STUDENT HANDBOOK

DESTINY CHRISTIAN ACADEMY

K-8

1.14.25

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GENERAL INFORMATION

This publication is designed to familiarize parents, current and prospective students with the mission, vision, goals, and expectations of Destiny Christian Academy (DCA). We ask that both parent and student read this handbook carefully to help in the understanding of our purpose and guidelines.

Office Hours and Office Contacts
School Days: Weekdays 8:00am - 4:00pm
Phone: (916) 866-7676 Fax: (916) 471-0515
www.dcasac.org

Our primary means of communication is via email. All families are expected to regularly check their email and have access to the internet to use our web services through FACTS to check on attendance and grades. Students are expected to check their email daily. Parents should ensure that their email address is always current. Our secondary means of communication and access to information through our apps.

School Hours

The K-8 campus opens at 8:00 am. and closes at 3:15 pm each day. Students who are here before and after school must be registered with the DEN. Please refer to the section on DEN policies for more information on before and after school care.

Non-Discrimination Policy

DCA admits students of any race, color, and national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national, and ethnic origin in administration of its educational policies, financial aid, athletic, and other school-administered programs. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations and academic or behavioral standards. DCA is committed to providing a strong Christ-centered instructional program. Students admitted to DCA shall be protected from influences negatively affecting their well-being and educational process to the best of our ability.

Mission and Mindset Statement

Destiny Christian Academy is a vibrant educational system that develops students from Pre-K through High School. In keeping with its Christ-centered mission, Destiny Christian Academy cultivates distinction by integrating academic excellence and Christian maturity.

Our school mission is to build remarkable students who will live out their adult lives as a blessing to God and others. Through the rigorous development of their spiritual, emotional, intellectual, and vocational life, our students are becoming more caring, competent, wise, and skillful. Students who are ready to navigate an ever-changing world.

A Destiny Christian Academy education cultivates a faithful worldview, with a mature commitment to Jesus Christ and the mission of God throughout the world. The liberal arts and college preparatory curriculum at Destiny Christian Academy are rooted in scripture and guided by the Holy Spirit, resulting in adult readiness and ethical courage.

A Destiny Christian Academy education offers a transformative academic and discipleship experience through dynamic classroom learning, chapel services, the arts, the sciences, athletics, and many prosocial opportunities to serve our local community and the world. Grateful to God, Destiny Christian Academy carries out its mission with responsible stewardship of our human, financial, and physical resources.

Statement of Faith

God - We believe there is only one God, eternally existing in three equally divine Persons: the Father, the Son, and the Holy Spirit. The Father is God. The Son is God. The Holy Spirit is God. The Father is neither the Son nor the Holy Spirit. The Son is neither the Father nor the Holy Spirit. The Holy Spirit is neither the Father nor the Son.

Scripture - We believe the Bible—made up of the sixty-six books of the Old and New Testaments—is the verbally inspired Word of God, utterly authoritative, and without error in the original writings.

Creation - We believe our Triune God created the world, and all that is in it, unspoiled by sin, and that everything that he had made was very good.

Humanity - We believe that God created human beings, male and female, in his own image.

Sin - We believe that Adam, tempted by Satan, sinned by disobeying God and as a result of his sin, all human beings are alienated from God, corrupted in every aspect of their being (e.g., physically, mentally, volitionally, emotionally, spiritually) and condemned finally and irrevocably to death—apart from God's own gracious intervention.

Jesus Christ - We believe that Jesus Christ, the eternal Son, became human: fully God and fully human, one Person in two natures. We believe that he was born of the virgin Mary, lived a perfect and sinless life, was crucified, died, was buried, rose bodily from the dead, and ascended into heaven where he is now seated at the right hand of God the Father, exercising in heaven and on earth all of God's sovereign authority. We believe that Jesus Christ lived as our representative and died as our substitute to pay the penalty for our sin.

Salvation - We believe that salvation is by grace alone through faith alone in Christ alone. It is the free gift of God given to spiritually dead sinners who, through regeneration by the Holy Spirit, repent of their sins and trust in Christ alone for their salvation.

The Holy Spirit - We believe that the Holy Spirit is sent by the Father and the Son to glorify the Lord Jesus Christ and to convict the world of sin, righteousness, and judgment. The Holy Spirit indwells, guides, instructs, equips, revives, and empowers believers for Christ-like living and service.

The Church - We believe that the universal church is the body of Christ, manifest in local churches of which Christ is the only Head. The church is distinguished by her gospel message, her sacred ordinances—baptism and the Lord's Supper, her discipline, her great mission, and, above all, by her love of God, and by her members' love for one another and for the world.

The Return of Christ & The Resurrection - We believe in the personal, glorious, and bodily return of our Lord Jesus Christ to judge the world and consummate his kingdom. We believe in the bodily resurrection of both the just (to eternal blessedness) and the unjust (to eternal punishment).

Human Sexuality & Marriage - We believe God immutably creates each person as male or female. Rejecting one's biological sex rejects God's created design. We believe God designed marriage as a unique conjugal relationship joining one man and one woman in a single, exclusive, life-long union. God intends sexual intimacy to occur only between a man and a woman joined in marriage. We believe all forms of sexual immorality are sinful and offensive to God.

Sanctity of Human Life - We believe God endows all human life with inherent dignity at every stage of development, and it must be respected and protected from conception to natural death. Thus, the unjustified, intentional taking of human life before or after birth is sinful and offensive to God.

Community of Christian Excellence

Destiny Christian Academy (DCA) is an aspiring and vibrant educational community motivated by love and learning. Situated in Sacramento, one of America's most important cities, DCA offers a student experience few others can. Our State Capital setting of commerce, government, and technology provides one of the finest missional learning incubators anywhere in the world. Everyone who works or learns at DCA considers it a great privilege.

Destiny Christian Academy is dedicated to producing students of promise who love the Lord. Our hope is to prepare remarkable young leaders who will live out their adult lives as a blessing to God and others. We want our students to develop the life-skills, vision, and humility to impact the world. DCA students, administration, staff, and faculty are all working together to achieve the dream of a Christ-centered school known for its academic excellence, spiritual vitality, and missional significance. By design, DCA upholds high biblical standards for its students, faculty, staff, and administration. We are unapologetic in our pursuit of a culture marked by Christian maturity and high academic standards.

The founding convictions of Destiny Christian Academy are rooted in the Lordship of Jesus Christ, and the transforming power of the Holy Spirit. For an educational community like DCA to flourish, its members must be committed to modeling Christ in a manner that will enhance spiritual growth and the common good. No matter what your starting point is spiritually you will be valued and loved. We want your relationship with Jesus Christ and your understanding of the Holy Spirit to grow while at DCA. Our students will

be presented with a positive view of the Church and its vital role in the world. Our School Motto is "Seek Ye First" and is based on Matthew 6:33. "Seek ye first the Kingdom of God and His righteousness and all these things will be added unto you." A second core bible verse that guides the entirety of our school is 1 Timothy 4:12; "Let no one look down on your youthfulness, but rather in faith, love, speech, conduct, and purity, show yourself an example of those who believe."

DCA is foremost a caring community that is committed to the physical, emotional, and social well-being of its students. Our campus community must be free from racial and ethnic discrimination in any form and safe from any form of sexual exploitation. We forbid any behaviors that may put our students at risk. DCA upholds a standard of honor and respect for the lives and heritage of all people. Bullying, racism, and sexual harassment in any form are forbidden at DCA and will result in strong corrective action. As a campus community we value prosocial behaviors as we seek to be an integral part of serving the needs of our neighborhoods and community.

As a DCA student you will be expected to practice good citizenship by having a healthy respect and appreciation for our country. You will be taught about the American struggle both past and present and how freedom in America came to be in hopes that you will live inspired throughout your adult life to access and promote America's prosperity and goodness.

We expect our students to maintain a lifestyle of integrity and modesty. Plagiarism, cheating, theft and similar kinds of dishonesty are detrimental to campus excellence and are not allowed at DCA in any form.

