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A Ministry of the
Lynchburg Seventh-day Adventist Church

Desmond T. Doss Christian Academy serves grades K-9 and is accredited by AAA through The Potomac Conference of Seventh-day Adventists, an accrediting agency for private schools in the Commonwealth by the Virginia Council for Private Education, as authorized by the VA Board of Ed.

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

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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.

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 those entering kindergarten. All applicants should be in good health. Any identified health condition or medical concern should be shared with the school administrator and appropriate faculty prior to admission to ensure the student's health, safety, and well-being while at school. All medical information will be kept confidential. A completed medical examination form for all new students must be submitted at the time of registration. In accordance with Virginia state law, students are required to provide documentation of immunizations for measles, rubella, diphtheria, tetanus, pertussis, polio, and Hepatitis B. Desmond T. Doss Christian Academy requires written proof of immunizations for both new and returning students, as required by Virginia law. Families choosing to exercise their legal right to a religious exemption from immunizations must provide a copy of the approved 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 and 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.

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 is submitted in August, close to the start of the school year, please be aware that our Admissions Team will need time to complete the full application process, including the required academic screening for your child. As a result, your child's start date may be delayed pending acceptance. We will make every effort to expedite this process.

The following steps outline the admissions process for new applicants:

Step 1: Visit

DTD encourages all interested families to schedule a visit. When possible, visits include a tour during school hours, allowing you to observe our family-focused program and educational philosophy in action. Our administrative assistant will be happy to schedule your visit and answer any questions you may have. Please call 434-237-1899 or email dtddschoolsecretary@gmail.com.

Step 2: Complete Online Admission Forms

Prospective families must complete the online application forms available on our website: www.desmondtoss.org. Click on the "Applications" tab or "Apply Now" on the homepage. You will be prompted to create an account through our Student Information System (SIS), FACTS. Please note that FACTS charges a small application fee.

As part of the application process, you will be required to:

- Grant permission for records transfer, including academic, behavioral, Special Education testing, and any current IEP.
- Upload the following documents:
 - Birth certificate
 - Immunization records
 - School physical examination

Students with incomplete or missing immunization records will not be permitted to attend school until all required documentation is submitted. Families who do not immunize must provide a signed medical or religious exemption.

Step 3: Pay Annual Registration Fee

Registration fees are paid through FACTS and cannot be reduced. This fee covers start-up costs such as textbooks, classroom supplies, and other materials your child will receive during the school year. Registration fees are non-refundable unless your child is not accepted by the Admissions Team. As a non-profit school, DTD uses registration funds beginning in June to prepare for the upcoming school year.

- Early Registration fee collection, at a discounted price, runs from January through May.
- Starting June 1st, registration fees will increase.
- All registration fees must be paid prior to the first day of school. Students may not begin classes until payment is complete.

Once registration is complete, you will receive a welcome email with next steps.

Step 4: Set Up a Tuition Payment Plan

All families are required to establish a financial account through FACTS Financial. An annual fee per family applies for this service. As a non-profit ministry, tuition is our primary source of income. Timely and complete payments are essential to our operation.

Payment Options:

- **Prepayment:**
Families who pay tuition in full prior to the first day of school will receive a 10% discount (applicable to full tuition rates only).
- **Additional Discounts:**
Discounts may be available for:
 - Active or former U.S. military families
 - Members of the Lynchburg SDA Church
 - Families with multiple children enrolled
- **Payment Plans**
Families may choose to divide tuition into 10, 11, or 12 equal monthly payments. Payment dates can be scheduled for the beginning, middle, or end of each month.

There is no interest charged on payment plans. Families must link a bank account, credit card, or debit card. If adjustments to payment dates are needed, please contact the school for assistance.

Step 5: Screening and Interviews

Once all application materials, fees, and transcripts have been received, families will be contacted to schedule student screening.

- All transferring students (public or homeschool) are required to complete screening.
- Screening is conducted using an online assessment (WRAT5)
- A student interview with the principal and/or teachers may also be scheduled.

Step 6: Prepare for the First Day of School

After acceptance:

- Carefully review this handbook, paying close attention to dress code, mobile device, and attendance policies.
- Visit the “Parent Resources” section of our website to download the required school supply list.

Families are expected to fully adhere to all school policies.

