

DENVER CHRISTIAN ACADEMY
PARENT/STUDENT HANDBOOK K – 12

2024-2025

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You are the light of the world!

Unless the Lord builds the house, those who build it labor in vain.
Unless the Lord watches over the city, the watchman stays awake in vain.

Psalms 127:1

WELCOME TO THE DENVER CHRISTIAN ACADEMY FAMILY

Our staff has been preparing and praying for another successful year. This handbook has been developed as a resource to provide guidance and direction. We look forward to a successful 2024-2025 school year as we partner together in your child's education.

HISTORY

Denver Christian Academy was founded in 2015 by Mike and Robin Kiser. The Kisers had a vision for an affordable school in the Denver community that would provide an excellent education with a Biblical foundation to meet the needs of the individual students while supporting their families. Knowing that education is not "one size fits all," they prayerfully invested and sought to create a safe environment where students could thrive and learn utilizing the gifts and abilities that they were uniquely created with.

DCA'S MISSION STATEMENT

Denver Christian Academy provides an individually tailored approach to education centered on God's Word. We provide strong academics in a nurturing environment where students grow spiritually, intellectually, emotionally, and socially through Christian Values. At DCA, students achieve this personal success when each individual unlocks what God designed them to be.

OUR CORE VALUES:

God - We honor God and teach about His mercy, grace, and love through worship time in the Chapel, Bible Study classes, and integration of our biblical worldview in academics and interactions with our students, parents, and fellow staff members.

Family - Our commitment to family is demonstrated through our four-day school week, reasonable and educationally worthwhile homework assignments, and school-wide family activities.

Education - The importance of education is emphasized through the academic courses offered at DCA that are rigorous but flexible, allowing for individual learning needs and styles. DCA aims to have all students achieve academic success at every grade level and prepare them for the future.

Character - We partner with families in the character development of our students by meeting daily challenges with Biblical principles and discipline that asks students to examine their hearts and behaviors.

Community - Being part of a loving, grace-filled community means that we align our actions with our desire to become more like Christ and serve one another at school, with our families, in our local community, and in the wider world.

NON-DENOMINATIONAL POSITION

DCA's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family.

Our desire is to focus on Jesus' love, grace, and forgiveness. Therefore, we will always strive to incorporate teachings on how the student is loved unconditionally, incorporate grace into all discipline and practice forgiveness and mercy each day.

In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, or staff to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the division that denominational differences may cause.

DENVER CHRISTIAN ACADEMY ACADEMICS

ACADEMIC STANDING

Students must achieve a GPA of 2.50 or above each semester to maintain good academic standing. If a student falls below 2.50, parents and teachers are to create an academic plan to improve the students' academic success.

ACADEMIC HONORS

A Honor Roll - A's in all subjects

A/B Honor Roll - any combination of A and/or B in all subjects

GRADING SCALE 3-12

Our grading scale is set to match the state scale so students are not at a disadvantage when applying for college or scholarships.

The Grading Scale

A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	59 & Below
C+	77-79		

HOMEWORK

The primary purpose of homework is to give parents the opportunity to engage their child's learning process while giving the student time to practice at home what was taught in class. Homework is assigned Monday through Wednesday on a regular basis. Weekends and Holidays should focus on resting and spending quality family time together. Student projects are Summative Assessments which yield the opportunity to creatively express what has been learned in class. All projects and major writing assignments will be completed and graded mostly in class. **Parents and students will receive a list of materials needed to complete each project.**

1. PRACTICE HOMEWORK

Skill/Concepts taught in class which students practice independently to aid retention.

2. EXTENSION HOMEWORK

Assignments which extend, expand, and enrich a basic lesson taught in the classroom.

3. CREATIVE HOMEWORK

Assignments which provide opportunities for students to utilize a variety of personal skills and acquired knowledge to create individualized and personally relevant products.

Maximum (per day)

Kindergarten: 20 minutes

1st – 2nd grades: 30 minutes

3rd – 4th grades: 40 minutes

5th – 6th grades: 50 minutes

7-12th - 60 minutes+ (depending on assignments)

*****Some students may need to occasionally work beyond the maximum standard. If this should occur on a regular basis, a conference between the parent and teacher should be arranged right away.**

DCA suggests the following homework practices:

1. Students should study in the same location every evening. This location should be in an environment that is comfortable for the student and conducive for learning.
2. The majority of students study most effectively in a location that is quiet, with good lighting and free from distractions. Paper, pencils, pens, a dictionary, and any other needed resources should also be readily available.
3. If possible, the student should do homework at the same time every day.
4. On scheduled homework nights, students should use the allotted time for home study. The student should use this time to complete school assignments, prepare for tests, practice spelling words, review math facts, etc. If all assignments have been completed, the student should use this time for reading enrichment.
5. Start homework each night with prayer!

MAKE-UP WORK

When a student will have a planned absence, it is the responsibility of the parent to notify the teacher in advance if the child is to be absent for more than two consecutive days. The teacher's responsibility is to prepare adequate homework to insure the student's continued progress academically while he or she is absent.