DCA believes in the New Testament standards for human sexual behavior and will actively promote and teach these biblical standards for family and sexuality. A member of the DCA community (student, faculty, staff, and administration) may not engage in pre-marital or extra-marital sexual behavior; the Bible reserves sex exclusively for marriage between one man and one woman. Prohibited sexual behavior also includes the use of pornography. Our commitment as a school community to New Testament-affirmed sexuality includes respect for the sanctity of the body in accordance with God's design for gender. DCA believes and teaches that one's birth sex is connected to the sanctity of the body in accordance with Scripture and that God created mankind in His image as either male or female. DCA is a pro-life learning community and will honor and teach that human existence begins at conception and continues throughout all stages of elderly life.

Cultivating physical and emotional wholeness in all areas of your life as a student is central to the academic experience at DCA. Gambling, profanity, possession or use of alcohol, tobacco products, marijuana, vaping, nonprescription drugs and abuse of prescription drugs are all prohibited both on and off campus for our students.

You will, as a student or employee of DCA, be held accountable for your professionalism, academic effort and social behavior, but that accountability will always be guided by love and mercy. We are a Christian community full of grace that is working alongside students and parents to grow and develop young people into their maximum potential. We are all a work in progress.

As an aspirational Christian community, we expect everyone to respect these beliefs and not publicly disparage these beliefs (through social media or otherwise) while members of DCA. These beliefs are in accordance with our sponsoring denomination, the Assemblies of God. DCA has a rich and meaningful history as an ongoing organizational member of the Assemblies of God.

We are honored to have you as part of our DCA learning community.

Matthew 18 Principle

DCA believes in the power of community and the unity that comes from the love of Jesus. Because we are all imperfect and broken and because we are also all very different from diverse backgrounds, issues and conflicts are inevitable. We believe strongly to faithfully follow the principle found in Matthew 18:15-17. If a parent or student has any problems or questions regarding the school, staff, or students, please go directly to the person involved. If you are unsure of how to apply this principle in your situation, please let us know, and we would be happy to assist. Let us avoid unedifying conversations and gossip that does not lead to restoration.

ADMISSIONS POLICIES

Procedures

- Parents or legal guardians of all prospective students should be aware of the admissions procedure when applying for student enrollment at DCA. This process verifies that students are a good fit for our school to ensure student success. General admissions guidelines

include a desire for what DCA offers as a Christian school, character/academic references, and a minimum GPA of 2.0.

- Parents or legal guardians must submit an application for approval. All new students must provide a behavioral log and official copy of their transcripts for any school work already completed and submit character/academic references.
- After reviewing the completed application packet, the admissions office will schedule an appointment for the prospective student to be interviewed and evaluated for curriculum readiness and placement. Before the interview, students should prepare to answer questions regarding their spiritual background and their reasons for wanting to attend DCA.
- Kindergarten students must be five (5) years of age by September 1st of the enrolling year. Students who are four (4) years old with a birthday during the month of September are permitted to assess to determine readiness. No student with a birthday after September 30th will be admitted into Kindergarten.

Immunization Requirements

California state law requires all students to be immunized against certain diseases. Immunization records are checked prior to the first day of school to ensure each student is current in the mandated vaccination requirements. Students entering kindergarten and seventh grade must have the necessary mandated immunization records on file with DCA in order to attend school. California state law requires that all students have a Report of Health Examination completed up to eighteen months prior to entry into first grade or within ninety days thereafter. For exemptions: an up-to-date immunization record of a medical exemption through the state's CAIR-ME system that meets the requirements of SB 276 and SB 277 must be presented at the time of enrollment. No other forms of exemption will be recognized at DCA.

Tuition and Financial Responsibility

Grade Level	Annual Tuition	10-month Payment Plan
K-5	$9,420	$942
6-8	$11,675	$1,167
9-12	$12,975	$1,298

Tuition is payable online through the student's FACTS account as follows:

• Annual (1) – payment due on either July 1 or by July 15, 2025.
  - If paid in full by July 15, 2025, a 5% tuition discount will be applied.
  - There is a one-time $25 processing fee per family for the annual payment plan. • Semi-Annual (2) – payments due July 1 or 15 and December 1 or 15, 2025
  - There is a one-time $25 processing fee per family for the semi-annual payment plan.
• Monthly (10)
  - 10-month plan starting July 1 or 15, 2025 through April 1 or 15, 2026
  - There is a one-time $55 processing fee per family for the monthly payment plan.
  - There is a multi-student discount of 5% per full-time student that will be applied to the lesser of the tuition rates. Higher tuition will be billed at the original rate.

Fees (Non-Refundable)

• Application (Incoming Students Only): $60 domestic / $250 International
• Enrollment: $500
• One-time Processing Fee for Payment Plans: $25/annual or semi-annual plans; $55/monthly plans
• Tuition insurance coverage (optional): $22.50 annual fee- "Peace of Mind Insurance" provided by FACTS to support families in paying tuition in the event of the death of a parent or guardian.

Financial Aid

Destiny Christian Academy is committed to making Christian education accessible to all qualified students – regardless of financial means. Awards are based on financial need as determined by FACTS Financial and the DCA Financial Aid Committee.

2025-2026 Financial Aid Dates
Applications Open: February 3, 2025
Deadline: April 4, 2025
Award Notifications: By May 16, 2025

Please note the following:

• Financial Aid is available for grades K-12 only.
• Financial Aid ranges between 10%-30% of total tuition cost and will not cover 100% of tuition cost.
• Financial Aid applications will only be processed for students already enrolled at DCA.
• Financial Aid awards apply to tuition only. Extracurricular fees are the responsibility of the family and are billed through FACTS.
• Financial Aid may not be used with any additional discount programs, including employee discounts or any other third-party assistance.
• In order to receive Financial Aid, the student must be in acceptable behavioral and academic standing with a 2.0 GPA or higher.
• Financial Aid must be accepted within one week of notification.

Withdrawal Process

If it becomes necessary to withdraw a student from Destiny Christian Academy, the parent or guardian must complete a withdrawal form available in the school office.
The school principal should be notified at least 30 days in advance of the final date a student will attend school. All non-tuition charges, related to the student, must be paid in full up to the date of withdrawal.

If a student withdraws on or after July 1, 2025, there will be no refund on payments that have been processed. There are no refunds for prepaid tuition - domestic or international. The parent or guardian is responsible for any payments due within the next 30 days of withdrawal notification.

Tuition Obligation

Withdrawals

Regardless of the payment plan option, when a student terminates his/her attendance at Destiny Christian Academy, on or after July 1, 2025, all unpaid tuition, fees, and other school charges become immediately due and payable. To avoid additional charges, a 30-day written notice is required.

30-Day Notice

To initiate a withdrawal from Destiny Christian Academy, a completed withdrawal form is required to be submitted to the campus-specific office at least 30 days prior to the final date a student will attend school. Parents are responsible for all tuition and fees due within the 30 days (prior to the last day of school).

Dismissals

If Destiny Christian Academy should dismiss a student, this dismissal does not relieve the parent/guardian from any financial obligation they may have with DCA.

Late Enrollment

For students enrolling between July 1, 2025 and August 5, 2025, monthly tuition will be distributed over 10 months (September 2025 - May 2026).

Mid-Term Admission

When a student is granted admission after August 5th, 2025, the tuition is based upon the quarters the student will be in attendance at DCA, per administrative approval. Remaining balance will be divided equally between the months remaining in the billing year (September 2025 - May 2026).

Financial Responsibility

Upon enrollment, all families agree to the tuition terms in the enrollment agreement. It is the obligation of the financially responsible party to comply with tuition payment dates, terms and conditions and stay current throughout the course of the year. Non-payment of tuition or fees constitutes a serious breach in the parent/guardian obligation to the school.

Non-Payment of Tuition or Fees

All accounts are collected via ACH according to the FACTS Financial agreements.

In the event of a failed ACH payment, families are given a 10-day grace period to bring their account current, after which a $50 late fee will be assessed to the account.
Failure to pay scheduled tuition payments within 30 days may result in a suspension and/or loss of participation privileges in school activities until the account is brought current.

• Accounts that are unsettled after 60 days are subject to being sent to collections, which could negatively impact the financially responsible party's credit.
• Students with accounts that are over 60 days delinquent may be subject to financial suspension up to and including permanent dismissal from the school.
• Attendance and/or re-admission will not be permitted until the student's account is brought current.
• Graduating senior financial obligations must be met by May 1st of their senior year to be eligible to participate in senior activities, graduation, and receipt of a diploma.
• Report cards and/or diplomas may be withheld due to delinquent accounts.

