



Dominion Christian Academy Parent/Student Handbook

8332 Fayetteville Rd. Raeford, NC 28736

(910)565-2004

www.dcaraeford.com

Table of Contents

Table of Contents	2
Handbook disclaimer	4
To the Parent/Guardian:	5
DCA Mission Statement	6
DCA Vision	6
DCA Statement of Purpose	6
DCA Statement of Faith.....	7
DCA Student Targets	8
Administrative Policies and Information	9
Authority for the administration of the school.....	9
Faculty	10
Academy School and grades	10
Kindergarten Entrance Requirements (younger than 5 years old)	10
Health Records	10
Office and School Hours.....	10
Closed Campus.....	11
School Closure.....	11
Chapel and Daily Devotion.....	11
School Calendar	11
School ID Cards (5 th -12 th grade only).....	12
Financial Policy	13
Dress Code	14
Attendance	15
Lawful Absence (excused).....	15
Unlawful Absence(unexcused).....	16
Check-In/Tardy policy.....	16
Disciplinary Consequences.....	16
Check-Out Policy	17
Accumulated Absences	17
Health and Safety Policy.....	18

Illness or Injury.....	18
Medicine	19
Curriculum.....	20
Graduation Requirements.....	21
General Studies High School Program:	22
Academics	23
DCA Academics Grade Code Listing	23
Grading Policy	23
Homework.....	24
Cheating	24
Standardized Testing	24
Test, Exams, and Special Assignments (6 th -12 th grade)	24
Report Cards.....	25
Quarterly Honor Roll	25
Access to records	25
Community Service and Volunteer Work (7 th -12 th grade).....	25
Code of Conduct and Behavior	26
Minor infractions.....	26
Major Infractions.....	27
Disciplinary Methods	28
Grades K-4 th	28
Grades 5 th -12 th	29
Conflict resolution.....	30
Athletics	31
General.....	31
Conduct at DCA Sporting Events	31
General Policies.....	33
Student information and Record Changes	33
Care of School Property	33
Books and Supplies	33
Cellphones/ Confiscated Items	33
Sending Money	34
Student Pick-Up and Drop-Off.....	34

P.E. Participation.....	34
Lost and Found.....	34
Party Invitations	35
Fundraising.....	35
Volunteers.....	35
Phone Calls.....	35
Covid-19 Policy.....	35
Parent-Teacher Organization.....	36
Sexuality and Gender	36
Student Safety.....	37
Fire Drills	37
Tornado Drills	37
Suspected Abuse.....	37
School Communications.....	38
Withdrawal and Dismissals	39
Withdrawals	39
Dismissals.....	39
Nondiscrimination Policy	39

[Handbook disclaimer](#)

No handbook serves to contractually bind the school in any way. All school handbooks are subject to change without notice by the school administration.

To the Parent/Guardian:

Thank you for choosing to join our family at Dominion Christian Academy. We are excited about you becoming an Ambassador. You are joining a school with families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children have met our enrollment standards.

Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

We encourage parents and their students to please read this handbook. It will inform you of the school's policies, procedures, and expectations for both parents and students.

The first several pages of this handbook explain our religious purpose, mission, and beliefs. This school unashamedly believes, teaches, and practices the Word of God.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. We look forward to partnering with you to educate your child and reinforcing the biblical beliefs and ideals your child is taught at home.

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Dominion Christian Academy. These policies are in effect as written and may be amended during the year. You are urged to contact a DCA Administrator if you have any questions.

All students are held responsible for knowing and abiding by the regulations in the Parent-Student Handbook, which have been approved by the Administration and the DCA Board of Directors.

DCA Mission Statement

Dominion Christian Academy is a ministry of AFCWC which seeks to provide a learning environment for all students by teaching them how to live according to God's principles, to be passionate followers of Christ and to find and fulfill the destiny and purpose God has for their lives. As the Lord, Jesus Christ, in His youth grew in wisdom and stature and in favor with God and man (Luke 2:52), it is our desire for our students to reach maturity in all areas.

DCA Vision

The vision of Dominion Christian Academy is to make an impact in our community and the world by training young people in the ways of God, providing a strong academic foundation, and guiding them to find and fulfill their purpose in the kingdom of God, thus equipping them to make a significant impact on the lives of others for Christ. DCA will be an exemplary and diverse Christian school community (Preschool and K-12) that excels in college preparatory studies immersed in a biblical worldview.

Strategic partnerships with parents, churches, the local community, businesses, and colleges will support efforts to develop each student's unique gifts and abilities to their highest potential for the glory of God and equip students for success. We will encourage all students to be rooted in Christ, think biblically and critically, and achieve holistic excellence. We will work diligently alongside their families to assist students in becoming transformational leaders for Christ and His kingdom in the local area and around the world.

DCA Statement of Purpose

Our purpose is to help your child develop socially, emotionally, intellectually, and spiritually. To strive towards that purpose, our goal is to have trained staff members that will teach all students to have strong self-esteem and become independent and thoughtful learners. We work diligently to prepare every student to continue their elevated level of success far beyond our walls and accomplish this goal by providing the best quality education for your child. We strive to have parents feel relaxed and assured that their child is safe and cared for in a caring Christian atmosphere. We are here to educate and assist in the growth of your child by providing him/her with a safe environment so they will have a plethora of learning experiences to last a lifetime and be able to discern the path that God has for their lives. We exist to challenge and empower our students to reach their full potential for Christ.

DCA Statement of Faith

The basis of faith shall be the Word of God as interpreted by the following:
We believe and adhere to the ACSI Statement of Faith, as listed below, although this statement of faith is not exhaustive of all our beliefs:

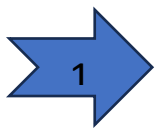
- A. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
- B. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- C. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
- D. 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; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
- E. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28– 29)
- F. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28)
- G. We believe in the present ministry of the Holy Spirit by who is indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

As a tenant of our faith, we believe in teaching about the Christian values of Christmas and Resurrection Day. To that end, we do not believe in teaching about or promoting alternative figures during these holidays, such as Santa Claus or the Easter Bunny. We also choose not to celebrate or promote Halloween.

