Sharing of music over the school network is strictly prohibited and is subject to appropriate consequences.
- Downloading music, videos, or software from the Internet at DCA is prohibited unless specifically approved by a faculty or staff member.
- Using a computing device to play games during class time is strictly prohibited.
- Violent games and computer images containing violence or pornographic material are not allowed on school grounds in any format. This includes music with vulgar lyrics or titles, pictures, text documents, PowerPoints, etc. Any file found on a student's device that is considered violent, obscene, vulgar or pornographic will result in immediate disciplinary action.
- Students are prohibited from disabling or attempting to disable any Internet filtering device, encrypting communications to avoid security review, or intentionally introducing a virus to the computer system.
- Downloading or using copyrighted information without permission from the copyright holder is a possible copyright infringement. Appropriate disciplinary action will be taken if it is discovered that a student has infringed a copyright holder's rights and/or plagiarized material.
- Students are responsible for providing their own storage media, such as CDs, DVDs, video tapes and flash drives. All removable devices must be scanned for viruses before use in a computing device connected to DCA's wired network.

### **File Sharing**

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.



- File sharing of any kind is prohibited on campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be used on school grounds. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file sharing connections.

### ***Computing Device Privacy***

- The school will monitor computer activities that take place on campus during the school day including logging website access, newsgroup access, bandwidth, and network use.
- Any computing device used at school, even if privately owned, is subject to all policies and consequences of the AUP including the right to view the content of the device at any time.

A computing device may be removed from a student's possession if there is an infraction to the AUP that deserves that consequence. In this case, it will be necessary for a parent or guardian to reclaim the device from school

### ***Protocol for Damaged or Missing Devices***

- Students are responsible for all maintenance on personal laptops and other personally-owned devices.
- It is the responsibility of each owner to be sure that all equipment is insured.
- Students must notify the school immediately if a device is discovered missing while on school grounds. If a device is reported stolen and cannot be located within a reasonable period of time, the school may require a police report to be filed.

For further information concerning technology, refer to the DCA Acceptable Use Policy, located in the final section of this handbook.

### ***Possible Consequences***

- Conference with an administrator.
- Loss or restriction of technology privileges, including the privilege to use personally-owned devices at school.
- Detention or suspension.
- Parental notification.
- A very serious infraction could result in separation from the school.
- Students are subject to a random check of the history and activity on school-owned devices that they have used. Decisions of the DCA administration regarding unacceptable computer use are final.
- DCA may limit, suspend or revoke a student's access to the school's technology systems or the network upon violation of the AUP.
- Students are to report any known violations of these procedures to appropriate administrative staff members.

## Discipline

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. Danville Christian Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the appropriate administrator. **Students and their parents agree and acknowledge that DCA's decisions regarding disciplinary action shall be final.** Students violating the student Code of Conduct outside of the school campus or in school activities will be subject to disciplinary action.

### **Code of Conduct: 24/7/365**

Students are expected to represent Danville Christian Academy in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Code of Conduct or draws attention to DCA in a negative manner which may result in disciplinary action or a student's dismissal from the school.

### **Minor infractions**

The following is a non-comprehensive list of minor infractions:

1. Radios, recorders, tape/CD/DVD players, toys, comic books, electronic games or devices (including cell phones and cameras), posters and playing cards are subject to confiscation by school personnel. No electronic devices that can connect to the internet or take pictures are allowed during After School. Cell phones must also be put away in backpacks and are only allowed to be used on break and at lunch. Otherwise, use is permitted if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics and depictions and appropriate disciplinary actions may result from inappropriate material or use.
2. Failure to comply with the DCA dress code.
3. Failure to obey all rules given by teachers.
4. Failure to follow the instructions of school adults and students who serve as carpool safety supervisors.
5. Use of chalkboards, marker boards, or other school equipment without a teacher's permission.
6. If High School students bring cell phones to school, these devices must be kept on silent during class and in a backpack, out of sight. Students may send and receive txt messages in between classes and at lunch.

If a cell phone or electronic device inadvertently rings or vibrates at school while student is in class, the following steps will be taken:

1<sup>st</sup> Offense - The student will be required to check their device into the office before school for the next five days. The cell phone or other electronic device may be picked up at the end of each school day. Parents will be notified.

2<sup>nd</sup> Offense - The student will be required to check their device into the office each day for the next nine weeks of school. The cell phone or other electronic device may be picked up at the end of each school day. Parents will be notified.

