

Dunnellon Christian Academy  
Student/Parent Handbook  
2025-2026

Home of the Eagles



For Students and Parents

\* "Parent" in this document refers to the Guardian of the student at DCA

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

## **WELCOME TO DUNNELLON CHRISTIAN ACADEMY!**

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

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

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

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

## **THE PHILOSOPHY OF DUNNELLON CHRISTIAN ACADEMY**

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

## **OUR MISSION STATEMENT**

Guiding students to be followers of Jesus Christ through academics, service and accountability to God's Word.

## **OUR VISION STATEMENT**

The Vision of Dunnellon Christian Academy is to develop students who love God, His Word and His church, and to academically challenge each student to progress as far as their potential will carry them and to instill a desire in the student to serve God, their family and community throughout their lives.

## **STATEMENT OF FAITH/CORE VALUES**

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

1. God is Creator and Sustainer of all things and the Source of all truth. (Psalm 104, Colossians 1:15-17)
2. Man was created in God's image but chose to rebel against God. His rebellion brought all men under the dominion of sin. (Genesis 1:27, Romans 3:23)
3. God provided a means of regenerating man and restoring him unto Himself. He sent His Son, Jesus Christ, to be the sacrifice for that sin. Therefore, each student is encouraged to receive Christ as his personal Savior and as the Lord in his life. (Proverbs 9:10) As a ministry of First Baptist Church Dunnellon, we believe our unity is found in the Person of Jesus Christ whom we see as "the way, the truth, and the life" according to John 14:6. Man's eternal salvation is solely dependent on Christ's all-sufficient work on the cross. (Ephesians 2:8-9, Titus 3:5)

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

## **OBJECTIVES**

### **Spiritual - Moral Objectives**

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

### **Academic Objectives**

1. To tailor instruction realistically to the academic level on which each student is functioning and to help him progress as far as his potential will carry him. (Proverbs 22:6, Colossians 3:23-24, Hebrews 10:24)
2. To provide for the education and training of a wide spectrum of students. (I Corinthians 12:14-20, Ephesians 4:11-12)
3. To give particular attention to language arts skills so that students can read and communicate well and to develop a command of mathematical skills. (Mark 16:15, Ephesians 4:15, I Peter 3:15)

4. To teach an appreciation of God's world, and the care of His natural creation, so that students will develop a deep interest in and love for the people and cultures of the world. (Psalms 19:1, Romans 1:18-20, Matthew 28:19-20)
5. To teach critical thinking skills so that students can evaluate, discern, problem solve, and make wise biblical judgments. (Philippians 2:3-8, 4:8-9)
6. To develop creative abilities and a love of the fine arts. (Colossians 3:16, Ecclesiastes 3:11)
7. To develop disciplined study habits and a desire to continue learning all through life. (Romans 12:1-2, II Timothy 2:15)
8. To help students appreciate God's Word as their most basic "life textbook." (Philippians 2:16, Psalm 19:7)

### **Social-Personal Objectives**

1. To enable each student to see himself as a unique creation of the Lord with gifts and abilities to be developed and utilized to the fullest. (Psalms 139:14, Luke 12:48b)
2. To help students understand that God is at work in the lives of believers, to conform them to the image of His Son, and develop Christ-like character qualities. (Jeremiah 9:23-24, Romans 8:29, Ephesians 5:1-2)
3. To develop the concept that we are one in the Spirit with other believers and to instill the desire to maintain that oneness. (John 17:21, Romans 12:3-6, Ephesians 4:12-13)
4. To teach that our responsibility is to love others in word and deed because "God first loved us." (John 13:34-35, I John 4:7-8)
5. To develop proper attitudes toward siblings and parents and a commitment to eventually establish their own God-centered homes. (Genesis 2:24, Deuteronomy 6:6-7, Ephesians 6:1-4)
6. To develop good habits of politeness and courtesy toward others. (Ephesians 4:29, 32)
7. To teach respect for all governing authorities and to teach the responsibilities as a Christian living in a democratic society and contributing as good stewards of all that God has given us. (Luke 20:25, Ephesians 4:15-16, Romans 13:1)
8. To encourage physical fitness, good health habits, and wise use of our bodies as temples of God. (I Corinthians 3:16-17, 6:19-20)
9. To develop Christ-honoring relationships according to God's Holy Bible.

### **PLEDGES**

#### **TO THE AMERICAN FLAG:**

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

## TO THE CHRISTIAN FLAG:

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it Stands. One Savior, crucified, risen and coming again with life everlasting to all who believe.

## TO THE BIBLE:

I pledge allegiance to the Bible, God's Holy word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## **MATTHEW 18 PRINCIPLE**

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

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

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

A major goal at Dunnellon Christian Academy is to maintain close contact with parents and to communicate regularly. *Please do not hesitate to schedule an appointment with us to share any ideas or concerns.* We are here to serve you and your child. Gal. 5:13 "...but through love serve one another."

## **TRANSFORMATIONAL EDUCATION**

1. is about bringing in the kingdom of God and assisting students to participate in it.
2. embraces the Gospel as a way of life, a way of thinking, a way of doing ethics, a way of making choices, so that it cannot be segregated out from any other part of life and/or be compartmentalized.
3. embraces and synchronizes the two biblical mandates: the Great Commission (Matthew 28) and the Cultural Mandate (Genesis 1). The Great Commission emphasizes the transformation of the individual soul, mind, heart, and body. The Cultural Mandate emphasizes the transformation of culture, society, technology, and all other human endeavors.
4. works towards the transformation of all of life including culture, society, economics, and government. The principles and message of the Gospel are not confined to the pulpit or the seminary, but are carried to the court room, the Parliament session, the election, and the Board room.
5. encourages, anticipates, and welcomes change and discovery. It understands the Gospel to be oppositional to the status quo and views changes and discoveries in science, medicine, and technology as fulfillments of the Cultural Mandate.
6. is intrinsically optimistic. It views all things, institutions, and people to be under process, moving towards a final day when the ultimate conquest of Christ is concluded. When all is subjected under his feet, then the end

shall come. Christians who understand the transformational power of the Gospel are optimistic agents in that transformation.

7. has a unified view of life that does not deal in false dichotomies like “sacred” and “secular,” but sees actions, thoughts, and aspirations as being “right” and “wrong,” “godly” and “not godly,” “biblical” and “not biblical.”
8. perceives all vocations, all pursuits, all endeavors as holy and godly activities when carried out by a person who has been transformed. All vocations, therefore, are priestly when carried out by Christian agents of transformation.
9. focuses on the future where current students will become effective agents of transformation as governors, presidents, legislators, parents, employees, and employers.

Transformational education as practiced by member schools of Christian Schools of Florida is distinctive in the following ways. Because transformational education is about bringing in the kingdom of God, it is characterized by diligence, godly optimism, the highest forms of professionalism and accountability, and receiving each child as a unique gift of God to be cherished, loved, and esteemed.