DCA Student Targets

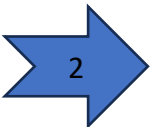
When a student enrolls at Dominion Christian Academy, parents have decided to trust us to take a vital role in preparing that child for life. We take that responsibility very seriously. In that quest, we must address several questions. How do we know if we are accomplishing our goals? What is our measure of success? When a student graduates from Dominion Christian Academy, are they equipped and prepared? The DCA student targets help us identify who we want our students to become. Everything we do at DCA is designed to accomplish one or more of these goals in our students. All DCA students should be:

FAITH-FILLED



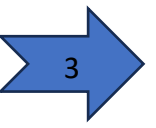
We believe that an authentic relationship with Jesus Christ is the answer to all of life's challenges. Our goal is that every student understands and accepts God's plan of salvation, pursues an authentic relationship with Him, accepts discipleship and mentoring, and graduates ready to defend their faith and lead others to Christ.

LEARNING



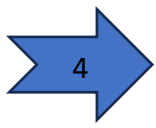
Our academic programs are designed to broaden each student's capabilities and encourage them to do their best. We challenge those who are gifted academically and support those who struggle.

DEVELOPING



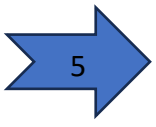
We believe that God gives each individual unique gifts and talents to accomplish unique purposes in life. Not all students will be great scholars, athletes, or artists, but all students possess a unique gift or talent that will help them fulfill their purpose. Our job as teachers is to identify and develop each student's talents, enabling them to flourish and grow into God's plan for their lives.

EQUIPPED



Our students should be equipped for life and the challenges that lie ahead. We pursue opportunities to teach students vital skills (outside of traditional academics) that are essential to life. These include computer skills, social skills, personal finance, vehicle maintenance, etiquette, culinary skills, and public speaking, just to name a few.

SERVING



We challenge our students to walk a path dedicated to reaching beyond themselves. We believe God desires that all Christians impact their world. DCA is dedicated to training our students to embrace this idea by submitting their lives to Christ every day. Community outreach and partnerships, mission trips, and volunteerism all play a role in serving others.

Administrative Policies and Information

Authority for the administration of the school

- Responsibility for policy development and general operation of the school rests with the DCA board of directors.
- All administrators, teachers, and school personnel are employees of Dominion Christian Academy, which is a ministry of Ambassadors for Christ Worship Center but are not employees of the church.
- The administration of the school and all school oversight is delegated to school administrators with oversight as listed below and is comprised of the Pastoral staff and other administrators as appointed.



Faculty

All staff members of Dominion Christian Academy have been carefully selected based on education and experience. The most outstanding qualities of the instructional staff is an unselfish spirit of dedication for children, a belief that the Christian school ministry is their service to God, and a complete and personal acceptance of the Lord Jesus Christ.

Academy School and grades

DCA breaks the academy into three schools based upon grade level:

- Elementary
 - Kindergarten through fourth grade
- Middle
 - Fifth through eighth grade
- High school
 - 9th through 12th grade

Kindergarten Entrance Requirements (younger than 5 years old)

As a general policy, students entering kindergarten shall be 5 years old on or before August 31st. Special testing may be required for a student whose fifth birthday is after September 1st at the request of the admissions team.

Health Records

Students entering school are to present a certificate of immunization meeting current Health Department regulations. In most cases, immunization certificates can be obtained through the local county nurse or your family doctor. There is no form for requesting religious exemptions in North Carolina. To claim a religious exemption, the parent or person requesting the exemption must write a statement of their religious objection to immunization, including the name and date of birth of the person for whom the exemption is being requested. This statement would then be provided to schools, childcare programs, camps, etc. in place of an immunization record. If a family is requesting a religious exemption for more than one child, a separate statement should be prepared for each child. Statements of religious objection to immunization do not need to be notarized, signed by a religious leader, or prepared by an attorney. They do not need to be submitted to the state for review or approval.

Office and School Hours

The office is open Monday – Friday 7:00 am-5:00 pm

The school day is from 8:00 am – 3:15 pm

Closed Campus

DCA is a closed campus. Students must stay on the school grounds from arrival until dismissal. Students must bring a written request from a parent or guardian to leave campus for any reason during the school day. Students may not bring guests to school unless they are a prospective student and have prior office approval. People coming to the school to visit or transact business must first come to the school office, and not directly to the student's classroom. Parents/guardians are always welcome to visit; however, pre-school children and visiting school-age guests are not permitted to visit classes. Parents planning to visit a classroom should inform the school of their intentions in advance by note or telephone call.

School Closure

We will make every effort to alert the local media outlets for all school closing announcements due to inclement weather or other emergencies by 6:00 a.m., when possible. We will also post school closings to the DCA Facebook page and send out all-school emails, ProCare messages immediately. When it becomes necessary to dismiss during the regular school day, announcements will be made via ProCare. Please do not call staff members for potential school closing information. As soon as a decision is made, it will be announced immediately.

Chapel and Daily Devotion

For elementary students, each school day will begin with a devotional period in the classroom consisting of prayer, Bible reading, and/or singing.

For junior high and high school students each day will include a morning bible class. This time is devoted to worship, teaching, and sharing along with a specific Bible based learning curriculum.

Chapel is held weekly for all elementary to high school students. Students have opportunity to participate during chapel with Bible reading, singing and other expressions of worship to include but not limited to dance.

School Calendar

Parents will be provided with a copy of the school calendar along with the event calendar for the 2023-2024 School year. Both calendars can also be found on the school's website www.dcaraeeford.com

School ID Cards (5th-12th grade only)

Pictures for student ID cards will be taken during the first few weeks of school. Students are required to keep their ID card on their person at all times during the school day and at all school functions.

The cost of a replacement ID card is \$10.00. A replacement card can be ordered at the front desk and will be given to the student after the replacement fee is paid. There will be no refunds even if the original ID card is found at a later date.

