

Dunnellon Christian Academy
Student/Parent Handbook
2014-2015

Home of the Eagles



For Students and Parents,

20831 Powell Road
Dunnellon, Fl 34431
School Phone: (352) 489-7716
School Fax: (352) 489-5760

WELCOME TO DUNNELON CHRISTIAN ACADEMY!

"It is a good thing to give thanks unto the Lord and to sing praises unto thy name, O most High!" Psalm 92:1

"For thou, Lord, has made me glad through thy work: I will triumph in the works of thy hands. O Lord, how great are thy works!" Psalm 92:4, 5

"Give instruction to a wise man and he will be yet wiser: teach a just man and he will increase in learning." Proverbs 9:9

We have seen God accomplish more over the years than we would have dared to dream. He continues to challenge each of our staff and students in every aspect of this educational ministry. As our school continues to grow and mature, we earnestly request your prayers that DCA will maintain a standard of spiritual and academic excellence.

THE PHILOSOPHY OF DUNNELON CHRISTIAN ACADEMY

Dunnellon Christian Academy is a private, non-profit Christian Academy founded in 1983 as a ministry of First Baptist Church of Dunnellon. The curriculum provides a Christian education founded on the principles of Scripture. These principles are integrated in each subject throughout every class and by all instructors. The school implements the teachings of the family and the local church, helping to rear children in the nurture and admonition of the Lord.

OUR MISSION STATEMENT

Using God's Word as the basis of truth, we honor our Lord Jesus Christ through academic excellence with life-long service to family, community and country.

STATEMENT OF FAITH/CORE VALUES

The following truths, we believe, are central to a Christian education and it is our desire to "bring them alive" in the entire school program:

1. God is Creator and Sustainer of all things and the Source of all truth. (Psalm 104, Colossians 1:15-17)
2. Man was created in God's image but chose to rebel against God. His rebellion brought all men under the dominion of sin. (Genesis 1:27, Romans 3:23)
3. God provided a means of regenerating man and restoring him unto Himself. He sent His Son, Jesus Christ, to be the sacrifice for that sin. Therefore, each student is encouraged to receive Christ as his personal Savior and as the Lord in his life. (Proverbs 9:10) As a ministry of First Baptist Church Dunnellon, we believe our unity is found in the Person of Jesus Christ whom we see as "the

way, the truth, and the life" according to John 14:6. Man's eternal salvation is solely dependent on Christ's all-sufficient work on the cross. (Ephesians 2:8-9, Titus 3:5)

4. The real Teacher in our lives as believers is the indwelling Holy Spirit by whose work Christ-like character is developed. An important part of our curriculum emphasizes the development of biblical character qualities. (Romans 8:26-30, Galatians 5:22-23)
5. The Bible is the authoritative, inerrant, sufficient Word of God. It permeates our academic teaching since all truth is seen ultimately as God's truth. (II Timothy 3:16-17, II Peter 1:21) For example, history is viewed as "His story," the workings of a sovereign, omnipotent God. Science is the study of His marvelous world, created by Him, and of man, who was created in His image. Each academic area is looked at within the perspective of His Word and with the ever present questions, "What is God's way in this?" or "What does God have for us to learn and apply?" We strive for biblical integration in all areas of study.

OBJECTIVES

Spiritual - Moral Objectives

1. To evangelize students and to encourage them into a living and personal relationship with Jesus Christ as Lord. (John 3:16, John 14:6, Philippians 3:10-11, I John 5:11-12)
2. To teach the Bible as God's inspired Word and as completely true. (II Timothy 3:16)
3. To develop a respect for God's authority and the authority of parents in students' lives. (I Peter 2:17, Ephesians 6:1, Hebrews 13:17)
4. To develop a desire to know what the Bible teaches and to establish the habit of a daily "quiet time" resulting in an obedient and righteous life. (Philippians 1:9)
5. To assist students in the process of integrating biblical truth into each academic and extra-curricular area and ultimately into every area of their lives. (Proverbs 1:7, Philippians 4:8-9)
6. To inspire students to live by the "Spirit," becoming witnesses of God's saving grace and channels of His love and mercy to the world around them. (Acts 1:8, 22:15)
7. To instill a drive for excellence in all aspects of life. (II Corinthians 8:7, Philippians 3:12)

Academic Objectives

1. To tailor instruction realistically to the academic level on which each student is functioning and to help him progress as far as his potential will carry him. (Proverbs 22:6, Colossians 3:23-24, Hebrews 10:24)
2. To provide for the education and training of a wide spectrum of students. (I Corinthians 12:14-20, Ephesians 4:11-12)
3. To give particular attention to language arts skills so that students can read and communicate well and to develop a command of mathematical skills. (Mark 16:15, Ephesians 4:15, I Peter 3:15)
4. To teach an appreciation of God's world, and the care of His natural creation, so that students will develop a deep interest in and love for the people and cultures of the world. (Psalms 19:1, Romans 1:18-20, Matthew 28:19-20)
5. To teach critical thinking skills so that students can evaluate, discern, problem solve, and make wise biblical judgments. (Philippians 2:3-8, 4:8-9)
6. To develop creative abilities and a love of the fine arts. (Colossians 3:16, Ecclesiastes 3:11)
7. To develop disciplined study habits and a desire to continue learning all through life. (Romans 12:1-2, II Timothy 2:15)
8. To help students appreciate God's Word as their most basic "life textbook." (Philippians 2:16, Psalm 19:7)

Social-Personal Objectives

1. To enable each student to see himself as a unique creation of the Lord with gifts and abilities to be developed and utilized to the fullest. (Psalms 139:14, Luke 12:48b)
2. To help students understand that God is at work in the lives of believers, to conform them to the image of His Son, and develop Christ-like character qualities. (Jeremiah 9:23-24, Romans 8:29, Ephesians 5:1-2)
3. To develop the concept that we are one in the Spirit with other believers and to instill the desire to maintain that oneness. (John 17:21, Romans 12:3-6, Ephesians 4:12-13)
4. To teach that our responsibility is to love others in word and deed because "God first loved us." (John 13:34-35, I John 4:7-8)

5. To develop proper attitudes toward siblings and parents and a commitment to eventually establish their own God-centered homes. (Genesis 2:24, Deuteronomy 6:6-7, Ephesians 6:1-4)
6. To develop good habits of politeness and courtesy toward others. (Ephesians 4:29, 32)
7. To teach respect for all governing authorities and to teach the responsibilities as a Christian living in a democratic society and contributing as good stewards of all that God has given us. (Luke 20:25, Ephesians 4:15-16, Romans 13:1)
8. To encourage physical fitness, good health habits, and wise use of our bodies as temples of God. (I Corinthians 3:16-17, 6:19-20)

MATTHEW 18 PRINCIPLE

Dunnellon Christian Academy believes strongly in the biblical principles of communication as taught in Matthew 5 and 18. We are convinced that when one has been offended (or has offended) or has a concern of any kind, he should go immediately to the person involved to discuss the matter in love. We have seen relationships restored and new relationships develop when these precious principles are practiced between staff members, parents, and students. Our desire is that as a school family we would be committed to building up one another and confronting one another with a loving spirit.

Parents, when you have questions or disagreements regarding disciplinary actions, or any school situations, we request that you immediately discuss these questions or differences with the teacher/coach involved rather than disclosing that grievance with other parents, faculty or students. If the matter is not resolved with the teacher/coach, we advise you to then discuss it with the appropriate administrator and/or teacher.

We appreciate your comments about any aspect of the school program and look forward to communicating with you often. We want to encourage you to call the school, send in a note or set up a conference any time you have questions or feel there is a problem or sense some difficulty. Please also feel free to email us.