RETURNING STUDENT RE-ENROLLMENT/REGISTRATION

Each year, the start of Open Enrollment for returning students will be announced through FACTS for the upcoming school year. All current families must complete re-enrollment by logging into their FACTS Family Portal. Payment of the registration fee through FACTS secures your child's place for the upcoming school year. Registration fees must be paid in full by the second week of August. Students will not be permitted to begin school until all registration fees are paid. For planning and budgeting purposes, it is essential for the school to have an accurate count of returning students by the end of February. To assist with this, “Intent to Return” forms are typically distributed to families.

Registration fees for the upcoming school year may be paid in full through FACTS or at the school. After May 31, the registration fee will increase by \$50 per student. This early payment incentive allows the school to begin purchasing necessary materials in June in preparation for the new school year. For this reason, all registration fees are non-refundable.

Once registration is complete, families will select and manage their tuition payment plan through FACTS.

SCHOOL INFORMATION & POLICIES

School Office and School Admittance

The Main Office is located to the right of the main school building and houses both the secretary's and principal's offices. For the safety and security of our students and staff, all school doors remain locked during school hours. To enter the school, all visitors must first check in at the Main Office building. If no one is present in the office at the time of arrival, please ring the bell located at the main school building entrance. This bell notifies the secretary, who will respond via the intercom system and provide access to the building. This is the only approved entry process for accessing classrooms during school hours. The school secretary will grant entry, and when necessary, provide access to modular classrooms. All adjacent modular doors remain locked during the school day for security purposes. All visitors must check in through the Main Office as well before picking up a student early.

SCHOOL WORKBEES

You may want to participate in the school's scheduled Work Bee 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.

SCHOOL ENTRY & EXIT

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. Kindergarten–9th grade students are not allowed to walk through this line of vehicles to or from a parked car without being accompanied by an adult.

School Arrival and Departure Hours

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

Morning Arrival Procedure:

Students may enter their homeroom classrooms up to 15 minutes before the start of the school day. However, prior to 8:00 a.m., students must remain in their vehicles under the supervision of a driver until the school doors open. Students should not be dropped off to wait outside the building before 8:00 a.m. A staff member will supervise the front entrance during morning arrival from 8:00 a.m. to 8:20 a.m. All exterior and classroom doors will be locked promptly at 8:20 a.m. Students arriving after 8:21 a.m. must report to the office, where the administrative assistant will admit them into the building and issue a tardy slip. The driver must remain on-site until the student has entered the building. The student is required to present the tardy slip to the teacher upon entering the classroom. (Please refer to the **Attendance: Excused and Unexcused Tardies** section of this handbook for additional details.)

Note:

Please do not disturb teachers before 8:00 a.m. unless prior arrangements have been made. This is designated planning time. Additionally, mornings are not ideal for conferences, as teachers are focused on welcoming students and beginning the day promptly. All family members should exit the building by 8:15 a.m. to allow classes to begin on time.

Departure Procedure:

Student pick-up is from 3:15–3:30 p.m. Monday through Thursday and 2:00–2:15 p.m. on Fridays. Pick-up takes place in front of the main building. Building #13 uses the Swoop-the-Loop car line, which operates in a continuous, slow-moving line like morning arrival (see detail photo). Please keep the line moving forward at all times. Families may choose to park in the designated parking lot and walk to the school buildings to escort their children to their vehicles. If you need to exit your vehicle for any reason, you must park in the parking lot. The Swoop-the-Loop Lane is reserved only for continuously moving vehicles. Teachers will supervise dismissal until 3:30 p.m. Monday–Thursday and 2:15 p.m. on Fridays. If families have not arrived by these times, students will be placed in the Before/After Enrichment Program if space is available and staffing ratios allow. If prior arrangements have not been made with the enrichment program and no space is available, parents will be charged a minimum half-hour fee per child, as a staff member will be required to remain on-site to supervise. (Fee amounts are subject to change depending on program participation levels.)

SCHOOL CANCELLATIONS

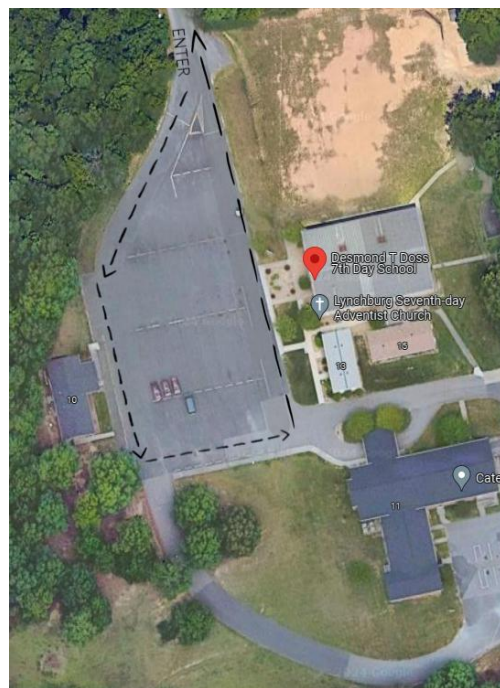
For closing or delays due to weather, watch for announcements on our Class Dojo and for our name, Desmond T. Doss Christian Academy, to be listed on WSET Channel 13 on local TV.

