



DALLAS

CHRISTIAN ACADEMY

Developing Strong Minds for Christ's Service

STUDENT HANDBOOK

Accreditation:

Dallas Christian Academy is a member of the Texas Conference of Seventh-day Adventists. The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities accredits the schools of the Texas Conference Adventist School System. Dallas Christian Academy is a recognized member of the National Council for Private School Accreditation and the Texas Private School Accreditation Commission, and is recognized as accredited by the Texas Education Agency.

Dallas Christian Academy

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MISSION STATEMENT

Developing Strong Minds for Christ's Service

CORE VALUES

1. Safety: Physical, Emotional, and Spiritual safety for all students.
2. Respect: Respect for one's self and others.
3. Academics: Commitment to high standards.
4. Leadership: Personal commitment to growth and development of Christian spiritual disciplines as demonstrated through service to students, families, and community.

SPONSORING CHURCHES

The Dallas First Church of Seventh-day Adventists is the sole constituent church of Dallas Christian Academy. As such, the Dallas First Church annually elects an operating board for DCA from its membership. DFC provides a member scholarship to those enrolled Dallas Christian Academy students whose families are among the church's active membership.

ADMISSION POLICY

Dallas Christian Academy considers all student applicants for admission. The school admits students of any race, color, or national/ethnic origin to all rights, privileges, and activities available to enrolled students. It does not discriminate on the basis of race, color, gender, or national/ethnic origin in administration of its educational policies, admission policies, or other school programs. Dallas Christian Academy offers admission to all families who are in harmony with the policies and principles of our school.

Although a low student-teacher ratio allows for a great deal of individual attention, Dallas Christian Academy is not designed to provide education for students with severe learning or behavioral problems.

Dallas Christian Academy does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Dallas Christian Academy and the Seventh-day Adventist Church.

Pre Kinder and Kinder

Any student enrolling must be potty trained. They must be able to use the bathroom independently, without help. Dallas Christian Academy follows the regulations put in place by the State Board of Education for age appropriate entrance. PreK 3 or 4 years old must meet this age, on or before September 1 of that enrolling school year. Kindergarten students must be 5 years of age on or before September 1 of that enrolling school year.

Special Needs Policy –

Individuals with Disabilities Education Act (IDEA 2004) provides funding to public schools for students with special needs. Dallas Christian Academy is a private school and we do not receive funding from this Act. Any special educational services needed for your child, will need to be followed up by the parent. If additional services are needed like speech, behavioral therapy, occupational therapy, tutoring and such, the parent/guardian is responsible for seeking additional support for the student.

Any student with a current Individualized Education Plan (IEP), Dallas Christian Academy will use to provide accommodations; this will be brought to the attention of the school Administration and to the student's teacher/s by the parent to ensure a plan is developed to adequately meet the needs of students for their academic success.

Mental Health Policy – The overall safety and health of our students is our highest priority. Any student that implies, shares with another person (student, teacher, or another individual), or attempts to hurt themselves, or others, will be sent to the office. A conference with the parent/guardian will be required. Any student that presents a situation that is more serious in nature like sharing with another individual, or attempting to hurt themselves or

others, will need to seek counseling services for their own safety and the safety of the others around them. Parents will be required to turn into the office, a documented counseling session showing that they were present and received services.

Any student that states (even if in a joking manner) that they have a weapon of any kind (knife, gun, bomb), is subject to being reported to the police. Any student that states they are going to use a weapon of any kind to cause harm is subject to being reported to the police. Disciplinary action of the Administration will be required to bring before the School Board for further determination regarding the student's current admission status and disciplinary action.

HEALTH Policy

The following guidelines apply to **ALL** students.

All students are required to provide current immunization records as a part of the enrollment process. If immunizations are not up-to-date a student will be allowed two weeks during which to receive the needed immunizations. After that time the student will not be allowed to return to school until all immunizations have been received.

Texas state law requires that all students must have specific immunizations specified by the state of Texas requirements for school aged children before entering school.

Specific requirements for school aged children can be found on the Texas Department of State Health Services - <https://www.dshs.state.tx.us/immunize/school/>.

Students exhibiting any of the following symptoms should NOT attend school.

Body rash with fever

Sore throat with fever and swollen glands

Persistent, nagging, or deep cough

Child is irritable, crying, tired or unable to participate in classroom activities.