Financial Policy

Much of the financial support for DCA comes directly from tuition paid to the school for services rendered, part from donors and sponsors, and part from several other sources.

Gifts from patrons and supporters are accepted and may be:

- Designated to a specific student as scholarship, upon approval of the administrator.
- Designated for a specific project.
- Undesignated and deposited into the General Operating Fund of DCA

Various fees may be assessed including:

- Non-refundable Application Fee due with the completed application.
- Non-refundable annual Registration Fee due on April 1st.

Tuition payments may be paid in full at the beginning of each academic year or monthly in 10 equal installments due beginning in August and continuing through May.

All tuition payments and school-related fees are to be paid through the ProCare tuition management system. Due dates will be established when the payment plan is selected. If not paid by the established due date, a \$25.00 late charge will be assessed. Additional penalties will be assessed for payments returned due to insufficient funds.

Students whose accounts fall behind more than 45 days will be contacted by the school for a financial management meeting. Appeals for payment extensions will be made to the school board through the administrator's office. Student progress reports or student grade cards may not be released from the office until all financial obligations are paid in full.

Tuition payments not paid in full by the beginning of the new school year will prohibit the student's re-enrollment. Tuition is calculated based on the entire year; therefore, no reductions can be made for vacations or school holidays. No deductions will be made in tuition for absence during the school year regardless of the cause of such absence. All withdrawals, whether before the school year begins or during the year, must be made in writing and shall be effective when such notice is delivered to the school.

Dress Code

Below you will find the guidelines for school attire and the uniform dress code. Please keep in mind that the goal of these standards is modesty and being a positive reflection of Christ and DCA. Everyone has different standards for what is appropriate; therefore, we strive to err more on the conservative side to respect the convictions of our brothers and sisters in Christ.

All K-12 Academy students are required to wear the proper school uniform beginning the first day of school. Any outerwear worn in class should be a school uniform cardigan only. Coats, jackets, or cold weather gear must be placed in each child's cubby area. (School logo attire can be worn by 6th-12th graders.)

- Shirts should be tucked in with a belt or appropriately fitting pants.
- Pants should have no holes and all children should appear neat in appearance.
- Closed toe shoes of any kind can be worn but should cover a child's foot completely.
- Closed toe shoes of any kind can be worn but should cover a child's foot completely.
- Jeans must have no holes, rips, or tears and should fit appropriately.

DCA requires that each student wear a uniform as follows:

- Pants – Boys and Girls: gray or navy-blue pants, gray or navy shorts (must be knee length)
- Shirts – Boys and Girls: gray or navy blue long or short sleeve polo shirt
- Girls may also wear gray or navy-blue skirts or dresses/jumpers (bloomer, shorts, or leggings must be worn under all skirts or dresses)

If a student is dressed against the code the parent(s) will be contacted immediately upon the student's arrival and it will be the parent's responsibility to change the student's attire.

Attendance

Class attendance and participation are critical elements of the editorial process and may be considered in assessing academic achievement. School personnel shall notify parents. We take attendance each morning and afternoon. A student must be **present for 50% or more of the day** to be counted present for the class. Students with excused absences due to documented chronic health problems may be exempted from this policy.

To be considered in attendance, a student must be present in the school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attendance or at a school activity that has been officially authorized by an appropriate school official. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar approved activities.

It is the responsibility of the student and parents to develop the habit of being punctual and regular in attendance. Attendance is necessary if the maximum amount of benefit is to be received from the DCA program. To achieve this, the following procedures will be implemented:

1. Once a student arrives on the campus, the student becomes the responsibility of the school. The student may not leave the campus unless lawfully signed out by a parent/guardian. Students who leave the campus without permission will be charged with truancy.
2. The classroom teacher and front office will keep daily records of attendance, check-ins, and check-outs.
3. Students who are absent more than five consecutive days in a semester will be required to attend a conference with school administrators.

Lawful Absence (excused)

Excused absences – When the absence is excused, the student is given an equal number of days to make up work as were missed for full credit. Work received after that time will be considered late. DCA recognizes the following excused absences:

- **Illness or Injury:** The student is physically unable to attend school due to an illness or injury. Must provide a note from the parent and/or doctor.
- **Quarantine:** The isolation of the student ordered by the health department/board of health or medical physician.
- **Death in the Family:** The death of an immediate family member such as parents, siblings, or grandparents.
- **Medical/Dental Appointment:** Not for routine hour-long appointments, but for extensive appointments involving medical procedures.

- Court: The child must be present for court proceedings or an administrative hearing.
- Educational Opportunity: The purpose of the absence is to take advantage of a valid educational opportunity such as travel by the student. An educational opportunity form is required for prior approval by the principal. A student report must be turned in within five days of the last absence.
- Military Deployment or Reunification: The child's parent/guardian is deploying, redeploying or home on leave. Not to exceed five (5) days of absences.

Unlawful Absence(unexcused)

This is defined as:

1. A student's willful absence from school with or without the knowledge of the parent.
2. A student's absence from school for any reason other than those listed under "Lawful Absences."

When the absence is unexcused or the parent fails to communicate, all missed work will be given a zero grade.

1. All students are required to submit to their homeroom teacher with a parent or doctor's note giving the reason for each absence from school. Students have 2 days to submit a written explanation, after which the absence is considered unexcused.
2. It is the student's responsibility to coordinate arrangements with teachers and complete make-up work within the allotted time upon the student's return to school (whether the absence is lawful or unlawful). Make-up work may not be completed during class time, it must be completed before or after school.

Check-In/Tardy policy

1. All students must be checked in by 8:00 am and in class by 8:10.
2. Students arriving after 8:30 will be counted as unexcused absences unless documentation is submitted to the office.
3. A student may present valid documentation for a professional appointment (example: doctor, dentist, lawyer, or court note).

Disciplinary Consequences

1st-Warning

2nd-Parent Contact

3rd-Parent Meeting

4th-Administrative Action

Check-Out Policy

Any student's checking out early must be signed out at the front office.