Please direct all tuition payment inquiries to the Tuition/ Billing Office at 916-866-7668 or tuition@dcasac.org.

The DEN

The DEN is offerend for DCA K-8 students.

Hours

7:00am - 8:00am
3:15pm - 5:30pm

Fees

Billing will take place in advance for monthly services in alignment with tuition. Drop-ins will be billed by the end of the month for the previous month's services. All options will be paid through FACTS via ACH.

Annual Enrollment, Full-time (10 or more days) - $275 per month, billed August-April

Pre-pay Annual Enrollment, Full-time (10 or more days) - $2,500 due by August 1

Monthly Enrollment, Full-time (10 or more days) - $300.00 per month, billed August-April

Drop-ins - $30 per day, billed Aug-May

Late Fees

Families picking students up after 5:30 pm, will be charged $1/minute if they are late for the first 10 minutes and $5/ minute after 5:40pm.

Supervision

Supervision is provided by trained DEN staff. Our program offers many opportunities for students (i.e., playing outdoors, doing homework, arts and crafts, free play with friends, etc.).

Policies

The Cub Den for K-5 (located in A24) and The Lion Den for 6-8 will utilize a digital system for checking students in and out. Instructions will be provided prior to the start of the program.

Students in 6-8 may sign themselves into The Lion Den. Persons listed on the emergency card must sign them out. (6-8 students may sign themselves out if The DEN coordinator has a signed letter on file from the responsible adult stating the time the student can be released.)
Students not picked up from school fifteen (15) minutes after the end of the school day will automatically be checked into The DEN program.

Students who are picked up from school AND checked out within fifteen (15) minutes of being checked in will not be charged.

Students must be properly checked out or parents/guardians will be billed.

Students will only be released to persons listed on the emergency card (be prepared to show valid I.D. upon request).

6-8 Athletes

The DEN services will be provided before and after a practice or game at no charge only during the athlete's season of participation. This provision applies only to scheduled practice or game days.

Drop-in students are not able to participate on minimum days due to staffing.

DEN Withdrawals

Two-week notification via e-mail from the responsible paying party is required for withdrawal from The DEN commitment to The DEN Coordinator (den@dcasac.org).
There is no refund for families who have prepaid for the year.

ACADEMIC INFORMATION

Academic records and progress towards graduation are kept in FACTS. Specific grade information as regards to progress reports, report cards, semester grades, grading policies, academic probation are as follows.

Progress Reports/Quarter Grades

At the end of every quarter, a report card with letter (number for K-2) grades indicating the student's final quarter grade will be sent via email. Progress reports will be emailed at the midpoint of the quarter for all students. For 6-8, only the semester grades are recorded on the student's transcript and are considered official grades. Because K-5 students do not take final exams, they do not have semester grades; therefore, quarter grades for K-5 are considered official grades. Parent/Teacher Conferences take place in the fall for all K-12 families following the first quarter report card.

Citizenship

K-5 Citizenship grades are provided quarterly for each student. Students can earn Excellent (E), Good (G), Satisfactory (S), or Needs Improvement (NI). Criteria includes area such as repsonsiblity, respect, self-control, participation, etc.

Semester Grades

Semester grades for 6-8 are an evaluation of the student's work completed for an entire 18-week period. A semester grade is calculated with each quarter of a semester representing 45% of the semester grade which also includes a exam grade of 10%. These grades are issued at the end of the second and fourth quarters. Student credits and grade point averages are based on thier semester grades. Semester grades are emailed to parents at the conclusion of the fall and spring semesters.

Grading Policy

The following is an explanation of standard academic grades used in all courses for K-2nd grade.

Standards-Based Grading Scale for K-2 (and K-5 Specials classes):

Grades are a recognition of performance (not effort) in accordance with measurement of the standards assessed for each subject.

1 = Below standard
2 = Approaching standard
3 = Meets standard
4 = Above standard (above grade level)

- 1-indicates that a student is substantially below grade level in the measured standards of a given subject. Remediation is likely needed in order for the student to close any existing (and potentially widening) gaps.
- 2-indicates that a student is approaching grade level in the measured standards of a given subject; however, he/she has not yet demonstrated proficiency in those standards. Depending on the longevity of the 2 in a given subject, it is possible that various levels of accommodation may be needed in order for the student to close any existing gaps.
- 3-indicates that a student has achieved a grade-level performance in the measured standards of a given subject. This is the targeted range of performance for student achievement.
- 4-indicates that a student has performed beyond the expectations for their grade level and has demonstrated mastery of standards from the next grade level or beyond.

A Note About 4s: A 4 is rare and not to be expected in most cases. A 4 indicates that the student has mastered standards from the following grade level in that particular subject. Only certain subjects allow for teachers to assess standards beyond the current grade level (ex: reading, writing, math). Students who do receive a 4 commonly move down later to a 3 as they gradually progress at a more typical rate.

The following is an explanation of standard academic grades used in all courses for 3rd-8th grade.

A - 90 % - 100%
Mastery of core content as exhibited by (may include but not limited to) assessments, projects, daily work, participation, critical thinking and analysis, application of learning to new situations, regular attendance.
B - 80% - 89%
A high level of competency as exhibited by (may include but not limited to) assessments, projects, daily work, participation, critical thinking and analysis, application of learning to new situations, regular attendance.
C - 70% - 79%
An adequate comprehension of core content, regular attendance.
D - 60% -69%
Minimum performance to receive credit for course, limited understanding of core content, does not meet competency. Attendance may affect grade.
F - 59% and below
Fails to meet minimum competency of core content. Attendance may affect grade.

I - Incomplete
Work must be made up within two (2) weeks after report cards are distributed or the incomplete work becomes a zero. In the event of a medical issue, the administration will work with the family to resolve what the best plan is to make up the needed work.

While individual grading policies may differ, all courses use the above standards. Each teacher establishes a grading policy consistent with departmental and school policies for his/her classes that will be explained to the students at the beginning of the semester. It is the responsibility of the student to be aware of all course policies and requirements. Should a parent or student wish to review a specific policy for a course, the individual teacher should be contacted.

Late Enrollment
Students who enroll late are responsible for content missed for that quarter. Arrangements will be made with the teacher(s) for necessary material during the quarter.

Disputed Grades
Students or parents who have a question regarding a grade should first attempt to resolve the issue with the teacher. The request for a grade review must be made within one month of the final grade being issued. If the dispute is not resolved, the teacher and/or student/parent/guardian may appeal to a school administrator for further review. If necessary, the DCA administration may call a meeting of all parties concerned for a final resolution of the disputed grade.

Replacement Grade
When a student retakes due to having previously earned a "D" or an "F", the grade point average (GPA) will be recalculated using only the passing grade (if achieved); however, both the passing and failing grades will continue to be reflected on the student transcript.

Make-Up Work
Students are expected to make up any work missed due to an absence or tardy. Students have the same number of days as they were absent to make up work. For example, if a student were absent for two (2) days, he/she would have the next two school days upon returning to make up that work. If students were absent on a quiz or test day, they will be expected to make up the respective assessment on the day they return to school, unless special arrangements have been made with the teacher/administration. It is the student's responsibility to arrange with teachers to complete all make-up work. Papers, projects, and tests assigned before the student's absence must be turned in the day the student returns to class. Special circumstances may be arranged with the teacher. Failure to make up work in the allotted timeframe will result in a zero for that assignment. Refer to individual teachers' syllabi for specific class policies.

Academic Probation
A student is placed on academic probation when the student's GPA is lower than 2.0 for a quarter. The student will remain on academic probation until the GPA is at or above 2.0 for a full quarter. If the student's GPA remains below 2.0 for two consecutive quarters, he/she may be asked to withdraw from the school. A notification will be sent home informing the parents of the probation, and a parent meeting may be scheduled. The student will be required to follow the established academic plan.

