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A Ministry of the
Lynchburg Seventh-day Adventist Church

Desmond T. Doss Christian Academy serves grades K-10 and is supervised
and accredited by

The Potomac Conference of Seventh-day Adventists (www.pcsda.org/ed)
an accredited agency for private schools in the Commonwealth by the
Virginia Council for Private Education, as authorized by the Virginia Board
of Education.

*Let the children come to me and do not hinder them, for the kingdom of heaven
belongs to such as these. Matthew 19:14*

Table of Contents

OUR MISSION	1	ACADEMICS	8
OUR VISION	1	8TH GRADE Completion Requirements.....	8
OUR PHILOSOPHY	1	Completion of an Individualized Course of Study for Eight-Grade Completion.....	8
ADMISSION INFORMATION.....	1	Early Completion Requirements for Elementary School.....	8
Non-Discrimination Policy	1	Performance-based Completion Requirements	9
APPLICANTS	1	DTD Grading Policy	9
Age of Entrance.....	1	Middle School (6-8) Grading Policies:	10
Birth Certificate Requirements	1	High School Grading Policies:	10
Medical Examinations	1	Honor Roll:.....	10
Transferring Students.....	2	Incomplete Grades.....	11
Application Approval/Probation Periods	2	Failing Grades	11
Withdrawal From School	2	11 th & 12 th Through Sycamore Academy	11
SPECIAL EDUCATION POLICY	2	College Prep Testing	11
IDEA Statement/Individuals with Disabilities Education Act (IDEA).....	2	Homework	11
NEW ADMISSION PROCEDURE	2	Sickness/First Aid/Injury.....	11
RETURNING STUDENT RE- ENROLLMENT/REGISTRATION.....	4	DTD ATTENDANCE POLICIES	12
SCHOOL INFORMATION & POLICIES.....	4	OUR TARDY POLICY.....	12
School Office and School Admittance	4	Acceptable Excused Reasons for Tardy to School. 12	
School Workbees	4	OUR ABSENCE POLICY.....	12
Swoop-the-Loop	4	Acceptable Excused Reasons for Absence from School	12
As of AUGUST 2025, Note Our New School Arrival Hours: Departure Hours Remain the Same	5	UNEXCUSED ABSENCES & VA LAW.....	13
Arrival:.....	5	NEW UNEXCUSED ABSENCE POLICY @ DTD AS OF 2025	14
Departure:	5	Vacations During School	14
Before/After School Tutoring/Enrichment Program.5		Making up Missed Work.....	14
School Cancellations	5	Field Trips	14
Professional Days	5	TECHNOLOGY POLICIES.....	15
School Wide Communication	6	INTERNET SAFETY DURING SCHOOL.....	15
School Lunches.....	6	TECHNOLOGY RULES AND GUIDELINES.....	15
CELL PHONE/SMART DEVICE POLICY	6	PERSONAL ELECTRONIC EQUIPMENT	16
DRESS CODE POLICY.....	7	MEDIA POLICY	16
Uniform Bottoms and Tops	7	GENERAL CONDUCT BEHAVIORAL EXPECTATIONS 16	
Socks/Tights	7	STATEMENT ON BEHAVIOR AND LIFESTYLE	17
Belts/Shoes.....	7	SERIOUS CONDUCT VIOLATIONS	17
Hair/Skin/Nails	7	DANGERS OF SOCIAL MEDIA CYBERBULLYING AND SEXTING.....	17
Jewelry May Be Worn @ School; Jewelry is defined @ DTD as:	7	STUDENT WEAPONS/THREAT POLICY	18
OTHER UNIFORM GUIDELINES.....	8	APPEALS PROCESS PROCEDURE.....	18
		POTOMAC CONFERENCE CONCILIATION PROCEDURE	19

OUR MISSION

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.

OUR VISION

Changing the world, one child at a time.

(In honor of our inspiration, Desmond T. Doss)

OUR PHILOSOPHY

Since 1985, Desmond T. Doss Christian Academy (DTD) has borne the name of a humble servant of God who, by faith, did remarkable things for the glory of the Lord. Desmond Doss became a medic during WW II because he wanted to save life, not take life. Without regard for his welfare, God provided him with superhuman strength and clarity of mind to save the lives of more than 75 wounded soldiers while under enemy fire. At his core, Desmond loved being a Seventh-day Adventist Christian. More than anything, he wanted to honor and obey the Lord by serving his fellow man. Even though what he did brought him worldwide fame, Desmond always remained humble and gave glory and honor to Jesus Christ, His Savior. (www.desmonddoss.com) We teachers and staff members at DTD are honored to teach at a school that, like Desmond Doss, is rather humble. We share Desmond's desire to serve. Our school is known for setting goals for high standards, individualized attention, loving discipline, and strong relationships. But we strive to make our school a place where our students will find the love of Christ and decide to make Jesus their personal Savior. Like Desmond Doss, we are proud to be Seventh-day Adventist Christians. Seventh-day Adventist education (www.adventisteducation.org) recognizes the infinite worth of every individual. With God's help, we seek to provide an atmosphere where "one child at a time" our students develop a positive self-image and achieve personal goals of excellence. If you would like to learn more about the beliefs of the Seventh-day Adventist Church here is a link for your convenience: [What We Believe | Adventist.org](#)

ADMISSION INFORMATION

Non-Discrimination Policy

Desmond T. Doss Christian Academy admits students of any race, ethnic background, country of origin, or biologic gender: male/female. DTD proffers all the rights, privileges, programs, and activities generally available to students; and makes no discrimination based on race, ethnic background, country of origin, or biologic gender: male/female in administration of education policies, application for admissions, scholarship programs, or extracurricular programs. Athletic programs may be segregated by age and/or biologic gender for safety reasons.

APPLICANTS

Desmond T. Doss Christian Academy is open to young people of all religious denominations who come for excellence. Excellence in academic pursuits while developing an excellent character as they come to know Christ during their time here. Admission qualifications have been established to achieve our mission and philosophy because our school is a church-oriented educational institution. Students are welcome to attend if they want to be a part of a close-knit school community where kids respect God, their families, teachers, and friends. It is assumed upon application that the student and their family are willing to observe and respect the policies contained in this handbook.

Age of Entrance

Kindergarten candidates must be five (5) years old by September 30th of the current school year.

Birth Certificate Requirements

All VA schools are required to have a copy of a student's birth record.

Medical Examinations

Medical examinations are required for all new students, including kindergarten. All applicants should be in good health. Any identified health condition should be shared with the administrator and appropriate

faculty prior to admission to be sure the student is safe during school. This information will be regarded as confidential. 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. DTD requires written proof of immunizations upon registration of new and current students, as per VA law. Families exercising their right to religious exemption to immunizations must provide a copy of their exemption form to be kept on file at the school.

Transferring Students

Students transferring from another Seventh-day Adventist school are required to present the most current report card, summary of attendance and scholarship, reading records, and/or other significant records from their previous school. Students transferring from non-SDA schools must request all records be sent to DTD from their previous school. Parents who are transferring their child(ren) from home-school to DTD will need to send as many details as possible prior to admission, including:

1. Names of curriculum used.
2. Copies of home school records, including samples of student work. Testing results as required by the Virginia homeschool laws. (www.doe.virginia.gov/parents-students/for-parents/home-instruction)

Our staff will screen home-schooled and all new students transferring to DTD before admission to determine the best educational plan for them.