Eye discharge – *thick mucus or pus draining from the eye*

Fever – *Child should be fever free for 24 hours without medication before returning to school.*

Diarrhea, nausea, or vomiting – *Child should be symptom free for 24 hours after the last episode before returning to school.*

All proactive measures like quality rest time, sleep, physical exercise, vitamins, lots of non-sugary fluids, appropriate clothing in times of cold weather, good hand washing and hygiene practices like covering the mouth, nutrient rich foods at mealtime (no sugary snacks for breakfast, lunch, or after school snacks), and seeking professional care when a person is not feeling well is a part of best practices for preventive health care. Special occasions can be discussed with your teacher.

Teachers and staff members are not allowed to dispense over the counter medicines. Prescription medicine may only be dispensed if in the original container and a parent has properly filled out the *Medication Form*, which is available in the school office.

HEALTH SCREENINGS

All schools in the state of Texas are required by state law to perform the following health screenings. Dallas Christian Academy's health screenings are scheduled in the spring. Parents are encouraged to get their child's health screening performed during the scheduled time of the child's yearly well-visit to prevent having to take class time to do this in school. You may bring the document of results from your Pediatrician to the office.

Hearing - Grades K, 1, 3, 5, 7

Scoliosis - Grade 6, 9

Vision - Grades K, 1, 3, 5, 7

Diabetes II – Grades 1, 3, 5, 7

Any new students enrolled to DCA will be screened.

UNIFORM POLICY

The Dallas Christian Academy school board has approved a uniform dress code for all students. Parents are responsible for sending their children to school wearing the required and appropriate uniform apparel. New students are given a two-week grace period during which to obtain the required uniform.

Uniform clothing may be purchased through Lands' End. Accessories such as socks, belts, and shoes, may be purchased through alternative outlets. The skirt purchase must be below the knee. Lands' End has the correct option: below the knee. All skirts must be worn below the knee, no exceptions. Modesty shorts must be worn at all times. Socks may be black or navy, knee high or at the ankle. Navy, or black leggings (to the ankle) are acceptable under the skirts. Students grow throughout the year and that may require a uniform update in order to be within the policy guidelines.

Families will have the opportunity to turn in their gently used uniforms into the office. They must be washed and in fairly, good condition. The family will then receive a ticket in which they may use that ticket to purchase another item from the gently used uniform collection.

APPEARANCE & DRESS

Uniforms are to be neat and clean. They are to be worn on all school days unless otherwise indicated by the school office.

Non-uniform accessories such as sunglasses, headbands, wristbands, and jewelry may not be worn on school campus or at any school sponsored activity as they represent DCA. They will be confiscated until the parent comes to pick it up.

Hair must be neatly trimmed and combed. Hair should not hang in the eyes. Extreme hairstyles or unnatural hair colors are not acceptable.

Only natural appearing makeup and fingernail polish may be worn on campus. No fake or color painted nails allowed. A warning letter will be sent home and a student will be held at the door if a child does not return in compliance.

No tattooing or piercings of any kind are allowed. Students should practice good hygiene by regularly bathing, washing hair, brushing teeth, and using deodorant.

PE Uniform (boys and girls 5-12) & all other Athletic Activities

A red DCA t-shirt, or a plain red t-shirt, is expected for PE and other athletic practices in and out of school. Advertisements, other than a Bible scripture, may not be worn. The red t-shirt must be long enough for tucking in (like to the hip) so that zero part of the skin is exposed. Short shirts exposing the mid-section, spaghetti straps or sleeveless exposing the body, is not allowed. Black basketball shorts, to the knee, must be worn with bike shorts underneath. The shorts must come to the knee. The student may also wear appropriate, loose, not tightly fitted sweats. No yoga pants, or tight-fitting sweats are to be used without the use of basketball shorts for the bottoms. Athletic shoes like tennis shoes are required.

BEFORE AND AFTER SCHOOL CARE

The gym door is opened at 7:15 a.m. Students that arrive before 7:50 a.m. should enter the gym and sit quietly until 7:50 a.m. Students who arrive between 7:50 a.m. and 8:00 a.m. may go directly to the classroom. Parents, please plan to drop the students off no later than 7:50.