3<sup>rd</sup> Offense – There will be a meeting between the school administrator and the student’s parents with the possibility of losing the privilege to possess a cell phone or other electronic device on campus and the student may be suspended.

7. Failure to act in a quiet and orderly fashion while in hallways, restrooms and during carpool.
8. Failure to refrain from behavior that inhibits learning in classroom situations.

Although not all-inclusive, the following may result in suspension or immediate separation from the school: **in all cases, the administrator reserves the right to make the final decision for any disciplinary action.**

### ***Major infractions***

**The following is a non-comprehensive list of major infractions.**

1. Use of Abusive or Profane Language and Disrespect: Using abusive or profane language, and showing disrespect or insolence to teachers and classmates, will not be tolerated and will result in serious disciplinary action.
2. Disruptive Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action.
3. Bullying: Threatening, intimidating, use of ridicule or causing bodily harm to any person will result in certain disciplinary action. See also: Anti-Harassment Policy in General Section.
4. Cheating/Dishonesty: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery. In addition, students will receive a “0” on the assignment in question, and a possible suspension.
5. Drug Use/Substance Abuse: The possession, use, or distribution of illegal drugs, controlled substances, or alcohol and/or misuse of over-the-counter drugs, is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus.

DCA is considered a drug/alcohol-free zone and therefore practices a zero-tolerance policy as it relates to the possession, use and or distribution of illegal drugs or a controlled substance on its campus.

6. Tobacco Products: The possession, use, or distribution of tobacco product(s) such as but not limited to electronic cigarettes, cigars, chewing tobacco etc. is prohibited. DCA is considered a tobacco-free zone.
7. Electronic Device or Medium: A deliberate misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. These items are not allowed to be on or used during the school day without DCA staff permission. Any cell phones seen or heard during the school day by an administrator or staff member will be confiscated.  
Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of DCA administration.
8. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity.

Students are reminded that fighting may result in suspension.

9. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses.
10. Gambling: Card playing for the purpose of gambling, or any other form of gambling, is forbidden. Minimum Suspension: One (1) Day.
11. Immorality: Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes, but is not limited to, inappropriate contact and any issue associated with pornography, whether on or off campus.
12. Insubordination/Disrespect: Insubordination or disrespect, including lying to a staff member or administration; will result in an automatic in-school suspension, with possible suspension.
13. Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
14. Truancy: Missing school without parent or teacher permission is truancy. Students must obtain permission before leaving a classroom.
15. Vandalism: Destruction or defacing of property belonging to the school, or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages. Full restitution, including labor and cost of repairs.
16. Possession of Weapons: The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons. Minimum Suspension: Five (5) Days with possible expulsion.

**Repeated violation of minor infractions will be considered a major infraction**

***Discipline Method***

This process will normally follow specific steps as described below:

- The teacher is the first line of authority on addressing behavior requiring discipline.  
  
If the behavior continues, a parent will be contacted.
- If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator will become involved. At this time a phone call or conference with the parents, administrator and/or teacher and child will be held to implement a plan of action to resolve the situation.
- Discipline referrals will be given to the student and a copy will be sent to the parent.

***Lunch and After-School Detention***

Detentions may be given when students fail to comply with school regulations and may be given during lunch or after school. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action. If a student misses a detention, he/she will need to serve two. Parents will be notified of a student's detention.

***Suspension***

Suspension from school is a result of repeated minor infractions or a major infraction of the DCA Code of Conduct. DCA administration at all times has the authority to suspend a student. The administration will determine the length and type of suspension. All work missed during the suspension is to be made up. Very specific changes in attitudes and actions will be expected prior to readmission to DCA. Disciplinary probation may be invoked when a student is suspended from school. Suspended students are not allowed to be on campus during the period of their suspension without administrative approval, unless the student is assigned to in-school suspension. Students are not permitted to participate in or attend extra-curricular activities while on suspension. Student suspended will not be allowed to exempt any finals for the semester in which the suspension occurred.

**In-School Suspension:** Students who violate a major school rule may be assigned in-school suspension. While excluded from participating in regular classes, students are to complete class work as they are able.

**Out-of-School Suspension:** This is for a designated period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up over a reasonable time period as determined by administration.

### ***Restoration Plan***

It is always the intention of Danville Christian Academy to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, the following guidelines will govern the re-admission of suspended students:

At the beginning of the suspension period, DCA staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers/coaches of the suspension term, but not the nature of the offense.