Application Approval/Probation Periods

The admissions team and school board will regulate the admittance of all students. The school board reserves the right to refuse admittance to any student if he or she is determined 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 a 9-week school period or 90 calendar days. During the probationary period, the student's progress will be periodically reviewed by the principal and/or School Board, and any necessary action will be carried out.

Withdrawal From School

If there is a reason that a family chooses to withdraw their student(s) from Desmond T. Doss Christian Academy during the school year they should submit a withdrawal request letter by email to: dtdschoolsecretary@gmail.com and Cc the school principal, currently jeannier@pcsd.org

Please note that registration fees are non-refundable and transcripts will not be sent to new schools unless tuition and school fees are currently paid in full.

SPECIAL EDUCATION POLICY

IDEA Statement/Individuals with Disabilities Education Act (IDEA)

Desmond T. Doss Christian Academy offers limited support for students with learning, behavior, or language challenges. DTD may not have the necessary equipment or staff to meet all potential required support needs of students who exhibit certain academic, physical, social, or language learning acquisition needs. Therefore, students who have certain academic, physical, social, or language needs may not be accepted at DTD. Should these problems be indicated after the student is enrolled, the school administration will assist the parent(s) in accessing assessments or services through local resources. If the child's discovered needs cannot be met, DTD reserves the right to request or require the student to be transferred to a school or program where assistance is available.

NEW ADMISSION PROCEDURE

If your initial application takes place in August, close to the start of school, our Admissions Team will need time to complete our application process, including the required academic screening with your child. Please be aware that your child's starting date may be delayed pending acceptance. We will do all that we can to expedite the process.

The following are the steps for NEW applicants seeking admission to our school:

Step 1. Visit

DTD encourages interested families to schedule a visit. If possible, this visit will usually include a tour during school hours. You will be able to see firsthand our family-focused program and philosophy in action. Our administrative assistant will be happy to schedule a meeting with you and answer any questions you may have. Call 434-237-1899 or email dtdschoolsecretary@gmail.com.

Step 2. Complete our Online Admission Forms Process

Prospective families may complete our admission forms that are located on our website www.desmonddoss.org. Click the Applications tab or Apply Now on our Home page. You will be directed to create an account on our Student Information System (SIS) through a platform called Facts. Facts charges a small fee for the application process. You will be asked to grant permission to have all records (including behavior and Special Ed. testing, & current IEP) transferred to DTD from past schools. This is required. You will need to upload copies of your child's birth certificate, immunization records, and a school physical examination. Be advised that students whose immunization records are incomplete or missing cannot attend school until these records are submitted. If you don't immunize, then a copy of your signed medical or religious exemption needs to be uploaded.

Step 3. Pay Annual Registration Fee

Registration fees can be paid on Facts. This fee cannot be reduced. Registration covers start-up costs including the cost of textbooks, classroom supplies, and various items your child will receive during the school year. Registration fees are non-refundable, unless your child is not accepted by our Admissions Team for enrollment. The reason for this is that DTD is a non-profit school. Registration funds are used in June to fund starting up the next school year. Registration fee collection begins in January till the end of May. After June registration rates increase somewhat. Families need to plan for this annual expense.

Individual student registration fees must be paid prior the first day of school or students will not be able to start school. Once our Admissions Team makes an acceptance decision you will receive a welcome email.

Step 4. Set Up an Online Tuition Payment Plan

All families must set up a financial portal through Facts Financial. There is an annual fee per family for their part in handling payment plans. We do our best to keep our tuition rates affordable. Please understand that our school is a non-profit ministry, and the tuition we receive is our primary source of income. Your timely and complete payments are essential. We offer the following online payment options.

Prepayment: Some families prefer to pay the full amount upon admission prior to the first day of school; by doing so, they receive a prepayment discount of 10%. This is a discount for families paying full tuition rates. We offer other discounts on tuition: If the financially responsible adult is currently or formerly a member of the U.S. Military, and if the responsible adult is a member of the Lynchburg SDA Church. There are also discounts for second/subsequent children. Any discounted tuition plans are arranged through the school principal, or school treasurer in most cases, by appointment.

Payment Plan: If you are not paying tuition in full you will be guided on your Facts account to set up monthly payments. Payments can be set up in 10, 11, or 12 equal payments per year. Tuition payments may be set up for early, mid, or end of each month. Arrangements can be made to put an amount down first, to make monthly payments easier. There is no interest charged on tuition payment plans. You must either link your bank account, credit, or a debit card. If for any reason you need to make a tuition payment on a different day than designated at set up, contact the school and we can help you.

Tuition Assistance: Because circumstances may change, families wishing to be considered for tuition assistance must apply in person every year. First step: fill out a Tuition Reduction Financial Form. This form is not online. Get in touch with the school's principal for this. Please be prepared to submit a copy of your current W2 tax form. You will need to schedule an appointment with our principal. The principal will meet with you to determine your tuition payments. We desire to do our best and work with families who want their child(ren) to attend our Christian school. However, we have no endowment fund, so there is a limit as to how many families we can assist each year.

Step 5. Screening and Interviews

When all forms, tuition, fees, and school transcripts have been received, we will contact you to schedule student screening. All students transferring from public or home school need to be screened. We use an online screening process from IXL. Also, sometimes a student interview takes place with the principal and or teachers to get to know one another.

Step 6. Prepare for the first day of school

Once admitted, be sure to read this handbook carefully. Please take special note of our dress code, mobile phone/smart device, and attendance policies. Your family will be expected to abide by these fully. Also, check the tab on our website, Parent Resources, to download a copy of the school supplies your child will need to bring to class on his or her first day.

RETURNING STUDENT RE-ENROLLMENT/REGISTRATION

Beginning every January Open Enrollment for returning students begins on Facts for the following school year. Every current family who has an established Facts account will receive an email from Facts generated by DTD which will be an invitation to begin the re-enrollment process for the following year. For budgeting and planning purposes it is vital that our school knows what our re-enrollment numbers look like by the end of February. This is why we usually send "Intent to Return" hardcopy forms to our families. Registration fees for the following year can be paid in increments or in full on Facts. After May 31st, our registration fee will increase by \$50/student. This incentive is there because registration funds allow us to begin in June to start purchasing what is needed to begin the next school year. Because of this, registration fees are non-refundable. Anytime after registration is paid re-enrollment forms can be completed through Facts. This completes our registration process.

SCHOOL INFORMATION & POLICIES

School Office and School Admittance

Currently, our school office is not accessible to the public near a ground-level entryway. Our administrative assistant's office is located on the second floor of our main school building. To gain entry during school hours, we installed a Ring doorbell located at the front, right glass door labeled "School Entrance." When that bell is rung a notification alert goes off on both the school secretary's and the school principal's mobile phones. They can see and speak to the person outside the door even when they are off campus. This is the only entry process to all classrooms during school hours. It will be our school secretary who will open this door, and she will provide entry access to modular classrooms as needed, for security reasons. All adjacent modular doors are locked during school hours. Unless a teacher has requested that you come directly to their outside classroom door, please come to the Ring doorbell to enter any of our buildings.

School Workbees

You may want to participate in the school's scheduled Workbee days. This is a volunteer time on one or more Sundays per year when we all pitch in to complete projects on campus together. These are generally prior to the opening of school in August, but we may start scheduling one in the spring when the weather is cool. Many hands make, light work. We appreciate when families donate time to help us with projects that we cannot accomplish without extra help. Please check our Google calendar on our website for dates. If you hover over the date, you'll see a list of the projects we are planning to accomplish.