Students should be picked up at 3:00 p.m. **Any student not picked up by 3:15 p.m. will be transferred to the *After School Care Program* and an \$12.00 fee per child will be charged. This fee will be billed at the end of each month.** Any overdue charges will be added to the student's monthly tuition bill. The same conduct policies apply in after school as during school hours.

Children must be picked up from After School Care no later than 6:00 p.m. **An additional \$10.00 charge will be assessed for each 15-minute increment after 6:00 p.m.** Late pick up should be an emergency exception only.

Any student remaining after 3:15 will be enrolled in the After School Program. Any student in an extra-curricular activity like athletic practices, Bible study, and performance/program practices will be under the care of that teacher until finished. After the activity has been completed, that teacher will sign them into after school care. If a parent is to pick up a child at the end of a practice or class, the parent must be here at the end of that class time to pick up the student. All students in After School Care will be charged the same fee.

ATTENDANCE POLICY

All Dallas Christian Academy students should arrive promptly by 7:50 a.m. and maintain a regular attendance record. Parents will be notified of any repeated, student tardiness.

While the administration has the final determination in excuse of a tardy, generally only illness, death in the family, and extreme circumstances are excusable. Poor planning and traffic are not excusable causes of a tardy.

The school maintains attendance records that are a part of the permanent files required by the state for each student. A satisfactory explanation via written note is required upon the return of the student for the excuse of any absence.

The school has adopted the Texas Conference policy on attendance, which includes the full statutory requirements of the Texas Education Code 21.401. This law states that students are required to attend a minimum of 90 percent of the days the class is offered to receive academic credit. **There is no longer a provision for excused or unexcused absences.** Any combination of absences totaling more than 10 days per semester will mean the student will lose credit.

School begins promptly at 8:00 a.m. and ends at 3:00 p.m. Any student arriving after 8:00 is considered tardy. Tardy students are required to obtain a tardy slip from the DCA office for admittance to class. Given the school location, students will be awarded 3 tardies per quarter. Once a student exceeds that grace tardy, there will be a \$3.00 fine per day. Generally, only medical appointments (with proof of appointment from the medical provider) are considered excused tardies.

Students are to take the initiative for making up any work missed. Requests for exceptions from the above policy need to be addressed to school administration.

UNSCHEDULED SCHOOL CLOSING

In case of severe weather, DCA will follow the same closing guidelines as the Dallas Independent School District (DISD). If DISD is closed, DCA will also close.

Should unscheduled school closings exceed the number of “snow days” built into the calendar, Dallas Christian Academy’s Remote Instruction Plan will go into effect. For full written explanation of this policy, contact the DCA office or download a copy from the resources page of the school web site.

PARENT-TEACHER COOPERATION Policy

In order for each child to develop his/her greatest potential, an open line of communication between parent and teacher must be maintained. To this end, Dallas Christian Academy maintains grades and student records in a online program that is available to parents. Schedules, open house, parent teacher conferences, weekly hot lunch menus are regularly updated on the calendar and resource pages on the school website.

PARENT-TEACHER CONFERENCES

To benefit the student, it is imperative that parents and teachers be in close communication. Therefore, parent-teacher conferences will be required at the end of the first and third grading periods of the school year. Parents must see the teacher for these conferences. If parents are unable to attend the regularly scheduled conference, they should contact the teacher within a week to schedule an alternative meeting time. If the parent does not meet with the teacher within this week, the student will be asked to stay home until the conference may be scheduled at a mutually agreed upon time.

PARENT TEACHER FELLOWSHIP

In order to achieve an optimal learning environment at Dallas Christian Academy it is imperative for parents, teachers, and students to work together to meet the goals of the school. DCA’s Parent Teacher Fellowship has been established to encourage this collaboration. Parents are encouraged to volunteer for at least one major project or event during the school year. A PTF calendar of events will be published at the start of each school year.

All parents and interested supporters have the opportunity to participate in the Parent Teacher Fellowship. The ultimate goal of the Parent Teacher Fellowship is to enhance the educational experience of all DCA students. Leadership of the Parent Teacher Fellowship is determined each year by the nominating committee of the Dallas First Church. Other individuals who have an interest in PTF are invited to serve on the PTF planning committee. Each parent is a member and vital to the effectiveness of the Parent Teacher Fellowship.

