

CONQUEROR CAMPUS HANDBOOK 2024-2025



DESERT CHRISTIAN ACADEMY

Empowering the Mind, Engaging the Soul

“THEREFORE GO AND MAKE DISCIPLES OF ALL NATIONS,...TEACHING THEM TO OBEY EVERYTHING I HAVE COMMANDED YOU. AND SURELY I AM WITH YOU ALWAYS, TO THE VERY END OF THE AGE.” MATTHEW 28:19, 20

TABLE OF CONTENTS

I.	GENERAL INFORMATION	
	School History	2
	Organizational Structure	2
	Financial Structure	3
	School Identity and Purpose	3-13
	Graduation Outcomes	13-14
	Accreditation	14
II.	PARENT EXPECTATIONS & INFORMATION	
	Parent Expectations	14-15
	Parent Information	15
	Parent/Teacher Conferences	15
	Re-enrollment	16
	Financial Aid	16
	Parent/Volunteer Involvement Opportunities	16-17
III.	STUDENT EXPECTATIONS & DISCIPLINE POLICY	
	Student Expectations	17-24
	Technology	25-27
	Discipline Policy	27-32
	A. STUDENT LIFE	
	Awards and Recognition	32
	Activities and Clubs	33-34
	Parties	34
	School Retreats & Student Trips	34-36
	Service Program	36
	Associated Student Body (ASB)	36
	2024-2025 Student Leadership Team (ASB Officers)	36
IV.	ACADEMICS	
	Our Christian Worldview	37
	Instructional Quarters	37
	Records, Grades and Distinctions	37-40
	Academic Policy and Procedure	40-44
	Academic Life	44-45
V.	ATHLETICS	
	Eligibility for Participation and Competition	46
	Athletic Policies and Procedures	46-48
	Varsity Lettering	48
	Athletic Competition	48
	Roles of Coaches, Athletes, Parents and Spectators	49
	Lightning or Thunder Disturbance Policy	49
VI.	CAMPUS SERVICES	
	Student Services	50
	Attendance System	51-53
	Campus Security and Safety	53-54
	Facility Use	54- 56
VII.	PARENT/STUDENT RESOURCES	
	Schedules	56-57
	Campus/Classroom Maps	58-60
	Agreement for Parents and Students	61

I. GENERAL INFORMATION

SCHOOL HISTORY

A need, a dream, and a vision; these three intangibles sparked a decision to invest in the future of Coachella Valley's youth.

- ◇ The need was simple: To provide an education infused with a Christian worldview.
- ◇ The dream: To open a Christian school in the Coachella Valley.
- ◇ The vision: To become a preschool through twelfth grade school, preparing students for college with the excellence that parents desire and God requires.

David Fulton and his wife, Julie, both natives of the Coachella Valley and former public school teachers, saw the need, had the dream, and invited others to invest in their vision. In 1977 they acted upon it, leasing three small classrooms in the education wing of St. John's Episcopal Church in Indio. So, Desert Christian Academy (formerly Christian Schools of the Desert) came into being.

In September 1977, Desert Christian Academy opened its doors to forty-two students grades 5-10. The second year, the school expanded to seventy-eight students grades 4-11. In the fall of 1979, the school expanded to one hundred seventy students grades K-12 and relocated to our current 10-acre campus in Bermuda Dunes. A preschool program for children ages 3-5 was added in the fall of 1998 and a toddler program for children ages 2 – 3 years was added in the fall of 2009. DCA graduated its first senior class in June of 1980, and since then, has placed graduates in some of our nation's finest academies and universities.

ORGANIZATIONAL STRUCTURE

Desert Christian Academy is an independent, non-denominational Christian school. DCA is governed by a Board of Trustees. The Board sets all school governance policies and employs the Head of School who manages all school employees and oversees the operations of the school. The Head of School is responsible for following and enforcing Board-adopted policies. The Leadership Team establishes and directs all school operations under the guidelines set in the Board Policy Manual.

It is the philosophy of DCA that all conflicts should be approached according to Matthew 18:15-17. Parents should first approach the teacher or person with whom the problem exists. If the problem is not resolved, then the parents should go directly to the school administration. After taking the appropriate steps outlined in Matthew 18, if a parent has suggestions, comments, or unresolved conflicts, he/she may contact the Head of School to try to resolve the problem. If the issue remains unresolved, parents may submit written correspondence to the Leadership Team. Written correspondence to the Leadership Team should be addressed to:

Leadership Team
Desert Christian Academy
40-700 Yucca Lane
Bermuda Dunes, CA 92203

FINANCIAL STRUCTURE

DCA charges tuition and fees to help cover operating costs; however, fundraisers help subsidize operating costs. All capital expenses relating to building projects and equipment are funded from fundraising efforts and donations received.

Tuition & Fees

The Board of Trustees sets tuition annually. DCA has four tuition payment options:

1. Payment in full
2. Two semi-annual payments (July & December)
3. Ten monthly payments (July - April)
4. Twelve monthly payments (July - June)

Parents are required to sign a tuition contract for the school year. All payments are made through FACTS.

If a parent is 60 days late in meeting their tuition obligation, his/her children will not be allowed to continue to attend classes unless the parent makes satisfactory arrangements for payment with the Head of School. Students will not be eligible to begin the first day of a new school year until previous years accounts are current. All delinquent accounts exceeding 90 days will be turned over to collections.

Once a child is enrolled at DCA, the parents' financial commitment continues through the quarter (for preschool – 8th grade) or through the semester for high school students (grades 9-12). Additionally, parents of high school students will remain responsible for a semester at a time, even if the student is dismissed from school. However, any new high school student will be allowed a "trial period" for his/her first three weeks of attendance, in which if he/she withdraws the family will not be held responsible for the entire semester.

An annual registration fee of \$400 will be charged for each DCA student.

Fundraisers

Desert Christian Academy organizes two major fundraisers annually:

- ◇ Walk-A-Thon
- ◇ Auction Gala

It is essential that every DCA family participate in these fundraisers because the school's ability to keep tuition costs down depends upon the success of these events. School policy disallows product sales. Schoolwide fundraising efforts are focused on community-building events. From time to time other minor fundraisers may be held for either the elementary or secondary school. All class and athletic fundraisers must be approved by the Leadership Team in advance.

SCHOOL IDENTITY & PURPOSE

Statement of Faith, Philosophy and Objectives

The foundation of our philosophy is our statement of faith, which is our basic set of Christian values. The statement of philosophy expands our Christian values into every realm of life. The implementation of our philosophy into every academic discipline is obtained by striving to fulfill our objectives.

Expanded Statement of Faith

Of the Scriptures:

We believe in the authority and sufficiency of the Holy Bible consisting of the sixty-six books of the Old and New Testaments, as originally written; that it was verbally and plenary inspired, that it was the product of Spirit-controlled men and therefore is infallible and inerrant in all matters of which it speaks. We believe the Bible to be the true center of Christian unity and the supreme standard by which all human conduct, creed, and opinions shall be tried (II Timothy 3:16-17; II Peter 1:19-21).

Of the True God:

We believe there is one and only one living and true God, an infinite Spirit, the Maker and supreme Ruler of Heaven and earth; inexpressibly glorious in holiness and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons - the Father, the Son, and the Holy Spirit - executing distinct but harmonious offices in the great work of redemption (Exodus 20:2-3; I Corinthians 8:6; Revelation 4:11).

Of Jesus Christ:

We believe that Jesus Christ was begotten of the Holy Spirit in a miraculous manner; born of Mary, a virgin, as no other man was ever born or can be born of a woman; and that He is both the Son of God and God the Son (Isaiah 7:14; Matthew 1:18-25; John 1:1,14). We further believe that the salvation of sinners is divinely initiated and wholly of grace through the mediator's offices of Jesus Christ, the Son of God, who by the appointment of the Father, voluntarily took upon Himself our nature, yet without sin, and honored the divine law by His personal obedience, thus qualifying Himself to be our Savior; that by the shedding of His blood in His death, He fully satisfied the just demands of a holy and righteous God regarding sin; that His sacrifice consisted not in setting an example by His death as a martyr but was a voluntary substitution of Himself in the sinner's place, Christ the Lord bearing our sins in His own body on a tree; that having risen from the dead, He is now enthroned in Heaven, where He ever liveth to intercede on behalf of the believers (John 3:16; II Corinthians 5:21; I Peter 2:24).

Of the Holy Spirit:

We believe that the Holy Spirit is a divine person, of the same nature as God the Father and God the Son; that He was active in the creation; that in His relation to the unbelieving world, He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of righteousness, and of judgment; that He is the agent in the new birth; that He seals, empowers, guides, teaches, witnesses, sanctifies, and helps the believer (Genesis 1:1-3; John 16:8-11; John 3:5, 6; Romans 8:14, 16, 26-27; Luke 24:49).

Of Man:

We believe that man was created in innocence (in the image and likeness of God) under the law of his Maker. By voluntary transgression, Adam fell from his sinless, happy state, and all men sinned in him. Consequently, all men are totally depraved and are partakers of Adam's fallen nature. We are sinners by nature and by conduct, and therefore are under just condemnation without defense or excuse and in need of salvation by the Savior.

Of Salvation:

We believe that faith in the Lord Jesus Christ is the only condition of salvation. For a person to be saved, he/she must confess with his/her mouth that Jesus is Lord and believe in his/her heart that God the Father raised Jesus from the dead (Romans 10:9).

Of the Church:

We believe the Church is the living body of believers in Christ (those who by faith have accepted Jesus Christ as their Lord and Savior) on earth, both universally and locally. We believe the true mission of the church is the faithful witnessing of Christ to all men as we have opportunity (Acts 20:17-28; Acts 2:41, 42).

Of Marriage, Gender and Sexuality:

We believe that God wonderfully and immutably creates each person as male or female in conformity with their biological sex. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10).

We believe that in order to preserve the function and integrity of Desert Christian Academy as the local Body of Christ, and to provide a biblical role model to the DCA members and the community, it is imperative that all persons employed by DCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of DCA.

On the Sanctity of Human Life:

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps 139).

Final Authority for Matters of Belief and Conduct:

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Desert Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Trustees is DCA's final interpretive authority on the Bible's meaning and application.

Expanded Statement of Philosophy

As a Christian school, our central purpose for each child is to couple sound academic training with a personal knowledge of Jesus Christ as Savior. The Bible is the supreme authority in everything pertaining to faith and conduct. Every area of instruction is interpreted in the light of God's Word. We seek to establish spiritual foundations on which a life of useful Christian service may be built.

Christian education endeavors to mold and shape the individual's life, helping students discipline their minds and their actions. The source of discipline comes from the Spirit of God living within us. Corrective discipline is to be administered with love and concern for the students. The school is only a part of the influence in the individual's life. The school establishes and builds on the principles established by the Word of God, yet the Christian school cannot replace the influence of the family. It is the school's responsibility to support parents to train children to abide by the civil, moral, and spiritual laws and to respect the rights of their peers. The student's home should reflect the Christian way of life. The child is instructed, "...obey your parents in all things..." (Colossians 3:20). This is only half the responsibility. The parents are also instructed to, "...provoke not your children..." (Colossians 3:21) and also to "train up a child in the way he should go" (Proverbs 22:6). The school and home must be in agreement as to discipline and the Christian way of life. One must complement the other. Each should reinforce the other. Education involves the whole life of the students. We endeavor to prepare the students with a foundation for learning that will enable them to become involved with the academic challenges of life, to enjoy the cultural opportunities of life, and to experience the spiritual joys of life.

Philosophy of Christian Education

Education that is distinctly Christian should stand on its own and not be comparable to any secular institution. DCA's philosophy of Christian education centers on the belief that all knowledge comes from God only. Psalm 119:65-66 and Colossians 1:9 indicate that knowledge can only come from God. We are warned very strongly against education that does not center on God's revealed Word. In the very first book of Psalms God tells us that a man should not "walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers" (Psalm 1:1). We understand that anyone who either mocks or is wicked minimizes the importance of God or removes Him all together from their worldview. Psalm 1:2 offers the antidote to wicked counsel as having a delight for the law of the Lord and meditating on the law day and night (paraphrase). Either we choose to sit in the counsel of the wicked and sit in the seat of mockers or we delight in the law of the Lord. We cannot do the former and still gain the latter. Therefore, the entire goal of DCA's educational process is to reveal God to our students by the observation of His creation (Romans 1:20, Psalm 19:1-2), study of His written Word (2 Timothy 3:16), and interaction with His living Word, Jesus Christ (John 1:1-3, 14, 1 Peter 1:3). Any educational goal that is contrary to this is a disservice to the Christian school families.

Any educational system that seeks to be Christian must have a desire for excellence. If Christians are God's witnesses on this earth then our testimony must reflect His excellence.

When God created the Heavens and Earth He declared it as “good” (Genesis 1), meaning that there was no improvement needed, it was indeed excellent. When Jesus performed miracles His work was excellent and not lacking anything (John 2:10). There were over three hundred messianic prophecies that came true. When God works, He works excellently. DCA seeks to bear witness to our God by providing education that is excellent in quality, purpose, content, and methodology. Likewise, students will also be challenged to bring an excellent effort in all facets of their educational experience.

Lastly, any organization that bears the name of Christ, such as DCA, must endeavor to represent the core principles that characterize Jesus’ life and mission while on this earth.

- ◇ DCA seeks to bring all students and families to the Glory of God (John 14:13).
- ◇ DCA will seek to provide an educational experience that does not reflect the patterns of this world, but reflects the Kingdom of God, regardless of the cost (John 8:23).
- ◇ DCA will seek to educate students from the spirit and not the flesh (John 6:63).
- ◇ DCA will seek to represent the grace, love and forgiveness perfectly shown to us by Jesus on the cross (Romans 3:24, Romans 5:8).

Responsibilities of Education

The responsibility of Desert Christian Academy is to strive to meet the needs of the total person on the spiritual-moral, personal-social, academic-intellectual, and physical levels. This is best accomplished when the home, church, school, and student are compatible in their philosophy of Christian education. The three groups (home, church, and student) must work in conjunction with the fourth (school) as to its stated philosophy, faith and objectives.

- ◇ The **home** has the responsibility for the education of their children. The authority for education comes from God’s command that children be taught to love God and place Him first in their lives (Deuteronomy 6:5-7), and from parents who are responsible for the total training and education of their children (Proverbs 22:6; Ephesians 6:4). The parent’s are the only people with the capability of educating and discipling their children in grace. All other institutions that a child has a relationship with will be conditional. Meaning there will always be something the child could do that would end the relationship. However, only parents can discipline a child without the parent/child relationship being potentially terminated. This must be taken advantage of in order for a child to truly experience the grace of the Gospel during their development. At parents’ request, the Christian school, along with the church, become partners in providing education for the child, understanding that parental influence will always be primary in the child’s development. This responsibility involves the parents entrusting authority over their children to faculty and staff while their child is at school or involved in school activities. The parents’ responsibility is to support the school’s educational efforts however possible and take in council provided by the school with an open mind when concerning the education of their child.
- ◇ The **church** becomes influential in the spiritual growth of the family and is a family affair, which helps in meeting the goals of Christian education. The church is also influential, along with the parents, in leading a person to accept Jesus Christ as his/her personal Savior. Faithful involvement in church, after a student becomes born again, helps that individual to be “rooted and built up in Him (Christ)...” (Colossians 2:7) as well as “...being rooted and grounded in love.” (Ephesians 3:17). The church’s responsibility is to support the mission of the Christian school and help provide needed resources to help the child’s training. The Christian school cannot replace the essential role the Church plays in the spiritual formation of the child/family. The relationship between the believer and the Body of Christ cannot be broken (Romans 8:31-39) on the other hand

the Christian school is a ministry that is also a service provider. The business nature of the relationship with the Christian school means that a much deeper and more intimate relationship is possible with the Church.

- ◇ The **school** has the responsibility, through Christian education, to make God known to each student and facilitate the work of Jesus through the Holy Spirit in the lives of students. It is also the school's responsibility to support the parents as the ultimate God given authority over any child's education. The school seeks to establish and build on the principles established by God's Word. Christian school education program does not replace the influence of the home or the church, but merely complements it. Through "mind renewing" (Romans 12:2), the school seeks to instill God's set of values in the individual life that students might enjoy the "abundant life" (John 10:10).
- ◇ The **teacher** is responsible to bring the only true teacher, Jesus, into the classroom each day (Matthew 23:10). The teacher must also be committed to leading their students to truth first and foremost. They must understand that any knowledge that leads us to the truth is from God only. The teacher is also responsible to represent the love of Jesus Christ to the greatest extent possible to every student in their classroom understanding the appropriate conditional limitations. Lastly, the teacher is responsible to be passionate, purposeful, and prepared whenever they instruct students.
- ◇ The **student** is responsible to complete the cycle of education. Students must fulfill their responsibilities, which include attendance, obeying school rules, obeying those in authority, completion of assignments, and working to their potential. Students must accept and agree to the guidelines as set forth in the student handbook and have an openness to all aspects of a Christian educational experience.
- ◇ The **Process of Christian Education** is an interaction that takes place between teachers and students with the help of school personnel and parents. The entire process of education is seen as a means used by the Holy Spirit to bring the students into fellowship with God and to develop a Christian mind for godly living and service. The Christian school fills the important gaps in a child's development that the Church and Home do not have the ability to serve. The Home relies on the content and educational delivery expertise that an excellent Christian school provides which is needed to prepare children for usefulness in a modern society. While the Church relies on the biblical worldview development that ensures a young person can translate the sacred truths taught by the Church into practical insights that govern every aspect of a faithful Christian life.
- ◇ The **faculty and staff** alike must meet certain criteria in order to accomplish the desired objectives. The faculty and staff must have received Jesus Christ as their personal savior. They are admonished to practice Biblical principles in their personal life. With a personal commitment to Christ, they view teaching and ministering in a Christian school as a calling of the Lord, based on their spiritual gifts. This commitment would include sacrificially giving of their time and talent while keeping in perspective one's responsibility to his/her home. Part of this commitment in working in a Christian school includes training a student so that the student's purpose and goals will be reflected in a close Christian walk with his/her Lord and Savior. The faculty and staff are encouraged to develop their personal growth in Christ through worship, Bible studies, and personal quiet times. Educational qualifications for faculty members are in keeping with the school's philosophy. Teachers at DCA must have completed a Bachelor's degree and

are also encouraged to complete state credentials. They are also required to obtain ACSI teaching certification.