Ineligibility
Students failing to achieve a non-weighted 2.0 GPA at the conclusion of the next quarter report card while on academic probation will automatically be disqualified from participation in co-curricular activities, (i.e., athletics, clubs, drama productions, ASB, and other student activities), for the following quarter. Individual activities may have more stringent eligibility requirements.

Homework
All work at DCA is designed to strengthen academic skills, reinforce concepts learned in class, and allow students to develop stronger study habits. As such, homework is an independent activity to be accomplished outside of the school day. Homework is not limited solely to written work; it also includes reading, studying, preparation for assessments, and projects.

At times, work that is not completed in class may become homework, which is to be an independent activity accomplished outside of the school day. Homework is not solely limited to written work; it also includes reading, studying, preparation for assessments, and projects. At the K-5 level, DCA utilizes "Give-Me-Ten," which requires students to read and practice basic math skills for a minimum of ten minutes each, five of the seven days per week. At the beginning of the year, teachers provide tools to use and activity ideas regarding "Give-Me-Ten."

Summer School/Outside Classes
All classes taken outside of DCA 6-8 will need to have approval from school administration.

Schedule Changes
During the first ten (10) school days of the semester in which a year-long course begins, a 6-8 student may drop or add courses without academic penalty. Requests for a schedule change can be made through email to DCA K-8 administration. Changes will be made if scheduling allows, the class is not full, and it does not negatively impact the student's promotion credits. Only in exceptional cases with duly qualifying circumstances will approval be granted for the dropping of courses after the official deadline. All exceptional cases of changes must be approved by an administrator.

Transcripts
Within FACTS, a cumulative record of all course work, grades, and credits are available from each transcript once semester grades are posted. When a student transfers to/from another school, his/her cumulative record file is sent to the new school upon written request from the new school. This includes transcripts and any withdrawal grades at the time of the withdrawal.

Unofficial transcripts for any student can be requested by emailing the Registrar (registrar@dcasac.org). All financial obligations must be met with DCA before a final transcript will be released to the student and/or parents/guardians.

MLA
The Modern Language Association (MLA) is the used format for writing papers and documenting sources at DCA K-8. Students should be made aware of this format and should use this format in all their classes, unless otherwise directed by their teacher.

Academic Integrity Policy
Academic Integrity is the pursuit of learning conducted in a fair and ethical manner. Teachers, students, administrators, and parents share responsibility for creating an environment in which academic integrity is expected.

Students are expected to conduct themselves honestly and with integrity in their work. All forms of test procedure violations, cheating, and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to the following:

- copying another student's homework;
- working with others on projects that are meant to be done individually;
- looking at or copying another student's test or quiz answers;
- allowing another student to look at or copy homework or answers from one's test or quiz;
- using any other method to get or give test or quiz answers;
- taking a test or quiz in part or in whole to use or to give to others;
- copying information from a source without proper reference or attribution,
- misrepresenting as one's own, either in whole or in part, papers from other students, publications, or the internet; and
- using AI unless otherwise directed by their teacher. (Please refer to the AUP for additional information)

Violations of this policy will be disciplined on a case-by-case basis depending on the severity of the violation, prior violations, and other factors, as determined by the school administrator and the teacher(s) involved. Disciplinary measures include, but are not limited to, receiving a zero on a particular assignment, redoing an assignment or retaking a test, receiving a failing grade on the assignment, project, or test; receiving a lower overall grade in the class; detention, suspension, or dismissal. All incidents of academic dishonesty are recorded and tracked by the office. Repeated violations are cause for serious consequences including suspension and dismissal.

Honor Roll and Awards
Honor Roll
At the completion of each semester, a list of students who have achieved academic distinction will be recognized. The registrar will examine each semester's Grade Point Average (GPA) for eligibility. Honor Roll is based on weighted GPA.

K-5
All A's and B's or 3's and 4's

6-8
Academic Superiority – 4.0 and above
High Honor Roll – 3.5 to 3.9
Honor Roll – 3.0 to 3.49

6-8 Subject Awards
Teachers in each department of grades 6-8 will select a student who is the most outstanding in their subject. Each department will decide the criteria for recipients.

Outstanding 8th Grade Student Award
This award will be given to an 8th grade student who is voted by the faculty and administration as the most outstanding in academics, spiritual life, school spirit, and citizenship. The recipient must be returning to DCA K-8

the following year, and will receive a certificate and a $750 tuition scholarship. The student's name is added to the plaque that is on display in the school office.

K-5 Lion Award
Students will be honored for their superior citizenship displayed during each semester. To receive the Lion Award, students must have only Excellent (E) and Good (G) rankings on their report card under the citizenship section.

Character Awards
Students will be honored for their Christian Character that they have displayed during the school year. These awards are based upon Biblical character qualities and will be issued by the Character Awards Committee at a special chapel through the following procedure:

- Students will nominate their peers.
- Teacher and staff vote on the nominees.
- Administrative approval.

6-8 Athlete of the Year
- Student must have a consistent testimony on the field of play and in the classroom.
- Must be eligible for the entire season of every sport involved in.
- Should play on a minimum of two athletic teams.
- Must have a minimum of a 2.5 GPA (during the current year).
- Must have a minimum of "Satisfactory" in conduct (during the current year).

8th Grade Promotion Activities
8th Grade Promotion Ceremony Requirements:
To qualify for participation in the 8th grade promotion ceremony, a student may have no more than one failing grade at the end of either semester. If a student receives a passing grade during the second semester, after having received a failing grade first semester, he/she is able to participate in the promotion ceremony.
Students and parents will be notified no later than the 3rd quarter if students are in jeopardy of not being able to participate in promotion.
Standards of dress and conduct will be in effect for all promotion activities. Students will be informed of dress expectations during the school year. If a student receives a passing grade during the second semester, after having received a failing grade first semester, he/she is able to participate in the promotion ceremony.
6-8 Grade Advancement
In order for a student to advance from 6th/7th/8th grade, he/she must show proficiency in the required classes: Bible, English, Science, Math, Social Studies, and Physical Education. The student may not be promoted to the next grade if either of the following occurs:
- He/she receives an "F" grade for both semesters in the same required class.
- He/she fails the last semester of one or more required classes.

If a student earns below a 2.0, he/she will be placed on academic probation. In some cases, a student may be required to repeat the grade. Students must make up required classes in summer school before being promoted to the next grade. Arrangements should be made with the administration for making up failing grades over the summer. Outside options for course recovery will be provided to families.

Refer to section titled Academic Probation for more information.

ATTENDANCE

All students are to be present at school daily and to be prompt in arriving for each class. Ed Code 48200

Absence Policy
All school days are mandatory. This includes special schedule days such as, but not limited to, rally days, standardized testing, and Spiritual Emphasis week.
Excessive absences can affect a student's academic standing and their ability to participate in co-curricular activities. All absences (non-school related) will count in absence totals for attendance monitoring and academic credit. Twelve (12) or more absences in a class per semester, may lead a loss of all credit for the course. Six (6) absences, in a class, equals two weeks of school in an individual class.

Students who accumulate six (6) or more absences per class per semester may be placed on an attendance contract if a pattern of absences continues. Once a student is placed on an attendance contract, the student risks the loss of extracurricular privileges, credit loss, suspension, or expulsion from school.

Appointments, if possible, should be made before class, after school, or on non-school days. If a medical appointment must be made during class time, we ask that parents/guardians provide a copy of the medical note.

Prolonged Absences - Students in Crisis
If a student is expected to be absent for a prolonged period due to illness, surgery, family emergency, etc., the parent/guardian must contact school administration as well as the attendance office. DCA K-8 will make a reasonable effort to offer special accommodations to students who have short- term issues that affect their attendance and academic performance.

Reporting Absences
When a student is absent from school, parents/guardians are required to call the attendance office before 9:00 a.m. each day the student is absent. If a parent/guardians does not contact the school, the absence is considered unexcused until a parent contacts the attendance office to clear the absence within 3 school days.

Be prepared to give the following information:
- Name of the absent student please clearly spell the last name
- Specific explanation for the absence e.g. (illness, injury, legal, etc.)
- Your name and relationship to the student

Truancy Policy
DCA K-8 will not incur the liability associated with truancy. Truancy is defined as any non-pre-authorized or unauthorized absence(s), leaving school grounds and/or cutting one or more classes without permission even if the student does not leave campus. Once students arrive on campus property, they may not leave. Truancy will result in the notification of parents and possible detention, suspension, or dismissal.