Swoop-the-Loop

When vehicles enter our campus from George Street to drop off or pick up children from school, drivers must turn to the right and travel in a circular motion in single-line formation. As they turn left twice toward building 13 and the main school building, each car should travel down as far as possible so that cars behind them might also access the farthest point in the car line. Please do not get out of your vehicle if you are in the swoop/pickup line. If you need to exit your vehicle or speak to someone, then please drive your vehicle out of the line and go to a parking space. Our goal is that swoop-the-loop will accommodate swift drop-off and/or pick-up. K-8 students are not allowed to walk through this line of vehicles to or from a parked car without being accompanied by an adult.



As of AUGUST 2025, Note Our New School Arrival Hours: Departure Hours Remain the Same

Monday-Friday: Our doors open @ 8:00 a.m. Monday – Thursday School dismisses @ 3:15 p.m. Friday: Doors open @ 8:00 a.m. Friday dismissal is @ 2:00 p.m. (See the school calendar for 12:15 dismissal Fridays.) Monday-Friday school officially begins at 8:15 a.m. Students are considered on time if they are inside their classrooms by 8:20.

Arrival:

In the morning, students may enter their homeroom class 15 minutes early. However, prior to 8:00 a.m. they need to wait in vehicles, supervised by a driver, until the school doors open. No student should be dropped off to stand in front of the school before 8:00. A school staff member will supervise the front entrance only for the time it takes for entry, between 8:00 and 8:20. The front school entry and all classroom doors will be locked by 8:29. Because we do not have a ground floor school office to report to, students who arrive after 8:20 will be required to go to ring the front doorbell and wait for entry. The car driver who brought them will need to wait until the student is admitted into the main building. The late arrival procedure is for students to see our administrative assistant to obtain a tardy slip. The student must present this slip to enter class. (Please read our Attendance Excused/Unexcused Tardy section of this handbook for further details.)

Note: Please do not disturb teachers before 8:00 a.m. unless you have made prior arrangements. This is their only planning time. Mornings are not the best time to talk to teachers; they are busy greeting students and starting the day on time. By 8:15 family members should be leaving so that classes can begin on time.

Departure:

When classes end pickup is from 3:15–3:30 pm Monday–Thursday and 2:00–2:15 pm on Fridays. Pick-up is out in front of our main building and building # 13. The Swoop-the-Loop car line will form for pick-up, like for morning arrival. (see detail photo) This car line needs to keep moving forward please. Families may elect to park their vehicles in our parking lot and then walk to the school building to escort their children to their vehicles. If you need to get out of your vehicle for any reason, please park in the parking lot. The Swoop-the-Loop line is only for continually, slowly moving, in-line vehicles.

Teachers will remain in front supervising departure pick-up until 3:30 M-TH and 2:15 Fridays. If families have not arrived by this time, their child(ren) will be brought into our Before/After Enrichment Program, and parents will be charged a fee, at minimum, a half-hour rate per child. (The Fee amount is subject to change depending upon the number of DTD students are participating regularly in this program.)

Before/After School Tutoring/Enrichment Program

This year we are blessed to be able to continue to offer a limited before/after program for our students. This program is limited to enrolled DTD students; no age limit applies. We plan to use this time for completing homework, tutoring as needed, and other enrichment opportunities that we might provide. There will be a fee to pay for the cost of this program. The morning program will be M-F, from 7:30 until 8:00. Unless otherwise posted on Dojo, the afternoon program M-TH will be from 3:15 until preferably 5 p.m., at the latest 5:15. Friday from 2:15 until also preferably 5 p.m., 5:15 at the latest please this year. We must close a little earlier this year for our staff to be able to go home a little sooner. They drive from 50 minutes to an hour and a half to get home after closing our Enrichment Program. We apologize for any inconvenience this may cause. Thanks for understanding.

School Cancellations

For closing or delays due to weather, watch for our name, Desmond T. Doss Christian Academy, to be listed on WSET Channel 13 on local TV.

Or go to www.wset.com/weather/closings

If the roads in your area are dangerous, we support your keeping your child off them. Your child's safety is always our priority. Please let your teacher know, and the absence will be excused. If our school needs to close early, you will receive text and/or email messages directly from the principal or your child's teacher.

Professional Days

The Potomac Conference of Seventh-day Adventists Office of Education designates professional days to provide the necessary in-service education for all Potomac Conference teachers. The school will not be in session on these days or may elect a half-day. Please check the school calendar listing all professional

days, whether full or half. Friday half-day dismissals are at 12:15 in 2025-26 since school begins 15 minutes earlier.

School Wide Communication

Frequent, clear communication between school and home is essential for a positive school year for your child(ren.) We have digital options that make this process much more manageable. Our entire school uses an app called Classroom Dojo. Dojo is smartphone/tablet/laptop friendly. It is safe and private. At DTD Dojo is used by teachers to post important notes, reminders, and photos that only families in their class can view. DTD families will be lost if they cannot use this app. Busy DTD teachers struggle to ensure that families not on Dojo get all the same important school news in another way. It is vital that at least one adult from every family connects to Classroom Dojo using some device on behalf of every child enrolled at DTD.

K-4 students have physical folders that go from school to home and back each day. These are important since we believe that, even in our fast, technologically changing world, it is still necessary for a well-rounded curriculum for students to continue to do paper-pencil work. If possible, an adult per every K-4 student must check their child's folder each evening.

The computer software program we use for collecting and reporting all our required school data is called Facts. All DTD families are required to utilize the Facts Family Portal for managing enrollment and processing all online payments. Starting in third grade families can utilize Facts to review grades and assignments. This program also allows the principal to send occasional school-wide emails and text messages.

School Lunches

Students must bring a packed lunch to DTD daily. Please be sure they have plenty of healthy items that will help fuel their bodies and be able to think clearly. Also, be sure to include fluids, preferably water. Excessive sugar and caffeine do not keep children calm and focused for the school day. Soda and coffee are discouraged, and energy drinks are prohibited. We also discourage students from sharing lunches due to allergies and diet preferences. Approximately two Fridays per month, our school offers a hot lunch fundraiser option to purchase. Our hot lunch days are pre-published on the DTD School Calendar. Students may bring their own lunches on these days if they wish. The paid hot lunch food choice of the day will be one of the following: plain cheese pizza, vegetarian/beef hotdogs, or nachos. Hard copy order forms will be sent home on the Friday or Monday preceding a hot lunch. Hot lunch reminders will also be posted on Classroom Dojo. If a student chooses to purchase lunch, they should submit their form or inform their teacher by the end of the school day on Wednesday to be included in the lunch count. This process is intended to assist with meal planning and minimize food waste. Lunch orders will not be accepted on Thursday or Friday. Paying for hot lunch will take place on Facts beginning in 2025-26. We ask that this procedure become cashless, if possible please.

CELL PHONE/SMART DEVICE POLICY

Student mobile phones/smart devices with data capability should be left at home. Students may not keep their smart devices in their bookbags or on their person. If brought to school, they must be placed in a designated safe box upon arrival. They will remain in this box until the end of the school day. Smart devices will be returned as each student is picked up from school, M-TH 3:15-3:30 and F 2:00-2:15.