1. Schooling is one of the tools used by God to bring in his kingdom and to train his kingdom workers, generation after generation. Therefore, we embrace high standards of anticipated academic outcome and high standards of teaching. As educators, we are agents of transformation in the lives and minds of children.
2. As schools we stand apart from a somewhat prevalent version of Christian schooling that tends to glamorize the pulpit, the evangelist, and the missionary, and considers as “dirty” or “lesser” other areas, such as politics, economics, law, and government. The latter teaches a false dichotomy that speaks of “full time Christian ministry” and “lay people” and “secular” and “sacred.” This often results in a compartmentalization of the Gospel. Students educated in this fashion tend to live in two worlds with separate compartments, the world of devotion and worship, and the world of work and play.
3. American Christian fundamentalism of the 19th and 20th centuries tended to produce Christian schools that emphasized fulfilling the Great Commission but ignored the Cultural Mandate. Christian liberalism of the 19th and 20th centuries tended to produce Christian schools that emphasized fulfilling the Cultural Mandate but ignored the Great Commission. Our schools strive to be faithful to both of the biblical mandates.
4. We have an optimistic view of God and his kingdom. We do not present to students a view of life where evil is seen to be triumphing more and more and the saints being reduced in their importance and impact. We encourage students to see God and Christ as victors, whose victory has already been won, the ultimate, final display of this victory coming into view more and more, and that as Christians we are part of that victorious process. Hence, we pray, “your kingdom come, your will be done, on earth, as it is in heaven!”
5. Our schools ask for grace continually to avoid legalism which tends to externalize the Gospel by setting up certain standards of dress, appearance, and lists of do’s and don’ts and to equate these with godly morality. We understand all too well how students learn to “play the game” in such a system, and then to reject it when they leave the school, supposing this to be the Gospel. We also ask for grace continually to avoid moralism, which tends to “teach a lesson” (usually of a negative nature and usually by “telling”) through every situation rather than to guide students through individual, Spirit-led decision making and choice selection, and practicing patience to allow students to learn by making poor choices. And yet, we teach and strive to live by the principles of Scripture and to follow the One who said, “If you love me, you will obey what I command.”

### **The Dunnellon Christian Academy Student Honor Code**

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

I make a personal commitment to:

- Cooperate respectfully with those in authority.
- Strive for excellence as a student.
- Seek to build relationships with people of high moral character.
- Care for and respect others and their property.
- Be truthful, trustworthy, and appropriate in my words and actions.
- Be pure and upright in my relationships, not involving myself in immoral behavior.
- Choose modes of entertainment and communication that are Christ honoring, avoiding the appearance of evil.
- Use all forms of technology and entertainment including social media and any form of technological communication in appropriate and Christ honoring ways.
- Refrain from any form of cheating including plagiarism.
- Totally abstain from the use or possession of tobacco, drugs, or alcohol.
- Use Matthew 18 when dealing with personal conflict with individuals.
- Present my outward appearance in a manner that upholds the DCA Handbook.

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

I realize that breaking the *DCA Student Honor Code* could result in disciplinary action, suspension, or expulsion. *Updated February 2016*

### **The Dunnellon Christian Academy Parent Pledge**

- I, who have the responsibility to “train up a child in the way he should go” (Proverbs 22:6), recognize that the standards for this training are set forth in God’s Word, the Holy Bible. Knowing also that this training comes by what children learn both at home and school, I pledge to avoid any obvious contradictions in or at home by upholding, and never teaching against, the lessons in Godly morality taught at Dunnellon Christian Academy.
- I have made enough investigation to be satisfied with the philosophies and policies and procedures of the school and of the classroom and do pledge to make them my glad-hearted choice for my child.
- I have read and will comply with the current *Student-Parent Handbook*. I understand that one of the school’s objectives is to lead students to a saving knowledge of Christ (Matthew 16:26).
- I pledge to use the Matthew 18 Principle as outlined in the *DCA Student-Parent Handbook* when faced with any disagreement or conflict at the school. This includes but is not limited to parent/teacher, parent/student and parent/parent interactions on or off campus.
- I pledge that I will not use any form of technology including all forms of social media to air any disagreements with the school or the teacher. Such negative statements can harm the school and the teacher personally therefore I pledge to use the Matthew 18 Principle instead.
- I pledge that if, for any reason, I or my child become dissatisfied with the school, I will withdraw him/her quietly and without delay. I understand that all students are accepted on a probationary status which will be based on social, as well as, academic performance.
- I hereby invest authority in the school to discipline my child as necessary. I further agree that I will cooperate and discipline my child in the home, as needed.
- I pledge my fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times.
- I pledge to assume the responsibility for my child’s education by supervising assigned homework, being an encourager, and initiating regular contact with my child’s teacher.

- I pledge to frequently check MySchoolWorx for announcements, emails, homework and grades.
- I give permission for my child to participate in field trips considered part of the normal educational process.
- I understand that assessments will be made to cover damage to school property (including breakage of windows, abuse of books, etc.).
- I, as a parent of a student, do sincerely give my pledge to all items stated above. I understand that if my student breaks the *DCA Student Honor Code* it could result in my child being asked to leave school. I also understand that if I do not uphold the *DCA Parent Pledge* that I can be asked to withdraw my child from the school. *Updated February 2016*

### **Dunnellon Christian Academy 2024-25 Parent-School Compact**

Dunnellon Christian Academy's mission is to guide students to be followers of Jesus Christ through academics, service, and accountability to God's Word. Along with the following commitments, we ask that families, staff, and students help us do what God has called us to do by keeping DCA in your prayers.

As a DCA parent/guardian of \_\_\_\_\_, I commit to the following items:

- ❖ Ensuring my student is at school consistently only being absent for events listed in the attendance policy found in the DCA Student/Parent Handbook as an “excused absence”.
- ❖ Ensuring my student is on time to school and is present for the entire day unless tardy for events listed in the attendance policy found in the DCA Student/Parent Handbook as an “excused tardy”.
- ❖ Ensuring my student arrives to school in the appropriate dress code for the day. Most days, with the exception of special occasions such as Spirit Week, the dress code will be the DCA school uniform as outlined in the DCA Student/Parent Handbook.
- ❖ Ensuring that if my student brings an electronic device (cell phone, smart watch, hand held gaming device, etc.) to school, he/she understands and complies with turning the device(s) into the office to be retrieved at the end of the school day. See DCA Student/Parent Handbook for further information regarding this policy.
- ❖ **Quarterly approval of the FBC/FES-EO/FES-UA Scholarship. I understand that I am contracting with the State of Florida to receive funding for my student. The contract to pay tuition and fees is between our family and DCA. The scholarship helps with the cost of tuition.**
- ❖ Ensuring that my student only returns to school from an illness when he/she has been symptom free for 24 hours without medication.
- ❖ Ensuring to pick up my student from school within 30 minutes of being contacted by the school that he/she is ill or injured. I understand that I will incur a \$5 per minute charge if it is later than the 30 minutes.
- ❖ Reading to and/or encouraging my student to read daily as research has proven this to improve overall school performance.
- ❖ Ensuring assigned homework is completed by your student and returned to school by due date.
- ❖ Read Class Dojo and MySchoolWorx communication daily, responding when necessary within 24 hours.
- ❖ Regularly checking (at least weekly) my student’s grades on MySchoolWorx. I understand it is my responsibility to know what grades my student has for his/her assignments. MySchoolWorx is how the teacher lets me know the grades.



