



**Danville Christian Academy
Parent/Student Handbook**

2025-2026

DANVILLE

CHRISTIAN ACADEMY

Jim Ward

Interim Headmaster

Tiffany Gaines

Director of Schools

Danville Christian Academy
2170 Shakertown Road
Danville, KY 40422
www.dcaky.org
Accredited by Cognia

TABLE OF CONTENTS

	Page
INTRODUCTION.....	1
About Danville Christian Academy	1
Doctrinal Statement	2
Statement of Faith	2
Vision and Mission Statements	3
Purpose and Philosophy	3
Personal Christlikeness Assessment	4
The Portrait of the DCA Graduate	5
DCA Code of Honor	6
Accreditation	8
Board of Directors.....	8
Definitions.....	8
POLICIES AND PROCEDURES	9
Admissions.....	10
Athletics	10
Birthdays & Special Occasions	11
Campus Security.....	11
Campus Visits	12
Carpool Safety.....	13
Class Parties.....	13
Communications	13
Discipline	14
Emergency Procedures	18
Facilities Use	19
FACTS Family Portal.....	19
Finance.....	20
Guidance Counseling	20
Health	21
Instructional Resources	23
International Student Program	24
Lost and Found	24
Lunch	24
Parent and Community Involvement.....	25

	Page
Student Code of Conduct.....	26
Student Organizations.....	27
Technology	27
PRESCHOOL HANDBOOK	30
Academics	31
Arrival and Dismissal.....	31
Attendance.....	32
Discipline	32
Dress Code	32
Field Trips	32
Volunteers.....	33
ELEMENTARY SCHOOL HANDBOOK.....	34
Academics	35
Arrival and Dismissal.....	37
Attendance.....	37
Discipline	38
Dress Code	39
Field Trips	40
Volunteers.....	40
MIDDLE SCHOOL HANDBOOK.....	41
Academics	42
Arrival and Dismissal.....	43
Attendance.....	44
Athletics	45
Discipline	46
Dress Code	47
Field Trips	48
Volunteers.....	49
HIGH SCHOOL HANDBOOK.....	50
Academics	51
Arrival and Dismissal.....	54
Attendance.....	55
Athletics	56
Discipline	57
Dress Code	58

	Page
Field Trips and Events.....	59
Service Hours	60
Student Vehicle Use on Campus	60
Technology	61

APPENDIX

1. Student Code of Conduct.....	65
2. DCA Middle and High School Academic Coaching Services.....	67



Introduction

DCA Introduction

About Danville Christian Academy

In 1994, a committee from Calvary Baptist Church was formed to explore the possibility of starting a Christian school in Danville, KY. After two years of prayer and preparation, Danville Christian Academy (DCA) officially opened its doors on August 15, 1996, at Calvary Baptist Church. The school began with one full-time teacher and twelve students, under the leadership of Mr. Mike Hudson as headmaster. The initial enrollment included five kindergarten students, two second graders, three third graders, one fifth grader, and one sixth grader. The dedication of the first-year parents, who were instrumental in getting the school off the ground, paved the way for the opportunities DCA students have today. While the early years were filled with both growth and challenges, the support and faith of the founding community members kept the vision alive, trusting God to provide. By the 2000–2001 school year, enrollment had reached 100, necessitating the opening of a second campus. Gethsemane Baptist Church generously offered its facilities to accommodate the school's growth. After six years of service, Mr. Mike Hudson resigned, and Mr. Delmer Warren took over as headmaster in the fall of 2002. Upon Mr. Warren's retirement, Mr. Tim Godbey became headmaster in June 2005. Enrollment continued to rise, and by the fall of 2006, DCA had over 200 students. With this growth, the decision was made to expand DCA to include a high school, initially located at Lexington Avenue Baptist Church, resulting in three campuses.

Thanks to the vision and generosity of faithful supporters, DCA was able to purchase property on Shakertown Road for a future campus. In January 2008, groundbreaking began for DCA's first permanent facility, and by February 2009, the new building was completed. The upper grades moved from Lexington Avenue Baptist Church to the Shakertown Road campus, and the 2009–2010 school year saw grades 4–12 housed there. Mrs. Amy Byrd served as headmaster during the opening of the new facility.

In May 2010, interim headmaster Bettie Milby, along with the Board of Directors, decided to consolidate all classes at the Shakertown campus, closing the Calvary Baptist and Gethsemane Baptist Church locations that had been vital in DCA's early years.

Today, God continues to bless Danville Christian Academy with strong leadership, dedicated staff, supportive families, and abundant opportunities. We remain committed to molding Christ-like scholars, leaders, and servants who will further God's Kingdom.

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 providing 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

1. We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God, which is sufficient, authoritative, and clear (2 Tim 3:15; 2 Pet 1:21).
2. We believe there is one God eternally existent in three persons: Father, Son, and Holy Spirit (Gen 1:1; Matt 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isa 7:14; Matt 1:23; Luke 1:35), His sinless life (Heb 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Cor 15:3; Eph 1:7; Heb 2:9), His resurrection (John 11:25; 1 Cor 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Rev 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Rom 3:23, 5:8–9; Eph 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and lost: they who are saved unto the resurrection of life and they who are lost unto the resurrection of damnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Rom 8:9; 1 Cor 12:12–13; Gal 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Rom 8:13–14; 1 Cor 3:16, 6:19–20; Eph 4:30, 5:18).
8. We believe God acts to give each person a gender by wonderfully and immutably creating each person as distinctly male or female, and this designation is bestowed upon us by God is a specific and inseverable part of His design for us (Deut 22:5). These two distinct, complementary genders together reflect the image and nature of God (Gen 1:27). Rejection of one's biological gender, whether by personal volition or by compulsion, is a rejection of the image of God within that person and, therefore, is a sin against God (Lev 18:22; Rom 1:26–27; 1 Cor 6:9).
9. We believe the term "marriage" has only one meaning, which is marriage as created, intended, and sanctioned by God in which God joins one man and one woman in a single and exclusive union, as delineated in Scripture, to be honored, respected, and supported by us as Christians (Gen 2:24; 1 Cor 6:9; Mark 10: 6–9).
10. We believe all people are created in God's image and that every human is a person deserving of compassion, love, kindness, respect, and dignity. As image bearers, each individual's uniqueness and dignity create diversity, and as Christians, we are called upon to live as one family, in Christ, enhanced by embracing the differences God has designed in all of His creation (Gen 1:26; Eph 2:10).

Vision and Mission Statements

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.

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.



Purpose and Philosophy

An Academic Focus — A Christian Foundation

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 Scripture and a common commitment to the work of education. 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 their 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 to achieve its overall goals.

We at DCA 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.

DCA 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 parents and the school should work in cooperation and 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.

Personal Christlikeness Assessment

Pursue Excellence

Throughout the Bible, God has encouraged us as believers to always do our best (Col 3:23; Phil 4:8; 1 Pet 2:12, 15; Heb 12:1–2; Eph 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 (Col 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 (Phil 2:1–5; Rom 12:9–13; 1 Pet 2:17; 1 John 4:7–11, 19; Eph 5:1–2; John 13:35; 1 Tim 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.

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 continue 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 from DCA with the following foundational desired outcomes, what we call the Portrait of a DCA Graduate:

- To fear and respect God (Ps 33:8), understanding that this is the beginning of wisdom (Prov 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 (Heb 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 the greater glory of God") 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 (2 Cor 10:5). They are prepared to give a defense for the hope that lies within them (1 Pet 3:15).
- To embrace the creative nature of God (Gen 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 for entering 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 (2 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 (Matt 6:33).

DCA Introduction

DCA Code of Honor

The Danville Christian Academy Code of Honor exists for one purpose: *Ad Majorem Dei Gloriam*. 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 the students, parents, and faculty who 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 is 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 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 atmosphere 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" (Prov 27:17).

The Five Tenets 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.
- 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, integrity, and rigor.
- We understand that modeling Christ-like servant leadership is about being "others-centered" and serving as His leader to influence others.

DCA Introduction

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.
- 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 significant part of our curriculum, and that understanding and supporting their purpose is demonstrated by respect.
- We always respect that God made some to love the arts, some to love athletics, 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.
- DCA property is treated with respect, and we do not do anything that could potentially cause damage to its grounds, facilities, or contents therein.

DCA Introduction

Accreditation

Accreditation is a vital process that acknowledges an institution's adherence to established standards of academic quality and integrity. This designation is granted by regional or national organizations that evaluate a school's educational and operational performance and then monitor their ongoing compliance with these benchmarks. Danville Christian Academy is accredited by Cognia Accreditation, the parent organization of Southern Association of Colleges and Schools (SACS) and the major accrediting agency in the middle and southern United States.



Board of Directors

Danville Christian Academy is governed by a Board of Directors, comprised of DCA stakeholders who serve three-year terms. The board's primary functions are developing policy and steering the school's direction. Meetings are typically held on the 3rd Tuesday of every month at 6:30 p.m. and are open to the public.

Members of the Board for the 2025–2026 school year are listed below.