Verified Volunteer

All parents/guardians/volunteers of DCA must take the background check through the Verified Volunteer portal. This is a non-negotiable if they intend to go on field trips or attend an in-class activity. This is one process used for the safety of all the students.

HOMEWORK

Students will be assigned homework every week, sometimes daily. Parents are strongly encouraged to become involved with their children and their homework by setting a specific time each evening for their children to study at home.

INSURANCE

Dallas Christian Academy follows the policies of the Texas Conference of Seventh-day Adventists concerning insurance. DCA provides accident insurance coverage for enrolled students during regular school days as well as during all school sponsored events.

TELEPHONE USE

Students will not be called to the office phone during any class period, and return calls are permitted only in emergency situations. Student use of the phone during school hours is discouraged. Cell phones are not allowed in the school classrooms. If a student brings a cell phone to school, it must be kept in their backpack or put away in their locker with the ringer set to off. Cell phones discovered outside of a student's locker during the school day will be confiscated and returned to the student's parent upon parent request and the student's serving of detention.

LUNCH Policy

Diet has a direct impact on a student's ability to learn. Each child should eat a nourishing breakfast before coming to school in the morning. Parents should provide a balanced lunch for their child/children by packing a nutritional sack lunch or through participation in the school cafeteria program. Home lunches should include vegetables, fruits, proteins, and grains as an example. Sugary snacks are strongly discouraged.

School lunches are available daily. The lunch schedule is published monthly on the school calendar located on the DCA website. School lunches may be paid and ordered in advance. Money can be added to a lunch account using cash only. Delinquent notices will go home for any missed lunch payment. A \$1.00 emergency lunch fee will be added to the regular fee. Unpaid lunch balances will be added to student bills.

Lunches for Pre-kindergarten and Kindergarten are \$4.00 per meal. Lunch charges for grades one and two are \$4.50 per meal. Lunches for all other grades are available for \$5.00 per meal. Seconds may be purchased for \$1.00; entrees are \$2.00. Any emergency meal for students that

forgot their lunch will be charged an additional \$1.00. It will be added to their regularly priced lunch.

CLASS MEMBERSHIP REQUIREMENTS:

The following criteria must be met to be a member of each class:

FRESHMEN are first year academy students having an 8th grade graduation certificate and who are enrolled in enough classes to give them a minimum of six (6) academic credits by the end of the year.

SOPHOMORES are second year academy students having completed a minimum of six (6) academic credits and who are enrolled in an accepted course of study that will enable them to have a minimum of twelve (12) semester credits by the end of the year.

JUNIORS are third year academy students having completed a minimum of twelve (12) academic credits and who are enrolled in an accepted course of study that will enable them to have a minimum of eighteen (18) academic credits by the end of the year.

SENIORS are fourth year academy students who have earned a minimum of eighteen (18) academic credits and who are enrolled in an acceptable course of study that will enable them to meet graduation requirements that equal a total of 24 credits or more by the end of the year.

ACADEMIC ACHIEVEMENT HONORS

Recognition for academic achievement in all grades at Dallas Christian Academy published each quarter and is based on the following criteria:

Grades 1-2

Principal's Honor Roll ~ All E's

Honor Roll ~ Primarily E's

Grades 3-12

Principal's Honor Roll ~ 90% + in each subject

Honor Roll ~ 80% - 90% in each subject

HONORS PROGRAM

Students must take a minimum of five classes in the honors program. To receive honors credit a student must complete the assigned work and earn an 85% or above at the semester grading period. Students with less than 85% will not receive honors credit.

A student completing a minimum of five honors classes will receive recognition on their transcript and at graduation. In order for the honors program to remain well balanced, a student must have at least one unit of credit from four of the five categories offered. The registrar's office authorizes honors recognition based on completion of requirements.

Honors courses are generally offered in the areas of History, English, Mathematics, Foreign Language, Science and Technology. Honors credit is generally available for sophomore through senior years only. The honors designation will only be granted to students completing the Recommended or Distinguished Achievement Diplomas.