A major goal at Dunnellon Christian Academy is to maintain close contact with parents and to communicate regularly. *Please do not hesitate to schedule an appointment with us to share any ideas or concerns.* WE WELCOME YOUR VISIT!!!

We are here to serve you and your child.

Gal. 5:13 "... but through love serve one another."

DCA SCHOOL COMMITTEE

1. The Dunnellon Christian Academy, created by the First Baptist Church of Dunnellon, shall be a department of this church.
2. All business and activities of the Dunnellon Christian Academy shall be under the direction and supervision of the School Committee.
3. Members of the Dunnellon Christian Academy School Committee shall be members in good standing of the First Baptist Church of Dunnellon.
4. The School Committee members shall be elected by the membership of the First Baptist Church. Said committee shall consist of six (6) members with two (2) committee members elected each year for a term of three (3) years. The pastor of the First Baptist Church shall be the corporate head of the school and an ex-officio member of the School Committee.
5. The Academy administrative assistant shall serve as secretary to the School Committee with no voting privileges.
6. The Academy's Administrator will be a staff member of the church. Therefore, when an Administrator is selected, both the School Committee and the Pastor will be involved in his/her selection, evaluation, and retention or dismissal. The church membership will vote on this matter.

The School Committee shall help establish policies, procedures, fees, curriculum, and rules of conduct.

(Constitution and By-Laws of the First Baptist Church of Dunnellon, Section 8)

The Dunnellon Christian Academy

Student Honor Code

Because I want to be a person of integrity and honorable character, and I want to be a member of the Dunnellon Christian Academy family, I will choose to model my life, both on and off campus, after the example of Jesus Christ.

I make a personal commitment to:

- Cooperate respectfully with those in authority.
- Strive for excellence as a student.
- Seek to build relationships with people of high moral character.
- Care for and respect others and their property.
- Be truthful, trustworthy, and appropriate in my words and actions.
- Be pure and upright in my relationships, not involving myself in sexual misconduct.
- Choose modes of entertainment that are Christ honoring, avoiding the appearance of evil.
- Use all forms of technology in appropriate and Christ honoring ways.
- Refrain from any form of cheating.
- Totally abstain from the use or possession of tobacco, drugs, or alcohol.

On my word of honor, I will respect the *DCA Student Honor Code* and I will actively work to uphold its high standards. I shall do my best to be a good citizen of Dunnellon Christian Academy.

I realize that breaking the *DCA Student Honor Code* could result in disciplinary action, suspension, or expulsion.

NOTE: The DCA Student Honor Code is signed by students (and their parents) upon admission to DCA and at the beginning of each year.

The Dunnellon Christian Academy Parent Pledge

- I, who have the responsibility to “train up a child in the way he should go” (Proverbs 22:6), recognize that the standards for this training are set forth in God’s Word, the Holy Bible. Knowing also that this training comes by what children learn both at home and school, I pledge to avoid any obvious contradictions in or home by upholding, and never teaching against, the lessons in Godly morality taught at Dunnellon Christian Academy.
- I have made enough investigation to be satisfied with the philosophies and policies of the school and do pledge to make them my glad-hearted choice for my child. I have read and will comply with the current *Student-Parent Handbook*. I understand that one of the school’s objectives is to lead students to a saving knowledge of Christ (Matthew 16:26).
- I pledge to use the Matthew 18 Principle as outlined in the *DCA Student-Parent Handbook* when faced with any disagreement or conflict at the school.
- I pledge that if, for any reason, I or my child become dissatisfied with the school, I will withdraw him/her quietly and without delay. I understand that all students are accepted on a probationary status which will be based on social, as well as, academic performance.
- I hereby invest authority in the school to discipline my child as necessary. I further agree that I will cooperate and discipline my child in the home, as needed.
- I pledge my fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times.
- I pledge to assume the responsibility for my child’s education by supervising assigned homework, utilizing My School Worx, being an encourager, and initiating regular contact with my child’s teacher.
- I give permission for my child to participate in field trips considered part of the normal educational process.
- I understand that assessments will be made to cover damage to school property (including breakage of windows, abuse of books, etc.).
- I, as a parent of a student, do sincerely give my pledge to all items stated above. I understand that if my student breaks the *DCA Student Honor Code* it could result in my child being asked to leave school.

NOTE: The DCA Parent Pledge is signed annually by all parents

GENERAL ADMISSIONS POLICY

Students will be admitted based on the availability of space, completion of the written entrance requirements, the receipt of the reference letter, and a preliminary interview with the Administrator or his/her designee. The student must have a minimum of a “C” average and have a clean discipline record. Completion of these steps does not imply admission. Dunnellon Christian Academy reserves the right to refuse admittance to any student.

Students who are admitted to DCA will be expected to maintain a “C” average and observe the school’s code of conduct. Any student who fails to maintain a “C” average, or who, in the substantiated opinion of the Administrator, has become disruptive to the educational process will be placed on probation and/or referred to the School Committee for expulsion. It is the intent of Dunnellon Christian Academy to provide every student the opportunity to alter negative behavior and to fulfill his/her obligation to the school, to his/her parents, and to the Lord. **No student will be denied admission based on race, color, national or ethnic heritage.** Students may be denied admittance or have their registration canceled if their religious background is or becomes, incompatible with the school’s stated doctrine or beliefs, or if the student refuses to participate in any of the school’s activities.

Dunnellon Christian Academy has limited programs to assist students who have been classified, or who during their enrollment at Dunnellon Christian Academy become classified as ESE students. This includes students classified as emotionally handicapped or learning disabled. Each student situation fitting any of the criteria listed above must be discussed with the Administrator. The Intensive Instruction Program and/or the Powerline Program is available for those students with additional needs which would include McKay Scholarship students as well as other students who need additional services such as speech or occupational therapy. Title I services through Marion County will be offered to those students who qualify based on funding from the County. DCA will make every effort to offer these services on campus; however, we reserve the right to refer families to outside sources to meet these needs.

In the event parents wish to appeal decisions made by the Administrator, a written letter of appeal describing the situation and the decision of the Administrator should be drafted and a copy made for each member of the School Committee. The matter will then be discussed at the next regularly scheduled School Committee meeting.

Applicants must return the completed application packet prior to the testing date. Students who have not completed the application packet will not be admitted to testing. Please follow all of the steps listed on the following page under the “Steps for Admission to DCA” section. All steps must be completed before an interview can be scheduled.

REGISTRATION/ENROLLMENT POLICIES

NON-DISCRIMINATORY POLICY

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

STEPS FOR ADMISSION TO DCA

In order to become eligible to enter Dunnellon Christian Academy, each prospective new student and his parents/guardians must do the following:

1. Submit NON-REFUNDABLE Registration Fee of \$175.00.
2. Read the Dunnellon Christian Academy Handbook: available online at www.dcaeagles.com
3. Sign Tuition Contract and complete all necessary forms.
4. Submit a copy of student's certified birth certificate.
5. Submit a blue Florida Immunization Form.
6. Submit a doctor's health form (from State of Florida)
7. Submit a copy of most recent report card.
8. Submit a social security number (optional)
9. Sign Parent Pledge
10. Sign Student Pledge
11. **Submit a letter of recommendation from someone other than a family member (Pastor, Former School, Teacher, Community Leader, etc)
12. **Arrange for a Parent/Student Interview (through Academy office)
13. **Complete entrance exam if needed.

NO STUDENT WILL BE PERMITTED TO START UNTIL ALL OF THE ABOVE REQUIREMENTS ARE MET.

Steps 1-11 must be completed before an interview will be scheduled. Interviews will not be scheduled earlier than 24 hours from the time steps 1-11 have been completed. An application for admission is not considered until an interview has been held. Completing the above steps **DOES NOT ENSURE** acceptance to DCA.

