



**DESMOND T. DOSS CHRISTIAN ACADEMY**

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Owned and Operated By The  
Lynchburg Seventh-day Adventist Church

Desmond T. Doss Christian Academy is supervised and accredited by The Potomac Conference of Seventh-day Adventists which is an accredited agency for private schools in the Commonwealth by the Virginia Council for Private Education as authorized by the Virginia Board of Education.

Desmond T. Doss Christian Academy admits students of any race, color, ethnic background, country of origin or gender; proffers all rights, privileges, programs, and activities generally available to students; and makes no discrimination on basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, application for admission, scholarship programs, and athletic or extracurricular programs.

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## **MISSION STATEMENT**

Desmond T. Doss Christian Academy exists to provide a quality education to all students who desire to develop a Christ like character while pursuing excellence in spiritual, mental, social, and physical development.

## **PHILOSOPHY**

At Desmond T. Doss Christian Academy we believe in high academic standards, individualized attention, and loving discipline. We strive to make this a place where each student may behold Christ and prepare to share the good news of His love to all people.

Throughout the total school experience students will receive knowledge of God, His plan for our redemption, and the kind of persons we may become as we are restored to His likeness. Students will be given opportunities to accept Jesus as their personal Savior. Each student is challenged to develop a personal sense of mission for giving the Gospel message to the world in preparation for the soon return of Jesus.

Seventh-day Adventist education recognizes the infinite worth of every individual and seeks to provide an atmosphere in which a positive self-image may be developed. Academic excellence is promoted by challenging students to fully use their intellectual capacities. Physical and health education reflect the belief that the body is God's temple. Students are encouraged to take an active interest in making the community a better place in which to live, to appreciate cultural differences, and to develop positive attitudes toward all people.

## **ADMISSION POLICY**

### **Non-Discrimination Policy**

It is the policy of the Seventh-day Adventist Church in all of its church operated schools on elementary, secondary, and collegiate levels in the United States to admit students of any race to all the rights, privileges,

programs, and activities generally accorded or made available to students at its school. We make no discrimination on the basis in administration, policies, application for admission, scholarship or loan programs, and athletic or extracurricular programs.

## **APPLICANTS**

This school is open to young people of all religious denominations who come for the purpose of doing earnest and faithful work and who have a desire to develop Christian character. Students are welcome to attend providing they show due respect for the Word of God, maintain a reverent attitude during religious exercises, and observe the regulations of the school contained in the school handbook. Students who are irreligious or make light of religious matters, have atheistic tendencies, or do not plan to come for the purpose of developing their spiritual qualities should not apply for admission. Final acceptance is subject to approval by the school board.

### **Age of Entrance**

Children entering Pre-K need to be four (4) years old by September 30<sup>th</sup> of current school year. Kindergarten need to be five (5) years old by September 30<sup>th</sup> of the current school year.

### **Transferring Students**

Students transferring from another school are required to present the most current report card and other significant records from the previous school. Parents will need to sign a release form permitting the school to share/release/obtain the student's records with Desmond T. Doss Christian Academy.

### **Application Approval / Probation Periods**

The school board will regulate the admittance of all students. The school board reserves the right to refuse admittance to any student it deems to be in disharmony with school principles. The school board further reserves the right to dismiss any student it deems disruptive to the scholastic or spiritual atmosphere of the school. All students are accepted on a probationary period

of 90 calendar days. During the probationary period the student's progress will be periodically reviewed by the principal and/or School Board and any required action deemed necessary will be carried out.

## **Medical Examinations**

A complete medical examination for all new students is required at registration. State law requires immunization against measles, rubella, diphtheria, tetanus, pertussis, polio, and Hepatitis B. Families exercising their right to religious exemption to immunizations must have a copy of their exemption form on file at the school.

## **FINANCIAL INFORMATION**

In order to provide quality education, we require parents to handle their financial arrangements with the school in a consistent and timely manner.

### **Registration**

A registration fee is collected annually and must be paid before a student attends class. Registration fees are collected to reserve the student a place in class and to offset student costs, including testing, insurance, communication, technology, and classroom supplies.

