



Parent Handbook

Destiny Christian Academy

GENERAL INFORMATION

FOUNDATION

Destiny Christian Academy is a ministry of Destiny Church, Cheyenne, Wyoming. The administration of the academy is submitted to the authority of the Pastor and the church board. It is the intent of the administration to keep the policies of the academy within the hedges of the church.

STATEMENT

Destiny Christian Academy is established as a ministry of the body of Christ. Its primary purpose is to provide a safe and loving atmosphere of praise and worship to Jesus Christ, our Lord. It is also DCA's purpose to team with parents in training children in Godly character and excellent academics.

STATEMENT OF FAITH

1. We believe in one God, maker of all things and being in the trinity of Father, Son and Holy Spirit.
2. We believe the Son of God, Jesus Christ, became incarnate, was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
3. We believe the Bible, in its entirety, to be the inspired and infallible Word of God.
4. We believe in the resurrection of the dead, the eternal life with God of the saved, and the eternal punishment of the lost.
5. We believe in the personal salvation of believers by the grace of God through faith in Jesus Christ as Savior.
6. We believe in sanctification by the Holy Spirit, in personal holiness of heart and life, and in separation from the world.
7. We believe in the baptism in the Holy Spirit (Acts 2:4) as distinct from the new birth, and in the gifts of the Spirit listed in scripture as now available to believers.
8. We believe in the Christians' hope - The imminent, personal return of the Lord Jesus Christ.

PRIMARY OBJECTIVES

1. To encourage and develop basic Godly character traits in each child.
2. To provide an opportunity for a closer and deeper walk with the Lord Jesus Christ.
3. To provide a high quality individualized education that supports a student's strengths and develops weaknesses to their full potential.
4. To encourage a strong relationship between children, parents, and the body of Christ.
5. To provide an opportunity for each child to thrive in their walk with the Lord Jesus both during and after attending DCA.
6. To equip each child to become an effective member of the body of Christ.

A Christian academy is an extension of the Christian home in training youth in a Christian environment. Attendance at this academy is a privilege and not a right. Along with maintaining high academic standards, our goals are to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. This academy stands without apology for high standards of morality and Christ-like behavior. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country.

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STANDARDS OF CONDUCT

Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Destiny Christian Academy maintains a necessary 6 inch personal space rule. High school students in particular -because of their influence on younger children- are trained to adhere to the school's philosophy and Biblically based program.

Students are expected to refrain from talking about or engaging in cheating, swearing, and sexual activity. Students are also expected to refrain from illegal activities such as smoking, gambling, drinking alcoholic beverages, using narcotics, and communicating (verbal, text, email, etc.) in a manner that is inappropriate. Students who participate in and/or discuss such activities at school are subject to suspension and/or expulsion. If such behavior occurs outside our school and is brought to our attention, those students will be subject to suspension and/or expulsion. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

When a child's attitude and conduct are not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.

BOY-GIRL RELATIONSHIPS

We believe God's plan is for boys and girls to have activities and fellowship together, learning much about each other in general, always holding the other up in the highest respect, and functioning as sisters and brothers toward each other as members in the larger family of God. Boys and girls can trust God to bring them together with the one of His choice for a period of Christian courtship, while they continue to seek Him about their relationship. Therefore, we expect our students to be open to Godly instruction in this area and conducting themselves in a manner pleasing to God. Practically applied, there is no public display of affection. This means students should maintain the academy's 6-inch rule, no hand holding, embracing, kissing, touching each other affectionately, exchanging of gifts, during school, at any school activities, or on school premises. Class projects shouldn't reflect any boy/girl relationship.

- *1 Timothy 5:22 - Lay hands suddenly on no man, neither be partaker of other men's sins: keep thyself pure.*
- *2 Timothy 2:22 - Flee also youthful lusts: but follow righteousness, faith, charity, peace, with them that call on the Lord out of a pure heart.*
- *1 Peter 2:11 - Dearly beloved, I beseech you as strangers and pilgrims, abstain from fleshly lusts, which war against the soul.*
- *Romans 13:14 - But put ye on the Lord Jesus Christ, and make not provision for the flesh, to fulfill the lusts thereof.*
- *Philippians 4:8 - Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.*

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GROUNDS FOR DISMISSAL

The school reserves the right to dismiss or deny re-admission to students for the reasons the administration deems fit, such as the following:

- Attitude incompatibility
- Uncooperative spirit
- Rebellion
- Sowing discord
- Chronic absence/tardiness
- Nonconformity to standards
- Lack of parental cooperation
- Inability to respond to individualized curriculum
- Failure to fulfill financial obligations
- Use or possession of items which are against the standards of DCA (i.e. weapons, narcotics, etc.).