If a student has an unplanned absence, and the parent contacts the office or teacher, and if time permits for the teacher during the school day, they will attempt to have homework in the school office by the end of the school day. In both cases of planned and unplanned absences, this homework should only be that which is vital to the student's continued progress academically and not just "practice work." Students should be given 1 extra day of time for every 1 day they are absent to turn in this assigned work. Note: Students who are absent from school are not permitted to participate in after school sports or activities the day of their absence.

Students that have excessive absences are negatively impacted in many ways. They easily fall behind educationally. Wide gaps begin to form quickly in material they need to learn. They miss vital and important lessons in the classroom learning environment. They don't receive the same information as other classmates. They miss out on building the social skills needed in class and on the playground. Lastly, the student ends up not being prepared for their next grade.

REPORT CARDS

Report cards will be issued four times per year.

LEARNING MODIFICATIONS

If a parent or teacher feels a student needs additional help or enrichment in a particular area, a Personal Education Plan may be set up between the teacher, parent, MTSS Coordinator, and/or Administration.

TEXTBOOKS

Textbooks are purchased by the school and loaned to students for the entire school year. Students are not to write in textbooks but may write in consumable workbooks. Students are responsible for lost or damaged textbooks and parents will be charged accordingly.

GRADUATION REQUIREMENTS

In order to receive a diploma, candidates must successfully complete the course requirements for graduation from an NC high school and earn a minimum of 10 credits during the junior/senior year(s), of which 6 credits must be selected from the core academic classes. Students must maintain a grade point average of a 2.5 or above to receive a diploma.

DUAL CREDIT COURSE OPTIONS

Dual credit courses refer to classes offered as both college and high school credit. In North Carolina, most such courses are offered either through an approved online course provider; or, through the College NOW Program. Students are required to be 16 years old and a Junior or Senior to take Dual Credit courses unless the student is classified as Academically Gifted. Dual Credit courses may be taken online. If a student is interested in the Dual Credit courses, please contact administration.

ADVANCED PLACEMENT (AP) COURSE OFFERINGS

AP Classes are offered to students in 10th – 12th grade. AP Classes are typically offered to students on an individual basis, through an approved online provider. If a student is interested in the Dual Credit courses, please contact administration.

TESTING

DCA uses the Iowa Assessments for end of year testing. This is one measurement tool to evaluate student progress during the school year. Test results will be used to make decisions about educational planning for students.

TRANSFER CREDITS

Students may transfer high school credit from another public or private school by providing a complete transcript from the previous school. Home-school students may apply for credit by completing a form documenting the coursework. Written examples of coursework or exams may also be required. Credits will be evaluated by administration and reviewed before acceptance.

VIRTUAL/ONLINE COURSE POLICY

Courses offered through Liberty University Online Academy, North Carolina Virtual Public Schools (NCVPS), or one of their approved vendors can be taken at additional cost for electives or Course Recovery.

ATTENDANCE

SCHOOL DAYS/HOURS

- DCA operates Monday-Thursday. Fridays are for family, travel, recreation and personal interest. School would only be scheduled on Friday to make up days missed for snow or other cancellations.
- All students should report to homeroom upon arrival.
- Our building opens to students at 7:30 a.m. Students must be in their homeroom by 8:00 a.m. If your child arrives after this time, they **MUST** enter through the front door, sign in at the designated front office, receive a tardy slip, and then proceed to their homeroom.
- Students arriving earlier than approved drop-off time will be assessed with a childcare fee.

GRADE	DROP OFF	SCHOOL DAY	DISMISSAL
Middle & High School	7:30 - 8:00 am	8:00 am-3:30 pm	3:30 pm
Elementary School	7:30 - 8:00 am	8:00 am-3:15 pm	3:15 pm

After-school Care is available Monday-Thursday until 6:00 p.m. Friday care is available from 7:30 a.m. – 6:00 p.m. on select days. Please contact the DCA office for additional information and registration.

ATTENDANCE & TARDY POLICY

Regular attendance and punctuality are important from the beginning of the school year until the last day. Frequent absences and late arrivals interfere with your child’s progress toward learning the necessary basic skills and can affect the completion of a course (high school credit) and your child’s promotion to the next grade level.

- Parents are expected to send an emailed excuse or bring a written excuse to their child’s homeroom teacher the day they return to school from their parent(s) or guardian, stating the exact reason for the absence or tardiness.
- All absences are unexcused until the school is notified in writing with an approved reason from the list below. After 6 unexcused absences, you will be required to attend an administrative counseling session.
- Any student who arrives after 8:00 a.m. without a doctor’s note or parent note that meets one of the criteria below will be marked as an unexcused tardy.
- Students are marked tardy at 8:00 a.m. Excessive tardiness will be addressed on an individual basis.
- The following reasons are considered excuses for absences and tardies:
 - Personal illness or doctor appointment (please state type of illness). .
 - Death in family
 - Pre-approved infrequent educational opportunity absences (travel, college visit).
 - Extenuating circumstances (family emergency, car emergency, etc.).