If the student participates in an after-school event, their device will be transferred to the after-school adult leader until the event ends; it will be returned to the student as they are picked up.

Any student who needs to phone their family during the school day will be granted permission to use our school phone. Students who do not comply and decide to keep their mobile phones/devices during the school day are subject, but not limited to the following:

- The device will be given to the principal. The student and the parent must see the principal to retrieve the student's device.
- If further action is necessary, the device will be given to the principal, who will provide it to the school board chairperson. The chairperson will speak with the family to arrange a meeting with the school board. After the meeting, the device will be returned to the family. Students/Parents/Guardians will be asked to read and sign compliance with our mobile phone/smart device policy.

DRESS CODE POLICY

Label your child's clothing with their name or initials in permanent ink. Marked items can be returned; unmarked, unclaimed items will be donated after a short period.

Uniform Bottoms and Tops

- All bottoms (pants, shorts, capris) must fit properly. Shorts should not be shorter than fingertip length, with arms down by one's side. Bottoms may be grey, navy, black, or khaki in color. Only uniform and cargo-style (pockets or zippers on the sides) bottoms are allowed. No type of leggings, athletic, or form-fitting pants are permitted.

- Girls may wear uniform solid-color polo dresses, skirts, jumpers, or skorts. Fingertips must meet at least at the bottom hem. Or no shorter than 3 inches above the knee. Any uniform plaid skirt or jumper is allowed. Girls are encouraged to wear shorts underneath for modesty. Girls' leggings are not considered modest bottoms. They may be worn under uniform skirts, dresses, or jumpers for warmth.

- Polo shirt tops must be in uniform style (no logos). Shirts do not have to be worn tucked in. No fitted or short shirts are allowed. The shirt must fully cover the back of the pants when the student is bending forward. Any solid-colored polo shirt is allowed, except for wearing black polo shirts with black pants. Any solid-colored turtleneck (no logos) may be worn on chilly days.

- If a student chooses to wear a t-shirt under their polo shirt, it must be white or a solid color with no prints or graphic designs/logos. When worn untucked, the t-shirt should not show below the bottom of the polo shirt.

- DTD sweatshirts/hoodies may be worn in class; these are referred to as Patriotwear.

Please look for our Patriotwear order form, which will be available in August. In place of a DTD Patriotwear hoodie or sweatshirt, any solid-colored hoodie or sweatshirt may be worn during school if it is plain, meaning no prints or graphic designs/logos anywhere on it.

- Pull-over or button-up sweaters may be worn but must be a solid color without prints or designs.

Socks/Tights

- Colorful socks of choice are acceptable. Solid-colored tights or leggings may be worn under skirts and dresses to keep warm.

Belts/Shoes

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

- Students may wear any shoes, boots, or sandals they choose, except for flip-flops and slides; these are not permitted.

- Tennis shoes/sneakers are required for PE.

Hair/Skin/Nails

- Hair should be clean well groomed. Distracting hairstyles or unnatural colors/tints/highlights are not allowed.

- Temporary or permanent tattoos and body graffiti are not allowed.

- Any color fingernail polish is permitted except black.

Jewelry May Be Worn @ School; Jewelry is defined @ DTD as:

For girls: necklaces, rings, wrist/ankle bands, or bracelets. Girls may wear one pair of earrings. [One pierce per each ear = one pair of earrings.] No hoop or dangle earrings below the ear lobe will be allowed for safety reasons. There will be no piercings other than one ear piercing per ear for girls.

For boys: necklaces, rings, wrist bands/bracelets.

If jewelry becomes a distraction or a safety issue, students will be asked to put the item(s) away in their backpacks and they may be asked to not wear that piece at school in the future. DTD will not be responsible for any lost jewelry worn or brought to school.

OTHER UNIFORM GUIDELINES

Including Casual Clothing Worn on Casual Days and School Overnight Trips

- All school clothing should be clean and in new to good condition. Hats, hoods, ball caps, visors, beanies, and bandanas are not to be worn inside except for specially announced events. However, they are permitted during outside recess. Hats/hoods are not to be worn during worship services. Costumes and pajamas are only allowed in class on event days.
- All casual day clothing should be clean, without holes or frayed, modest, with themes, pictures, and wording in keeping with Christian values. No themes including but not limited to rock bands, skulls, etc.
- Leggings or tight jogging pants are not considered modest casual bottom attire for girls unless the top worn with the leggings completely covers the girl's bottom even with her arms held high.
- Casual tops should not have open backs or spaghetti straps. No cleavage should show.
- Modest tank tops may be worn on hot casual days, but the shoulder straps must be at least 2 adult fingers wide.
- Coats and jackets should be hung up or put in lockers/cubbies before school begins unless a teacher deems it necessary due to room temperature fluctuation. If students are cold in class, they may wear DTD Patriotwear, a solid-colored sweatshirt, or a plain sweater. Students/Parents/Guardians will be asked during the first week of school to read and sign a compliance form with our dress code policy. By signing, families are agreeing to bring uniform clothing for their children to change into if they are not in uniform compliance.

ACADEMICS

8TH GRADE Completion Requirements

(As per Columbia Union code and Potomac Conference of SDA)

Students must earn passing grades in the following eighth-grade subjects to be eligible for graduation and recommendation for admission into secondary school:

1. Religion/Bible
2. Mathematics
3. English Language Arts – Where this subject area is listed under a more comprehensive title such as “Communication Skills” or “Language Arts,” some of the requirements listed below may be met within the discipline.
4. Physical Education
5. Science and Health Education
6. Social Studies
7. Fine Arts
8. Practical Arts
9. State History or Geography
10. Computer Education

Completion of an Individualized Course of Study for Eight-Grade Completion

Schools may develop an individualized course of study for students professionally diagnosed with special learning needs. The local school, in cooperation with the local conference office of education, will supervise this course of study. Upon successful completion, a student may be granted a certificate entitled “Completion of an Individualized Course of Study” signed by the local conference superintendent, school principal, and teacher.

Early Completion Requirements for Elementary School

The general policy of the Columbia Union requires a student to complete eight years of elementary education (grades 1-8) or (under certain conditions) to have reached age 13 before admittance to secondary school. Early completion of elementary school is defined as accepting a student with fewer than eight years of formal education into secondary education. To obtain approval for early completion, the following steps must be completed:

The faculty and principal must submit a letter of application to the local conference office of education, including the parent's written consent.

A program for early completion will be planned, and an application will be submitted before the sixth grade of schoolwork is completed.

The application must be approved by the local conference office of education and made a matter of record before a student may begin work on the early completion program.

Performance-based Completion Requirements

Schools wanting to use a performance-based curriculum that requires students to meet minimal performance levels to qualify for graduation from the eighth grade must submit a

local school board-approved proposal to the local conference office of education for approval by the local conference board of education.

DTD Grading Policy

A NOTE ABOUT WHERE WE ARE HEADING: **Standards Based Learning (SBL) and Grading.**

Desmond T. Doss Christian Academy is following the direction of Adventist Education in North America in moving toward a best-practice educational model called Standards Based Learning and Grading. In education, the term “standards-based” refers to systems of instruction, assessment, grading, and academic reporting that are based on students demonstrating understanding or mastery of the standards of knowledge and skills they are expected to learn as they progress in school. Our teachers have been and are continuing to participate in professional development to better incorporate varied resources to educate our students using these specific learning standards (linked below) as our guide. Our goal is to evaluate our students on a continuum of achievement demonstrated in a variety of ways. We are actively learning how to plan, teach, and evaluate with authentic, meaningful assessments. Eventually we will move to proficiency scales and portfolios vs 100-point grade scales.