ACCREDITATION STATEMENT

D.C.A. is not regionally accredited. D.C.A. is a ministry with sincerely held religious convictions against government control and oversight over the academic aspects of our institution. The State of Wyoming does not require D.C.A. to obtain any state or regional accreditation in order to operate or grant diplomas. Each individual public school district, college, and university establishes their own policies regarding admission requirements.

What this means is although state law does not require that a private Christian school student or graduate come from an accredited Christian school in order to be eligible for admission into a public school, college or university, those individual schools do have the authority to impose such a requirement.

While most of the schools gladly accept students from unaccredited Christian schools, some do not, requiring the student to undergo additional testing or retake core subject courses.

Because we have no control over the policies adopted by public high schools, colleges, and universities we cannot make any guarantee for graduates of D.C.A. with regard to admission into college or transfer of our credits back into the public school system.

Parents are encouraged to personally check with their local school districts or colleges in which their children are interested, to find out what the school or college's particular policies are regarding admissions or transferring credits.

D.C.A. uses the Accelerated Christian Education curriculum. A.C.E.'s flagship school, Lighthouse Christian Academy, offers a dual-enrollment program through which students may earn an accredited diploma/transcript, while attending Destiny Christian Academy. Parents who are interested in finding out more about the accredited diplomas should contact Destiny Christian Academy's office.

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ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF DESTINY CHRISTIAN ACADEMY

(Required by the Asbestos-Containing Materials in Schools Rule, 763.84(c) and 763.93(g)(4))

Asbestos is a naturally occurring fibrous mineral, which until about 1980, was commonly used in building construction. Asbestos will not burn, is an excellent insulator, has great tensile strength, is resistant to chemicals, is a nonconductor of electricity, and absorbs sound. Examples of *asbestos-containing building material (ACBM)* are vinyl floor tile, sprayed-on acoustical ceiling material, pipe and boiler insulation, and roofing felt. As ACBM deteriorates over time, or is disturbed by maintenance, renovation, or demolition activities, it may become *friable*, i.e., it is capable of being reduced to powder by hand pressure. When ACBM becomes *friable*, asbestos fibers are released into the air. Inhalation of these airborne, microscopic asbestos fibers has been proven to cause such fatal diseases as lung cancer, mesothelioma (cancer of the lining of the lung or abdominal cavity), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the *Asbestos Hazard Emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program, which enforces the AHERA mandate. These regulations are incorporated within the *Asbestos-Containing Materials in Schools Rule* (40 C.F.R. Part 763, Subpart E).

In compliance with the *Asbestos-Containing Materials in Schools Rule*, Destiny Christian Academy had its school building inspected by an asbestos inspector, accredited by the State of Wyoming. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM were noted. Samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school building.

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for the school building of First Assembly Christian Academy by an asbestos management planner, accredited by the State of Wyoming. *The Asbestos Management Plan includes a description of the measures currently being taken to ensure that the ACBM remaining in our school building is maintained in a condition that will not pose a threat to the health of our students and employees.* This Plan describes past response actions taken to abate ACBM, as well as response actions planned for the future. The Asbestos Management Plan provides information on the periodic monitoring of the condition of ACBM remaining in our school building through triennial re-inspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school or church staff.

A copy of the Asbestos Management Plan is available for your review in the Destiny Christian Academy administrative office during regular office hours. John Coffey is the designated Asbestos Program Coordinator for the School. Please direct all inquiries regarding the Asbestos Management Plan to him at the school office at 307-635-3759.