- Gary Brown, Chair
- Ryan DeMuth, Member
- Samantha Flynn, Member
- Doug Goens, Member
- Craig Lyons, Member



Definitions

Definition of Campus

The Danville Christian Academy campus comprises the main school building and outbuildings, athletic facilities/fields, parking areas, and storage areas or lockers utilized by DCA students and/or faculty within the perimeter mentioned above.

Definition of Parents

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.



Policies and Procedures

Admissions

Admissions Process

The admissions process involves submitting the following:

- an application,
- records from previous schools,
- a pastoral recommendation, and
- a personal interview with the Headmaster.

In most cases, students entering grades 1–12 will take a standardized achievement test in math and reading administered by DCA.

Prospective Students and Families

Prospective students and families should contact the [Director of Admissions](#) for more information on DCA and the application process. Only students seriously interested in attending DCA will be allowed to shadow during the day. DCA also hosts an Open House each spring to which we invite prospective students and families.

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.

Withdrawal Process

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 returned to the classroom teacher. No official records will be released until all forms are completed and financial matters are cleared.

Non-Discrimination Policy

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



Athletics

The purpose of the athletic program at Danville Christian Academy is to contribute positively to the physical, social, emotional, and spiritual growth of participants, while also enriching the lives of spectators, the school community, and the broader community. All DCA students and parents are encouraged to attend athletic events and become active supporters of DCA teams. At the present, DCA offers the following sports:

Fall Sports	Winter Sports	Spring Sports
Bowling (boys and girls) Cross Country (boys and girls) Golf (boys and girls) Soccer (boys) Volleyball (boys and girls)	Basketball (boys and girls) Cheerleading (girls)	Baseball (boys) Bass Fishing (boys) Softball (girls) Tennis (boys and girls) Track & Field (boys and girls)

DCA Policies & Procedures

Students wishing to participate in sports at DCA should refer to the sections on Athletics in their respective School handbooks, particularly concerning attendance, academic, and physical eligibility requirements. An athletic participation fee is charged for each sport in which the student participates. There may be additional uniform and team fees, the cost of which varies according to the sport.



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 arrange a date 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.



Campus Security

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

Visitors to Campus

Danville Christian Academy maintains a closed campus. All visitors must enter the building and go directly to the office to sign in and receive a visitor pass, which must be worn at all times. Before leaving the campus, each visitor must sign out and return their pass to the school office. All doors leading into the buildings must remain locked during the school day to provide maximum security for all students. We ask parents not to go to classrooms unless they have a scheduled meeting with their child's teacher. Non-DCA guests are not allowed in the classroom or the gym (including the lunch area) without prior approval from the Administration. 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.

Routine Security Measures

The Administration is responsible for developing detailed procedures to be followed in implementing school safety and security measures. Those measures shall include routine campus security procedures as well as directives to staff and faculty to follow when responding to threats of serious harm.

The routine campus security measures include, without limitation,

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

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 per the Parent/Student Handbook, the Student Code of Conduct, and civil and criminal law.

DCA Policies & Procedures

Third-Party Security Enforcement

The school retains the right to utilize third-party resources, including but not limited to a security resource officer (SRO) guards, police departments, or canine units, to establish a secure zone on the DCA campus.

Weapons Policy

The possession, use, distribution, or attempted distribution (by sale, gift, or otherwise) of any 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. 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.

Drugs, Controlled Substances, Alcohol, Tobacco Policy

The possession, use, and/or distribution of illegal drugs, controlled substances, and/or misuse of over-the-counter drugs, alcohol, and tobacco products 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, 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 substances on its campus.

Right to Search Policy

Students, their lockers, and their motor vehicles are subject to search by school officials; this includes, but is not limited to, the 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 websites, social networking sites (e.g., Facebook, TikTok, 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 students.

Vehicle Use on Campus

Students and parents are required to follow all traffic signs while on the DCA campus. Any student who does not follow traffic regulations may have their driving privileges on campus revoked.



Campus Visits

We welcome visitors to our classrooms and events. 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 or event you wish to observe.
- All visitors to the school must follow the guidelines outlined in [Campus Security and Student Safety](#).

Carpool Safety

Please refer to the Arrival and Dismissal section of the respective School's handbook to learn the appropriate arrival and dismissal times for that school.

For everyone's safety, our carpool lines are a cell phone-free zone.

Parents are expected to remain in/near their vehicles in order to expedite the dismissal process. As the school works toward a safe and quick drop-off and pick-up, please stay in one lane and do not pass other cars after dropping off or picking up your child.

Walk-ups, particularly during the afternoon carpool, delay the process and present a safety concern. If you must enter the school or choose to meet your student at the building, you must park in a parking space and walk to the front of the school using the crosswalks, under the direction of safety personnel.

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. Please, **do not park in the grass.**



Class Parties

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

- Thanksgiving is celebrated with a Thanksgiving feast in certain grades.
- Christmas class parties may be planned with an emphasis on the birth of Christ.
- Valentine's Day 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-year class parties may occur during the 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.



Communications

Official Communications Channels

The official website of Danville Christian Academy is located at <https://www.dcaky.org>.

The official Facebook page of Danville Christian Academy is located at <https://www.facebook.com/DCAWarriors>.

The official Instagram page of Danville Christian Academy is located at https://www.instagram.com/dca_warriors/.

The official YouTube page of Danville Christian Academy is located at https://youtube.com/@dca_warriors.

Several DCA programs (e.g., DCA athletics) host specific social media sites to update parents, students, and the community on events, schedules, and accomplishments. Please contact the program sponsor for more information.

DCA Policies & Procedures

Permission to use a student's photo or image for publication, video, and other marketing purposes by authorized DCA personnel is granted upon enrollment at DCA unless the school is notified in writing that permission is denied by the student's parent or guardian.

Using Danville Christian Academy's name and logos without written permission is prohibited in the creation and promotion of new social media groups or websites.

Communication with DCA Administration and 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:

- Teachers will provide their contact information at the beginning of each year. All other staff members may be reached via the school's main line.
- 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.
- Please make every attempt to have after-school plans in place prior to the school day. The school receptionist is not free to leave the office to take messages to students. For non-urgent matters, please email the teacher. In the case of an urgent message, please contact the school office, and the receptionist will contact the teacher immediately.

Questions and Concerns

- Concerns involving **students** and **classroom procedures** are most appropriately directed to the teacher. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then the administration if needed.
- Questions concerning **school policy** should be directed to the DCA Administration.



Discipline

Overview

In the ideal structure of Kingdom education, the home, the church, and the school cooperate to educate and train students fully. Cooperation between these three groups must be evident to fully develop the character of the student and promote behavior consistent with a biblical worldview. Whenever 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.

Danville Christian Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christlike life. We believe God ordained parents to bear the primary responsibility for teaching their children right behavior and attitudes. While at school, it is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and the developmental capabilities of the students. 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. 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 complete discretion in the questioning of students and the evaluation of events, and may conduct their investigation without parental

DCA Policies & Procedures

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. Students violating the Student Code of Conduct outside of the school campus or in school activities will be subject to disciplinary action. 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.

The following minor and major infractions are subject to disciplinary action, including, but not limited to, suspension or expulsion from Danville Christian Academy.

NOTE: Each school has a specific Dress Code Policy and Cell Phone Policy. Please see that School's section in the handbook for more information.

Minor Infractions

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

- Possession of a device without specific authorization from a teacher or administrator. Radios, recorders, AirPods, 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.
- Failure to comply with the DCA dress code.
- Failure to obey all rules given by teachers.
- Failure to follow the instructions of individuals who serve as carpool safety supervisors.
- Use of chalkboards, marker boards, or other school equipment without a teacher's permission.
- 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 will result in disciplinary action and may result in suspension or expulsion from Danville Christian Academy. In all cases, the Headmaster reserves the right to make the final decision on any disciplinary action.

- Using abusive or profane language and showing disrespect or insolence to teachers and classmates is prohibited. Insubordination, including lying to a staff member or to the administration, is likewise prohibited.
- Repeated classroom disruptions that inhibit learning are prohibited.
- Threatening, intimidating, using ridicule, or causing bodily harm to any person is prohibited. See also: [Anti-Harassment Policy](#) and [Sexual Harassment Policy](#).
- Cheating and dishonesty are prohibited, and students are also responsible for preventing the giving or receiving of assistance (written, oral, or otherwise) on tests, examinations, final evaluations, 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 may receive a "0" on the assignment in question and a possible suspension.
- DCA is considered a drug/alcohol-free zone and practices a zero-tolerance policy. The possession, use, or distribution of illegal drugs, controlled substances, or alcohol, and/or misuse of over-the-counter medications 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 are subject to expulsion. Violation of this rule will be dealt with whether on or off campus.
- DCA is considered a tobacco-free zone. The possession, use, or distribution of tobacco products, including, but not limited to, electronic cigarettes (vapes), cigars, and chewing tobacco, is prohibited.
- 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.