[Elementary Standards | Adventist Education](#) [Secondary Standards | Adventist Education](#)

In the meantime, currently we are using the following:

Kindergarten

I= Independently achieves objectives and performs skills

P= Progressing toward objectives and performing skills

NT= Needs more time to develop

1st and 2nd grades

E= Excellent S= Satisfactory N= Needs Improvement I= Incomplete

3rd – 10th grading scale:

A+ 98-100%
A 93-97%
A - 90-92%
B+ 88-89%
B 83-87%
B - 80-82%
C+ 78-79%
C 73-77%
C - 70-72%
D+ 68-69%
D 63-67%
D - 60-62%
F 0- 59%

Parents of DTD students in grades 3–10 can track graded and missing assignments through the Facts Portal.

Every family is required to have a Facts family portal for this purpose, for enrollment, and financial connections with DTD. Each teacher is responsible for maintaining their gradebook portal to team with families in our students' best interest using Facts as the information platform.

Middle School (6-8) Grading Policies:

Weighting: Classes are weighted by category depending on subject.

Homework: Work not finished in class becomes homework. Teachers will make

reasonable allotted time for students to get work completed in class. Homework

assignments assigned by the teacher for homework will be minimal. Students should also use study hall time productively.

Corrections: Corrections can be made on any daily work earning a grade below 75%. Tests may be retaken for scores below 75%. All test retakes will happen outside of class.

time during recess or study hall.

Make-ups: All missed work due to absences or tardiness must be made up by one week

from the day of their return.

Progress Reports: Emailed weekly to parents on Mondays.

Communication Platforms: Facts Family Portal, Google Classroom, and Class Dojo

High School Grading Policies:

Weighting: Classes are weighted by categories depending on subject.

Math: Daily Work, Notebooks, & Tests/Quizzes

English: Grammar, Literature, & Vocabulary

Spanish: Class Work, Tests/Quizzes, & Class Activities

History: Daily Work, Notebooks, & Tests/Quizzes

PE: Participation & Sportsmanship

Bible: Class Work, Projects, Class Activities, & Tests/Quizzes

Science: Daily Work & Tests/Quizzes

Homework: Occasionally given. Assignments are posted on Google Classroom.

Any incomplete classwork becomes homework.

Students are allotted two days to make up work for each day of absence.

Tests can be retaken if the score is under 75%.

Progress Reports: Progress reports will be emailed out to parents each Monday. Notifications for missing assignments and low scores can be monitored through Facts Family Portal.

Midterms/Finals: Bible, Math, Spanish, English, and History classes may have midterm and final exams.

Report cards & Parent Teacher Conferences

These are prepared and sent home quarterly. Final report cards are mailed to families after the end of the school year. Teachers at DTD are required to schedule two parent-teacher conferences per year. These are on our calendar after the first and third quarters. Additional conferences may be required as needed to help ensure a student's success.

Honor Roll:

Hard work receives recognition at our school. Honor Roll Awards are granted to students in grades 3-10, in recognition of students who maintained a GPA of 3.50 or higher during each 9 weeks grading period.

Incomplete Grades

If a student has extenuating circumstances (ex, lengthy illness) that prohibit him/her from completing assignments before the end of a grading period, he/she may be given an "I" to indicate an incomplete grade. The student will be given sufficient time to complete 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 after the allotted time will result in a failing grade.

Failing Grades

The letter grade "F" is given to indicate that a student has not yet met the minimum requirements for the class. If a student is failing at midterm, parents should meet with the teacher to create an improvement plan. When an "F" is recorded as a semester grade in grades 9-10, the student has not earned the needed credit, and the course must be retaken. High school students need a passing grade to earn credit.

11th & 12th Through Sycamore Academy

Currently, Desmond T. Doss Christian Academy is a K-8th grade school with Junior Academy approval to offer 9th and 10th grades. We operate under the Potomac Conference of SDA Office of Ed. www.pcsda.org/, which operates under the Columbia Union of SDA office of Ed. www.columbiaunion.org/. Above the Columbia Union is the North American Division of the Seventh-day Adventist Office of Education. www.adventisteducation.org/. Currently we do not offer in person 11th and 12th grade classes. We recognize that many of our long-time students want to stay on our campus to complete part of or finish their high school experience. In 2025-26 we chose to connect with Sycamore Academy online while we are developing our own face to face 11th and 12th grade program. For providing a DTD facilitator, a fee of \$1,000 allows our school to provide local support & supervision on our campus. Sycamore is a well-established high school online program with live SDA instructors. They are based in Keene, TX and serve homeschool students and schools like ours. Sycamore's program can enhance DTD's program offerings and even offer complete additional grade levels. The two reasons we chose Sycamore are that they allow local dual-college enrollment and their classes are taught through live instruction. Students who choose to complete their high school experience through Sycamore Academy can receive one of three diplomas that Sycamore offers. Their top diploma is suitable for medical and professional schools. Except for the facilitation fee that DTD charges, tuition for this program is paid directly to Sycamore Academy. Visit www.Sycamoreacademy.com for more information.

College Prep Testing

Our high school program works with a sister Seventh-day Adventist Senior Boarding Academy called Shenandoah Valley Academy (SVA) www.shenandoahvalleyacademy.org/ to offer college prep testing (Pre-ACT, Pre-SAT, ACT, and SAT) for our 9th and 10th grade students.

Homework

Minimal homework is assigned to provide additional practice and enhance student learning. The amount of homework will vary depending on the grade level. Each teacher has various homework policies and reasons for them. Contact your child's teacher with questions. Families/parents should be concerned if no homework is ever seen, or 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 of his/her policy.

Sickness/First Aid/Injury

Kids do not always feel good, but that does not mean they are sick. However, parents/families know their children best, and if you think that your child is getting sick, keep them at home. Use your best discretion. Students who show symptoms of contagious illness, including vomiting, fever, rashes, or diarrhea, should stay home. Students who have been home with any contagious sickness should not return to school until they are fever-free for 24 hours. Parents will be called to pick up their student(s) if symptoms such as fever, is throwing up, or looks visibly ill the teacher will notify families. We do not have a school nurse on campus. Our school cannot house sick children for prolonged periods, so it is expected that when their child is sick, families will respond ASAP to come or send someone to pick up their child. If a child is mildly injured with a small cut or scrape, we will assist them in cleaning the injury, issue a Band-Aid, and offer an

ice pack for slight swelling. Families may not be notified for small injuries such as skinned knees. Teachers will take photos of any injury they feel warrants family attention, and families will be notified ASAP by text or phone often with photos. Any head injury warrants an immediate phone call to families. All DTD teachers are required to have concussion protocol, CPR, and first aid training. If your child has any kind of medical emergency, the school will call 911 immediately, provide first aid, and contact the child's family.