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ENROLLMENT INFORMATION

ENROLLMENT PROCEDURE

1. **OBTAIN ADMISSION FORMS AND INFORMATION**
2. **FIRST VISIT.** Both parents and the student(s) are welcome to meet with a member of the administrative staff to acquaint the family with our personal application of the individualized curriculum philosophy and the special emphasis that makes Destiny Christian Academy's ministry so outstanding. We encourage questions so that the family has a complete understanding of what we have to offer and what we require. A second visit may be requested for students in seventh grade and above.
3. **APPLICATION.** All application forms are acquired and then submitted. A list of all the forms required at the time of application submission is enclosed in the application packet. Kindergarten students must be five (5) years of age on or before the 15th day of September of the enrolling year.
4. **STUDENT TESTING.** There are two to three ½ day sessions of testing for students enrolling in grades 1-12. The results of the students diagnostic testing can be crucial in helping both D.C.A. and parents decide if this academy is a good fit for the student.
5. **DECISION ON ENROLLMENT.** Please keep in mind that D.C.A. is choosing its families just like you are choosing a Christian school. This is important to maintain the quality that you are looking for in a Christian education ministry. Enrollment of your family will be made a matter of prayer and we will follow the Lord's leading. You will be notified of your child's acceptance to D.C.A. as soon as possible.
6. **REGISTRATION.** All start-up fees need to be paid to the office at the time of enrollment. DCA and parents will discuss convenient payment arrangements at this time.
7. **PARENT ORIENTATION.** You will be notified of the mandatory Parent Orientation Meeting before the first day of school. This is a general meeting of all parents to acquaint families with each other and to review school policies, etc. If your child is enrolled after the first orientation meeting, you'll be required to attend the next scheduled orientation.

WITHDRAWAL PROCEDURE

1. **NOTIFICATION TO ADMINISTRATION.** D.C.A. requires that parents give, in writing, 30 days notification that a student is being withdrawn. The parent is required to continue paying tuition fee until the 30 days has been met. Tuition will not be prorated if the student is withdrawn after the 1st of the month.
2. **UNUSED PACE'S.** PACE's and all academic material are the property of the academy and any unused PACE's will not be given to the families. Curriculum fees are non-refundable.
3. **ACCOUNT BALANCES.** All account balances must be paid in full and all curriculum resources borrowed must be returned to the academy for the release of records.

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PARENT INFORMATION

SCHOOL TIMES

Grades K-12 – Monday-Friday School begins at 8:00 am
School dismisses at 3:00 pm

PARKING ~ DROP-OFF ~ PICK-UP

- Parking is available on the East side of the building in the parking lot. Please use this lot whenever you have business in the academy.
- When picking up your student, pull up in front of the triple doors on Eighth Street on the school side of the street. **PLEASE DO NOT PARK SO THAT CHILDREN HAVE TO CROSS THE STREET! STUDENTS **WILL NOT** BE RELEASED TO CROSS THE STREET!** Do not double park; please wait as the line of cars moves forward.

BEFORE & AFTER SCHOOL SUPERVISION

It is the parents' responsibility to make certain that their children have transportation to and from school. We are not staffed adequately for before or after school care. The school will be opened to admit students at 7:45 am. All students must be picked up no later than 15 minutes after school is dismissed. Parents will be billed \$1.00 per minute until the student is picked up after 3:15. Please call the office as soon as possible if you expect a delay.

WEATHER DELAYS OR CLOSURES

Enclosed at the end of this handbook is the current school year calendar. For any weather delays or closures DCA will follow the lead of LCSD #1. However in the event of delays or closures that LCSD #1 has not initiated, DCA staff will call parents immediately to notify.

PARENTAL PARTICIPATION & ATTENDANCE

1. Every parent is expected to attend all of the extra-curricular functions in which their child participates.
2. By enrolling in D.C.A. parents are COMMITTING themselves to attend those functions that are essential to communications:
 - A) All parent meetings.
 - B) Scheduled Parent-Teacher conferences at the end of the 1st and 3rd quarters as Necessary.
 - C) Parents/students will be expected to participate in all fundraisers. The academy plans about 4 fundraisers per year. DCA will offer parents option of opting out of a fundraiser for a fee of \$75 for service based and & \$100 for sales based, per family, per fundraiser.