- ❖ Participating in school fundraisers and school functions. These benefit all students. 100% participation is the goal.
- ❖ Ensuring my student comes to school every day prepared with their materials including lunch, school supplies, and any other items necessary for PE or extracurricular activities.
- ❖ Engaging only in positive discussion and positive remarks with your student and others which includes social media. When issues/concerns come up, they should be brought to the attention of the teacher and/or administration in a respectful, Christian manner. Please know that DCA staff always has the best interest of your student in mind while also carrying out the school rules and mission.

As a DCA student, I commit to the following items:

- ❖ Showing Christian love and kindness to myself, other students, and DCA staff.
- ❖ Following all school rules and demonstrate Christian behavior.
- ❖ Giving my best effort in school, participating in class, doing my homework, and studying for tests and quizzes.
- ❖ Reading or allow to be read to by my parent each day.
- ❖ Turning in my electronic device (cell phone, smart watch, hand-held gaming device, etc.) to the front office when I arrive to school.
- ❖ Following the DCA dress code as outlined in the DCA Student/Parent Handbook.
- ❖ Being prepared by having the necessary school supplies each day.
- ❖ Respecting school property and encouraging others to do the same.
- ❖ Treating others with respect in speech and actions.
- ❖ Being truthful at school and at home especially when relaying information. I understand that embellishing or leaving out information is lying.

As DCA Administration, Teachers, and Staff, we commit to the following items:

- ❖ Providing a safe place for your student to learn and grow in his/her Christian faith.
- ❖ Helping your student to learn more about Christ and what He offers to you and your student. DCA's goal is that every student has a personal relationship with Jesus Christ.
- ❖ Encouraging your student to discover and use his/her Spiritual Gifts and talents not just while attending DCA, but for their entire future.
- ❖ Providing a loving, caring, inviting learning environment.
- ❖ Communicating clearly to you and your family through MySchoolWorx and Class Dojo and responding to your communication within 24 hours, excluding weekends and school breaks.
- ❖ Maintaining up to date grades and homework on MySchoolWorx as outlined in the DCA Student/Parent Handbook.
- ❖ Being a positive Christian role model and mentor for your student.
- ❖ Setting high academic and social expectations while striving to meet your student's unique qualities and abilities.
- ❖ Planning high quality applicable weekly lessons to be presented daily to your student.
- ❖ Providing positive feedback and to give guidance in areas of needs your student may have.
- ❖ Helping each student to become a successful lifelong learner.

## **DCA SCHOOL COMMITTEE**

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

The School Committee shall help establish policies, procedures, fees, curriculum, and rules of conduct. (Constitution and By-Laws of the First Baptist Church of Dunnellon, Section 8)

## **GENERAL ADMISSIONS POLICY**

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

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

Dunnellon Christian Academy has limited programs to assist students who have been classified, or who during their enrollment at Dunnellon Christian Academy become classified as ESE students. This includes students classified as emotionally handicapped or learning disabled. Each student situation fitting any of the criteria listed above must be discussed with the Head of School. ***DCA is not able to accommodate all students with learning difficulties.*** The Intensive Instruction/Tutoring Program is available for those students with additional needs which would include Family Empowerment with Unique Abilities Scholarship students as well as other

students who need additional services such as speech therapy. DCA will make every effort to offer these services on campus; however, we reserve the right to refer families to outside sources to meet these needs.

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

Please follow all of the steps listed on the following page under the “Steps for Admission to DCA” section. All steps must be completed before an interview can be scheduled.

## **REGISTRATION/ENROLLMENT POLICIES**

### **NON-DISCRIMINATORY POLICY**

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

### **STEPS FOR ADMISSION TO DCA**

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

1. Submit NON-REFUNDABLE Registration Fee of \$200.00.
2. Read the Dunnellon Christian Academy Handbook
3. Sign Tuition Contract and complete all necessary forms.
4. Submit a copy of student's certified birth certificate.
5. Submit a Florida Immunization Form.
6. Submit a doctor's health form (from State of Florida)
7. Submit a copy of most recent report card.
8. Submit a social security number (optional)
9. Sign Parent Pledge & Matthew 18 Principle
10. Sign Student Pledge
11. \*\*Submit a letter of recommendation from someone other than a family member (Pastor, Former School, Teacher, Community Leader, etc.)
12. \*\*Arrange for a Parent/Student Interview (through Academy office)
13. \*\*Complete entrance exam if needed.

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

**Steps 1-11 must be completed before an interview will be scheduled.** Interviews will not be scheduled earlier than 24 hours from the time steps 1-11 have been completed. An application for admission is not

considered until an interview has been held. Completing the above steps **DOES NOT ENSURE** acceptance to DCA.

**ALL STUDENTS ARE ADMITTED CONDITIONALLY ON A SEMESTER (90 DAY) TRIAL PERIOD.** The Academy reserves the right to place the child in a lower grade if it is deemed necessary. Additional probation may be set for not completing homework, failure to meet other set academic requirements of the various subjects, or as a result of disciplinary problems. If the child fails to make acceptable progress, or does not adjust to the program of the Academy, the parents will be expected to withdraw their child, or the administration will require the student to be withdrawn.

## **ADDITIONAL ADMISSION POLICIES**

1. Arrange for a Head of School or designee- Parent/Student Interview (through the Academy office).
2. Based on the entrance exam results or prior standardized test scores, student may be enrolled into the Intensive Instruction Program for acceptance. Students and parents may also be required to comply with additional testing. It is a requirement to continue at DCA if a student is recommended for one of our programs for additional academic help.
3. Academic achievement, not chronological age will determine the grade level placement of student.
4. Students must meet the chronological age required for a given grade by September 1 in order to be placed in that grade. Any exceptions to this policy must be approved by the Head of School.
5. Parents must agree to submit their children to the standards of conduct, discipline, and overall program of the Academy.
6. Dunnellon Christian Academy reserves the privilege of setting and maintaining its own standards for student conduct, dress, cleanliness, and scholarship.