- ◇ **Students and Parents** must be in agreement with the philosophy of Desert Christian Academy. There are two important spiritual dynamics at play in the school's relationship to students and parents at the same time. Evangelism is one of the ministries of DCA, which is accomplished by working with the home and the church. Since DCA is a preschool through 12 campus we will educate students at every place in the journey of faith including unbelief. DCA is a non-denominational school; therefore, we teach the truths from the Bible as God has revealed them. The opportunity to personally accept Jesus Christ as Lord and Savior is presented throughout the educational experience. Parents are also encouraged to accept Jesus Christ as their personal Savior. Faithful church involvement is encouraged. Secondly, discipleship is essential in the development of Christian growth. Students should be open to spiritual truth and ready to accept Christ as Savior and/or willing to be discipled in the Christian life, since "...the 'natural' man receiveth not the things of the Spirit of God, for they are foolishness to him, neither can he know them because they are spiritually discerned," (I Corinthians 2:14). Christian students also have the Holy Spirit of God as an inward enabler who is able to guide them into all truth (John 16:13). We believe that a philosophy of Christian education that sees the student body purely through the lense of either an evangelistic or discipleship model is flawed and does not account for the diversity of spiritual needs that are present on every Christian school campus.

Philosophy of Authority

A philosophy of authority is necessary in order that all things may be done "decently and in order" (I Corinthians 14:40). It is the philosophy of DCA that the family is the ultimate authority over a child's education and well being. The family is supported by school personnel led by the DCA Board of Trustees. Submitting to both family and school is the student's responsibility; however, a student's perspective must always be considered. Should a problem arise, the parent should first approach the teacher or person with whom the problem exists (in accordance with Matthew 18:15). If the problem is not resolved, then the parents should go directly to the school administration. If the problem remains unresolved, then the parent should meet with the Head of School.

Expanded Statement of Objectives

Christian education is viewed as a means used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in him/her and to train him/her in godly living, so that he/she can fulfill God's total purpose for his/her life. In line with DCA's ministerial purpose and goals, the student must be taught the Bible so that he/she may understand God, as well as his/her own nature and role as a child created in God's image. He/She must be developed to relate to God as a whole person spiritually, mentally, physically and socially. The student is trained to see all truth as God's truth and to integrate it with and interpret it by God's Word. Students must be educated as individuals with unique abilities and personalities, learning to live and work with others at home, in the church, and in a changing secular society. Students are best influenced when taught by parent and teacher models who are Christians with a biblical worldview.

Spiritual and Moral Growth

Spiritual and moral growth is the most important objective in the framework of the philosophy of DCA. In working with the student the faculty and staff strive to have the student:

- ◇ Understand the Bible as God's inspired Word and develop an attitude of love and respect toward it.
- ◇ Know God the Father in all His love as a person who is holy and just, yet concerned about the student's welfare. Teaching that He is the Creator and sustainer of all things as well as the source of all truth helps to accomplish this.
- ◇ Accept Jesus Christ as his/her personal Savior after having been presented the Gospel message in an understandable fashion. Spiritual growth follows this, through Christian discipleship.
- ◇ Live by the Holy Spirit in his/her commitment to Christ his/her Savior. The Holy Spirit indwells the believer to teach, guide, and direct him/her in his/her spiritual growth.
- ◇ Know God's Will for his/her life as it is revealed in the Scriptures. Along with this is the responsibility to equip the student so that he/she can carry out the will of God daily. This is accomplished through Bible classes, chapel services, and memorizing of Scripture, which collectively direct the student.
- ◇ Engage in the Work of the Church that he/she might learn his/her place within the church framework; the worldwide task of witnessing, evangelizing, and discipling. This should stimulate the student to fulfill his/her responsibility to his/her church.
- ◇ Apply Spiritual Truths to his/her daily life laying a strong foundation of biblical training will help the student to apply spiritual truths to his/her life and in turn help him/her to be prepared for leadership responsibilities.
- ◇ Develop a Christian Worldview by integrating life and studies with the Bible.

Academic and Intellectual Growth

Second to spiritual growth is the area of a strong academic program as our ministry to intellectually stimulate each student to his/her fullest capability. The faculty and staff strive to:

- ◇ Provide Quality Education in order to equip the student with the tools of learning by providing a high quality academic educational program, fully integrated with biblical principles.
- ◇ Prepare a Foundation upon which the student may build in his/her quest for education. A foundation for learning will enable him/her to become involved with academic problems of life, to enjoy the cultural beauties of life, and to experience the spiritual joys of life.
- ◇ Develop Resourcefulness within each student in order for him/her to cultivate good study habits, pursue independent research, and to reason logically.
- ◇ Promote Good Citizenship through developing an understanding and appreciation of our Christian and American heritages of (1) responsible freedom, and (2) human dignity and acceptance of authority.
- ◇ Cultivate Creative and Critical Thinking to help the student develop the ability either individually or with a group to examine and evaluate facts, to draw conclusions, to use sound principles and true Christian values in making decisions, and to accept the responsibility of decisions.
- ◇ Develop Talents and Abilities within each student that he/she might use the God-given talents and abilities to his/her greatest capacity while establishing good habits of self-control and the desire to do one's best in every area of life.
- ◇ Engender an Appreciation of fine arts through the development of the student's understanding and personal expression.
- ◇ Prepare the Student for Graduation, which begins in preschool and continues through middle school, culminating at the end of twelfth grade. Graduation is achieved by covering the scope and sequence of each academic discipline while working toward the completion of DCA graduation requirements.

Physical Development

Physical development is part of reaching the total person. In working with the student, the faculty and staff strive to have the student:

- ◇ Develop and Maintain Physical Fitness to the highest degree of capability in order to handle life's daily tasks more efficiently (I Corinthians 9:27).
- ◇ Develop Skills, Knowledge, Desire, and Judgment so that he/she is able to participate intelligently in a variety of physical activities.
- ◇ Develop an Appreciation for sports and a wholesome attitude toward conduct in these sports.
- ◇ Develop a Competitive Spirit that strives to win fairly and to accept defeat graciously and rationally.
- ◇ Stretch Themselves to establish higher or faster physical records.
- ◇ Promote Physical Fitness, good health habits, and wise use of the body as the temple of God. There needs to be realization that God has blessed each one with a body, and it is up to the student to keep it in a healthy physical condition (I Corinthians 6:20).
- ◇ Develop Responsibility for doing everything for the glory of the Lord, recognizing physical skills as a talent from God to be used for His glory (Colossians 3:17).
- ◇ Develop Physical Self-Discipline so that the mind and body work together (Galatians 6:9).

Personal and Social Development

Personal and social development is where the student branches out, not dwelling on himself/herself, but building relationships with his/her family, peers, and others with whom he/she comes in contact. Within our ministry goals, the faculty and staff strive to have the student:

- ◇ Develop His/Her Personality based on a proper understanding and acceptance of himself/herself as a unique individual created in the image of God, and helping him/her to pursue the fullest possible development of his/her own capabilities.
- ◇ Experience Wholesome Relationships among peers and those in authority learning to treat everyone with love and respect, since they, too, are made in God's image.
- ◇ Promote Christian Fellowship through social activities to show that they are rewarding and worthwhile. Development in this area will make the student a contributing member of society, realizing his/her dependence on others and thus cultivating a reciprocal dependency.
- ◇ Promote an Understanding of time as a God-given commodity as well as the individual's responsibility for effective use of time.
- ◇ Develop Proper Attitudes in boy-girl relationships, recognizing the authority of God's Word related to this subject. Further, recognize a proper attitude toward marriage and the family as well as understanding the skills needed to establish a God-honoring love.
- ◇ Cultivate Proper Biblical Attitudes toward materialism and encourage individual responsibility to use possessions for God's glory.
- ◇ Develop a Realistic and Biblical View of Life and work, which should provide skills for personal relationships and future endeavors.
- ◇ Cultivate a Forgiving Spirit as it relates to God's truth as taught in Matthew 18.

Building Home and School Relationships

A solid bond between the home and the school is necessary in order to accomplish the end results in Christian education and promote our ministry. In seeking to develop a sound relationship, the administration, faculty, and staff strive to:

- ◇ Cooperate Closely with parents in every phase of the student's development, especially as it relates to the school program.
- ◇ Help the Parents to understand the school's purpose and program.
- ◇ Aid Families in Christian Growth and to help them develop Christ-centered homes.
- ◇ Assist Parents in keeping up with the changing culture and its effects on the home and the implications for their children.
- ◇ Encourage Regular Involvement in a local church.
- ◇ Cultivate a Mutual Spirit as it relates to God's truth, as taught in Matthew 18. This is important for building a solid bond between home and school.

Mission Statement

Desert Christian Academy's mission is to train students to glorify Jesus Christ by growing spiritually, academically, physically, and socially.

Vision Statement

Desert Christian Academy is a Christ-centered community that is passionate about shaping our students' foundational journey with the power of the gospel. This desert oasis provides a loving place of innovation and discovery that is governed by grace, and develops disciples who are responsible, productive, deep thinking, steadfast, honorable, sacrificial, and well equipped for a lifetime of Christian service. We are more than Conquerors!

Core Values

- ◇ Promoting the Gospel of Jesus Christ
- ◇ Mentoring young people in a lifelong walk with God
- ◇ Prayer
- ◇ Fostering a Christ-centered, loving community
- ◇ Academic excellence
- ◇ Community service
- ◇ Building partnerships with families
- ◇ Discovering our students' God-given abilities
- ◇ Physical training and athletic success
- ◇ Stewardship

Image Statement (Tagline)

Empowering the Mind, Engaging the Soul

Traditions: Colors and Mascot

Colors – DCA school colors are royal blue and white with a gold accent. Royal Blue represents the royalty and Kingship of God and His throne in Heaven, our destination; Gold represents the indestructible assurance of His Word, our salvation, and our right to eternal life in Heaven with our King.

Mascot – The mascot, selected by the inaugural student body and the founders, is the Conqueror. The Conqueror represents our ability to conquer all of the obstacles and problems we may have if our faith is in the Lord Jesus Christ. This philosophy is characterized by Romans 8:37, "in all these things we are more than conquerors through Him who loved us."

Purpose

Desert Christian Academy's purpose is to train students, preschool through high school, to glorify Jesus Christ by growing spiritually, academically, physically, and socially.

Non-discriminatory Clause

DCA does not discriminate against applicants or students on the basis of race, color, national or ethnic origin.

GRADUATION OUTCOMES

DCA cultivates Conquerors *that are*:

Spiritually Mature *who can*:

- ◇ Accurately engage in a discipline of purposeful Biblical studies (SP1).
- ◇ Appropriately apply Biblical Truths to their lives (SP2).
- ◇ Effectively make God-honoring decisions (SP3).
- ◇ Humbly commit to a lifestyle of service (SP4).
- ◇ Lovingly articulate the Gospel to an unbeliever (SP5).
- ◇ Effectively disciple a less spiritually mature believer (SP6).
- ◇ Consistently practice a discipline of prayer (SP7).
- ◇ Lovingly encourage other believers through fellowship and service (SP8).
- ◇ Wisely engage in all matters of life from a Christ-centered identity and a well-developed Biblical worldview (SP9).

Academically Skilled *who can*:

- ◇ Effectively communicate in written and oral forms across a variety of contexts (A1).
- ◇ Creatively express ideas through well designed visual communications (A2).
- ◇ Skillfully apply and transfer concepts across multiple contexts (A3).
- ◇ Capably learn on their own (A4).
- ◇ Critically examine and interpret all types of media (A5).
- ◇ Judiciously research, evaluate, and analyze available information (A6).
- ◇ Successfully solve problems through systematic analysis and calculation (A7).
- ◇ Analytically investigate our world's past in order to avoid repeating mistakes and achieve future success (A8).

Socially Compassionate *who can*:

- ◇ Humbly and consistently respect and submit to God's established authority in all areas of life (SO1).
- ◇ Empathetically and objectively engage in all relationships regardless of Race, Ethnicity, Culture, Gender, Age, Religion or Theological preference (SO2).
- ◇ Virtuously prepare for and wait upon the provision of a possible future spouse (SO3).
- ◇ Effectively lead and contribute in a family with wise spiritual, relational, and fiscal habits (SO4).
- ◇ Passionately engage in causes that improve their surrounding communities (SO5).
- ◇ Respectfully interact in cultures different than the ones in which they were raised (SO6).

Physically Vigorous *who can*:

- ◇ Actively pursue a lifestyle of nutrition and physical fitness (PH1).
- ◇ Wholeheartedly maximize God-given physical talents, gifts, and abilities (PH2).
- ◇ Mentally, emotionally, and physically compete well in athletic and physical contexts (PH3).
- ◇ Honorably function on a team and contribute to a culture of champions (PH4).

- ◇ Routinely practice a discipline of emotional, mental, physical and spiritual rest (PH5).

Personally Perseverant *who can*:

- ◇ Earnestly find success in the midst of challenging circumstances (P1).
- ◇ Willingly rejoice in all facets of life (P2).
- ◇ Consistently set, achieve, and evaluate goals in pursuit of growth and improvement (P3).
- ◇ Prayerfully develop and implement plans in accordance with goals (P4).
- ◇ Diligently identify and acquire needed resources that aid in the achievement of goals (P5).
- ◇ Efficiently manage time to maximize productivity (P6).
- ◇ Readily evaluate and adapt to change with an open mind (P7).
- ◇ Honestly assess and pursue mental and emotional stability and resilience (P8).
- ◇ Gracefully take responsibility for and grow through failures (P9).

ACCREDITATION

Desert Christian Academy is fully accredited by the Association of Christian Schools International (ACSI) and by the Western Association of Schools and Colleges (WASC).

II. PARENT EXPECTATIONS & INFORMATION

DCA welcomes and encourages parent involvement. Our school desires to partner with parents in the educational process and we recognize that parent involvement is an essential component. Parents are strongly encouraged to be involved in the following ways: prayer, advancement, student and family recruitment, volunteerism and faculty/staff support.

PARENT EXPECTATIONS

Parent Code of Conduct

Desert Christian Academy expects parents to do the following:

1. Pray regularly and fervently for Desert Christian Academy.
2. Cooperate fully with the educational functions of DCA.
3. Attend Conqueror Parent meetings and other functions regularly.
4. Pay financial obligations on time.
5. Support the school's fundraising efforts.
6. Undertake volunteer duties.
7. Check into the office whenever entering or exiting the campus during school hours.
8. Recommend the school to other families.
9. Seek to resolve conflict by following the Matthew 18 principle.
10. Seek the advancement of the school in every area: spiritually, academically and physically.
11. Dress modestly when coming on campus.
12. Refrain from chewing gum while on campus.
13. Park only in appropriate parking spaces.
14. Drive carefully and cautiously when entering and exiting campus.

Cooperation with the School

DCA promotes a collaborative approach to education, where parents and teachers work together to create an optimal learning environment for students. Parents are expected to cooperate with school administration and support their student's learning by ensuring the

student attends class regularly, completes homework and assignments, arrives at school on time, and has transportation to and from school and school activities.

Furthermore, parents are expected to assist the student in the learning process by helping to resolve school-related problems with teachers and other students and by supporting teachers in providing the student with a Christian education. Parents are required to communicate with school employees in a respectful and professional manner, fostering a positive and constructive relationship. Disagreements or concerns should be addressed through appropriate channels, such as meeting with the teacher or staff member first, and then following the school's established grievance procedure. Parents are also reminded to respect the confidentiality and privacy of all students, staff, and school-related matters.

Right to Terminate Contract

DCA reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian make a positive and constructive school-home relationship impossible or interferes with DCA's ability to fulfill its educational and ministerial purposes. If a student is dismissed from school for any reason, the family is still obligated to pay tuition for the remainder of the quarter (K-8) or semester (9-12).

Child Abuse Reporting Policy

DCA is required by law to report any reasonable suspicion of child abuse or neglect to the proper governmental authority of the State of California (California Penal Code section 11164).

PARENT INFORMATION

Parent Communication Protocol

Faculty and staff may use RenWeb as a formal parent communication (PC's) for the following purposes, but not limited to: Academic, dress code, positive (merit) or negative behavior (demerit), FYI (informative). Parents are expected to respond to communications from school employees and attend meetings when requested and/or scheduled.

Parent to Parent Conflict Resolution

When conflicts arise, all DCA community members are expected to follow the Matthew 18:15-18 principle. School administrators are not able to assist in conflicts between parents unless this principle is followed first. DCA administration is willing to assist families in finding reconciliation, however, please understand that oftentimes school administrators are not able to require conflict resolution steps between parents.

PARENT/TEACHER CONFERENCES

A parent or teacher may initiate a parent/teacher conference at any time to help monitor the academic or behavioral progress of any student. Parent conferences are not required for students in grades 6-12. Parent/teacher conferences for elementary students (grades K-5) are held at the end of the first quarter. Conferences are scheduled to enable teachers and parents to communicate with each other regarding the spiritual, academic, social, and behavioral progress of each student. Second and third quarter conferences will be held only if the teacher or parent requests one. Informal conferences, in addition to those scheduled, may be arranged with the teacher at the teacher's or parent's request. Parents are encouraged to use email as a way to keep in close communication with their children's teachers. Parents and/or teachers can request a Student Study Team meeting with DCA's Learning Needs Specialist to discuss ongoing academic or behavioral concerns.