1. Parents or an emergency contact person must provide a photo ID to check the student out of school or class.
2. Check-outs will not be permitted after 3:00 pm unless documentation of a professional appointment can be provided.

Accumulated Absences

Any absence due to illness involving five consecutive days must have a written statement from a doctor. If a student accumulates more than 20 absences in a year, the administration reserves the right to deny credit for any course in which the student has missed this much material during the year. All long-term absences will be discussed with administrators on an individual basis.

Health and Safety Policy

Illness or Injury

If a student becomes ill during the school day, he will be excused from class and the parent will be notified by telephone. It is important that we have an **updated, working phone number** on file to reach you. As a rule, when a student has a fever of 100 degrees Fahrenheit or above or exhibits symptoms severe enough to prevent him/her being in the classroom, the student will be sent home. Most children do not perform well when feeling ill. Since contagious diseases are most communicable during the fever stage, students should stay home until free from fever for twenty-four (24) hours. Parents of students injured in school to the degree he/she must see a doctor must submit written permission before the student can return to participate in PE or athletics. The student is expected to obtain and complete any work missed from illness. The students will have the same number of days on which they are absent to complete make-up work.

Our staff will exercise reasonable judgment for the care of students. In the case of physical injury, which appears to be serious, DCA retains the right to seek professional help, including ambulance, doctor, and emergency room services. In the event of emergencies, students will be transported to the nearest hospital or according to the parental preference on the medical consent form. Parents will be called to meet the school official and will be financially responsible for the services obtained on their child's behalf.

Long Term Illness

Students who experience a long-term illness/hospitalization (five or more consecutive school days), or who have a physical impairment and/or a medically substantiated problem which entails repeated absences, can be granted an attendance allowance based on a review of the individual case by the principal/administrator.

Control of Communicable Diseases and Parasites

Please report all contagious diseases/parasites to the school. This is of great help when other students in the class develop symptoms. These would include:

Chicken Pox	Mononucleosis	Impetigo
Measles	Ringworm	German Measles
Mumps	Meningitis	Hepatitis
Strep Throat	Whooping Cough	Upper Respiratory Infections
Lice	Scabies	Intestinal Parasites
Staph Infections	Gastroenteritis (vomiting and/or severe diarrhea)	

When your child has been ill over the weekend or has been sent home from school due to illness or fever, please do not return the student to school until symptom free and no fever for twenty-four (24) hours without the use of aspirin or Tylenol. No child with a communicable disease is allowed to attend class.

Medicine

- All medications, whether prescription or non-prescription, must be turned in to the school office. Students are not allowed to keep medications on their person or in their bags. 6th-12th grade students who need a rescue inhaler may carry their inhaler on their person with a doctor's note, but the use must be recorded in daily medication log. K-5th grade students who need an inhaler should be turned into classroom teachers.
- Prescription drugs will be given only if turned into the office in the ORIGINAL CONTAINER and accompanied by a note from the parent stating the time of administration (student's name and dosage should already be on the label). The school will not administer prescriptions that are out of date or written for someone other than the student.
- All medications will be stored in a locked cabinet except those requiring refrigeration.
- On field trips, a designated staff member will dispense medicine as needed for students.
- Drops, creams, or ointments should not be used at school, if possible.
- School staff will not do dressing changes.
- Injections, narcotics, and controlled substances will not be given at school.
- Students may have their own non-prescription medication that will be stored in the office with a permission slip attached.

Curriculum

Bible – A Bible lesson is taught each day. Each student learns multiple Bible verses from memory each year.

Language Arts – Reading skills are taught using a phonetic approach. In addition to traditional English grammar, students receive instruction in spelling, poetry, vocabulary, and literature.

Math – A traditional and practical course of study is used in math classes. Students are taught basic concepts and applications. Advanced courses are available to high school students.

Science – Students receive instruction in areas such as plants, animals, the earth, the solar system, and creation. Advanced science courses are available to upper grade students. In science, as in all other subjects, the Bible is the absolute authority.

History – Historical facts and events are presented with emphasis on great Americans and patriotism. History classes are taught from a Christian perspective.

Music – Elementary students have music classes on a regular basis. Students in grades six and up may participate in choir or band.

Art – Elementary students receive instruction through craft projects and art projects on a regular basis.

Physical Education - Kindergarten and elementary students participate in organized playground games and activities. All students receive instruction in physical fitness.

Elective Subjects - High school students may choose from a variety of elective subjects in addition to required courses.

DCA uses Abeka curriculum in the classrooms at all levels. Classroom teachers also supplement with additional materials that continue to keep a Christian viewpoint on all issues.

Graduation Requirements

All DCA graduates are awarded the same type of diploma with special awards being denoted by special seal and graduation cords. The student's transcript and the diploma records individual accomplishments, achievements, and courses completed and displays appropriate graduation seals. All graduation credits must be earned no later than Grade 12.

Except as noted below, every student shall enroll in the courses necessary to complete the curriculum requirements for the college preparatory program or the distinguished achievement program. DCA administration (including the principal, vice principal, administrators, and/or academic counselor) determine the placement of a student into specific courses.

A transfer student is eligible to receive a DCA diploma but must complete all requirements of this policy to satisfy graduation requirements. Any course credit required in this section that is not completed by the student before he or she enrolls in DCA must be satisfied prior to graduation.

Seniors will not be permitted to march in commencement exercises if they lack more than $\frac{1}{2}$ credit for graduation. Arrangements must also have been made to earn this $\frac{1}{2}$ credit in an approved manner before the student may march. Dominion Christian Academy cannot be responsible for the inconvenience caused by a senior failing a course during the last days of school.

To be eligible for honors at graduation, students must have completed the college preparatory or distinguished achievement program. Honors students will have an overall G.P.A. of 3.5 or higher.