Excessive Absences

Students that are not in school for 20% or more of the combined school days in a semester could potentially have to repeat the grade they are in if they are not ready to be promoted to the next grade. The administration team will gather the information needed from the teacher and determine if a student should not be promoted due to excessive absences.

Excessive absences could include missing 3 or more days in one week, 5 or more days in a two-week period, or 10 or more days in a one-month period, unless excused by a doctor’s note.

Excessive Tardies

Tardies are reported on the student’s Report Card each semester. The consequences for “excessive” tardies are listed below:

1 st /2 nd Tardy	Grace/Warning by the teacher.
3 rd Tardy	A note is sent to the parent by the teacher.
4 th Tardy	Phone contact to the parent by the teacher.
5 th Tardy	Second note sent to the parent from the Principal.
6 th Tardy	Phone call to parent by the Head of School.

Adult failure to transport students in a timely manner will not alleviate consequences applied to students.

Each semester period begins a new period of time for recording tardies. Students begin each semester with zero tardies.

LEAVING EARLY AND CHANGING YOUR TRANSPORTATION HOME

- K-5 parents/guardians must contact the main office and request that their child be released early. When possible, please notify the homeroom teacher the morning of or day before early dismissal.
- 6-12 students should notify the homeroom teacher of scheduled early release. In an emergency, call the Main Campus Office to alert us about any upcoming early dismissal.
- In order to ensure student safety, persons on the students' approved pick up list must provide current identification for the student to be released.
- All changes in student transportation must be submitted in writing to administration at the main campus beforehand and include instructions, name, and contact information. Students are not to make plans during the day that require change in transportation.
- K-8 students must attend school until 11:30 pm each day to be counted for full attendance.
- 9-12 student attendance is taken by class and students must be present for more than 50% of the class period to be counted present.

COMMUNICATION: SCHOOL UPDATES

DCA WEBSITE AND STUDENT INFORMATION SYSTEM

The school website is www.denverchristianacademy.com

Information regarding the Student Information System will be provided to students and parents at the beginning of the school year. We are using Gradelink for communication, enrollment, grades, assignments, and calendar. Each family will receive login information and instructions after enrollment.

EMAIL AND TEXT UPDATES

One of the main ways we will communicate information from school to home will be via email. It is important that every family provide accurate email addresses so that you receive the weekly updates from administration. Please read weekly communications to stay current on important information for

you and your child. In addition to weekly updates, we will send CHANGES for events and other timely information by email.

We have added a texting option to notify parents of important updates. Parent phone numbers should be provided and updated with the school if any changes occur.

SEVERE WEATHER ALERTS

Official weather alerts will be announced using:

- Gradelink: Email and/or text
- WSOC-TV

COMMUNICATION: TO AND FROM TEACHERS

DAILY FOLDERS

Each student in K-12 will receive an agenda with space to write assignments, upcoming events and a place for notes from teachers to parents and parents to teachers. Please check the folder daily for elementary and middle school students.

CONTACTING TEACHERS

The best way to communicate with teachers is to use the teachers' school email. Teachers check this at the beginning and end of the day. Please do not expect teachers to be able to check email or text during the school day. If you have urgent information, please call the DCA office to have a message relayed to the teacher. It is our policy that teachers respond to emails within 24-48 hours during the school week up to 5:00 p.m. Please be considerate and remember that evenings and weekends should be time for their families and personal lives outside of school. Teachers will also use Class DoJo to allow parents a more interactive experience with their students. This will be updated and monitored at the teachers availability and discretion. Please allow them 24-48 hours to respond to messages.

STUDENT AND STAFF COMMUNICATION POLICY

It is the expectation of DCA that students will not engage in any forms of social media/electronic communication (including, but not limited to text messaging, Snapchat, Instagram, Tik Tok or Facebook) with faculty or staff members. Upon parental consent, students and faculty may communicate via email only for school related business.

TEACHER CONFERENCES

Please call or email to schedule a time to talk or meet with teachers. Please, do not drop in for a meeting during the school day. DCA teachers have weekly meetings, scheduled clubs, activities, planning, and grading to do before and after school.

PARENT TEACHER FELLOWSHIP – PTF

The DCA Parent-Teacher Fellowship provides valuable volunteer time and financial support for our school. Every family enrolled at DCA is part of the PTF and pays \$75 per family to the DCA PTF. In August/September you will receive a PTF volunteer form and contact information for the PTF Board. Please consider being a part of this awesome team that supports our program so well.

COMMUNITY SERVICE

Community is one of our core values at DCA and all students and parents have the opportunity to give back.

Middle and high school students must fulfill service requirements designated for grade level:

Requirements	Hours per Year
Middle School	10
High School	20
Family	10

DOCUMENTATION FOR COMMUNITY SERVICE HOURS

Community service hours should be logged in Gradelink and will be monitored by administration.

STUDENT BEHAVIOR

CODE OF CONDUCT AND BEHAVIOR EXPECTATIONS

The purpose of DCA's Code of Conduct is to promote a Christ-like attitude in the learning environment, to encourage the development of positive Christian relationships, and to build and reinforce Biblical life skills for all students. Therefore, DCA has set specific guidelines regarding behavior. Parents are asked to reinforce these behaviors at home.