DTD ATTENDANCE POLICIES

Important Statement: We strive for perfect attendance at Desmond T. Doss Christian Academy. Strong attendance is a vital part of a student's academic success. It is very important that children attend school during all scheduled hours. No amount of make-up work can take the place of lost in-class instruction. In the state of Virginia, five days of unexcused absence is considered a truancy problem. When students arrive late, their class is affected by the disruption. Chronic absences & tardiness are problems that plague most schools. We want our school to be different. We have developed a strategy to allow our school attendance policy to focus on a positive reinforcement. We offer a tangible reward, to motivate & inspire all our families to attend school faithfully & be on time. This simple reward has worked well to improve attendance at DTD:

Students who achieve a week where they incurred zero unexcused absences or tardies earn a reward of "Casual Dress Mondays the following week!" (or Tuesday if Monday is a scheduled day off. Excused absences/tardies do not count against Monday Casual.)

OUR TARDY POLICY

Occasional tardiness is acceptable. (Occasional is considered less than 4 times within a grading quarter.) When school records document within a given quarter that a pattern of continual unexcused late arrival is occurring by families then the DTD School Board will be notified, and action will be taken on a case-by-case basis.

Acceptable Excused Reasons for Tardy to School

In emergencies or situations over which the parents or guardians have no control AND a message is sent to the school secretary or classroom teacher ASAP. TE "tardy excused" will be recorded for students under the following circumstances:

- Poor weather conditions
- Transportation break-down issues
- Required court attendance
- Illness
- Doctor, dentist, counseling, therapist, or other professional appointments

In rare cases, other tardy situations may be considered excused pending the discretion of the school principal or the DTD School Board. Tardies other than these will be recorded as: TU "tardy unexcused."

OUR ABSENCE POLICY

Please keep these thoughts in mind: Regarding children and their need for caring boundaries it is important for the adults in their lives to maintain the consistent mantra of, "School is important. You only stay home when you are truly sick. Parents and guardians know their children best. If they are sick, please keep them home until they are well. But when your children are not truly ill, then bring them to school. Make it a house rule that staying home from school sick is based upon your best judgement.

Acceptable Excused Reasons for Absence from School

In situations as per listed below AND a message is sent to the school secretary or classroom teacher ASAP. AE "absent excused" will be recorded for students under the following circumstances:

- (Prior to fever reducing medication given) a fever of 100 degrees or higher.
- Throwing up for unknown reasons
- Pink eye, a viral infection, or any other infectious eye, skin, or airborne disease

- Any illness, medical, dental treatment whereby a medical professional was seen or contacted, and the student was advised to stay home from school (The family's word of honor will be taken and/or the school may be faxed by the professional office @ 434-237-0820.)
- Recurrent diarrhea related to illness, which may result in an accident at school.
- Lice or other communicable parasite issues
- Medical appointments out of town and the distance was too great to come to school for half a school day.
- A death or funeral in the student's family

Other absences may be excused at the discretion of the principal or DTD School Board. Absences other than these will be recorded AU: "absent unexcused."

UNEXCUSED ABSENCES & VA LAW

Please Be Aware of the Following Important Statement Regarding Excessive Unexcused School Absences. The following was taken from the VA.gov website which gives all schools in VA the following information regarding the law and student unexcused absenteeism:

8VAC20-730-20. Unexcused absences, intervention process and responsibilities.

A. Each local school board shall provide guidance regarding what would constitute an excused absence to address when the explanation provided by the parent will be determined to be reasonable and acceptable.

B. Each local school board shall develop procedures to ensure that appropriate interventions are implemented when a student engages in a pattern of absence for less than a full day, the explanation for which, if it were a full-day absence, would not be deemed an excused absence.

C. The following intervention steps shall be implemented to respond to unexcused absences from school and to engage students in regular school attendance.

1. Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, or the parent provides a reason for the absence that is unacceptable to the school administration, the school principal or designee, attendance officer, or other school personnel or volunteer will notify the parent by phone or email or any other electronic means to obtain an explanation. The school staff shall record the students' absence for each day as "excused" or "unexcused." Early intervention with the student and parent or parents shall take place for repeated unexcused absences.

2. When a student has received five unexcused absences, the school principal or designer shall make a reasonable effort to ensure that direct contact is made with the parent. The parents shall be contacted at a face-to-face conference, by telephone, or by using other communication devices. During direct contact with the parent and the student (if appropriate), reasons for non-attendance shall be documented and the consequences of non-attendance explained. An attendance plan shall be made with the students and parents to resolve the non-attendance issues. The student and parent may be referred to a school-based multi-disciplinary team for assistance implementing the attendance plan and case management.

3. When the student accrues a seventh unexcused absence, the school principal or principal's designee shall schedule a face-to-face attendance conference, or an interaction that is conducted using communication technology. The attendance conference must be held within 10 school days from the date of the 10th unexcused absence. The principal or principal's designer shall make reasonable efforts to contact the student's parents or parents to attend the conference either in person or via communication technology. If the principal or principal's designer, after reasonable efforts have been made, is unable to contact the students' parents, the conference shall be held regardless of whether the student's parents approve of the conference. The conference shall include the principal or principal's designee and a representative from the multi-disciplinary team.

4. The multi-disciplinary team shall monitor the students' attendance and, as necessary, meet again to address concerns and plan additional interventions if the students' attendance does not improve. If additional meetings are necessary, the principal or principal's designee shall make reasonable efforts to contact the student's parents or parents and schedule a face-to-face meeting, or an interaction that is conducted through the use of communication technology. If the principal or principal's designee, after reasonable efforts have been made, is unable to contact the students' parent, the conference shall be held regardless of whether the student's parent approves of the conference.

5. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the student is resisting parental efforts to comply with compulsory attendance requirements, the school principal or principal's designer shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the student and the student's parents or parents within 10 days of receiving the referral. The attendance officer may (i) file a complaint with the juvenile and domestic relations district court alleging the student is a child in need of supervision as defined in § [16.1-228](#) of the Code of Virginia or (ii) institute proceedings against the parent pursuant to § [18.2-371](#) or [22.1-262](#) of the Code of Virginia. In addition to written documentation of the efforts to comply with the notice provisions of § [22.1-258](#) of the Code of Virginia, all records of intervention regarding the student's unexcused absences, such as copies of the conference meeting notes, attendance plan, and description of the supports offered or made available to the student shall be presented to the intake worker.

D. A record shall be maintained of each meeting that includes the attendance plan, the name of individuals in attendance at each conference meeting (including via telephone or electronic devices), the location and date of the conference, a summary of what occurred, and follow-up steps.

NEW UNEXCUSED ABSENCE POLICY @ DTD AS OF 2025

In keeping with Virginia Law, the School Board of Desmond T. Doss Christian Academy has adopted the following unexcused absence policies effective August 2025:

1. Parents/Guardians should notify the school by leaving a message for our school office @ 434-237-1899, texting the school secretary or the classroom teacher to explain the reason their student will not be in attendance, prior to or near the start, of a given school day. If a student is absent without family/guardian providing any notification, then the family may be contacted by a DTD staff member to gather information as to the missing student.
2. After 5 total days of unexcused absences the principal/designee will contact the family as per step 2 of the intervention steps listed above.
3. If a student has 7 unexcused absences, a face-to-face conference with their family or guardian will be scheduled within 10 days, as outlined in steps 3 and 4 above.
4. If there continues to be unexcused absences the principal along with the DTD School Board or Discipline Committee will continue to take steps to intervene which could include the following: discussion of possible retention after day 17, contacting an attendance officer, and filing a complaint with the juvenile and domestic district court as per step 5 above.