Opportunity is given each year for parents to pre-register their student at a discounted fee. **REGISTRATION FEES ARE NORMALLY NON REFUNDABLE. THEY MAY BE REFUNDED AT THE DISCUSSION OF THE SCHOOL BOARD IN EXTREME CASES.**

### **Tuition**

Tuition for attending the Desmond T. Doss Christian Academy is a yearly sum. Tuition payment options include full tuition payment at the beginning of the year or ten equal payments (Sept.-June) made using Smart Tuition. The following guidelines apply to monthly tuition payments: Tuition payments are due by the 15<sup>th</sup> of each month. For instance September tuition is due on or before September 15. Tuition is considered late on the 26<sup>th</sup> of the month. Failure to pay tuition on time will result in a late fee of \$10 added to your bill.

If full payment cannot be made, then arrangements will have to be made with a member of the executive committee which consists of the principal, school board chairman, and the school treasurer.

If payment or arrangements have not been made by the last day of the month, the treasurer will contact the members of the finance committee, and the principal will inform the parent that their child will not be able to attend school until payment or arrangements are made.

No rebate on tuition will be allowed for regular vacations or absences unless the student permanently withdraws from school.

If a family pays tuition in full at the beginning of the year, they will receive a 10% discount. If they need to withdraw their student during the school year, the 10% discount is forfeited and the refunded tuition will be calculated according to the full tuition rate.

### **Unpaid Student Accounts**

Students will be admitted when previous accounts have been paid in full. Transcripts will not be transferred until accounts are paid in full.

### **Worthy Student Assistance**

In the event a parent feels they need assistance in paying for their child's tuition, the parent may apply for financial educational assistance. This should be done on or before registration day by following these steps:

1. Acquire an educational assistance application packet from the principal or treasurer.
2. Complete the necessary documents contained in the packet.
3. Submit the completed documents to the principal or treasurer.

Funds are limited, and parents are encouraged to make application as soon as possible. Parents will be notified with the total when financial assistance has been approved.

It is appreciated if families donate time in helping the throughout the school year: i.e....volunteering, participating in school work sessions known as workbees.

# **GENERAL INFORMATION**

## **School Hours**

The normal school day begins at 8:30 AM and ends at 3:30 PM, Monday through Thursday. On Friday, school ends at 2:00 PM. Students will be supervised 15 minutes before and 15 minutes after school without charge, unless specific prior arrangements have been made with a teacher.

There will be a \$5.00 late charge for each fifteen (15) minutes after 3:45 PM on Monday-Thursday and after 2:15 PM on Friday. This fee is payable to the teacher who provided late pick-up child care.

## **School Cancellations**

For closings, delays, or early dismissals due to weather, the Desmond T. Doss Christian Academy will be posted on WSET.

There may be occasions in which the Desmond T. Doss Christian Academy is open or coming in on a two hour delay when your school district is closed. Any child who lives in school district that is closed would be given an excused absence should he/she not attend school that day.

As always we expect you as the parent to make the right decision for your child. If the roads in your area are dangerous, PLEASE keep your child off the roads. Children's safety is always our first priority.

## **Before And After School Care**

The Bashful Giraffe Early Learning Center Office is located on the basement level of the Lynchburg Seventh-day Adventist Church. Any child needing care before and after school, holidays and school closings can be registered. A reduced rate is provided for students attending Desmond T. Doss Christian Academy. If you would like to enroll your child in this program, please call the BGELC office at: 434-237-0054.

## **First Aid, Medication, and Illness**

In case of accident, minimal first aid will be given.

No medication will be dispensed by school officials who are not trained or certified to do so.



When a student has a fever, has thrown up, or is persistently complaining of feeling ill, the parent will be notified. The school is unable to house sick children for long periods of time, so it is expected that the parents will respond promptly when asked to pick up their child.

Students are not allowed back at school until one is fever free for 24 hours (a fever is considered anything greater than 100 F). No fever reducing medications should have been administered during this 24-hour period.

School staff will be alert as to any changes in student's mental health status. If there are indicators of potential suicide, a staff member will notify parents and school administrators.