RE-ENROLLMENT

All students will be automatically re-enrolled for the 2025-26 school year on January 24, 2025. If parents do not desire to re-enroll their students, the deadline to opt-out is February 7, 2025. Students will not be eligible to begin the first day of a new school year until previous years accounts are current. Applications for siblings of current students must also be made by the re-enrollment deadline to have priority over new applicants.

Parents of elementary students are asked not to request the classroom teacher they desire their student to have. When establishing the class rosters, Administration uses the following criteria to determine class placement each school year:

- ◇ Recommendation, if any, of the student's previous teacher for class placement (behavior, personality, which students should be separated from each other, etc.).
- ◇ Remaining new and non-placed returning students are assigned a position on the class roster based on balancing assignments by gender, information gathered at the time of new family interviews, etc.
- ◇ Other special considerations and assessments made by the Administration. All class placements are thoughtfully and prayerfully considered before assignments are made!

FINANCIAL AID

DCA families in need of tuition assistance are encouraged to apply for financial aid. DCA uses a third party (FACTS) to assess a financial aid applicant's need and awards scholarships based on the recommendations received from FACTS. Families receiving financial aid are expected to participate in school fundraisers. The following areas may be considered in determining financial aid:

- ◇ Walk-A-Thon participation – defined by walking and obtaining pledges for the laps/miles walked
- ◇ Auction participation – defined by volunteering on the auction committee
- ◇ Grades / GPA
- ◇ Behavior standards

DCA families seeking financial aid may apply online at <https://online.factsmtg.com/signin/3F9D0>. For more information regarding financial aid please contact the Tuition Director.

PARENT/VOLUNTEER INVOLVEMENT OPPORTUNITIES

Desert Christian Academy appreciates parent and volunteer involvement. In order to ensure student safety, parents and volunteers are required, at their expense, to be cleared through the Department of Justice and FBI LiveScan system before volunteering at any DCA activity.

Conqueror Parents

Conqueror Parents is an organization that every DCA parent is encouraged to participate in. Led by the Conqueror Parents, this group meets monthly to discuss DCA programs and events and organize ways in which parents can enrich those activities with their involvement.

Booster Club

DCA's Booster Club offers financial and volunteer support to our secondary school athletic teams. Parents and local businesses can join the DCA Booster Club by making a donation to the organization. For more information about the benefits Booster Club Members receive, please contact the school Athletic Director.

Watch D.O.G.S.

Watch D.O.G.S. (Dads of Great Students) is an on campus organization that strives to get fathers more involved with their children's school life. At the beginning of each year the Watch D.O.G.S. "Top Dogs" (leadership team) organize a fun gathering for all students and their fathers to come on campus, hear an inspirational presentation and sign up to volunteer a day to serve at school. During their day of service, the Watchdog volunteer spends the day with their children, spending time with them in the classroom and on the playground. Watch D.O.G.S. also have the opportunity to help with in-class activities, supervise recess times, and simply spend time with their children and their children's classmates.

Moms in Prayer

Moms in Prayer is a national organization that encourages mothers to gather on school campuses in order to pray for the students, families, administrators, teachers, staff and activities of the school. DCA has its own chapter of this important organization, which meets weekly.

III. STUDENT EXPECTATIONS & DISCIPLINE POLICY

The administration, faculty and staff of Desert Christian Academy are committed to fostering a school community that promotes learning in a safe and God-honoring way. According to God's Word, as Christians, we are recognized by the way we conduct ourselves (John 13:35). We also recognize that the Lord calls us to conduct ourselves in a manner worthy of Christ (Philippians 1:27; Proverbs 20:11; 1 Timothy 4:12). Therefore, DCA holds students to high standards and expects students to abide by those standards through humble submission to the power of Christ and the Holy Spirit (Romans 6:1-14).

Students are expected to come to school each day ready to learn and prepared to take ownership for individual participation. As such, it is expected that students will respect the authorities God has placed over them (Romans 13:1-2), adhere to school regulations (which flow from the mission and purposes of the school) and generally respond as one who is committed to the principles of Christian citizenship. DCA reserves the right to discipline students for school policy violations and improper behavior whether they occur on or off campus, or during school sessions or school breaks. DCA also reserves the right to ask a student to withdraw for any reason, dismiss a student and/or refuse future enrollment for failure to comply with DCA's faith-based Student Expectations, Code of Conduct and School Policies. In cases where it is clear that students are not attempting to honor these requirements and the terms surrounding their admission to DCA, they can be removed from school.

STUDENT EXPECTATIONS

Desert Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

Gender Identity and Pronouns

Desert Christian Academy's Statement of Faith regarding Marriage, Gender and Sexuality clearly defines the school's position and religious beliefs regarding gender, biology, and sexuality. We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (2 Timothy 3:16–17). Since the Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand, articulate, and abide by what the Bible teaches on these matters. We believe that God created mankind in His image: male and female, sexually different but with equal personal dignity. We believe that individuals should affirm their biological sex and refrain from any attempts to physically change, alter, or disagree with their biological sex (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11). Therefore, DCA will not use or accept the use of preferred pronouns or other forms of gender identity that are contrary to his or her biological sex. Students will not participate in the use of differing pronouns, discussions and/or agreement with other students regarding pronouns or gender identity questions. This expectation applies to all forms of communication, verbal or digital.

Good Manners

Students are expected to respond and behave in a way that demonstrates respect, politeness and consideration for others. DCA students are expected to demonstrate courteous behavior: to say "please" when making a request; to say "thank you" to express appreciation; to say "excuse me" when interrupting anyone or passing in front of someone; and to knock on closed doors and wait to be invited in before entering. At assemblies or any formal gathering, students are expected to come to order quickly and give their full attention to the speaker, applaud appropriately, wait to be dismissed, and exit in an orderly fashion without pushing or crowding.

Rights of Others

All members of the DCA community are expected to demonstrate absolute respect for the rights of others and "always seek after that which is good for one another and for all people" (1 Thessalonians 5:15). In a learning community such as this, students are expected to act with kindness by speaking and conducting themselves in wholesome ways reflecting a courteous regard for others and by using the property of others with respect and only when permitted to do so. Students are expected to abide by these requirements. Extreme or repeated non-compliance can result in dismissal from school.

Bullying

Bullying is a serious offense that will not be tolerated. Bullying is often confused with:

- ◇ Peer Conflict - students who are equally sized and of the same age group that disagree and sometimes say mean things or act out physically. Peer conflict is a natural part of growing up and typically students involved in peer conflict choose to "hang out" together. Students involved in peer conflict will be counseled with and equipped and assisted with conflict resolution.
- ◇ Mean behavior - unplanned or spontaneous behavior (ie - making fun of others, leaving others out, cutting in line) that may be aimed at anyone standing by. Students involved in mean behavior will be made aware that their actions are harmful and will be redirected.

Bullying behavior includes three key features:

- ◇ Power imbalance - one child clearly has power over the other.
- ◇ Intention to harm - purpose is to harm; clearly not accidental.
- ◇ Repeated over time - a serious or implied threat that the behavior will not stop and will become worse over time.

DCA will immediately address bullying behavior and take action to support the bullied student and ensure the behavior stops.

Code of Conduct

Students are expected to conduct themselves in a manner that is pleasing to the Lord. Administration reserves the right to implement consequences as deemed appropriate. Any misconduct deemed as a Major infraction or that disrupts the harmony of the school community will result in suspension or potentially expulsion. Any misconduct deemed as a Minor infraction can result in any of the following: PC's, demerits, counseling, detentions or verbal warnings. **All disciplinary action is subject to disclosure to colleges and universities from the guidance counselor's office.**

Student Responsibility

When a student sees another student engaging in activities that are not in keeping with Christian standards or the testimony of the school, it is the responsibility of that student to go to his fellow student privately and endeavor to correct the wrong or influence the student to change his/her ways. The student should be urged to make proper restitution to those involved. If he/she doesn't, it is the responsibility of the student to bring those actions to the attention of someone with more authority over the student than a peer, either a teacher, administrator, or staff member. **In the event of a student engaging in illegal activities such as possession of weapons or drugs, student peers must immediately inform a teacher, administrator or staff member.** They, in turn, will approach the student to try to bring the student to repentance and restitution or to resolve the conflict. Accountability is an act of love (Matthew 5:22-24, Matthew 7:1-5, Matthew 18:15-17, Galatians 6:1-2).

Safety

The administration, faculty and staff members of DCA are committed to promoting safety for our school community. The following are prohibited on campus and off campus during school-sponsored trips, activities or other school-related functions (when the school is responsible for student safety):

- ◇ Discussion of violence
- ◇ Threats of violence
- ◇ Possession or use of any weapon. This includes but is not limited to: guns, toy or real; knives; tasers; laser pointers, and fireworks or other explosives.
- ◇ Leaving campus or a school group without permission.
- ◇ Biking, rollerblading or skateboarding on campus.
- ◇ Running, throwing balls, using Frisbees or other flying objects, and playing contact sports outside of the direction of a teacher, coach or staff member.
- ◇ Water play outside of the direction of a teacher, coach or staff member. Use of water guns, water balloons and participation in "water fights" is prohibited.

Threats of Violence

Desert Christian Academy is committed to creating and maintaining a school community in which students, staff, parents/guardians/caregivers and others feel safe. DCA cannot ignore any threat of violence. A threat is an expression of intent to do harm or act out violently against someone or something. It may be verbal, written, drawn, posted on the Internet or made by gesture.

Once Desert Christian Academy receives a report of a threat, a student threat assessment will be conducted in order to ensure and promote the emotional and physical safety of students, staff, parents, the student making the threat, and others. The assessment will also ensure a full understanding of the context of the threat; understand the factors contributing to the threat

maker's behavior; be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker; and promote the emotional and physical safety of all.

A student threat assessment will be initiated for behaviors including, but not limited to: serious violence or violence with intent to harm or kill; verbal/written threats to harm/kill others (clear, direct, and plausible); online threats to harm/kill others; possession of weapons (including replicas); bomb threats (making and/or detonating explosive devices); fire starting; sexual intimidation or assault; and gang related intimidation and violence.

Desert Christian Academy will undertake the collection of this information in compliance with the requirements of privacy laws, including by limiting collection to information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from publicly available open source social media sites. DCA will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

What Parents and Students Need to Know:

- ◇ Any threat must immediately be reported to a DCA administrator.
- ◇ Investigation may involve school administration, other DCA appointed counselors, the police or other community agencies, and/or Safer Schools Together.
- ◇ Investigation may involve locker or personal property searches.
- ◇ Interviews will be held with the threatmaker and other students or adults who may have information about the threat.
- ◇ Parents of students who are directly involved will be notified.
- ◇ Threatening behavior may result in disciplinary action.
- ◇ An intervention plan may be developed for the student making the threat and a support plan developed for any individuals targeted by threats.

Duty to Report

To keep school communities safe and caring, staff, parents/guardians/caregivers, students and community members must immediately report all threat-related behaviors to a DCA administrator. Please be aware that the school website includes an anonymous reporting link that students are encouraged to use anytime they have a safety concern about another student. The anonymous report is sent to an administrative safety team, who investigates the report and engages a threat assessment team from Safer Schools Together when deemed necessary.

Toys

DCA elementary students are not to bring toys to school unless it is for "Show and Tell" or for a designated day. **The school is not responsible for lost or damaged items.**

Food in Classrooms & Gum

When teachers permit students to eat in classrooms during their lunch or nutrition break, students are expected to clean up after themselves and respect school property. **Students are not to bring food to eat in the classroom during instructional time.** Gum, shelled peanuts and similar edibles are not permitted on school grounds. Sunflower seeds are permissible only on the outdoor athletic fields.

Maintaining a Clean Campus

Desert Christian Academy is God's facility and should be kept clean and orderly at all times. Students are expected to demonstrate respect for school facilities by keeping the buildings and

campus grounds in the very best condition. Unauthorized tampering with school equipment, acting in ways which depreciate the value of facilities, furniture or equipment, and treating school property carelessly may result in fees and/or detentions assigned.

Students are expected to pick up after themselves and others. Books and other school materials should be stored in desks and backpacks. Books, sports bags, equipment and students' personal items left outside of designated storage areas may be confiscated and not made available until 3 p.m. daily. Students are responsible for depositing trash in trash cans and for keeping restrooms and locker room facilities clean and free from vandalism. Failure to maintain a clean campus could result in loss of facility usage. (Please see [Grove Teach To](#) for Grove cleanliness standards and procedures.)

Public Display of Affection

Students are encouraged to develop healthy friendships. Displays of romantic affection including but not limited to hand-holding, sitting on laps, kissing, etc. are prohibited.

Gambling and Exchange of Currency

For the safety and security of our students, carrying and exchanging currency on campus is strongly discouraged. The selling of any items for any reason is not permitted. Gambling is strictly prohibited.

Smoking

Smoking, or the use and/or possession of any tobacco item, including vapors or e-cigarettes, is not permitted on campus, in adjacent parking lots, on the surrounding streets, in any vehicle used to transport students. Students who are in violation of this policy are subject to suspension or dismissal from school.

School Dances

In order to promote a safe and positive experience at school sponsored dances, students are expected to abide by all school policies during the dance. Students are expected to dress modestly and appropriately in accordance with the guidelines given to them for each dance. Students are also expected to dance appropriately in ways that would bring honor to the Lord. Failure to abide by these standards will result in communication with parents and may result in expulsion from the dance. Students are to arrive during the first hour of the dance, and may not leave before the announced ending time unless a chaperone is notified by a parent. Only DCA students and alumni may attend the Homecoming Dance.

DCA secondary students may invite guests of the opposite gender to dances based on the following criteria:

- ◇ Guests must be in high school and/or under the age of twenty. Guests must show school identification or a driver's license to confirm this requirement.
- ◇ A Guest Permission Form must be submitted to the administration **one week prior** to the dance for any guest attending from another school. This form requires the signature from a parent, the administration and from the principal of the school the guest attends to verify that the student is in good standing. Students with suspension or dismissal records will not be admitted.
- ◇ DCA students assume responsibility for the behavior of their guests and must ensure that their guests follow all DCA policies.

Dress Requirements for Formal Attire

Women:

- ◇ **All Formal Dresses need to be pre-approved by an administrator.**

- ◇ There is to be no visible cleavage. This means that there is to be no view of the top or sides of the breast, nor the space between them.
- ◇ The dress should meet our dress code standards for length. No shorter than 4 inches above the knee cap. The slits on the side, front or back of the dress must be no higher than 4 inches above the knee cap.
- ◇ No low cut backs. Backs are to be cut no lower than the navel.
- ◇ No form fitting dresses. Tight, body-con style dresses are not permitted.
- ◇ Dresses are to be one complete piece with no slits or cutouts that reveal mid-drift or sides, cleavage, lower back (below navel), or upper legs. Any see-through material, such as lace, must have a non see-through fabric backing. Exceptions may be made depending upon the size and placement of the lace.
- ◇ Dress or other clean close-toed shoes only.

Men:

- ◇ Dress pants only – no jeans, denim, shorts or cargos allowed.
- ◇ Shirts, pants, and other clothing must be without holes.
- ◇ Dress or other clean close-toed shoes only.

Dress Requirements for Seniors for Baccalaureate and Graduation / 8th Grade Promotion

Women:

- ◇ Dress, pant suit, or skirt and blouse only.
- ◇ There is to be no visible cleavage. This means that there is to be no view of the top or sides of the breast, nor the space between them.
- ◇ The dress should meet our dress code standards for length and modesty. No shorter than 4 inches above the knee cap. The slits on the side, front or back of the dress must be no higher than 4 inches above the knee cap.
- ◇ No low cut backs. Backs are to be cut no lower than the navel.
- ◇ No form fitting dresses. Tight, body-con style dresses are not permitted.
- ◇ Dresses are to be one complete piece with no slits or cutouts that reveal mid-drift or sides, cleavage, lower back (below navel), or upper legs. Any see-through material, such as lace, must have a non see-through fabric backing. Exceptions may be made depending upon the size and placement of the lace.
- ◇ 8th Grade Promotion dresses must have a 2 inch strap or wider.
- ◇ Dress or other clean close-toed shoes only (sneakers must be pre-approved by an administrator).

Men:

- ◇ Dress pants only – no jeans, denim, shorts or cargos allowed.
- ◇ Shirts, pants, and other clothing must be without holes.
- ◇ Dress shirt (tucked in and buttoned to the collar) and tie are required.
- ◇ Dress or other clean close-toed shoes only (sneakers must be pre-approved by an administrator).

Dress Code

Desert Christian Academy's standard of dress is designed to contribute positively to the school's learning environment and to demonstrate high standards of personal appearance. Students are expected to reflect the value of modesty. DCA students are required to wear uniforms that are purchased from the DCA uniform line at Norman's Uniforms (www.normansuniforms.com). DCA uniform bottoms are identified by an embroidered shield at the hem on the side-seam on the left side of the garment.