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.



BEFORE/AFTER SCHOOL/ENRICHMENT PROGRAM

We offer a supervised before- and after-school enrichment program that provides care for students outside of regular school hours.

The purpose of this program is to:

- Reinforce and extend learning in a more relaxed environment
- Provide opportunities for students to discover new interests
- Support social skills, teamwork, and confidence
- Offer a safe and supervised space beyond the school day

This program is available to all currently enrolled DTD students. There is no additional cost to participate.

Due to staffing limitations, daily attendance is limited. A weekly sign-up sheet will be available in the school office. If your child requires daily participation, please communicate directly with our secretary to ensure consistent placement.

Once the program reaches capacity, additional students cannot be accommodated for that day. Drop-in attendance is permitted only if space is available. If the program is full, parents will be contacted and asked to pick up their child.

Program Hours:

- Morning: Monday–Friday, 7:30–8:00 a.m.
- Afternoon: After school until 5:00 p.m. (with a 5:15 p.m. grace period)

School Wide Communication

Frequent and clear communication between home and school is essential for a successful school year for your child(ren). To support this, DTD utilizes several communication systems designed to keep families informed and connected. Our primary classroom communication tool is **ClassDojo**, which is accessible on smartphones, tablets, and computers. ClassDojo is a safe and private platform used by teachers to share important announcements, reminders, and classroom photos that are visible only to families within each individual class. Because of its role in daily communication, it is required that at least one adult per family connects to ClassDojo for each enrolled child. Families who are not connected to ClassDojo may miss important classroom and school information, and due to teacher responsibilities during the school day, it is not always possible to duplicate communication through other methods.

K–4 Communication Folders

Students in grades K–4 will also use daily communication folders that travel between school and home. These folders support student learning and parent communication and are an important part of our academic program. Even in a technology-supported environment, DTD continues to value structured paper-and-pencil work as part of a balanced education. Parents are strongly encouraged to review their child's folder each evening and return it to school the following day.

FACTS Family Portal

The **FACTS Family Portal** is the official system used for enrollment, student records, tuition management, and school-wide communication. All DTD families are required to use FACTS for enrollment, registration, and all financial transactions. Beginning in third grade, families may also use FACTS to view student grades and assignments. In addition, FACTS is used by administration to send school-wide emails and text messages for important announcements and updates. Timely access to FACTS is essential for staying informed about school-wide communication.

SCHOOL MEALS

Breakfast is served occasionally only as a special event. Students are required to bring a packed lunch to DTD each day. Please ensure lunches include nutritious foods that will help fuel students' bodies and support focus throughout the school day. Fluids should also be included, with water strongly encouraged.

Foods and beverages high in sugar and caffeine can negatively impact a child's ability to remain calm and attentive. Therefore, soda and coffee are discouraged, and energy drinks are strictly prohibited. For health and safety reasons, students are not permitted to share food due to potential allergies and individual dietary preferences. Approximately two Fridays each month, DTD offers a hot lunch fundraiser option. These dates are published in advance on the DTD School Calendar. Students may still bring a packed lunch on these days if preferred.

CELL PHONE & SMART DEVICE POLICY

Student mobile phones/smart devices with any 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.

CARE OF SCHOOL PROPERTY

Textbooks, desks, chairs, iPads, Chromebooks, lockers, and all school property inside and outside are expected to be treated by our students with care and consideration. Items used regularly are on loan to students. Any property owned by DTD should be expected to be replaced by families if damaged due to being misused or lost.

Gum chewing is not permitted on our campus.

DRESS CODE POLICY

We strongly advise that you 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 in lost & found.

Uniform Bottoms and Tops

All bottoms (pants, shorts, skorts, capris) need to fit properly. Shorts and skorts should not be shorter than fingertip length with arms down by side. Bottoms may be gray, 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 unless worn as an undergarment.