DIPLOMA OPTIONS

Dallas Christian Academy

Discipline	*Minimum Diploma, 24 Units	Recommended Diploma, 28 Units	Recommended*** Diploma, with Honors 28 Units
Religion**	Four Units	Four Units	Four Units
English English I, II, III, IV, Honors	Four Units	Four Units	Four Units
Mathematics Algebra 1, Geometry, Algebra II, Pre-calculus, Mathematics Models	Three Units to include Algebra I and Geometry	Four Units, Three of which must include Algebra 1, Geometry, & Algebra 2	Four Units, Three of which must include Algebra 1, Geometry, & Algebra 2
Science IPC, Biology, Chemistry, Honors Chemistry, A&P, Physics, Honors Physics.	Two Units in Integrated Physics & Chemistry and Biology	Four Units including Biology, Chemistry, and Physics	Four Units including Biology, Chemistry, and Physics
Social Studies World Geography, World History, American History, Government, Economics	Four Units	Four Units	Four Units
Foreign Language Spanish 1 & 2	None.	Two Units, Same Language	Two Units, Same Language
Physical Education P.E. 1, P.E. 2	Two Units	Two Units	Two Units
Health	One-half Unit	One-half Unit	One-half Unit
Technology Computer Applications, Publishing, Video Editing	One Unit	One Unit	One Unit
Fine Arts	One Unit	One Unit	One Unit
Speech	One-half Unit	One-half Unit	One-half Unit
Electives	Three and One-half Unit	One Unit	One Unit
Community Outreach	100 hours Community Outreach or Mission Trip (25 hours for each year in attendance at DCA).		

A maximum of two Carnegie units each of music, physical education, or art can be applied toward graduation requirements. Any extra units of credit will be recorded on the transcript, but will not be counted toward the credits necessary for graduation or the GPA.

*Must have the Academic Standards Committee and parent/guardian approval for this option.

**One unit required for each year in attendance at DCA or another school in the Adventist system.

***Must have a 3.0 GPA or higher and no D's or F's in any class or attendance for the junior and senior years.

GRADUATION

The responsibility for meeting diploma requirements rests with the student. They are expected to be aware of the various requirements as published in this bulletin.

- The candidate for a diploma is expected to be present at commencement. In order to participate in the graduation ceremonies, all class requirements must be fulfilled and the student's account must be paid in full. Students participating in graduation exercises must have transcripts on file in the registrar's office verifying completion of requirements of the school, the Texas Department of Education and the North American Division Office of Education.
- DCA does not have an attendance diploma or marching policy, nor is there a deferred or summer completion exception. A student short academic credit forfeits graduation ceremonies and may receive a diploma upon completion of requirements or re-enroll and participate in graduation the following year. Former students of DCA wishing to complete requirements for a diploma must meet the requirements of the current year's bulletin.
- Graduation is a privilege provided to seniors by the DCA Board, administration and faculty. The administration holds authorization and responsibility for time, place, dates, and confirmation of speakers, safety, security, seating, and decoration issues. While input from the senior class is encouraged and cooperation is expected, final decisions remain that of the administration.
- Seniors are expected to dress in proper graduation attire and conduct themselves in accordance with school guidelines for all graduation ceremonies. Fines may be issued and diplomas held if a student or students engaged in inappropriate behavior or unacceptable displays during graduation weekend.
- DCA is not responsible for and does not in any way provide for any activities after graduation is concluded. The institutional responsibility to graduates ends at the time of check out. Any activity post graduation becomes the sole responsibility of student, parent or guardian.

BEHAVIORAL EXPECTATIONS

Christian education is most effective when it is approached as a cooperative effort between school, home, and church. With this in mind, Dallas Christian Academy asks that parents contribute, assist, and support the school, as administration and staff manage student behavioral issues.

Each pupil is expected to conform to all the regulations of the school as outlined in the Student Code of Conduct, rendering prompt and cheerful obedience to all directions of school staff. All school regulations apply to enrolled students attending any school-sponsored activities and in all use of social media. All in school behavioral expectations for enrolled students also apply to students' online and media behaviors.

- The relationship between the opposite sexes should be conducted on a dignified and wholesome basis. The "hands off" policy will be enforced.