Early Dismissal Policy
Every effort should be made to make appointments outside of the school day. If an appointment must be made during school time, it is requested the following information be communicated to the attendance office at the start of the school day:
- Student first and last name
- Reason for early dismissal
- Current date
- Parent Signature
- Date(s)/Time of early dismissal
- Contact telephone number

Students may not leave campus without written parental permission. All requests for early dismissal for a student driver must be made in writing or by emailing the attendance email.

Attendance Requirements for Athletic, Curricular, and Co-Curricular Activities
To be eligible to participate in interscholastic athletic practices and contests, and/or co-curricular activities on school days, a student must have attended at least one-half of the class periods for that day, unless approved by the DCA 6-8 administration.

Tardy Policy
Instructional minutes are vital to the academic success of our students. Students are expected to be in their classroom when the bell rings. If the student arrives after the start of school, 8:20 am, they must check in at the office and receive a tardy slip to enter class. For all other periods, once attendance is taken, students may be sent to the Attendance Office to be admitted into class (attendance should be taken within the first 5 minutes of class). If a student has missed half of any given period, the tardy may be considered an absence for the class and count toward the 12 absences total.
Examples of excused tardies upon arrival to school:
Illness with a parent note indicating such.
Family emergency with a parent note explaining the circumstance.

Medical visit when an appointment verification or parent note is provided.

Students will be allowed four (4) tardies per quarter; any tardy after that will result in detention. Students who reach ten (10) tardies total in one quarter may be assigned multiple RAP sessions. Students who reach fifteen (15) tardies in one quarter may be assigned one day of in-house suspension for their 15th tardy. If the reason for a tardy is due to a verified medical condition, the student will not be disciplined; however, communication with with administration is critical.

STUDENT LIFE

Statement of Conduct

As a student, you must recognize that your conduct is a reflection on the testimony of the Lord, DCA K-8, your family, as well as yourself. As a student at DCA K-8, by signing a contract to attend DCA, you have agreed to live within the rules of the school. The agreement is a commitment that you will govern yourself and abide by the school rules with a willing attitude. The following guidelines are established to maintain an atmosphere conducive to learning and glorifying to God. Failure to abide or agree to these guidelines may result in dismissal of DCA K-8:

- Disobedience or disrespect to authority.
- Disrespecting, bullying or intimidating others.
- Abusive language, either in verbal or non-verbal form including (but not limited to) gossip, cursing, swearing, and obscenities.
- Wholesome friendships are encouraged between boys and girls. Students should demonstrate modesty regarding personal affection on campus and at school functions. No PDA (Public Display of Affection).
- Regarding sexual behavior, students are expected to live by the behavior identified in the Statements of Faith. Students are expected to dress in conformance with their biological sex and all DCA K-8 students will use restrooms, locker rooms, and changing facilities conforming with their biological sex.
- Vandalism; destruction of school or personal property or any form of graffiti. (Students will be subject to the actual clean-up or repair costs.)
- Tampering with lockers, their contents, or anyone's property.
- Fighting or causing injury to others.
- Any conduct which is not in keeping with the philosophy of the school.
- Any involvement on or off-campus with alcohol consumption, with sexual activity, with pornography, with smoking/vaping, with illegal drug use, or with bullying (personally, messaging, or on social media). DCA K-8 may utilize detection canines throughout the year. DCA K-8 may also utilize on-site drug testing.
- Disruptive behavior.
- Candy, food, or drink is not to be consumed in the classrooms.
- Fireworks, firecrackers, matches, and other flammable/explosive materials are prohibited by law and are not permitted on campus.
- Students will not bring on campus any weapon (including pocketknives), firearm, or anything that resembles a weapon or firearm.
- Profanity, vulgarity, and other forms of communication unbecoming of a Christian are not acceptable.
- Visible tattoos/ink drawings (resembling tattoos) are not encouraged. Students may be asked to have tattoos covered.
- Gambling is not permitted.
- Unauthorized visitors are not permitted.
- Cut days and school pranks are not acceptable activities. Students may be subject to discipline for their involvement.
- Cheating includes, but not limited, to the following:
  - Copying some other student's work to submit as one's own (including class work, homework, or other written assignments).
  - Giving or receiving answers or stealing tests or answer keys.
  - Plagiarizing, i.e., copying other people's material and not attributing it to them. A further example would be copying words from a magazine article and replacing the author's name with your own and handing it in as though you wrote the article.
  - A student having another student do work for him/her.
  - Forgery of any signature may result in immediate suspension.
  - Plagiarism (See Academic Integrity policy.)

Classroom Environment

To maintain a classroom environment that allows for maximum learning, teachers establish those standards (i.e., classroom rules) they deem necessary. However, the following standards are for all classes:

- Students must always demonstrate respect for and cooperation with teachers.
- Students will be on time to each class and prepared with the necessary materials and mental attitude which indicates a readiness to learn.
- Communication of any kind between students, which is disruptive to the teacher or classmates, is unacceptable (including but not limited to text messaging, email, etc.).
- Personal grooming is inappropriate during class sessions and is not permitted.
- Students leaving class for any reason must first be granted permission by the teacher and will be issued a pass which will remain in the student's possession while the student is out of class.
- Food and beverages will not be brought in the classrooms without staff permission. Some teachers may allow students to have bottled water in class.
- Students may not be in classrooms or offices unless a teacher or staff member is present. Students must respect the teacher's area (desk, work area) and belongings (briefcase, grade book, computer, etc.)

Extra/Co-Curricular Activities

DCA K-8 offers a variety of activities for any student who wishes to get involved. Team sports for both boys and girls are offered, along with musicals, ASB, the California Junior Scholarship Federation, and more. Various clubs may be offered based on student interest and sponsor availability.

Eligibility for Co-Curricular Activities

Participation in any activity or program must be earned by the student through the maintenance of acceptable scholastic standards and consistent punctuality, as well as praise-worthy conduct both in the classroom and as a representative of the school to the community.

Attendance Requirements

In order to participate in extracurricular activities, students must be at school for at least half of the school day which is defined as at least two (2) blocks on a block day or four (4) periods on a 7-period day. This requirement may be waived in very special circumstances by administrative review.

Scholastic Eligibility

To be eligible, all students entering DCA HS must have achieved 2.0 GPA on a 4.0 scale with no more than one F in enrolled courses at the conclusion of the previous grading period. If an extenuating circumstance warrants a student entering DCA HS below a 2.0, they may enter on academic probation. To continue scholastic eligibility, a DCS HS student must meet these criteria: 1) Student is currently enrolled in 7 classes (Freshman – Junior years) or at least 5 semester classes (Senior year, upon approval only) at DCA HS, and 2) Student passed at least 5 of these classes at the completion of the regular grading period.

Athletics

DCA utilizes its athletic programs by teaching valuable life skills as well as health and wellness through a variety of sports offerings. Discipleship in the Christian faith is at the core of our athletic vision. We strive to develop, inspire, and equip our student-athletes to maximize the blessing of their God-given talents while developing character through competition. We compete to win while recognizing our prize is eternal.

Participation on athletic teams is a privilege extended to meet the interests of students. The right to participate in these teams must be earned by the student through the maintenance of acceptable scholastic standards as well as praise-worthy conduct within the classroom and on the playing field.

Participation requirements include a recent physical examination, parental approval, acceptable scholastic and behavioral standing, and payment of any required fees. If a student becomes academically ineligible, quits, or is removed from a team during a season, he/she may not try-out or participate in the next season of sport until the prior season is completed. Any student being temporarily removed from a team by someone other than the school administration or head coach must first get prior written approval from the coach and the Athletic Director.

If temporary removal is approved, a return date will be set and must be adhered to for the student to be allowed back on the team. Temporary removal shall last no longer than five school days and may not be used more than one time per season. A student/athlete may not drop a sport and transfer to another sport or extra-curricular activity in the same season.

Please note: Any individuals/teams advancing to the playoffs must participate in and attend the athletic event. Any conflicting non-academic, extra-curricular activity does not qualify as excused absence from event.