### **School Lunches**

- When your child brings a lunch, please give careful thought to packing a healthy meal. Excessive sugar and caffeine can make it difficult for students to concentrate.
- In respect for the Seventh-day Adventists' biblical interpretations of diet, we ask that you refrain from sending pork products in lunches.

## **DRESS CODE**

Though clothing may be purchased at various local or online vendors, items need to be purchased from the retailer's school uniform collection.

### **Bottoms**

- All bottoms (pants, shorts, capris, skirts, & jumpers) need to be navy, khaki, or black.
- Girl's skirts & jumpers should be no shorter than 3" above the top of their knee cap. (In order to get proper lengths, purchase age appropriate sizes and alter if necessary.)
- At all school functions (including casual days, field trips, & after school events) all shorts/skorts must be below one's fingertips.
- Uniform style and cargo style (pockets/zippers on the sides) pants, shorts, capris, or skirts are allowed.

- Girls may wear plaid uniform skirts and jumpers.
- Pants should not be form fitting to the body (ex. leggings or jeggings are not allowed).

## **Shirts**

- Polo shirts must be of uniform style and in new clean condition. Capped sleeves are allowed. (No fitted or short polo's.)
- All plain solid color uniform polo type shirts are acceptable. (Note: Please no black shirts with black pants.)
- Polo shirts may be worn outside of pants or tucked in.
- If a student chooses to wear a T-shirt under their polo, it should be white or a solid color. No undershirt should show below a polo shirt that is untucked.
- All color turtlenecks are allowed either alone or with a polo type shirt.
- Plain button up shirts from a uniform collection are acceptable.
- DTD school sweatshirts (Patriotwear) may be worn in class.
- Sweaters and vests may be navy, white, or red.

## **Tights**

- Solid navy, black, white, or red may be worn.

## **Socks & Leggings**

- Any color socks/leggings are permitted.

## **Belts**

- Are not required unless pants are loose fitting and need a belt to fit properly.

## **Shoes**

- Open toed shoes are allowed in sandal form only. No flip-flops or sliders allowed.

## **Hair/Nails/Skin**

- Hair should be well groomed. Distracting hairstyles or unnatural colors/tints/highlights are not allowed.
- Any fingernail polish color may be worn with the exception of black.
- Temporary or permanent tattoos and body graffiti are NOT allowed.

## **Jewelry**

- Jewelry (including rubber bands, wristbands, and friendship bracelets) is not to be worn at school.
- Students may not wear earrings, plastic hole-savers, or wear any type of cover over earrings. Please do not allow your child to get his/her ears pierced during the school year, as they will not be able to heal properly.

## **Other Uniform Guidelines**

- Coats, jackets, hoodies, must be hung up or put in the lockers before school begins. Uniform sweaters and Desmond T. Doss sweatshirts, are permitted in class.
- School sweatshirts may be ordered in the fall. Used sweatshirts are sometimes available for sale.
- All students pre-K – 8<sup>th</sup> grade are required to purchase school field trip shirts. These can be purchased in the fall during Patriotwear order time, in August/September.
- All students 5<sup>th</sup> grade -8<sup>th</sup> grade are required to change clothes for Physical Education. PE uniforms are suggested. These may be purchased during Patriotwear ordering time in August. PE shorts must be modest and appropriate for school.
- Ball caps, visors, beanies, and bandanas are not to be worn except for special announced events. These are not to be worn during worships.

Students are expected to be in dress code except for special announced days such as casual day, spirit week, or athletic spirit events. Clothing on casual days should be clean, without holes, modest, pictures and wording should be in keeping with Christian values.