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STUDENT ATTENDANCE POLICIES

1. Every student is expected to attend PUNCTUALLY and REGULARLY. If a student will be **absent**, the parent should place a CALL to the office by 10:00 am to inform the administration and supervisor of the absence. A student is considered absent when not in school for the entire day or arriving to school at 11:00 am or later.
2. Excessive absences (which are more than 5 absences per quarter) will result in the student receiving attendance only for that class (i.e., PE, Art, etc.). On the 6th absence, the student remains in the class, but will not receive any credit or grade for the class. Exceptions to this policy must be put into writing and approved by the Administrator.
3. Students that are absent 3 or more consecutive days due to illness will require a doctor's note for the student to be allowed to return to school.
4. No student will be permitted to leave the academy at any time before the regular hour of dismissal without written permission from their parents.
5. Absences resulting from family vacations will be considered excused under the following conditions:
 - A) Proper staff is informed **in writing** at least 1 week in advance.
 - B) Parents should make arrangements at least 2 DAYS prior to leaving, for academic work to be maintained by the student.
 - C) There are no conflicts with the attendance policy requirements.

COMMUNICATION WITH SCHOOL

OPEN AND POSITIVE COMMUNICATION WITH TEACHERS IS YOUR MOST VALUABLE TOOL IN SUPERVISING THE PROGRESS OF YOUR STUDENTS:

1. Do not wait until a situation demands communication. Prevent problems and misunderstandings! Good communication defuses situations before they become bigger than necessary, keeping situations from becoming explosive.
2. If possible, your first line of communication should be with the classroom supervisor.
3. Please understand that in some situations, it may be necessary to make an appointment. PLEASE BE SENSITIVE.

COMMUNICATION WITH PARENTS

1. WEEKLY REPORTS: a routine and systematic channel.
 - A congratulation notice which lists the PACEs passed during the previous week.
 - Additional comments from the teacher to the parents.
2. MONTHLY MAILINGS:
 - Account balances.
 - Scripture passage to be memorized for the coming month.
 - Monthly calendar with current activities, scripture passage & lunch menu.
3. Parent/Teacher Conferences
4. PACE RETAKE SLIPS: These will be sent home to let the parents know of a failed PACE and that they will be charged on the next billing cycle. Parents must sign and return the next school day.
5. Any other communication from Administrator or Supervisor, including child's progress.

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ATTITUDE

“FOR REBELLION IS AS THE SIN OF WITCHCRAFT,
AND STUBBORNNESS IS AS INIQUITY AND IDOLATRY . . .” 1 SAMUEL 15:23

COMPLAINING, GRIPING, AND SULLENNESS will not be tolerated. Making light of the rules, programs, and other students’ shortcomings will be considered rebellion.

WE EXPECT STUDENTS to not only keep rebellion and stubbornness out of their behavior, but to also show witness of a good attitude through courtesy, relations with other students and willingness to go above and beyond.

PARENTS ALSO ARE TO MAINTAIN A HEART FREE FROM REBELLION AND MURMURING. Occasional situations at school may arise where there are differences of opinion or misunderstandings. These situations are great learning times for your children as they watch with intensity how parents handle these situations.

LUNCHES

Sack lunches or lunch boxes from home are the basic lunchtime operation of D.C.A. Microwaves are available for student use. (Please nothing over 3 minutes) Each class has ample time in the lunchroom; please see your child’s supervisor for your child’s lunch time. Any parent wishing to take their student to lunch off-campus, must come into the office and sign out their child. Upon returning the student must be signed back in at the office. It is the parent’s responsibility to make sure the student is back to class on time so the student will not earn a demerit. The availability and frequency of our hot lunch program is dependent upon the availability of staff. A schedule and pricing will be available in the fall of each school year.

DISCIPLINE PHILOSOPHY

This is not a disciplinary facility; consequently, we ask that a child not be enrolled with the idea that he/she will be reformed. We are here to work with the home, but not to take the place of parents who have experienced difficulty with their child’s behavior.

1. Destiny Christian Academy believes discipline in our lives is essential to learning, growing and applying God’s principles. Proper DISCIPLINE is part of DISCIPLING.
2. All staff members have the right AND responsibility to hold students and staff members, that come under their authority, to proper behavior and attitudes.
3. D.C.A. believes in administering discipline that brings correction to behavior rather than simply punishment. All discipline meted out should be done in love, not in anger.