The following is a general description of DCA's Uniform Items:

- ◇ Polo shirts – Polo shirt colors include royal blue, and black. DCA issued athletic team polos.
- ◇ Shorts – Short colors are black and khaki and are available in standard lengths. Girls also have the option of purchasing Bermuda length shorts.
- ◇ Pants – Pant colors are black and khaki.
- ◇ Skirt/Dress – DCA's uniform options include a skort (K-8), a plaid skirt (6-12), and jumpers (K-5). **Girls in grades 6-12** must not alter the skirt in any way and must wear biker shorts or leggings underneath. **Girls in grades K-5** must wear shorts under jumpers and the jumper must be long enough that the shorts are not seen.
- ◇ Outerwear – Uniform outerwear options include a jacket, zip-front sweatshirt, a cardigan and any school-issued or DCA purchased apparel. Students may wear college or university sweatshirts on Fridays only.
- ◇ PE Uniform – Gray "Conqueror" PE t-shirt and royal blue mesh PE shorts. (Required for PE classes grades 6-12, including our Weight Training class.) Girls in grades K-5 must wear shorts on scheduled PE days, no skorts or jumpers.
- ◇ Swimwear – For PE classes and other school-related activities or trips, girls are required to wear modest one-piece swimsuits. **Girls are not allowed to wear two-piece swimsuits under any circumstances.**

Additional Dress Code Guidelines:

- ◇ Shoes (Grade 6-12): Shoes should be safe, clean, and in reasonable condition. Sandals and open-toed shoes are permitted; however, per the California Educational Health Code, all footwear worn at school must have the support of a rear strap to ensure that shoes do not easily slide free of the foot. **Backless shoes are not permitted.** (Grades K-5): Students are required to wear athletic shoes. Shoes must not have pictures, lights, sounds, wheels or patterns.
- ◇ Fit: Uniform clothing worn must fit modestly and be worn neatly. Clothing should be loose fitting, but must not sag. Pants and shorts must be worn at the hip without undergarments or skin being visible between upper and lower body wear. Shorts and skirts may not be rolled at the waist or hiked up (must be worn at the hip). Skorts and jumpers must fall within close proximity to the knee and the length of shorts should be at mid-thigh or longer. **All decisions made on appropriate fit will be made at the discretion of DCA Employees.**
- ◇ Dress Code for non-uniform days: Students are expected to dress modestly and neatly. Undergarments and midriff may not be visible. Spandex and yoga pants are not allowed. Tanks tops are not permissible. Skirts, dresses, and shorts should be modest and must fall within reasonable proximity to the knee. Jeans may not have holes or be distressed. Clothing worn may not have swearing, drug or alcohol references, or anything deemed offensive on it. The dress code policy for shoes applies to non-uniform days. Costumes are not allowed outside of Spirit Week.
- ◇ Dress Code for School Events: At school-sponsored events, including non-formal dances and athletic contests, students are expected to dress modestly and neatly. Undergarments and midriff may not be visible. Spandex and yoga pants are not allowed. Clothing worn may not have swearing, drug or alcohol references, or anything deemed offensive on it.
- ◇ Grooming: Make-up should be conservative and natural. K-5 students are not permitted to wear make-up or have nail extensions. Hair colors must appear natural and hairstyles must be conventional. Unusual hairstyles (such as mohawks, faux-hawks, or words/designs carved into the hair, etc.) are not allowed. Girls may wear headbands, bows and/or ribbons that are not a distraction to learning. Boys should be well groomed

and hair below the top of the collar is not permitted. Cultural heritage exceptions may be petitioned by submitting a written request to the Leadership Team.

- ◇ **Accessories: Jewelry** is to be worn minimally. Students may be asked to remove any items worn that are a distraction in the classroom. Boys are not permitted to wear earrings or nail polish. Earplugs are not permitted. Visible body piercings (including nose and tongue piercings) are not allowed. Tattoos cannot be visible. Students are not permitted to write on themselves or others. **Socks** (Grades K-5) must be solid black, white, gray or royal blue without designs. They may be ankle or knee-high in length, but may not be any higher than the knee. Socks must match each other. Socks (Grades 6-12) must be crew length or shorter. Socks must match each other. **Tights** may be worn but must be black or white and solid in color. All tights must be footed or ankle length. Leggings are not permitted. **Belts** must be black, brown, white, or navy without designs or emblems. **Undershirts:** Students may wear black, white, gray or royal blue undershirts (t-shirts or long sleeve shirts, not hoodies) under uniform polo shirts.
- ◇ **Hats and hoods:** Hats are permitted but may not have swearing, drug or alcohol references, be political in nature or controversial, or anything deemed offensive on it. **Hoods may not be worn overhead indoors.**
- ◇ **Spirit Wear Fridays:** On Fridays, students are allowed to wear any official* DCA spirit wear with uniform bottoms. Homemade shirts are not permitted. DCA athletic uniforms are not considered spirit wear.
- ◇ **Game Day Dress for Athletic Teams:** All athletic teams may wear game jerseys to school on Friday with Norman's school uniform bottoms (Athletic uniform bottoms are not permitted). All sleeveless uniforms must be worn with a white undershirt.

**Official apparel is any school issued item that has the shield on it and is approved by the Marketing Department.*

The entire DCA community including faculty, staff, parents and students, is responsible for ensuring that students follow the dress code policies outlined above.

- ◇ Students in violation of dress code will be removed from class or school activity until the violation has been corrected.

NOTE: Students who are not dressed in compliance with the uniform and dress code policies of DCA will be removed from school activities and parents will be contacted. Students will be permitted to return to school functions once they are dressed in conformance with the provisions of our dress code policy. In addition, the following consequences apply:

DRESS CODE CONSEQUENCES: All Dress code infractions, the student must change immediately into proper uniform. If the student does not have clothing at school, clothing must be brought from home and/or the student must go home to change. Once in appropriate uniform the student may return back to school. ALL MISSED TIME FROM CLASS WILL BE CONSIDERED UNEXCUSED.

- ◇ *1st infraction* = Parent Communication (PC) and 1 day of detention
- ◇ *2nd infraction* = 1 week of detention
- ◇ *3rd infraction* = Referral issued and 2 weeks of detention; meeting with Administration
- ◇ *4th infraction* = Referral issued and two days Suspension, plus Discipleship Program and a meeting with DCA Administrators
- ◇ *5th infraction* = Potential Expulsion

TECHNOLOGY

Electronic Devices and Cell Phones

To show respect for others and maintain a strong learning environment, students are not allowed to use cell phones/smartwatches for any purpose during class time. Elementary and middle school students will be required to keep their cell phones and smart watches (on silent or off) in their backpacks. High school students are permitted to use cell phones during passing periods, nutrition breaks, and lunches consistent with DCA's Technology Acceptable Uses and Ethical Behavior. High school students (9-12) will be required to place his/her cell phone in a pre-assigned pocket when he/she enters the classroom. Students will retrieve their cell phones at the door when class is dismissed.

Music players, electronic or battery-powered games of any kind are not allowed to be used once a student arrives on campus until the end of the school day. Earbuds are for instructional use only. Noncompliance with the electronic device and cell phone policies will result in:

- ◇ 1st Offense – Confiscation of the device & PC. Student can pick up the device from the school office at the end of the day.
- ◇ 2nd Offense – Confiscation of the device & PC. Parent or legal guardian can pick up the device from the school office at the end of the day.
- ◇ 3rd Offense – All personal device use privileges are forfeited for the remainder of the school year.

Technology Acceptable Use Policy

DCA offers students, staff and teachers a range of telecommunications technologies designed to support excellence in teaching and learning. The use of computers, devices, and Internet access is required in all classes. Use of these technologies is a privilege and must be regarded in an effective and ethical manner. Therefore, the use of computers, devices, Internet and all other telecommunications technologies at DCA will be in support of education and research, will be consistent with other school policies, and will be done in a responsible, efficient, ethical and legal manner.

Technology Acceptable Uses and Ethical Behavior

In using technology, students are expected to adhere to the following standards of ethical behavior:

- ◇ Exercise good judgment in visiting sites. Do not visit sites that appear to contain objectionable material. Ask a teacher or staff member if you are unsure if the site is appropriate.
- ◇ Be polite; use appropriate language for all communications. Avoid jokes or statements that might offend.
- ◇ To protect your privacy and safety, do not give out your address, telephone number or full name.
- ◇ Ensure that all social media pages and comments are tasteful and God honoring.

Technology Unacceptable Uses and Unethical Behavior

Any unacceptable or illegal use of technology could cause embarrassment to the user and to the school - it could even threaten freedom of access to information within our school community. Misuse includes sending or seeking to receive messages that contain or suggest racism, sexism, inappropriate language, pornography, illegal solicitation, illegal substances or information that could violate another person's privacy. Other unacceptable uses include:

- ◇ Accessing web sites or files that contain explicit materials or offensive language; it is the user's responsibility not to initiate access to such material.

- ◇ Deleting or changing any application or file belonging to the school or another user on the network. This includes deliberately attempting to bypass security software or obtaining and sharing passwords belonging to others. Our most important safeguard is relying on one another's honesty and integrity.
- ◇ Trying to access another individual's or institution's files or mail. Respect must be given to the privacy of others. Do not modify or copy any files/data of others without their consent.
- ◇ Forwarding another user's communication without the author's prior consent.
- ◇ Responding to chain letters or any other illegal activity that would violate standard mail practice.
- ◇ Copying commercial software or personal intellectual property in violation of copyright laws.
- ◇ Destroying, modifying, or abusing hardware or software in any way. Please respect that computers and devices are configured in a way to be most useful to our school community and they will not be changed to meet individual preferences.
- ◇ Students and parents should be aware of the possible dangers involved with social media and students should be monitored while using social media.
- ◇ The school computers and devices must not be used for commercial purposes (offering or providing products or services). Students must not use school computers or devices for purchasing products or services. The school will not be responsible for financial obligations arising from unauthorized purchases.
- ◇ Sending out unauthorized global email will result in disciplinary action.
- ◇ Using an email provider and email for personal, non-school related communication.
- ◇ Playing games on school computers or devices (outside of the direction of the computer teacher) is prohibited.
- ◇ Violating privacy of individuals or the school using online social media sites.

Social Media Use Policy

At Desert Christian Academy, teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, Instagram, SnapChat, blogs, TikTok etc.) as a way to connect with others, share educational resources, log travel experiences, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Below are guidelines to follow when members of the school community (students, parents, faculty, administrators, and staff) posting on social media:

All social media posts need to reflect the biblical convictions of Desert Christian Academy's mission, Statement of Faith, and behavioral expectations as outlined in the Conqueror Campus Handbook.

Use good judgment

- ◇ We expect good judgment in all situations. Behave in a way that will honor the Lord, the school, and your family.
- ◇ Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful, responsible, and ethical

- ◇ Always treat others in a respectful, positive, and considerate manner.

- ◇ Because you represent the school, please stick to discussing only those school-related matters that are within your area of responsibility.
- ◇ Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.
- ◇ Do not publish, post, or release information that is considered confidential or private. Online “conversations” are never private.
- ◇ Do not create false accounts that project an identity other than yourself.

Respect private and personal information

- ◇ To ensure your safety and the safety of others, be careful about the type and amount of personal information you provide about yourself and others.
- ◇ Always respect the privacy of school community members.

Post images with care

- ◇ Respect the brand, trademark, copyright information and/or images of the school.
- ◇ Do not caption photos with the names of current students.

Technology Expectations and Misuse Consequences

Users should not expect files stored on the school’s network, Internet use or email communication to be private. DCA reserves the right to review, in its sole and absolute discretion, any student online activity and/or digital communication. DCA is not responsible for any information that may be transmitted or received via email or Internet usage. The school reserves the right to limit or suspend technology access privileges to any user who is not using technological resources appropriately and/or responsibly. Technology misuse will result in disciplinary action. The use of the Internet and school computers or devices is a privilege, not a right.

DISCIPLINE POLICY

DCA views discipline as a redemptive tool in the process of building character. It is critical for students and parents to understand the value of discipline within this framework. Scripture is clear that discipline, even though very difficult at times, is essential to our lives and Christian walks. At DCA we are committed to disciplining students under the guidance of God’s Word and the leading of the Holy Spirit. However, the discipline of students can threaten the relationship between school and family by causing division. DCA pledges to take tremendous care, prayer, and diligence when considering disciplinary measures and DCA expects parents to support those measures in their home. Without strong partnership between the school and parents during these times, the student can suffer (Psalm 111:9; Ephesians 1:7; Colossians 1:14; Deuteronomy 8:5; Hebrews 12:6,10; Proverbs 3:12).

Discipline Procedure

The majority of classroom discipline will be handled by the teacher. Teachers are responsible for classroom management and maintaining an environment that is conducive to learning. Continual or escalated behavior will be communicated to parents. The administration will be brought in if deemed necessary. A plan of action, in partnership with parents, will be implemented in hopes of helping the student respond appropriately. More serious behavior issues may be cause for a student to be immediately removed from the classroom. Serious issues will be handled by the administration immediately.

If a student becomes disruptive or exhibits an inability to follow classroom rules, the parents are notified. DCA students adhere to the following:

Classroom Expectations: “The 2 School Rules”

1. Do not get out of your seat without permission.
2. Do not communicate without permission.

Once students have been referred to the administration, he/she may choose to involve the Chaplain or another member of the Leadership Team. The administrator will seek to understand the incident and circumstances, encourage the offending student to reconcile him/herself to others involved when appropriate and assign some level of consequence to encourage the offending student to take responsibility for his/her actions. Parent notification will be made as needed. The school reserves the right to implement a variety of disciplinary interventions including in-school suspensions, counseling requirements, additional assignments, or service to the school. Documentation of disciplinary records will be kept in the student’s school file.

DCA will utilize the following system and procedures to partner with parents in the discipleship of their students. Please note that Parent Communications marked Merit/Demerit are cumulative for the entire school year. When conflicts arise, all DCA community members are expected to follow the Matthew 18:15-18 principle.

RenWeb Parent Communication (PC) / Marked As Merit: This is a notice to both student and parent of positive student behavior.

- ◇ The parent will receive notification of a PC via RenWeb.
- ◇ Students with merits, and no demerits, will receive a quarterly reward.

RenWeb Parent Communication (PC) / FYI: This is a notice to both student and parent of a concerning behavior that the teacher doesn’t feel needs to count against the student’s demerit total.

- ◇ In Renweb this is a behavior event notification without marking a demerit value. Simply leave the demerit value at 0.

RenWeb Parent Communication (PC) / Marked As Demerit: This is a notice to both student and parent of negative student behavior which is out of compliance with school rules or policies.

- ◇ The parent will receive notification of a PC via RenWeb.
- ◇ **Major Infractions:** A referral is issued and the student is referred to administration, the action will result in suspension or expulsion. Students may be removed from class or school while Administration researches infraction allegations.

Major Infractions (K-12)

1. **Drugs, Alcohol & Tobacco** – It is illegal and forbidden to use, sell or possess illegal drugs and/or alcohol. This includes but is not limited to: the use of illegal substances (or substances representing illegal or dangerous substances); performance enhancing drugs; pharmaceutical drugs; any substance that can be harmful to the body if ingested; the use or possession of alcohol or marijuana on or off campus. It is also forbidden to fake the use of drugs or alcohol. Law enforcement will be contacted when students are involved with illegal substances. Violation of this policy may result in immediate dismissal from DCA (Luke 21:34).
2. **Sexual Immorality/Pornography** – Students are expected to maintain high standards of sexual purity, which includes abstaining from all sexual conduct and sexually explicit materials. The possession, distribution or acquisition of pornography, whether in digital or print form is strictly prohibited. The distribution or request of nude or semi-nude photography or videos will not be tolerated. (1 Thessalonians 4:3)

3. **Fighting** – Fighting, pushing/shoving, or using rough bodily contact of any kind, whether play or real, is not permitted.
4. **Firearms/Weapons** – It is illegal and forbidden to use, sell or possess firearms/weapons (including toy guns and toy weapons).
5. **Illegal Activity** - Any activity that local, state or federal governments has deemed as against the law is strictly prohibited for students both on-campus or off-campus.
6. **Extreme insubordination/defiance** - Any behavior that is motivated by a desire to intentionally violate school policies and guidelines or consistent and repeated violations of minor infractions.
7. **Stealing/Vandalism** – Students are required to respect the property belonging to the school (including textbooks and devices), to others on campus, to homeowners and community business owners. Stealing and vandalism in any form will not be tolerated. These offenses include but are not limited to: the unauthorized “borrowing” of another’s belongings, which includes entry into another’s desk, locker, car, purse, book bag, or other personal item; removing of athletic or recreational equipment without permission; writing or carving on desks, walls, lunch tables, bulletin boards, or other school property; removing school materials from the office or classroom without permission, and pranks (organized or unorganized) (Ephesians 4:28).
8. **Threats** - Any verbal, written or physical behavior that threatens the safety or well-being of another student, staff or community member. A threat of violence that is determined to be clear, direct and plausible will not be tolerated.
9. **Lying** - Intentional misrepresentation of facts or deliberate withholding of facts when truth is being pursued by members of the DCA community.
10. **Cheating/Plagiarism** – Cheating and plagiarism will not be tolerated. Students involved in cheating will receive a referral and secondary students (grades 6-12) will suffer the following consequences: First schoolwide offense – Receive a 0 on the assignment, test or quiz; Second schoolwide offense – Receive a 0 from the beginning of the quarter through the date of the offense; Third schoolwide offense – Receive a 0 for the course for the semester and/or may be dismissed from school. [Please click here for DCA’s definition and explanation of plagiarism.](#) [Please click here for DCA’s Artificial Intelligence Policy.](#)
11. **Harassment/Bullying/Cyber Bullying (Physical, emotional, verbal, sexual, racial)** – Harassment, including sexual harassment of any sort and harassment by phone, mail, email, or social media will not be tolerated. Physical abuse, hazing, bullying, “pantsing” or acts of endangering the safety of others are regarded as serious breaches of conduct and may result in dismissal from school.
12. **Encouraging unlawful behavior in others** - Behavior where students are active in persuading and/or encouraging another student to perform the behavior that is against the law or major school infractions.
13. **Truancy** - Missing all or a portion of a school day without the knowledge or consent of the parents or school administration.

Minor Infractions (K-12)

1. Academic Disruption
2. Disruptive in class
3. Disrespectful
4. Public Display of Affection
5. Gossip or slander
6. Unkind words
7. Profanity
8. Gum Chewing (automatic detention)
9. Encouraging inappropriate behavior in others

10. Excessive Absences or Tardies (tardies in periods 2-7 are automatic detentions)
11. Academic Infractions (failure to complete coursework, etc.)
12. Violation of dress code
13. Violation of a school rule

Elementary School Discipline

Renweb will be used in all classes to monitor daily behavior for all students.

Minor Infractions:

Demerits 1 & 2: The teacher communicates with the parent via phone call and documents in RenWeb.