ALL STUDENTS ARE ADMITTED CONDITIONALLY ON A SEMESTER (90 DAY) TRIAL PERIOD. The Academy reserves the right to place the child in a lower grade if it is deemed necessary. Additional probation may be set for not completing

homework, failure to meet other set academic requirements of the various subjects, or as a result of disciplinary problems. If the child fails to make acceptable progress, or does not adjust to the program of the Academy, the parents will be expected to withdraw their child, or the Administration will require the student to be withdrawn.

ADDITIONAL ADMISSION POLICIES

1. Arrange for an Administrator- Parent/Student Interview (through the Academy office).
2. Based on the entrance exam results, student may be enrolled into the Powerline program or Intensive Instruction Program for acceptance. Students and parents may also be required to comply with additional testing.
3. Academic achievement, not chronological age will determine the grade level placement of student.
4. Students must meet the chronological age required for a given grade by September 1 in order to be placed in that grade. Any exceptions to this policy must be approved by the Administration.
5. Parents must agree to submit their children to the standards of conduct, discipline, and overall program of the Academy.
6. Dunnellon Christian Academy reserves the privilege of setting and maintaining its own standards for student conduct, dress, cleanliness, and scholarship.

HEALTH REQUIREMENTS

All students must have a physical examination conducted by a Florida doctor and a completed up-to-date shot record on file (State of Florida Forms 3040 and 680). This must be turned in to the office on or before the first day of school. No student will be allowed to attend classes until the up-to-date physical examination and shot record are on file in the Academy office. Dunnellon Christian Academy maintains liability insurance only. **We do not provide accident insurance for students.**

TUITION PLANS & PAYMENT OF ACCOUNTS

It is our desire to make tuition plans convenient for your family. The following tuition plan is available:

Ten Month: This plan divides tuition into ten payments, with the first payment due no later than August 10.

All tuition is due by the first of each month and late on the 10th of the month. Payments will begin on August 1st and end May 1st. The monthly payment is due regardless of the number of days attended or the number of days in the month. All payments will be made payable to and mailed to:

**Dunnellon Christian Academy
20831 Powell Road
Dunnellon, Florida 34431**

Payments received after the 10th of the month are considered late. A late charge of \$20 per family will be added assessed after that time. Your account will be classified as delinquent until it has been brought current.

Families whose accounts are not paid in full and brought current by the first business day of the following month will be on financial probation. After a family's financial account has been delinquent for more than 40 days, the student or students in that family will not be allowed to attend classes without an approved alternate payment schedule in place.

All accounts must be paid in full before a student can receive a graduation diploma, report card, or transfer of any records to another school or individual.

The preferred method of payment for recurring tuition and fees is check or money order. This is for your protection as well as ours. A charge of \$30 will be added to any check returned for any reason. If a check is returned, future payments will be required by certified funds (money order or cashier's check). Personal checks will not be accepted from that point on for the remainder of that school year.

CREDITS FOR NON-FINANCIAL SERVICES

1. Church Membership: A monetary credit towards tuition costs will be granted for tithing members at First Baptist Church, Dunnellon, Florida. This amount is 5% of the tuition and will be credited to each family in the amount of 1/2% per month. You must select either the returning student discount or the 5%.
2. DCA Scholarships: Scholarships are awarded based on financial need and availability. Scholarship applications are available in the Academy office and are due no later than May 20 of the year of which you are applying. All the required documents must be attached to be considered by the Scholarship Committee. Only returning students are eligible for the DCA Scholarship.

WITHDRAWALS

After enrollment, arrangements for withdrawal must be made through the Academy office. All fees must be paid before a student's withdrawal is complete and scholastic

records are released. Parents are also asked to complete a withdrawal form. No discount is given for early withdrawal during the month. If a student has been enrolled any part of the month, the entire month's tuition is due. Unless a student is officially withdrawn through the Academy office, tuition will be assessed until the paperwork is complete. All other fees are **non-refundable**.

REFUND POLICY

It is the Academy's policy not to refund Registration and Student Fees. If, after evaluation testing or the personal interview, the student is not accepted for admission to DCA, then the fees will be refunded.

ACADEMICS

GRADING SCALE

Elementary & Middle School

100-97 = A+	76-74 = C
96-94 = A	73-70 = C-
93-90 = A-	69-67 = D+
89-87 = B+	66-64 = D
86-84 = B	63-60 = D-
83-80 = B-	0 -59 = F
79-77 = C+	

High School

90-100 = A
80-89 = B
70-79 = C
60-69 = D
0-59 = F

I = Incomplete and will require make-up work to establish proper grading. If the student receives an "I" on a report card, it is the student's responsibility to make arrangements to make up all work in order for the grade to be changed. If the work is not completed three weeks past the end of the grading period, the "I" will be replaced by an "F". All work must be completed by the end of the grading period in order to be considered for the honor roll.

ACHIEVEMENT TESTING

Stanford Achievement Tests (SAT) and Otis Lennon School Ability Tests are administered to students in grades K5-9th grade each spring. The PSAT will be given to

all 10th grade students in October. Students also have the opportunity to take The PLAN test during their 10th, 11th, or 12th grade years if offered by the local high school. Please also see the section concerning College Placement/Entrance Exams. **All high school graduation candidates must have either SAT or ACT scores on file in order to graduate from DCA.**

Appointments may be arranged through the office for parents wishing to discuss achievement test scores.

REPORT CARDS

Report cards are distributed to students through their homeroom or first period teacher. Please refer to the school calendar for these dates. Parents have the ability to know their child's grades at any time through the My School Worx school management software.

MID-TERM PROGRESS REPORTS

As a parent, you may monitor your child's grades through My School Worx as often as you would like, therefore we will no longer send out or email progress reports to you. Please schedule parent-teacher conferences as needed.

HOMEWORK

Students in DCA will normally have homework. We believe it is an integral part of the Academy's program which will aid students in advancing their studies. Students are expected to complete the homework assigned. As a rule, the homework load on Wednesdays will be light or none at all in order for families to attend their mid-week church service. Parents are expected to monitor their child's homework activity. Homework is given for several purposes:

1. For drill - to master material essential to the educational process;
2. For remedial activity - to strengthen various academic weaknesses; and,
3. For projects - book reports, special research assignments that expand the academic experience.

Homework assignments can be retrieved from the My School Worx page for each of your students after 6 pm on Sundays. ***If a student has an excused absence, homework should be made up within three (3) days of this absence, any unfinished assignments will become a zero unless other arrangements have been made with the teacher.***

MAKE-UP TESTS AND QUIZZES

If a student is absent the day(s) prior to a test, and the test was assigned prior to his absence, he shall be required to take the test. If the student was ill and unable to study for the test, the parent must write a note and the student and teacher will work out a time for the student to take the test. Making up work is the responsibility of the student, not the teacher.

Tests and quizzes that need to be made up should be worked out between the teacher and the student. Tests and quizzes should be made up within 3 days of returning to school if absence was due to an illness. If absence was due to any other reason, any previously announced or planned tests or quizzes will be made up the day the student returns.

Some possible ways to make them up are:

1. An arranged after-school meeting can be used for tests or quizzes. Failure to keep appointments for make-up work could result in a failing grade.
2. Students may arrange with their teacher to make up short tests and quizzes with the teacher at other times during the school day.

INCOMPLETE GRADES (SECONDARY ONLY)

High School and Middle School Students failing to have all tests and quizzes completed at the end of a grading period due to excused absences will receive an “Incomplete” (I) on their report card. A student will be given five (5) school days to complete all missing assignments. Work not received at the end of the fifth day will receive a zero (0) grade and the student’s grade will then be averaged and recorded on the student’s official transcript. Extenuating circumstances will be reviewed by the administration at the request of the parent.