# ATTENDANCE POLICIES

## Absence/Tardy Policies

- At Desmond T. Doss Christian Academy we strive for excellence. Attendance is a vital part of your child's academic success. It is very important that your child attend school during all scheduled hours. **In the state of Virginia, five days of unexcused absence is considered a truancy problem.**
- Students should arrive each morning between 8:15 – 8:30 a.m. All students will be marked tardy by their teachers if they arrive after 8:30 a.m. There is a sign in/out form, for parent/older student use to help us maintain accurate attendance records. This form is located on a clip board beside each classroom entrance door. It is required that parents (or 7<sup>th</sup> grade or above students) record every late entry after 8:30 and every early pick up before 3:15 p.m. M-TH or 2 p.m. on Fridays. We are a Christian school and expect that every family member be honest and forthright in regard to signing in or out. This form helps our teachers track students' late arrival and early pick-up.
- Your child's education is interrupted every time he or she is absent or tardy. **Making up work at home does not come close to actually being a part of a learning environment.** Being late or absent puts additional work and stress on your child, the teacher, as well as the class. Often when there are absent students planned lessons or tests are delayed or changed by caring teachers causing the whole class to adjust their schedule. Every effort needs to be made to be sure that your child is at school daily, and on time. This way when they are sick their absences will be limited. **Make it your family goal to reach perfect or near perfect attendance every year!**
- If a truancy problem is noted by a teacher, he or she will bring it to the principal's attention. A problem would be more than 5 absence or 10 tardy occurrences. At this point the principal will contact the family by mail and try to help the family resolve the situation. If a truancy problem continues to 10 absences or 20 tardy occurrences, then the Desmond T. Doss School Board will

be notified to review for further action. After 15 absences the child may be considered for retention.

## **Excused Absences**

In case of emergencies over which the parents or guardians have no control, the principal may excuse absence and tardy occurrences with a parent note to the classroom teacher for the following reasons:

- Poor weather conditions
- Transportation break-down
- Required court attendance
- Illness which results in five or more consecutive school absences requires a doctor's affidavit.

**It should be also noted that if a student misses more than 90 minutes late for school, Virginia law requires that he/she be marked as a half of a day absent.**

## **Making up Missed Work**

Students are expected to make up any work that was missed due to late arrival or an absence. It is the parents' responsibility to request missing work for students in grades K-4. It is the student's responsibility in grades 5-10 (with parents' guidance) to request missing work.

Teachers will generally give two days of make-up time for every day missed. Allowances will be made based on individual needs when determining a reasonable time frame. Parents should note that the longer it takes to make up the work, the more difficult the tasks become. Instead of benefiting the student, time extensions actually hurt the learning process. **Work that is not made up within the time frame allotted will result in a zero.**

## **Field Trips**

Field trips are part of the curriculum and are considered to be school days. Students may not be excused from field trips simply because they do not wish to attend. Absences will be recorded according to the school's attendance policy.

We strongly discourage students from one class attending field trips intended for another grade level; however, in cases where it is necessary to pull a child from their regular classroom to attend another teacher's

field trip, the following must be met: permission must be obtained from the field trip coordinator, the student's parent must accompany the child at all times while on the trip, and all work missed for that day must be made up. These absences will be recorded as unexcused.

## **GRADING POLICY**

Teachers use a variety of methods to assess a student's progress. These assessment measures are used to determine your child(ren)'s grades. Each teacher at Desmond T. Doss Christian Academy is responsible for communicating a grading scale to their students and parents.

Report cards are prepared on a quarterly system with two scheduled parent-teacher conferences after the first and third grading periods. Additional conferences may be initiated by either a parent or teacher as needed. Students in grades three through ten will receive a mid-term report which indicates how each student is doing up to that point.

If a student has extenuating circumstances (i.e. lengthy illness) that prohibit him/her from completing ones work before the end of the grading period, he/she may be given an "I" to indicate an incomplete. The student will be given sufficient time to make up the missed work based on the amount of time that was missed. An "I" does not automatically indicate a failing grade; however, work not made up could result in a failing grade.

The letter grade "F" is given to indicate that a student has not met the minimum requirements for the class. If a student is failing a class at midterm, it is suggested that the parents meet with the teacher to determine a plan to help the child improve. When an "F" is recorded as a semester grade in grades 9 -11, the student has NOT earned the needed credit, and the course must be retaken. Students must receive a passing grade before credit can be given.

## **Homework**

Homework is assigned to provide additional practice and enhance student learning. The amount of homework will vary depending on the grade level. If parents are concerned about the amount of homework their child is bringing home, they should contact the teacher to discuss the issue. There should be concern on the part of the parent if no homework is seen or if

their child is not studying for tests. As a rule, homework is due the day after it is assigned. In some cases, specific due dates will be assigned. Late work may be accepted; your classroom teacher will notify you as to his/her policy.