“AND THE LORD’S SERVANT MUST NOT QUARREL; INSTEAD, HE MUST BE KIND TO EVERYONE, ABLE TO TEACH, NOT RESENTFUL. THOSE WHO OPPOSE HIM HE MUST GENTLY INSTRUCT, IN THE HOPE THAT GOD WILL GRANT THEM REPENTANCE, LEADING THEM TO A KNOWLEDGE OF THE TRUTH, AND THAT THEY WILL COME TO THEIR SENSES AND ESCAPE FROM THE TRAP OF THE DEVIL, WHO HAS TAKEN THEM CAPTIVE TO DO HIS WILL.” 2 Timothy 2:24-26

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DISCIPLINE IMPLEMENTATION

Discipline measures should fit the offense and tend to bring about the desired, positive behavior. The classroom is a place where students relate to staff members and other students in a stable, peaceful and yet active atmosphere. To achieve this type of atmosphere, the classroom operates on certain principles.

1. The classroom is a quiet, yet active place of learning.
2. Students are to be kind and considerate to others.
3. Students are to be obedient.
4. Academic success depends on using the system rather than beating the system.

Violations of these principles result in the student receiving demerits, which are warnings. If demerits accumulate, meaning repeated or several violations, the student is held accountable for his actions by corrective measures meted out. Among these measures are detentions, loss of privileges or privilege status, or 1 to 3 day suspensions, depending upon the seriousness of the violation. If all discipline measures have been exhausted and the student has not shown the desired behavior change, an expulsion recommendation will be given to the board. Possible violations can include the following:

1. Disturbance in class, talking to other students, making noises, playing with toys, wasting time.
2. Not doing an assigned task, acting in defiance, talking back, or being in an off-limits area.
3. Failure to comply with PACE procedures, not getting proper initials when necessary, not complying with room procedures.
4. Pushing, punching, yelling, arguing, talking badly about others or talking badly to others.
5. Not demonstrating good sportsmanship during P.E., recess, lunch break or any other activity that involves some level of competition.

When policies and procedures are in minor violations, the following steps are taken:

1. Talk with the student to show them the offense & what needs to be corrected.
2. Talk with the student and a phone call to the parents as to what was discussed.
3. Conference with the student, parents, and Administrator.
4. Conference with the student, parents, Administrator, and Board Member.

The goal with issuing demerits is to remind the students of what to do/not to do. However when demerits accumulate, so do detentions. Our general rule is that when a student earns 3 detentions in one week, the result will be a 2 day suspension. If a student earns 2 suspensions in one month, the result could be expulsion from DCA.

SCHOOL SEARCH POLICY

Searches for suspicion of illegal or unauthorized materials or content can be conducted at any time in the following areas: Student offices, student lockers; and when these items are on school property: backpacks, purses, pockets, person, and electronic devices (including cell phones).

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HEALTH REGULATIONS, MEDICATIONS, AND SAFETY

- The State of Wyoming Health form is to be filled out, on or before the day your child starts school. A child must be properly immunized for enrollment in our academy. If you do not have a record of your child's immunization or an immunization waiver, you will be given a two-week grace period. After this time, your child will be asked to leave school until it is received.
- Destiny Christian Academy suggests annual check-ups. We urge students, especially when entering kindergarten, to have a thorough examination. We also urge parents to share any medical concerns with the academy staff, especially with his/her supervisor.
- Daily medications will not be administered unless accompanied by a written request from a physician and signed by a parent. Medications must be in the original containers. **A student should never have medications in their possession.** All medications must be kept by the academy and administered by the staff as necessary.
- In case of an accident, first aid will be administered and, if necessary, parents will be contacted as soon as possible. In the case of a more serious accident, the academy will obtain further medical help and the parents will be contacted immediately.
- In order to promote wellness in our classrooms, please keep your child home if he/she has been vomiting during the past 24 hours, is running a fever, or has severe coughing, pink eye or greenish discharge from the nose.
- By state law, Destiny Christian Academy's employees are required to report any form of suspected child abuse, neglect, or endangerment.

TELEPHONE USE

1. The office phone is available for students to use in case of EMERGENCIES or the need of a ride. Arrangements for student's personal plans should be made ahead of time.
2. Except in the case of an EMERGENCY, the secretary will take a message on incoming calls.
3. Cell phone policy – No cell phone usage is allowed during school hours or at school activities. Students must place cell phones in their locker upon arrival. If this policy is violated, the administration will confiscate the phone and the parent must come to get it.

AUTOMOBILE POLICY

No student may drive to school without a valid Wyoming driver's license and proof of insurance on file in the academy office. All parents driving for any academy functions must have a valid Wyoming driver's license and carry proof of insurance in vehicle. Student parking will be determined at the beginning of each school year. Students and parents will be notified as to where student parking will be located.

