# STUDENT HANDBOOK

DESTINY CHRISTIAN ACADEMY
HIGH SCHOOL

07.01.25

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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 can be found in our apps.

### School Hours

Students are discouraged from being on the school grounds prior to 7:45 a.m. (unless they have a zero-period class) or lingering after 4:00 p.m. unless they are involved in school-related activities such as after-school programs or extracurricular activities.

### 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 educational 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 men and woment 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 achievement.

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.

Each student and employee of DCA will be held accountable for their 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 or contradict these beliefs (through social media or otherwise) while members of DCA. These beliefs are in accordance with Destiny Church and our sponsoring denomination, the Assemblies of God. Destiny Church 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, 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 all avoid conversations and gossip that does not lead to resolution.

## 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 be assessed to determine readiness. No student with a birthday after September 30th will be admitted into Kindergarten.

## Immunizations

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, depending on payment plant.
  - 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. Discounts cannot be combined.

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.

**2026-2027 Financial Aid Dates**

Please visit our website at dcasac.org for the most up to date information on dates and deadlines.

Please note the following:

- Financial Aid is available for grades K-12 only.
- Financial Aid 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 and incidental 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. Parent/guardian 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 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.

## 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 grades indicating the student's final quarter grade will be sent via email. Progress reports will be sent via email at the midpoint of the quarter for all students. Only the semester grades are recorded on the student's transcript and are considered official grades. Parent/Teacher Conferences take place in the fall for all K-12 families following the first quarter report card.

## Semester Grades

Semester grades 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 includes a final 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 semester grades. Semester grades are emailed to parents after the conclusion of the fall and spring semester.

DCA GRADING POLICY

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 the 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 a course 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

It is the students responsibility to make arrangements with the teachers for the completion of all make-up work due to an absence or tardy. Work assigned during absences will be due within a reasonable time period determined by the instructor. Teachers will work with students to extend deadlines, reschedule tests, etc. Refer to teachers' syllabi for specific class policies. Classroom and homework assignments are the sole responsibility of the student. Homework assignments are posted online on the day that they are assigned. For extended illnesses lasting three days or more days, parents may email the teacher(s) directly regarding missed work. Students who fail to make up assignments/testing in the designated time frames may receive a zero for that assignment/test.

## 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 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 2.00 GPA at the quarter report card 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.

## Academic Action Plan (AAP)

Students may be placed on an "Academic Action Plan" or AAP at any time during the school year. The goal of the AAP is to establish the necessary habits to build and maintain academic success at DCA. The high school and HS Administration create the AAP, which may also include the following:

1. Mandatory after school study hall attendance—Monday through Thursday
2. Teacher office hours/Peer tutoring
3. Parent conference with Vice Principal

Failure to attend mandatory study hall will result in one AAP infraction. Students in violation will be referred to the Dean of Students and assigned RAP.



## Curriculum

The curriculum at DCA HS is mostly digital. Digital curriculum is web based and interactive for students and teachers with many additional resources and engaging supplements. A curriculum fee is assessed through FACTS. Students will access curriculum through their digital classroom. DCA HS is a 1:1 Bring-Your-Own-Device campus. Parents and students are encouraged to make the choice that is best for them for a laptop device while adhering to guidelines in our Acceptable Use Policy. Families are responsible to purchase a device for their student, as well fees associated with curriculum and some course fees. DCA utilizes Google Classroom as the Learning Management System (LMS). Students also have a school email and access to Google Workspace for Education, both hosted by Google.

## Homework

Homework at DCA HS 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 examinations, and projects.

## Summer School/Outside Classes

All classes taken outside of DCA HS will need to have approval from HS Administration.

## Schedule Changes

During the first seven (7) school days of the semester, a student may drop or add courses without academic penalty. Requests for a schedule change can be made through email to DCA HS Administration. Changes will be made if scheduling allows, the class is not full, and it does not negatively impact the student's graduation 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 on 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.

Seniors who will be applying and attending college must request transcripts through our online system. We have partnered with Parchment Exchange to provide secure online transcript ordering available 24/7. The link is parchment.com/register. Seniors will have free access to Parchment through the summer of their graduating year. After that, there is a fee for requests made.