DCA Policies & Procedures

- Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, are considered serious offenses and are prohibited.
- Card playing for the purpose of gambling, or any other form of gambling, is prohibited.
- 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.
- Knowingly taking an item that does not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
- Missing school or a class without a parent's or teacher's permission is truancy. The penalty for truancy is a "0" for all work missed, plus possible suspension or expulsion from the school. In addition, students must obtain permission from their teacher before leaving a classroom.
- Destruction or defacing of property (vandalism) belonging to the school or others, including textbooks, will result in disciplinary action as well as compensatory damages. Full restitution, including labor and cost of repairs, will be required.
- 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 usually follow the following steps.

- The teacher is the first line of authority on addressing classroom 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 student 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.
- In the case of major infractions, the teacher will immediately involve a school administrator.

Disciplinary Actions

Lunch and After-School Detention

Detentions may be given when students fail to comply with school regulations; detentions may be given by school staff or administrators in and between classes, 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.

Probation

Students who accumulate a series of [minor infractions](#) or are guilty of a [major infraction](#) will be subject to disciplinary probation. 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 communication with parents. Specific changes in attitudes and actions will be expected before readmission. A readmission 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

DCA Policies & Procedures

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 can complete classwork 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 After Disciplinary Action

It is always DCA's intention to lovingly restore students after a period of suspension. 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

- Identify the offense leading to 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.

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

- Identify the offense leading to the suspension.
- 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 anyone they have offended, as well as themselves.
- Staff will encourage the student before 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 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.

General Guidelines for School Personnel

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:
 - the seriousness of the offense;
 - the student's age;
 - the frequency of misconduct;
 - the student's attitude; and

DCA Policies & Procedures

- the potential effect of the misconduct on the school environment.
- 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, and/or
- protect property from serious damage.

Anti-Harassment Statement

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.

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.



Emergency Procedures

Disaster Drills

Disaster drills are practiced at the beginning of the school year and then according to state and local requirements throughout the year. Disaster drills include fire, earthquake, and tornado safety precautions as well as active shooter drills. Students are informed of proper escape routes and procedures on the first day of school. An emergency evacuation plan is in place and posted in each building on the DCA campus. Evacuation practices will be conducted and recorded in an orderly fashion.

Pulling the fire alarm for undue cause will result in a response from the county fire department and, therefore, is subject to disciplinary action. Careless or malicious initiation of a false alarm is an extreme offense that could lead to serious injury during the evacuation of the building(s). Deliberate offenses will be handled with the utmost severity. The student and his/her family will be financially responsible for fees resulting from a false alarm.

DCA Policies & Procedures

Inclement Weather/School Closing

In case of inclement weather, DCA is delayed or dismissed **independently** of the Danville City or Boyle County Schools. Around 6:00 a.m., a decision is made concerning the dismissal of school or a one or two-hour delay. The following media outlets are then advised of the decision:

WLEX – Channel 18 TV

WKYT – Channel 27 TV

Students and/or families who have a long drive from outside the city should not attempt to come to school if they do not feel comfortable driving. Teachers will allow any work missed due to road conditions to be made up when a student returns to school. An instructional day missed due to inclement weather will count against the student's attendance but will count as an "exempt" absence.

If school needs to be dismissed during the day due to threatening weather, the above media stations will be called, and a cancellation announcement will be made. If you do not receive 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.

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 in FACTS before the start of school. In an emergency, every attempt will be made to reach the parent; however, if the parent cannot be reached, the contact person listed on the Contacts tab of your FACTS page will be called.



Facilities Use

All school events taking place on or off the DCA 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.



FACTS Family Portal

The FACTS Family Portal (formerly known as RenWeb) is a secure online platform provided by FACTS Management for parents and guardians to access and manage their student's academic information. It allows parents to stay informed about their children's progress, attendance, grades, and school communications, while also providing tools for managing family information and tuition payments.

Upon enrollment, parents will be provided information on creating an account on the portal using their email address and a school-provided district code. Once logged in, parents can navigate through different sections to access the desired information. The portal allows parents to stay informed about their child's academic journey and communicate with DCA personnel.

Finance

Tuition and Fee Payment

When a student is enrolled 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 to pay day-to-day operating expenses. **If parents withdraw their student at any time, parents will be expected to honor their commitment.** If a student is withdrawn after March 1, the lesser 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 tuition payments are made through automatic withdrawal (ACH method).** For your convenience, there are three payment options:

- One-time payment due on or before August 20.
- Two payments, with the first half due on or before August 5th or 20th, and the second half due on or before January 5th or 20th.
- Twelve equal payments, beginning on June 5th or 20th and ending on May 5th or 20th, paid through ACH.

Please note: New students enrolling after May 30 will not have an option for 12-month payments.

Overdue Accounts and Payments

Unless paid in advance (by a one-time or two-time payment), 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. To bring the account up to date, payment option 1 or 2 may be made with a check, money order, or by ACH.

The DCA Board of Directors has agreed to allow one 'free' ACH hold per family, per year (no questions asked). This 'free' pass must be requested **no later than the 10th 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 withdrawal).

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

Fees for Athletic Participation, Field Trips, Club Dues

When applicable, students will be billed for athletic participation fees, field trip costs, and club dues through the FACTS system.



Guidance Counseling

DCA provides counseling to students and parents with academic, college and career, and personal concerns. Students are welcome to drop in any time during office hours, but it is suggested that an appointment be made if the counselors' services are needed for more than a few minutes. Students must have their teacher's permission to visit a counselor during class time.

DCA Policies & Procedures

Academic Support Services

To equip students with the knowledge, skills, strategies, and mindset needed for academic excellence, DCA provides academic support services for every grade level, Preschool through 12th grade.

Preschool and Elementary: Support may include 504 accommodation plans, one-on-one or small-group instruction with an interventionist, and/or individual sessions with an occupational therapist.

Middle School and High School: Services include 504 accommodation plans, one-on-one training with an academic coach, tutoring, and/or individual study support in the After-School Study Lab.

See [Appendix 2](#) for additional details.



Health

Student Health Records

Student Health Card

At the beginning of each school year, every student will have a new and updated student health card on file in the nurse's office. This health card is filled out and signed by parents or guardians of the student. The purpose of this health card is to ensure the safety of our students regarding their individual health conditions or concerns. This card also gives the nursing staff and any trained unlicensed personnel the consent to administer OTC, prescription or emergency medications under the direction of our medical director.

Immunization Record

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

- **DTP/DTaP:** Four doses, including one received on or after the student turns 4, must be received by kindergarten entry.
- **MMR:** One dose received on or after the student turns 1; must have a total of two doses by kindergarten entry.
- **Hepatitis B:** Three doses are required for all students in Pre-K to 12th grade.
- **Polio:** Three or more doses, including one received on or after the student 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 12th grade. All students entering grades K–12 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 chicken pox.
- **Tdap/Td booster:** All students entering grades 6–12 will be required to have a booster dose of the 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 grades 6–12 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 or a notarized religious exemption form must be on file with the school nurse prior to school attendance. When a student receives an immunization from their primary care provider, an updated immunization record should be given to the school nurse. Religious exemptions do not expire.

DCA Policies & Procedures

First Aid

DCA is committed to giving your student the best care possible while they are in our care. A number of staff and coaches maintain their certification in first aid and CPR as recommended by the American Heart Association. There is also a Registered Nurse on staff when school is in session. In the event the RN is not available to administer over-the-counter (OTC) medications, prescriptions, or emergency medications, there are annually trained, delegated, unlicensed staff available to do so.

Administration of Medication

Medication Consent Form

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 nurse's office. This includes OTC and prescription medications.

Any medications required to be administered to a student during the school day must have a completed Medication Consent Form informing the nurse or trained unlicensed personnel of the dosage and the time to be given. Medication Consent Forms are available from the school nurse. **No medications will be administered without a completed Medical Consent Form.** Also, OTC medications will not be given on a routine basis, nor will the recommended dosage amount be exceeded without a signed note from the child's physician.

If you have a student who will need medication administered regularly throughout the school year, these cases must be discussed with the Headmaster and will be handled individually.

Although it is best to administer OTC medications at home, the nursing staff or their trained delegates will assist families by dispensing such medications (i.e., allergy medications) when absolutely necessary. OTC medications will not be given before 10:00 a.m. for all students.

Medications that are sent to school and must return home with the student 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.

No medicine should be in the student's possession during the school day. The only exception to this is if a student has an EpiPen or inhaler and has a signed Individual Health Care plan by a physician stating that this student has been trained to use the medication and will carry and use it responsibly. If a student in 6th grade or lower needs cough drops or eye drops, they must turn them in to the classroom teacher at the beginning of the day.

Illness

Students presenting with signs and symptoms of a possible communicable illness will be sent home. These symptoms can include, but are not limited to, a temperature of 100.4 or greater, chills and/or sweats, development of a new cough, vomiting, diarrhea, or the development of a new skin rash/lesion. For temperatures less than 100.4 degrees with suspicion of communicable illness, the parent will be called to discuss the student's symptoms and the proper action to take for the welfare of the student and the other students in the school. Students should be free of fever without fever-reducing medications, vomiting, or diarrhea for a minimum of 24 hours before returning to school. Therefore, students sent home from school for the reasons above should not return the next day. Please be considerate of other students and staff by not sending a student to school with an infectious condition. Students diagnosed by their doctor with strep throat must have been on antibiotics for a minimum of 24 hours before returning to school.

