



Student Handbook

DCA Mission Statement

The mission of Destiny Christian Academy is to provide an atmosphere free for the true praise and worship of Jesus Christ, our Lord.

General Information

Attitude

We expect students to show witness of a good attitude through courtesy, relations with other students and willingness to go beyond. High school students in particular because of their influence on younger children, are asked to adhere to the school's philosophy and Biblically based program to show a Godly role model.

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 and staff handle this.

Complaining, griping, and sullenness will be addressed with the student. Making light of the rules, programs, and other students' shortcomings will be considered unacceptable and also addressed.

Racial Non-Discrimination Statement

Destiny Christian Academy has a policy of being non-discriminatory in regards to race, and therefore, shall not discriminate against members, applicants, students, and

others on the basis of race, color, nationality, or ethnic origin.

School Search Policy

Searches for suspicion of illegal or unauthorized materials can be conducted at any time in the following areas: Student offices, student lockers, backpacks, purses, pockets, person, cell phones, electronic devices, etc.

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, not fulfilling financial obligations, or use/possession of items which are against the standards of DCA (i.e. weapons, narcotic, etc.).

Medical Guidelines

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 in the office and administered by the staff as necessary.

Communication

Open and positive communication with staff is one of the most valuable tools in supervising the progress of your student. Good communication defuses situations before they become an issue, be offensive minded not defensive minded. As the first line of communication begins with the classroom supervisor, please be sensitive and understand that it may be necessary to schedule an appointment. Please address issues afterschool, rather than before.

Christian Leadership

DCA unashamedly teaches the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for others, God, flag, and country!

Procedures, Rules, and Policies

The rules and procedures at DCA are what determine the success of your child. They must be followed without discretion.

General Rules

- Students are only allowed to leave school at lunch with permission.
- Students needing to leave school before dismissal must have a note from his parent. Parents must sign

out in the office when leaving and sign in upon returning.

- School begins at 8:00am. Students must be seated and ready for assembly at that time.
- Out of respect for others, students will maintain a standard 6 inches of personal space.
- Students will walk in a line quietly when walking anywhere in the school or playground
- Students are not permitted to open exit doors without supervisor permission (except for emergencies)
- Reading material, electronics, or toys brought from home need the permission of the supervisor.
- Students are only allowed in the classroom with the supervisor or monitor present.
- Students are allowed outside the classroom during class time only with permission.
- Writing on school walls, PACEs, offices, desks, defacing school property or any other form of vandalism is not allowed.
- Electronic devices are to be turned off and placed in lockers during school hours. Any cell phone seen or heard outside of the hallway, without supervisor permission, will be confiscated and must be claimed by the parent at the end of the school day.
- Students need to have a KJV of the Bible for morning devotions, chapel, and Bible reading in their offices.
- Students are to abide the off-limits area.

- The office phone is available for students' use in case of emergencies only. Arrangements for students' personal plans should be made ahead of time.
- Except in the case of emergency, the secretary will take messages on incoming calls.
- Weapons of any kind are not permitted at school and possession of any kind is subject to expulsion.

Playground and Gym Rules

Appropriate behavior needs to be maintained at all times on the playground. Sliding on ice, throwing objects, shoving, pushing, or tripping other students will bring consequences and parent contact. Students are only allowed in the gym, ball room, bathrooms or hallways with a supervisor present.

Students may bring equipment from home (i.e. tennis rackets, balls, etc.) with staff and parent permission. The items must be labeled with the student's name. The student must be willing to share any equipment brought to school. Students must wear tennis shoes with rubber soles in the gym. Shoes must be securely fitted. Students must display sportsmanship at all times.

Chapel Rules

Students should be respectful of the speaker, always paying attention. Refrain from writing or passing of notes unless instructed by the speaker. Restroom visits or drinks are to

be taken prior to chapel and need to wait until after chapel is completed. Students need to have a KJV of the Bible for chapel.

Lunchroom Rules

A staff member needs to be present when students are in the cafeteria. Students should be respectful and courteous while enjoying lunch privileges. Students will need to receive permission from a staff member before leaving the cafeteria. . Restroom visits are to be taken prior to lunch and need to wait until after lunch is completed.

Students may use the microwaves at the discretion of the staff member. All food must be covered and any mess made must be immediately cleaned.

When finished, the students' area must be clean including the floor, chair, and table. The chair must be pushed in.

Students will rotate daily chores including the trash, washing of tables and chairs, and sweeping of the floor.

Fire Drills

Fire drills will be held during the school year. When the signal is given, all students are to stand and proceed out of the building in an orderly fashion at the direction of the supervisor. Students are to refrain from talking, pushing, or running.

Automobile Policy

Students must have a valid Wyoming driver's license and proof of insurance on file in the school 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.

Closed Campus Policy

Students may not leave the school grounds during school hours without permission.

Off Limits

The offices of other students, Supervisor's desk, area, or files, Teacher's supply closets or cabinets, Janitor Closets, Church, Head Start and Montessori areas, School office when staff not in attendance, Cafeteria and Learning Centers when staff is not in attendance.