## MLA

The Modern Language Association (MLA) is the used format for writing papers and documenting sources at DCA HS. 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 directed by teacher. (Please refer to the AUP for additional information.)

Violators 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 a 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; RAP, suspension, or dismissal. All incidents of academic dishonesty are recorded and tracked by the High School Administrative Office. Repeated violations are cause for serious consequences including suspension and dismissal.

## 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.

Academic Superiority – 4.0-Above
High Honor Roll – 3.5 to 3.9
Honor Roll – 3.0 to 3.49

## Highest Academic Achievement Award

This award is given to the student in grade 11 with the highest academic GPA for the first 5 semesters at DCA HS. The recipient must be returning to DCA HS the following year and will receive a certificate and a $500 tuition scholarship. The student's name is added to the plaque that is on display in the High School office.

## Outstanding High School Student of the Year

This award will be given to the student in grades 9-11 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 HS the following year, and will receive a certificate of recognition and a $500 tuition scholarship. The student's name is added to the plaque that is on display in the school office.

## Valedictorian and Salutatorian

Awarded to the graduating seniors with the highest and second highest GPA for the first seven semesters at DCA. (Beginning in the fall `2024 and continuing through the spring of 2027, DCA recognizes the records of Capital Christian High School transcripts as DCA records for the purpose of Val/Sal.)

All classes are counted in the calculation except outside of school classes taken that are not required for graduation at DCA HS and any grades that are marked "P" (pass or fail option). If there is a tie in the calculation of the GPAs, or the difference is not readily distinguishable, the administration can declare more than one recipient in either the Valedictorian or Salutatorian category. The weighted GPA grades are used in the calculation. A qualified student may be removed from these considerations if the academic rigor is compromised, or the discipline record of the student is deemed unsatisfactory by the administration.

## Graduating with Honors

Graduating seniors who have exhibited high academic achievement through their weighted cumulative GPA will be honored at graduation with honor cords and their honor will be reflected on their diploma.

- Summa Cum Laude: 4.0-Above
- Magna Cum Laude: 3.5-3.9
- Cum Laude: 3.25-3.49

## Access to Cumulative Records

Parents may review individual records of their student(s) by making a request to the DCA HS Registrar and/or the administration. Parents may also receive a copy of any information in the records at a reasonable cost per page. If a student moves to a new school, records will be forwarded upon the request of the new school with written authorization of the parents/guardians. In the event that Destiny Christian Academy ceases education, all alumni records will be maintained in a permanent basis with Destiny Christian Church.



## Graduation Requirements

| | |
|---|---|
| Bible Literature | 40 credits |
| English (including Speech) | 45 credits |
| Social Studies (including Psychology) | 35 credits |
| World Language | 20 credits |
| Visual and Performing Arts | 10/20 credits |
| Mathematics | 30/40 credits |
| Science (3 yrs recommended) | 20/30 credits |
| Physical Education (including Health) | 10/20 credits |
| Elective (including 10 credits of Technology) | 40 credits |
| Total credits needed to graduate | 270 credits |

- Mathematics/Science credits must equal a total of 60 credits with a minimum of 30 credits in math.
- Students may earn a maximum of 20 PE credits through participation on DCA HS athletics teams. An additional 10 credits must be earned through PE/Health classes. For each semester of school athletics participation, a student will earn 2.5 PE credits with a maximum of 5 credits per academic year.
- All students are required to take 7 courses per semester during freshman, sophomore, and junior year. With the approval of the administration, seniors may take a minimum of 5 classes per day. To qualify, a senior must have a 2.0 GPA with all graduation requirements scheduled to be met. A college-bound student should not consider taking less than a full academic load during the entire 4-year program at DCA HS.
- Students can take up to three AP® courses in a year with administrative approval.
- If a student lacks a required course for a specific college or university, not offered at DCA HS, that student may request a waiver to take courses at another local high school, college, or other approved programs. Courses where curriculum requires taking a final, students are required to take that final. Courses completed outside of DCA HS must be approved by DCA HS Administration and official transcripts must be sent to the DCA HS Registrar at the completion of the course.
- Incoming 9th graders may have transferable credits from courses taken in middle school for high school credit in math (Algebra 1 or higher) and world language of a grade of "B" or better, so long as the course rigor is reviewed and approved as a considered high school level course.