Good behavior is not "discovered" by students, it must be taught. We will train students to comply with rules, limits and adult directions, teach them the skills, attitudes, and knowledge required to be responsible and cooperative and help them manage their independent choices. We set high standards and expect our students to meet them. Students, who choose behaviors that are not permitted, will be corrected, taught the proper behavior and given consequences to reinforce the appropriate behavior. Parents will be informed of serious incidents and repetitive misbehaviors to work together to develop proper future behavior.

DCA does not practice spanking or similar forms of corporal punishment. The school will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students up to suspension and/or dismissal from DCA.

Behavior that needs to be corrected usually falls within these categories:

Disruptive - Disrespectful - Dishonest - Disobedient - Dangerous

- In most cases, a distinction will be made between elementary/secondary school students in specific policies governing disciplinary procedures, since it is assumed that a greater degree of self-discipline and good conduct should be expected from secondary students.
- Any discipline matter deemed to be of an urgent or potentially dangerous nature shall be brought immediately to the attention of the Leadership Team. Minor or non-serious offenses should be communicated in a timely manner to administration. These problems will be handled at the discretion of the administration.
- The student shall be given an opportunity to correct his/her own behavior following the first offense of a routine or non-serious nature, and the parents shall not be notified unless the student or staff member involved specifically requests that they be notified. The parents shall be notified of any subsequent offenses. Parents will be asked to acknowledge receipt, indicating that they understand.
- Leadership will personally attend to serious, urgent or potentially dangerous discipline matters, and the parents will always be notified in such cases. Leadership shall have a broad range of personal authority to act in such cases, including but not limited to suspension of the student from regular school activities.
- Should repeated or serious first-time violations of the student code of conduct occur, a student may be suspended or expelled.

DISCIPLINARY ACTIONS FOR MINOR MISCONDUCT

CLASSROOM DISCIPLINE

The classroom teacher is normally the closest to any discipline issue that arises. While teachers may exercise discretion with each occurrence of a discipline issue in class, they should maintain consistency in their own classroom and throughout the school, according to our Code of Conduct. (This procedure is also to be followed by any substitute, volunteer teacher or assistant serving at DCA.)

This initial correction in the classroom offers the student the opportunity to demonstrate an appropriate response. It also alerts parents to potential problems, especially regarding attitude, and helps them assume final responsibility for the discipline of their child.

DISCIPLINARY ACTIONS FOR MAJOR MISCONDUCT

MAJOR CODE VIOLATIONS

Students will immediately be sent to the School Office for any of the following:

- Bullying of any kind
- Profane language
- Theft/Stealing
- Cheating (Discipline includes receiving a 0 on the assignment.)
- Destruction of property
- Violence of any kind with the intent to hurt
- Any inappropriate or sexual words or behaviors
- Any behavior or words regarding gender or LGBTQ+ issues that are not in alignment with God's Word or DCA's spiritual policies
- Bringing any weapons or perceived weapons on campus
- Smoking, vaping, drug use, or bringing these items on campus
- Poor choices that the administration deem as detrimental or a negative influence on other students.

If any of these occur, a thorough investigation will be completed. If the investigation proves conclusive, the student is sent to Administration. A Behavior Report will be completed and the parents will be notified of the results.

ADMINISTRATIVE DISCIPLINE PROCESS

The Administrative Discipline process will be implemented consisting of any of the following :

- 1st: On Campus Suspension (OCS)/Parent Conference (1, 2, or 3 days)
- 2nd: Off Campus Suspension/Parent Conference (1, 2, 3-5 days)
- 3rd: Expulsion

Suspension from all classes and activities may be made with or without permission to make up work (resulting in zero grades).

Expulsion may be imposed with or without permission to appeal. All final expulsions must appear on the student's permanent record.

Expulsion Guidelines:

- Students are suspended immediately from all classes and activities.
- The family's admission agreement with the school is declared null and void.
- If the family does not wish to appeal, then the student is no longer a DCA student and the record of expulsion will appear on the student's transcript.
- If the family wishes to appeal, they must submit their formal request for readmission in writing to the Head of School stating their reasons for wanting to negotiate a new and more restricted admission with the school.
- If the formal request is accepted, the student may continue to receive class assignments while the appeal is pending. Both parents and the student must schedule a time to meet with the Administration to discuss the appeal.
- Re-admittance may only be on the condition that the family obligates itself to a new and revised admission agreement, complete with the Leadership's required corrective actions, restrictive measures, and future accountabilities. Failure to keep the new agreement can result in automatic forfeiture of the student's admission status with no permission to appeal. A reentry meeting is required for the parents, student, and Principal.
- If the new agreement is kept faithfully and without incident, the student may apply to have the record of expulsion deleted from his or her permanent record at the end of that school year or later as deemed appropriate.
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LAW ENFORCEMENT INVOLVEMENT/MANDATORY REPORTING

Behaviors which would require mandatory reporting to DSS or other legal/law enforcement agencies include:

- Sexual
- Weapons
- Suspected child abuse or neglect

- Threats
- Illegal substances

CELL PHONE/PERSONAL ELECTRONIC DEVICES

Students may bring phones to school in grades 6th - 12th.
Middle and High School students will place phones in the designated area.