DCA Policies & Procedures

In the case of head lice, the student will be re-admitted to school only after they have been treated with the proper lice-killing shampoo and the eggs and live bugs have been combed out. Students sent home with head lice will need to be checked by the school nurse before returning to 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 diagnosis of a communicable disease that raises significant public health concerns (for example: measles, chicken pox, whooping cough, etc.), the parents are expected to notify DCA. The student will be readmitted only after a doctor has given written permission for the student to return to school.

Limitations on Physical Activity

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the student's physician indicating the reason for and duration of the limitation. Likewise, if a student needs to be excused from participation in P.E. due to an illness or minor injury, a note is required from a doctor or parent.

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 in FACTS before the start of school. If there are any major changes in your student'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, if the parent cannot be reached, the contact person listed on the Contacts tab of your FACTS page will be called.



Instructional Resources

Instructional Resource Selection

DCA takes great care in the selection process of its instructional and library resources. All materials selected are to support and enhance the philosophy and mission statement of Danville Christian Academy and should in no way undermine these basic principles.

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 reserves the right to determine the materials that it makes available to students.

Challenging Instructional Resources

There may be occasional objections raised to some of the materials included in the DCA library or 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 a specific teacher. Any parent, faculty, or staff member may challenge materials he or she deems objectionable by following the procedures outlined herein.

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 Director of Schools.
3. The Director of Schools will notify the complainant regarding the administration's decision.

DCA Policies & Procedures

4. All challenged materials shall remain in circulation during the challenge process period.

Textbook Use and Care

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. Administration may hold a student's report card at the end of the year until all books are returned or charges are assessed.

- 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.



International Student Program

Danville Christian Academy has welcomed international students for many years, launching a formal program in 2017. These students join the school community through a variety of connections—word of mouth, local family ties in other countries, and relationships built during mission trips. Over the years, DCA has been home to students from countries around the world, including Argentina, Cambodia, China, Kenya, Korea, Mexico, Nigeria, and South Sudan.

With a curriculum rooted in a biblical worldview, DCA naturally embraces a global perspective. International students enrich the school by offering fresh insights and helping it pursue excellence in all areas. DCA is committed to fostering communities that include international students as part of its family—reflecting the Kingdom of God, made up of every tongue, tribe, and nation.

International students are expected to follow all DCA rules and guidelines—both at school and at home—as outlined in the Parent/Student Handbook.



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 to a local charity.



Lunch

DCA operates a lunch program that 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 student using the FACTS lunch module. Students may also bring a sack lunch. Students may not order food to be delivered for lunch. Students in grades Pre-K through 12 are required to remain in their designated eating areas.

Typically, students are not allowed to leave campus for lunch. Seniors are afforded the privilege of leaving campus for the Senior Off-Campus Lunch Program.

DCA Policies & Procedures

Parent and Community Involvement

Parental involvement at DCA is welcomed and encouraged. Parents have been given the responsibility by God for the education and upbringing of their children. Our teachers desire 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. Parents are provided opportunities at the beginning of each academic year to become involved in the classroom and support activities.

Volunteer Opportunities

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

- Parent Teacher Fellowship (PTF)
- DCA Board of Directors
- Prayer Warrior Group

For additional volunteer opportunities, check with the school office.

Fundraising Opportunities

Fundraising makes it possible to recruit and retain the most dedicated and stimulating teachers and to provide the highest-quality programming. 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.

Fundraising at Danville Christian Academy comes in a variety of events each year; these 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. The DCA Night of Victory is the main fundraising event for DCA, and proceeds support the mission of DCA. Everyone is invited to be part of this event.

There are other campus-specific fundraising events throughout the year led by the Parent/Teacher Fellowship (PTF), the athletic departments, and the school. DCA also encourages giving back to the school through in-kind donations, volunteer opportunities, or planned giving to help meet future needs. All fundraising must be approved through the DCA Headmaster's Office.

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 home work 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. 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" (Col 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.

As a student of Danville Christian Academy for the 2025–2026 school year, I commit to

1. Treating all people with respect and dignity, which includes
 - avoiding any form of gossip or demeaning comments about others.
 - practicing courtesy and consideration in association with teachers, school staff, fellow students, and visitors, and respecting their person and property. (Eph 4:28–32)
 - Respecting the authority of teachers, administrators, and staff members, and treating them courteously, respectfully, and obediently as unto the Lord (Heb 13:17; 1 Thess 5:12–13)
2. Dressing within the guidelines of the DCA dress code.
3. Abstaining, both on and off campus and at all times, from the use or possession of alcoholic beverages, tobacco, vaping, drugs, inappropriate viewing material, or any other practices that are generally recognized to be detrimental to the human body and in conflict with Christian character. (1 Cor 6:19–20)
4. Never bringing dangerous or presumed dangerous items such as knives, water pistols, guns, lighters, and matches. (Kentucky law states that any person carrying or possessing a firearm on school grounds can be charged with a class D felony.)
5. Abstaining from profane, vulgar, or abusive speech, writing, or actions (see Ephesians 4:29) and ensuring that all electronic communications do not undermine a Christian testimony through their explicit or implicit meaning.
6. Conducting myself in a discreet and Christian-like manner in any display of affection.
7. Striving for academic excellence with honesty and integrity
 - completing academic assignments to the best of my ability and submitting work on or before due dates.
 - doing my own work and not assisting other students on their work unless the teacher has granted permission. Note: cheating is considered a serious offense.
 - never plagiarizing. Note: The definition of plagiarism is the "use of another writer's ideas or words without giving the writer credit for them." Plagiarism is a serious offense.
8. Maintaining open communication with teachers and school administration and checking email and Google Classroom daily and FACTS/RenWeb regularly.
9. Respect classroom rules for cell phone and all electronic device use.
10. Careful and responsible use of personal computers on loan from the school. Note: DCA is not responsible for any damage or theft.
11. Leaving campus spaces only when they are clean, picking up after myself and others as needed, and under no circumstances behaving in a destructive manner.

DCA Policies & Procedures

Following the Student Code of Conduct “24/7/365”

Students are expected to represent DCA in a positive manner (“24/7/365”) 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 may 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 violation of the Student Code of Conduct.

Posting of and Revisions to the 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 website. Revisions to the Student Code of Conduct included in the Parent/Student Handbook shall be made as needed and are approved by the school administration. Revisions made during the year will be communicated electronically. A copy of the Student Code of Conduct that is signed by students and parents can be found in [Appendix 1](#).



Student Organizations

The following are some of the clubs and organizations active at DCA: Future Farmers of America (FFA), National Honor Society, Beta Club, Drama, Praise & Worship Band, and Student Council (high school).



Technology

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 academic excellence consistent with DCA's mission statement and curriculum. The goal in providing these resources to employees is to facilitate 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.

DCA Policies & Procedures

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 unauthorized executable files and programs that 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 requests 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 to 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:

1. Student use of the computers and computer network is only allowed when granted permission and supervised by a faculty member.
2. 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.
3. Improper use of any computer or the network is prohibited. This includes the following:
 - Submitting, publishing, or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages, either public or private
 - Using the network for financial gain, political, or commercial activity
 - Attempting to or harming equipment, materials, or data
 - Attempting to or sending anonymous messages of any kind
 - Using the network to access inappropriate material
 - Knowingly placing a computer virus on a computer or the network
 - Using the network to provide addresses, phone numbers, or other personal information that others may use inappropriately.
 - Accessing information resources, files, and documents of another user without authorization.
 - Pretending to be someone else when sending or receiving messages
 - Using the network in a way that disrupts the use of the network by other users

Individual User Responsibilities

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

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

DCA Policies & Procedures

Personal Electronic Devices

Personal electronic devices (including personal communication devices like cell phones, smart watches, and computers) are discussed in the divisional sections of the handbook. Please note that 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.

Liability Disclaimer

DCA shall not be liable for users' 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 and reconciliation do 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 following 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 indicate this is the sole remedy for any controversy or claim arising from the relationship between DCA, students, families, and staff.



Preschool Handbook

Academics

Class Placement

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.

PK3 & PK4 Assessment

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

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 administration.

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.



Arrival and Dismissal

Arrival

Students may arrive as early as 7:45 a.m. Students must be in their classroom by 8:10 a.m. or they are considered tardy.

Dismissal Time

The afternoon carpool will run from 2:45 p.m. to 3:10 p.m. for preschool. Please refrain from picking your student up early, as it affects our instruction time. Parents arriving any time after 3:10 p.m. should park and walk into the building to pick up a student.

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. To ensure the safety of our students, late arrivals will not be allowed in at the side door of the classroom once it is closed.

Students arriving after the 8:10 a.m. tardy bell must sign in with the front office. Excused tardiness will include doctor/dental visits, illness, and traffic situations that result in many students being late.

Attendance

Routine is very important for preschool-aged children. To take full advantage of our program, we encourage students to attend every day possible, with the exception of sickness or scheduled vacations.

It is equally important to adhere to the schedule you have chosen to help teachers plan for their day. Apart from our field trips and Christmas party, students will not be allowed to switch their days.