## **SKI POLICY**

Students may be given the opportunity to go on ski trips. In order for a student to go, they must meet the following criteria:

- Students must maintain at least an overall “C” average.
- Students must have no late or missing work.
- Students must maintain a positive attitude and demonstrate good behavior in the classroom.

Students unable to attend a ski trip are still expected to attend school. Any absences will be marked according to the school attendance policy.

During ski sessions, students must only ski on the slopes approved by their instructor. Any student wishing to ski or snowboard in areas such as half-pipes, jumps, or rails must have permission from their instructor. Helmets are available to rent at the resort.

Students who do not show respect for their instructors or who break any of the rules may have skiing privileges revoked.

## **TECHNOLOGY POLICY**

Desmond T. Doss Christian Academy offers Internet access available to students in grades five through ten. The Potomac Conference Office of Education has mandated that schools which have Internet access must also have in place a system which limits student access to illegal or potentially offensive material. Although all of our computers will utilize parental controls to filter out offensive material, no system is 100% foolproof. We believe that the benefits of using the Internet outweigh the potential disadvantages. Parents should notify the school in writing should they not want their child(ren) to have Internet access while at school.

Students will receive supervision while using the computers, as well as

instruction regarding online safety and computer ethics. The following list gives examples of unacceptable behavior that extends to the use of technology:

- Sending or displaying obscene and/or offensive messages or pictures
- Using obscene language
- Damaging computers or technology equipment
- Violating copyright laws
- Using another person's password
- Intentionally wasting school resources

Students are expected to comply with all school rules related to computer and Internet use. Violations will result in loss of computer privileges and Internet access. It may also result in other disciplinary actions.

## **RESPONSIBILITIES**

### **Parents**

Parents seeking to enroll their children indicate their appreciation for and acceptance of the school principles. Therefore, parents assume the following responsibilities:

- Teach and uphold the same values, objectives, and Christian ideals as taught by the school.
- Insure the health of the child by scheduling regular medical check-ups and obtaining medical treatment when needed and by providing nutritious meals.
- Develop a balanced program of work, play, and rest. Sufficient rest is one of the greatest aids to learning. Beginning students may need up to twelve hours of sleep a night. Students in grades 4 and up may need as much as ten hours of sleep a night. Arrange for the child to arrive at school on time and leave the school grounds on time.
- Provide and maintain necessary supplies for school. Each teacher will provide a list of items needed for each class.



- Return textbooks in adequate condition or pay replacement costs for lost or damaged textbooks.
- Attend all Home and School functions and parent-teacher conferences.
- Show an interest in the child's progress and in the work he or she brings home.
- Be aware of the school's dress standard. Simplicity, appropriateness, and modesty are desirable standards of dress.
- Meet financial obligations promptly.
- Present any concerns, questions, or suggestions to the teacher on the Appreciation/Concern Form located in the school entrance foyer. Please make appointments to meet with teachers after school hours, not during class time or recess periods.
- Accept responsibility along with the child for any damage done to the property of the school.

## **Students**

Attendance at a Christian school is a privilege, not a right. Such a privilege imposes certain responsibilities upon the student. Each student accepts the following responsibilities:

- Show reverence to God at all times and participate in worship activities in a respectful manner.
- Show respect for and cooperate with teaching staff.
- Complete tasks and chores assigned in a cheerful, efficient manner.
- Be honest and refrain from stealing, cheating, or any form of fraud or dishonesty.
- Assume responsibility and make restitution or payment for lost books or damage to property of school or persons, whether the damage was the result of carelessness or intentional.
- Remain on school grounds and in your assigned area at all times.
- Follow and obey all the general regulations of the school whether written or announced.

## **Teachers**

Teachers at Desmond T. Doss Christian Academy are responsible for the following:

- Be a consistent Christian role model to the students.
- Provide a classroom environment which is conducive to learning. This includes maintaining classroom control, giving appropriate group and individual instruction, and adhering to the curriculum guidelines of the Potomac Conference and the Columbia Union.
- Provide adequate and reasonable supervision to those students entrusted to the care of the school.
- Handle all discipline in a redemptive manner.
- Keep parents informed about the progress of their children in school. Parents will be notified if their child's quality of work is likely to result in a "D" or "F" at the end of the grading period.
- Maintain adequate records of each student's progress.
- Notify school administrators and social services if any form of abuse or neglect is suspected.