Use of phones during the day is NOT ALLOWED unless SPECIFIC permission is given to a student. Phones MAY NOT be used to contact parents (or anyone else) during the school day. If a student needs to contact a parent or guardian during the day they will use the school phone. Phones not turned in during the day will result in consequences - students will lose phone privileges on campus for the remainder of the semester. Cell phones are not permitted at PE or on the bus unless permission is given for Field Trips.

Electronic devices and accessories (i.e., earbuds, headphones, & Bluetooth devices, tablets) are prohibited in classrooms, hallways, lunchrooms and chapel unless given explicit direction for educational purposes.

TOBACCO POLICY

DCA is a tobacco free campus. No smoking or other use of tobacco/nicotine products (including, but not limited to, cigarettes, pipes, cigars, snuff, chewing tobacco, vapes or JUUL pods) is permitted on school grounds. This policy is applicable for all activities that DCA participates in regardless of physical location.

INTERNET USAGE POLICY/SOCIAL NETWORKING

Social networking sites have become the most popular websites visited by young people today. As a school, we have blocked access to these sites on school computers. In addition to that, we encourage parents to monitor their children's internet access at home, especially regarding social networking sites.

While students view social network sites as places to communicate with friends and express their opinions, students must know there is no "presumption of privacy" with anything they say online. For this reason, we feel it necessary to remind students that when serious offenses outside of the school occur and become public and/or negatively impact the reputation or character of the school or students, disciplinary measures may also be taken. This includes, but is not limited to, inappropriate language, pictures, threats, or confessions of inappropriate behavior. In addition, students who create websites for other students will be in violation of this policy and face disciplinary measures. Due to the broad array of actions, disciplinary measures could range up to and include dismissal from school, contacting legal authorities, law enforcement or social services.

MORAL INTEGRITY

Our school expects all our students to model Christian values, including moral integrity. Our students are not to engage in illegal or immoral activity, including (but not limited to) heterosexual or homosexual activity, sexual harassment, use of pornographic material, or use of tobacco, vaping products, drugs or alcohol.

DCA LOGISTICS

FOOD/DRINK POLICIES

- Students may have water anytime and snacks only during teacher designated snack time in the classroom. Bring ONLY water in water bottles with lids.
- Any dietary restrictions must be provided to the school at time of registration. Teachers will communicate all known allergies in the classroom to the parents, so there is no danger of inadvertently exposing students.
- Each classroom will maintain a confidential list of allergies, so that subs and volunteers are also aware.

LUNCHES

Lunch options include:

- Hot Lunch Option from Giovanni's on Wednesdays ONLY. Please visit our website to order.
- Bring lunch from home. K - 12 lunches will not be refrigerated.

There will be microwaves available for student use. Each teacher will have his/her policy for using the microwave.

BIRTHDAY CELEBRATIONS

Check with your Homeroom Teacher to schedule the time and any treats you wish to bring. Scheduling is important to avoid class disruptions or possible allergy problems.

*Only store bought (treats) may be provided. No home baked items please.

DCA SPIRIT ROCK

Parents/students who wish to paint the Spirit Rock for birthdays should schedule through the DCA PTF or the website - <https://www.denverchristianacademy.com> (under student life) to avoid conflicts with multiple birthdays.

LOST & FOUND

All articles not claimed at the end of each month will be donated to the local mission or clothes closet or back to DCA.

FIELD TRIPS

During the school year, teachers may schedule educational or service/ministry-based field trips. These will be communicated in writing in advance including details of the trip (destination, times, transportation, and cost). A field trip permission form for the year is provided upon admission. Parents are encouraged to chaperone field trips if space is available.

Transportation will be provided on the DCA school bus unless otherwise specified.

STUDENT DRIVERS/STUDENT PARKING REGISTRATION

- Parents must fill out a parking registration request that includes the license tag # of the vehicle(s) and DL # of the student. In order for students to be allowed to drive and park on school campuses. If a student regularly drives siblings or carpools with other students, send that information in writing on the Parking permit Parking spots are assigned upon registration. All driving students must submit a copy of their insurance card to be kept on file at the main campus front office.
- Students taking Driver's Education should request a Driver's Eligibility Form via email when you start the course.

STUDENT DROP-OFF & PICK-UP

- Student drop-off and pick-up take place at the south door for ALL TK, K, 1st, and some 2nd grade students.
- 3rd, 4th, and 5th grade students will be dropped off at the modular classroom located on the south side of the property.
- All TK-5 students should report to their classroom upon arrival.

- All 6-12 students will be dropped off at the church campus. Student drivers may drive themselves & siblings to the church campus and park there.
- Students arriving after drop off time ends, should sign-in at the front office area of each campus to be admitted to class.

FIELD TRIPS

During the school year, teachers may schedule educational or service/ministry-based field trips. These will be communicated in writing in advance including details of the trip (destination, times, transportation, and cost). A field trip permission form for the year is provided upon admission. Parents are encouraged to chaperone field trips if space is available. Optional participation by siblings will be determined based upon the nature of the event/activities involved.