Vacations During School

School vacation days are classified as unexcused absences. Considering our unexcused absence policy, family vacations should be taken when there is no school scheduled. Families planning a vacation during school should consider their child's health and current or potential absences before the end of the year. If a student will miss school due to vacation, notify the teacher in advance so make-up work can be prepared. Unless otherwise discussed with the teacher, assignments will be due upon the student's return to school. Sending written make-up assignments cannot replace the value of missed class discussions and instruction during a student's extended absence.

Making up Missed Work

Students are required to complete all assignments and coursework missed as a result of tardiness or absence. Parents are responsible for requesting 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 may have their own policies concerning making up missed assignments. The typical rule of thumb is to give two days of make-up time for every day missed. Families should check with their child's teacher though. Allowances will be made based on the age of the student and individual needs when determining a reasonable time. Parents should note that the longer it takes to complete the work, the more difficult the tasks become. Instead of benefiting the student, time extensions hurt the learning process. Work not made up within the time allotted will result in a zero.

Field Trips

One of the distinct features of our school is our passion for field trips. Our families are welcome to join us. Indeed, because we lack transportation, we count on our parents and other family members to attend and help us transport/supervise groups of students. **IF YOU HAVE NOT ALREADY DONE SO PLEASE VISIT OUR WEBSITE ASAP TO START THE 3 DIFFERENT SECURITY PROCESSES THAT ALL VOLUNTEERS AND STAFF MUST STAY CURRENT WITH WHEN WORKING WITH STUDENTS.** [Security – Desmond T. Doss Christian Academy](#)

Field trips count as regular school days. Students will not be exempted from local field trips solely on the basis of personal preference regarding attendance. If the cost of a field trip is an issue, please let us know. We can generate funds to help. We do not want students to miss attending local trips. Our field trips are part of what makes our school special. 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 is required from the field trip coordinator.
- The student's parent must always accompany the child while on the trip
- All the work missed for that day must be made up.

TECHNOLOGY POLICIES

DTD has an Acceptable Use Policy registration form that details the information in our handbook. Each year, parents and students are expected to read and sign that they agree to comply before the student is given technology privileges.

INTERNET SAFETY DURING SCHOOL

Our goal is to teach our students to make smart, honest decisions as they use Internet apps, websites, and now (AI) artificial intelligence with ethics and standards based on Biblical principles. The Potomac Conference Office of Education has mandated that their SDA schools offering Internet access to students must also have a system preventing students from accessing illegal, potentially offensive, or dangerous material. Our Internet server has a filtration system, and our Chromebooks utilize GoGuardian to filter out offensive material, block websites, and allow teachers to monitor student screens. Still, like all filtering software, it is not 100% foolproof. K-10 DTD students are only to use school-supplied devices. No personal Internet or smart device is permitted by K-10 DTD students. Online students taking eleventh or twelfth-grade courses are also assigned DTD Chromebooks. Sycamore Academy provides a link for use when they are working at home.

TECHNOLOGY RULES AND GUIDELINES

DTD provides students with opportunities to enhance their learning by using various devices at school. These devices are on loan. They are not to be taken home unless a teacher grants special permission. DTD devices need to be cared for gently. The devices are intended for multiyear use. Students receive supervision while using DTD devices, including Chromebooks, but are expected to behave maturely even when teachers are not watching them individually. Those who intentionally misuse our equipment, use social media, or go to unapproved/inappropriate Internet sites during school are subject to loss of use of DTD devices, Internet privileges, and/or other disciplinary actions. The use of electronic devices is a privilege, not a right, and will be revoked if warranted. Charges for replacing lost or damaged equipment/devices may be incurred.

- Desmond T. Doss Christian Academy students are expected to comply with the following specific rules as related to all DTD devices and internet use:
- Never give out your home address, phone number, or any other personal information to anyone online.
- Use of any technology aspect to harm people or their work is prohibited.
- DTD devices/equipment are not to be harmed or damaged in any way. This includes scratching, writing, drawing, or placing stickers on devices.
- Care must be taken when downloading images, documents, etc., to ensure that no malicious software is accidentally installed. Therefore, opening links and downloading information may only be done with permission.
- Never use any storage device that came from an unknown source to save work.
- Respect all copyright laws.
- Do not view, send, or display offensive messages or pictures. Do not use profane, abusive, or impolite language to communicate. All materials accessed must be in accordance with school behavior rules. Never view, send, or access materials that you would not want your teachers and parents to see.
- Keep all passwords and login information secret.

- Print only with permission.
- Respect the folders, work, and files of others. Students should not copy other people's work or intrude into other people's files.
- Notify an adult immediately if you or someone else encounters materials that violate the rules of appropriate use.
- No school owned device or equipment should leave school property without permission.

PERSONAL ELECTRONIC EQUIPMENT

Personal electronic equipment (such as iPods, mp3 players, electronic games, cameras, etc.) should not be brought to school or school-sponsored functions without special permission. Electronic equipment brought to school or school-sponsored functions without teacher authorization will be confiscated and given back only when a parent comes to the teacher to retrieve the item. While DTD does its best to protect confiscated property, the school accepts no responsibility for its safekeeping.

MEDIA POLICY

School Selected Resources

It is the policy of this school to select resources that adhere to the principles laid out in scripture:

“Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy – think about such things.” Philippians 4:8

In class, all resources, including books and video selections, will be based on (but not necessarily limited to) the following:

-To provide appropriate materials to the students that will help them grow in their Christian faith and will lead them to fulfil God's purpose for their lives.

-To provide materials that will support the curriculum, considering the students' individual needs, interests, abilities, and maturity levels.

-To provide materials that will encourage knowledge growth, literacy development, and cultural-aesthetic appreciation. We desire always to inspire ethical standards and spiritual wisdom.

Student Exposure

Students at DTD are limited to online access by means of Internet firewall protection that is purchased and placed on our school devices. Each student has a passcode they are not to share with their friends. Please see our Media forms that are part of our online admission packet for specific details.

GENERAL CONDUCT BEHAVIORAL EXPECTATIONS

Students at Desmond T. Doss Christian Academy are expected to behave in a Christ-like manner and follow all rules during school, field trips, and school functions. They are to be kind and respectful of adults and all DTD classmates of any age. Please note: Our older students are known for their love and care of our younger students, a trait we highly value.

- Students should avoid impure, unkind, abusive language and taking God's name in vain.
- Honesty in all things is expected. No stealing, deceiving, lying, or other dishonesty.
- No student will be permitted to leave the school grounds during school hours unless scheduled by a parent, guardian, or teacher.
- Students must remain in their assigned areas. They must have permission from a supervising adult before they may move to another area.
- Students are expected to observe all classroom and playground safety rules.
- Students may use the school phone only with permission.
- Gum, food, and drinks are not allowed in the classroom except for in-room lunch or class parties. Daily water bottles are encouraged.
- Students are expected to clean, replace, or pay for any property that they damage.
- Toys, games, comics, pets, catalogs, collecting cards, and other non-school items should be kept at home unless given special permission. The classroom teacher must approve all literature brought from home for use during school.

STATEMENT ON BEHAVIOR AND LIFESTYLE

Desmond T. Doss Christian Academy is a Christ-centered learning community that welcomes all whose behavior and lifestyle are consistent with the teachings of Scripture as understood by the Seventh-day Adventist Church. Students can remain in good standing provided they conduct themselves consistently with the teachings of the Seventh-day Adventist Church on sexual conduct, sexual orientation, and gender expression as set forth below. DTD upholds Biblical principles, which include, but are not limited to, behaviors related to sexual matters. Human sexuality is a gift from God, and it is to be respected within the confines of a marital union between a man and a woman. Sexual conduct outside of this union is not acceptable. The local school administration and board will uphold these Biblical principles. Students' gender expression must align with their biological gender at birth. Desmond T. Doss Christian Academy will only accept and retain students whose gender expression aligns with their biological gender at birth.