DCA HS is designed as a traditional four-year high school program, academically, spiritually, and socially. In the event, that a student-athlete needs to graduate midway through their Senior year to fulfill college athletic recruitment, the student and parents must meet the following requirements:

1. An approved plan must be designed with the DCA HS administration to meet all graduation requirements.
2. All graduation requirements must be complete by the end of the first semester of Senior year.
3. Tuition for Senior year must be paid IN FULL by the end of October of the Senior year.
4. Written documentation of college acceptance and early entrance requirement must be received and verified by DCA HS administration prior to the end of the first semester of Senior year.

## English Requirement

Any Freshman, Sophomore or Junior failing to earn a passing semester grade (A - D) in English will be required to take summer school through DCA HS or a DCA HS equivalent to promote to the next level of English. Failure to meet this requirement will place the student enrollment at DCA HS in jeopardy.

DCA HS GRADUATION REQUIREMENTS

## College Plans

Prospective college students are encouraged to consult with the College and Career Center. Students are encouraged to plan for college early. The choice of appropriate classes in high school will establish preparation for college. Several college planning services are available.
Suggestions to follow in preparation for college:

- Freshmen will be informed of the college planning process.
- Freshmen, Sophomores and Juniors will take the PSAT.
- Sophomores will continue to work through the college planning process through an investigative career search*
- Juniors will work through the Junior College Search Project and should begin taking the college entrance exams: SAT or ACT. *
- Seniors should use the following information to assist in their college plans. *
  - Submit applications in a timely manner.
  - Research scholarships, many can be found in the College & Career Center.
  - Submit the FAFSA as early as October 1 to obtain financial assistance as well as submit the GPA verification form for Cal Grant consideration by March 1.
  - Plan a course load that will continue to foster college readiness to finish with a strong Senior year.

* It is recommended that prospective college athletes register through both the NCAA Eligibility Center and the NAIA Eligibility Center to become certified for academic and athletic eligibility at the collegiate level.

### Graduation Activities

Attendance is required of all graduates at all graduation functions. Standards of dress and conduct will be in effect for all graduation activities. Students will be informed of the details of dress expectations during the school year. Diplomas will be distributed following commencement exercises. All school accounts (tuition, sports fees, books, lockers, cap, and gown, etc.) must be cleared before a student can receive his/her diploma. Students that are deficient of 15 or more graduation credits will not participate in commencement exercises. Arrangements may be made with the administration for making up failing grades in an approved summer school. To receive their DCA HS diploma, all deficient credits should be completed by the start of the next school year unless prior arrangements have been made with high school administration.

## 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, PSAT and Spiritual Formation 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 to a loss of all credit for the course. Six absences, in a class, equals two weeks of school in an individual class.

Students who accumulate six (6) or more absences per class 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 dismissal 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/guardian provide a copy of the medical note.

### Chapel Attendance

Chapel attendance is required for all DCA students. HS Chapel occurs every Thursday following 4th period. Seniors who are not enrolled in a 6th period may not sign out until after chapel.

### 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 HS 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 contact the Attendance Office before 9:30 a.m. on each day the student is absent. If a parent/guardian does not contact the school, the absence is considered unexcused until a parent/guardian 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 HS 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 RAP, 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 absence(s)
- 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 Office.

### 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 absence is excused.

### 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 a.m., 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 HS 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 towards their 12 total absences.
Examples of excused tardies upon arrival to school:

- Illness (only if cleared to return)
- Family emergency (with a parent/guardian written notification explaining the circumstance.)
- Medical visit (when an appointment verification or parent/guardian note is provided.)

Students will be allowed four (4) tardies per quarter; any tardy after that will result in RAP. Students who reach ten (10) tardies total in one quarter may be assigned multiple RAP days. 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 administation is critical.

Students 18 years of age or older will follow the same attendance procedures as other students.