Demerit 3: The teacher communicates with the parent by documenting in RenWeb. The administrator in charge of accountability and culture will meet with the student. These incidents could result in a loss of privileges including sitting out from nutrition or lunch. *The administrator will do this based on weekly Monday demerit checks.*

Demerits 4 & 5: The teacher communicates with the parent via phone call and documents in RenWeb. Parents should be called at this point and invited to come in for a conference with the teacher (and administrator if desired) to develop a plan for the student. *1-2 days of break and/or lunch detention.*

Demerit 6: The teacher communicates with the parent by documenting in RenWeb **AND PHONE CALL.** The administrator will meet with the student & typically assign *2-3 days of break and/or lunch detention.*

Demerit 7: The teacher communicates with the parent by documenting in RenWeb **AND PHONE CALL.** The administrator will meet with the student & typically assign *4-5 days of break and/or lunch detention.*

Demerit 8: The teacher communicates with the parent by documenting in RenWeb **AND PHONE CALL.** The administrator will meet with the student & assign **IN SCHOOL SUSPENSION.**

Demerit 9: The teacher communicates with the parent by documenting in RenWeb **AND PHONE CALL.** The administrator will meet with the student & **assign 1 day of suspension.** **Upon return to school the student and parent will meet with the school Chaplain for restoration.**

Demerit 10: The teacher communicates with the parent by documenting in RenWeb **AND PHONE CALL.** The administrator will meet with the student & **assign 2 days of suspension.** **Upon return to school the student and parent will meet with the school Chaplain for restoration.**

Demerit 11: The teacher communicates with the parent by documenting in RenWeb **AND PHONE CALL.** The administrator will meet with the student & **assign 3 days of suspension.** **Upon return to school the student and parent will meet with the school Chaplain & Administrator for restoration.**

Demerit 12: Grounds for expulsion at the discretion of the school.

Secondary School Discipline

◇ Minor Infractions (see pg. 30):

- **5 PC's:** A student will be assigned a detention for every five cumulative PC's earned.
- **8 PC's:** Student is given two detentions
- **10 PC's:** results in a parent meeting with administration and a one week of detention.
- **15 PC's:** results in a parent meeting with administration and 1 day suspension.
- **20 PC's:** results in a parent meeting with administration and 3 day suspension.
- **21+ PC's:** results in a parent meeting with administration and potential expulsion.

Detention (Monday-Thursday) - Time: 3:00 pm-3:30 pm. The door will be closed promptly at 3:00 pm. Tardiness to detention will result in an additional detention. Student is expected to serve the detention the following day. *Detention received on Thursday will be served the first school day of the next week.* A detention slip must be signed by a parent and returned within 24 hours (or one school day) or another detention will be issued. Study Lab and detention are held in the same room at the same time. MS Students who have not been picked up are required to attend study lab, at 2:58 students are encouraged to attend study lab.

To reschedule: Parents must email the designated administrator to reschedule detention. A student is allowed to reschedule a detention only one time. To serve day of detentions parents must contact the designated administrator by 2:00 pm of the day the detention will be served.

Not attending detention: First time results in another detention (this would result in two detentions). The second offense results in a referral. The third offense results in a meeting with an administrator to discuss the matter of the heart and a possible suspension/expulsion from DCA.

Consequences

Violations of school rules/policies will result in appropriate consequences at the absolute discretion of the school, including but not limited to the following:

- ◇ Detention – Students assigned detention will be required to serve it at the day and time specified.
- ◇ Loss of privilege – Students demonstrating a lack of concern for the expectations and rules of the school may have their privileges restricted or removed.
- ◇ Suspension – Students who are suspended may not attend class or school events. All classwork and/or homework missed is due within the period of time set by the teacher with a minimum of equal amount of days suspended. Suspensions will be recorded in the student's school file.
- ◇ Probation – Students whose behavior demonstrates a serious or recurring disregard for the rules and expectations of the DCA community will be placed on probation. Students who commit subsequent rules violations while on probation are likely to be dismissed from school.
- ◇ Expulsion from School – Any student may be expelled from DCA for any violation of school policy or when his/her conduct is deemed detrimental to the school's reputation and/or good name (I Corinthians 15:33). Students who are expelled are not eligible for a return to DCA at any point in their educational career.
- ◇ Dismissal from School – Any Student dismissed from DCA will have the option to go through a 12 week discipleship plan with the possibility to restore the student's enrollment to DCA pending the outcome of the discipleship process. The process includes weekly meetings with a school approved discipler as well as a 6 week and a 12 week review committee meeting. It should be understood that attendance at DCA is a

privilege and that students whom the staff deem unresponsive to the school program (either academically or behaviorally) may not be invited back for the following school year. In such a case, the student will be allowed to finish the school year without being expelled, but will not be allowed to return the following school year.

- ◇ Parents of a student who has been expelled from school have the right to appeal the decision. To do so, a written appeal to the Leadership Team must be submitted within three days of the expulsion. A student who has been expelled or withdrawn for disciplinary reasons may not return to campus unless he/she receives prior permission from the Head of School. All tuition for the duration of that quarter (grades K-8) or semester (grades 9-12) must be paid.

A. STUDENT LIFE

Desert Christian Academy provides activities and programs that create unique educational experiences for our students. The experiences are an important extension of the classroom and are designed to support the academic and spiritual goals of the school.

AWARDS & RECOGNITION

Special Recognition Awards

All teachers present awards at the end of the year to the students. Awards are presented at the end of the school year by the classroom teachers (grades K-5) or in an Awards Assembly (grades 6-12).

Socially Compassionate Award

This award is given to students who:

- ◇ Consistently respect and regard campus policies and procedures
- ◇ Positively contribute to campus programs and activities
- ◇ Welcome all students
- ◇ Ensure no one walks campus alone
- ◇ Intentionally care for and respect students from backgrounds different than their own

Academically Skilled Award

This award is given to students who:

- ◇ Constructively engage in all classroom activities
- ◇ Productively contribute to all student centered activities
- ◇ Ensure grades reflect individual personal growth, achievement and effort
- ◇ Effectively present their skills and knowledge gained from the classroom

Personally Perseverant Award

This award is given to students who:

- ◇ Respond to challenges and change with openness and joy and does not speak the phrases “I can’t” or “I quit”
- ◇ Consistently show a pattern of seeking help when needed
- ◇ Consistently show a pattern of taking responsibility for their failures
- ◇ Experience entertainment as a reward for hard work and not in replacement of hard work
- ◇ Define and has a plan for personal improvement

Spiritually Mature Award

This award is given to students who:

- ◇ Pray with and for fellow students
- ◇ Have knowledge of and serve the needs of fellow students
- ◇ Compassionately reach out to students who don't have faith in Christ or are new to the faith
- ◇ Voluntarily study God's Word with fellow students
- ◇ Speak words of encouragement/blessing to fellow students

Founder's Award (Grades 9-12)

The Founder recognizes one high school student (grades 9-12) each year and awards him/her the Founder's Award. This award is intended for a DCA student who maintains an exemplary record as a Christian school student by: demonstrating spiritual maturity, academic achievement, physical or athletic skill and/or fitness, and social grace and maturity (the same areas Jesus grew in according to Luke 2:52). The recipient of this award is honored with a trophy and a \$250 scholarship towards the next year's tuition at DCA or towards college for a graduating senior.

Athlete of the Year Award (12th Grade)

An annual Athlete of the Year award is presented to one male and one female in the graduating senior class. Selection is made by the Leadership Team based on the following criteria:

- ◇ Number of All League honors
- ◇ Participation in multiple school sports
- ◇ Demonstration of a strong Christian testimony and excellent sportsmanship

The Athlete of the Year Award is presented by the Athletic Director at graduation.

ACTIVITIES & CLUBS

Homecoming

Homecoming is an all school event intended to bring the DCA community together to celebrate school spirit. Everyone is encouraged to attend, to dress in school colors and to enjoy fellowship with the DCA community. DCA celebrates Homecoming with football halftime festivities and a Homecoming Dance for DCA high school students and alumni after the game.

Homecoming Court (Grades 9-12)

The student body elects the Homecoming Court. Each high school grade level nominates and votes on a prince and princess for their class. The king and queen candidates are nominated by the senior class but selected (by voting process) by the entire high school student body. Voting is done by secret ballot and students are not allowed to count votes. Votes for the homecoming court will be tallied and the results of the voting will be kept secret until announced during halftime at the Homecoming football game.

Students are eligible for nomination if they have not been previously named prince or princess for their class (for grades 9 – 11 only). The administration must approve the list of all Homecoming Court nominees (before students are notified that they have been selected as candidates) and may remove students from candidacy for the following reasons: disciplinary record, academic effort, citizenship, and/or attendance. All Homecoming Court participants must have prior wardrobe approval from the administration before Homecoming Court pictures are taken.

Spirit Week (Grades 9-12)

DCA high school students participate in Spirit Week during the week of the Homecoming game. Students are encouraged to dress according to the themes established by ASB; however, dress code standards for modesty must be followed. Spirit week is October 7th-12th.

Team Xtreme

Team Xtreme is DCA's ministry specifically designed to meet the needs of 4th and 5th grade boys. Our goal is to impart biblical truths as they learn how to be leaders socially, spiritually and emotionally. This model is Inspired by the life of Daniel in the Old Testament. Team Xtreme seeks to foster a life of faith in these young boys that can stand up to the pressures of life through learning from God's Word, playing games, and fellowship.

G*Matters

G*Matters is DCA's ministry to our young ladies. This is an opportunity for all 4th and 5th grade girls to connect with one another as they grow in their relationship with the Lord. Each gathering is designed to encourage fellowship through fun activities and create authentic conversations while studying God's Word. The goal is to equip each young lady as they grow in strength and dignity, in wise speech and conduct.

PARTIES

Class Parties

Elementary classroom parties are held for Christmas, Valentine's Day, Easter and at the end of the school year. These parties are pre-planned by the teachers and room parents and organized/supplied by parent donations and volunteers.

Birthday Parties

DCA recognizes student birthdays in morning announcements. It is not permitted to use classroom time for birthday parties; however, parents are welcome to bring snacks and/or lunch for their child's entire class during lunch. Out of school birthday party invitations are not to be distributed at school unless the entire class is invited to attend the party. Parents who desire to be selective and not invite the entire class must distribute birthday party invitations via mail, email, or other off-campus means.

SCHOOL RETREATS & STUDENT TRIPS

High School Retreat

The high school (grades 9-12) takes an annual retreat that is focused on fellowship and spiritual renewal. Retreat experiences are always a highlight for the students. The cost of the high school retreat is approximately \$350 per student. Every four years our high school retreat is a trip to the Grand Canyon (the next Grand Canyon Trip will be in 2026). High School Grand Canyon trips cost approximately \$450. **Since all the days of high school retreats are in-session school days, it is mandatory that students attend the retreat.** If extreme circumstances exist a student may appeal the retreat attendance requirement (formal documentation will be required). Students who do not attend the retreat will be marked absent for those days (excused or unexcused). If a student is excused to miss the retreat, he/she will be required to submit an essay or other related assignments. Any student with an unauthorized retreat absence will be required to complete an essay or other retreat-related assignment in addition to suffering the **loss of one full letter grade in Bible class that quarter.**

Mission Trips

The DCA school Chaplain organizes an annual mission trip for high school students. The purpose of the mission trip is to provide students with opportunities to serve others. Most of the mission trips have been international, however domestic trips have also been taken. Students who are interested in attending the mission trip may apply and receive more information from the school Chaplain. Additional community service opportunities may be available for students grades K-8.

Senior Trip

Seniors have the unique opportunity to go on a four day whitewater rafting trip in Coloma, CA and stay at Rock'n Water Christian Camp. This off-campus retreat is designed for seniors to enjoy class bonding, personal reflection and vision casting for how they can best lead in their final year on campus. The cost of this trip is approximately \$400.

8th Grade East Coast Trip

DCA eighth grade students enjoy a twelve day Historic Study Tour of the East Coast. The trip focuses on our early American heritage (colonization), the Civil War, and the establishment of our government as well as current government processes. As a part of the study, students complete a digital album (with pictures and information from the tour). The cost of this trip is approximately \$2,500 and will be billed through RenWeb. The 8th Grade East Coast Trip is a part of DCA's curriculum and instruction and students are strongly encouraged to attend; Students who do not attend the 8th grade trip will be required to attend classes/school and complete a culminating project.

7th Grade Spiritual Emphasis Trip

DCA seventh grade students spend three days at a Christian Camp in Southern California for spiritual development. The cost of this trip is approximately \$350 and will be billed through RenWeb. **The 7th grade trip is part of DCA's curriculum and instruction and is during in-session school days, so it is mandatory that students attend the trip.** If extreme circumstances exist a student may appeal the trip attendance requirement (formal documentation will be required). Students who do not attend the trip will be marked absent for those days (excused or unexcused). If a student is excused to miss the trip, he/she will be required to submit an essay or other related assignments. Any student with an unauthorized trip absence will be required to complete an essay or other trip-related assignment in addition to suffering the **loss of one full letter grade in Bible class that quarter.**

6th Grade Palomar Trip

DCA sixth grade students take a four day trip to Palomar in Palomar Mountain for science camp. The cost of this trip is approximately \$350 and will be billed through RenWeb. The 6th Grade trip is mandatory and part of DCA's curriculum and instruction. **The 6th grade trip is part of DCA's curriculum and instruction and is during in-session school days, so it is mandatory that students attend the trip.** If extreme circumstances exist a student may appeal the trip attendance requirement (formal documentation will be required). Students who do not attend the trip will be marked absent for those days (excused or unexcused). If a student is excused to miss the trip, he/she will be required to submit an essay or other related assignments. Any student with an unauthorized trip absence will be required to complete an essay or other trip-related assignment in addition to suffering the **loss of one full letter grade in Science class that quarter.**

5th Grade Catalina Trip

DCA fifth grade students go on a Catalina Science Camp. This three day trip to Catalina gives students a chance to explore marine life and discover for themselves some of the science

concepts they have been taught. The experience also helps students to conquer personal fear and learn more about themselves. The cost of this trip is approximately \$450 and will be billed through RenWeb. **The 5th grade trip is part of DCA's curriculum and instruction and is during in-session school days, so it is mandatory that students attend the trip.** If extreme circumstances exist a student may appeal the trip attendance requirement (formal documentation will be required). Students who do not attend the trip will be marked absent for those days (excused or unexcused). If a student is excused to miss the trip, he/she will be required to submit an essay or other related assignments. Any student with an unauthorized trip absence will be required to complete an essay or other trip-related assignment.

SERVICE PROGRAM

Community Service Hours

DCA places a high emphasis on serving others in both our local and global communities. We provide our students and families with many opportunities to serve others because we believe that we cannot truly understand what it is to be like Christ (2 Corinthians 2:15) until we practice what He did while on the earth. High school students (grades 9-12) are required to perform a total of 120 hours (25 hours in each 9th and 10th grades and 35 hours in each 11th and 12th grades) of community service in order to qualify for a diploma. These community service hours can be fulfilled in a variety of ways from serving at a children's ministry to passing out food to the homeless. It is our desire that all community service activities be attempts to share the hope we have in Jesus Christ as opposed to simply volunteering time. Failure to meet hours will result in the second semester Bible grade being lowered one-half of a grade. All service hours are due on or before May 16, 2025.

Service Opportunities

To encourage DCA students to serve others, we provide a number of service opportunities to our students and parents. Examples of some service opportunities include:

- ◇ Food delivery/trailer park ministry with the Narrow Door
- ◇ Serving at the Coachella Valley Rescue Mission
- ◇ Organizing community park outreaches
- ◇ Conducting free public car washes
- ◇ Refuge Pregnancy Center
- ◇ Serve at LOVE Local
- ◇ Coffee Shop worship and testimony nights
- ◇ Coachella Valley Christmas Store
- ◇ Community yard clean up efforts

ASSOCIATED STUDENT BODY (ASB)

The Associated Student Body has eight student elected high school students who represent the student body and help plan and organize social events, particularly at the high school level.

2024-2025 STUDENT LEADERSHIP TEAM (Elected ASB Officers)

Serving as an ASB officer provides opportunities for students to exercise their desire to serve the DCA community by being role models and servant leaders. These students make significant contributions by planning social events and influencing the development of policies that enhance the educational community at DCA. The ASB Advisor oversees and directs the student leadership program.

IV. ACADEMICS

OUR CHRISTIAN WORLDVIEW

DCA understands that there is one triune God who created the world and all that is contained in it and that He actively sustains His creation to this day. It is also understood that God is an eternal being, having no beginning or end, and that His created beings and realms were intended to last for eternity. **DCA understands that all knowledge and truth that can be gained through study of the many facets of God's creation, is contained completely in Him. There is no truth that exists apart from God.** Therefore, the goal of all subjects of study at DCA is the focus of our ministry -- ultimately to lead students to a greater knowledge of God.

DCA understands that our Creator God wants all mankind to know Him deeply and intimately so therefore has revealed Himself to us not only through His creation but also through His written Word (the Holy Bible), His living Word (Jesus Christ His Son), and His Holy Spirit who can dwell inside each of us. DCA knows that the fundamental purpose for all mankind is to know their heavenly Father (God the creator) in a very real and personal way. Therefore, DCA leads its community in the study of all facets of God's revelation, constantly comparing each one to another so that everyone can find the truth about God, the world, society, eternity, and all areas of human life.

DCA also understands that sin came into the world through the first created beings, Adam and Eve, and that sin is passed on through every generation and no man can conquer its presence. Sin ultimately keeps the creation separate from the Creator. Sin keeps creation from a harmonious relationship with the Creator God. DCA realizes that sin is present daily on the campus and therefore hinders the school's ability of bringing its community in perfect understanding of God's truth. Therefore, DCA relies completely on the power of the action of Jesus Christ dying on the cross to take all the sin of the world onto His being and bury it in hell. By His resurrection God demonstrated His power over sin and death. DCA understands that only in Christ (and with the help of the Holy Spirit that has been freely given to anyone who asks) can the school's purpose and mission be carried out. Therefore, DCA understands completely that its only hope for achieving success in the work of this ministry is solely reliant on God working sovereignly within each individual involved.