References: Biblical references - Gen 1:27; Gen 2:22-24; Gen 3:6-19; Jer 17:9; Rom 3:9; 7:14-23; 8:20-23; Gal 5:17; Rom 12:2; Prov 14:12; Prov 16:25; 2 Tim 3:16; Gen 2:7; Jer 13:17; 52:28-30; Eze 18:4; Acts 2:41; 1 Cor 15:45; Eph 5:28; Rom 12:1-2; Rev 18:13; 1 Pet 1:24; 2 Tim 4:22; 1 John 4:1-3; 1 Tim 6:14-16; 1 Cor 15:51-54; Gen 1:27; 5:1-2; Ps 139:13-14; Mark 10:6; Matt 5:28, 31-32; 1 Tim 1:8-11; Heb 13:4; Rom 1:21-28; 1 Cor 6:9-10; Mark 12:31; Matt 12:20; 1 Cor 6:9-11; 1 Cor 6:19

The Seventh-day Adventist Church's official statement on transgenderism:

<https://www.adventist.org/official-statements/statement-on-transgenderism/>

The Seventh-day Adventist Church's website on human sexuality: www.humansexuality.org

SERIOUS CONDUCT VIOLATIONS

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, giving, selling narcotics, drugs, vaping, tobacco, or alcoholic beverages in any form or having such paraphernalia in one's possession.
- Using profane language, participating in sexting, or in any lewd, suggestive conduct, including 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.
- Attacking, fighting, threatening, or bullying other persons.
- Cyberbullying as per discussed in this handbook.
- Leaving school property without permission.
- Promoting or being involved in any act of spiritualism (Satanic emblems or ideology, witchcraft, wizardry, etc.)
- Racist or prejudicial comments, actions
- 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 that person is enrolled at the school or the distribution by such means or any indecent language or material, is strictly forbidden and may result in dismissal from DTD.
- The school board further reserves the right to dismiss any student it deems disruptive to the scholastic or spiritual atmosphere of the school.

DANGERS OF SOCIAL MEDIA CYBERBULLYING AND SEXTING

Through the Internet, students can access endless amounts of information and share ideas instantly by e-mail and social media. Parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using the Internet. Therefore, viewing and posting on social

media should only be done at home with vigilant parental supervision. Our school policy is that no social media sites should be accessed at school. Please make it a priority to monitor your child's online activity.

Access to the Internet at school varies depending on the grade level of the student. Grades K-2 have controlled or limited access to the Internet. They primarily use computers and iPads for testing, to practice reading, and to develop phonics skills. Grades 3-10 have access to the Internet on Chromebooks for testing, online textbooks, conducting research, and developing skills in math, keyboarding, and other subjects. Our staff monitors our student devices and stays watchful for potential harm such as cyberbullying and sexting.

Cyberbullying is using the Internet to create, post, or forward messages/images that intend to hurt or embarrass another person on a regular basis. It has become a harmful means of hateful behavior that has resulted in children taking their own lives. Sexting is the act of sending, receiving, or forwarding sexually explicit messages, photographs, or videos primarily on phones or other mobile devices. Personal attacks and hateful/hurtful communications occurring at any time between DTD students will not be tolerated and will result in serious disciplinary action from the school administration, including possible dismissal from school.

It takes a collaboration of family, teachers, and students to create a successful safety net in this complex digital age. Individual students must understand and demonstrate accountability for their online activities and digital footprints. Responsible families will hold their children accountable for this process, just as DTD teachers promise to do.

STUDENT WEAPONS/THREAT 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 a historical artifact (e.g., a non-loaded musket from 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. In addition, toys that resemble these items should not be brought to school.

The term "weapon" will include:

- All classes of guns or knives
- Martial arts instruments, including clubs and sticks
- Exploding or fire-causing materials, including any kind of ammunition
- 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 other individuals

If a student chooses to disregard the weapons policy by bringing such items described to school, depending on the situation, the local sheriff's office may be notified immediately. Permanent dismissal or further action of the board may result.

The term "threat" will include:

- Verbal communication, written plans, electronically transmitted comments, or any messages that denote a wish to kill and or do any form of harm to others.

Every threat is treated seriously. We will take immediate action to protect our students, including calling the sheriff's office. Permanent dismissal or further action by the board may result.

APPEALS PROCESS PROCEDURE

Purpose

The purpose of this policy is to provide students, parents, and guardians of Desmond T. Doss Christian Academy with a fair, orderly, and biblically guided process for appealing school decisions, including those

related to discipline, academic standing, and enrollment. This policy reflects the school's commitment to grace, reconciliation, and integrity in all decision-making.

Scope

This appeals process applies to:

- Academic decisions (e.g., retention, grade disputes)
- Disciplinary actions (e.g., suspension or expulsion)
- Enrollment-related decisions (e.g., denial of admission, withdrawal)

This process does not apply to routine classroom or administrative matters that can be resolved through informal discussion with teachers or administrators.

Guiding Principles

1. **Biblical Foundation:** All proceedings will be conducted in a manner consistent with Matthew 18:15–17, seeking reconciliation and understanding.
2. **Confidentiality:** All discussions and records of the appeal remain confidential to protect all parties.
3. **Timeliness:** Both the family and the school agree to adhere to the timelines provided to ensure prompt resolution.
4. **Finality:** The decision of the School Board, when applicable, is final and binding.

The Appeals Process

Step 1: Initial Review

1. Within five (5) school days of receiving the original decision, the parent or guardian must submit a written appeal to the Principal.
2. The appeal must include:
 - The decision being appealed
 - The specific reasons for the appeal
 - Any supporting documentation
3. The Principal will:
 - Review the appeal and the original decision
 - Schedule a meeting with the family if clarification is needed
 - Provide a written Initial Review Response within five (5) school days of receiving the appeal.

Step 2: Final Review by the School Board (If Applicable)

1. Only appeals involving expulsion, denial of enrollment, or other serious matters may be escalated to the full School Board.
2. A request for final review must be submitted by the family within five (5) school days of the Principal's Initial Review Response.
3. **Board Decision:**
 - The School Board may review documentation, hear statements, and seek prayerful discernment
 - The Board's decision is final and binding

Recordkeeping

All appeal documentation and decisions will be retained in the student's confidential record for the duration of their enrollment at Desmond T. Doss Christian Academy.

POTOMAC CONFERENCE CONCILIATION PROCEDURE

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

1. The concerned family member should contact the teacher. Any meeting would be best served to begin with prayer.

2. If the family does not believe the issue has been resolved after speaking with the teacher, they should speak with the principal to find a resolution.
3. The principal might be able to resolve the issue in this initial conversation.
4. If necessary, the principal might request written documentation of the situation. If so, the principal may ask the family for a copy of the listed written concerns. The teacher may also need to create a list of responses to the family's concerns.
5. A meeting with the principal, family members, and teacher may be necessary. If the concern has not been resolved after these steps, then.
6. The Potomac Office of Education may be called upon to help find a resolution or take further action they deem necessary.

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