## **HEALTH REQUIREMENTS**

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

## **TUITION PLANS & PAYMENT OF ACCOUNTS**

For families who are using the FTC/FES-EO or FES-UA scholarships from the State of Florida, guardians are contracting with the State to receive the funding. **Quarterly approval of the FTC/FES-EO/FES-UA Scholarship must be done in a timely manner. The scholarship helps with the cost of tuition.**

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

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

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

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

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

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

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

**The preferred method of payment for recurring tuition and fees is check or money order. This is for your protection as well as ours. A charge of \$35 will be added to any check returned for any reason. If a check is returned, future payments will be required by certified funds (money order or cashier's check). Personal checks will not be accepted from that point on for the remainder of that school year.**

## **CREDITS FOR NON-FINANCIAL SERVICES**

DCA Scholarships: Scholarships are awarded based on financial need and availability except for any available automatic scholarships. Scholarship applications are available in the Academy office and are due no later than JUNE 30 of the year of which you are applying. All the required documents must be attached to be considered by the Scholarship Committee.

## **WITHDRAWALS**

After enrollment, arrangements for withdrawal must be made through the Academy office. All fees must be paid before a student's withdrawal is complete and scholastic records are released. Parents are also asked to complete a withdrawal form. No discount is given for early withdrawal during the month. If a student has been enrolled any part of the month, the entire month's tuition is due. Unless a student is officially withdrawn through the Academy office, tuition will be assessed until the paperwork is complete. All other fees are **non-refundable. There is an early withdrawal fee which will be assessed based on withdrawal date. This amount could be up to half the remaining tuition depending on the circumstance of the withdrawal. This withdrawal fee will be assessed to all students regardless of whether the student is a self-pay or a student who receives a scholarship through the State of Florida. Please understand that when your student enrolls at DCA, the seat in that classroom is reserved for the year.**

## **REFUND POLICY**

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

## **ACADEMICS**

### **GRADING SCALE**

#### **Elementary & Middle School**

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

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

### **ACHIEVEMENT TESTING**

Students are tested three times a year using the Measure of Achievement Progress (MAP) from NWEA. This is a nationally normed achievement test. For more information about MAP testing, you may visit their website, <https://www.nwea.org/assessments/map/>.

### **REPORT CARDS**

Report cards are distributed to students through their homeroom or first period teacher. Please refer to the school calendar for these dates. Parents have the ability to know their child’s grades at any time through the MySchoolWorx school based management software. Parents have the responsibility to routinely check grades.

### **MID-TERM PROGRESS REPORTS**

As a parent, you may monitor your child’s grades through MySchoolWorx as often as you would like, therefore we do not send out or email progress reports to you. Please schedule parent-teacher conferences as needed anytime throughout the year with the teacher.

### **HOMEWORK**

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

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

Homework assignments can be retrieved from the MySchoolWorx page for each of your students after 6 pm on Sundays. The teacher may choose to post homework on Class DOJO; however, this is not a requirement. *If a*

*student has an excused absence, homework should be made up within three (3) days of this absence, any unfinished assignments will become a zero unless other arrangements have been made with the teacher. If the work was assigned before the absence, the work will be due upon returning to school.*

## **MAKE-UP TESTS AND QUIZZES**

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

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

Some possible ways to make them up are:

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

## **INCOMPLETE GRADES (SECONDARY ONLY)**

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

## **CHROMEBOOK, TABLET OR LAPTOP USE POLICY SIGNED BY STUDENT**

- Users must participate in a training lesson given in class prior to bringing the Chromebook, tablet or laptop home.
- The Chromebook/tablet/laptop is pre-loaded with several book selections, as well as apps. These titles are not to be removed or manipulated in any way, form, or fashion.
- Users are not permitted to download or change any titles, apps, or programs to the tablet or connect to Wi-Fi at any time except for the Chromebooks issued for home use.
- The Chromebook/tablet/laptop is to be brought back to school or left at school every day.
- The student is the only authorized user of the Chromebook/tablet/laptop. It is not to be used by anyone, including family members, other than yourself.
- You agree to treat the Chromebook/tablet/laptop gently and maintain its safety. It should NOT be stored near food or drink. It must remain free of any writing, drawing, stickers or labels that are not the property of DCA. You will not leave it in extremely hot or cold conditions, such as a car.
- Do NOT remove technology from protective case.
- Return the Chromebook/tablet/laptop in clean condition with the protective cover and with the charger.
- Report any problems to your teacher within 24 hours.
- The replacement cost is \$350 for Chromebooks and \$500 for laptops.

- Turn the Chromebook/laptop off when not in use.
- Failure to comply with the above policies will result in loss of the privilege of taking the Chromebook or laptop home and referral to the Head of School.

## **INTENSIVE INSTRUCTION/INTERVENTION & TUTORING**

Intensive Instruction is a program for children who need extra help in phonics, math and/or reading. The program is available for an additional charge per month depending on the hours required per month. Participation in this program may be a requirement for admission to or continuation at DCA.

A list of pre-approved Academy tutors is available through the front office. If tutoring is offered at DCA or is a requirement for continuation at DCA, the cost of the tutoring will be at the expense of the parent.

## **CHAPEL**

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

## **HONOR ROLL**

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

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

The Honor Roll will be recognized each quarter. Awards will be given to these students at the end of each quarter. Please see the calendar for dates.

\*8<sup>th</sup> Grade Honor Roll will be adjusted based on the high school courses taken.

Middle school will receive awards based on that grading period's GPA with no D's or F's.

## **ACADEMIC PROBATION** **(Secondary Only)**

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

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

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

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



4. The administration holds the right to declare a student ineligible for all extra-curricular activities including field trips after an assessment of the mid-term grades in core subjects. Students failing a class at mid-term will be immediately placed on the ineligibility list. Progress of the student will be monitored weekly and if the student is passing he/she will be allowed to return to their activity.
5. Students placed on Academic Probation due to excessive absences may be required to make up classroom time (arrangements made with the administration), and produce a doctor's excuse for each subsequent absence.

Dunnellon Christian Academy may refuse enrollment or continuation at DCA to a student if these conditions have not been met during the probationary period. The administration is the sole authority in regards to a student's academic probation. All aspects of a student's academic life including attitude and behavior will be taken into consideration.

## **PROMOTION**

Promotions from pre-kindergarten to kindergarten, and from kindergarten to first grade will be determined by the teachers and administration on the basis of a child's maturity and academic ability. Any issues concerning promotion of students from grades 1st-8<sup>th</sup> will be made with the Head of School, the teachers, and the parents.

## **RETENTION**

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

## **ADDITIONAL ACADEMIC OPPORTUNITIES**

Students in middle school at Dunnellon Christian Academy have available additional opportunities to further prepare them for their future. These programs of study are available through the recommendation of the Head of School or teacher. These programs work best for students who can work well on their own. These programs of study must be coordinated through the DCA Head of School.

Florida Virtual School: Florida Virtual School is an online learning opportunity for some students. There is a multitude of course offerings available. Students must be self-directed and highly motivated in order to be successful using this median of learning. At this time, students who receive a scholarship through the State of Florida are not eligible to take FLVS classes. If the State changes this policy, the student may request a course.

## **STUDENT LIFE**

### **CONDUCT**

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

1. Friendly, courteous and respectful behavior is to be shown to office staff, teachers, administrators, visitors and fellow students.