POWERLINE & TUTORING

Powerline is an optional reading program for children who need extra help in phonics and reading. The program is available for an additional \$100.00 a month. The initial testing is \$110.00.

A list of pre-approved Academy tutors is available through the front office.

CHAPEL

A chapel time is set aside each week for all students as a means of presenting the tenets of the Christian faith and to develop strong moral character based upon Biblical teaching. It is our intent that this required activity will make each child aware of his personal accountability to God.

HONOR ROLL

The DCA Honor Roll is reserved for those students whose academic achievement warrants recognition. The honor roll is divided into:

1. Principal's Honor Roll (for students with all A's);
2. "A" Honor Roll (for students who have an A average with no C's, D's or F's); and
3. "B" Honor Roll (for students with a B average and no D's or F's).

The Honor Roll will be published each quarter. There will also be an Awards Chapel to recognize these students at the end of each nine weeks for Lower Academy and at the end of each semester for Upper Academy students. Please see the calendar for dates.

ACADEMIC PROBATION

(Secondary Only)

A MIDDLE SCHOOL student may be placed on Academic Probation according to the following guidelines:

1. The student receives two (2) or more failing nine-week grades within a semester or two consecutive grading periods.
2. The student receives one (1) failing grade and two (2) D's (nine-week grades) within a semester or two consecutive grading periods.
3. The student receives four (4) D's (nine-week grades) within a semester or two consecutive grading periods.
4. The student fails to meet the attendance requirements per semester (see attendance and credit policy).

A HIGH SCHOOL student may be placed on Academic Probation according to the following guidelines:

1. The student fails two (2) or more courses for the semester.
2. The student receives one (1) failing grade and two (2) D's for the semester.
3. The student receives four (4) D's for the semester.
4. The student fails to meet the attendance requirements per semester (see attendance and credit policy).

Academic Probation will be determined by the administration, with a minimum length of two nine-week periods and not to exceed one full school year. During this time the following will be required of the student and/or family:

1. The student must significantly improve in weak academic areas. The student cannot fail more than one subject the semester he/she is on probation.
2. The student may be required to receive tutoring.
3. Parents must initiate and schedule a minimum of two (2) parent/student/teacher/counselor conferences during the semester of Academic Probation, one being during the first grading period of the semester.

4. All **high school** courses not passed must be made up in summer school through Florida Virtual School during the summer immediately following the academic school year in which the failure was earned. Exceptions to this policy for extenuating circumstances may only be made by the Administrator.
5. (Middle School Only) The Administration holds the right to declare a student ineligible for all extra-curricular activities after an assessment of mid-term grades in core subjects. Student failing a class at mid-term will be immediately placed on the ineligibility list. If the student is passing at the report card period he/she will be allowed to return to their activity.
6. Students placed on Academic Probation due to excessive absences may be required to make up classroom time (arrangements made with the Administration), and produce a doctor's excuse for each subsequent absence.

Dunnellon Christian Academy may refuse enrollment to a student if these conditions have not been met during the probationary period.

PROMOTION AND RETENTION

PROMOTION

Elementary: Promotions from pre-kindergarten to kindergarten, and from kindergarten to first grade will be determined by the teachers and administrator on the basis of a child's maturity and academic ability. Any issues concerning promotion of students from grades 1st-11th will be made with the Administrator, the teachers, and the parents.

High School: See section on Academic Probation

RETENTION

We believe that in certain cases retention is a necessary and appropriate educational strategy used for the development of students. In rare cases, retention is necessary because of academic failure. The general policy regarding retention is that a student may not be retained more than one time while enrolled at DCA.

TRANSCRIPTS

Grades are recorded each semester on the student's transcript that is kept in the cumulative folder of each student. Upon entering 9th grade, each student starts with a "clean slate" - no previous grades (with the exception of courses taken in middle school that count as high school credit) are recorded on this transcript. Students and parents need to realize that these transcripts are sent to colleges or prospective employers. Absentee and tardy information, as well as behavioral records are kept on file and are often requested by colleges and employers as well. If a transcript is needed, the student must fill out and sign a transcript request form available in the Academy office. Please

allow five school days to process. If any monies are owed to the Academy, the transcript will not be released.

GRADE POINT AVERAGE

Most colleges and many prospective employers request that we inform them of a student's GPA and rank in class. All high school students grades nine through twelve must have a cumulative GPA of at least 2.0 to meet the minimum standard for graduation.

The GPA is obtained by converting the grades of a student's courses into a point value system. Only the high school courses taken during a student's 9th through 12th grades and courses taken prior to the ninth grade which are considered to be high school courses (such as Algebra I and foreign languages) are figured in the GPA. All grades will be calculated, including those from other schools, for college reporting purposes. Home school will be reported by credits only and not by grades earned. Only grades earned at DCA will be used to determine class ranking, Valedictorian/Salutatorian, and honor graduates.

CLASS RANKINGS

Class rank is determined by the GPA and is taken from all high school grades earned at DCA. In order to be included in class rankings, transfer students must have attended DCA two semesters prior to class rankings. Students are advised that class rankings will fluctuate each semester of high school. Class rankings are not final until they are officially announced.

TRANSFER CREDITS

When grades are accepted from another school, the grade point earned at the prior school will be recorded as if the grades were earned at DCA. In the case of home school students, GPA calculations will accumulate from the time of enrollment at DCA. Credit will be given for home schooling work, but no grade points will be assigned.

GRADUATION REQUIREMENTS

Dunnellon Christian Academy follows the Florida Department of Education graduation requirements which can change based on the year of graduation. Please see the Florida Department of Education website.

HONOR GRADUATES

There are two categories of honor graduates. The first is Distinguished Honor Graduates. In this category, the student must have an overall grade point average of 3.8 or better. The second category is Honor Graduates. In this group, a student must have an overall grade point average of 3.5 or better. Demonstration of Christian character as determined by the administration and the faculty will also be taken into consideration in determining those who qualify for these honors. Senior Valedictorian and Salutatorian criteria will be based on GPA. In order to be considered for these two honors, a student must have been continuously enrolled at DCA from the beginning of their junior year. Transfer credits will not be considered when calculating GPA. The calculation will be carried to the third decimal point. In the event that there are two or more students with identical GPAs who qualify for Valedictorian or Salutatorian, they will all be awarded based on numerical averages and credits.

DCA SCHOLAR FOR HIGH SCHOOL

All students who obtain a 3.5 grade point average for one year will be named a DCA Scholar. In order to be eligible for this award, the student must be taking a full high school credit load as set by DCA that year. The first year a letter will be given; the following years, pins will be awarded.

COLLEGE PLACEMENT/ENTRANCE EXAMS

The Preliminary Scholastic Assessment Test (PSAT) is administered to each sophomore and any junior asking to take the test. The results give students and parents an indication of what to expect on the Scholastic Assessment Test (SAT). College bound students are required to take either the SAT or the American College Test (ACT) sometime between their sophomore and senior years. It is recommended that each college bound student take both exams during their junior year of high school. Scores will be reported to the school guidance counselor. Information on how to register and prepare for these tests is available from the guidance counselor or administrator.

DROPPING AND ADDING COURSES

(Secondary Only)

Middle School and High School: Every effort will be made to give students the courses they desire; however, they are not guaranteed their first choice on course selections. Priority is given to students according to grade level.