Valedictorian will have the highest overall G.P.A. (4.0 maximum); Salutatorian will have the second highest overall G.P.A. In the case of a tie, the highest overall numerical average of grades as stated on the transcript will determine the Valedictorian. If there is still a tie, then the students' College Entrance Exam scores (A.C.T. or S.A.T.) will determine the highest honors. Valedictorian and Salutatorian must have been enrolled at DCA for at least the full junior and senior years. Class rank is determined on the same basis as valedictorian and salutatorian.

College classes taken during high school (normally in the junior or senior year) will be handled in the following manner:

- All college classes taken during high school will be classified as dual credit on the DCA transcript. It is the parent/student's responsibility to deliver college transcripts to DCA to ensure credits are properly recorded in the DCA system.

- College level classes taken with the purpose of substituting for a DCA class require approval by the school principal/academic counselor. The following classes will not be granted approval in most circumstances: English, Biology, Chemistry, Physics, Algebra I, Algebra II, Geometry, World Geography, U.S. History, World History, Government/Economics, Bible, Foreign Language I and Foreign Language II.
- College level classes taken for dual credit to fulfill a high school class graduation requirement while earning college credits will earn the grade received from the college as the high school grade.

General Studies High School Program:

1. Credits – A student must earn 24 credits to complete the graduation requirements.
2. Core Courses. A student must demonstrate proficiency in the following:
 - a. English language arts – 4 credits (English I, II, III, and IV)
 - b. Mathematics – 4 credits (Algebra I, Geometry, Algebra II and one elective math)
 - c. Science – 4 credits (Biology, Chemistry, Physics, and one elective science)
 - d. Social Studies – 4 credits (Geography, World History, U.S. History, Government, Economics)
 - e. Physical Education – 1 ½ credits
 - f. Health/Fitness – 1 credit
 - g. Speech – ½ credit
 - h. Foreign Language – 2 credits
 - i. Computer Basics – ½ credit
 - j. Personal Finance – ½ credit
 - k. Fine Arts – 1 credit (Band, Choir, Theater, Culinary Arts, or Photography)
 - l. Community Service – 1 credit
 - m. Electives – 2 credits
 - n. Bible – 2 credits*

Volunteer hours – Required for graduation. Volunteer opportunities will be offered throughout the year. For outside hours please submit hours to the front office with the student's name and volunteer work completed.

Academics

DCA Academics Grade Code Listing

GRADE	DESCRIPTION	NUMERICAL RANGE	GRADE POINTS
A	Excellent	90.00 – 100.00	4.00
B	Above Average	80.00 – 89.00	3.00
C	Average	70.00 – 79.00	2.00
D	Failing	60.00 – 69.00	1.00

Grading Policy

- **Late work**
 - K – 5th grade – 10 points taken off for each day daily work is late. 15-20 points taken off each day projects/book reports are late. After the third day the student will receive a zero.
 - 6th – 12th grade – 15 points taken off for each day daily work is late. 20 points taken off each day projects/book reports are late. After the third day the student will receive a zero.
- **Failed tests** – Any student receiving a failing grade on a test may retake the test within 3 school days to better master the material. Students who retest may score no higher than a 70 on the retest. The desire to retest is to help the student master the material. If the student fails the retest due to lack of effort or preparation, they will face the natural consequences of their choices.
- **Full Day Absences-Make up work/tests** – If a student's absence is excused (see attendance policy), that student will have 1 day for each day they were absent to make up their work that was missed. Any tests missed must be taken the day they return. If the absence is unexcused, no make-up work will be accepted, and all daily work and tests missed will be given a zero. NOTE: Major projects and assignments are due on time. If the student is absent, the project or assignment must be turned in by the class period or it will be considered late. Any changes to this policy will be determined by individual teachers.
- **Partial Day Absences-Make up work/tests (6th-12th Grade)** – If a student's absence is excused (see attendance policy), that student will have 1 day for each day they were absent from class to make up any new assignments that they missed. However, they are expected to complete any tests or quizzes they will miss that day during the time they are here. They are also expected to turn in any homework or assignments that were due in class that day. Tests, quizzes, and assignments that are not properly completed according to these rules will follow the late penalty guidelines described above.

- Missed work for tardies (K-5th Grade) - Any work missed because a child is late to class will be sent home to be done for homework that night. Missed tests will be given during the day at the teacher's convenience.

Homework

It will be the policy of the school not to assign large amounts of homework. However, when homework is assigned, it is to be geared to the student's ability and relative deficiencies. Homework provides a means of making parents aware of the academic level of the child. Homework allows parents to observe any difficulties encountered by the student in acquiring concepts and skills. Homework provides extra reinforcement of skills and concepts being taught in the classroom. taken off each day projects/book reports are late. After the third day the student will receive a zero.

Cheating

DCA has zero-tolerance cheating policy. Any student cheating in any form will be given a "0" for the assignment. Any following offense will result in disciplinary action, which may include suspension.

Standardized Testing

Standardized testing is used to help meet the needs of the family by giving information about the student's ability, knowledge, experiences, and interest. Testing serves to indicate the student's progress and provides his teacher with information necessary to determine the need for remedial help, enrichment, or other special programs. Standardized achievement tests are given in late spring of each year. Data from all tests are kept in the permanent records of the school.

Test, Exams, and Special Assignments (6th-12th grade)

We believe that speaking and writing skills are essential to future success. We also desire to inspire students to think. If they are simply regurgitating facts and information, we are failing at our job.

To that end, public speaking opportunities, writing assignments, and creative thinking will be integrated across all subjects as much as possible. Essays and verbal presentations are excellent tools to prepare students for the future. Tests and exams will not all be multiple choice questions. Tests will contain questions that require essay responses and require the students to apply the principles they have learned to real world situations, not just to recite information.

Report Cards

Report cards will be disbursed at the end of each quarter. At the end of the fourth quarter, report cards will be disbursed after final statements are paid.

Quarterly Honor Roll

There are two honor rolls. The Distinguished Scholars honor roll consists of students scoring "A's" in every subject for the quarter. The Scholars honor roll consists of students scoring "A's" and "B's" in every subject for the quarter.