2. Profanity, vulgar language and negative slang are not to be used.
3. Disrespectful or otherwise inappropriate questions or answers are not permitted.
4. Students need to raise their hands and be recognized by the teacher before speaking in class. (Certain times can be designated by the teacher when students may respond without raising their hands.)
5. Students are not to sit on their desks, on tables, at or on the teacher's desk or write on the chalkboard, whiteboards or J-Touch devices without permission.
6. CHEWING GUM IS NOT PERMITTED ANYWHERE ON CAMPUS AT ANY TIME.
7. THERE IS TO BE NO EATING OR DRINKING IN HALLWAYS OR CLASSROOMS.
8. Writing or passing notes is not permitted in class.
9. There is no throwing of rocks or any other objects.
10. Knives, guns, matches, paintball guns and any other potentially harmful items are not permitted at school.
11. Students leaving the classroom must have a hall pass or electronic key card from the teacher.
12. There should be no physical contact (expressions of affection) between students.
13. Students are not to run in the building or from building to building or to engage in rowdy, excessively loud or otherwise disruptive behavior.
14. No electronic gaming devices, laser pointers, digital music devices, water guns, skateboards, scooters or any other toys, or pornographic materials should be brought to school. These items will be confiscated and held until the parents can come and pick them up. Magazines that are not directly related to course work requirements are not permitted. This is not an all-inclusive list.
15. **Cell phones or Smart Watches are not allowed at school. They will be confiscated if found.**  
Cell phones or Smart Watches can be dropped off in the Academy office before school and picked up at the end of the day. Parents please do not call your son/daughter during the school day, please call our office. Neither are not allowed out in before care or car line. The cell phone or Smart watch will be returned to the parent after the first infraction. If a second infraction occurs, the student is no longer allowed to bring it to school.
16. Policies on student pregnancy and other moral issues are located in the DCA front office.

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

## INFRACTIONS OF ACADEMY POLICIES AND RULES

1 Demerit	2 Demerits	3 Demerits
Chewing Gum	Cursing	Stealing
Passing Notes	Lying	Bullying (including Cyber-bullying)
Gossiping	Obscene Gestures	Fighting
Eating in Classrooms	Cheating	Weapons
Copying another's work		Plagiarism
Telling off color/inappropriate jokes		Tobacco, Drugs, Alcohol
Forging another's name		Horseplay
Classroom Disruption		
Disturbance in Chapel		
Inappropriate books/magazines		
Electronics/Cell Phone/Smart Watch Violation		
Uniform/Grooming Violation		
Disrespect of Property		
Throwing Objects		
PDA		
Inappropriate Use of Technology		
Inappropriate Lunchroom Behavior		
Unprepared for Class		

**Tardiness- morning or in between classes: 1 Demerit per incident**

**Disrespectful attitude or behavior towards an adult will be 1-3 demerits depending on the situation.**

At 3 demerits, student will be sent to the Assistant Principal. The Assistant Principal will assign at least one detention and may assign more based on the situation. The student will then be assigned at least one more detention per additional demerit. Any major incidents will be reviewed by the Assistant Principal and then disciplinary action will be determined. This is at the sole discretion of the Head of School.

The tally for demerits will start over each grading period. If the demerits are for the same or similar reasons each quarter, it will be at the discretion of the Assistant Principal and the Head of School to issue detention or another form of discipline.

**\*\*THIS IS NOT AN ALL-INCLUSIVE LIST.**

### **ADDITIONS TO THE DRESS CODE POLICY**

Please make sure that you adhere to the uniform policy. Shorts should be no more than three (3) inches above the knee. Skorts must be at the knee or below and have no slits. Bottoms should not be skin tight. DCA shirts and jackets must have the DCA logo embroidered on it. Shirts should not be too short or too tight. No high heels of any kind including tennis shoes. No knee high, lace-up tennis shoes. No hats or sunglasses are allowed on no-uniform days except during Spirit Week or Red Ribbon Week. All of these will be considered a uniform violation and will result in a demerit.

**Hair styles need to be moderate. Boys must have hair off the collar and out of the eyes. Part of the dress code is not having any hair dyes of unnatural looking colors as any part or the whole of a student's hair.**

## **NON-SEXUAL HARASSMENT POLICY**

Dunnellon Christian Academy adheres to the guidelines provided by the Florida Department of Education when pertaining to sexual harassment of any nature. Teachers also are held to the Standards of Ethical Conduct adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida. The policy is as follows:

### **Definition:**

Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. (6A-19.008 (1) SBE Rule) (PDF). An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

### **Examples**

- Student or other causing unwanted and ongoing episodes of leering, pinching, grabbing.
- Student or other making suggestive comments, jokes, or actions of a sexual nature
- Student or other pressuring one to engage in sexual activity.
- Teacher threatening to lower a student's grade if sexual favors are not given.
- Student or other repeatedly showing a photograph, poster or other images of nudity, lewd or sexual activity.
- Student or other pressuring another student for sexual favors by threatening to prevent him/her from participating in a school activity.

### **Statutes**

- 1000.05 Discrimination against students and employees...

## **DISCIPLINE PHILOSOPHY**

The philosophy a man holds concerning the nature of man will greatly determine the philosophy he holds concerning the discipline of man. Jeremiah, the prophet, recorded God's attitude toward His creation when he said in Jeremiah 17:9, "The heart is deceitful above all things and desperately wicked."

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

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

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

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

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

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

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

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

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

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

### **SEVERE DISCIPLINE ISSUES**

Our discipline policy is one of open communication with the parent after any discipline infraction. Each situation will be evaluated based on the infraction.

If a student receives two (2) major referrals or if the infraction is of an extreme nature, the parent will be required to come to the school within 30 minutes to either pick up the student or to discipline their child and return them to class if this is an option. This will be discussed after the first referral or if the first is severe enough. The decision will be at the sole discretion of the administration. There will be a \$5 per minute fee assessed if the student is not picked up within the 30-minute window.

### **SATURDAY SCHOOL-FOR REPETITIVE BEHAVIORS NOT CONSIDERED SEVERE**

If a student has not responded to other disciplinary actions to change behavior, Saturday School is a disciplinary option used at the discretion of the Head of School in lieu of suspension or expulsion. This option is from 8:00 am-12 pm and will cost the student \$100. The money pays the Saturday School supervisor and must be paid in cash/check by the Friday prior to Saturday School.

### **SUSPENSION**

Students whose behavior has been shown to be unacceptable may be subject to suspension. Suspension means the student will not be allowed to attend classes for the duration of the period of suspension. Further disciplinary action could result in dismissal. A student may be placed on an immediate suspension pending review of the disciplinary infraction or pending a decision regarding expulsion.

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

## **EXPULSION**

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

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

## **EXTRACURRICULAR AND FIELD TRIP ELIGIBILITY**

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

**Conduct:** Extracurricular eligibility will be determined each quarter grading period. If a student has a "U" in conduct or two "N's" from different teachers, he or she will be ineligible until weekly progress monitoring determines a difference in the student regarding his/her conduct. If, at that time, the same student still has one "U" or two "N's" from the same or different teachers, he or she may not return to the team/group until there is a change in his/her behavior. If behavior issues arise prior to an extracurricular activity, the student may not be allowed to participate based on the recommendation of the administration. The removal from the extracurricular activity will be effective on Monday following the day grade reports are issued.