Transportation will be provided on DCA school bus/van unless otherwise specified.

UNIFORM/DRESS CODE

Our school dress code has been established to develop student attitudes and behaviors that honor our Lord Jesus Christ and promote spiritual growth.

Basic Principles regarding clothing and appearance include:

1. Godliness – Cleanliness – Modesty – Practicality – Neatness – Safety
2. Uniform shirts and accepted bottoms must be worn unless a non-uniform day is designated.

SPECIFIC REQUIREMENTS FOR GIRLS

1. Jeans, pants and shorts must be appropriately proportioned. They must not be form fitting or excessively baggy.
2. Length of dresses, skirts and shorts must be no shorter than mid-thigh. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee.
** Please make allowance for growth.*
3. Dresses, tops and blouses are required to cover the top of the shoulders (at least 3 inches wide) and the midriff. They must not be form fitting, low-cut, backless or have any slits. Shorts must be worn underneath dresses if the student is to play on the playground.

4. Clothing, including jackets, with non-school associated logos or insignias depicting professional, college, and/or other non-school teams are allowed during outdoor/recess times only, however, logos, symbols, and slogans that are not edifying will not be allowed (including skulls and crossbones).
5. Clothing must be complete, seams must be sewn, rips and tears must be patched.
6. Shoes must be worn at all times. Open-toed shoes of any sort are not permitted.
7. Hats/Caps are not allowed to be worn inside the building.
8. Hair/Hairstyles must be clean, neatly groomed, and within the normal range of natural hair colors (black, brown, brunette, blonde, and red). No extreme hair styles will be allowed. Hair must not be a distraction to others or themselves. The administration or staff will determine when hair has become extreme or a distraction and expect a parent to take measures to alleviate the distraction.
9. The wearing of jewelry should be kept to a minimum.

SPECIFIC REQUIREMENTS FOR BOYS

1. Jeans, pants and shorts must be appropriately proportioned. They must not be too tight or excessively baggy. All pants or shorts must be worn at the waist. Undergarments must never be visible above or below outer clothing.
2. Length of shorts must be no shorter than mid-thigh. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee.
** Please make allowance for growth.*
3. Clothing, including jackets, with non-school associated logos or insignias depicting professional, college, and/or other non-school teams are allowed during outdoor/recess times only, however, logos, symbols, and slogans that are not edifying will not be allowed (including skulls and crossbones).
4. Clothing must be complete, seams must be sewn, rips and tears must be patched.
5. Shoes must be worn at all times. Open-toed shoes of any sort are not permitted.
6. Hats/caps are not allowed to be worn inside the building.
7. Hair/Hairstyles must be clean, neatly groomed, and within the normal range of natural hair colors (black, brown, brunette, blonde, and red). No extreme hair styles will be allowed. Hair must not be a distraction to others or themselves. The administration or staff will determine when hair has become extreme or a distraction and expect a parent to take measures to alleviate the distraction. During sports or games, a student with hair longer than below the collar will be required to wear it up so that the student is kept safe from the possibility of the hair being unexpectedly pulled.

* From time to time the Administration may determine some manner of appearance not mentioned in this Dress Code to be inappropriate and thus will not be permitted.

Students who are not dressed in compliance with this Dress Code will be removed from school activities and parents will be contacted and asked to provide a change of clothes. Students will be allowed to return to school functions once they are dressed in conformance with the provisions of this dress code. (See below.)

1st Violation: If the initial dress code violation is minor, a simple verbal reminder to the student and email to the parent will suffice.

2nd Violation: The student will be sent to the **Head of School or Principal** to determine if the clothing is appropriate. If the clothing violation is minor, the student will be returned to class with a verbal reminder and Behavior Report emailed to the parents. Extreme dress code violations will result in the parent being contacted to bring the student a change of clothing.

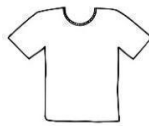
3rd Violation: The student will be given a Dress Code Violation note and Behavior Report emailed to the parents. Extreme dress code violations will result in the parent being contacted to bring the student a change of clothing.

4rd+ Violation: The Administrative Discipline process will be implemented consisting of:

- 1st: On Campus Suspension (OCS)/Parent Conference
- 2nd: Off Campus Suspension/Parent Conference
- 3rd: Initiation of the Expulsion procedure.

UNIFORM SHIRTS

Parents may also purchase colored t-shirts or collared shirts and have the DCA logo added.



BOTTOMS

Khaki, navy, or black pants or dress shorts or skirts. Blue denim jeans or shorts are also allowed, as well as APPROVED gym shorts and sweatpants. ONLY solid navy blue OR solid black gym shorts and sweatpants without elastic on the bottom purchased from the links provided by the Head of School, will be permitted. Shorts and skirts are to be no more than 3 inches above the knee. Leggings are not allowed unless worn under a dress, skirt or tunic top. Leggings must be solid. This includes Elementary students, too.