Personal Property

Hand-held video games and learning devices are not allowed during classroom hours. **Weapons of any kind are not permitted at school and possession of any kind is subject to expulsion.** Music players are not allowed unless student is on privilege.

PE Dress Code

Students in grades 7th-12th are required to change into gym clothes. Gym clothes include athletic pants or shorts (2" rule applies) and 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 to use before and after PE.

Dress Code

Pants, shorts, or skirts (girls only) or shorts in black, grey, navy blue, or khaki. No colored embellishment or embroidering down the pant legs. 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 and snow boots must be placed in the student's locker or cubby.

If sandals are worn on a PE day, sneakers must be brought to change into.

Proper undergarments are to be worn at all times.

Appearance must be neat and clean at all times. Clothing should be in good repair. In the event the dress code is not

met according to guidelines the following steps will be enforced: 1. Administrator will use discretion and see if the school has any alternative clothing, 2. Parents will be called and be required to provide a new uniform (which the parent will be billed for).

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

All shorts and skirts must be no more than 2 inches above the knee. 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. 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.

PACE Work

PACEs are just like textbooks, any writing in them that is not work related is considered defacing school property. So make sure to treat your PACE with care! Some pages have a score strip at the bottom like this page, and some have a score strip after work has been done in a few pages. Once you reach a score strip you need to raise your

American flag to ask permission to score. You then, without your pencil, take your PACE to the scoring table. Once you are at the scoring table you will need to find your score key, Math is yellow, English is red, Science is blue, Social Studies is green, and Word Building is purple. You will see that the top of the key should match the PACE number that you are working on. With the red pen that is provided; you will compare the answer that you came up with to the answer in the score key. Keep in mind that if you have spelling, punctuation errors, or if it does not look exactly like the answer in the score key you must mark it wrong. All scoring is matching. To indicate a wrong answer, mark over the number of the problem and the page number with a red X. If you got the page correct with no errors circle the page number in red. Correct your errors at your office if necessary and raise your American flag to rescore. You will repeat this process in every PACE you have. Through-out the PACE you will find Checkups. These are just like quizzes that will test how much you have learned in the section before it. Raise your Christian flag and your teacher will come over to sign your checkup. You will need to recite your Bible verse for the PACE before the teacher will sign the checkup and they may ask you a few sample questions from the checkup to make sure you are ready to take it. You may look back at the PACE, once you have filled in the answers on the Checkup that you can from memory. Checkups can be more than one page, make sure you pay attention to the bottom of the page. If the page tells you to “Please continue to the next

page,” your checkup is not finished. Once at the end of a checkup you will need to write out your verse that you have been memorizing through-out your PACE. You will reach a score strip at the end and will need to raise your American flag to score. Make sure you are marking the answers and page numbers of the incorrect answer with a red X. If everything is correct then just circle the page number with the red pen.

Make corrections and then finish the work you have left until your next checkup or Self-Test. When all of your checkups and work are done in your PACE you will come to the Self-Test. The Self-Test is the best way to see if you are ready to test out of a subject and move on to the next PACE. Just like with the checkup you will need to have the Self-Test signed by the teacher and you will need to recite your verse to them as well. Once your Self-Test is signed you may not look back in the PACE. Once you have completed the Self-Test make sure you have filled in all of the blanks to go score. Use the same scoring procedure that you have used through the whole PACE. Turn your PACE into your teacher and they will give you the PACE test the next day. Students may request to take their PACE home to study the night before their test.

Goals

Goal setting and goal checking are the keys to academic and personal achievement at DCA. Setting short-term and long-range goals will help students become successful in

life's endeavors. The general rule of thumb for setting goals is three to four pages a day in each subject depending on the PACE level. The supervisor or monitor will help students set goals and check them for accuracy and completion.

Cross Referencing

When a student does not score a passing grade on a Self-Test, she will need to cross reference the Checkups on that PACE. That means he will go back and find each answer in the PACE reading for the questions on the Checkup. He will highlight the sentence in the reading and place the question number of the Checkup next to the reading in pencil. He will also place the page number the answer was found in beside the question on the Checkup in pencil.

Failed PACE

This could happen for a number of reasons, but if a PACE Test is failed, the PACE will be reordered for a redo at the parents' expense. The student will be expected to get through the PACE quickly as it is not new material and it will be a good review.

Homework

Students will have homework if they have not completed their daily goals in class. Students must complete a Homework Assignment slip and take it home to the parents for verification and signature. Completed homework and

Homework Assignment slips are due the next day before class begins.

Bible Memory Work

“Thy word I have hid in my heart that I might not sin against thee” Psalm119:11

Bible memory work is a proven way of reaching children’s hearts with Biblical truths. It is an important step in acquiring wisdom. Each month the students will receive a bible passage to memorize for that month. Students will recite the Bible passage in KJV in their classrooms in the morning and right before they are dismissed for lunch. Students will be responsible for committing the passage to memory and reciting it to the supervisor or monitor before the last day of the month. Parents are encouraged to help their children at home.