PERSONAL PROPERTY

Electronic devices (i.e. cell phones, tablets, etc.) are not allowed in the lunchroom, gym, or any areas of the school with the exception of the hallway or the classroom. These devices are only allowed to be used in the hallway during breaks. At the supervisor discretion these may be allowed in the classroom. Weapons of any kind are not permitted at school and possession of any kind is subject to expulsion.

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DRESS CODE POLICY

Pants, skirts (girls only) or shorts in black, grey, navy blue, or khaki. No colored embellishment or embroidering. Any patching that is done on school clothes must match the color of the clothing.

Shirts are purchased directly from the academy.

Pullover type jackets/sweatshirts are not allowed.

Students wearing snow boots to school must have a pair of regular shoes to change into upon arrival.

Proper undergarments are to be worn at all times.

Appearance must be neat and clean at all times. Clothing should be in good repair.

Hats, caps, or hoods that are worn, are to be removed when entering the building.

All shorts and skirts (including slits in skirts) must be no more than 2 inches above the knee. There will be **NO EXCEPTIONS!**

Friday free-dress day is for students on privilege status only. This includes jeans, t-shirts, dresses, etc. Clothing must be in good condition and display edifying words or pictures. Clothing must cover all areas when a student's hands are raised above their heads. Clothing should not be form fitting to the body. Shirts should not come below the collar bone or show cleavage. Pants should not show skin or undergarments. Students who repeatedly violate the free dress policy will be denied participation in the next free dress Friday.

Personal hygiene is important not only to your student, but also to the other students and staff. If your child needs some personal attention, the school will notify the parent by phone or email.

Anything that is not allowed or is questionable will be left to the discretion of the administrator.

PE DRESS CODE

Middle to high school students are required to change into gym clothes. Gym clothes include athletic pants or shorts (2 in. rule applies) and a t-shirts or sweatshirts. Tennis shoes which fasten securely must be worn. Gym clothes must be taken home and washed at the end of the week. Students must bring deodorant and may also bring body spray for use during and after PE. **Tennis shoes and socks must be worn for P.E.**

PRIVILEGE STATUS

Students who believe they have fulfilled the responsibilities for a level of privilege and who desire privilege should assume the responsibility for requesting an application on the Friday before the desired week of privilege. The form should be completed and submitted to the supervisor that day. On Monday the supervisor will present the privilege status card for the student to display in the office that week. A student must work consistently and equally in each academic core subject to stay academically "balanced". Academic balance is required for privilege status and honor roll.

There are three levels of Privilege Status; each may be earned one week at a time. The three levels of privilege are A, C, and E. There are different responsibilities and privileges earned for each classroom level; therefore, the privilege level requirements will be determined according to age group and will be posted in each classroom.

Any privilege may be revoked at supervisor discretion if the student does not show the behavior that is expected with privilege status.

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FINANCE INFORMATION

PAYMENT POLICIES

1. REGISTRATION - Payable at enrollment. **This is a non-refundable fee.**
TUITION - One of 3 payment options available to choose from.
CURRICULUM FEE – Two payment options available to choose from. **This is a non-refundable fee.**
MISCELLANEOUS FEES - To be paid at registration if applicable.
2. By enrolling in D.C.A. you have chosen to give the school some of the responsibility in training your children. Remember that you have COMMITTED to support those that share your responsibility.
3. As a convenience, all accounts should receive a statement of financial transactions monthly.
4. A \$25.00 service charge will be added to your account on all returned or resubmitted checks. If two checks are returned or resubmitted within the school year, cash, money order, or cashier's check will be required to make future payments.
5. Payments not made by the 11th of the month are delinquent and a late charge of \$25.00 or 10% whichever is greater on the amount due will be added to the account.
6. The schedule for contacting delinquencies is as follows:

Due	1st day of Month
Late fee letter	After 11 days (\$25.00 or 10% whichever is greater)
Conference	After 20 days
'No Return' letter	After 30 days
7. A tuition account that remains delinquent past the 30th of the month it was due, will result in your child or children being excluded from school until the balance is paid. The school board will handle any exceptions. If the account is turned over to collections your child or children will be ineligible for future enrollment at D.C.A.
8. For families that enroll or withdraw after the school year begins, charges and fees will be prorated according to the actual number of days enrolled. Other conditions are as follows:
 - A) **Registration and curriculum fees are non-refundable.**
 - B) Items purchased for the student's use will be paid in full.
 - C) PACE's and all academic material are the property of the academy and any unused PACE's will not be given to the families.
 - D) All accounts must be paid in full for the release of records.
 - E) One-week notice is required for copies of final records.