At the end of the suspension period, DCA staff and administration will:

- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the DCA community.
- Explain that the student is on disciplinary probation and its ramifications, if applicable.
- Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves.
- In addition, staff will be encouraged to call the student with words of encouragement (not lecture) prior to re-admission to ease the discomfort/embarrassment of the student.

### ***Disciplinary Probation***

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation [See listing of infractions.]. While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the

guidelines outlined **under the section titled “Expulsion” “below.**

### ***Expulsion***

Attendance at Danville Christian Academy is a privilege. Any student whose conduct in or out of school that shows him/ her to be in opposition to the basic principles and purposes of Danville Christian Academy will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

## **Attendance**

### ***Arrival & Dismissal***

DCA's school day begins at 8:10 AM and ends at 3:15 PM. Students may arrive as early as 7:45. Students must be in their homeroom by 8:10 or they are considered tardy.

*We would ask that you please refrain from picking your child up early as it affects our instruction time. Only those students enrolled in After School may stay past dismissal times. Any child not picked up by 3:45 p.m. will be sent to After School and charged the appropriate fees, if not picked up by 3:45.*

### ***Absences Procedures***

The following procedures apply to absences:

- Teachers and the DCA administrative office will maintain an accurate record of attendance and tardiness. The record will appear on FACTS.
- Parents must phone or e-mail the school office to report any absence by 10:00 a.m. (859-236-2177).
- Students returning after an absence must supply the office with a notification in the form of an e-mail, written note, or phone call. Students absent for more than three days due to an illness must have a doctor's note upon their return to school.
- A student missing up to 3 ½ hours of the school day will be counted ½ day absent.
- If a student is absent, parents may request and pick-up make-up work. The request for make-up work to be picked up at the end of the school day (4:00 p.m.) must be made by 10:00 AM to the classroom teacher or receptionist.
- When a student has accumulated five (5) absences in a school semester, the parents will be notified in writing of their child's absences.
- When a student has accumulated more than eight (8) absences within a school semester, the parents will meet with the headmaster.
- When a student has accumulated a total of sixteen (16) absences in an academic year, the parents will write a letter of explanation to the DCA board of directors.
- Any absence, for whatever reason, shall be charged against the student's record, except when a student participates in an approved school activity. Such absence is not counted against the student's attendance record.
- A student who missed up to three and a half (3 ½) hours of the school day will be counted one-half (1/2) day absent.

### ***Absences***

- Release from Class. An absence which is initiated from the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/ school schedule activities, are not reported on the student's report card. Likewise, high school juniors and seniors will be allotted two college visit days per year that will not be reported on the students' report card. College visits do require that upon the students return to school, they present a note from the institution stating the date/s of their visit. Additional college visits will fall under the preapproved/extended absences category and will be recorded on the student's report card.
- Pre-Approved Absences/Extended Absences must be requested in writing using a form available in the office at least one week in advance. With advance notice, these absences will still be counted on the report card, but without points deducted for make-up work or tests, *if submitted on time*. Make-up work must be requested at least two days prior to the pre-approved absence. Students are permitted five pre-approved absences. Absences exceeding this amount are at the Headmaster's discretion. Pre-approved absences include family vacation, church retreat or a mission trip. Any make up work for pre-approved/ extended absences will be due the day the student returns to school.
- Make-up Work. Students must make up all work missed due to approved absences. Missed work must be turned in the first day the student returns to school. Tests must be scheduled with the child's teacher. Students or parents are required to meet with the teacher to make arrangements for missed work. A student will have one day for each day he/she is absent to make up any work or tests missed in class, with the exception of pre-approved/extended absences.
- Doctor Appointment. A student who misses school due to a doctor's appointment is required to bring a doctor's note. A student who misses any portion of the day must have a note from the doctor or approval from the Headmaster in order to participate in any extra-curricular activities that day.