Students should make their course choices carefully, since changes will not be made if students get the courses which they indicated on their Course Selection sheets. Any exception to this policy must be approved by the administration. Course selections are

taken very seriously. Teachers are hired and classes are created based upon course requests. Changes may be made before the end of the school year in which the requests were made. After that, changes will be made only on a “have to” basis (i.e. course required for promotion, course scheduled is the wrong level, etc.).

If it is necessary to change a course, a *Schedule Change Request* form must be submitted to the counselor with a parent’s signature. **No schedule changes will be made during the first two days of a semester. The deadline for requesting schedule changes is the end of the fifth day of classes or as determined by the Administrator.**

ADDITIONAL ACADEMIC OPPORTUNITIES

Students in high school at Dunnellon Christian Academy have available additional opportunities to further prepare them for their future. High school students can earn additional high school or college credits through a variety of independent studies, work-study programs, or dual enrollment programs. These programs of study are available through the recommendation of the guidance counselor, administrator or teacher. These programs work best for students who can work well on their own or who have particular vocational interests and abilities. These programs of study must be coordinated through the guidance counselor.

Florida Virtual School: Florida Virtual School is an online learning opportunity for some students. There is a multitude of course offerings available. Students must be self-directed and highly motivated in order to be successful using this median of learning.

Advanced Placement Courses:

The Advanced Placement courses give qualified students the opportunity to do college level work while still in high school. The courses are available to students who meet the following requirements: recommendations from previous teachers, qualifying PSAT scores and high motivation level. Upon completion of the AP course, students take the nationally administered examination in May. Based on their score, students may receive college credit or advanced standing for each course taken. At this time, these courses are offered through Florida Virtual School.

Dual Enrollment Program:

The dual enrollment program is designed to offer students of all academic levels the opportunity to broaden their learning in areas of specialization. Dual enrollment courses are given at College of Central Florida. High school and college credit are given for each course taken. Course selection must be pre-approved by a DCA guidance counselor. Students must obtain a letter of permission from the DCA administrator to take to the college registrar prior to registration. The student must also take and pass the PERT or have qualifying SAT or ACT scores. There will be no reduction of tuition if enrolled in this program. Students will also be responsible for purchasing their textbooks for their college courses. The Dual Enrollment Program at this time will only be available to those DCA students who are already in the program.

WHAT HAPPENS AFTER GRADUATION?

Having begun a good work in the heart of a Christian young person, it is our belief that God would desire that it be continued in their training. It is our hope that each graduating class will consider furthering their education in Christian institutions that will prepare them for full-time Christian service.

STUDENT LIFE

CONDUCT

Our emphasis at DCA is on positive character building and preventive discipline within a structured, caring environment. We desire to emphasize respect, tenderheartedness, forgiveness, courtesy, self-control and other qualities that are rooted in Scripture. We also strive to develop within students good study habits and motivation. The following guidelines help these things to be accomplished.

1. Friendly, courteous and respectful behavior is to be shown to office staff, teachers, administrators, visitors and fellow students.
2. Profanity, vulgar language and negative slang are not to be used.
3. Disrespectful or otherwise inappropriate questions or answers are not permitted.
4. Students need to raise their hands and be recognized by the teacher before speaking in class. (Certain times can be designated by the teacher when students may respond without raising their hands.)
5. Students are not to sit on their desks, on tables, at or on the teacher's desk or write on the chalkboard, whiteboards or Smart boards without permission.
6. CHEWING GUM IS NOT PERMITTED ANYWHERE ON CAMPUS AT ANY TIME.
7. THERE IS TO BE NO EATING OR DRINKING IN HALLWAYS OR CLASSROOMS.
8. Writing or passing notes is not permitted in class.
9. There is no throwing of rocks or any other objects.
10. Knives, guns, matches, paintball guns and any other potentially harmful items are not permitted at school.
11. Students leaving the classroom must have a hall pass.

12. There should be no physical contact (expressions of affection) between students.
13. Students are not to run in the building or to engage in rowdy, excessively loud or otherwise disruptive behavior.
14. Students who need to go to their cars during school hours must have permission and supervision.
15. No electronic gaming devices, laser pointers, CD/tape players, MP3 players, comic books, playing cards, water guns, skateboards, scooters or any other toys, or pornographic materials should be brought to school. These items will be confiscated and held until the parents can come and pick them up. Magazines that are not directly related to course work requirements are not permitted.
16. **Cell phones are not allowed at school. Phones will be confiscated if found.** Cell phones can be dropped off in the Academy office before school and picked up at the end of the day. Parents please do not call your son/daughter during the school day, please call our office. Not allowed out in before care or car line.
17. Policies on student pregnancy and other moral issues are located in the administration manual.

More specific information on some of the above policies is addressed individually later in this handbook.

INFRACTIONS OF ACADEMY POLICIES AND RULES- DEMERITS WILL BE GIVEN

Chewing gum	Eating in the classrooms	Fighting
Cheating	Copying another's work	Throwing objects in classroom
Passing notes	Telling off-color jokes	Horseplay
Cursing	Forging another's name	Bringing weapons
Obscene gestures	Disturbance in chapel	Uniform violations
Disrespect	Lying by word or action	Inappropriate use of technology
Stealing	Inappropriate Magazines	Bringing toys without permission
Matches	CD/Radio/MP3 players	Plagiarism
Gossiping	Electronic devices	Inappropriate lunchroom behavior
Bullying	Cyber-bullying	Cell phone violation

**THIS IS NOT AN ALL-INCLUSIVE LIST.

DISCIPLINE PHILOSOPHY

The philosophy a man holds concerning the nature of man will greatly determine the philosophy he holds concerning the discipline of man.

Jeremiah, the prophet, recorded God's attitude toward His creation when he said in Jeremiah 17:9, "The heart is deceitful above all things and desperately wicked."

God has set the example for a parent. He loves us too much to allow us to do something that will hurt us. That is responsible love.

With this motive, we seek to fairly and firmly discipline our students to enable them to obey man whom they can see, that they may learn to obey God whom they cannot see.

Parents are asked to take all questions concerning disciplinary matters to the party directly involved first, then to the administration. This procedure will help build proper communication and avoid hindering vital relationships necessary for your child's training.

We ask the full cooperation of each parent in the disciplining of your child.

As a Christian Academy, we must provide an environment for the spiritual growth and development of our young people. We believe that Christian students should avoid practices which cause the loss of sensitivity to the spiritual well-being (Romans 12:1,2). This sense of the need for spiritual well-being led Dunnellon Christian Academy to adopt its standards for students while they are at the academy, at home, or elsewhere.

The selection of the infractions mentioned may appear arbitrary to some; but while not condemning others who see differently, Dunnellon Christian Academy believes that the infractions named on this page are undesirable types of conduct and are detrimental to the standards established.

Students found to be out of harmony with the Dunnellon Christian Academy ideals of work and life may be asked to withdraw whenever the general welfare of the academy demands it, even though there may not be a specific breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is a fine opportunity for development of strong Christian character.

As a private academy, we reserve the privilege of setting and maintaining our own standards for student conduct, dress, cleanliness and scholarship. The Academy reserves the right to suspend, expel or ask a parent to withdraw any student who violates the standards set down in this handbook, or other rules of conduct as defined by the administration. Discipline decisions made by the administration are not made with malicious intent, but with a heavy heart and a prayerful attitude.

Proper Christian educational and moral principles can only be obtained through a well-disciplined program. The cooperation of students and parents is essential.

CORPORAL CORRECTION POLICY

As of 2012-13, there will no longer be corporal punishment used as a correction policy. The policy will be one of open communication with the parent after any discipline infraction. Each situation will be evaluated based on the infraction.

If a student receives two (2) major referrals, the parent will be required to come to the school within one hour to either pick up the student or to discipline their child and return them to class. This will be discussed after the first referral or if the first is severe enough.