## **PROHIBITED ITEMS**

Any items which would detract from the spiritual and academic mission of the school or which have the potential for significant disruption or distraction are forbidden at school or at any school-sponsored activity. **Such items include, but are not limited to:** cell phones, Smart watches, matches, lighters, digital music device, hand-held game devices, inappropriate reading material, laser pointers, and skateboards. If a student has any of these items, it will be confiscated by the teacher or any staff member and turned in to the front office. The item may be picked up at the end of the day by the parent with the assurance

that the item will not be brought back to school. Further disciplinary actions will be taken if there are any additional offences. **This is not an all-inclusive list.**

### **LOCKERS AND/OR BACKPACK STORAGE**

Having a locker or being allowed to store student items at school is a privilege extended to middle school students when possible. Either the locker or backpack of any student is subject to inspection at any time by the administration. Each student is responsible for his/her property. It needs to be kept neat. Items not permitted in classrooms are also not allowed in lockers. Any student entering a locker that is not assigned to him/her will be subject to disciplinary actions. This privilege can be revoked by the administration at their discretion.

### **RIGHT TO SEARCH**

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

### **TELEPHONE USAGE**

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

### **CELL PHONES & SMART WATCHES**

**CELL PHONES & SMART WATCHES ARE NOT PERMITTED IN THE STUDENT'S POSSESSION UNLESS A MEDICAL EXCEPTION HAS BEEN OBTAINED. CELL PHONES MUST BE TURNED IN TO THE FRONT OFFICE UPON ARRIVAL AT SCHOOL.**

**Other special circumstances may be discussed with the administration.**

### **COMPUTERS**

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

### **PARENT CONFERENCES**

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

***Please write an email through MySchoolWorx or in Class DOJO and label it URGENT in the subject matter if there is something the teacher needs to know before the school day begins.***

### **MALE-FEMALE RELATIONSHIPS**

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

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

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

### **ACADEMY'S SCHOOL DAY**

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

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

- **Early care – 7:00-8:00 for an additional cost**
- **School day – 8:30-3:25**
- **Carline – 3:30-3:45**
- **After care – 3:45-5:30 for an additional cost**

### **DCA ATTENDANCE POLICY**

Absences, tardies and early check-outs have become a problem at Dunnellon Christian Academy over the past few years. Children are required to attend school every day. Regular attendance at school is vitally important to your child's academic growth. A student can never make-up a day that he/she missed even though he/she may go over the assignments that were presented. Excessive absences/tardies cause your child to miss out on critical instruction, discussions, and learning experiences that cannot be made up. The discussions and experiences that take place in the classroom are often more valuable than the written material. Regular school attendance not only helps build work and study habits, but also greatly benefits the student in relation to the learning process. It is hoped that every effort will be made to schedule dentist, doctor and other appointments outside of the school day. If class must be missed for such purposes, please send advance written notice to the classroom teacher. Please do not schedule family vacations during the school year, as your child will be missing valuable instructional time that, once lost, cannot be regained. When a child is absent for more than one day please contact the teacher for missed school work.

Florida Compulsory School Law states all children who are either six years of age, or who will be six years old by February 1 of any school year, but who have not attained the age of 16 must attend school regularly during the entire school term.

Florida Law also states that each parent or legal guardian of a child is responsible for the child's regular school attendance (1003.24, FL Stat.). Failure to attend school in a regular and timely fashion hinder the education process and may result in failing grades. Each student enrolled in Dunnellon Christian Academy is expected to attend school every day and be on time. Dunnellon Christian Academy tracks excused and unexcused absences in order to prevent the development of nonattendance patterns.

Any absence or tardy, regardless of the length of time, is considered an attendance event. Regular and punctual attendance of all classes is required in compliance with Florida Statutes 232.0225 and 232.09, Dunnellon Christian Academy recognizes excused absences in the following categories:



1. Illness of the student (Continual sickness and repeated absences from school requires that student be under the supervision of a physician in order to be an excused absence.)
2. Major illness in the student's immediate family
3. Medical/dental appointment for student (physician note required)- Medical/dental appointments of family members will not be excused.
4. Death of a family member
5. Head lice (maximum of one (1) excused day per occurrence)
6. Approved school activity (See Enhanced Educational Opportunities Section on third page of this document)
7. Court appearance by student (summons or subpoena required)

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

An absence involving more than three periods will be recorded as a "full day absence." If a student misses more than half of the school day, the student may not participate in any practices, games or performances that day.

## **ILLNESS**

If your student is sick, whether it is a fever, vomiting, diarrhea or consistent coughing, he/she should remain at home until he/she is symptom free for at least 24 hours without the use of medication. If your student becomes ill at school, you must have someone who is able to pick up your student within 30 minutes of the phone call. Please make sure that you designate that person on the Emergency Pick Up list. There will be a \$5 per minute fee assessed if the student is not picked up within the thirty (30) minute window.

## **EXCUSED ABSENCES NOTES**

Students are allowed 5 parent notes per semester. Parent notes should include the date the note is turned in, student name, dates of absences, reason for absence, and parent signature or may be from the parent's email account. When a student has accumulated five (5) parent notes in the school year, further absences are only excused with a valid excuse such as a doctor's note. Written notes (parent/guardian and/or doctor's notes) for absences must be submitted to the school within five (5) school days of the absences (preferably immediately upon return to school) or the absences will be considered as unexcused. A student who has been absent five (5) or more consecutive days due to illness must present a note from a licensed physician within three (3) days of return to school or it will be considered unexcused. It is the parent and student's responsibility to ensure the note is given to the appropriate person at school. Notes should be turned into the front desk receptionist or emailed to the front desk receptionist.

## **UNEXCUSED ABSENCES**

Absences not meeting the requirements listed in this policy shall be deemed unexcused. A student who has accumulated ten or more unexcused absences within a ninety (90) calendar day period will be required to meet with the Head of School to determine if DCA is the most appropriate setting for the student's education. *Excessive absences can result in retention for the following school year.*

## TARDIES AND EARLY CHECK-OUTS

Being on time to school and to class teaches students responsibility for promptness in their adult lives.

**Students who arrive at school late or checked out early are considered tardy.** Students are considered tardy to school if they are not seated in homeroom by 8:30 a.m. **If you are in carline at 8:30 and your child is not seated in class, he/she is tardy.** Tardies will generally be considered unexcused. If the student comes in to class tardy with a note from their previous teacher that they held that student over the class time, the tardy will be excused. Excuses of the kind frequently reported (oversleeping, carpool, car trouble, traffic, etc.) will not be accepted. The exception to this rule will be a doctor's/dentist appointment. In this case, the student must present a written doctor's/dentist's excuse upon checking in.