#### ***Carpool (Arrival & Dismissal)***

- Students may not be dropped off at the carpool drop-off prior to 7:45 a.m. As the school works toward a safe and quick drop-off, please stay in one lane and do not pass other cars once your child has been dropped off.
- Parents are expected to remain in their vehicles in order to expedite the dismissal process. Walk-ups, particularly during the afternoon carpool, delay the process and present a safety concern.
- **For everyone's safety, our carpool lines are cell phone free zones.**
- If you must enter the school, or choose to meet your child at the building, you must park in a parking space. **Please do not park in the grass and walk to the front of the school to pick up your child.**
- Please set a good example for our DCA student drivers by refraining from parking in the handicapped spaces, unless you have a permit to park in those spaces.
- Afternoon carpool will begin at 3:15 p.m. for P3 – 6 grades. To maximize our instructional day, we will not load cars until 3:15 p.m. Afternoon carpool for 7 - 12<sup>th</sup> grades will be 3:15.

#### ***Tardies to School***

Students are expected to be in their classrooms and ready for the school day by the time the tardy bell rings at 8:10. Students who are not in their classroom and ready for instruction at 8:10 will be counted as **tardy**. Students coming into the building after the 8:10 a.m. must report to the office for check in. Excused tardies will include doctor/dental visits, illness and traffic situations that result in a large number of students being late. Parents must communicate to the office by email, phone call, or present doctors slips when students are tardy for those visits for excused purposes. All other tardies will be considered unexcused. Administration will make final determination if tardy is excused or unexcused. Five unexcused tardies count as one absence. In

the event of excessive tardies, an administrator will meet with the parents and if tardy issues continue, they may be referred to the school board. A student will receive a tardy when missing up to forty-five (45) minutes of the academic day either at the beginning or ending of the day.

In the event of excessive tardies, an administrator will notify the parents. It is the parents' responsibility to monitor attendance. This may be checked in FACTS. Three unexcused tardies may result in after school detention.

## **Athletics and Extracurricular Activities**

### ***Eligibility***

Competitive sports and other extracurricular activities (fine arts and academic competition) can contribute to a well- rounded education; however, such activities are extracurricular and require some basis for eligibility in order to ensure that these activities support rather than hinder a student's overall education.

Students are eligible to play when they maintain a minimum GPA 2.0 and have no failing grades in any class. All student athletes will have their eligibility reviewed each Friday. A student athlete will not be penalized for being late or missing practice if they are in an academic tutoring session. DCA student athletes are to have academics as their top priority. A student's GPA is averaged from all courses in which they are enrolled. A student-athlete who falls below a 2.0 GPA for a reporting period or is receiving a failing grade in any class at the stated times will be ineligible to compete in games or practice with the team (KHSAA/KCAA rule). An ineligible student-athlete may watch practice to stay up to date on scouting reports, game plans, etc. If a student-athlete is found to be ineligible, the period of ineligibility will take effect the day following the production of the report and after the athletic director has viewed the grades in question in order to notify the coach, parents and student-athlete and verify any grades that are in question. An ineligible student-athlete's GPA or failing grade will only become eligible for review after one week of ineligibility. After the one week of ineligibility, the student-athlete will have their progress reviewed continually, with their eligibility to be reinstated immediately if their GPA rises above a 2.0 if they were ineligible due to GPA or if their failing grade becomes a passing grade at any point.

### ***Sportsmanship Code of Conduct***

All types of competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players and students to represent DCA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation. All students participating on a DCA-sponsored team (including summer athletic programs) must comply with the applicable sections of the dress code and the appearance guidelines outlined by the athletic department.

### ***Fees***

All fees are billed by the DCA Business Office. Access to grades will be withheld for unpaid fees or items that are not returned.

## **Campus Visitation**

Parents are welcome on our campus. We want to minimize disruptions to the classroom instruction; therefore, we ask that those who wish to visit classes do so within the following guidelines:

- Please contact the school in advance to schedule your visit to coincide with the classes you wish to observe.
- At the time of your visit, sign in at the reception desk located at the main entrance where a visitor's badge will be provided.
- School age children must be enrolled at DCA to be on campus during the school day, unless accompanied by a parent. Graduates are welcome on the campus as long as they sign in at the reception area at the office.

### ***Closed Campus***



Danville Christian Academy maintains a closed campus. All visitors to the Upper school must enter the building at the main entrance. All other doors leading into the buildings must remain locked during the school day to provide maximum security for all students. Non DCA guests are not allowed in the classroom or in the lunch room without prior approval from administration.

## **Dress Code**

### ***Shirts:***

- Any solid or striped polo shirt, long or short sleeved, is allowed. Any logo on the front must be no larger than a credit card. These shirts may be worn un-tucked.
- Any solid or striped or plaid oxford shirts, rounded-collar blouses and DCA T-shirts are also allowed and may be worn untucked.
- A plain turtleneck, mock turtle-neck or T-shirt may be worn under an approved shirt for warmth.
- No thermal shirts may be worn.