Skirts, shorts, and dresses 3 inches or less above the knee

Leggings CANNOT be worn as pants! Leggings CAN be worn under skirts, dresses or tunics that completely cover your buttocks!

SHOES

Closed toed shoes are required for students. No flip flops or backless shoes. Heels must be less than 2 inches.

PE ATTIRE

A PE uniform is recommended for 6th-12th grade. Uniforms should consist of athletic shorts of appropriate length and a DCA t-shirt.

FIELD TRIPS SHIRTS

Field Trip uniform is a DCA logo designated orange field trip shirt. Any dress code bottoms are acceptable. The only exceptions are TEACHER instructed changes.

JACKETS, SWEATERS AND HATS

- DCA logo sweatshirts/sweaters - any color or solid color jackets.
- All hats must be removed inside the school building.
- Outerwear without a DCA logo IS NOT permitted inside the building.

DRESS CODE VIOLATIONS

1st Violation: If the initial dress code violation is minor, a simple verbal reminder to the student and email to the parent will suffice.

2nd Violation: The student will be sent to the Head of School or Principal to determine if the clothing is appropriate. If the clothing violation is minor, the student will be returned to class with a verbal reminder and Behavior Report emailed to the parents. Extreme dress code violations will result in the parent being contacted to bring the student a change of clothing.

3rd Violation: The student will be given a Dress Code Violation note and Behavior Report emailed to the parents. Extreme dress code violations will result in the parent being contacted to bring the student a change of clothing.

4rd+ Violation: The Administrative Discipline process will be implemented consisting of:

- 1st: On Campus Suspension (OCS)/Parent Conference
- 2nd: Off Campus Suspension/Parent Conference
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PARENT VOLUNTEERS

Throughout the year opportunities for parents to volunteer at the school may become available. If you can assist, please contact the ptf@denverchristianacademy.com.

All parents and volunteers are expected to comply with all school rules and behavioral standards.

CONFLICT RESOLUTION

From time to time, parents and/or students may have problems with a policy, conflicts with a procedure or staff person, or perhaps just a question about school happenings. The best solution is to go directly to the source to get your information.

We endeavor to be open, honest, and quick to correct if we are in error. We seek to follow God's goal of peace and unity. Christ gave us guidelines to follow in Matthew 18:15-17 when such situations arise. Most problems or conflicts at this level can be resolved in a spirit of cooperation and understanding. Discussion of problems, conflicts, or questions with anyone not directly involved is wrong. Please use discretion and follow biblical principles by going directly to the source for a quick and honest resolution. If the concern is not resolved with the person directly involved, then it should be taken to the Leadership Team. Gossip is one of the most harmful actions to both individuals and organizations. As Christians we are called to "speak the truth in love" and "let no unwholesome word come out of your mouth, but only what is helpful for building each other up."

By following the Matthew 18 principle, we keep the information and offense limited to only those directly involved: those who are a part of the solution. By violating this process, we can cause divisiveness and strife between others and ourselves.

PARENT'S CODE

As much as God enables me to, I will do the following:

- Pray earnestly for Denver Christian Academy.
- Seek the advancement of DCA in all areas – spiritually, academically, socially and physically.
- Support DCA's mission, vision, goals, philosophy, rules, and policies.
- Cooperate with DCA to make Christian education effective in the life of my student.
- Support the school by donations of time, money and/or tangible items.
- Pay all my financial obligations to DCA on or before the date due and if unable to pay on time, I will provide written notification to dcabilling@denverchristianacademy.com
- Seek to resolve my concerns with the person or persons most directly involved if I become dissatisfied with the school in any way.
- Ensure that my child is regular and prompt in attendance.
- Develop a routine, which allows my child to be well rested and come to school with proper nutrition.
- Not allow my student to bring toys or distracting items to school unless approved by the teacher. This includes pets.
- Encourage completion of homework assignments.
- Attend Parent-Teacher conferences, Parent Teacher Fellowship events and other school meetings.

FINANCIAL POLICIES

- Account balances are available via Quickbooks.
- Tuition and fees are detailed in the financial contract.
- Late fees will be applied if payments are habitually late.
- Fees for returned checks or failed ACH payments will be charged to your account.

WITHDRAWAL POLICIES

- 30 Day written notification required.
- Tuition refund will be assessed up until the end of first semester. No refunds will be provided after this time.
- All Tuition and fees must be paid to receive transcripts and/or report cards from DCA.

SAFETY & SECURITY

STUDENT MEDICAL EMERGENCY PROCEDURES/MEDICATION POLICY

In the event of a medical emergency the Head of School, or the person acting in her absence, will be responsible for the necessary decisions regarding medical attention. The entire school staff, as a part of their in-service training, will be made aware of the school's medical emergency procedures and the nearest hospital location.

Parents will provide student health information at the time of enrollment/re-enrollment for school records. Students needing medication on a regular basis during school hours must have a completed Physician's Authorization Form on file at the school signed by his/her parent/guardian and doctor before any medication (prescription or over-the-counter) can be administered by school personnel. Medicine must be in the original container and be labeled with the student's name. All medicines will be kept in a secure location. Students are allowed to keep asthma inhalers with them during school hours.