- Radios, iPods, MP3 players, CD players, CD's, hand held video games, cellular phones, and any other personal electronic devices are prohibited at school unless authorized by a teacher. These items will be confiscated and turned in to the office. Parents may request and accept return of these items once the student has served detention.
- Inappropriate pictures and stickers are not to be posted inside student lockers. Confiscated items may be destroyed.
- Food must be confined to the designated areas during lunchtime. NO EATING WILL BE ALLOWED IN THE HALLWAYS OR CLASSROOMS. NO GUM IS ALLOWED AT ANY TIME ON THE DCA CAMPUS.
- No unauthorized selling is allowed on the DCA campus.
- Any student with tattoos or body art must keep them completely covered for all school activities, including sports.
- Students are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, or any exposed body part (includes those visible through the uniform).
- Students are expected to maintain high standards of conduct. Conduct or habits unbecoming to the standards of the school, even while off campus, may be subject to review by the school administration.

A full explanation of the school behavioral policy can be found in the Student Code of Conduct. School administration may suspend a student for up to two weeks per Texas Conference policy.

**TEXAS CONFERENCE OF SDA – TEACHER HANDBOOK
5225 – SUSPENSION OF STUDENTS**

In the case of a serious violation of school regulations, the principal may suspend a student from school even though there has been no prior serious misbehavior. The suspension period is not to exceed two weeks.

A student may be disciplined, suspended, or dismissed for the following violations at any time during the school year, regardless if the infraction occurred on or off campus for the following violations:

- A. Disobedience of a faculty or staff member
- B. Bullying or cyber bullying through social media including sending offensive texts or emails; posting texts or statements that are not true and create rumors; and circulating embarrassing photos of a classmate online
- C. Inappropriate use of God's name, use of pro-fane or indecent language, indulging in lewd conduct or suggestions, or possession of obscene literature or pictures
- D. Theft, picking or breaking locks, doors, or windows to enter locked places
- E. Assault on a student or a member of the faculty or staff
- F. Disrupting classroom activities

- G. Cheating, plagiarism, or copying the work of another student
- H. Willfully causing damage to, or destruction of, school property. Any person willfully marring, misusing, carelessly damaging, or destroying school property must also pay for the restoration of the property to its original condition or for the replacement of the property
- I. Constant and obstinate violation of any school regulation that constitutes insubordination
- J. The use of tobacco, drugs, or alcohol or the possession of such items
- K. Undermining the fundamental principles of the institution, antagonism toward the spirit or methods of the institution, or continuous criticism and faultfinding
- L. Fighting or antagonizing others to fight Guns, (toy or otherwise), fireworks, cigarette lighters, matches, knives, etc., are not to be brought onto the school campus

MIDDLE AND UPPER SCHOOL DISCIPLINE

The Dallas Christian Academy Discipline Policy for 7th – 12th grade is based on a demerit system. The system is designed to maintain a school atmosphere that is conducive to learning. Unrestricted interruptions in the classroom or common areas distract students from the primary focus of education, learning. Levels of disciplinary response, which increase in severity, are employed in order to discourage behavioral distractions. Students requiring disciplinary action will be informed of the infraction and the demerits that have been assigned. Parents will be notified for each infraction. Detailed information regarding DCA’s policies can be found in this handbook and Student Code of Conduct available for download on the DCA website under the “resources” tab.

The signature page indicating your review of the DCA Handbook verifies that students and parents understand and accept the terms and conditions of behavioral requirements and disciplinary action as written in this handbook and the Student Code of Conduct.

ACCEPTABLE NETWORK/INTERNET USE

As a user of the DCA network, technology, and Internet services, students agree to comply with the guidelines listed below and agree to honor all related laws and restrictions. As the parent or legal guardian of the student, you grant permission for your child to access network computer services, such as the Internet. Students and parents/guardians will be held liable for any inappropriate behavior engaged in by the student. Students and parents/guardians understand that some material on the Internet may be objectionable. Students and parents/guardians accept responsibility to work with the school in the guidance of Internet-use by setting and conveying standards for students to follow when selecting, sharing, or exploring information and media. Students and parents/guardians understand that they are financially responsible for any damage caused to DCA I.T. property. Students and parents/guardians agree to abide by Dallas Christian Academy’s Acceptable Use Policy, and acknowledge and agree that DCA has the right to review, edit or remove all materials installed, used, stored, or distributed on or through the school’s network, and hereby waive any right of privacy.

The signature page indicating your review of the DCA Handbook verifies that students and parents understand and accept the terms and conditions of the Acceptable Use Policy.