Absence Procedures

The following procedures apply to absences:

- Parents must phone (859-236-2177) or e-mail the Director of Preschool to report any absence by 10:00 a.m.
- Students absent for more than three days due to an illness must have a doctor's note upon their return to school.



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, Christlike life. Attendance at DCA is a privilege. 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.



Dress Code

Preschoolers may wear everyday casual clothes to school. They may also choose to wear the [Elementary Dress Code](#).



Field Trips

Field trips will occur 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 need 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 childcare 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 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.
- Students must wear required field trip attire (shirt and pants, skirt, or shorts that adhere to the DCA dress code). The sponsoring teacher will communicate any modifications to the dress code that may be unique to that field trip.
- If parents choose not to allow their student to participate in a scheduled field trip, parents should make other arrangements for their student's care, and an absence will be documented.

DCA Preschool

- Parent chaperones are secured in advance for all field trips and must have the completed background check on file (check with the 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.



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. All visitors to the school must follow the guidelines outlined in [Campus Security and Student Safety](#).



Elementary School Handbook

Grades 1–5

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 Elementary School are as follows:

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

A, B, C, D

Grade 1 Bible, Reading, Science

E – Excellent

G – Good

N – Needs Improvement

U – Unsatisfactory

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

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 they have any questions about the classroom schedule. It is the parents' responsibility to carefully review the student's progress in the homework process and to sign the work or assignment notebook. Assignments will be posted on FACTS weekly for parents to view.

Homework

The primary purpose of 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 that are due on Thursday may require some preparation on Wednesday night.

DCA Elementary School

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 that each student'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 student's daily assignments. If at any time there is a question or concern regarding an assignment, please contact your student's teacher.

Textbook Use and Care

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.

Report Cards and FACTS

Parents with students in grades 2–5 can check their students' progress by utilizing the online grade system through FACTS. A username and password are required to set up an account to access student grades. All parents will be emailed their username and password at the beginning of each year.

Annual Student Testing

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.

Academic Probation and Promotion

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.

Arrival and Dismissal

Arrival

DCA's school day begins at 8:10 a.m. and ends at 3:15 p.m. for grades K–5. Students may arrive as early as 7:45 a.m. Students must be in their homeroom by 8:10 a.m. or they are considered tardy.

Dismissal

The afternoon carpool will begin at 3:15 p.m. To maximize our instructional day, we will not load cars until 3:15 p.m.

We would ask that you please refrain from picking up your student early, as it affects our instruction time. Only those students enrolled in After School may stay past dismissal times. Any student 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 p.m.

Tardiness 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 arriving after the 8:10 a.m. tardy bell must sign in with the front office and will be counted as **tardy**. Excused tardiness will include doctor/dental visits, illness, and traffic situations that result in many students being late. Parents must communicate with the office by email, phone call, or in person, and provide doctor/dentist's slips when students are tardy for excused purposes. All other tardies will be considered unexcused. Administration will make the final determination if a tardy is excused or unexcused.

Five unexcused tardies count as one absence. In the event of excessive tardiness, an administrator will meet with the parents, and if tardiness 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 tardiness, an administrator will notify the parents. It is the parents' responsibility to monitor attendance. This may be checked in FACTS.



Attendance

Absences

The following procedures apply to absences:

- Parents must phone (859–236–2177) or [e-mail the Guidance Counselor](#) to report any absence by 10:00 a.m.
- 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 as ½ day absent.
- When a student has accumulated five (5) absences in a school semester, the parents will be notified in writing of their student'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. An absence that is initiated by the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, is not reported on the student's report card.
- Teachers and the DCA administrative office will maintain an accurate record of attendance and tardiness. The record will appear on FACTS.

DCA Elementary School

Release from Class

An absence that is initiated by the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, is not reported on the student's report card.

Pre-Approved Absences/Extended Absences

Pre-approved and extended absences must be requested in writing at least one week in advance, using a form available in the office. 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.

Make-up Work

If the student is absent due to a pre-approved/extended absence, the student is responsible for work missed during his/her absence. Missed work must be submitted on the first day the student returns to school. Tests must be scheduled with the student's teacher. Students or parents are required to contact the teacher to make arrangements for missed work due to a pre-approved or extended absence.

If the student is absent due to illness, parents may request and pick up make-up work. The request for make-up work must be made by 10:00 a.m. to the classroom teacher or receptionist. Make-up work must be picked up by 4:00 p.m.). A student will have one day for each day he/she is absent to make up any work or tests missed in class.

Doctor's Appointment

A student who misses school due to a doctor's appointment is required to bring a doctor's note.



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, Christlike life. Attendance at DCA is a privilege. 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. Students violating the [Student Code of Conduct](#) outside of the school campus or in school activities will be subject to disciplinary action (see [Student Discipline](#)).

Elementary School Cell Phone Policy

Elementary School students who bring a cell phone to campus must power off the phone (not put it on silent or vibrate) and put it away in a backpack or locker. Cell phones are only allowed to be used if given direct permission from a school official. Any cell phones seen or heard during the school day by an administrator or staff member will be confiscated. Cell phones and other electronic devices are subject to search and seizure provisions, including examination of posts, messages, pictures, graphics, videos, and depictions. Appropriate disciplinary action may result from inappropriate material or use.

Dress Code

DCA Elementary School 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.
- A DCA logo t-shirt is allowed.
- Oxford and rounded-collar shirts in the above colors are also allowed.
- A plain turtleneck, mock turtleneck, 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 lightweight 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, 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 and wear appropriate clothing. Jean shorts no shorter than 2" above the knee are allowed on dress down and jeans day. Apparel that is not acceptable includes pajama pants, jeans with tears or holes, basketball shorts, baggy t-shirts, or hats. Footwear will follow the dress code.

Hair

- Boys' hair should be modest in length, neatly kept, and not obscure the eyes. 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.

Field Trips

Field trips will occur 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 need to be signed and returned to the teacher.

- DCA activities are for current DCA students only. No other students are allowed to attend. In most cases, siblings who are not enrolled in DCA are not allowed to attend. Please make childcare 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.
- 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 for taking the test the next day.
- 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.
- Students must wear required field trip attire (shirt and pants, skirt, or shorts that adhere to the DCA dress code). The sponsoring teacher will communicate any modifications to the dress code that may be unique to that field trip.
- If parents choose not to allow their student to participate in a scheduled field trip, parents should make other arrangements for their student'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 the 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.
- Parents deciding to attend a field trip at the last minute will require approval from the DCA administrative office.



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. All visitors to the school must follow the guidelines outlined in [Campus Security and Student Safety](#).



Middle School Handbook
Grades 6–8

Academics

Grading Scale

The following grading scale is used by the DCA Middle School:

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

Anything below 70 indicates a lack of mastery, and students will be referred for academic coaching.

Homework

The primary purpose of 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 that are due on Thursday may require some preparation on Wednesday night.

Homework will take approximately 10 minutes per grade level (i.e., 6th grade = 60 minutes, 7th grade = 70 minutes, etc.), not including Bible memory, test preparation, projects, and reading minutes. Please understand that each student'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 student's assignments daily. If at any time there is a question or concern regarding an assignment, please contact your student's teacher.

Late Work

Assignments turned in late will result in a minimum 10–20% grade reduction for each day late. After three days, there will be a 50% grade reduction and a possible recommendation to the study lab. There are exceptions if the student has been sick and the parent or student has made arrangements with the teacher.

Report Cards

Parents can check their student's progress in each class by using the online grade reporting through FACTS. A username and password are required to set up an account 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 report or would like to set up an account, they should contact the school office. Report cards are posted in FACTS at the end of each quarter. Students also receive printed grade reports.

Honor Roll

The honor roll designation is based on the student's quarterly grades and does not reflect the cumulative (year-to-date) grade.

A Honor Roll: the student has received an A in all classes that quarter.

A/B Honor Roll: the student has received an A or B in all classes that quarter.

DCA Middle School

High School Courses in Eighth Grade

Our eighth-grade students take Algebra I. Students who earn a B grade or higher receive high school credit and have the option of entering Algebra II in their 9th-grade year.

Testing of Students

Students are tested before admission, except in cases where recent data is available indicating the student's academic performance/aptitude. Students who are re-enrolling are generally not 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. Annual student achievement tests are conducted each year in the spring. Data from these tests is not used for grade-level placement, but instead is used to determine strengths and weaknesses for improved student support and teaching practices.



Arrival and Dismissal

Arrival

DCA's school day begins at 8:10 a.m. and ends at 3:15 p.m. Students may arrive as early as 7:45 a.m. Students must be in their homeroom by 8:10 a.m. or they are considered tardy and must provide their homeroom teacher with a tardy slip from the receptionist.

Dismissal

The afternoon carpool will begin at 3:15 p.m. To maximize our instructional day, we will not load cars until 3:15 p.m.

We would ask that you please refrain from picking your student up early, as it affects our instruction time. Only those students enrolled in After School may stay past dismissal times. Any student 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 p.m.