SUSPENSION

Students whose deportment has been shown to be unacceptable may be subject to suspension. Suspension means the student will not be allowed to attend classes for the duration of the period of suspension. Further disciplinary action could result in dismissal.

While on suspension, a student may not be allowed on academy grounds, attend any academy functions, or be permitted to make up work or tests. All such work missed will result in zeroes being given in all subjects and averaged in with the current term's grades.

EXPULSION

Students who are involved in any of the following forms of misconduct may be dismissed immediately from the Academy. (* Local law enforcement could be called in regards to following offences):

- *Alcohol
- *Bringing firearms or weapons on campus
- *Civil & Felony Offenses
- *Drugs
- *Gambling
- *Tobacco
- Threats of violence
- Bullying and/or cyber-bullying
- Immorality
- Pornography

EXTRACURRICULAR ELIGIBILITY **(Secondary Only)**

This policy applies to athletics, art, band, choir, clubs, debate, drama, or any other extracurricular organization. Additional guidelines are in place for middle school students on Academic Probation (see section on Academic Probation – Middle School). Participation in student athletics is contingent upon meeting the minimum requirements of the Kingdom of the Son (KOS) and Dunnellon Christian Academy. Students in athletics and/or any other extracurricular activity must maintain a 2.0 GPA each quarter to be eligible. Students whose GPA fails to meet the 2.0 GPA on a quarterly report card will be ineligible to participate in competitions until the next quarterly grading report. Students who fall below a 2.0 GPA during the progress report period will wait until progress reports are issued again (for a three week period) to become eligible for play. Students MAY be eligible at that time if they earn a 2.0 GPA which is subject to review by the Athletic Director. Students may or may not be eligible to participate at the time team tryouts occur if his/her GPA is below 2.0. The Athletic Director and Administrator will determine a student's eligibility on a probationary basis. The Athletic Director and Administrator will determine participation in practices during ineligibility. Students should remember that becoming ineligible affects both the individual and the entire program. Students should avoid this situation by making academics a top priority.

Conduct: Extracurricular eligibility will be determined each nine-week grading period. If a student has a "U" in conduct or two "N's" from different teachers, he or she will be ineligible until the next Academic Check period. If, at that time, the same student still has one "U" or two "N's" from the same or different teachers, he or she may not return to the team/group. The removal from the extracurricular activity will be effective on Monday following the day grade reports are issued.

PROHIBITED ITEMS

Any items which would detract from the spiritual and academic mission of the school or which have the potential for significant disruption or distraction are forbidden at school or at any school-sponsored activity. Such items include, but are not limited to: cell phones, matches, lighters, beepers, radios, tape or CD players, MP3 players, I-Pods, hand-held game devices, cards, inappropriate reading material, laser pointers, Palm Pilots (PDA), and skateboards. If a student has any of these items, it will be confiscated by the teacher or any staff member and turned in to the front office. The item may be picked up at the end of the day by the parent with the assurance that the item will not be brought back to school. Further disciplinary actions will be taken if there are any additional offences.

LOCKERS AND/OR BACKPACK STORAGE

Having a locker or being allowed to store student items at school is a privilege extended

to Upper Academy Students. Either of these areas is subject to inspection at any time by the administration. Each student is responsible for his/her property. It needs to be kept neat. Items not permitted in classrooms are also not allowed in lockers. Any student entering a locker that is not assigned to him/her will be subject to disciplinary actions. This privilege can be revoked by the administration at their discretion.

RIGHT TO SEARCH

Upon acceptance of an Academy locker the student and parent agrees that the locker, book bag, or desk can be searched with or without cause at any time by appropriate personnel. A second adult will be present in all searches and the Academy has the authority to seize and label material discovered during the search, if the administration determines the material is pertinent to its reason for the search.

TELEPHONE USAGE

School telephones are for school business only. Student use of the office telephone is limited to important or emergency calls. Students must first gain permission from office personnel before using the telephone. Students without a pass will not be permitted to use the phone. Parents are requested not to call students during school hours unless there is an emergency.

CELL PHONES

CELL PHONES ARE NOT PERMITTED IN THE STUDENT'S POSSESSION UNLESS A MEDICAL EXCEPTION HAS BEEN OBTAINED. CELL PHONES CAN BE TURNED IN TO THE FRONT OFFICE UPON ARRIVAL AT SCHOOL OR MAY BE LEFT IN THE STUDENT'S CAR, WHICH IS ON CAMPUS. Other special circumstances may be discussed with the Administration.

COMPUTERS

Students must get permission from the Administration to bring a computer, tablet or iPad to school. Under no circumstances will the student be allowed to have access to the internet via their own device.

STUDENT DRIVERS

Driving is both a privilege and a responsibility. Students who drive on campus are expected to take their responsibility seriously whether school is in session or not. When a student receives his/her driver's license and intends to drive to school, a driving permission form must be filled out and approved by the administrator before driving to school. Students must bring their vehicle license tag number(s) with them and a copy of their driver's license and insurance card.

High School Student Parking Regulations:

1. The parking lot speed limit is SLOW (5 mph). Practice the rules of CAUTION and COURTESY even when you are in a great hurry.
2. You must park your vehicle PROPERLY in the designated student parking area ONLY. Student vehicles parked anywhere on campus other than the designated student area without written authorization from the administration will be towed away at the owner's expense.
3. You must get out of your vehicle IMMEDIATELY upon arrival and go to the class or the designated area.
4. You must not participate in any type of activity resulting in racing or dangerous maneuvers. Spinning tires or "burning rubber" is not allowed.
5. You must not make excessive noise. Loud mufflers, music, or "glass packs" are not allowed.
6. Do not litter the parking lot.
7. You must understand that if your driving or the presence of your vehicle causes a discipline problem, you will automatically forfeit the privilege to drive your vehicle to school.
8. You will not be in your vehicle during school hours unless you have permission from a school official.
9. You must understand that if school officials have reason to believe that you have anything in your vehicle that is a violation of the law or DCA School Committee policy, you may be requested to open your vehicle for a search by a school official.

Any violation of these rules or state law may result in the following:

1. oral/written warning from a DCA staff member
2. phone call to parents/guardians
3. temporary loss of parking privilege
4. the revocation of your parking privilege
5. disciplinary consequences
6. vehicle being towed at the owner's expense

PARENT CONFERENCES

Parents are urged to have conferences with their child's teacher whenever the need arises. Parents who desire such a conference may make an appointment by sending a note to the teacher or emailing the teacher directly. If a conference is needed with several teachers, call the Administration to arrange it. Conferences may be scheduled after school or during a special conference period. ***Please do not attempt to confer with the teacher in the morning before class or at any other time when the teacher's attention is needed for the supervision of the class.***

MALE-FEMALE RELATIONSHIPS

Healthy Christian male-female friendships are encouraged. Mutual respect is the key to lasting friendships.

There should be no physical contact (holding hands, arm on shoulder, etc.) on school campus, at school-sponsored activities such as class parties and athletic events, on the bus to and from school or at other school related activities. Expressions of affection should be at the proper time and place.

Students displaying problems in this area will be counseled and disciplined on an individual basis.

ACADEMY'S SCHOOL DAY

A definition of "school day" is necessary for purposes of record keeping for tardiness or absenteeism. A school day is that portion of the day in which school is actually in session and shall comprise not less than five (5) net hours, excluding intermissions, for all grades above the third; not less than four (4) net hours for the first three grades; and not less than three (3) net hours in Kindergarten, or the equivalent as calculated on a weekly basis. Florida Statute 228.041 (13)

If a student needs to be out for doctor visits or other reasons, the student will be counted absent or present, based on the above policy.