## STUDENT LIFE

### Standards of Conduct and Honor

As a student, you must recognize that your conduct is a personal reflection on the testimony of the Lord, DCA HS, and your family. As a student at DCA HS, 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 God. Failure to abide by or agree to the following guidelines may result in dismissal of DCA HS.

- 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 our Community of Christian Excellence and our Statements of Faith. Students are expected to dress in conformance with their biological sex, and all DCA HS 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. (personally, messaging, or on social media)
- Fighting or causing injury to others.
- Any conduct that 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.

- DCA HS may utilize detection canines throughout the year. DCA HS may also utilize on-site drug testing.
- Disruptive behavior.
- Candy, food, or drink is not to be consumed in the classrooms without permission from the teacher.
- 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 cover tattoos.
- 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 is not limited to, the following
  - Copying another 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. (See Academic Integrity policy.)
  - A student having another student do work for him/her.
  - Forgery of any signature may result in immediate suspension.

### 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 that is disruptive to the teacher or other students is unacceptable.
- Personal grooming is inappropriate during class sessions and is not permitted.
- Students leaving class for any reason must first be granted permission by the instructor 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 teacher 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 instructor's area and belongings.

### Extra/Co-Curricular Activities

DCA HS offers a variety of activities for any student who wishes to get involved. Team sports for both boys and girls are offered, along with dramas, musicals, the California 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 special circumstances by administrative review.

### Scholastic Eligibility

To be eligible, all students entering DCA HS must have achieved a 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 DCA 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 participates under the California Interscholastic Federation (CIF) competing in the Sac Joaquin Section. 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 by maintaining acceptable scholastic standards as well as God honored conduct within the classroom and on their athletic setting.

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.

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 an excused absence from an event.

Refer to Scholastic Eligibility Requirements

### Athletic Awards

- Scholar Athlete: This award is given to the student athlete(s) that has participated in at least one varsity sport with a GPA of 3.50 to 3.99 (awarded per first three quarters).
- Outstanding Scholar Athlete: This award is given to the student athlete(s) that has participated in at least one varsity sport with a GPA of 4.00 or above (awarded per first three quarters).
- Male and Female Scholar Athlete of the Year: This award is given to the student athletes who excel at the highest level of their sport or sports and has maintained an exceptional cumulative grade point average as well. A qualified student may be removed from these considerations if the discipline and academic record of the student is deemed unsatisfactory by administration.
- Male and Female Athlete of the Year: This award is given to the student athletes who excel 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 record of the student is deemed unsatisfactory by administration.

## Associated Student Body (ASB)

The student body of DCA HS has an active ASB. The council is comprised of elected officers and appointed representatives. The ASB class meets to discuss topics and ideas related to the school's spiritual life, student body projects, recreational and social activities, and many other matters.

#### Officers

The ASB includes the following elected positions: Executive President; Vice President; Secretary, and Representatives; and 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 HS Administration. Campaign procedures and recommendation forms are predetermined. Elections for the position of ASB leadership are held in the spring.

## California Scholarship Federation (CSF)

DCA HS is a member of the California Scholarship Federation. The purpose of the chapter is to foster high

standards of leadership, scholarship, service, and citizenship on the part of the high school 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 ten 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. Membership does require dues to be paid each semester. State colleges and universities give favorable recognition to membership when considering admission and scholarships. CSF may change the point system and/or requirements without notice. DCA HS will use the current CSF requirements established by CSF 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 HS 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 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 HS is not required to follow progressive steps of discipline; a student may receive higher level consequences on the first instance 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 "RAP", it is typically assigned by administration to be served at lunch or after school.

There are three basic forms of RAP at DCA HS.

**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 address academic issues. Should a student not attend this type of RAP, they may be referred to High School 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 RAPs and/or after-school RAP.

**After-School RAP**

After school RAP begins ten (10) minutes after the dismissal bell Monday through Thursday and ends at 4:00 PM (2:25 on Tuesdays). The expectation is that students serve RAP the day they are assigned. A one-day grace period may be allowed to arrange rides, or if there are conflicts with co-curricular or other after-school activities and responsibilities. This must be approved by administration prior to the assigned RAP. Missed RAPs will lead to additional consequences. RAP may consist of reflection writing assignments and/or tasks performed to support the school community. DCA will send an email notification to parents about their students after-school RAP.