Refer to Scholastic Eligibility Requirements

Athletic Awards

- Male and Female Athlete of the Year: This award is given to the student athlete who excels at the highest level of their sport or sports for the given school year. A qualified student may be removed from these considerations if the discipline and academic record of the student is deemed unsatisfactory by administration.

Associated Student Body (ASB)

The student body of DCA K-5 and 6-8 has an active ASB. The council is comprised of elected officers and appointed representatives. The 6-8 ASB class meets during zero period to discuss and resolve issues related to the school's spiritual life, student body projects, recreational and social activities. K-5 meetings are set by the ASB advisors and will be communicated to students and families via email and other forms of communication.

Officers

The ASB includes the following elected positions: President, Vice President, Secretary, Spiritual Life Representative, Rally Coordinator, Grade Level Representatives, and Class Representatives. Other positions may be added by the ASB Advisors with Administrative approval.

Elections

Prospective candidates can obtain petitions and student government leadership requirement and teacher qualification forms from the ASB advisor or the DCA K-8 administration. Campaign procedures and recommendation forms are predetermined. Elections for the position of ASB leadership are held in the spring, and individual K-5 & 6-8 class representatives are elected during the first month of school.

California Junior Scholarship Federation (CJSF)

DCA 6-8 is a member of the California Junior Scholarship Federation. The purpose of the chapter is to foster high standards of leadership, scholarship, service, and citizenship on the part of the 6-8 students and to promote appropriate activities among its members as they use their skills to help others.

A student must apply for membership during an enrollment period at the beginning of each semester, must be a worthy school citizen, must have no grades lower than "C" in the previous semester, and must have a minimum of twelve points in designated subjects (A=3, B=1, C=0).

Membership is for one semester only and can be renewed each semester the student meets the requirements. CJSF may change the point system and/or requirements without notice. DCA 6-8 will use the current CJSF requirements established by CJSF for student membership.

STUDENT DISCIPLINE

The writer of Hebrews tells us "No discipline seems pleasant at the time, but painful. Later, however, it produces a harvest of righteousness and peace for those who have been trained by it" (Hebrews 12:11). In order to produce this harvest, DCA K-8 has developed a program of disciplinary action. In addition to many disciplinary tools that our teachers/staff may use in the classroom on an intermediary basis, at times, more intervention is necessary.

Disciplinary Consequences

DCA K-8 reserves the right to discipline students at any time for violations of the Standards of Conduct whether on campus or off campus, or other reasons that affect the welfare of the individual student, the school community, or the school's reputation. DCA K-8 is not required to follow progressive steps of discipline; a student may receive higher level consequences on the first, based on the nature of misconduct.

Righteousness and Peace (RAP)

The term RAP is an acronym for "Righteousness and Peace" derived from Hebrews 12:11 and refers to disciplinary consequences assessed at DCA. When a student receives a RAP, it is typically assigned by administration.

Teacher's RAP

Teachers may choose to hold RAP for students in their rooms at break, lunch, or after school as a means of correcting behavior or to deal with academic issues. This level of RAP will not exceed thirty (30) minutes and will not interfere with any before or after-school commitments. Should a student not attend, they may be referred to administration for further consequences.

Lunchtime RAP

Minor academic or behavior issues and first offense dress code violations may result in lunchtime RAP. Students are required to perform campus clean-up in the cafeteria, or on school grounds. Lunch RAP is the last ten (10) minutes of the lunch period. Failure to report for duty may result in further multiple lunchtime RAP sessions and/or after-school RAP.

After School RAP

Student behavior and multiple tardies may result in after school RAP, which begins ten (10) minutes after the last school bell Monday through Thursday and lasts approximately forty-five (45) minutes. Any conflicts with attendance to RAP need to be approved by administration prior to the start of RAP. A one-day grace period may be allowed to arrange rides, co-curricular or other after-school activities and responsibilities. Missed RAP sessions will be noted and addressed with additional RAP session. RAP may consist of reflection writing assignments and/or tasks performed to support the school community. DCA 6-8 will send an email notification to parents about their students after-school RAP sessions.

Behavioral Contracts/Disciplinary Probation

Students violating the Standards of Conduct may be placed on a behavioral contract and are then considered on Disciplinary Probation. The DCA administration will determine the length of probation, and a probationary contract may restrict participation in or attendance at school-related activities. The contract will also set forth expected outcomes and terms to which the student must adhere during the probationary period.

Suspension

A suspension is a measure of discipline in which the student is not permitted to attend school, school functions, games, athletic practice, or be on the school grounds during or after school hours for one (1) to five (5) days.
A student may be suspended from school for violating the Standard of Conduct on or off campus. The student's parents will be notified of all suspensions. Records of suspension(s) will be kept in the student's electronic disciplinary file. Upon returning from suspension, a behavior contract may be implemented.

In-School Suspension (ISS)

ISS is for the entire school day and is made up of character development and academics. The students will be supervised by an assigned staff member during the school day and will not attend any classes or go out for break. The student will eat lunch in an assigned room away from his/her peers. Additionally, students will be responsible for making up all classwork and homework for the day.

Dismissal

A student may be dismissed from DCA K-8 for any serious offense that is a violation of the Standards of Conduct. Dismissal is at the discretion of the principal in consultation with the administrative team and will be noted on the student's records and reported accordingly. The option to withdraw prior to dismissal may be granted. The student and his/her parents may submit an appeal in writing to administration.

Dismissed students are prohibited from being on the DCA campus at any time unless prior approval has been granted by the administration.

Levels of Discipline

Level 1 Infractions

Level 1 infractions are characterized as minor violations of behavior expectations that disrupt the learning environment. Level 1 infractions may include but are not limited to the following:

- Tardiness
- Unexcused absence(s)
- Dress code violation(s)
- Class disturbance(s)
- Misuse of electronic devices
- Profanity
- Other inappropriate behavior

Most Level 1 infractions should be handled by the teacher. Teachers may assign Teacher RAP or refer the student to DCA K-8 administration where the student may be assigned Lunch RAP or After-School RAP.

Level 2 Infractions

Level 2 infractions are serious violations of behavioral expectations. Level 2 infractions may include, but are not limited to, the following:

- Disrespect to faculty/staff Ed Code 48900 (k)
- Excessive profanity Ed Code 48900
- Disrupting school or classroom activities Ed Code 48900 (k)
- Harassment/bullying Ed Code 48900 (r)
- Repeated or ongoing Level 1 infractions
- Play fighting, dangerous behavior

- Truancy/cutting class Ed Code 48260
- Inappropriate use of electronic devices and technology Ed. Code 51512
- Verbal altercation or intention to fight Ed Code 48900
- Lying, cheating, or plagiarism Ed Code 48900 (k)

Students who commit Level 2 infractions should be reported to DCA K-8 administration. After investigation of the incident, the appropriate consequence will be determined. Consequences include but are not limited to RAP, In-school Suspension, or Suspension.

Level 3 Infractions

Level 3 infractions are major violations of behavioral expectations and almost always result in suspension and may result in dismissal. Level 3 violations that may include, but are not limited to the following:

- Fighting and/or causing physical injury Ed Code 48900 (a)
- Use, possession, or distribution of drugs, tobacco, or alcohol Ed Code 48900 (h)
- Possessing weapons
- Property damage, vandalism, or theft Ed Code 48900 (f)
- Robbery or extortion Ed Code 48900 (e)
- Stealing or gambling Ed Code 48900 (g)
- Extreme or repetative harassment/bullying Ed Code 48900 (r)
- Threatening harm to a student or staff member Ed Code 48900
- Detrimental affiliation, repeated use of symbols, writing, or paraphernalia Ed Code 48900 (a-1)
- Any involvement on or off-campus with alcohol consumption, with sexual activity, with pornography, with smoking/vaping, with illegal drug use, or with bullying

Students who commit Level 3 infractions should immediately be taken or reported to DCA K-8 administration. A completed report, written or verbal, will be taken. After DCA K-8 administration investigates the incident, the appropriate consequence will be determined.