Learning Center

Our built in motivational system includes both merits for progress and demerits for lack. Merits may be turned in or spent for a variety of items including: candy, pencils, small toys, snacks, excused days off of school, and other privileges.

Merits may be given for the following: Monthly Scripture (may be done daily), Monthly Scripture backwards, Passed PACE Test, Scoring 100 on a PACE Test, Display of any Godly character trait at supervisor discretion, No detentions

in a day, and any other instance at the supervisors' discretion.

One demerit may be given for the following offenses:

- Completing Self-Test or Checkup without initials
- Tardy
- Messy office
- Restroom use during class without pass
- Turning around in office
- Wasting time or materials
- Getting out of seat without permission
- Running in Learning Center
- Chewing gum
- Writing or passing notes
- Unnecessary disturbance
- Leaning back in chair
- Violating the 6 inch rule
- Eating in an off limits area
- Not posting goal card

- Not returning homework slip
- Incomplete uniform
- Uncooperative conduct
- Teasing or name-calling
- Minor Scoring Violation
- Red pen away from scoring table
- Pencil at scoring table
- Talking at scoring table
- Talking at testing table
- Talking in Learning Center without permission
- PACE left at home
- Or an instance at the supervisors' discretion.

3 demerits in one day = 1 detention

Immediate detention will be given for the following offences:

- Repeated offenses
- Major scoring violation

- Lying
- Inappropriate language
- Asking for permission from another staff member after a refusal from a staff member
- Disrespect
- Defiance
- Rebellion
- Dissention
- Damaging property
- Not returning a Corrective Action Notice with parent signature

Scoring Violations

Scoring violations indicate carelessness and/or dishonesty and will not be tolerated

Scoring violations include the following:

- Skipping a Score Strip
- Not marking a wrong answer as wrong
- Not correcting a wrong answer
- Failure to perform any activity listed in the PACE

- Any inappropriate or excessive marking in or on the PACE
- Red pen away from scoring table
- Pencil at scoring table
- Changing answers at scoring table or testing table
- Any scoring activity deemed inappropriate by the supervisor
- Failure to have a Supervisor Score Strip or Supervisor Initial Blank completed by supervisor

Privilege Levels

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 preceding 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.

Level A

Requirements –

- Refer to PACE Chart to determine the number of PACEs to be completed for the week that you are applying for
- Accumulate no more than 30 minutes detention during the week that you are applying for
- Maintain academic balance
- Say Scripture Memory selection for the previous month
- One benevolent service

Privilege –

- Free dress on Friday

Level C

Requirements –

- Refer to PACE Chart to determine the number of PACEs to be completed for the week that you are applying for
- No detentions
- Maintain academic balance
- Say Scripture Memory selection for the previous month
- Two benevolent services

Privilege –

- Free dress on Friday
- Non-water beverage allowed in offices (with lid)
- Ability to leave office for supervisor determined reasons

Level E

Requirements –

- Refer to PACE Chart to determine the number of PACEs to be completed for the week that you are applying for
- Accumulate no detentions
- Maintain academic balance
- Say Scripture Memory selection for the previous month
- Turn in a book report on an approved book within the previous 3-week period, do an oral book report, or a benevolent service within the church or in the community
- Three benevolent services

Privilege –

- Free dress Friday
- Non-water beverage allowed in offices (with lid)
- Food allowed in offices
- Ability to leave office for supervisor determined reasons to include **FREE SCORING**
- Ability to listen to music in offices (all electronics must be in a case)
- 20 minute breaks

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.

1000's Clubs

Another part of our merit system is the 1000's Club. A student achieves the level according to 100% scores on PACE Tests (10 100%=1000's Club, 20 100%=2000's Club, etc.) The student will receive rewards for their achievements:

Honor Roll

Regular Honor Roll:

- 90-93.9% overall average score
- 3 PACEs passed per subject or 15 total per quarter
- Current in all PACEs
- Displaying honorable and Godly character
- All assigned Scripture memory work by due date

Principal's Honor Roll:

- 94-100% overall average score

- 3 PACEs passed in each subject or 15 total per quarter
- Current in all PACEs
- All assigned Scripture memory work by due date
- Displaying honorable and Godly character

The students will receive the following rewards for their achievements: for Honor Roll 100 Merit Bucks and a pencil and eraser, for Principal's Honor Roll 200 Merit Bucks, a pencil and eraser, and lunch with the Principal.

Congratulation Slips

When students receive a PACE star, they are given a Congratulations slip which they take to their parents to inform them of their achievement. Parents have an excellent opportunity at this time to praise their child's achievement. Because DCA wants to partner with the parents and encourage such communication, when five signed Congratulations slips are returned to the supervisor, merit bucks will be awarded to the student.

Progress Reports

The grading system of DCA is designed to give parents a true indication of the student's actual learning and subject mastery. Progress reports are given after every 9 week period.

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.”

The Pledge of Allegiance to the Flag

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

The Pledge of Allegiance 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 and liberty for all who believe.”

The Pledge 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.”