TERMS AND CONDITIONS FOR STUDENT USE OF COMPUTER NETWORK:

1. In order to gain access to Dallas Christian Academy's computer network and Internet services, students must obtain parental permission. Each student and parent must sign and return the Acceptance of Student Handbook procedures and regulations upon enrollment.
2. The DCA network provides a service that allows students to conduct research and to communicate with others. Access is deemed a privilege, not a right, and entails responsibility on the part of the student.
3. Students are responsible for appropriate behavior when using the DCA network. It is expected that users comply with school standards and honor the agreements they have signed.
4. The responsibility for determining the appropriateness of computer and Internet resources shall lie with the classroom teacher and shall be determined by the guidelines set forth by the North American Division of Seventh-day Adventists.
5. Students inadvertently accessing inappropriate websites shall immediately report the occurrence to the teacher.
6. Network storage areas and device content shall be subject to the same search and seizure rules as school lockers. Network administrators have the right to review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on the school network or device content will remain private.

STUDENT RESPONSIBILITIES FOR COMPUTER NETWORK USE:

1. The student assumes responsibility for any DCA user accounts to which they are given access.
2. The student agrees:
 - a. To refrain from tampering or causing disruption to the functions of school computers or school network and Internet services.
 - b. To refrain from unauthorized access to Dallas Christian Academy systems, networks, data resources, or software programs.
 - c. To respect the usage guidelines and acceptable use policies of all host networks.
 - d. To be responsible with all computers, hardware, and software.
 - e. To respect the passwords, folders, work, and files of others.
3. The student agrees not to use the DCA network or Internet for the acquisition, creation, and distribution of any material that is offensive, obscene, harassing, sexist, pornographic, racist, malicious or slanderous.
4. The student agrees to not use Dallas Christian Academy's Internet resources for any activity that may be considered unethical, immoral, or illegal.
5. The student will not subscribe to mailing lists, news groups, on-line computer games, or any other Internet or network services.
6. The student will not correspond through the Internet with unknown persons.
7. The student will not access any social media sites while on school property or during school sponsored events unless given prior authorization by DCA Staff or administration.

8. The student understands that the use of the Internet and other local networks is a privilege, not a right, and inappropriate use may result in cancellation of these privileges.
9. The student agrees not to download programs and/or files without prior written consent from a teacher.
10. The parent/guardian/family agrees take financial responsibility for any DCA IT property should the items be damaged or broken while in the student's possession.

MUSIC

Music is often an important element in the lives of young people. In order to encourage participation in musical ministries, DCA provides a choir, praise team, and live arts program. Private piano and strings lessons are available at reasonable rates.

SPORTS & EXTRA CURRICULAR ELIGIBILITY Policy

There will be three areas of assessment for extra-curricular activity eligibility: **Academic, Character, and Attendance**. Dallas Christian Academy upholds a high set of standards as outlined in the mission, core values, and the school handbook. Participating in any sport team to represent the school is a privilege and a big responsibility. Any student playing a sport is expected to:

- Maintain an Outstanding Citizenship Character & sportsmanship
- Maintain an A/B grade average (nothing lower than a C is acceptable)
- Maintain School Uniform
- Maintain Practices & Games
- Maintain the DCA property

Academic

Academic eligibility for extra-curricular activities will begin after the sixth week. DCA is in accordance with the TCAF policy to check grades every six weeks thereafter. Per the policy, **any student failing the grading period**, or any student with disabilities who fails to meet the standards in the Individual Education Plan (IEP), **will not be able to play for the next three weeks**. Ineligibility will begin no later than the following Wednesday. At that time, grades will be checked again. If a student is not passing all subjects, the player will not be able to play for another three weeks. If that student is passing all classes, they will once again be eligible to play. Any student or coach violation this rule will be subject to sanctions, forfeitures, or expulsion.

All activity coaches and directors are responsible for obtaining official grade reports from the individual the principal designated as the keeper of official grades before the student represents the school.

Character

Eligibility for extra-curricular activities also requires students to maintain a character worthy of representing the school. This includes the highest level of sportsmanship and a Christ-like character during games and practices/rehearsals, contests, during travel to and from events, and at all times in the community. Behavioral guidelines set forth in this handbook must be maintained at all times, in order for eligibility to continue.