## **Principal**

The principal of Desmond T. Doss Christian Academy has the following responsibilities:

- Works with the Potomac Conference Department of Education in formulating educational policies and guidelines as requested by that department.
- Works with the local school board to establish policies and procedures that provide a positive Christian learning atmosphere.
- Implements the rules, policies, and decisions of the local school board and conference education department.

## **School Board**

The School Board of the Desmond T. Doss Christian Academy has the following responsibilities:

- Act as representatives of the school program.

- Provide adequate finances for the general operation of the school.
- Formulate plans and policies for the operation of the school.
- Encourage organization of the school program.
- Maintain the school grounds and facilities.
- Establish and adopt a constitution in harmony with the Seventh-day Adventist denomination.

## **CONDUCT BEHAVIOR**

Students at Desmond T. Doss Christian Academy are expected to behave in a Christ like manner and to follow all school rules. They are to respect all adults, classmates, and school property and at all school functions.

- Impure, unkind, abusive language and taking God's name in vain will not be tolerated.
- Honesty in all things is expected. No stealing, deceiving, lying, or any act of dishonesty.
- Students are expected to replace or pay for any property that they damage.
- No student will be permitted to leave the school grounds during school hours unless scheduled by parent or teacher. Students need to remain in their assigned areas at all times.
- Students are expected to observe all classroom and playground safety rules.
- Electronic devices are not to be used during school hours unless by permission of the classroom teacher. Cell phones must be stored and turned off during school hours.
- Students may use the school phone only with permission.
- No gum, food, or drinks are allowed in the classroom with the exception of class parties. Water bottles are permitted.
- Toys, games, comics, pets, catalogs, collecting cards, and other non-school items should be kept at home unless special permission has been given.

- All literature brought from home must be approved by the classroom teacher.

## **SPECIAL REGULATIONS**

The violation of the following regulations may result in immediate suspension or dismissal by action of the school board.

- Continual violation of any school regulation or disrespect toward school personnel.
- Using narcotics, drugs, tobacco, or alcoholic beverages in any form or having them in one's possession.
- Using profane language, indulging in lewd or suggestive conduct, possessing or displaying obscene literature or pictures.
- Engaging in acts of dishonesty, deception, cheating, stealing, or plagiarism.
- Possessing or using knives, firearms, firecrackers, matches, or any other type of object that could do harm to others.
- Intentional destruction of school or public property.
- Fighting, threatening, or bullying another person.
- Leaving school property without permission.
- Being involved in any act of spiritualism (Satanic emblems or ideology, witchcraft, wizardry, etc.).
- Racist or prejudicial comments, actions, or paraphernalia.
- Discussion or involvement in promiscuous or sexual activity at school or during school functions.
- Deliberately committing any act that injures, degrades, or disgraces another person. This includes any form of sexual harassment.
- The use of any digital technology, or other device to send, disseminate, or forward any image containing sexually explicit photos, videos, or other imagery of another person, whether or not that person is enrolled at the school; or the distribution by such means or any indecent language or material, is strictly forbidden and shall be punishable by expulsion.

- The school board further reserves the right to dismiss any student it deems disruptive to the scholastic or spiritual atmosphere of the school.

## **WEAPONS POLICY**

The staff and school board of Desmond T. Doss Christian Academy want to maintain a safe and peaceful environment for all students. Weapons of any type are inappropriate at school except in the rare case of an historical artifact (e.g. musket of the Revolutionary War) that might be shown for its historical value, but handled in such ways as to be non-threatening. (Such artifacts must have prior approval and only be viewed in the presence of an adult.)

The term “weapon” will include:

- All classes of guns or knives
- Martial arts instruments including clubs and sticks
- Exploding or fire-causing materials
- Shock guns and other “self-defense” materials
- Bows, arrows, slingshots, or any item non-essential to the school program
- Anything that has the potential to cause harm or threat to another individual

In addition, toys that resemble these items should not be brought to school.