- Early care in cafeteria – 8:00-8:15
- You may drop your child off at the school building starting at 8:15 (through carline, not the front doors)
- **School day – 8:30-3:25**
- **Carline – 3:30-3:45**

ATTENDANCE POLICIES

Regular attendance is a must if students are to progress in their education. We encourage perfect attendance and give recognition to those who achieve this goal. However, if your child is sick, they should be kept at home. Students must be symptom-free (no fever, no vomiting) for 24 hours prior to returning to school. If a child is tardy or is checked out of school early more than three days in a grading period, the child will not receive a "Perfect Attendance" award.

Good academic performance in school requires that a student be in attendance as often as possible. Excessive and unexcused absences from school are detrimental to academic development. Any absence requires a signed parental excuse which must be submitted within two weeks of the absence in order to be excused. If a child is absent more than three days, a doctor's note is required in order for absences to be excused. Excuse notes written in the child's planner are acceptable. If it is necessary to miss school, it is

important that missed work be completed promptly. As much as possible, students should try to keep up with class work and even complete work ahead of time for anticipated absences. Please refer back to the “Homework” section of the handbook.

If a student will be absent, you may call the office to request homework assignments. **Parents should call by 9:00 a.m.; otherwise, we will not have time to get the work together.**

An absence involving more than three periods will be recorded as a "full day absence." If a student is going to be absent because of a family trip, illness, college visits, etc., the student is required to bring an excuse note from a parent. This does not automatically excuse the absence. Every effort should be made by the student to get the assigned work ahead of time if this is an advanced absence.

If a student misses more than half of the school day, the student may not participate in any practices, games or performances that day. Excuses should be given to the Athletic Director for unusual circumstances for final approval. If a teacher feels the academic progress of the student has been hindered due to his pattern of absences, a conference will be held.

If a student misses 10 class periods during one semester, the semester exam will count as a “Mastery” exam. If the student fails this exam, the student will fail that semester of the class. This includes the days that students sign out early. Any student missing more than ten minutes from a class will be counted absent for that class period. The Administration will meet with the student and family to recommend means whereby the student can meet the requirements for the course.

TARDINESS

Being on time to school and to class teaches students responsibility for promptness in their adult lives. Students are considered tardy to school if they are not seated in homeroom by 8:30 a.m. Tardies will generally be considered unexcused. If the student comes in to class tardy with a note from their previous teacher that they held that student over the class time, the tardy will be excused. Excuses of the kind frequently reported (oversleeping, carpool, car trouble, traffic, etc.) will not be accepted. The exception to this rule will be a doctor's appointment. In this case, the student must present a written doctor's excuse upon checking in. If students arrive to school with a note from the parent explaining that they were sick, they will be excused. Excuses must be submitted within two weeks of the late arrival.

Please note: Students who come tardy to school will be held responsible for work that is due that day including tests, projects, etc. Students will receive a zero for assignments missed during the tardy time.

EARLY DISMISSAL

When a student must be dismissed early from school, the student must sign out at office before leaving the premises. There must be a written note from the parent or guardian if the student is not being released directly to the parent or guardian. It is also mandatory that a student sign in if he/she returns that day. The tardy and dismissal logs are vital records which help the faculty and administrators know where the students are throughout the day. These records also allow the students the privilege of making up work, etc. A student not following the proper procedure will be considered truant.

Students will not be permitted to leave campus during the day for any reason except a note written by the parents. Parents, please keep this to emergency reasons only. Students will not be allowed to call home to get permission to leave unless approval is granted by the Administrator.

Students may not be checked out after 3:00 pm on any school day for any reason. If your student has a doctor's appointment right after school, you must pick them up by 3:00 pm. Children will be brought to the front office for dismissal by DCA Staff member. This policy assists students and teachers with end of the day procedures. See Administration for emergency situations.

COLLEGE VISITS

Junior and senior students are allowed days to visit prospective colleges (Junior, 2 days; seniors , 3 days). The student must fill out an advanced absence form at least two weeks in advance of the absence and missed work must be made up on time. These days must be taken on or before the fourth Friday in April. These absences will not count against the student for the perfect attendance award. A college visitation form available from the guidance counselor needs to be filled out and signed by the college counselor. Notes written by parents will be excused but will not have this absence count as a college visit.

DRESS CODE

Dunnellon Christian Academy dress standards are based on Biblical principles and on the concept of appropriateness. Principles in God's Word clearly apply in two areas of Christian dress. The principle of modesty is given to Christians in I Timothy 2:9 and should be followed in dress standards. Secondly, Christians should follow the principle of separation from worldliness in dress as taught in II Corinthians 6:17. Certain styles of dress identify the individual with ungodly philosophies in society or groups in the community; therefore, Christians need to be discerning and seek to avoid those associations. (I Thessalonians 5:22; I Peter 2:9).

Parts of our dress standard have been established because it has been determined that certain styles of clothing, while not wrong, are not appropriate for the primary activity of

school. We believe that the way students dress strongly influences their behavior, self-image, and the effort they put forth in school.

Dress which is not proper or not suitable for school will be brought to the attention of the student and the parents for the purpose of instruction and correction. Under certain circumstances, if the student's dress is deemed entirely inappropriate, he/she will not be permitted to attend class. In this case, the student will be required to go home and change the inappropriate apparel or have appropriate clothing brought from home.

While the following guidelines should prove helpful, the administration reserves the right to determine whether student dress and appearance are proper.

DRESS CODE FOR GIRLS

Academy uniforms are to be worn at all times and hair should avoid the appearance of worldliness, should be modest, and should encourage the level of conduct appropriate for school. A disheveled appearance is not acceptable. While the following guidelines should prove helpful, the administration reserves the right to determine if student dress and appearance are proper.

- a. Make-up and jewelry should be in moderation.
- b. Hair styles should be reflective of professional attire. No unnatural hair color or hair wraps. Hairstyles should be modest.
- c. No facial piercings or belly button piercings of any kind are permitted.
- d. Tattoos are not permitted for students.
- e. Hats are not permitted.
- f. Shirts with a squared tail no more than 4 inches below the natural waistline may be worn out, however if this requirement is not met, the shirt must be completely tucked in.

Students' appearance should not be distracting or excessive. The administration will expect parents and students to maintain appropriate appearances.

DRESS CODE FOR BOYS

Academy uniforms are to be worn at all times and hair should avoid the appearance of worldliness, should be modest, and should encourage the level of conduct appropriate for school. A disheveled appearance is not acceptable. **While the following guidelines should prove helpful, the administration reserves the right to determine if student dress and appearance are proper.**

- a. Hair should be a natural hair color and styles should be modest. Please keep hair out of the eyes and off the collar.
- b. No facial hair is permitted.

- c. Shirts with a squared tail no more than 4 inches below the natural waistline may be worn out, however if this requirement is not met, the shirt must be completely tucked in.
- d. Hats are not permitted.
- e. No piercings of any kind are allowed.
- f. Tattoos are not permitted.

Students' appearance should not be distracting or excessive. The administration will expect parents and students to maintain appropriate appearances.

ACADEMY UNIFORMS

Academy uniforms are mandatory for all students. The uniform will consist of a Polo (pull-over 3- to 6-button type) shirt with collar and an embroidered Academy logo. You may purchase your uniform style shirt from any store who sells uniform shirts. All uniform shirts and jackets must be embroidered through Simply Sew Darling Monogramming Boutique.

**Marisol Burgess
11464 N. DeRosa Terrace
Dunnellon, FL 34433
352-322-0213**

She has a right to refuse any shirt or jacket that does not meet DCA's uniform policy or a material that is too thin to embroider. Shirts can be any color as long as they are the uniform polo style shirt. Please no dri-weave shirts or any other logo of any kind on the shirt or jacket. All pants and shorts should reflect the style of our uniform and not represent a trend.