INSTRUCTIONAL QUARTERS

The school year is divided into four quarters for grades K-8 and two semesters for grades 9-12. The instructional terms for the 2024-2025 school year are as follows:

Grades K-8

1 st Quarter	August 22 - October 11
2 nd Quarter	October 14 – December 18
3 rd Quarter	January 9 – March 7
4 th Quarter	March 10 – May 29

Grades 9-12

1 st Semester	August 22 – December 18
2 nd Semester	January 9 – May 29

RECORDS, GRADES & DISTINCTIONS

Grade Reporting

All grade reports are posted online for parents and students to access through their RenWeb accounts. Parents are encouraged to check their student's grades regularly for missing assignments, homework, and test scores. Report cards for students in grades K-12 are issued at the end of each quarter or semester. Report cards indicate academic progress and citizenship performance. Elementary report cards do not have letter grades. Kindergarten students will receive marks of O, S, N, U. Elementary students in grades 1st - 5th will be graded on a proficiency based grading system using a four-point scale rather than a traditional percentage scale. Semester grades for high school students are determined based on quarter grades and final exam grades. Semester grades are the official grades recorded on the student's transcript for high school courses taken. The school issues quarter grades for high school students that, while unofficial, give the student an assessment of progress at the midpoint and end of each semester. It is mandatory for any student with a grade of lower than 70% to meet with their teacher and parent in person or via zoom after every quarter.

The following is a definition of each grade as a description of an elementary student's proficiency:

4 - Expanding

Students have reached a high level of proficiency over grade-level skills and concepts with an enriched understanding. This means they are able to apply and adapt what they have learned to authentic, atypical, or unpredictable situations or circumstances. Students can draw upon their conceptual understanding to solve real problems that show a level of creativity and sophistication. Students are able to accurately self-assess and have a depth of understanding that seamlessly connects related or previously explored concepts.

3 - Proficient

Students have fully met grade level expectations and can independently demonstrate competence of grade level skills and concepts. Whether basic or sophisticated, students have met the expectations and are capable of selecting appropriate strategies for most atypical situations or circumstances. With assistance, students can occasionally apply their proficiency to more authentic situations or circumstances. While the students haven't consistently achieved more advanced demonstrations, they have FULLY met the expectations of the intended learning outcomes.

2 - Developing

Students mostly meet grade level expectations. Students can inconsistently demonstrate an understanding of the grade level skills and concepts but require assistance and guidance to reach full proficiency. The connections students make to related or previously explored concepts are minimal or inconsistent. They occasionally reach proficiency in some areas, but also demonstrate learning at the beginning stages. They have some transferable skills and a limited conceptual understanding.

1 - Beginning

Students have not yet met grade level expectations. Students demonstrate significant gaps in understanding the assessed standard, and guidance and practice are necessary in order to progress. Students demonstrate a very basic understanding of the grade level skills and concepts and show little connection to any related or previously explored concepts.

Grade Point Averages (GPA)

Secondary Grades are computed using the following:

Letter Grade	GPA	Honors & AP GPA
A (92.5% or above)	4.0	5.0
A- (89.5% - 92.4%)	3.67	4.67
B+ (86.5% - 89.4%)	3.33	4.33
B (82.5% - 86.4%)	3.0	4.0
B- (79.5% - 82.4%)	2.67	3.67
C+ (76.5% - 79.4%)	2.33	3.33
C (72.5% - 76.4%)	2.0	3.0
C- (69.5% - 72.4%)	1.67	2.67
D+ (66.5% - 69.4%)	1.33	1.33
D (62.5% - 66.4%)	1.0	1.0
D- (60% - 62.4%)	0.67	0.67
F (0 - 59%)	0	0

Grades and Grading Policy

Grades assigned to a student's work indicate progress and achievement. The following is a definition of each grade as a description of a secondary student's performance in a course:

- ◇ An "A" grade indicates outstanding achievement, representing proficiency in the 90% to 100% range.
- ◇ A "B" grade indicates good achievement, representing proficiency in the 80% to 89% range.
- ◇ A "C" grade indicates satisfactory achievement, representing proficiency in the 70% to 79% range.
- ◇ A "D" grade indicates unsatisfactory achievement, representing proficiency in the 60% to 69% range.
- ◇ An "F" grade indicates failure to achieve minimal learning to advance, evidenced by scores below 60%.
- ◇ An "I" (Incomplete) indicates that the student has work to make-up before a grade can be given. NOTE: "Incompletes" not made up within 2 weeks of the end of the semester automatically become F's.

Grade point averages are determined on a traditional 4 point scale with an A worth 4 points, a B worth 3 points, a C worth 2 points, a D worth 1 point, and an F worth 0 points. Honors and AP courses are awarded an extra point for the grade (i.e. an A is worth 5 points, etc.). At the high school level, transcripts include +'s and -'s.

NOTE: All high school courses taken outside Desert Christian Academy with a grade of C or better are transferable. Courses taken outside of DCA, while a student is enrolled at DCA, will not be included in the computation of the grade point average or class rank of the student.

Honor Roll

The Honor Roll is a distinction granted at the end of each quarter (grades 6-8) or semester (grades 9-12) to those students who have achieved an unweighted 3.5 GPA and have fulfilled the following requirements: have no grades lower than a C- in any class; and have no suspensions and no more than 5 demerits (in a quarter).

The following are distinctions within DCA's Honor Roll (high school):

- ◇ Conquerors List: GPA of at least 3.7 unweighted (and no grade below a B)
- ◇ Honor Roll: GPA of at least 3.5 unweighted

Academic Letter

An Academic Letter will be awarded to any high school student who earns an unweighted GPA of 3.5 or more during four different semester grading periods. With this in mind, students are not eligible for an Academic Letter until 11th grade.

Valedictorian/Salutatorian

The Valedictorian is a senior selected by the administration who has the highest cumulative weighted GPA. The Salutatorian is the senior who has the second highest cumulative weighted GPA. For a student to be eligible for either honor, he/she must be a graduating senior with an accumulated weighted GPA of 3.5 or higher. Transfer students' transcripts will be calculated according to DCA's course offerings and grading scale when determining eligibility for Valedictorian and Salutatorian. All high school courses taken outside Desert Christian Academy, while enrolled at DCA, will not be included in the computation of the grade point average or class rank of the student.

California Scholarship Federation (CSF)

CSF emphasizes high standards of scholarship and community service for California high school students in 10th – 12th grades. CSF encourages service to the school and the community while fostering pride in academic scholastic achievement. Students qualify by semester based on a point system according to grades earned.

Students qualify for CSF membership each semester by fulfilling the following:

- ◇ Students must earn a minimum of 10 points from the previous semester's grades. (Courses are divided into 3 categories, labeled LIST I, II or III. Course lists are distributed at the end of each semester or may be obtained from the Director of Curriculum & Instruction).
- ◇ Students must earn the first 4 points from a course on LIST I.
- ◇ Students must earn the first 7 points (including the 4 described above) from courses on LISTS I and II.
- ◇ Students may earn the remaining points from courses on any LIST.
- ◇ Students must use no more than 5 courses to qualify.
- ◇ No CSF points are given for physical education, courses taken in lieu of physical education, subjects repeated to improve a grade or courses taken on a pass/fail system.
- ◇ Paying the \$4.00 membership dues by the deadline for each semester the student is eligible.

CSF points are awarded as follows: A = 3 CSF points, B = 1 CSF point, C = 0 points. D or F grades in any course disqualify a student from membership for that semester. One additional point will be granted for a grade of A or B in an AP or Honors course, up to a maximum of two points per semester. Eligible students must apply before the application deadline for membership by submitting a completed application and paying \$4.00 in membership dues. Lifetime Members (Seal bearer – distinguished by a gold cord worn at graduation) must have qualified for four semesters during their last three years of high school, including one semester in the senior year.

ACADEMIC POLICY & PROCEDURE

Diplomas

Desert Christian Academy offers two diplomas: a standard high school diploma and a college preparatory diploma. Students who desire to attend a four-year college or university are encouraged to pursue a college preparatory diploma. Our college preparatory diploma fulfills all of the course requirements for admission at University of California (UC) schools.

Graduation Requirements

DCA graduates must pass a minimum of 240 units (5 units are awarded for each semester course passed). Students must also complete community service hours for each year he/she attends high school at DCA. Twenty-five community service hours are required in each of the 9th and 10th grade years and thirty-five community service hours are required in each of the 11th and 12th grade years. Graduation requirements by diploma are as follows:

College Prep Diploma

- ◇ 10 units of Bible for each year of attendance
- ◇ 40 units of English
- ◇ 20 units of Physical Education
- ◇ 30 units of History (including World History, U.S. History, and American Government/Economics)
- ◇ 30 units of Science (including Biology and Chemistry)
- ◇ 40 units of Math (including Algebra I, Geometry, and Algebra II)
- ◇ 30 units of Foreign Language (in the same language)
- ◇ 10 units of Fine Arts

Standard Diploma

- ◇ 10 units of Bible for each year of attendance
- ◇ 40 units of English
- ◇ 20 units of Physical Education
- ◇ 30 units of History (including World History, U.S. History, and American Government/Economics)
- ◇ 30 units of Science (including Biology and Chemistry)
- ◇ 30 units of Math (including Algebra I and Geometry)
- ◇ 20 units of Foreign Language (in the same language)
- ◇ 10 units of Fine Arts

Academic Probation

Students in grades 6-12 who earn less than a 2.0 unweighted GPA in a semester will be placed on academic probation for the following semester. Secondary students on academic probation are encouraged to attend Study Lab and parents are urged to regularly check their student's progress online for missing assignments, test scores, and grades. For academic requirements for athletic eligibility see Eligibility for Participation and Competition in the Athletics section. Any student with an incomplete is ineligible to participate in extra-curricular activities until the incomplete is removed. **Students in grades 6-12 on Academic Probation maintaining less than a 1.7 unweighted GPA on the semester report card or having more than one F will not be allowed to return to DCA the following semester.** Students may also be placed on probation for poor citizenship, effort or conduct. Secondary students on probation for behavioral reasons may be required to fulfill a discipleship plan. Academic marks from 8th grade do not automatically determine probation status for entering 9th grade students unless deemed necessary by the administration.

Academic Requirement

Students are expected to perform at grade level and demonstrate progression throughout the school year. Students who are recognized as struggling academically may be placed on an individual academic support plan in order to help the student be successful. This could include: a Student Study Team meeting (with administration, teachers, and parents), recommendations for additional support outside of the classroom, accommodations in the classroom, and/or

retention. If sufficient improvement is not made, it may be determined that Desert Christian Academy is not a good fit for the student.

Secondary Academic Requirements

Students are expected to perform at grade level and demonstrate progression throughout the school year. Any high school student who fails a course with a cumulative semester GPA of less than 1.0 will be required to recover course credit before being permitted to advance to the subsequent course. It is the student's responsibility to work with the Guidance Counselor to coordinate credit recovery. DCA is unable to provide courses needed for credit recovery. Additionally, transfer students may be required to take courses outside of DCA in order to fulfill graduation requirements. **In addition, if a student is taking Algebra 1 in the 8th grade, students must earn an 80% or above to be eligible for the next course level.**

Standardized Testing

- ◇ Students will take standards aligned benchmark assessments in ELA (grades K-11) and math (grades 4-12) throughout the year as a way to formatively assess their academic growth.
- ◇ The Preliminary Scholastic Assessment Test (PSAT) is annually administered to all DCA 10th and 11th grade students.
- ◇ The Scholastic Assessment Test (SAT) is administered at local high schools various times throughout the school year. A schedule for testing dates and other pertinent information can be found on the College Board's website at www.collegeboard.org. When signing up for the SAT please use the school code number for Desert Christian Academy, which is 052316. Please have your scores sent to DCA.
- ◇ The American College Test (ACT) is also administered at local high schools at various times throughout the school year. Most colleges and universities take admissions scores from both the SAT and ACT testing services, but please check with the individual colleges and universities for further information. Please see the college guidance counselor regarding applications and test dates, or visit the ACT website at www.act.org. When signing up for the ACT test please use the school code number for Desert Christian Academy, which is 052316. Please have your scores sent to DCA.

Academic Schedule

Students in grades 6-12 are expected to take six courses each quarter and/or semester and are required to participate on one or two flex teams depending on the classification of the flex team.

Flex

Flex is an intentional educational culture and program within the DCA secondary community that is designed to lead students to gain the skills, behaviors and attitudes needed to become productive workers, no matter which specific field they eventually pursue. Student teams will be developed to accomplish real results for real audiences. Also, some of the day-to-day operations and responsibilities of the DCA campus will be entrusted to the students. Instead of students learning about productivity and responsibility, they will have the opportunity to actually produce important results necessary to the functioning of the school and others within our community. Flex teams are not traditional educational courses in which content and concepts are taught. They are "on the job" training as students will be equipped with the tools necessary to become productive citizens by actually being required to produce results in real time for a real audience.

DCA teachers, staff and volunteers manage one or two teams of students that will have the responsibility to perform essential functions within the campus as well as a broader elective

experience. Adult leaders will be the managers/bosses of each team. They will develop job descriptions, hire and fire, and conduct performance reviews. "Flex jobs" will be advertised at the "Flex Fair" held in the gym at the beginning of the school year. During the Flex Fair, all of the team managers will be available to receive applications/resumes as well as schedule quick interviews. Then, based on the applications and interviews, the team managers will make hiring determinations and students will be notified as to what jobs they received.

Flex Team Member Evaluation:

- ◇ Step 1: Weekly performance reviews are required and will be logged in the Renweb gradebook.
- ◇ Step 2: After each quarter any student with a Flex team grade lower than C- will be placed on probation with an assistance plan for the following quarter.
- ◇ Step 3: A student on Flex probation with a grade of C- and above at the end of the probation quarter will remove them from probation and be restored to regular Flex status.
- ◇ Step 4: A student on Flex probation with a grade below a C- at the end of the probation quarter will be removed from the Flex team.

Flex Team Reassignment:

- ◇ A student who has been fired, will be reassigned to a different Flex team by the discretion of administration.
- ◇ Students are only guaranteed reassignment one time.
- ◇ If a student's performance is still unacceptable after another probation cycle in the team that he/she has been reassigned, the student will meet with administration for further disciplinary action which may result in dismissal from school.

Attendance / Accountability:

- ◇ At the very beginning of every Flex period, students will report directly to their assigned Flex team for that day for attendance and a report of where the student plans to spend their Flex time.
- ◇ Students will report to their assigned Flex manager on the field during any emergency drill or situation.

Transfer:

- ◇ Students who desire to transfer to a different Flex team must complete a Flex transfer request form. In order for a transfer to occur, approval must be gained by both the previous manager and the desired Flex team manager.
- ◇ Students have the first two weeks after Flex assignments have been released to request a transfer to a new Flex team.
- ◇ After the two week trial period, there will be no Flex transfers. In order for Flex teams to become effective in their mission and purpose, a year long commitment is necessary.

Class Placement

Secondary students will complete a MAP screening assessment in math to help ensure appropriate math placement.

Change of Class Schedule

High school students will have a **two-week** period to make class and/or flex team schedule changes. Students must complete an Add/Drop Form and get the signatures required for approval from a parent, teachers and from the Guidance Counselor. Once the form has been approved by the Guidance Counselor with all required signatures, the change of schedule will take effect and the student will receive a copy of his/her new schedule. Please note that

Teacher's Assistants will only be assigned if there is not a class available that period for the student to take (even if the class is not required for graduation).

Withdrawal from a Class

Withdrawal from a class after the two-week deadline is only permitted with teacher and administrative approval. The withdrawal will become a part of the student's permanent transcript.

Physical Education

The Physical Education program must not be viewed differently from other academic classes. High standards of work, effort and positive attitudes are required to succeed. Secondary students (grades 6-12) will be expected to wear their PE uniform every school day (see Dress Code section) and be prepared to take on the assigned challenges in spite of the extreme weather and other physical demands that may be placed on the body. DCA reserves the right to require a doctor's note for participation in PE.

High school students are required to pass two years of PE or fulfill equivalent units (up to two athletic seasons) through participation on a DCA athletic team (does not include team managers). Although students are encouraged to try out for athletic teams, DCA does not guarantee each student will be placed on a team.

Students may apply for an exemption to the 2nd year of PE by submitting a request to DCA administration for consideration. The following criteria must be met in order to be considered for the exemption: participation in a sport that is **not offered** at DCA (the sport should be as rigorous or more rigorous than sports offered at DCA), validation of participation in the sport (including time spent and detailed description of activity) from a coach or administrator who is a non-family member, and participation must require a significant time commitment.

ACADEMIC LIFE

Honors & Advanced Placement (AP) Courses

DCA offers a large array of honors and AP courses as enrichment opportunities for high school students who meet course eligibility requirements. Learning in our honors and AP courses is done at greater depth and at a faster pace.

Eligibility requirements for honors courses include: a 3.0 overall GPA, no grade lower than a B in the previous year's report card for the corresponding subject, students and a recommendation from the previous year's teacher in the corresponding subject. Students wishing to take honors courses must also meet their MAP growth goals on the Spring MAP assessment.