Restorative Principles

Our goal is to restore the heart and confidence of the individual who was negatively affected by working together in a collaborative way; we believe effective collaboration can also bring accountability to those who created the harm. We believe that something good can be learned out of harmful situations beyond simply assigning blame and administrating punishment.
We want to provide families and the school community with a redemptive way forward than through typical cycles of retaliation and retribution.
We believe in the resiliency and goodness of our students and families and want to teach them how to resolve conflict in a Godly manner.

Searches

The school administration, with reasonable suspicion, has the right to conduct a search of a student and the physical plant and grounds of the school. This includes lockers, book bags, cellular telephones and personal technology, and devices. Parents/guardians will be notified following a search regardless of the outcome.

The administration reserves the right to search any student's locker without notice when the general good of the school community is in question and/or at the discretion of DCA K-8 administration.

DCA K-8 reserves the right to employ professional detection services to further protect the community. This service may perform random searches of the school and student bags and belongings per arrangements made directly with the company.

Required Testing for Substance Abuse

Students enrolled at DCA K-8 may be required to be tested for use of a controlled substance and/or mood-altering substance. Parents will be notified. A student will not be allowed to return to school if his/her parent(s) refuse to allow the student to be tested. Any tampering of the collections sample will be considered a positive test. Students with a positive test result will be subject to the school's disciplinary policies. All fees associated with drug testing will be the responsibility of the parent/guardian.

Social Media Policy

The social media policy located in the Acceptable Use Policy (AUP) applies to all students of DCA K-8 in their use of the internet, social media, and electronic communications, regardless of whether that use is through devices and resources of DCA K-8 or any other devices or resources.

DRESS CODE

Expectation

Parents or guardians of students at DCA K-8 have the primary responsibility for implementing appropriate standards of dress and grooming/hygiene in their home. In partnering with parents or guardians, DCA K-8 acknowledges the responsibility to establish and maintain a standard of dress and grooming/hygiene that facilitates a positive, successful learning and teaching environment.

Clothing that is immodest, distracting, dangerous or profane or is offensive to individuals or a group is considered inappropriate for a school setting. This standard of appearance extends to accessories, hair, extreme jewelry, political messaging, and/or body markings. While the following standards are not intended to be all-encompassing, administrators have the responsibility and authority to apply these general guidelines when confronted with questionable appearance not covered specifically. Failure to follow these guidelines may result in further consequence.

Pants/Shorts/Capris

- Bottoms must be tan, black or navy (no blue jeans). Bottoms may be pants, shorts, capris, or skirts.
- All bottoms must be modest and appropriately sized, with no holes, rips, or tears.
- Pants/capris/shorts must have pockets, and have seams down the side of the leg.
- Students may not wear sweatpants, athletic joggers, leggings alone, or tightly fitting bottoms.
- Shorts/skirts/dresses must be no more than 3" above the knee or 3" below the fingertips 25 (since everyone is made differently).
- Leggings are permitted to be worn under appropriate-length shorts, skirts, or dresses but must be solid navy blue, powder blue, white, or red.
- K-5 students may wear polo dresses in solid navy blue, powder blue, white, or red.
- Any attire that is not listed above is not permitted.

Shirts

- Students must wear official DCA shirts, Lion gear. (This includes DCA athletic spirit wear representing recognized DCA clubs and programs.) DCA shirts may be purchased either in the DCA student store or through recognized and approved DCA clubs and programs.
- DCA shirts may not be cut or altered in any way.
- Polo shirts matching the school colors may be worn.

Sweatshirts/Sweaters & Jackets

- K-5: Sweatshirts—either hooded or non-hooded, pullover or zipped—are considered outerwear. Any color and appropriate designs are acceptable. Dress code shirts must be worn underneath at all times.
- 6-8: DCA sweatshirts and sweaters are allowed. This includes DCA athletic spirit wear representing recognized DCA clubs and programs. DCA sweatshirts and/or sweaters may be purchased either in the DCA student store, or through recognized and approved DCA clubs and programs.
- Sweatshirts/sweaters that do not meet the above standard are NOT allowed. This includes zip ups.

Shoes

K-5:

- Students must wear closed-toed shoes with backs at all times. Shoes must be appropriate for both recess and PE activities.
- No Crocs or sandals similar in nature are NOT allowed

6-8:

- Shoes must be worn at all times.
- Students may choose to wear sandal-type of shoe so long as the item covers toe nd has a strap on the heel.
- Open-toe sandal/shoes (slides) are NOT allowed.

Head Coverings (Hats/Visors/Hoods, etc.)

- Head coverings are NOT to be worn inside the building, including hoods.

Hair/Accessories

- Hair is to be neat and well groomed.
- No "extreme" jewelry or body marking/piercing. A student may be asked to cover tattoo of any kind.
- Facial hair should be neatly groomed.
- No animal headbands (mystical or natural) or costume accessories outside of spirit day.

Fridays Dress Days

- On Fridays, students and staff may wear jeans with Lion Wear.
- Blue jean pants must be neat, modest, and appropriately sized with no holes and must have belt loops and pockets. Belts are recommended.

Other Dress Days

- Administration may announce any other special dress day, including Spirit Week. Dress code may vary on these days and will be announced with the schedule.
- On rally days, students may wear class t-shirts with blue jean pants. In season, athletic teams may also wear game day shirts with blue jean pants on Rally days.
- Appropriate hats/visors/hair apparel are acceptable during Rallies. Hats must be removed during class time.
- School-sponsored events, both on and off campus, require that both boys and girls wear modestly designed and appropriately fitted clothing.

Dress Code Violations

Teachers and administrators actively monitor and enforce student dress code. Students unable to correct a violation in the classroom will be sent to the office where they will either be loaned school attire, or their parents will be called to bring the proper attire to campus.
In addition to the above, if a student is not compliant with the dress code, he/she would likely face the following consequences:

1st Offense - Change of uniform, warning
2nd Offense – Change of uniform, and contact parent/guardian
3rd Offense – Change of uniform, After-School Detention
4th Offense – Change of uniform, 3 days' Detention, parent/guardian meeting, and behavioral contract, which may contain additional measures of discipline up to and including suspension.

Dress Code offenses may result in students being sent home or serving a day of in-house suspension at the discretion of the school administration.

CAMPUS OPERATION

Closed Campus Policy

DCA K-8 operates under a closed campus policy. All students must sign in or out at the school office if arriving or leaving after school is in session. The rules governing the closed campus are as follows:

Lunch

Food may not be delivered to the school for the students through restaurants or any food delivery services (i.e., DoorDash, Uber Eats, etc.).

Cafeteria

FLIK is the onsite cafeteria service at DCA, providing nutritious and age-appropriate food options for all DCA students.

DCA uses MySchool Bucks (MSB) for the purpose of purchasing school lunches. All students are expected to maintain a positive balance at all times. If a student carries a negative balance, the student will be unable to utilize the cafeteria services. It is strongly encouraged that parents/guardians setup student's MSB as auto deposit. Any negative balance from MSB will be transferred to the student's FACTS Tuition account at the end of each semester.

If a student withdraws during the school year, any negative balance will be transferred to their FACTS Tuition account. Any positive balance will be refunded except for a balancing owing on the tuition account. Therefore, the credit balance from MSB will be applied to any outstanding tuition balance.

Early Dismissals

- Permission to leave campus at any time may be secured from the school office if a student has a written note from a parent/guardian or any adult listed on the emergency card. This permission is called an "early dismissal." When contacting the office to arrange for an early dismissal, identification will be verified from information on the student's emergency card.
- If a student becomes ill at school, a teacher will give the student a pass to the office. If a student needs to go home, an administrative assistant in the school office will help with the arrangements to leave. Parental permission must be given for a student to leave before the school day ends.
- A written note or email from the parent/guardian must be provided indicating permission to leave campus with another student.

On-campus Visitors

All visitors must obtain a Visitor's Pass from the school office. Students are to notify staff of anyone not enrolled at DCA K-8 and not part of the staff who are not wearing a Visitor's Pass immediately.

Emergency Health Procedures

- The school office offers immediate first aid to all injured or ill students.
- If a student is injured on campus, the student should report this injury to a teacher or staff member. An Accident Report will be filled out by a staff member.
- Insurance claims should be submitted to your primary carrier. All accidents must be immediately reported to the school office. An accident form will be filled out by the person in charge. Please note, the school does not provide student insurance as a secondary carrier to your primary family insurance.
- If a student becomes ill during school hours, he/she should request a pass from his/her teacher to the school office. Parents/guardians will be notified of all students who leave class due to illness.
- Any student having a temperature of 100 degrees should not come to school. If a student arrives to school with a temperature of 100 degrees, he/she will be required to leave.