### ***Sweaters, Vests, and Sweatshirts:***

- Any sweater or sweater vest, cardigan, or crew sweater may be worn.
- V-neck or scoop neck sweaters must be worn with a crewneck or polo shirt underneath (no camis allowed).
- Sweaters may be hooded but may not be tied around the waist or neck. Sweaters may have zippers or buttons.
- Sweatshirts are also allowed in V-neck or crewneck, DCA "hoodies" are allowed to be worn in the classroom.
- Crew-neck sweatshirts may be worn alone.
- Black, white, navy or grey light weight (fleece) jackets may be worn in the building.

### ***Pants, Skirts, Shorts and Capris:***

- These must be in the approved DCA plaid, navy or khaki color only.
- Cargo pants and shorts are acceptable.
- Shorts and skirts must be no shorter than 2" above the knee.
- Jeans may be worn on Friday.
- Solid leggings may be worn under skirts and dresses that are not shorter than 2" above the knee.

### ***Outerwear:***

- All outerwear must be left in the student's locker

### ***Shoes, Boots, and socks:***

- All shoes must have enclosed toes and heels.
- No shoe skates, crocs, sandals, clogs, flip-flops or light-ups.
- Boots must be brown or black only, free of distracting decorations.
- Boots may be worn with tights and a skirt of appropriate length.
- Socks or tights are required and must be reasonable solid colors.

### ***Accessories and Headgear:***

- No scarves, sashes or anything with sequins, jewels, etc. are acceptable as belts.
- Accessories such as hair bows should be reasonable in size so as not to be distracting. No more than 2 pairs of earrings may be worn at one time for females.
- No visible pierced jewelry is allowed for boys. Facial or tongue jewelry is not permitted for either gender.
- No visible tattoos are permitted. They must be covered with clothing, not bandages.
- Hats, bandanas, sweatbands or sunglasses are not allowed to be worn in the building during the school day.

### **Hair:**

- Boys' hair should be modest in length, not obscure their eyes and neatly kept.
- Non-distracting, close cut facial hair is acceptable. If extra liberties are taken with this issue, the headmaster may determine what is considered acceptable.
- Hair coloring/dyes should not be distracting. Only "natural" colors will be allowed. Any extreme colors (blue, pink, green, purple, etc.) will not be allowed.
- Cultural hairstyles are permitted as long as they are not excessive or distracting.

### ***Dress Down Day Apparel:***

- Occasionally there will be a dress down day given to a grade level or a group of students as a reward. This is a day when students may wear clothing other than the regular DCA dress-code. Dress Down days are to be pre-approved by Administration.
- Students are still expected to have a neat appearance, wearing appropriate clothing. Jean shorts no shorter than 2" above the knee may be worn. Shorts must not have holes or rips in them. **Apparel that is not acceptable include:** pajama pants, jeans with tears or holes in them, basketball shorts, baggy T-shirts, or hats. Footwear will follow the dress code.

## **Field Trips**

Field trips will be taken during the school year. They are learning experiences, primarily designed to enrich the curriculum of DCA. The Parent Authorization Form, which must be on file before your student begins school, releases the school from any liability.

- DCA field trips are for current DCA students only. No other students are allowed to attend. In most cases siblings that are not enrolled in DCA are not allowed to attend.
- Any student on disciplinary or academic probation may be excluded from a field trip.
- School policies are in effect on all field trips on or off campus.
- Students who attend activities (field trips, after-school sports, etc.) must have attended school the day of the activity.
- Students are responsible for any academic material missed while on a school field trip or school activity.
- If a student misses a scheduled test because of a field trip or school activity, the student will be responsible to take the test the next day.

### **Guidelines for Field Trips**

- Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, DCA, our families and ourselves
- Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct a student.
- Students are expected to follow the directions of the adult leaders.
- Girls and boys are to be in separate seats on the bus. This rule may not apply in personal vehicles being used for transportation, but whenever possible, girls and guys will be separated while traveling.

- Students are to be supervised at all times. Students cannot wander off. Students will be responsible for being where they are supposed to be on time and doing what they are expected.
- Students are not allowed to leave early without a DCA staff member approval.
- Students must wear required field trip attire (uniform shirt and uniform pants, skirt, or shorts) unless special permission has been obtained from an administrator.
- All chaperones supervising students must have a background check on file.