Eligibility requirements for Advanced Placement courses include: a 3.3 overall GPA, no grade lower than a B+ in the previous year's report card for the corresponding subject, and a recommendation from the previous year's teacher in the corresponding subject. Additionally, the student must gain approval from the AP teacher to take the course. Students wishing to take Advanced Placement courses must also meet their MAP growth goals on the Spring MAP assessment and must earn at least a 2 or higher on previous AP exams. AP courses are considered college level courses. All students who are taking Advanced Placement courses are **required** to take the Advanced Placement exam. *Failure to do so will disqualify the student from taking any additional Advanced Placement courses. In addition, the student will not receive the inflated grade point average for that class.*

8th Grade Algebra 1

It is extremely important that students have a strong foundation in math in preparation for high school. DCA offers a high school Algebra 1 course to 8th grade students who meet course eligibility requirements, which include: a 3.0 overall GPA, no grade lower than a B on the previous year's report card for 7th grade math, and a recommendation from the previous year's math teacher. Due to the sequential nature of math instruction, it is essential for future success, that all students have a strong foundation in math prior to taking Algebra 1. Please note that the 8th grade Algebra track culminates with an AP Calculus course the 12th grade year. Students taking the 8th grade Algebra 1 course are tracked and expected to take AP Calculus their senior year.

Final Exams

Extensive two period time blocks for examinations are administered at the end of each semester for high school students. The final exams cover materials taught during the semester and are a significant portion (up to 20%) of the final semester grade. Missing the final exam will result in an "Incomplete" grade for the semester.

Homework

All DCA students should expect to have homework to reinforce learning. Homework is assigned to achieve course objectives and give students experience in assuming responsibility for their personal development. Students are encouraged to find a quiet place and time for daily study at home. The amount of homework assigned will vary, however, Honors & AP courses will have more.

Make-up Work/Test

Students who have an excused absence from school may make-up the work and/or tests missed. Students with unexcused absences may not be able to make-up the work and/or tests missed. Students are responsible for requesting make-up assignments directly from the teacher(s). It is the student's responsibility to find out what work or tests were missed and to make up the work within the period of time set by the teacher with a minimum of equal amount of days given as absent. **Please email teachers directly for all homework or make-up work requests.** Requests for make-up work made by 9:00 am will be made available in the Office by the end of the school day. All make-up work must be completed and submitted before the end of each grading period.

Textbooks/Devices

DCA owns all textbooks/devices and each secondary student (grades 6-12) is required to pay a \$300 rental fee per year. Each elementary student (grades K-5) is required to pay a \$250 rental fee. Non-consumable textbooks will be collected at the end of the school year. Students with textbooks/devices that are lost or damaged beyond reasonable wear and tear of proper usage will be required to pay a fee to replace the damaged or lost item. Additional fees will be charged for books returned with broken bindings, pages missing, stained with food, books damaged with water, or books with any writing in them. The condition of the book will be assessed by school staff. Devices returned broken or damaged will be charged an additional fee to replace or fix. All students are subject to the DCA Technology Agreement.

V. ATHLETICS

Desert Christian Academy offers a rewarding athletic program for secondary students (grades 6-12). The purpose of DCA's athletics program is to train students to take care of their bodies,

improve their physical skills, and learn to cooperate with each other through the interdependence necessary in team sports, and to experience competition.

ELIGIBILITY FOR PARTICIPATION & COMPETITION

Athletic Eligibility Requirement

For high school students (grades 9-12) athletic eligibility will be determined by the cumulative GPA after the following grading periods: 1st quarter, 1st semester, 3rd quarter, and 2nd semester. To participate on an athletic team a student must have a minimum GPA of 2.0 for each of the grading periods. Any student with an incomplete is ineligible to participate in extra-curricular activities until the incomplete is removed. **Students under a 2.0 GPA for any of the aforementioned grading periods will be ineligible for the entire following quarter and will not be eligible to play sports.**

For middle school students (grades 6-8): Any student who earns an F in a class will not be eligible to participate in practice or games from Monday to Saturday of the following week. Student athletes on academic probation must follow the terms of the probation policy regarding athletic eligibility.

Students entering 9th grade are eligible for athletics. 8th grade academic marks do not have an impact on 9th grade eligibility.

Attendance Requirement

All athletes must be in attendance at school for the entire day to be able to participate in practice or games, including on or off campus suspension. In the event of a medical appointment, the athlete must provide written verification from a doctor or dental office with valid signature, date, and time for this requirement to be waived. Athletes who do not attend school for the entire day will not be allowed to travel with the team as well.

Athletic Commitment Requirement

Athletes will be given until the end of the 10th practice to decide if he/she wishes to play a sport. Athletes have through the end of the 10th practice to make a decision on participation without penalty. However, on the 11th practice, the athlete will be considered a member of the team. **If the athlete quits the team after the end of the 10th practice, he/she will become ineligible to play a sport the next season.** Athletes who are injured are expected to remain a present member of the team for the duration of the season.

ATHLETIC POLICIES & PROCEDURES

Steroid Use

Desert Christian Academy recognizes that the use of steroids and other performance-enhancing supplements presents a serious health and safety hazard. As part of the school's drug prevention and intervention efforts, the administration and staff will make every effort to ensure that students do not begin or continue the use of steroids or other performance-enhancing supplements. Students participating in interscholastic athletics must sign (along with his/her parents) an agreement that the student will not use steroids, unless the student has a written prescription from a fully licensed physician as recognized by the American Medical Association, to treat a medical condition. A student who is found to have violated the agreement or this policy will be restricted from participating in athletics and will be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with the law, Board policy, and administrative regulation. Coaches will educate students about the school's prohibition and the dangers of using steroids and other

performance-enhancing supplements. (Note: In May 2005, the CIF adopted a Bylaw 22.B.9 to require that, as a condition of CIF membership, all coaches, paid and unpaid, complete a coaching education program by December 31, 2008 which includes training on the harmful effects of steroids.)

The Head of School will ensure that Desert Christian Academy does not accept sponsorships or donations from supplement manufacturers that offer muscle-building supplements to students.

Performance Enhancing Dietary Supplements

DCA personnel, including coaches, will not sell, distribute, or promote to students performance-enhancing dietary supplements that promote muscle building. In order to minimize the health and safety risks to student athletes, school personnel will not supply or recommend any drug, medication, or food supplement solely to enhance an athlete's performance. The Athletic Director will ensure that the following warning is posted in all locker rooms:

Warning: The use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can cause heart disease, stroke, and possible damage to the function of the liver. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and other developmental problems. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids.

Athletic Forms

To participate in athletics, an athlete must fully complete and submit all athletic forms **before** he/she will be allowed to try out for a team. The athletic forms include:

- ◇ Sports Physical
- ◇ Code of Ethics
- ◇ Athletic Emergency Information and Release
- ◇ Concussion/Head Injury Notification
- ◇ Parental Code of Conduct
- ◇ Athletic Transportation Guidelines
- ◇ Athletic Department Policies
- ◇ Sudden Cardiac Arrest Information
- ◇ Use of Personal Vehicle Waiver
- ◇ [Athletic Fee Payment Agreement](#)

Sports physicals are valid for one calendar year from the date of the physical examination. All athletic clearance forms will be completed online and can be accessed through the Athletic section on the DCA website.

Transportation to Athletic Competitions

Transportation to DCA athletic events relies largely on volunteer parent drivers. **At no time will students be allowed to transport other students to athletic competitions.** School policy requires parents volunteering to transport students to complete a Live Scan for DCA and submit an Insurance Verification Form to the office (Please allow adequate time, Live Scan results can take up to four weeks to complete). Drivers transporting students must agree to follow California's Road Rules and Driving Laws. In addition, volunteer drivers must have the following minimum insurance coverage required:

Bodily Injury	\$100,000/\$300,000 each accident
Property Damage	\$25,000-\$100,000 total
Medical	\$5,000
Uninsured/Underinsured Motorist	\$30,000-\$60,000

Athletic Uniforms and Equipment

It is important that all athletes be in modest proper uniform for all practices and games. Spandex shorts and pants are not allowed on campus. All athletes will be issued uniforms and some athletes may be issued practice gear and sports equipment (varies by sport). Uniforms, practice gear and sports equipment that is not returned by the specified turn-in date will be charged to the student's account at the replacement cost. Uniforms, practice gear and sports equipment returned after the specified turn-in date will not be issued a credit if replacement gear has already been ordered. Athletic team bags are to be stored in cars, athletic lockers, or in the designated athletic bag area by the south side of the girls locker room.

Return to Play

Students who are injured in a practice or contest may not return to play without clearance from the Athletic Trainer or a licensed physician. If a student or athlete appears to be concussed, CIF concussion protocol will be followed.

VARSITY LETTERING

DCA will award Varsity Letters to all varsity team participants who have met the following standards: participate in practices and games for the entire season (injured players must attend practices and games), attend team meetings and team functions, displaying sportsmanship, commitment to the team and school, and displaying an attitude of dedication and service. Athletes may ask the Athletic Director for more qualifications regarding lettering in a sport.

ATHLETIC COMPETITION

DCA is a member of California Interscholastic Federation (CIF). Middle school athletic teams compete against local schools.

Sports Offered

High School:

- ◇ Fall – Football, Volleyball, and Cheer
- ◇ Winter – Men's and Women's Basketball and Soccer, and Cheer
- ◇ Spring – Baseball, Softball

Middle School:

- ◇ Fall – Tackle Football, Volleyball, and Cheer
- ◇ Winter – Boy's and Girl's Basketball
- ◇ Spring – Co-ed Soccer

Cheer

Middle school and high school students may try out for the cheer program each year. Students involved in the cheer program must maintain the same academic requirements as other athletes in order to participate. Middle school students must meet the same criteria.

ROLE OF COACHES, ATHLETES, PARENTS & SPECTATORS

Coaches

A committed and dedicated coaching staff has been selected to honor God, serve the school and mentor the athletes. Our coaching staff are a part of our ministry, and DCA sees their role as critical to our ministerial purposes and goals. DCA requires all coaches, athletes, parents and spectators to display the highest level of competition and sportsmanship at every contest. The coach, as a mentor and role model, helps demonstrate good sportsmanship and Godly leadership. Coaches are responsible for decisions made regarding their team and are encouraged to seek guidance and counsel from the Athletic Director when appropriate. Coaches will help guide athletes in skill development and training as well as teach athletes how to accept losing and winning with humility and respect for the opposing team, fans and officials as outlined in the CIF program Pursuing Victory with Honor.

Athletes

Athletes are expected to demonstrate commitment to the team by attending all practices, games, events and team functions. Unexcused absences may result in dismissal from the team. Athletes are expected to demonstrate respect for the coach, officials and teammates and are required to give their best effort. The role of the athlete is to be committed, work hard towards skill development, be a team player, accept his/her assigned role on the team, demonstrate sportsmanship at all competitions, and strive to use his/her talents and abilities to glorify God.

Parents and Spectators

Parents are expected to demonstrate a family commitment to the team by being flexible and avoiding schedule conflicts with games and practices. Parents are expected to support the coach and allow coaches to instruct the athlete and make all decisions related to competition and the role of the athlete on the team. If a parent has a grievance with a coach, he/she should follow the Matthew 18 principle and speak with the coach first. All appointments should be made after both parties have 24 hours to pray about the situation. If after speaking with the coach the conflict remains unresolved, parents are to go to the Athletic Director. Parents and spectators are required to demonstrate good sportsmanship at all athletic competitions as outlined in the CIF program "Pursuing Victory with Honor". This includes but is not limited to encouraging DCA teams and athletes and refraining from harassing or heckling the officials, opposing team, players, and/or other spectators.

LIGHTNING OR THUNDER DISTURBANCE POLICY

The Athletic Director or his designee (AT, administrators, Head of School, etc) will be responsible to monitor local weather conditions before and during practice and contest. He will decide if and when the event is canceled or suspended.

In the event a practice or competition is suspended all athletes and spectators will be relocated to a safe location such as the gym or a classroom.

The Athletic Director will use the following criteria for suspension and resumption of play:

- ◇ When thunder is heard or a cloud to ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for thirty minutes and take shelter immediately.
- ◇ Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
- ◇ Any subsequent thunder or lightning after the beginning of the 30 minute count will reset the clock and another 30 minute count should begin.

VI. CAMPUS SERVICES

STUDENT SERVICES

Conqueror Care (Grades K-8)

Conqueror Care will be provided for elementary students beginning at 7:00 am at no extra charge. Elementary school students (K-5) who have not been picked up by 3:00 pm (2:00 pm on Fridays) must report to Conqueror Care to assure proper after-school supervision. Conqueror Care will include study time, playtime, and snack time. Conqueror Care will be open from 3:00 pm until 5:30 pm. The cost for Conqueror Care is \$8 per hour charged at the 15 minute interval with a max amount not to exceed \$300 per month. Students must sign into Conqueror Care each afternoon and be signed out by a parent when they are picked up. Middle school students (6-8) who remain on campus after 3:00 pm will have Study Lab available to them until 4:00 pm. Study Lab provides a quiet environment for students to complete homework and/or study. Students who do not need to utilize Study Lab or are not following the Study Lab expectations will be signed into Conqueror Care immediately. At the conclusion of Study Lab, all remaining students will be signed into Conqueror Care at parent's expense.

Conqueror Cafe

The school provides an opportunity for students to purchase a wide range of food items from the Conqueror Cafe. Students may make purchases from the Conqueror Cafe before school, at nutrition, at lunch, or after school. Lunch orders may be placed before school or at nutrition or ordered by the week. A prepayment service is offered to limit the need for cash at school. Food must be paid for at the time of purchase. There are no IOU's. When in line, students are expected to cooperate with others while waiting to place an order. Students who do not behave appropriately while in line, may temporarily lose their student store privileges. In addition they may be sent to the back of the line. **Students are not allowed in the Conqueror Cafe at any time** (with the exception of the food service flex team).

Study Lab (Grades 6-12)

Study lab is available Mondays through Thursdays from 3:00 pm – 4:00 pm, for all middle and high school students to have a quiet place to do homework. It is mandatory that all **middle school students** who are on campus at 3:00 p.m be either checked into Study Lab or Conqueror Care by 2:58 p.m. Middle school students who fail to report to Study Lab or Conqueror Care will face disciplinary action. Students who are placed on academic probation are encouraged to attend Study Lab during their semester on probation. Students not on probation are welcome to work on homework or study for a quiz or test in the study lab as needed. Once a student leaves the Study Lab room, they will not be allowed to re-enter unless permission was granted by the teacher to leave and return. No food will be allowed in the study lab. Students will only be allowed to use their iPad for educational reasons and iPhone use is not allowed. Middle school students who do not need to utilize the Study Lab or are not following the Study Lab expectations will be signed into Conqueror Care immediately at the parent's expense. Any middle school student remaining in Study Lab at 4:00 p.m. will be checked into Conqueror Care until they are picked up at their parent's expense.

Work Permits

The school office issues work permits. To request a work permit students should obtain a Work Permit Request Form from the school office.

Medication

Students requiring medication during the school day must submit a Permission to Administer Medication Form (which includes physician's signature) to the school office. In order for the school to administer medication, the following guidelines must be followed: medication must be in its original container with the student's name on it and the medication must be clearly labeled with specific instructions regarding the amount and time to be administered. **DCA employees are not allowed to dispense any over the counter medication to students.**

Accuracy of Student Contact Information

DCA parents are responsible for ensuring that the school has accurate contact information for students, families and emergency contacts. Parents can provide the school with up to date information by informing office personnel of changes or by updating records in RenWeb through their assigned account.

ATTENDANCE SYSTEM

DCA students are expected to be present at all classes, meetings, chapels and assemblies. Curriculum-related activities such as field trips and retreats are considered part of the curriculum. DCA reserves the right to review a student's attendance records with regard to the issuance of academic credit and completion of coursework, and may withhold credits if the student's academic record is deemed to be insufficient. It is of utmost importance to be in school, on time, on a regular basis.

Extra effort should be made to schedule medical appointments during non-school hours. Fridays are shortened days (1:45 p.m. dismissal) and would be an ideal time to try to schedule various doctor and/or dentist appointments. Effort should also be made to schedule vacations during non-school days. High school students will be taking finals during the end of each semester. These final exams represent up to 20% of the semester grade.

Absences

Students who are absent from school must obtain a Re-Admit Slip from the Office before returning to class. Absences are divided into the following categories:

1. Excused
 - Illness or injury of student
 - Student doctor or dental appointment (verification from the doctors office will be required)
 - Funeral of a relative or close family friend
2. Parental Unexcused

An absence that is approved by the parent that is not on the list of excused absences. For policy regarding make-up work please refer to the Make-up Work/Tests section.
3. Anticipated Absence

The anticipated absence allows students the opportunity to participate in planned family and church activities, while maintaining responsibility for their studies. Students should obtain an Anticipated Absence form from the office. It should be filled out, signed by a parent and submitted to each teacher for his or her signature (they will also give any homework assignments that will be missed if appropriate). After all teachers have signed it, the form should be submitted to the office. The anticipated absence form must be submitted to the office **3 days prior** to the absence in order to get credit for work done. Most anticipated absences will be classified as parental unexcused.
4. Unexcused

An absence is automatically unexcused if a parent does not notify the school office; such absence is considered “truant”.

5. Truant

Students who miss classes without permission are truant. Truancy is a serious matter and may be punished with detention and/or suspension. Truancy may result in the student’s dismissal from school.

Reporting an Absence

Parents are required to notify the school office on the day their child is absent, stating the dates and reasons for the absence. Absences will be unexcused and considered truant if a notification is not received.

Excessive Absence Policy

DCA high school students who miss a class period more than 10 times in a semester for any reason (excused, parental unexcused, anticipated absence and unexcused), will not receive credit for that course. Absences due to school field trips (including athletic contests) are not counted towards this total. Five tardies are considered the equivalent of one absence when a student is excessively tardy and/or absent frequently. Requests for exception to this policy can be considered only for situations that require 10 or more absences for the same reason.

Tardies

We believe that when a missed school day is a lost opportunity for students to learn. A family's commitment to school attendance will also send a message to children that education is a priority and that going to school every day is a critical part of educational success. Thank you for making daily attendance a priority for your family.

It is important for students to arrive on campus on time each day. If a student is late, he/she must go to the school office for a tardy slip. It is also important for students to be on time to subsequent classes during the school day.