If a student chooses to disregard the weapons policy by bringing any such items to school, the following steps will be taken immediately:

1. The item will be confiscated and not returned to the student. It will only be surrendered directly to a parent.
2. The student who brings such an item will be removed from the classroom and have his/her name referred to the school board for a decision regarding the consequences before the student can return to the classroom. Consequences could include a suspension period of up to three days.

3. Students who use any weapons in a confrontational manner or indiscriminately leave a weapon around to cause harm will be automatically suspended 1-3 days. Admittance to class will require an appearance before the school board. Permanent expulsion or further action of the board may result.
4. If a student brings a gun to school—loaded or otherwise—the police will be called immediately.

## **POTOMAC CONFERENCE PARENT-TEACHER CONCILIATION PROCEDURE**

On occasion, issues may arise between parents and teachers. Most issues should be resolved through ordinary conversations between parent and teacher. In the event of a significant concern, however, the following steps are to be followed.

1. The parent should contact the teacher about the concern. If after speaking with the teacher, the parent does not believe the issue has been resolved the parent is asked to speak with the principal to find resolution. The principal may try to resolve the issue in this initial conversation. The principal may also ask the parent to write his/her concern out and an appointment will be scheduled, or the parent may not feel the issue has been resolved by the conversation and wish to write his/her concern out.
2. After the parent writes his/her statement of concern, it is given to the principal. At this point, the principal may attempt to find a resolution. If unable to find a resolution, or if such an attempt is not appropriate, a conference involving the teacher, principal, and parent is arranged to discuss the concern. If resolution is made, the teacher writes out the statement of resolution and the teacher, principal, and parent sign the statement with one copy to be given to the parent and another copy to be kept at the school.
3. If there is no resolution to the concern at step two, the principal will present the concern to the Potomac Conference Office of Education (PCOE) and the school board chairman and together determine if the issue should be taken further. If it is determined that additional steps are needed and the concern is one that does not involve personnel

issues (if personnel issues are involved, see step five), a meeting with the school board chairman, parent, and principal will be arranged. This meeting may also include representation from the PCOE and/or the teacher, if the situation warrants. If resolution is made, no further steps will be taken.

4. If there is no resolution at step three, the concern is presented to the school board with a PCOE representative present, and the decision of the school board will be final.
5. If after the meeting with the teacher, principal, and parent, there is reason to believe that the issue is one of personnel, (see step three), the principal will consult with the PCOE and the school board chairman. They will determine if it is a personnel issue. If it is a personnel issue, a meeting of the personnel committee will be arranged with PCOE representative present. The teacher or principal involved will be notified prior to the personnel committee meeting.
6. If the personnel committee is not successful in reaching a resolution, the concern is taken to the school board. The school board, with a PCOE representative present, then makes a recommendation to the Potomac Conference Vice President for Education. The Vice President for Education presents the concern and the board recommendation to the Potomac Conference K-12 Board of Education for their decision.

The relationship between the parent and school is essential to the success of the child in all aspects of the school experience. The school recognizes that failure to maintain a positive working relationship between the parent and the school will have a negative effect on the child. Therefore, if the school board determines that the parent/school relationship is counter productive to the student's success. The parent/s will be required to withdraw their child/children from the school program.

## **ATHLETIC POLICY**

### **Enrollment Rule**

- A student must be officially enrolled at DTDCA before he/she may represent the school in any extracurricular activities.

- The student must be enrolled in the 5<sup>th</sup> through 8<sup>th</sup> grades to be eligible for middle school competition.
- The student must be enrolled in the 9<sup>th</sup> through 12<sup>th</sup> grades to be eligible for high school competition.
- Transfer students are eligible to participate in extracurricular activities after five (5) consecutive days of school attendance. (See Scholarship Rule)

### **Age Rule**

- A student is deemed ineligible to compete at the middle school level if he/she is 15 years old by August 1 of his/her 8<sup>th</sup> grade year.
- A student is deemed ineligible to compete at the high school level if he/she is 19 years old by August 1 of his/her senior year.