## Music & Dancing

The appreciation for beauty and the ability to create works of art are uniquely human traits which give strong witness to the biblical view that God created man in His own likeness. As such, DCA places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at DCA. It is the desire of DCA that students learn to make choices in the areas of music, drama, visual and literary art and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory. Dance may be evaluated in the same manner in which we evaluate other art forms. It has the same potential to reflect the beauty of a God-given, creative nature of fallen man. Dance, which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition, may be acceptable. Dance which accentuates the nature of fallen man, which appeals to the physical appetite, or is sexually suggestive, does not reveal the image of God created in us. It is the desire of DCA that students refrain from choosing the types of music and dancing that are worldly in nature and that brings glory to self instead of bringing glory to God.

## Search of Students

Students, their lockers, and their motor vehicles shall be subject to searches by school officials including but not limited to student's outer clothing, pockets, locker or belongings.

Students also understand and agree that DCA shall have the right to monitor or examine any electronic device at the school or any DCA activity. Additionally, DCA may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, for example "Facebook," "Twitter," and "Instagram", or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

## Use of Third-Party Security Enforcement

The school shall retain the right to utilize third party resources such as security guards, police departments, canine units, etc. to further establish a secure zone on the DCA campus.

## Service Hours

Fifteen (15) hours of community service per year will be required for all students in grades 9-12. One-half (1/2) of the hours **may** be completed in a church setting, and one-half (1/2) of the hours **must** be completed in the community.

Any additional hours of community service should be submitted to the DCA Counselor. Documentation should include:

- The organization with whom the student volunteered
- The number of hours/days committed and

- A description of the activities.

Student's transcripts and grades will be held until all service hours are completed.

## **Vehicle Use on Campus**

- Students who drive to school must register their vehicle with the DCA office by the end of the second week of school or immediately upon receiving their license.
- Students who drive without a valid driver's license may have their key confiscated and the vehicle towed. This action may result in suspension or expulsion.
- Students may park only in the assigned DCA student parking area.
- Once the student driver arrives at school, the driver is to go directly into the building. Students should not be staying in their cars in the parking lot. Students are not to get into other students' cars waiting for school to start in the morning.
- Reckless or careless driving will not be tolerated.
- Vehicles are not to be moved during the school day without administrative approval.
- The speed limit is 15 mph on school property.
- Students are not permitted to go to their vehicle during school hours unless they receive permission from an administrator.
- No writing, pictures, or symbols shall be displayed on any vehicle which promotes a philosophy contrary to the philosophy of DCA.
- No loud music will be permitted in the vehicles while on school property or at school activities.
- Violation of any of the above Vehicle Regulations may result in not being able to drive on school property for a specified period of time and/or other disciplinary action.

**DANVILLE**  
**DCA**  
**CHRISTIAN ACADEMY**

High School Parent/Student Handbook

DCA Forms and  
AUP Manual

2022-2023



## 24/7 Student Code of Conduct

As we seek to provide a balanced and disciplined learning environment for the students of Danville Christian Academy, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all of our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the homework together for the student's good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

Our goal shall always be to obey the scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17, NIV). Students are expected to represent Danville Christian Academy in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Code of Conduct or draws attention to DCA in a negative manner which may result in disciplinary action or a student's dismissal from the school.

These general guidelines for student conduct are listed below:

1. Practice courtesy and consideration in your association with teachers, school staff, fellow students, and visitors. Respect their person and property. (See Ephesians 4:28-32)
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully and obediently as unto the Lord (See Hebrews 13:17; 1 Thessalonians 5:12-13)
3. Abstain both on and off campus and at all times from the use or possession of alcoholic beverages, tobacco, drugs, and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See I Corinthians 6:19-20)
4. Abstain from profanity and vulgar or abusive speech, writing, and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to one's moral and spiritual development (see Ephesians 4:29).
5. Refrain from public display of affection. As students, you are expected to conduct yourselves in a discreet and Christian manner.
6. Leave all dangerous or presumed dangerous items such as knives, water pistols, guns, lighters, and matches at home. Kentucky law states any person carrying or possessing a firearm on school grounds can be charged with a class D felony.
7. Complete academic assignments promptly and submit work by due dates. Secondary homework assignments that are one day late will have their score reduced (See the DCA Parent/Student Handbook). Elementary teachers may have their own grade-appropriate policies at their discretion.
8. Do your own work. Do not give or receive help on quizzes or tests unless the teacher has granted permission on a particular project. Your record should reflect your individual effort. Honesty is a Christian virtue that should be displayed by all students, therefore cheating is considered a serious offense. Any appearance of cheating may be reason to receive the student work as unacceptable and the student to receive a possible consequence