Tardies and early check-outs are disruptive to the learning environment and can have a negative impact on student achievement. Excuses must be submitted within five (5) days of the late arrival or early check-out. Each unexcused tardy receives one (1) demerit. **After three unexcused tardies to school in a grading period, the student will be written up in MySchoolWorx.** After five unexcused tardies to school in a grading period, the parent will be required to meet with the Head of School or designee. All attendance information including tardies is reported to scholarship agencies. **Three unexcused tardies/check-outs is equal to one unexcused absence.** If a student needs to leave campus between 3:00 and 3:30, they must be signed out prior to 3:00. **No student may be checked out from the front office after 3:00.** When a student is tardy, the parent/guardian must come into the school office to sign in the student. **Students cannot be dropped off and enter the school without a parent/guardian.**

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

## CONSEQUENCES FOR EXCESSIVE ABSENCES AND TARDIES/CHECKOUTS

1. Excessive tardies/early check-outs can result in students receiving consequences such as silent lunch, restricted PE, and/or detention.
2. Students must be in attendance 160 days or the student will be in jeopardy of being retained for non-attendance.

## EDUCATIONAL ENHANCEMENT OPPORTUNITY (EEO)

A student may be allowed to participate in an educational enhancement opportunity that DCA administration determines to be of significant educational value. Days on which students have been approved by the Head of School to participate in such an opportunity will be included as a student activity in daily attendance. Examples of such opportunities would be 4 H activities, military ceremonies, etc.

A student receiving an excused absence under this subsection shall have the opportunity to make up school work missed and shall not have his or her class grades adversely affected for lack of class attendance or class participation due to the excused absence. Educational enhancement opportunities under this subsection shall not include nonacademic extracurricular activities, but may include programs not sponsored by the school district.

Students may be considered for EEO only if a parent completes and turns in an EEO application at least 10 days prior to the absence(s). Application can be requested from the front office.

## **PERFECT ATTENDANCE**

Students who have perfect attendance (no absences-excused or unexcused, no tardies or early checkouts, and no out of school suspensions) will be recognized quarterly.

## **ACADEMY UNIFORMS**

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

The uniform policy at DCA is designed to enhance school pride, unity, and community spirit. Uniforms allow students to place their focus on education and development of moral values. Parts of our dress standard have been established because it has been determined that certain styles of clothing, while not wrong, are not appropriate for the primary activity of school. We believe that the way students dress strongly influences their behavior, self-image, and the effort they put forth in school.

Dress which is not proper or not suitable for school will be brought to the attention of the student and the parents for the purpose of instruction and correction. Under certain circumstances, if the student's dress is deemed entirely inappropriate, he/she will not be permitted to attend class. In this case, the student will be required to go home and change the inappropriate apparel or have appropriate clothing brought from home. The administration of DCA reserves the right to make judgements on all matters not explicitly outlined in this uniform policy, the acceptability of a hairstyle/color, and to assess the acceptability of a student's appearance.

While the following guidelines should prove helpful, the administration reserves the right to determine whether student dress and appearance are proper. The administration reserves the right to alter or amend this Uniform Policy at any time. Should changes be made, the changes will be communicated to parents/guardians and students.

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

**Marisol Burgess**

**11464 N. DeRosa Terrace**

**Dunnellon, FL 34433**

**352-322-0213**

Ms. Burgess has a right to refuse any shirt or jacket that does not meet DCA's uniform policy or a material that she is not able to embroider. Shirts can be any color as long as they are the uniform polo style shirt. Please no shirts or jackets with any other logo of any kind on it. Shirts need to be plain—no ruffles, bows, etc. All pants, shorts and skorts should reflect the style of our uniform and not represent a trend.

Please make sure that you adhere to the uniform policy. Uniform style pants, uniform style shorts, capris or skorts may be worn. Three colors will be allowed, **Navy Blue, Black or Khaki**. Baggy or other trendy types of clothing will NOT be acceptable. We should never see your undergarments. Shorts should be no more than three (3) inches above the knee. Skorts should be at the knee or below and have no slits. Bottoms should not be skin tight. DCA shirts must have the DCA logo embroidered on it. Shirts should not be too short or too tight.

No high heels of any kind including tennis shoes are allowed. No knee high, lace-up tennis shoes or Heelys are allowed. No hats or sunglasses are allowed on Jean days or no-uniform days. All of these will be considered a uniform violation and will result in a demerit.

**Jackets and sweatshirts must have the Academy logo on them if they are to be worn during class time.** They must be plain jackets, sweatshirts or sweaters in order to be embroidered. Marisol knows our policy and will only embroider what is allowed. If in doubt, please ask before purchasing.

DCA Eagles hoodies from our DCA Spirit Store are allowed. All t-shirts allowed on Friday jean days and for field trips can be purchased from the DCA Spirit Store and may be found at [www.352tees.com](http://www.352tees.com).

Shirts, tights, and leggings worn underneath Academy uniforms must be plain. **No leggings, sweatpants or pajama bottoms can be worn on no uniform days or Jean/Spirit Days.**

Tall socks that can be seen with shorts or skorts must be plain. A small manufacturer logo is acceptable.

### **DRESS CODE FOR GIRLS**

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

- a. Shorts must be no more than three (3) inches above the knee. Shorts, including PE, must be worn as intended. Skorts must be at the knee or below with no slits. If the short/skort length cannot be fixed to comply with the policy, a new short/skort must be purchased. After three uniform demerits, students who consistently violate the uniform policy regarding shorts and skorts will result in a "pants only" option.
- b. Make-up and jewelry should be in moderation.
- c. Hair styles should be reflective of professional attire. No unnatural hair color, tinsel/glitter nor hair wraps. Hairstyles should be modest. Hair must be kept out of the eyes. Hair art/design is not permitted. Hair or hair accessories may not be a distraction. This is at the discretion of the administration.
- d. No facial piercings or belly button piercings of any kind are permitted.
- e. Tattoos are not permitted for students.
- f. Hats are not permitted.
- g. No rips, tears or holes in any part of the uniform are permitted. Uniforms should be clean.

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

### **DRESS CODE FOR BOYS**

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

- a. Hair should be a natural hair color and styles should be modest. Hair must be kept out of the eyes and off the collar. The student may pull it back in order to adhere to this policy. Hair art/design

are not permitted. Hair or hair accessories may not be a distraction. This is at the discretion of the administration

- b. No facial hair is permitted.
- c. Hats are not permitted.
- d. No piercings of any kind are allowed.
- e. Tattoos are not permitted for students.
- f. No rips, tears or holes in any part of the uniform are permitted. Uniforms should be clean.