Tardiness 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 arriving after the 8:10 a.m. tardy bell must sign in with the front office and will be counted as **tardy**. Excused tardiness will include doctor/dental visits, illness, and traffic situations that result in many students being late. Parents must communicate with the office by email, phone call, or in person, and provide doctor/dentist's slips when students are tardy for excused purposes. All other tardies will be considered unexcused. A student will receive a tardy when missing up to 45 minutes of the academic day, either at the beginning or ending of the day. Administration will make the final determination if a tardy is excused or unexcused.

Unexcused Tardiness

When a student has accumulated five (5) tardies in a semester, the parents will be notified in writing of their student's tardiness. Five unexcused tardies count as one absence. Absences due to five or more unexcused tardies result in a student being ineligible for a perfect attendance award.

When a student has accumulated ten (10) tardies, the parents will be notified in writing of their student's tardiness.

When a student has accumulated eleven (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.

It is the parents' responsibility to monitor attendance. This may be checked in FACTS.

Attendance

Absences

The following procedures apply to absences:

- Parents must phone (859-236-2177) or [e-mail the Guidance Counselor](#) to report any absence by 10:00 a.m.
- 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 as ½ day absent.
- When a student has accumulated five (5) absences in a school semester, the parents will be notified in writing of their student'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. An absence that is initiated by the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, is not reported on the student's report card.
- Teachers and the DCA administrative office will maintain an accurate record of attendance and tardiness. The record will appear on FACTS.

Release from Class

An absence that is initiated by the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, is not reported on the student's report card.

Pre-Approved Absences/Extended Absences

Pre-approved and extended absences must be requested in writing at least one week in advance, using a form available in the office. 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 (5) 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.

Make-up Work

If the student is absent due to a pre-approved/extended absence, the student is responsible for work missed during his/her absence. Missed work must be submitted on the first day the student returns to school. Tests must be scheduled with the student's teacher. Students or parents are required to contact the teacher to make arrangements for missed work due to a pre-approved or extended absence.

If the student is absent due to illness, parents may request and pick up make-up work. The request for make-up work must be made by 10:00 a.m. to the classroom teacher or receptionist. Make-up work must be picked up at the end of the school day (3:15 p.m.). A student will have one day for each day he/she is absent to make up any work or tests missed in class.

Doctor's 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.

Athletics

Middle School (Grades 6–8) Eligibility

Attendance

To participate in practice and/or a game, students must be in attendance at school on the day in question for more than ½ of the day.

Physical Requirements

- A physician-completed physical is **required**.
- Appropriate forms must be submitted to the School Office before the first practice.

Academic Requirements

- Students must maintain a minimum 2.0 GPA. The GPA is calculated from all enrolled courses.
- Students may not have failing grades in any class.

Grades are checked and monitored to ensure eligibility

- at each mid-term report;
- at the end of each quarterly report card; and
- weekly, on Wednesdays (regular grade check).

If a Student Becomes Ineligible

- Student ineligibility begins the day after grades are reviewed and verified by the athletic director.
- The student's parents, the student-athlete, and the coach are notified.
- The student is ineligible to practice or compete, but the student may attend practice to stay current on team information.
- A minimum of one week of ineligibility is required.

Regaining Eligibility

Academic progress is reviewed **continuously** after the one-week mark. After one week, eligibility may be reinstated immediately if

- the student's GPA rises above 2.0.
- a failing grade is raised to a passing grade.

Academic Support

- Student-athletes are encouraged to **prioritize academics**.
- They will **not be penalized** for missing practice due to **tutoring sessions**.

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 integral 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.
- All students on a DCA-sponsored team, including summer programs, must follow the school's dress code and adhere to the athletic department's appearance guidelines.
- Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.

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, Christlike life. Attendance at DCA is a privilege. 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. Students violating the [Student Code of Conduct](#) outside of the school campus or in school activities will be subject to disciplinary action (see [Student Discipline](#)).

Middle School Cell Phone and Electronic Device Policy

The deliberate misuse of an electronic device or medium or a significant abuse of a technology 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. Students violating this rule will have their phones confiscated and taken to the administrative offices. Students must understand that inappropriate material or depictions sent, posted, shared, accessed, or possessed on **any** electronic device are subject to appropriate disciplinary action at the discretion of DCA administration.

Middle School students who bring a cell phone to campus must power off the phone (not put it on silent or vibrate) and put it away in a backpack or locker. Cell phones are only allowed to be used if given direct permission from a school official. Any cell phones seen or heard during the school day by an administrator or staff member will be confiscated. Cell phones and other electronic devices are subject to search and seizure provisions, including examination of posts, messages, pictures, graphics, videos, and depictions. Appropriate disciplinary action may result from inappropriate material or use.

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:

- **1st Offense.** The student will be required to check their device into the office before school for the next five (5) days. The cell phone or other electronic device may be picked up at the end of each school day. Parents will be notified.
- **2nd Offense.** The student will be required to check their device into the office each day for the next nine (9) 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.
- **3rd 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.

Dress Code

DCA Middle School Dress Code

TOP Options

- Any DCA crew neck t-shirts, sweatshirts, and hoodies
- Solid color/PLAIN tops with sleeves: can be crew neck t-shirts, sweatshirts, sweaters, blouses, shirts, hoodies. Any logo on the FRONT must be no larger than a credit card.

BOTTOM Options

- Pants (Chino): black, navy, gray, or khaki
- Skorts, Skirt, or Dress: black, navy, gray, or khaki, and length to the knee
- Shorts (Chino): black, navy, gray, or khaki, and length notably longer than fingertips when arms are extended

SHOE Options

- Any closed-toe and closed-heel shoe

When wondering if something is OK, check the list below:

- ☐ NO cleavage showing at any time
- ☐ NO scoop neck shirts
- ☐ NO cropped tops or tank tops
- ☐ NO words/logos larger than a credit card on any clothing except DCA
- ☐ NO holes, tears, rips
- ☐ NO sweatpants
- ☐ NO legging or jeggings as outer clothing
- ☐ NO blankets worn to class
- ☐ NO AirPods worn in class unless authorized by a teacher
- ☐ NO hats
- ☐ NO open-heeled shoes
- ☐ NO tattoos. These must be covered with clothing, not bandages.
- ☐ NO facial piercings: nose/eyebrow/lip/tongue etc. NO visible pierced jewelry is allowed for boys.

Exceptions

- On Fridays, students may wear jeans.
- On special occasions, students will be allowed to wear sweatpants, jeans, or other attire as specified by their teacher(s).
- Coaches may request that teams wear specified attire; these requests are pre-approved and may be followed.
- 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.

Note: Length standards will be consistent at all times and everywhere on campus, including the gym, and at DCA off-campus school functions/retreats/field trips.

Areas of question or topics not addressed here will be left to the discretion of the teachers/teams, and all students, parents, and staff will respect decisions made by teachers regarding attire.

Hair

- Boys' hair should be modest in length, not obscure their eyes, and be 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.

DCA Middle School

- 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.



Field Trips

Field trips will occur 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 need to be signed and returned to the teacher.

- DCA activities are for current DCA students only. No other students are allowed to attend. In most cases, siblings who are not enrolled in DCA are not allowed to attend. Please make childcare 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.
- 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 for taking the test the next day.
- 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 student to participate in a scheduled field trip, parents should make other arrangements for their student'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 the 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.
- 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.
- 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 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's approval.

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. All visitors to the school must follow the guidelines outlined in [Campus Security and Student Safety](#)



High School Handbook
Grades 9–12

Academics

Graduation Requirements

Students are required to take the following courses to graduate from DCA.

Credits Req'd	Subject Area
4	Bible
4	English
4	Math (earned in grades 9–12)
3	Science
3	Social Studies
2	Foreign Language (the same language both years)
.5	Health
.5	Physical Education
1	Personal Finance
1	Arts and Humanities
<u>3</u>	<u>Academic Electives</u>
26	TOTAL

Calculating GPA

The following table provides the DCA High School grading scale as well as the grade points awarded for regular courses and AP or dual credit courses. A student's GPA is calculated by converting each letter grade into course points based on the type of course, summing those values, then dividing by the total number of course credits attempted. A student's GPA includes high school courses only.

Grade		Regular Course	AP/Honors/Dual Credit
A	90 – 100	4.00	5.00
B	80 – 89	3.00	4.00
C	70 – 79	2.00	3.00
D	60 – 69	1.00	2.00
F	59 & below	0.00	0.00

DCA High School

Dual Credit Classes

Dual credit classes are available to DCA students through local institutions. Dual credit courses allow our students to accumulate valuable college credit towards their higher education goals while fulfilling their DCA graduation requirements. The GPA scale for Dual Credit courses ranges from 0.00 to 5.00, similar to an honors course. For DCA transcripts, both weighted and unweighted scores are reflected on the student's transcript. All courses to be recognized by DCA must be approved by the DCA guidance counselor.

Credit Transfer

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 homeschooled students enroll as full-time students, they may not graduate from DCA.

Report Cards

Parents can check their student's progress in each class by using 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. 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. Students also receive printed grade reports.

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: quarterly grade average is 4.0 and higher.
- Academic Excellence Honor Roll: quarterly grade average is 3.50 to 3.99.
- Academic Achievement Honor Roll: quarterly grade average is 3.00 to 3.49.