9. Do not plagiarize; this is a serious offense. The definition of plagiarism is the “use of another writer’s ideas or words without giving the writer credit for them.”
10. Use of personal electronic communication devices (including but not limited to CD/MP3 players, iPods, handheld games) and laser pointers are not allowed during school hours. At the discretion of official school personnel further restrictions may be added for school events.
11. Cell phones are to be silenced and in backpack or purse, out of sight (neither seen nor heard) during class. Students are allowed to use cell phones during school hours between classes and at lunch. Cell phone use off campus for school events will only be allowed at the discretion of official school personnel and restrictions may be added.
12. Students need to be aware that bringing personal computers to school is their responsibility and DCA is not responsible for any damage or theft.
13. Students’ various electronic communications (i.e. text messages, instant messaging, tweets, personal blogs, web sites, or other communication methods) will have an appropriate Christian testimony through their conveyed words, photos, videos, and other items contained within these communications.
14. The Code of Conduct for students applies on all field trips and on all school-sponsored events both on the school campus and away from it.

*Above and beyond the rules of conduct, a student at DCA is expected to demonstrate a Christian testimony before others at all times both on and off campus.*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Danville Christian Academy**  
**Advance Absence Notification**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date(s) of Absence

\_\_\_\_\_  
Date submitted

Reason for Absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Regular attendance is vital to your child's continued growth at Danville Christian Academy. We encourage all families to plan vacations/trips during regularly scheduled school breaks. In the event it is necessary for your child to miss school due to a planned absence when school is in session, you must fill out this form and return it to the DCA front office at least two weeks prior to absence. These days will still be recorded as an absence.

It is your responsibility to make sure you have received all required assignments from your child's teacher(s) and to ensure your child completes and returns such assignments the day he/she returns to school. Tests are to be scheduled at the teacher's discretion (this timing could be before or after the scheduled absence, based upon the teacher's decision).

\_\_\_\_\_  
Headmaster Signature

\_\_\_\_\_  
Date of Receipt





Parent Request Form to Review Reading Materials for Reconsideration

Title of Book: \_\_\_\_\_ Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Copyright: \_\_\_\_\_

1. What brought this book to your attention? (please be specific)
  
2. Have you read the entire book?
  
3. What is the theme of the book?
  
4. State specific objections to the book.
  
5. Have you read anything concerning the author's life? If so, are the author's experiences reflected in this book or others he/she has written?
  
6. What books in this field would you substitute for this one?

This form must be completed and given to the teacher in charge or an administrator. The administration will bring this to the attention of the Education Committee of the School Board for consideration.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number



2170 Shakertown Rd., Danville, KY 40422 859-236-2177

**STUDENT VEHICLE  
REGISTRATION FORM  
2022-2023**

NAME OF DRIVER \_\_\_\_\_

(LAST)

(FIRST)

GRADE: \_\_\_\_\_

VEHICLE DESCRIPTION (Please include any vehicles you may drive to school)

Vehicle One: License Plate Number: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

Vehicle Two: License Plate Number: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

Vehicle Three: License Plate Number: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

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**OFFICE USE**

\_\_\_\_\_ Copy of Driver's License for file

Space Assigned \_\_\_\_\_

\_\_\_\_\_ Copy of Proof of Insurance for file

**COMPLETE BOTH SIDES OF THIS FORM BEFORE SUBMITTING PARKING  
REGISTRATION TO THE DANVILLE CHRISTIAN ACADEMY OFFICE.**

***PARKING RULES AND REGULATIONS***

Driving to school is a privilege. These rules and regulations are in place to keep all students at DCA safe. Failure to abide by these rules and regulations may result in disciplinary action, including, but not limited to, loss of driving privileges

1. All motorized vehicles students drive and park at DCA must be registered with the DCA office.
2. Student drivers are expected to use extreme caution while driving in the DCA parking lot, as it is a school zone.
3. Student drivers should park in the area of the parking lot that is designated for student parking. If all of the student spaces are taken, then park in spaces adjacent to the student parking area.
4. Once the student arrives at school, the driver is to go directly into the building. Students should not be staying in their cars in the parking lot. Students are not to get into other students' cars waiting for school to start in the morning.
5. The parking lot is off limits to all students during school hours, unless permission has been granted from a school administrator. The only exception to this policy will be seniors accessing the parking lot for transportation to internships and/or classes off campus.