### **Physicals and Form Rule**

- Students may not try-out or participate in practice or a competition without a physical on file with the Athletic Director. The Physical must indicate that the student is cleared for full participation in athletics and be signed and dated by a physician after May 1<sup>st</sup> of the preceding school year.
- Part IV and V of the Physical and Consent Form must be signed before an athlete may practice or compete. Section IV gives the Parent's permission for the child to participate in sports and travel on approved transportation. Part V provides consent for emergency treatment.

### **Scholarship Rule**

- Students must maintain a "C" average to be eligible to participate in any extracurricular activity.
- Any student receiving an "F" in any subject will be deemed ineligible to participate in any extracurricular activity.
- Grades will be checked at the end of each quarter (9-week period) and at each mid-term.
- A student's eligibility will be determined based on his/her academic performance during the previous grading period or mid-term.



- In the event that a student's average (GPA) falls below a "C" or the student receives an "F", he;/she will be ineligible to participate in any extracurricular activity for the ensuing half-term. In order to regain eligibility he/she must attend a daily study hall to concentrated extra effort on those subjects until the end of that half-term. At that time the grades will be re-evaluated.
- Eligibility will be determined by the Athletic Director on the day that the student body receives grade reports.

## **Conduct Rule**

- All athletes are expected to abide by the policies of DTDCA.
- In matters pertaining to personal conduct in which athletics are not involved, the school and school board is to be the sole judge as to whether the student may participate in athletics.
- In matters pertaining to personal conduct during practice and competition, the Coach and/or Athletic Director has jurisdiction.
- If an athlete is ejected from any competition he/she is not eligible for the following competition.
- Physical attacks on a teammate, a member of an opposing team, a coach or an official will result in suspension from the team for the remainder of the season and the student will face disciplinary action by the school.

## **Attendance Rule**

- Students must be in attendance at least one-half day of school in order to participate in any extracurricular event that day or evening.
- No student leaving early from school due to injury or illness may participate in any extracurricular event that day or evening.

## **Disabilities Rule**

- The eligibility of any student with a mental or physical disability will be determined based on the safety and welfare of the student, teammates, and the opponents.

- The eligibility will be determined by a panel consisting of the Coach, Athletic Director, Principal (or designee), school board chairperson, and an advocate chosen by the student and their parents/guardians.
- The student must be making satisfactory progress in academics based on their IEP/ISP.

### **Appeals Rule**

- Students have the right to appeal any eligibility ruling within five (5) school days.
- All eligibility ruling will remain in effect until overturned by the Appeals Panel.
- The student's appeal will be heard before the Appeals Panel within ten (10) school days.
- The Appeals Panel will consist of the Athletic Director, Principal, School Board Chairperson, and an advocate for the student.
- The decision of the Appeals Panel will be reported to the school board at the next duly called school board meeting for final consideration.

### **Playing Time**

- The amount of playing time an athlete receives on any level team at Desmond T. Doss Christian Academy is a privilege, not a right. While we are committed to developing all of our athletes, most of an athlete's development should take place during practice. Practice is where you prepare to play. Seniority of an athlete is not a factor in determining if a player will start or how much they will play. Players will be judged by their coaches on their athletic ability, work ethic, attitude, skill level, and knowledge of the coach's strategy/strategies when determining playing time.

# CELL PHONE POLICY

**Cell phones must be left at home or if brought to school must be placed in the teacher's designated area of the classroom upon students arrival to class. Phones will remain at this location until the end of the school day. Students who would need to text their families during the day would be granted access to their phone to do so once they asked the teacher. If a student chooses to bring their phone to class and not place it in the designated area the following actions will take place:**

- **1st offense:** Teacher gives phone back to student at the end of the day while notifying parents/guardians and the principal.
- **2nd offense:** Phone is given to principal who will only give the phone directly back to a parent/guardian
- **3rd offense:** Phone is given to principal who will only give the phone directly back to a parent/guardian
- **4th offense:** Phone is given to principal and student is given one day of in-school suspension. The principal will give the phone to the School Board Chairman who will then contact student's family/guardian.
- **5th offense:** Phone is given to principal who will give phone to School Board Chairman who will then contact student's family/guardians and set a meeting up with at least two other school board members to determine the next course of action. A student with five offensives could be ask to withdraw from school.