Graduating with Honors

Eligibility to graduate with honors is based on the cumulative eight-semester GPA. Students with the following GPAs are qualified to graduate with honors:

Gold Honor Cord: GPA is 3.80 to 4.00

Silver Honor Cord: GPA is 3.50 to 3.79

Class Rank

Class rank is determined by the student's high school GPA, followed by his/her course rigor (AP, Dual Credit, Honors, Regular). The student with the highest rank will be designated class valedictorian. In case of a tie between students' GPAs 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 honors.

Valedictorian/Salutatorian

Senior class valedictorian and salutatorian are determined based upon the cumulative eight-semester grade point averages (GPA) and will be determined on the Friday before senior finals.

Students must have attended Danville Christian Academy for their junior and senior years to be eligible for this honor.

DCA High School

Dropping/Adding Courses

A 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. (This may be different with dual credit classes and is based on the college's specific deadlines.) Course changes will be made if there is a valid reason and only after review by the school administration or the guidance office.

Homework

The primary purpose of 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 that are due on Thursday may require some preparation on Wednesday night.

Homework will take no more than approximately 10 minutes per grade level (i.e., 9th grade = 90 minutes, 10th grade = 100 minutes, etc.), not including Bible memory, test preparation, projects, and reading minutes. Please understand that each student'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 student's assignments daily. If at any time there is a question or concern regarding an assignment, please contact your student's teacher.

Missed/Late Work

The guidance listed below pertains to students in grades 9–12.

It is the **student's** responsibility to find out the missing homework assignments from Google Classroom or from a classmate. It is not the teacher's responsibility to collect work from students who are tardy to or absent from class.

Tests and quizzes missed as a result of an excused absence should be made up within the allotted time. Extra time to make up tests and/or quizzes is at the discretion of the teacher. Grace may be given at the teacher's discretion based on individual circumstances.

Testing

PreACT

The PreACT is administered in October to students in 9th and 10th grades. All students in grades 9 and 10 are automatically enrolled for this test. There is no charge for the exams. Students in grade 9 are automatically registered for the PreACT 8/9, and students in grade 10 are automatically registered for PreACT.

ACT

The ACT is administered in April to students in 11th grade. All students in 11th grade are automatically enrolled for this test. There is no charge for the test.

DCA High School

Textbook Use and Care

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 damaged book, 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.



Arrival and Dismissal

Arrival

DCA's school day begins at 8:10 a.m. and ends at 3:15 p.m. Students may arrive as early as 7:45 a.m. Students must be in their homeroom by 8:10 a.m. or they are considered tardy and must provide their homeroom teacher with a tardy slip from the receptionist.

Dismissal

The afternoon carpool will begin at 3:15 p.m. To maximize our instructional day, we will not load cars until 3:15 p.m.

We would ask that you please refrain from picking your student up early, as it affects our instruction time. Only those students enrolled in After School may stay past dismissal times. Any student 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 p.m.

Tardiness 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 arriving after the 8:10 a.m. tardy bell must sign in with the front office and will be counted as **tardy**. Excused tardiness will include doctor/dental visits, illness, and traffic situations that result in many students being late. Parents must communicate with the office by email, phone call, or in person, and provide doctor/dentist's slips when students are tardy for excused purposes. All other tardies will be considered unexcused. A student will receive a tardy when missing up to 45 minutes of the academic day, either at the beginning or ending of the day. Administration will make the final determination if a tardy is excused or unexcused.

Unexcused Tardiness

When a student has accumulated five (5) tardies in a semester, the parents will be notified in writing of their student's tardiness. Five unexcused tardies count as one absence. Absences due to five or more unexcused tardies result in a student being ineligible for a perfect attendance award.

When a student has accumulated ten (10) tardies, the parents will be notified in writing of their student's tardiness.

When a student has accumulated eleven (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.

It is the parents' responsibility to monitor attendance. This may be checked in FACTS.

Attendance

Absences

The following procedures apply to absences:

- Parents must phone (859-236-2177) or [e-mail the Guidance Counselor](#) to report any absence by 10:00 a.m.
- 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 as ½ day absent.
- When a student has accumulated five (5) absences in a school semester, the parents will be notified in writing of their student'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. An absence that is initiated by the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, is not reported on the student's report card.
- Teachers and the DCA administrative office will maintain an accurate record of attendance and tardiness. The record will appear on FACTS.

Release from Class

An absence that is initiated by the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, is not reported on the student's report card.

Pre-Approved Absences/Extended Absences

Pre-approved and extended absences must be requested in writing at least one week in advance, using a form available in the office. 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 (5) 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.

Make-up Work

If the student is absent due to a pre-approved/extended absence, the student is responsible for work missed during his/her absence. Missed work must be submitted on the first day the student returns to school. Tests must be scheduled with the student's teacher. Students or parents are required to contact the teacher to make arrangements for missed work due to a pre-approved or extended absence.

If the student is absent due to illness, parents may request and pick up make-up work. The request for make-up work must be made by 10:00 a.m. to the classroom teacher or receptionist. Make-up work must be picked up at the end of the school day (3:15 p.m.). A student will have one day for each day he/she is absent to make up any work or tests missed in class.

College Visit Days

Students may request approval for college visit days during their junior or senior school years. Students will initially be marked absent on the day of the visit. The student must submit official documentation of the visit from the college or university before the absence will be removed and coded as a college visit day. College Visit Days cannot be used on the day(s) of the High School Retreat, the school-administered ACT, exams, or other major school programs/events.

DCA High School

Doctor's 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.



Athletics

High School (Grades 9–12) Eligibility

Attendance

To participate in practice and/or a game, students must be in attendance at school on the day in question for more than $\frac{1}{2}$ of the day.

Physical Requirements

- A physician-completed physical is **required**.
- Appropriate forms must be submitted to the School Office before the first practice.

Academic Requirements

- Students must maintain a minimum 2.0 GPA. The GPA is calculated from all enrolled courses.
- Students may not have failing grades in any class.

Grades are checked and monitored to ensure eligibility

- at each mid-term report;
- at the end of each quarterly report card; and
- weekly, on Wednesdays (regular grade check).

If a Student Becomes Ineligible

- Student ineligibility begins the day after grades are reviewed and verified by the athletic director.
- The student's parents, the student-athlete, and the coach are notified.
- The student is ineligible to practice or compete, but the student may attend practice to stay current on team information.
- A minimum of one week of ineligibility is required.

Regaining Eligibility

Academic progress is reviewed **continuously** after the one-week mark. After one week, eligibility may be reinstated immediately if

- the student's GPA rises above 2.0.
- a failing grade is raised to a passing grade.

Academic Support

- Student-athletes are encouraged to **prioritize academics**.
- They will **not be penalized** for missing practice due to **tutoring sessions**.

Sportsmanship Code of Conduct

- All types of competitive team experiences contribute significantly to the development of Christian character, mutual support, and school spirit.

DCA High School

- Sportsmanship is an integral 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.
- All students on a DCA-sponsored team, including summer programs, must follow the school's dress code and adhere to the athletic department's appearance guidelines.
- Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.



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, Christlike life. Attendance at DCA is a privilege. 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. Students violating the [Student Code of Conduct](#) outside of the school campus or in school activities will be subject to disciplinary action (see [Student Discipline](#)).

High School Cell Phone and Electronic Device Policy

The deliberate misuse of an electronic device or medium or a significant abuse of a technology privilege may result in disciplinary action beyond confiscation of a device. 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 text messages in between classes and at lunch. Students must understand that inappropriate material or depictions sent, posted, shared, accessed, or possessed on **any** electronic device are subject to appropriate disciplinary action at the discretion of DCA administration.

If 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:

- **1st Offense.** The student will be required to check their device into the office before school for the next five (5) days. The cell phone or other electronic device may be picked up at the end of each school day. Parents will be notified.
- **2nd Offense.** The student will be required to check their device into the office each day for the next nine (9) 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.
- **3rd 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.

Dress Code

DCA High School Dress Code

Top Options

- Any DCA crew neck t-shirts, sweatshirts, and hoodies
- Solid color/PLAIN tops with sleeves: can be crew neck t-shirts, sweatshirts, sweaters, blouses, shirts, hoodies. Any logo on the FRONT must be no larger than a credit card, except DCA

Bottom Options

- Pants (Chino): black, blue, gray, or khaki
- Skorts, Skirt or dress: black, blue, gray, or khaki and length to the knee
- Shorts: (Chino) black, blue, gray, or khaki and length notably longer than fingertips when arms are extended
- Jeans

Shoe Options

- Any closed toe shoe
- Sandals with a strap to hold the heel in place

When wondering if something is OK - check the list below:

- ☐ NO cleavage showing at any time
- ☐ NO scoop neck shirts
- ☐ NO cropped tops or tank tops
- ☐ NO words/logos larger than a credit card on any clothing except DCA
- ☐ NO holes, tears, rips
- ☐ NO sweatpants
- ☐ NO legging or jeggings as outer clothing
- ☐ NO blankets worn to class
- ☐ NO AirPods worn in class unless authorized by teacher
- ☐ NO hats
- ☐ NO open heeled shoes
- ☐ NO tattoos. The must be covered with clothing, not bandages
- ☐ NO facial piercings: nose/eyebrow/lip/tongue etc. NO visible pierced jewelry is allowed for boys.