Girls may wear uniform solid color polo dresses, skirts, and jumpers. These are not to be shorter than 3 inches above the knee. Any uniform plaid skirt or jumper is allowed. Girls are encouraged to wear shorts, tights, or leggings underneath for modesty and weather appropriateness.

Polo shirt tops must be uniform style (no logos.) Shirts do not have to be worn tucked in. No fitted or short shirts. The shirt must fully cover the back of pants when the student is bending forward. Any solid color polo shirt is allowed, except for wearing black polo shirts with black pants. Any solid color turtleneck (no logos) may be worn on cold 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, graphic designs/logos. The t-shirt should not show below the bottom of the polo shirt when worn untucked.

DTD sweatshirts/hoodies may be worn in class, these are referred to as Patriotwear. Please look for our Patriotwear order form that will be available in August. In lieu of a DTD Patriotwear hoodie or sweatshirt any solid color hoodie or sweatshirt may be worn during school if it is plain, meaning no prints or graphic designs/logos anywhere on them.

Pull over or button up sweaters may be worn but they must be a solid color with no 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, slides, Heelys or skate shoes; these are not permitted.

Tennis shoes/sneakers are required for PE. Crocks are not considered safe for PE and should not be worn during PE time.

Hair/Skin/Nails

Hair should be 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

Jewelry may be worn at school. If jewelry becomes a distraction or a safety issue students will be asked to put the item(s) away in their backpack and possibly not to be worn at school in the future. DTD will not be responsible for any lost jewelry worn or brought to 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. For safety reasons no hoop or dangle below ear lobe earrings will be allowed. No piercings other than one ear pierce per ear for girls will be allowed.]

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

Other Uniform Guidelines Including Casual Clothing

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 special announced events; however, they are permitted during outside recess. Hats/hoods are not to be worn during worship services. All casual day clothing should be clean, without holes or frayed, modest, with themes, pictures and wording in keeping with Christian values. Not themes including but not limited to rock bands, skulls, etc. 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. No pajama tops or bottoms should be worn to school unless special occasions have been announced. Unless a teacher deems it necessary due to room temperature fluctuation coats and jackets should be hung up or put in lockers/cubbies before school begins. If students are cold in class, they may wear DTD Patriotwear, a solid color sweatshirt, or a plain sweater.

ACADEMICS

8TH GRADE GRADUATION 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 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 3–9 may track graded and missing assignments through their family 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

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.

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.

College Prep Testing & Counseling

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

STUDENT WELL BEING AND SAFETY

Sickness/First Aid/Injury

Children do not always feel well, and occasional complaints of not feeling good do not always indicate illness. However, parents and families know their children best. If you believe your child is becoming ill, please keep them at home and use your best discretion. Students should remain at home if they are showing symptoms of contagious illness, including but not limited to vomiting, diarrhea, fever of 100°F or higher, or unexplained rashes. Students must remain home until they are fever-free for at least 24 hours without medication before returning to school. If a student becomes ill at school, parents or guardians will be contacted for pick-up. Symptoms that may require dismissal include fever, vomiting, diarrhea, or visible signs of illness as determined by the teacher or staff member. Families are expected to arrange for prompt pick-up as the school is not able to care for sick children for extended periods.

Please note that DTD does not have a full-time school nurse on campus.

If a child has a diagnosed medical condition that may cause symptoms similar to those listed above, please notify the school in advance and provide a doctor's note outlining the condition. The school will work with families to make appropriate accommodations while still maintaining a safe environment for all students.

Minor Injuries

For minor injuries such as small cuts, scrapes, or skinned knees, staff will clean the area, apply a Band-Aid if needed, and provide an ice pack for minor swelling. Families may not be contacted for very minor injuries at the school's discretion. Teachers will take photos of any injury they feel requires family notification, and parents will be contacted as soon as possible by phone or text, often with accompanying photos. Any head injury will result in immediate parent notification.

Emergency Procedures

All DTD teachers are trained in CPR, first aid, and concussion protocols. In the event of a serious medical emergency, the school will call 911 immediately, provide appropriate first aid, and contact the child's family as soon as possible.

No-Nit/Lice Policy

Desmond T. Doss Christian Academy maintains a strict No-Nit Policy. Students with any evidence of head lice or nits (including one) will not be permitted in the classroom.

If lice or nits are discovered during the school day, the student will be sent home promptly and discreetly. Missed work will be coordinated by the teacher.

Return to School:

- Families must contact the teacher before the school day begins.
- A head check will be completed prior to re-entry, with a parent/guardian present.
- If lice or nits are still found, the student will not be readmitted.