Destiny Christian Academy

FINANCIAL FEE SCHEDULE

There are 4 types of fees that apply at Destiny Christian Academy:

- | | |
|-------------------|------------------|
| 1. Registration | 2. Tuition |
| 3. Curriculum Fee | 4. Miscellaneous |

1. **REGISTRATION – Non-Refundable**

\$ 75.00

2. **TUITION FEES:**

Tuition is: K-8th grade \$2400.00

 9th-12th grade \$2650.00

Tuition Fees:	1 Payment <u>Yearly</u>	2 Payments <u>Semester</u>	10 Payments <u>Monthly</u>
K-8 th grade	\$2400.00	\$1200.00	\$240.00
9 th -12 th grade	\$2650.00	\$1325.00	\$265.00

Yearly payments are due August 1st.
 Semester payments are due August 1st and January 1st.
 10 Monthly payments are due August 1st through May 1st.

3. **CURRICULUM FEE – Non-Refundable:**

		1 Payment <u>Yearly</u>	2 Payments <u>Semester</u>
K thru 12 th Grades	If paid by June 30	\$300.00	
	If paid by July 31	\$325.00	
	If paid on or after August 31	\$350.00	\$175.00

Yearly payments are due August 1st.
 Semester payments are due August 1st and January 1st.
2nd child tuition discount 10%, 3rd child tuition discount 20%.

4. **MISCELLANEOUS FEES (as applicable):**

Lost/Failed PACE Replacement	\$10.00
Additional Subject	\$50.00
Additional PACE	\$10.00
Placement/Diagnostic Test	\$25.00
Flag Replacement	\$5.00
Stanford 10 Standardized Testing	\$40.00
Graduation	\$125.00
High School Transcript Copies	\$5.00

FIELD TRIP FEES: If there are any fees for a field trip (lunch money, admissions, etc.) this should be paid on or before the day of the trip; as the coordinator of the trip deems appropriate.

PACE REPLACEMENT FEE: After three days of a PACE not being at school, it will be considered

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lost and the PACE will be replaced. If a student fails a PACE, a new PACE is issued and the student will retake the PACE. In either of these situations, a \$10 replacement fee will be added on the next month's bill.

DAMAGE FEES: Students who cause damage by wrongful actions are charged with the replacement value of what is damaged, payable immediately.

GRADUATION FEE: For those students that will be graduating high school, parents will be billed the \$125.00 graduation fee in March. This fee includes: graduation ceremony, diploma, cap, gown, and tassel. Parents wanting more than what this fee provides, can do so at their own expense. **This is a non-refundable fee.**

BREAKDOWN OF FINANCES

The following is an itemized breakdown of where your money goes:

Registration fees	Staff training
Tuition	Salaries, utilities, operation expense, supplies, etc.
Curriculum fee	PACES, books, educational materials, merit store items, 1000's Clubs, and awards
Miscellaneous fees	Covers the cost of those activities
Fund-raiser monies	Designated for a specific project or need

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ACADEMIC INFORMATION

HIGH SCHOOL CREDITS

Destiny Christian Academy's policy on issuing high school graduation credits is as follows: **Six PACEs completed and passed will earn ½ credit. Twelve PACEs completed and passed will earn 1 credit.** Destiny Christian Academy will not issue credits for PACEs completed and passed that are less than six, for the course is considered incomplete. For PACEs seven thru eleven completed and passed only a ½ credit will be earned for the student. Destiny Christian Academy requires the same amount of credits for graduation that Laramie County School District #1 does.

HIGH SCHOOL PROMOTION REQUIREMENTS

For a student to be promoted to the next grade level the following credits must be earned:

- 10th Grade – 6 or more credits
- 11th Grade – 13 or more credits
- 12th Grade – 20 or more credits

GRADUATION REQUIREMENTS – 27 Credits

Math	3 Credits
English	4 Credits
Social Studies	3 Credits
Science	3 Credits
PE.	1 Credit
Health	1 Credit
Foreign Language	2 Credits
Bible	2 Credits
Etymology	1 Credit
Computer Science	1 Credit
Music	1 Credit
Speech	½ Credit
Electives	4 ½ Credits

LEARNING CENTER INFORMATION

MERIT SYSTEM

Our built-in motivational system includes both rewards for progress and penalties for lack thereof. Where demerits act as our accounting toward penalties, they are complimented by earning merits for positive actions. Merits may be turned in or spent for a variety of items including, merit store items or an excused day off from school.