Extra Curricular Attendance Requirements

Regular attendance at all practices, contests, and school is essential. Students must enter school no later than the end of first period and remain for the rest of the day to be eligible to participate in the day's practices and/or contests. Pre-planned excused absences must be approved by the coach in advance and should be extremely limited. If a participant demonstrates poor attendance at school, practices, or contests, the coach may appropriately discipline the student. If a participant demonstrates poor school attendance, the administration may include appropriate sports participation restrictions in the disciplinary action.

TUITION AND FEES Policy

Dallas Christian Academy requires an annual registration fee of \$400.00. This payment is nonrefundable and due with the application paperwork for the new school year. This fee provides each student with the following:

1. Application processing
2. State health testing for all enrolled students
3. Student accident insurance

The resource fee for all middle school and elementary students is \$275 and provides textbooks, school supplies, workbooks, and use of class library & media materials.

Upper school resource fees are \$350 annually and cover lab and fine arts fees. **Textbook fees and ipads are not included.**

TUITION

The tuition at Dallas Christian Academy is an annual amount. Dallas Christian Academy allows for the payment of this annual tuition in ten monthly payments through CHASE PAYMENTECH. These payments begin in August and run through May. Tuition is considered late five days after the scheduled payment date. **If an account is 45 days delinquent, parents will be asked to keep their students at home until the account is brought current and brought to the financial committee for awareness.** Parents/guardians are ultimately responsible for tuition.

TUITION PAYMENT DISCOUNTS

- One semester in advance – a discount of 4%
- Full year in advance – a discount of 7%

Semester and full year payments are due and pay-able by the first day of the semester to qualify for the discount.

- Families with more than one child enrolled in the school will be awarded a 10% discount for each additional child.

* Full application and registration fees are required for each attending student at the time of enrollment.

Force Majeure Event

The school shall not be liable to the parents or students for delays or failures in performance of any teaching or educational obligations resulting from unforeseen causes beyond the reasonable control of the school, including without limitation, acts of God; inclement weather; acts of war or public enemy; riot; fire; explosion; accident; sabotage or terrorist act; governmental or court-ordered laws, regulations, orders or actions; national defense requirements; injunctions or restraining orders; failures beyond the reasonable control of either party (hereinafter Force Majeure Event). Termination or expiration of the parent's obligations or the payment of tuition for any reason, including by reason of Force Majeure Event, will not affect or negate any obligations for the parents which arose prior to the effective date of such termination or inability of the school to provide or complete any educational obligations, including without limitation Parent's obligation to pay tuition payments.

RELEASE OF TRANSCRIPTS Policy

The Texas Board of Education policy states that schools shall not be expected to release official school records of transcripts or grade reports unless a student's account has been paid in full. Dallas Christian Academy student grade reports and official transcripts will be released only when payment arrangements have been approved and signed by both the financially responsible parent and school administration.



Acceptance of the Dallas Christian Academy Handbook

Academic Year 20____-20_____

Dallas Christian Academy provides copies of the Student Handbook and Student Code of Conduct (Grades 7-12) online at www.dallaschristianacademy.org. The Student Handbook provides families with information about the expectations, guidelines, and policies for attending and receiving an education at Dallas Christian Academy.

This signed receipt acknowledges review and acceptance of the **20__-20__** Student Handbook and Student Code of Conduct for Dallas Christian Academy. It is understood that the DCA Handbook contains policies regarding student conduct, discipline, regulations, and requirements for admission to Dallas Christian Academy. It is understood that it is the student's and parent's/guardian's responsibility to familiarize themselves with the information contained therein and agree with the policies and rules of Dallas Christian Academy. It is also understood that the Dallas Christian Academy School Board may change, add, or delete any policies and provisions in the DCA Handbook as seen fit in its sole judgment and discretion pertaining to the operations of Dallas Christian Academy.

Circle one of the underlined words:

I (parent/s and child) have read the entire Handbook and Student Code of Conduct outlining Dallas Christian Academy's expectations, guidelines, and policies online / hard copy.

_____ Parent/s Initials

_____ Student Initials

The undersigned, as students and parents, agree to adhere to the information contained in the DCA Handbook and Student Code of Conduct.

Parent Signature: _____ Date: _____

Printed Name: _____

Student Signature: _____ Date: _____

Printed Name: _____

If you do not have access to a computer, please contact the DCA Office and request a printed copy of the Student Handbook and Student Code of Conduct (Grades 7-12). A printed copy will be made available upon request only.