**Failure to abide by any of these rules and regulations may result in driving privileges being revoked. All other school rules also apply.**

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*Registration for Student Parking*

I am applying for permission to drive to DCA for school and am willing to abide by the above-stated rules and regulations.

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

\_\_\_\_\_  
Date

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

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

**COMPLETE BOTH SIDES OF THIS FORM BEFORE SUBMITTING PARKING  
REGISTRATION TO THE DANVILLE CHRISTIAN ACADEMY OFFICE.**



### Acceptable Use Policy

#### Introduction

Danville Christian Academy safely offers network and Internet access to students as part of the instructional process. We believe the Internet offers vast, diverse, and unique resources to students and teachers in a protected environment. Our goal in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

While our intent is to make safe Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for educational collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Access to the Internet will enable students to support research and education by providing access to unique resources and the opportunity for collaborative work.

#### General Internet and Network Use

The Internet and network are provided for students to conduct research, complete assignments, and communicate with others. Access to these services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on electronic equipment just as they are in a classroom or a school hallway. **Access is a privilege - not a right.** As such, general school rules for behavior and communications apply and users must comply with school standards and honor the agreements they have signed. The administration, faculty and staff of Danville Christian Academy may deny, revoke or suspend specific student accounts at any time necessary.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Any files or accounts on the Danville Christian

Academy network are the property of the school and may be reviewed, deleted or modified at any time by the system administrators.

#### Student Rules and Responsibilities

To use network resources, all students must sign and return the attached Student User Agreement. Parents must also acknowledge they are granting permission for their student to use network resources by signing the attached Parent/Guardian Permission Agreement. The activities listed below are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
4. Harassing, insulting, bullying or attacking others

5. Vandalizing or modifying computers, computer systems or computer networks
6. Transmitting or viewing any material in violation of U.S. or state regulations including copyright laws
7. Using others' passwords or allowing others to use their passwords
8. Trespassing in others' folders, work or files
9. Intentionally wasting limited resources
10. Employing the network for commercial purposes, financial gain, or fraud.
11. Deliberately spreading computer viruses. Deliberate attempts to degrade or disrupt system performance of the local school network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law.
12. Installing any software, shareware, or freeware
13. Playing or downloading any non-educational games
14. Using an electronic device without teacher permission

### **Consequences**

Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and the decisions they make will be final. The system administrators may close an account at any time. The administration, faculty, and staff of the Danville Schools may deny, revoke or suspend specific user accounts. In the case of vandalism, the user will be required to pay for damages. Violation of any of the above mentioned rules and responsibilities could result in a loss of access and may result in other disciplinary and/or legal actions.

### **Notes to Parents/Guardians**

The Internet is a powerful learning tool, but it should not be used indiscriminately or without supervision. While your child is at school, the staff will make every effort to assure that this resource is used appropriately. As parents, it is your responsibility to monitor this resource at home in the same manner in which you monitor usage of TV, video games or the telephone. It is not advisable for children to engage in long hours of unsupervised time online. If you help your child use the Internet wisely at home, together we can help him become a responsible user of the Internet!

### **DCA Acceptable Use Policy (AUP)**

This document contains the Acceptable Use Policy (AUP) for student users of the Danville Christian Academy network. Written consent is required before any student is given access to network resources; however, educators may use the Internet during classroom instruction with or without parental consent. To gain access to the Internet, all students must obtain parental permission and must sign and return this form completely. Print student name \_\_\_\_\_

**Student User Agreement:**

As a user of the DCA computer network, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions. (Initial appropriate items)

\_\_\_\_\_ agree to use the network responsibly

\_\_\_\_\_ grant permission to have my photo and materials published to the World Wide Web

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

**Parent/Guardian Permission Agreement:**

All students are provided with access to computer resources, such as the Internet. As the parent or legal guardian of the above named student, I grant permission for this student to: (Initial appropriate items)

\_\_\_\_\_ access the Internet and e-mail systems

\_\_\_\_\_ have his/her photo and materials published to the World Wide Web

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use by setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

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