1000's CLUBS

Another part of our merit system is the 1000's Club. A student achieves the 1000's club after earning ten 100% scores on their PACE tests. There are four different levels: 1000's, 2000's, 3000's, and 5000's. The following are the rewards the student will earn at each level:

1st - 3rd Grade

1000's Club
Certificate
\$50 Merit Bucks

4th - 6th Grade

1000's Club
Certificate
\$100 Merit Bucks

7th - 12th Grade

1000's Club
Certificate
\$125 Merit Bucks
Lunch bought by the
Administrator

2000's Club

Certificate
\$75 Merit Bucks

2000's Club

Certificate
\$125 Merit Bucks

2000's Club

Certificate
\$150 Merit Bucks
Lunch bought by the
Administrator

3000's Club

Certificate
\$100 Merit Bucks

3000's Club

Certificate
\$150 Merit Bucks
Lunch bought by the
Administrator

3000's Club

Certificate
\$175 Merit Bucks
Lunch bought by the
Administrator

5000's Club and above

Certificate
\$125 Merit Bucks
Lunch bought by the
Administrator

5000's Club and above

Certificate
\$175 Merit Bucks
Lunch bought by the
Administrator

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HONOR ROLL REQUIREMENTS

REGULAR HONOR ROLL

90-93.99% overall average score
 3 PACES passed per subject or 15 total
 per quarter & current in all Paces
 All assigned scripture memory work
 completed by due date
 Displays honorable & godly character

PRINCIPAL'S HONOR ROLL

94-100% overall average score
 3 PACES passed per subject or 15 total
 per quarter & current in all Paces
 All assigned scripture memory work
 completed by due date
 Displays honorable & godly character

HONOR ROLL REWARDS

REGULAR HONOR ROLL

Certificate
 \$100 Merit Bucks
 Bookmark & Pencil

PRINCIPAL'S HONOR ROLL

Certificate
 \$200 Merit Bucks
 Bookmark & Pencil
 Lunch with Administrator

PACE CONVERSION CHART

With this PACE conversion chart a parent can at any time check to see where their child is at in grade level, and see that the student is on track for the work that is needed to be accomplished for the school year.

	1st Qtr			2nd Qtr			3rd Qtr			4th Qtr		
Grade 1	1	2	3	4	5	6	7	8	9	10	11	12
Grade 2	13	14	15	16	17	18	19	20	21	22	23	24
Grade 3	25	26	27	28	29	30	31	32	33	34	35	36
Grade 4	37	38	39	40	41	42	43	44	45	46	47	48
Grade 5	49	50	51	52	53	54	55	56	57	58	59	60
Grade 6	61	62	63	64	65	66	67	68	69	70	71	72
Grade 7	73	74	75	76	77	78	79	80	81	82	83	84
Grade 8	85	86	87	88	89	90	91	92	93	94	95	96
Grade 9	97	98	99	100	101	102	103	104	105	106	107	108
Grade 10	109	110	111	112	113	114	115	116	117	118	119	120
Grade 11	121	122	123	124	125	126	127	128	129	130	131	132
Grade 12	133	134	135	136	137	138	139	140	141	142	143	144

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DISCLAIMER

All final policy decisions are made by the Destiny Christian Academy Administrator. Exceptions deemed necessary by the Administrator to any school policy should not be misconstrued as exceptions for anyone else. The administration of DCA reserves the right to modify or change policies within this handbook. Any major change will be communicated to the students and parents in writing.

The responsibility for scholastic achievement at DCA is placed on the student. The rules and procedures utilized in the school have the potential to produce responsible and dependable Christian men and women. The process of growth may at times be frustrating, but remember the end result for which we are striving. While DCA cannot guarantee that your child will graduate with an honors degree, DCA can guarantee that your child will be given the tools and opportunity to achieve this goal.

Proverbs 22:6 "Train up a child in the way he should go: and when he is old, he will not depart from it."