- It is routine policy to require parents/guardians to pick up their child when their temperature reaches/exceeds 100 degrees or when the child is vomiting and/or is unable to function normally at school. The child cannot return to school until a 24-hour period has passed

without recurrence of a fever, vomiting or diarrhea.
- If a student is advised to leave campus, the parent or emergency contact will meet and check out the student at the DCA K-8 office. The sign out sheet must be completed by the person picking up the ill or injured student. Students will only be released to parents and/or adults listed on their emergency cards.

Medication

DCA K-8 requires parents/guardians to make arrangements with the school office to administer ALL medications (including those sold over the counter) that are brought to the school.
A PARENT/GUARDIANS MUST COMPLETE A MEDICATION RELEASE FORM BEFORE THE MEDICINE CAN BE ADMINISTERED.
Medicine may be given by the designated school personnel.
Medications are NOT to be kept with the student (i.e., in lunch box, backpack, etc.)
Medication must be brought to school in its original container.
Prescription medication that will be given longer than TWO WEEKS requires a physician's signature on the MEDICATION RELEASE FORM.

Chapel

Chapel is a vital part of campus life at DCA HS. It's an opportunity for students to develop their understanding of the Bible and learn how to be a strong and faithful Christian. Students will hear outstanding speakers and be invited to worship alongside other students.
We ask that our students demonstrate honor and courtesy to all guest speakers by listening carefully and behaving properly. Student's attitude toward the speaker should be respectful and attentive. Although note taking is not required during chapel, it is a good practice and shows active interest and participation.
At no time will studying or doing homework be allowed. There is to be no unnecessary talking, disturbance, or distracting others. As a courtesy to others, use the restroom during the other times of the day unless it is of urgency.

No food or drinks are allowed during Chapel.
Students are expected to bring their Bible.

Emergency Drills

(Fire/Evacuation/Disaster/Lockdown)
It is required by law that the school conduct emergency drills. In keeping with recommended civil defense procedure, disaster drills, and intruder drills will also be conducted. Students are expected to become familiar with these instructions so that all drills can be conducted with minimal of confusion.

Lockers

Students are issued lockers at the beginning of each year. Students are responsible to report locker problems to the office immediately so the student may be issued a new locker. All lockers should always be kept locked. Students are to keep appropriate items in their lockers. Items left outside the lockers will be placed in the Lost and Found. The school is not responsible for loss from lockers. Tampering with another student's locker will be considered a serious breach of school rules. Any damage to a student's locker may result in the student being responsible for repairs.

Lost & Found

All articles found on the school grounds should be turned into the Lost & Found in the Cub Den/A-24 (K-5) for the Lion's Den (6-8). Unclaimed items will be donated to a charitable organization at Christmas break and end of the year.

Personal Property

DCA will not replace lost/stolen articles or make reimbursement for lost/stolen articles. Students and their parents are responsible for damaged property (personal, school, or church), whether damage was willful or accidental.

Telephone
Students needing to use a phone to call home may ask at the DCA K-8 Office.

Photography Release
Activities in and around the DCA campus are often photographed and/or videotaped. When enrolling your children in our school, parents/guardians have the option to release DCA, to photograph and/or record them while participating in daily activities and to use the photographs and/or video in displays, other publications, or video promotions showing these daily activities.

Restrooms/Locker Rooms and Showers
Students should plan to use restrooms during non-instruction time (i.e. before school, after school, break, recess, or lunch). Please notify the office immediately if there is any supply needs or service that is required for the restrooms.

Student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions, etc.), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

Curriculum
K-5 curriculum at DCA is provided by the school. If a student withdraws at any point during the school year, the curriculum is to be returned to the school, as it is the property of DCA (this includes consumable materials).

The curriculum at DCA 6-12 is mostly digital. Digital curriculum is web-based and interactive for students and teachers with many additional resources and engaging supplements. An annual curriculum fee is assessed at the start of the year through FACTS. DCA is a 1:1 Bring-Your-Own-Device campus for students in grades 7-12. Students in 6th grade are welcome to bring a device; however, devices are provided in all core classrooms for all 6th grade students. Parents and students are encouraged to make the choice that is best for them for a laptop device while adhering to the guidelines in our Acceptable Use Policy. Families are responsible for purchasing a device for their students, as well as fees associated with curriculum and courses. DCA utilizes a Learning Management System (LMS) called Google Classroom. Students also have a school email beginning in 3rd grade and access to Google Workspace for Education, both hosted by Google.

If parents and students prefer print materials in addition to the required digital curriculum, they have the ability to purchase print editions of required texts. Reach out to your respective campus office for more information.

Supplies
Some supplies are provided by the school. Specialized classes may require special supplies and/or additional course fees, which will be billed through FACTS. Personal supplies such as paper, pens, pencils, notebooks, electronic devices, etc., must be supplied by the student.

Sexual Harassment
Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting under any of the following conditions: Ed Code 489002 This applies to all individuals in the DCA community (student, staff, and faculty). Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.

- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Examples of Sexual Harassment
Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct such as making/using derogatory comments, epithets, slurs, or jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive, or obscene letters, notes or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

Student Harassment
DCA is committed to maintaining an academic environment in which all students, staff, and faculty, treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment, bullying, and racial discrimination. Racist, sexist, derogatory, or hazing behaviors are not tolerated. Anyone who violates this policy will be subject to discipline up to and including termination or dismissal or terminiation. Ed Code 48900(r)

Bullying
Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. Bullying deploys aggressive behavior with negative intent from a more powerful individual to a lesser. It is superior power wielded by an individual or group for unjust reasons and in unjust ways. Ed Code 48900(r)

Cyberbullying
Cyberbullying is willful, recurrent harm inflicted through the medium of electronic text; or using the cyber world to harass through personal attacks or other means. Examples of cyberbullying include, but are not limited to, malicious text messages or emails, rumors sent by email or posted on social media sites, embarrassing pictures, videos, websites, or fake profiles. Ed Code 48900(r)

Racial Discrimination
The differential treatment of an individual or group of people based on their race, color, or ethnic origin. Racial harassment is an incident, or a series of incidents intended or likely to intimidate, offend, harm, or disregard an individual or group because of their ethnic origin.

Examples of Racial Harassment
Unwelcome conduct (verbal or physical) including intimidation, ridicule, insult, racial or ethnic slurs, discrimination and hazing are examples of racial harassment. Hateful acts/remarks of an offensive nature will result in disciplinary action.

What To Do If You Experience Or Observe Harassment Of Any Kind
Students who feel that they have been subjected to conduct of a harassing nature or witnessed this type of behavior are encouraged to report the matter promptly to a staff member. All reports will be investigated promptly.

Confidentiality
Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to investigate fully every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation
It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

Procedure and Action
When one of the school officials designated in this policy receives a complaint, he/she shall immediately inform the administration. The administration will direct an investigation to be made of the complaint. If the investigation confirms the allegations, prompt corrective actions shall be taken. In addition, any student or employee found to be responsible for any form of harassment in violation of this policy will be subject to appropriate disciplinary action up to, and including, dismissal or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

ACCEPTABLE USE POLICY
Destiny Christian Academy recognizes that access to technology gives students and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. DCA commits to helping students and staff continue to develop innovative technology and effective communication skills in a God-honoring manner. To that end, we provide access to technologies for student and staff use.

The Acceptable Use Policy (AUP) outlines the guidelines

and behaviors that students and staff are expected to follow when using various technologies in school or on the campus of DCA. All students and staff are expected to read and abide by the guidelines outlined in the AUP. Failure to comply with the AUP may result in disciplinary action.

MEDIATION/ARBITRATION AGREEMENT

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in the conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including statutory claims, shall be settled by biblically-based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to arbitration

GENERAL DISCLAIMER

School administration reserves the right to interpret or modify the information outlined in this handbook when deemed appropriate. DCA administration reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations, and academic or behavior standards.