Exceptions

On special occasions, students will be allowed to wear sweatpants or other attire as specified by their teacher(s). Coaches may request that teams wear specified attire—these requests are pre-approved and may be followed.

Note: Length standards will be consistent at all times and everywhere on campus, including the gym, and at all DCA off-campus school functions/retreats/field trips.

Areas of question or topics not addressed here will be left to the discretion of the teachers/teams, and decisions made by teachers regarding attire will be respected by all students, parents, and staff.

DCA High School

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.



Field Trips and Events

Field trips will occur 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 need to be signed and returned to the teacher.

- DCA activities are for current DCA students only. No other students are allowed to attend. In most cases, siblings who are not enrolled in DCA are not allowed to attend. Please make childcare 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.
- 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 for taking the test the next day.
- 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.
- Students must wear required field trip attire (shirt and pants, skirt, or shorts that adhere to the DCA dress code). The sponsoring teacher will communicate any modifications to the dress code that may be unique to that field trip.
- If parents choose not to allow their student to participate in a scheduled field trip, parents should make other arrangements for their student'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 the 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. 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.
- 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.

DCA High School

- 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's approval.

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 that 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.



Service Hours

Fifteen (15) hours of community service per year will be required for all students in grades 9 to 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. Hours of community service should be submitted to the [DCA Guidance Counselor](#). Documentation should include

- the organization with which the student volunteered,
- the number of hours/days committed, and
- a description of the activities.

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



Student 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 may park only in the assigned DCA student parking area.
- Students who drive without a valid driver's license may have their keys confiscated and the vehicle towed. This action may result in suspension or expulsion.
- Once the student driver arrives at school, they are to go directly into the building. Students should not loiter in their cars in the parking lot. Students are not to get into other students' cars while 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.

DCA High School

- Students are not permitted to go to their vehicles during school hours unless they receive permission from an administrator.
- No writing, pictures, or symbols shall be displayed on any vehicle that 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.



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, middle school, high school, and elementary 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. Students will also be allowed to bring and use personally owned laptops, tablet computers, or similar devices. Each teacher has the right to limit usage in their classroom. The use of a computer during class, without teacher approval, is strictly prohibited.

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.

DCA High School

- No food or beverages should be in the vicinity of DCA-owned computing devices, including laptop and desktop computers.
- 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 is prohibited.

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. 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.
- 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.
- 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.

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.
- 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. If a student inadvertently accesses a website with 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.

DCA High School

- 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 devices 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.
- 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.
- 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:
 - a. 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.
 - b. 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 offices.

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 devices. 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 unless the teacher has given permission.
- 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.
- Students are responsible for providing their own storage media, such as 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.

DCA High School

- 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 filesharing connections.

Protocol for Damaged or Missing Devices

- Students are responsible for all maintenance on personal laptops and other personally owned devices.
- 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.

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 home work 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. 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" (Col 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.

As a student of Danville Christian Academy for the 2025–2026 school year, I commit to

1. Treating all people with respect and dignity, which includes
 - avoiding any form of gossip or demeaning comments about others.
 - practicing courtesy and consideration in association with teachers, school staff, fellow students, and visitors, and respecting their person and property. (Eph 4:28–32)
 - Respecting the authority of teachers, administrators, and staff members, and treating them courteously, respectfully, and obediently as unto the Lord. (Heb 13:17; 1 Thess 5:12–13)
2. Dressing within the guidelines of the DCA dress code.
3. Abstaining, both on and off campus and at all times, from the use or possession of alcoholic beverages, tobacco, vaping, drugs, inappropriate viewing material, or any other practices that are generally recognized to be detrimental to the human body and in conflict with Christian character. (1 Cor 6:19–20)
4. Never bringing dangerous or presumed dangerous items such as knives, water pistols, guns, lighters, and matches. (Kentucky law states that any person carrying or possessing a firearm on school grounds can be charged with a class D felony.)
5. Abstaining from profane, vulgar, or abusive speech, writing, or actions (see Ephesians 4:29) and ensuring that all electronic communications do not undermine a Christian testimony through their explicit or implicit meaning.
6. Conducting myself in a discreet and Christian-like manner in any display of affection.
7. Striving for academic excellence with honesty and integrity
 - completing academic assignments to the best of my ability and submitting work on or before due dates.
 - doing my own work and not assisting other students on their work unless the teacher has granted permission. Note: cheating is considered a serious offense.
 - never plagiarizing. Note: The definition of plagiarism is the "use of another writer's ideas or words without giving the writer credit for them." Plagiarism is a serious offense.

Appendix 1

8. Maintaining open communication with teachers and school administration and checking email and Google Classroom daily and FACTS/RenWeb regularly.
9. Respect classroom rules for cell phone and all electronic device use.
10. Careful and responsible use of personal computers on loan from the school. Note: DCA is not responsible for any damage or theft.
11. Leaving campus spaces only when they are clean, picking up after myself and others as needed, and under no circumstances behaving in a destructive manner.

Student Signature

Date

Parent Signature

Date

DCA Middle and High School Academic Coaching Services

Mission

Equip students with the knowledge, skills, strategies, and mindset for current and future success.

Students who want to enhance their understanding and/or skills in any academic area are welcome to schedule one-on-one coaching and/or visit our After School Study Lab. Teachers will refer students for academic coaching based on the guidelines below.

Support Structure

One-on-One Coaching

Schedule: By appointment, Monday to Friday

Come for

- content and skill training,
- memory and focus training,
- study tools and habits,
- habits for brain health,
- standardized test prep.

Study Lab

Come to

- ask questions,
- practice skills/review concepts,
- complete homework,
- prepare for assessments.

Guidelines for Teacher-based Referrals for Coaching

Mandatory

- ☐ Less than 70% on any significant summative assessment
- ☐ Less than 70% overall class grade
- ☐ More than 4 incomplete/missing assignments in any class

Recommended

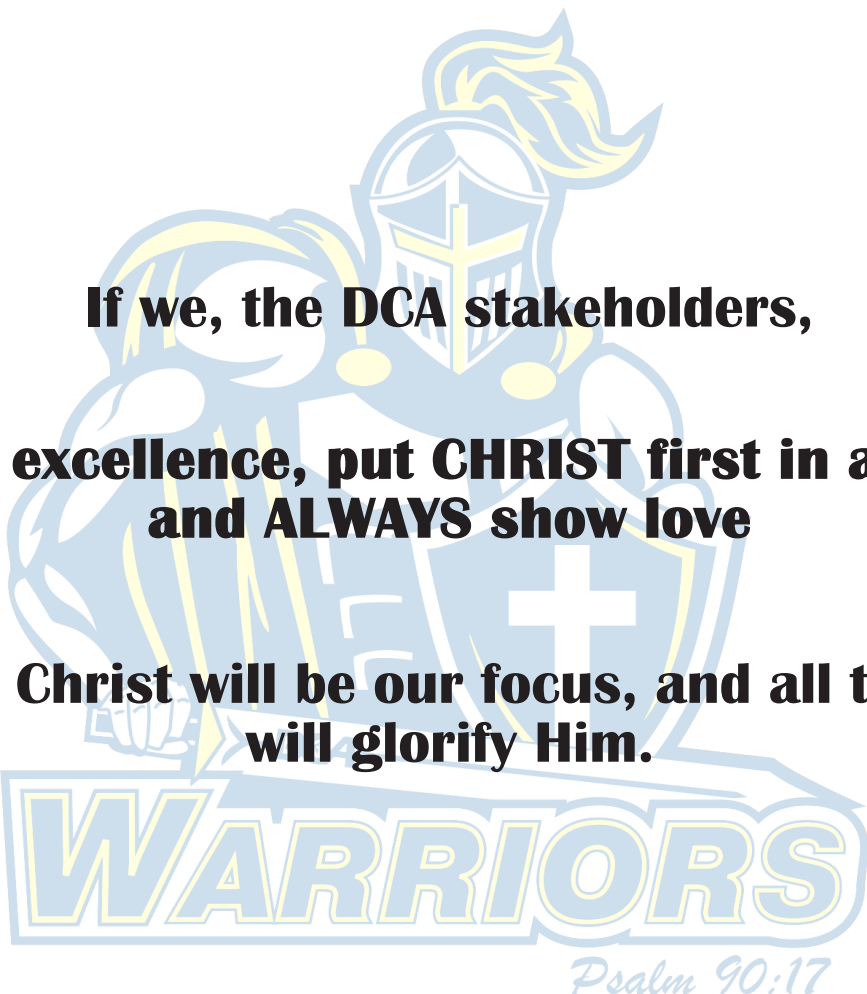
- ☐ Less than 80% on any significant summative assessment
- ☐ Less than 80% overall class grade
- ☐ More than 2 missing assignments in any class

Contact

Karis Gjoci

k.gjoci@dcaky.org

859-247-0776



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.**

WARRIORS

Psalm 90:17