Access to records

The Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 grants the right of access to educational records accumulated subsequent to December 21, 1974. Access must be granted within 45 days of parents submitting written request to the Administrator's office. Records available include student grades, evaluations, and standardized test results. Records will not be released to persons or institutions outside the school without a parent's written request. The Buckley Amendment affords parents the right to challenge the accuracy of recorded information. A parent making a written statement may challenge the content of student records. That statement shall be inserted in the records. Parents must submit challenges in writing to the Administrator. Statements of challenge will be inserted in the student's records.

Community Service and Volunteer Work (7th-12th grade)

Community Service and Volunteer Work is required for all students from 7th grade through 12th grade. DCA offers community service opportunities throughout the year and makes these opportunities available to students as they become available. Community service outside of DCA functions is allowed and will be counted towards the students' required hours by filling out a volunteer approval form at the front office. No hours will be counted without administrative approval and proper paperwork submitted in advance of volunteering. The following community service hours are required per year:

- 7th-8th grade: 15 hours.
- 9th-12th grade: 25 hours (total of 100 hours by graduation).

Code of Conduct and Behavior

To ensure spiritual and educational benefits for all students, each student will be required to conform to and obey all DCA rules and regulations. The primary objective of our system of discipline is to reach the heart of the student and consistently point them to Jesus Christ. If we succeed in this mission (by producing students who are devoted followers of Christ), desired behaviors such as respect for others, self-discipline, obedience, responsibility, and kindness will all be natural by-products. Students are held to high behavior standards, but redirection and discipline are designed to be administered in an attitude of love and grace.

In the narrative below, we detail many specific actions or behaviors that are considered infractions at DCA. These are listed to help students clearly understand our expectations. However, it is important to note that our desire is to avoid the circumstance where the focus of the discipline system shifts from “heart change” to “behavior modification.” We never want students to feel that our goal is to keep a record of their wrongs, but rather to explain the heart behind each rule and to encourage them in every circumstance to deepen their relationship with Christ.

Minor infractions

The following examples of unacceptable conduct will be considered MINOR INFRACTIONS of the Code of Behavior.

- Unprepared for class
- Inattention/not participating in class/off task.
- Late to class
- Running in the building, horseplay in hallways
- Excessive talking
- Rude or inconsiderate talk
- Minor property damage, meddling with another person’s property.
- Misconduct in chapels, assemblies, or school-sponsored activities
- Minor dress code violations
- Littering in the building, on the grounds, or leaving a mess.
- Possession of unauthorized items (i.e., electronic devices, toys, etc.)
- Violation of the school cell phone policy
- Consumption of food/drink in "unauthorized areas"
- Other lesser actions that are considered inappropriate at school.

Teachers will be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher when they violate the code of behavior. In the case of minor infractions, parents will not be contacted in every circumstance. If the teacher's corrective action has proven unsuccessful, parents will always be involved and informed.

Major Infractions

The following infractions constitute examples of unacceptable behavior considered MAJOR INFRACTIONS of the Code of Behavior that will be managed in a firm and earnest manner.

- Cheating or lying
- Profanity or obscenity
- Fighting
- Suggestive language or gestures
- Major dress code violations
- Disrespect for staff members
- Major or intentional property damage
- Rebellious attitudes
- Possession/consumption of alcohol, tobacco, or illicit drugs
- Sexual misconduct
- Theft or vandalism
- Truancy
- Possession of knives or other dangerous objects or weapons
- Any type of threat made against the school, staff, or students.
- Any gross violation of the Word of God

The Principal/Administrator will be responsible for handling major infractions. Parents will be notified in writing and/or telephone of the nature of the infraction and the disciplinary action taken.

Disciplinary Methods

The goal of our discipline system is to reach/change the hearts of our students, pointing them to Christ in all situations. Instead of “rule-followers,” we work to graduate “Christ-followers.” One of the biggest goals for our teachers to successfully reach the students’ hearts, is to form personal relationships and to show them genuine love and care. We have purposefully designed our discipline system to be relational.

When our goals are accomplished successfully, students should:

1. Have a comprehensive knowledge of Biblical truth and a desire to follow God’s laws.
2. Be devoted to Christ. Their desire to obey should flow naturally out of their love for God.
3. Live lives full of respect and love for others and a passion to introduce the people around them to Christ.

Grades K-4th

Each elementary teacher will have the freedom to personalize their classroom discipline system to fit the changing needs of our young students. At the beginning of the school year, your child’s teacher will be happy to share the specifics of their system with parents. Below are the key components that will be present in every classroom discipline system.

- Training and redirection are a normal part of the classroom. Just as we teach our students basic mathematics and language arts, we must teach them to obey and follow the teacher’s direction and classroom rules. Consistent training will produce consistent results over time. (Proverbs 22:6)
- Classroom order is necessary for learning. Freedom, fun, and excitement all have their place in the DCA classroom, but to ensure that all children have the opportunity to learn, order and organization must be maintained.
- Love/relationship motivates true discipline/change. Even when students are corrected, they must sense that the penalty has been imposed because they are loved. (Hebrews 12:5-6) • Behavior failures will happen. Students are humans and like the rest of us, are predisposed to fall short from time to time. We are not surprised when failure occurs. Instead, we focus on the mission of restoration in love. (Romans 3:23)
- Behavior failures reflect a heart issue. To simply focus on correcting behavior is to only treat symptoms while ignoring the deeper problem. Teachers understand that discipline must always go back to the heart. When the true nature of Christ is revealed to a child, that encounter will be transformative. (John 10:27-30)

- Performance-based systems will always produce performers, but necessarily not Christ-followers. Discipline systems are necessary to train in God's ways, to teach responsibility, and to model justice and consequences. However, if the system simply encourages/rewards good behavior and discourages/punishes unruly behavior, it will fail the student. For this reason, we consciously choose to keep our focus on a relationship with God, rather than keeping track of successes and failures.
- Teachers will not send daily behavior reports home to parents. We understand that parents want to stay informed about their child's behavior - and for good reason, that child is your responsibility! However, problems arise when a child's full day of difficulties must be characterized by a singular color, smiling stamp, or brief note. This method does not allow for a complete understanding of all the successes and failures that occurred within a day. Instead, we ask for your trust that we will train and instruct your child throughout the day in a manner that is consistent with Biblical instruction. The classroom teacher will manage normal redirection and instruction. When problems are recurring or major violations occur, parents will be contacted and involved in the process.