### Behavioral Probation

Students violating the Standards of Conduct may be placed on behavioral probation and will meet to review their behavioral contract. The DCA HS Administration will determine the length of probation, and a behavior 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 (on or off campus) 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 Rules of Conduct on or off campus. The student's parents/guardians will be notified of all suspensions. Records of suspension(s) will be kept in the digital student's disciplinary file. Upon returning from suspension, (at home or in-school) 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. 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. All students assigned ISS will be required to serve after school RAP at the completion of their ISS school day. Students are not permitted to participate in any extracurriclar activities on the day of the ISS.

### Dismissal

A student may be dismissed from DCA HS 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 record 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 include but are not limited to the following:

- Tardiness
- Unexcused absence(s)
- Dress code violation(s)
- Class disturbance(s)
- Misuse of electronic devices and technology
- 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 HS 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 and 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 or 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 HS Administration. After investigation of the incident, the appropriate consequence will be determined. Consequences include, but are not limited to, 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 may include, but are not limited to, the following on or off campus:

- Fighting and/or causing physical injury *Ed Code 48900 (a)*
- Use, possession, or distribution of drugs, tobacco, or alcohol. On or off-campus. *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 repetitive 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, sexual activity, pornography, smoking/vaping, illegal drug use, or bullying.
- Any violation to the California penal code.

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

**Restorative Practices**
While consequences serve in holding students accountable, we believe the most important piece around discipline is teaching the lesson. To that end, we will use restorative practices in various responses to discipline on campus.

Restorative practices use small group conversations following disciplinary issues to talk with students involved about the causes of the issues and identify positive solutions to repair the harm done to the community. This may be accomplished through responses such as mediation, community service, conflict resolution, etc. These sessions are typically facilitated by an administrator, counselor or a member of the staff or faculty as deemed appropriate. Participants in small group conversations may include peers, student leaders, parents, appropriate staff, administrators, or other community stakeholders.

**Restorative Principles**
1. 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.
2. We believe that something good can be learned out of harmful situations beyond simply assigning blame and administering punishment.
3. We want to provide families and the school community with a redemptive process as opposed to typical cycles of retaliation and retribution.
4. 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 grounds of the school. This includes lockers, book bags, cellphones and personal technology devices, and automobiles. This includes any on campus or off campus school-sponsored events. Parents 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 HS Administration.

DCA HS 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, cars, lockers and belongings per arrangements made directly with the company.

**Required Testing for Substance Abuse**
Students enrolled at DCA HS may be required to be tested for use of a controlled substance and/or mood-altering substance. Parents will be notified if tested. A student will not be allowed to return to school if he/she or his/her parent/guardian refuse 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 HS in their use of the internet, social media, and electronic communications, regardless of whether the use is through devices and resources of DCA HS or any other devices or resources.

**Eighteen-Year-Old Recognition**
When a student reaches the age of 18, the school maintains its recognition of the parents or guardians as the final authority.

## DRESS CODE

**Expectation**
Parents or guardians of students at DCA HS have the primary responsibility for implementing appropriate standards of dress and grooming/hygiene in their home. In partnering with parents or guardians, DCA HS 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 a consequence.

**Pants/Shorts/Capris**
- Solid tan, navy or black pants/capris/shorts, modest and appropriately sized (no blue jeans).
- Pants/capris/shorts should have belt loops, pockets, and seams down the side of the leg.
- Shorts may not be shorter than mid-thigh.
- Belts are recommended.
- Athletic gear, including leggings, is NOT allowed.

**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.

**Sweatshirts/Sweaters & Jackets**
- 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.

**Jackets**
- Non-DCA coats and jackets are allowed to be worn outdoors but must be removed once indoors.

**Shoes**
- Shoes must be worn at all times.
- Students may choose to wear sandal-type shoes if the item covers toes.
- 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. Facial hair should be neatly groomed.