Uniform style pants, uniform style shorts, capris or skorts may be worn. Shorts or skorts more than three (3) inches above the knee are not acceptable. Three colors will be allowed, **Navy Blue, Black or Khaki**. Baggy or other trendy types of clothing will NOT be acceptable. **Jackets and sweatshirts must have the Academy logo on them if they are to be worn during class time.** They must be plain jackets, sweatshirts or sweaters in order to be embroidered.

GENERAL INFORMATION

BOOK POLICY

All textbooks must have a book cover on them for protection. This needs to be done within the first week of school and maintained throughout the school year. If a student loses or damages a textbook, he will be charged the cost of replacing the book.

EMERGENCY PROCEDURES

The route to follow is posted in each classroom. Students will be assigned to turn out the lights and close the doors. NO TALKING in the halls will be allowed. Students should go quickly to designated areas.

Special procedures will be followed in the case of severe weather. Warnings will be given over the intercom.

At different times, there is a possibility of no school due to weather; please do not call the Academy. The radio stations will carry all school closings, so please listen to the radio. If Marion County Schools are closed, we are closed also.

VOLUNTEER HOURS

A minimum of 10 hours per family of volunteer hours is expected each year. Please see the front office to arrange volunteer assignments. Parent involvement saves dollars off tuition as the academy does not need to hire people for these responsibilities. Credit volunteer hours can be obtained by working in the academy lunchroom, the classrooms, library, etc. We appreciate all of the volunteer work that you do for us. Families will be assessed \$10 per hour for the hours of volunteer service not performed.

CAR POOLS

The Academy encourages parents to form car pools to transport students to and from school. The appropriate names must be on the student's pick-up list in order to be released to that parent. The Academy office will give as much help as possible for parents.

FIELD TRIPS

Students participating in trips, whether one day or overnight, will be expected to adhere to all Academy policies and regulations. Students' and parents' manners and behavior should adhere to Academy regulations. Parents and other chaperones should refrain from smoking, consumption of alcoholic beverages and other behaviors which are not allowed at academy functions and should dress appropriately.

Because of the nature of the trips, if a problem arises, it may be necessary for the sponsor, chaperone, or coach to take immediate action, depending on the seriousness of the offense, the attitude of the students involved, or the nature of the violation. If this happens, a parent will be called to pick up their child and provide transportation.

FUNDRAISING

We will have a minimum of two academy-wide fundraisers per year. All students are expected to participate in order to reach the Academy goal. DCA's fundraisers benefit all students. **We ask that students do not go door to door without adult supervision.**

LOST AND FOUND

Lost and found articles are kept in the office. **Items not claimed in 30 days will be disposed of. Please mark all items - jackets, caps, ball gloves, etc. - with the student's name.**

PARTIES

Birthday and other parties need to be scheduled with the child's teacher. Please schedule far enough in advance to avoid any potential academy school conflicts. If you are bringing in lunch for the entire class, the cafeteria must be notified at least a week in advance. If a party outside of DCA is planned, all class members must be invited in order for invitations to be sent home in students' planners or bookbags.

LUNCHES

Students may bring lunch from home or participate in our hot lunch program. A menu will be published at the beginning of each month. Parents may purchase lunches by the day, week or month. A check can be sent in each week with the form filled out with the lunches you wish to purchase marked. There are also snack machines and drink machines available.

MUSIC POLICY

The purpose of Dunnellon Christian Academy is to give direction to our young people not only academically, but spiritually.

DCA takes a firm stand against any form of ungodly music. We believe that the lyrics of this kind of music are detrimental to the spiritual, moral, and academic life of a person. Scriptural principles teach that involvement in this type of music is not conducive to drawing a person into a closer walk with Jesus Christ. Therefore, music with rebellious or ungodly lyrics is not permitted on the school grounds or on school trips.

“Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.” (I Corinthians 10:31).

Parents can support the school in this policy by the principle of replacement by substituting wholesome, uplifting music, such as contemporary Christian music and gospel music. Christian radio stations are good sources of wholesome, uplifting music.

SCHOOL OFFICE HOURS

Academy office hours are from 8:15 A.M. to 3:30 P.M., Monday through Friday. When parents or visitors come to the Academy for any reason, in order not to interrupt the teaching, **YOU MUST COME THROUGH THE OFFICE FIRST; DO NOT GO DIRECTLY TO THE CLASSROOM.** Forgotten lunches, homework, etc., may be left in the office for the students.

SUMMER SCHOOL

Summer school is not offered on campus. Arrangements may be made with individual teachers for private tutoring. Students who require credit for failed courses may take correspondence courses through Florida Virtual School. Please see the Administrator to make these arrangements.

PARENTAL VISITS

Please feel free to consult with the academy office regarding any question or problems that concern your child. It is the desire of the administration and the faculty to be of service to both the parent and the student. Parent-teacher conferences are welcome; however, prior arrangements or appointments must be made. **All visitors must sign in at the DCA reception desk prior to visiting in the cafeteria, classroom, or anywhere else on campus.**

COMMUNICABLE DISEASE POLICY

Dunnellon Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher or administration official who has reason to suspect that a student or employee has a communicable disease shall immediately notify the academy administrator. The reportable diseases include the following:

Acquired Immune Deficiency Syndrome (AIDS)	Meningococcal Disease
Aids Related Complex (ARC)	Mumps
Amebiasis	Paralytic Shellfish poisoning
Animal Bite of a potentially rabid animal	Pertussis
Anthrax	Pesticide poisoning
Botulism	Plague
	Poliomyelitis

Brucellosis	Psittacosis
Campylobacteriosis	Rabies
Chancroid	Relapsing Fever
Dengue	Rocky Mountain Spotted Fever
Diphtheria	Rubella Rickettsia
Encephalitis	(including congenital)
Fifth Disease	Salmonellosis
Giardiasis (acute)	Scarlet Fever
Gonorrhea	Schistosomiasis
Granuloma Inguinale	Shigellosis
Hansen's Disease (Leprosy)	Smallpox
Hemorrhagic Fevers	Syphilis
Hepatitis	Tetanus
Histoplasmosis	Toxoplasmosis (acute)
Human Immunodeficiency Virus	Trichinosis
Legionnaires' Disease	Tuberculosis
Leptospirosis	Tularemia
Lymphogranuloma	Typhoid Fever
Malaria	Typhus
Measles (rubeola)	Vibrio Cholera
Meningitis	Vibrio Infections
	Yellow Fever

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, DCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Dunnellon Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the Academy.

HEALTH INSURANCE

Dunnellon Christian Academy does not provide health insurance for its students. Parents are responsible for any health care expenses incurred by their child(ren), including doctor's office visits, emergency room or other hospital services, and emergency transportation.

MEDICATION POLICY

Prescription and/or over the counter medications are to be administered through the office and must be in the original container and clearly marked with the student's name, doctor's name, name of medication, dosage, and time of dosage. Only one week's worth of medication will be accepted. A form will need to be filled out by the parent and by the doctor before medication can be administered to the student. **The academy office does not dispense non-prescription medications such as aspirin, Tylenol, cough drops,**

**etc. without the proper doctor consent form. OVER THE COUNTER
MEDICATION WILL NOT BE PROVIDED BY THE ACADEMY.**

MY SCHOOL WORX

The My School Worx School Management software is a helpful tool for parents as well as students. Parents may access the system by following the My School Worx link on our website's homepage, www.dcaeagles.com. You must have an email address on file with the school. You will have a password that will allow you access to your child's homework, lesson plans, grade book, and the calendar for the school.