Grades 5th-12th

The principles explained in the Elementary section apply to Middle School and High School students as well.

The following steps make up the DCA discipline method for 6th-12th grades:

1. Immediate Redirection – Throughout the day teachers may need to remind, redirect, and instruct various students regarding minor infractions or slight missteps. When redirection is well-received and corrective action is taken immediately, the discipline process will be complete.
2. Direct Instruction – When immediate redirection is not sufficient, the teacher will ask the student to stay after class or step aside during class for a moment. This will be a 1–2-minute conversation, intended to speak heart to heart about the situation and encourage correction and restoration. When instruction is well-received and corrective action is taken, the discipline process will be complete.
3. Administrative Referral – If the teacher feels the issue is not resolved by redirection or instruction, they will refer the student to the principal or administrator for additional discipline. Administrative referral will also be automatic in the case of Major Infractions. Administrative staff will meet with the student. The focus of the conversation will always be the heart of the matter. Parents will normally receive a phone call or alert when administrative referral takes place. This meeting will also likely result in discipline. Discipline may include (but not be limited to): Parent conferences, noon/recess/after school detention, work detail, non-participation in extra-curricular activities, probation,

suspension, and expulsion, and will be left to the discretion of the administration. Appeals regarding discipline may be made to the school board.

*If a student is suspended on any given day, they are not eligible to participate in any extracurricular activity sponsored by the school, including athletics, until the following day.

Conflict resolution

As in any endeavor, problems may arise. Dominion Christian Academy follows the Matthew 18 principal regarding conflict resolution. Parents should understand and agree that resolution must follow these steps:

1. Pray about the situation and determine if it seems serious enough to pursue.
2. Contact the teacher or other individuals directly involved for a personal conference.
3. If unresolved, contact the principal or administrator for a conference.

Athletics

General

Athletic events at DCA are designated as the organized school team sports, which play in the name of the school, wear school uniforms and/or have a school employee as the coach. Policies and procedures relating to the athletic department are found in the DCA athletic handbook.

Conduct at DCA Sporting Events

It is important to realize most of us have grown up in an atmosphere of athletic competition different from that in Christian schools such as DCA. As such, it is sometimes difficult to acclimate ourselves to the "strange" atmosphere of Christian athletics. One of our first jobs with new athletes at DCA is to "educate" some of the attitudes and philosophy instilled in them by professional and other sports. We coach our young people to win and be winners, but, more importantly, to be always Christians.

Part of our philosophy of Christian athletics is that no opposing team is an "enemy" to be downgraded or harassed. We also teach that no official is ever doing anything but his best and, as one in authority, deserves our respect and obedience. Our young people must be taught that those in authority are to be always respected, not just when we agree with them.

For this reason, we at DCA require, among other things:

1. No downgrading or yelling at or against the opposing team. Yell for ours but never against the opponent. Players are prohibited from "trash talk" to opponents.
2. No display of disagreement, at any time, for any reason, with officials' decisions and no criticism of officials verbally, physically by expression, or in any way, for any reason, at any time, by anyone.

Penalties for players violating these tenets include suspension or removal from the team. Our goal is for DCA teams and fans to be recognized as having the best Christian sportsmanship.

This is the highest tribute possible for the Christian character of our youngsters and the success of our program. It is far more important for the character development of our athletes than whether we win or lose. No athletic event ever played is worth risking a person's Christian testimony, yet that is what negative reactions to fellow Christians (be they players or officials) does - it harms our Christian testimony.

We request from all our loyal and invaluable supporters that you assume individual responsibility to adhere to the same guidelines as our students do. We request this both because it is the **right thing to do**; because it sets the **right example** for our youth; and

because the leagues and Christian circles in which we play expect it of our fans and players if we are to continue to participate!

General Policies

Student information and Record Changes

Changes in a student's address, phone number, parent's work location, or emergency contact information should be kept current in the school office. Please notify the school as soon as possible when any information changes.

Care of School Property

Students are expected to take care of school facilities, equipment, and textbooks. Disciplinary action will be taken when students abuse the facilities or equipment. A student will also be expected to pay for repair or replacement of any facilities or equipment he/she damages.

Books and Supplies

Charges will be assessed for lost and damaged books, materials, supplies, equipment, and property in accordance with established replacement or repair costs. Textbooks are school property, whether lost, damaged, or stolen, they must be paid for by the student.

The following rules for payment apply if a book is lost/damaged:

- Students will be charged the full cost of replacement for any lost book.
- Students will be charged full cost of replacement for any book deemed unusable.
- The student will be responsible for the assigned textbook until it is returned to the teacher at the end of the course.

Cellphones/ Confiscated Items

After the 8:10 am bell, items that will interfere with the learning environment of DCA will be confiscated. These items include, but are not limited to, electronics (including cell phones, AirPods, earbuds, smart watches, and iPod), toys, etc.

- The school is **NOT** responsible for confiscated items.
- Cell phones/ electronic devices and other confiscated items may be picked up from the office Monday through Friday **ONLY** between the hours of 3:00 pm and 5:30 pm by the parent/guardian.
- For a first-time offense, the teacher will confiscate the phone until the end of the school day.
- For a second-time offense, the item will be held at the front office for a parent/guardian to pick up.

- For a third-time offense, the item will be held at the main office for a period of 5 days.
- The administrator will oversee additional offenses as deemed necessary.

* DCA is **not liable** for inappropriate cell phone usage by a student outside of school hours. If we discover it, we will deal with it, as necessary. We cannot prevent all inappropriate usage; therefore, parents are responsible for determining at what age their children are mature enough to be trusted with a cell phone and for regulating its use.