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

### **JEAN/SPIRIT FRIDAY**

Every Friday is "Jean/Spirit Day" at DCA. Students are allowed to wear plain jeans and/or an approved DCA t-shirt for the cost of \$1. The money will be used to support Student Government Association's Outreach programs. As a reminder, please no rips, tears, holes, patterns or embellishments in the jeans or jean shorts. **NO LEGGINGS OF ANY KIND ARE ALLOWED. A t-shirt purchased from the DCA Spirit Store will be required for field trips. The link can be found at under the Apparel tab. Jean/Spirit Fridays are a privilege and can be revoked on an individual basis.**

### **GENERAL INFORMATION**

#### **BOOK POLICY**

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

#### **EMERGENCY PROCEDURES**

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

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

At different times, there is a possibility of no school due to weather; please do not call the Academy. The radio stations will carry all school closings, so please listen to the radio. If power and internet are available, a message in Class DOJO or MySchoolWorx will be sent out. **If Marion County Schools are closed, we are closed also.**

#### **VOLUNTEER HOURS**

Please send a message in MySchoolWorx to the receptionist to arrange volunteer assignments. Parent involvement saves dollars off tuition as the Academy does not need to hire people for these responsibilities. Volunteer hours can be obtained by working in the Academy lunchroom, the classrooms, library, etc. We appreciate all of the volunteer work that you do for us. Occasionally DCA will send out messages regarding our needs. In order to volunteer directly with student supervision, which includes field trips, parent must have a DCA FDLE background check on file in the front office. This is at your cost. Please see the front office staff.

## **SCHOOL IMPROVEMENT TEAM/ PARENT TEACHER ORGANIZATION**

The School Improvement Team was established as our formal advisory committee specifically for school improvement and is made up of a representation of all stakeholders. The DCA SIT is open to any parent or student who would like to participate. The SIT will have members from the faculty, students, DCA School Committee and administration. Therefore, all stakeholders will have the option to participate in meetings. We will spend time monitoring our overall School Improvement plan. This organization will be a positive atmosphere to discuss overall school improvement plans which are aligned to the school's mission and vision. This functions also as the Parent-Teacher Organization and can do all of the same activities that a PTO can do.

## **FIELD TRIPS**

Students participating in trips, whether one day or overnight, will be expected to adhere to all Academy policies and regulations. Each field trip will set its own standard regarding chaperones. Students' and parents' manners and behavior should adhere to Academy regulations. All field trip participants must follow DCA policies regarding dress code and conduct. ***Parents and other chaperones should refrain from smoking, consumption of alcoholic beverages and other behaviors which are not allowed at academy functions and should dress appropriately.***

If a student will not be attending a field trip that is during the school day, the student must stay home and will be counted absent. **See specific permission slips for details.** Please send in a note to excuse the absence.

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

Refer to Academic Probation for additional policies.

## **FUNDRAISING**

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

## **LOST AND FOUND**

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

## **PARTIES**

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

## LUNCHES

Students **MUST** bring lunch from home every day or purchase a lunch from **myhotlunchbox.com**. There will be designated days for **myhotlunchbox.com**. Emergency bagged lunches will be available for \$10. No lunch deliveries will be received after 10 am at which point a bagged lunch will be charged to the student's account.

## MUSIC POLICY

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

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

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

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

## SCHOOL OFFICE HOURS

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

## PARENTAL VISITS

We welcome your visit. Please call the office to schedule a visit. Please feel free to consult with the academy office regarding any question or problems that concern your child. It is the desire of the administration and the faculty to be of service to both the parent and the student. Parent-teacher conferences are welcome; however, prior arrangements or appointments must be made. **All visitors must sign in at the DCA reception desk through the Raptor system. Please bring your government issued ID.**

## COMMUNICABLE DISEASE POLICY

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

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

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

Botulism  
Brucellosis  
Campylobacteriosis  
Chancroid  
Covid  
Dengue  
Diphtheria  
Encephalitis  
Fifth Disease  
Giardiasis (acute)  
Gonorrhea  
Granuloma Inguinale  
Hansen's Disease (Leprosy)  
Hemorrhagic Fevers  
Hepatitis  
Histoplasmosis  
Human Immunodeficiency Virus  
Legionnaires' Disease  
Leptospirosis  
Lymphogranuloma  
Malaria  
Measles (rubeola)  
Meningitis

Poliomyelitis  
Psittacosis  
Rabies  
  
Relapsing Fever  
Rocky Mountain Spotted Fever  
Rubella Rickettsia  
(including congenital)  
Salmonellosis  
Scarlet Fever  
Schistosomiasis  
Shigellosis  
Smallpox  
Syphilis  
Tetanus  
Toxoplasmosis (acute)  
Trichinosis  
Tuberculosis  
Tularemia  
Typhoid Fever  
Typhus  
Vibrio Cholera  
Vibrio Infections  
Yellow Fever

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

## **HEALTH INSURANCE**

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

## **MEDICATION POLICY**

Prescription and/or over the counter medications are to be administered through the office and must be in the original container and clearly marked with the student's name, doctor's name, name of medication, dosage, and time of dosage. Only one week's worth of medication will be accepted. A form will need to be filled out by the parent and by the doctor before any form of medication can be administered to the student. **The academy office does not dispense non-prescription medications such as aspirin, Tylenol, cough drops, etc. without the proper doctor consent form. OVER THE COUNTER MEDICATION WILL NOT BE PROVIDED BY THE ACADEMY.**

## **MYSCHOOLWORX**

The MySchoolWorx School Management software is a helpful tool for parents as well as students. Parents may access the system by following the MySchoolWorx link on our website's homepage, [www.dcaeagles.com](http://www.dcaeagles.com). You must have an email address on file with the school. You will have a password that will allow you access to



your child's homework, lesson plans, grade book, and the calendar for the school. We will use the texting alert system through MySchoolWorx for information regarding emergencies. Please make sure that your personal information is up-to-date.

## **SAFETY AND SECURITY**

The back of campus is fenced and will be locked at 8:30 each morning. If you are in carline at 8:30 and your child is not seated in class, he/she is tardy. If you arrive later, than 8:30 you will need to park in the front and walk your student in the front doors regardless of the age of the student. Any time you need to enter campus, you must ring the bell and wait to be buzzed in. Upon entering, you will need to present your driver license to obtain a visitor badge. All outside doors are on an electronic lock system so you will need to be accompanied to your destination. For the safety of your students, DCA has a school safety officer on campus.

## **ADA POLICY AND PROCEDURE**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Dunnellon Christian Academy to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is DCA's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

### Procedures

When an applicant with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, the employee will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

Dunnellon Christian Academy will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Dunnellon Christian Academy. Contact the DCA head of school with any questions or requests for accommodation.

All employees are required to comply with the company's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The DCA Head of School is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

As used in this ADA policy, the following terms have the indicated meaning:

**Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

**Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability, organic brain syndrome, emotional or mental illness and specific learning disabilities.
- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under the final ADAAA regulations.
- **Direct threat:** A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- **Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- **Reasonable accommodation:** Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- **Undue hardship:** An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
  - The nature and cost of the accommodation.
  - The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
  - The overall financial resources of the employer; the size, number, type and location of facilities.
  - The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.

- Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.