VISITORS

To provide our students with the safest atmosphere possible, we require all visitors (including parents) to sign-in at the office. All visitors are required to have a visitor's badge. Anyone not having proper authorization for being on campus will be redirected to the office or asked to leave.

CONTACTING STUDENTS

During school hours- ALL COMMUNICATION WITH STUDENTS SHOULD BE MADE THROUGH THE FRONT OFFICE for SAFETY! Please do not text or call your student's cell phone during school hours.

SAFETY DRILLS

Your teachers will practice the routines for fire and other safety-related drills with students. Obey these simple rules during all drills: Do not talk from the time the alarm is sounded until you have returned to your room, or place of instruction. Listen for instructions from your teacher and follow them. Cell phone use is prohibited during safety situations unless otherwise instructed by staff. Parents, at times we will practice lockdown drills that are unannounced. In the event of a real emergency, we ask parents to communicate through the office to maintain the safety and security of all students and staff.

ENTRY/EXIT OF BUILDING

Everyone should enter the building through the main entrance. All visitors must sign in and out while on campus. This ensures that we know who is in the building during school hours. Doors are to remain locked always. Building access is controlled by assigned keys or key fobs to designated staff members.

PETS

For the health and safety of our students, pets are not permitted in the school building. The only exception is for designated days/times that have been specifically planned for class activities. Any pet allergies should be clearly identified on the health forms for each student.

GENERAL INFORMATION

CHAPEL

Chapel services are held twice weekly for K-5 students and daily for MS/HS students. All students are expected to attend and participate.

HOLIDAYS

Observed holidays are listed on the school calendar.

FUNDRAISING, OUTSIDE BUSINESS AND MERCHANDISING POLICIES

Many staff and families of DCA are business owners and we encourage entrepreneurship. However, no staff or parent may use their access to family information, such as email lists, to promote their business in a general manner.

Tuition covers operating expenses, but there are many extra expenses required to operate a successful school. Any fundraiser activities must first be approved by DCA Leadership and conducted in conjunction with the DCA PTF.

GENERAL SCHOOL HEALTH GUIDELINES

In order to maintain a healthy school environment, here are a few basic guidelines (from WebMD) to help you decide whether or not your child should come to school if they are not feeling well or exhibiting symptoms of illness. Please use the golden rule regarding your fellow families and students.

Fever is a common symptom of viral infections. Students should not attend school with a fever of 99.6 degrees or higher. A child should be fever-free for 24 hours (without medicine) before returning to school.

Mild Cough/Runny Nose. If there's no fever and the child feels fairly good, school is fine.

Bad Cough/Cold Symptoms. Children with bad coughs need to stay home and possibly see a doctor. It could be a severe cold or possibly bronchitis, flu, or pneumonia. But when the cough improves and the child is feeling better, then it's back to school. Don't wait for the cough to disappear entirely -- that could take a week or longer!

Diarrhea or Vomiting. Keep your child home until the illness is over, and for 24 hours after the last episode (without medicine). Though diarrhea and vomiting are not usually associated with flu, they may sometimes occur with swine flu.

Sore Throat. A minor sore throat is usually not a problem, but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat in children are headache and stomach upset. Keep your child home from school and contact a doctor. Your child needs a special test to determine if it is strep throat. He or she can return to school 24 hours after antibiotic treatment begins.

Ear ache. The child needs to see a doctor.

Pink Eye (Conjunctivitis). Keep the child home until a doctor has given the OK to return to school. Pink eye is highly contagious. Bacterial conjunctivitis will require an antibiotic; your doctor will be able to determine if this is the case.

Rash. Children with a skin rash should see a doctor, as this could be one of several infectious diseases. One possibility is impetigo, a bacterial skin infection that is very contagious and requires antibiotic treatment.

Lice: Children **MUST** be nit free before they will be allowed back into the classroom. Upon return, they will be checked by a member of the Leadership Team before they will be allowed to return.

PARENT AND STUDENT AGREEMENT

Parents and students should retain a copy of this document for reference and return a signed copy of the signature page to the school.

PARENT/STUDENT HANDBOOK COMPLIANCE AGREEMENT

I have reviewed the 2024-2025 Parent/Student Handbook and agree to comply with the rules and policies contained therein. I also agree to abide by the parent code and student code of conduct to review these rules and policies with my student(s) before they attend class at DCA

_____ Parent/Guardian Signature

_____ Parent/Guardian Signature

_____ Student Name Printed

(1st-12th Grade)

_____ Student Signature

(1st-12th Grade)

HONOR CODE

Because I wish to honor God and his Word, I choose to live my life in a way that demonstrates trust, honesty, and respect for my peers, authority, and all property. I realize living this way leaves no room for lying, cheating, stealing & other dishonorable acts. That means when I and/or my friends; disrespect, put down, make fun of, or take advantage of another student it breaks our honor code. Signing this pledge means that I agree to try my best to live by these principles. Ultimately, the strength of this honor code rests with us- the students, staff & families of DCA and our commitment to hold each other accountable.

_____ Student signature

(1st -12th Grades)