* Headphones are allowed on out-of-town school trips as determined by the teacher, coach, or sponsor in charge.

* This policy applies at any time the school is responsible for supervision of the student including early drop off, after school care, campus field trips, bus trips, etc.

[Sending Money](#)

When sending money to the school office, please place it in an envelope showing the student's name, amount, and reason for payment. Typically, all payments should be made via ProCare.

[Student Pick-Up and Drop-Off](#)

Students may be dropped off in the morning between 7:30 and 8:00 am at the school entrance on Raeford Road. There will be teachers assigned to supervise students in the morning. Late arrivals (after 8:05 am) must be signed in at the school office by their parents.

[P.E. Participation](#)

Students who are unable to participate in physical education classes must have a note from the parents. A note from a doctor may be requested if the period of time exceeds three days.

[Lost and Found](#)

All student clothing and personal items (gym clothes, sweaters, coats, lunch boxes, games, toys, supplies, etc.) should be labeled with the student's name. Lost items will be placed in a box in the office building. Unclaimed lost items will be given away at the end of each semester.

Party Invitations

Birthday or party invitations cannot be passed out at school unless they include all the girls or all the boys in the class.

Fundraising

DCA is endeavoring to keep tuition rates at a minimum. For that reason, we will have periodic fundraising events throughout the year. We anticipate every student and/or parent's participation in helping us raise additional funds for designated school projects. The school is supported entirely by tuition, gifts, and these projects. Each family is asked to participate in fundraising efforts as needed.

Volunteers

Dominion Christian Academy encourages volunteers to assist in many areas of the school program. Some areas of opportunity include classroom helpers, fundraiser assistants, concession workers, handyman helpers, etc. Volunteers who will interact directly with students must have a proper background check on file in the office.

Please contact the DCA staff regarding the current visitation policy due to COVID-19 restrictions.

Phone Calls

Please feel free to call the office at any time. To contact a teacher, please call the office and leave your number with the receptionist. The teacher will return your call. To contact your son/daughter, call the office and the receptionist will give the student a message or have the student return your call. Incoming messages will be relayed during breaks between classes only. Classes will not be disturbed for non-emergency messages.

Covid-19 Policy

For 2023-2024, the school has special procedures in place due to the COVID-19 pandemic. These procedures are described in the COVID-19 Reopening Plans approved by the DCA school board.

Parent-Teacher Organization

The PTO is a fellowship/teacher support group. PTO meetings occur bi-monthly. They are an excellent time to obtain information about upcoming school events and volunteer opportunities. Occasionally the school board utilizes these meetings to discuss policy changes and important school information.

Sexuality and Gender

DCA provides opportunities for children to cultivate friendships with a different sex. In some instances, these associations will deepen into more than passing friendships. This is both natural and expected; however, all such friendships must be managed in a responsible manner. Holding hands and other physical intimacies are not allowed at school. Inappropriate public displays of affection will not be allowed at school functions.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26- 27). Rejection of one's biological sex is a rejection of the image of God within that person. As such, students are expected to 1) dress in conformance with one's biological sex (2) use the restrooms, locker rooms, and changing facilities conforming with one's biological sex; and (3) abstain from all intimate sexual conduct outside the marital union of one man and one woman.

Student Safety

Fire Drills

Unannounced fire drills will be held throughout the school year. When the fire alarm sounds, all persons in the school building will file out in a quiet, orderly fashion. Each class will have an “assigned exit” through which to pass. Students are to remain quiet without talking with classmates during the drill. A signal will be given to end the drill and grant permission to re-assemble in the classrooms.

Tornado Drills

Unannounced tornado drills will be held throughout the school year. When the siren sounds, all persons in the school building will file quietly to the designated area and sit down. A signal will be given to end the drill and grant permission to re-assemble in the classrooms.

Suspected Abuse

The State of North Carolina requires Dominion Christian Academy to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well-being of their children, the administration is placed between the parents and the state, acting on behalf of the parent and in accordance with state law. It is the school's policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

School Communications

1. Communication between the parents and the school is of utmost importance. Parents are issued a school calendar that gives important dates. While face to face, phone calls, letters, text messages, DCA website, and social media are all ways that communication may occur, DCA has designated two methods to be our primary means of communication. If you do not have access to either of these options, please contact the school office for assistance.
 - a. Email – We send out informational emails several times per week to parents. Our monthly billing, behavior notices, and academic progress reports are also sent by email.
 - b. ProCare – Each parent is given a log-in to our school ProCare account. ProCare is a direct line of communication between the school, teachers, and parents. It can be used to view the calendar, receive vital information from the teacher.
2. Parent-teacher communications may be in the form of written notes, phone calls, emails, or ProCare. Parents may call the office to set up a conference with the teacher or may send a note requesting a call.
3. Dominion Christian Academy encourages parents to be as involved as possible in their child's education. If you would like to visit your child's classroom, you are more than welcome. Please follow these procedures:
 - a. Call or talk with the school office to let them know when you would like to visit. They will check schedules, etc. Classroom visits should be limited and at a time that will not be distracting to the students. Please check in at the school office when you arrive.
 - b. Any items (supplies, lunches, sports equipment, etc.) to be delivered to your student should be left in the office. Please do not interrupt the class.
 - c. For security purposes, no one can be on campus without first obtaining a visitor badge from the front desk.

Please contact the DCA staff regarding the current visitation policy due to COVID-19 restrictions.

Withdrawal and Dismissals

Withdrawals

Withdrawals from school must be made through the administrative office. Any account left open will incur additional tuition and fees until a withdrawal is signed in the office. School records will not be released until all financial accounts are paid.

Dismissals

Students will not be permitted to continue attending DCA if the family fails to keep their financial agreement with the school. A student may be dismissed from school at any time he/she is found out of harmony with the rules and policies of the school. The school board makes the final decision regarding the involuntary dismissal of any student.

Nondiscrimination Policy

Dominion Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and grant programs, and athletic and other school-administered programs.