Students may be rechecked for up to 10 days following a case to ensure the issue is resolved.

SAFETY AND CAMPUS SECURITY

The safety and security of our students is top priority for us at Desmond T. Doss Christian Academy. Our location, off a main road in a quiet neighbourhood is an advantage in many ways. Our exterior and interior doors and windows are always locked. Visitors must enter the office and follow all visitor guidelines. We work with Penn Security Services. The owner, retired Officer Gary Penn, personally visits our school to have security assemblies with our students and parents. He also helps guide our security planning for lockdown drills. We have a Campus Security Plan that we are continually updating to keep up with the best safety measures recommended. Every teacher and staff member carry comm-sets for emergency communication. No students have cell phones or smart devices on their person at DTD. This is to ensure total silence during any possible life-threatening event. Staff members' cell phones stay on silent during the day for this reason, as well. As of April 2026, our current plan is undergoing specific changes and as soon as it is updated the plan will be shared with the Campbell County Sheriff's Office for their files. Measures such as adding building/door reflective lettering & numbering, one-way mirror film for all ground level windows and doors, a campus lockbox with school master keys for officials' access are all being currently implemented. Our school adheres to all required fire, tornado, and other possible loss control measures. We conduct monthly fire, annual tornado, and 2-3 lockdown drills with our students during every school year. Every staff member at DTD stays current with CPR/First Aid certified training. Students are always supervised throughout the day and during field trips. All trips are approved by parents who generally provide transportation. Every staff member, parent/family/friend volunteer must go through our three step security check fully outlined on our website: <https://desmonddoss.org/security> Our school secretary coordinates security compliance for our campus.

Medications Given During the School Day

As required by the state of VA there are two staff members on our campus who have Medication Administration Training (MAT). This is a state required program that ensures non-medical school staff are qualified to handle and dispense medications to children. If your child needs to be given Rx or over-the-counter medications at school contact school administration for instructions on how to implement that process.

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.)

DTD's 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 notification by phone or text to our school secretary or classroom teacher, 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."

DTD's Absence Due To Sickness 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 contagious, please keep them home until they are verified by a medical professional non-contagious and fever free 24 hours.** 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. A good rule of thumb is children should go to school unless they have a fever, are throwing up, and/or have diarrhea. (DTD considers a fever to be 100 degrees or higher.)

Acceptable Excused Reasons for Absence from School

In situations as per listed below AND provided notification by phone or texting the school secretary or classroom teacher is sent to the school, 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.
 - Lice or other communicable parasite issues, please see our lice policy.
 - Medical appointments out of town and the distance 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 School Absence & VA Law (FYI)

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.

DTD's Unexcused Absence Policy

Depending upon the circumstances in the spirit of Virginia Law, the School Board of Desmond T. Doss Christian Academy may follow the following unexcused absence policies:

1. Parents/Guardians should notify the school office by calling our school to explain the reason their student will not be in attendance, prior to or near the start, of a given school day.
2. After 5 total days of unexcused absences the principal/designee may 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 may be scheduled.
4. If there continues to be unexcused absences the principal along with the DTD School Board or Discipline Committee may continue to take steps to intervene which could include the following: discussion of possible retention or withdrawal from school after day 17.

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 because 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. Families should check with their child's teacher. 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 FAMILIES WHO PLAN TO VOLUNTEER, FRIENDS, AND STAFF MUST STAY CURRENT WITH WHEN WORKING WITH DTD STUDENTS. [Security – Desmond T. Doss Christian Academy](#)

Field trips count as regular school days. Students will be exempted only on rare occasions from local field trips if the reason is based solely on 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-9 DTD students are only to use school-supplied devices. No personal Internet or smart device is permitted by K-9 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 & 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, electronic device, and video selections, will be based on (but not necessarily limited to) the following:

- To model and 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 model and provide materials that will support the curriculum, considering the students' individual needs, interests, abilities, and maturity levels.
- To model and provide materials that will encourage knowledge growth, literacy development, and cultural-aesthetic appreciation. We desire always to inspire ethical standards and spiritual wisdom.
- It is our desire that students learn to make their own wise choices involving media they engage in as they view what choices their teachers make that are true and worthy.

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, no student may bring their own personal smart devices to school. Each student has a Chromebook or iPad 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, but no glass bottles are allowed.
- 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 & 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://link.edgepilot.com/s/0af1c74c/S_z9florzE2i8gYMEbWI_Q?u=https://gc.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 & 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 3-9 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 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.