**College/Spirit Fridays Dress Days**
- College/Spirit Friday Dress Days are on Fridays only. Students may wear blue jeans with college gear from the waist up (college t-shirt, polo, sweatshirt, or sweater). Students may also wear Lion Gear with blue jeans.
- Blue jean pants must be neat, modest, and appropriately sized with no holes and must have belt loops and pockets.

**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.
- Game Day Dress - Please see Athletic Handbook.

**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 school office where they will either be loaned school attire, or their parents will be called to bring the proper attire to campus. Students not returning "loaner" items in the specified time frame will be subject to disciplinary action.
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 RAP
4th Offense – Change of uniform, 3 days' RAP, 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 school administration.

## CAMPUS OPERATION

### Closed Campus Policy

DCA HS 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.).

### 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 or any adult listed on the emergency card. This permission is considered 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.
- Seniors needing to remain or return following lunch are required to sign in at the High School Office. Students that leave campus are not allowed to bring food from off campus for themselves or others during the school day (8:30-3:00).
- A written note or email from parent/guardian must be provided to the HS office for any student driving themselves off campus for any reason other than end of the school day.

### On-campus Visitors

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

### 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 immediately. An Accident Report will be filled out by a staff member.
- Insurance claims should be submitted to your primary carrier. 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. Parent/guardian 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, they will be required to leave.
- It is routine policy to require parents 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/guardian or emergency contact will meet and check out the student at the DCA HS 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 HS requires parents 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/GUARDIAN 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. 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 their peers and staff.
We ask that our students demonstrate honor and courtesy to all guest speakers by listening carefully and behaving properly. A students attitude toward the speaker should be respectful and attentive.

At no time will studying or doing homework be allowed. There should be no unnecessary talking, disturbance, or distracting others. As a courtesy to others, use the restroom prior to chapel attendance unless it is urgent.

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 confusion. The HS office notifies families via email upon completion of each drill.

### 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 cost of repairs.

### Lost & Found

All articles found on the school grounds should be turned into the Lost & Found in the school office. Unclaimed items will be donated to a charitable organization upon completion of each semester.

### 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. This includes laptop devices.

### Telephone

Students needing to use a phone to call home may ask at the DCA HS Office.

### Photography Release

Activities in and around the DCA campus are often photographed and/or recorded. When enrolling children at DCA, 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 videos in displays, other publications, or video promotions showing these daily activities.

### Restrooms/Locker Room and Showers

Students should plan to use restrooms during non-instruction time (i.e., before school, after school, break, or lunch). Please notify the office immediately if there are any supply needs or services 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.

### 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.

## 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.

## Student Driving Guidelines

Students driving to school are to park in designated student parking. The use of an automobile by students on campus is under the supervision of the administration and may be restricted or forbidden at school. Students and parents are always expected to drive safely.

**Requirements for Student Drivers**

- All student drivers must possess a valid California driver's license to operate any motor vehicle on the church/school grounds. Sufficient insurance coverage as provided by the laws of the State of California is required on all vehicles. Students assume liability for damage of any property.
- All laws relating to operating a motor vehicle in the State Vehicle Code are to be obeyed.
- Parking permits will be issued through the office upon the completion of a Student Vehicle Application. Permits must be placed on the rear-view mirrors.
- The speed limit on all DCA grounds is always 10 miles per hour.
- Students may park only in the area designated as student parking.
- Noise from car audio is to be confined within the vehicle while on school grounds and not to be disruptive to others.
- Once the students have arrived at school, the parking area is off limits. Students must have permission to enter the parking lot any time during school hours prior to their dismissal.
- Parking or moving violations may result in fines, tow away, or revocation of the parking permit.
- Students are not permitted to drive to classes on other parts of the campus.
- Seniors who drive and elect to leave campus prior to the end of the school day due to being completed with scheduled classes are expected to proceed to their vehicles and leave campus. The parking lot is not considered a meeting area for students.

## 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 (students, 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 individuals, students, staff, and faculty in our school community 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 dismissal or termination. *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

Racial Discrimination is 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. 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 and dealt with accordingly.

**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 law enforcement 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.