Elementary (Grades K-5)

MORNING SCHEDULE AND TARDY PROCEDURES:

- ◇ 8:07 am - First bell rings and all students must be lined up, ready to start the day
- ◇ 8:10 am - Student academic day begins. Students arriving at this time are TARDY. Teachers will not accept students without a tardy pass from the office.

CONSEQUENCES FOR TARDINESS:

- ◇ Students arriving tardy must report to the office for a tardy pass, and they **MUST** be signed by a parent/guardian.
- ◇ Excessive tardies may impact re-enrollment eligibility for the following semester and/or school year.
- ◇ Three (3) tardies in one quarter will result in an email from Administration.
- ◇ Five (5) tardies in one quarter will require a meeting with the Administration to address the issue.
- ◇ Seven (7) tardies in one quarter may result in the student being placed on Attendance Probation.

Secondary (Grades 6-12)

MORNING SCHEDULE AND TARDY PROCEDURES:

- ◇ 7:55 am - First bell rings and all students must be lined up, ready to start the day

- ◇ 8:00 am - Student academic day begins. Students arriving at this time are TARDY. Teachers will not accept students without a tardy pass from the office.

If a secondary student (grades 6-12) misses 20 minutes or more of a class period they are no longer considered tardy and will be marked absent for that period. If a student is detained by a teacher and will be late for his/her next class, he/she should make sure the teacher that detained him/her writes an excused tardy slip that can be shown upon admittance at the next class.

Excessive Tardy Policy (Grades 6-12)

Secondary students will be given three first period tardies per quarter without consequence. For every tardy after the third, the student will be assigned a demerit and a thirty minute detention whether or not the tardy is excused or unexcused. Students who need to go to the office after the tardy bell rings will be marked tardy. All unexcused tardies for periods 2-7 will also result in a 30-minute detention. Teachers may also require tardy students to make up lost time during lunch or after school. Excessive tardies may affect grades. Five tardies are the equivalent of one absence when considering full credit for a course.

Illness at School

If at any time during the school day a student feels too ill to remain in class, he/she should ask the teacher for permission to go to the office. A parent will be contacted if it is necessary for an ill student to go home. Students should not telephone parents to pick them up without first going to the office. Under no circumstances is a student to leave the school grounds without permission from the office.

Leaving Early

Students are not allowed to leave the school campus without parental or school permission. If it is necessary for a student to leave school during school hours, a parent must either come to the office or notify the office.

Withdrawal/Dismissal

If it is necessary to withdraw a student from school or if a student is dismissed from school, please notify the school office in writing as early as possible in order that a smooth transition might be realized. **All school property (including textbooks and electronic devices) must be returned and tuition paid before any records can be processed to the student's new school.**

CAMPUS SECURITY & SAFETY

School officials have a legal and moral responsibility to plan for maximum safety and welfare of students and staff during school hours. The Leadership Team coordinates the campus security and safety effort.

Disaster Preparedness Drills & Procedures

DCA has a thorough Emergency Operations Plan and the school regularly conducts emergency drills. Fire, lockout, lockdown, and disaster drills are an integral part of each classroom and are planned to occur once per school month. In the event of an actual emergency, DCA has specific plans to cover contingencies. Depending on the nature of the emergency, school operation changes may include:

- ◇ Early school dismissal
- ◇ Evacuation to a safer site

- ◇ School closure
- ◇ Extended school care

Parents are advised to make arrangements with neighbors or nearby relatives for childcare in the event early dismissal from school is necessary and a parent cannot be reached. Parents should assume responsibility to inform their child as well as the adult responsible for childcare when they will not be home. If an emergency exists, parents are requested not to disrupt planned procedures by calling the school. The school will use a parent alert system to disseminate information to parents. In the event of a disaster situation, students will only be released to parents or authorized adult(s).

Food Delivery Services

In order to maintain a safe and secure campus, we do not allow food or deliveries during the school day from any food delivery services (Uber Eats, Grubhub, etc.). Parents and/or caregivers may deliver food to students by bringing it to the School Office.

Visitors

DCA is a closed campus. All visitors and parents, upon entering campus, are required to check-in the school office and wear an identification badge while on campus. The check-in process through the LobbyGuard system requires adult visitors to scan his/her driver's license. Likewise, visitors and parents are required to check-out in the school office upon exiting the campus.

FACILITY USE

Drop Off/Pick Up

For the overall safety of the DCA community, the following procedures have been established:

- ◇ To ensure continual and safe flow of traffic, staff will give the right-of-way to vehicles.
- ◇ Pedestrians are required to use the crosswalk at all times.
- ◇ Students may not be picked up on the frontage grass on Yucca Lane or Emerald Crest.
- ◇ **Cars may never be left unattended in designated white drop off/pick up areas.**
- ◇ Observe all posted signs and arrows directing appropriate flow of traffic.
- ◇ Placards will be issued to families with the student's last name to assist staff in pairing students with their families.
- ◇ Observe a 5 mph maximum speed within the DCA parking areas.
- ◇ Students who park in the lower parking lot on Emerald Crest must keep their cars parked until 3:00 p.m. to ensure student safety.
- ◇ To ensure traffic flow on Yucca Lane and Emerald Crest, drivers must keep the closest possible proximity to the car ahead.

Procedures for Main Parking Lot: There are **two** lanes for drop off and pick up. Cars must continually pull forward to the start of the line before dropping off or picking up students. Please refer to the back of the handbook for a parking lot map.

Procedures for Emerald Crest: Please do not park on either side of Emerald Crest. The white curb is for drop off and pick up only and no car should be unattended. **Turn into the field and use the circular drive instead of making a U-Turn.** Those who are using the field for turning around should stay in the left hand lane, which is much safer and helps to eliminate more issues. Stay in the right hand lane of the field and pull forward for pick-up. Staff members will help direct children to their appropriate car. Please refer to the back of the handbook for a parking lot map.

Procedure for Non Parent/Guardian Pickup:

- ◇ Pull out of the pick up line and park
- ◇ Go to the school office with their driver's license to verify authorization to pick up the child
- ◇ Once authorization note is obtained, the student will be released

End of Day Dismissal

Kindergarten students are dismissed at 2:20pm and may be picked up at the Emerald Crest Dr. parking lot. Please plan to arrive early to pick up your children. When you arrive, please turn into the right-hand lane and pull forward safely for pick-up. When at the front of the pick-up line, identify yourself and the student you will be picking up and staff will direct your child to your car. To prevent confusion, please use first and last names when identifying yourself and your student, and avoid using nicknames. Kindergarten students not picked up by 3:00pm will be taken to daycare.

Please note, Desert Christian Academy offers student pick up for the convenience of DCA parents and guardians. Although DCA will make a good-faith effort to communicate with parents and students to ensure students are placed in the right car during pick-up, parents are ultimately responsible for providing transportation for their child after dismissal and Desert Christian Academy is not liable for any injuries or accidents arising from student pick-up.

Transportation

Drivers should be mindful that children as young as 18 months old attend DCA. Safe, cautious and courteous driving is expected at all times. Student drivers who fail to adhere to this may have driving privileges revoked.

Parents and students are to follow all DCA policies and procedures regarding transportation to or from school, school activities or trips, athletic competitions, etc.

Student Parking / Automobiles

Students who have a valid driver's license may drive their automobiles to school. In order to do so, student drivers must submit a Parking Regulations Form (available in the school office) before he/she may begin driving to school. Parking decals will be issued to all student drivers. This decal must be displayed on student vehicles. **Once students arrive at school and park their vehicles, they are not to return to them before the end of the school day.** A student needing to return to his/her car during school must obtain a car pass from the school office. Students must park in designated student parking areas. Please see Mrs. Julie Fulton for designated student parking areas.

Bicycles

Students who ride bicycles to school must park them in a designated location and are not to return to it until school is dismissed for the day. At no time are bicycles to be ridden on school grounds. Helmets are required for students riding a bike to and from school.

Lockers and Storage (Grades 6-12)

PE lockers will be assigned to each student. Students are responsible for not allowing others to obtain his/her assigned locker combination, and for keeping lockers clean and closed. All athletic bags and gear need to be stored on the shelving located on the south exterior wall of the gym. The hooks located along the walkways and buildings of the 20's and 30's classroom wings can be used for any other storage needs (such as lunch packs, jackets etc.). **Students**

are not permitted to leave their belongings anywhere on campus other than these designated areas.

Lost and Found

Any article found on school grounds should be turned in to the school office or to the Lost and Found located in the Elementary quad near the Preschool bathroom. Inquiries about lost property (small items) should be made during nutrition or lunchtime in the school office. Periodically the Lost and Found items will be donated or discarded. It is strongly encouraged that parents and/or students mark belongings with the student’s name. The school is not responsible for any loss of belongings.

Use of Facilities

DCA will only consider renting/leasing our facilities to non-profit organizations who are in full compliance with the Facility Use Policy as listed in the Board Policy Manual and as provided in our Facilities Use Agreement.

**VII. PARENT/STUDENT RESOURCES
SCHEDULE: DAILY MEETING TIMES**

High School (Grades 9-12)

Monday		Tues/Wed/Thurs		Friday	
1st Period	8:00 - 8:45	1st Period	8:00 - 8:50	1st Period	8:00 - 8:50
2nd Period	8:50 - 9:30	2nd Period	8:55 - 9:40	2nd Period	8:55 - 9:40
Break	9:30 - 9:42	Break	9:40 - 9:52	Break	9:40 - 9:52
3rd Period/Chapel	9:45 - 11:10	3rd Period	9:55 - 10:40	3rd Period	9:55 - 10:40
4th Period	11:15 - 11:55	4th Period	10:45 - 11:30	4th Period	10:45 - 11:30
5th Period	12:00 - 12:40	5th Period	11:35 - 12:20	5th Period	11:35 - 12:20
HS Lunch	12:40 - 1:15	HS Lunch	12:20 - 1:05	HS Lunch	12:20 - 12:55
6th Period	1:20 - 2:00	6th Period	1:10 - 1:55	6th Period	1:00 - 1:45
HS Flex	2:00 - 2:45	HS Flex	2:00 - 2:45	Early Dismissal at 1:45pm	

***Fridays dismiss at 1:45 PM**

Middle School (Grades 6-8)

Monday		Tues/Wed/Thurs		Friday	
1st Period	8:00 - 8:45	1st Period	8:00 - 8:50	1st Period	8:00 - 8:50
Break	8:45 - 8:57	Break	8:50 - 9:02	Break	8:50 - 9:02
2nd Period/Chapel	9:00 - 10:25	2nd Period	9:05 - 9:50	2nd Period	9:05 - 9:50
3rd Period	10:30 - 11:10	3rd Period	9:55 - 10:40	3rd Period	9:55 - 10:40
4th Period	11:15 - 11:55	4th Period	10:45 - 11:30	4th Period	10:45 - 11:30
MS Lunch	11:55 - 12:30	MS Lunch	11:30 - 12:15	MS Lunch	11:35 - 12:05
5th Period	12:35 - 1:15	5th Period	12:20 - 1:05	5th Period	12:10 - 12:55
MS Flex	1:20 - 2:00	MS Flex	1:10 - 1:55	6th Period	1:00 - 1:45
6th Period	2:05 - 2:45	6th Period	2:00 - 2:45	Early Dismissal at 1:45pm	

***Fridays dismiss at 1:45 PM**

Elementary (Grades K-5)

Kindergarten		1st Grade		2nd Grade		3rd Grade		4th/5th Grade	
Class	8:10 - 9:10	Class	8:10 - 10:00	Class	8:10 - 10:00	Class	8:10 - 10:20	Class	8:10 - 10:20
Nutrition	9:10 - 9:30	Nutrition	10:00 - 10:20	Nutrition	10:00 - 10:20	Nutrition	10:20 - 10:40	Nutrition	10:20 - 10:40
Class	9:35 - 11:05	Class	10:25 - 11:05	Class	10:25 - 11:45	Class	10:45 - 11:45	Class	10:45 - 12:25
Lunch	11:05 - 11:45	Lunch	11:05 - 11:45	Lunch	11:45 - 12:25	Lunch	11:45 - 12:25	Lunch	12:25 - 1:05
Class	11:50 - 2:20	Class	11:50 - 2:45	Class	12:30 - 2:45	Class	12:30 - 2:45	Class	1:10 - 2:45

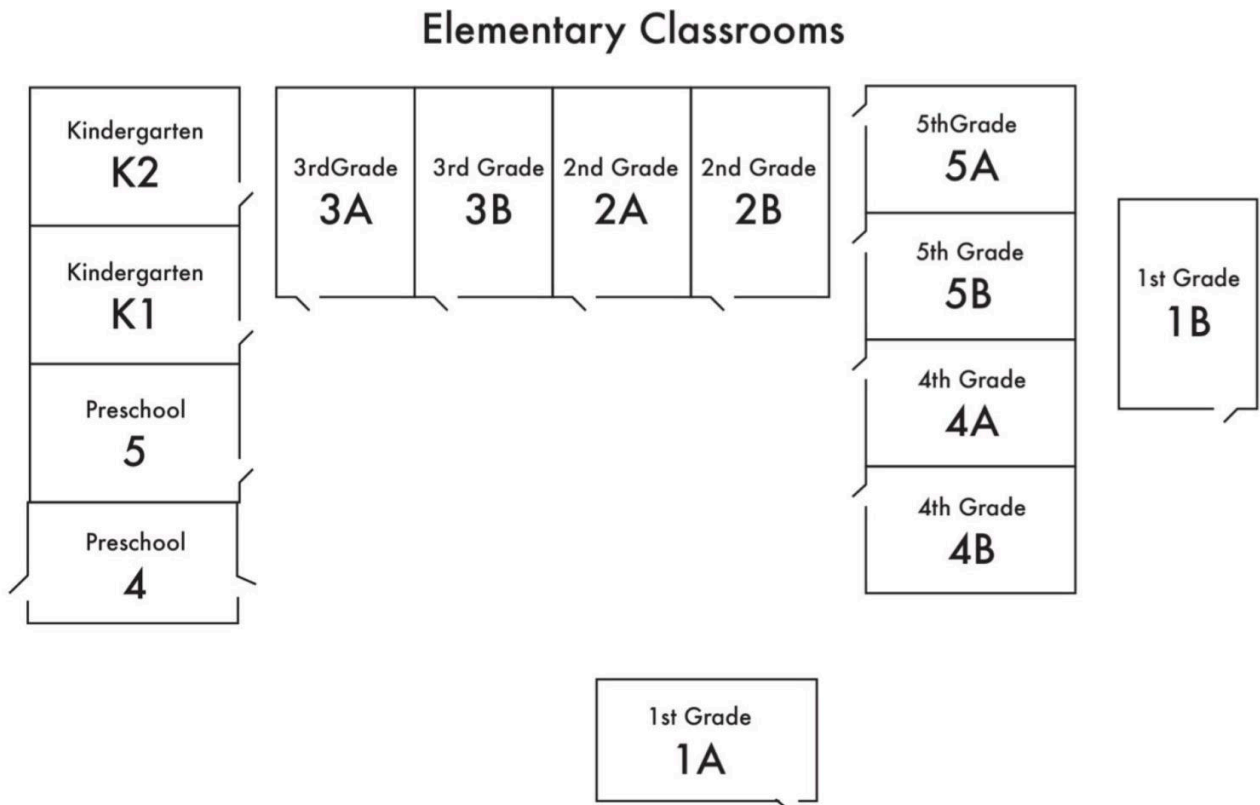
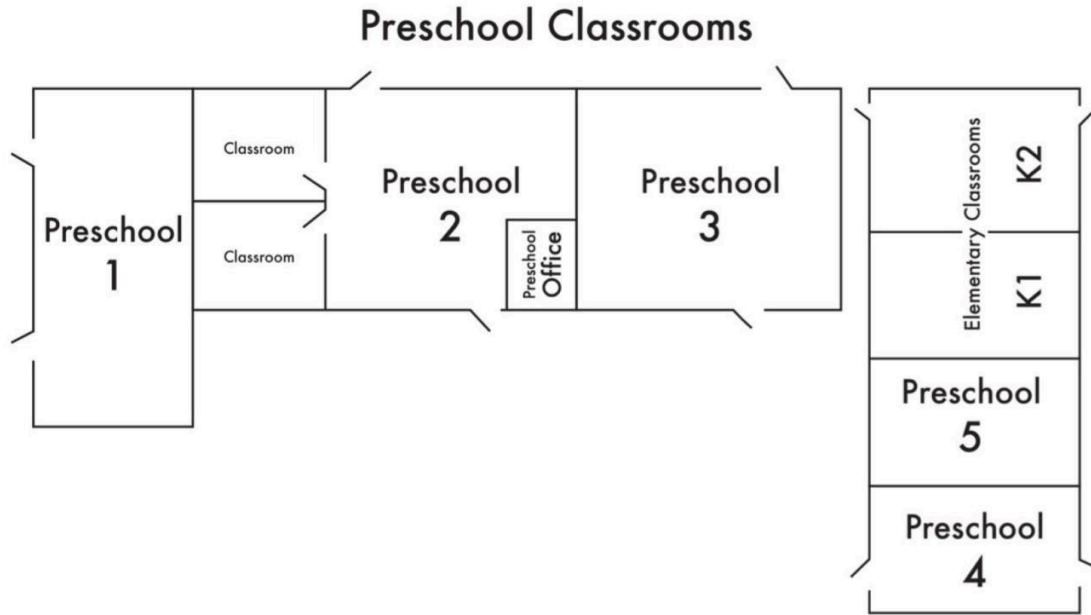
***Kindergarten-5th grade chapel is every Monday 8:15 - 9:00 AM.**

***Kindergarten classes are dismissed at 2:20 PM Monday – Thursday and at 1:20 PM on Friday.**

***PLEASE NOTE: DCA students (1st-12th Grade) are dismissed at 1:45 PM on Fridays.**

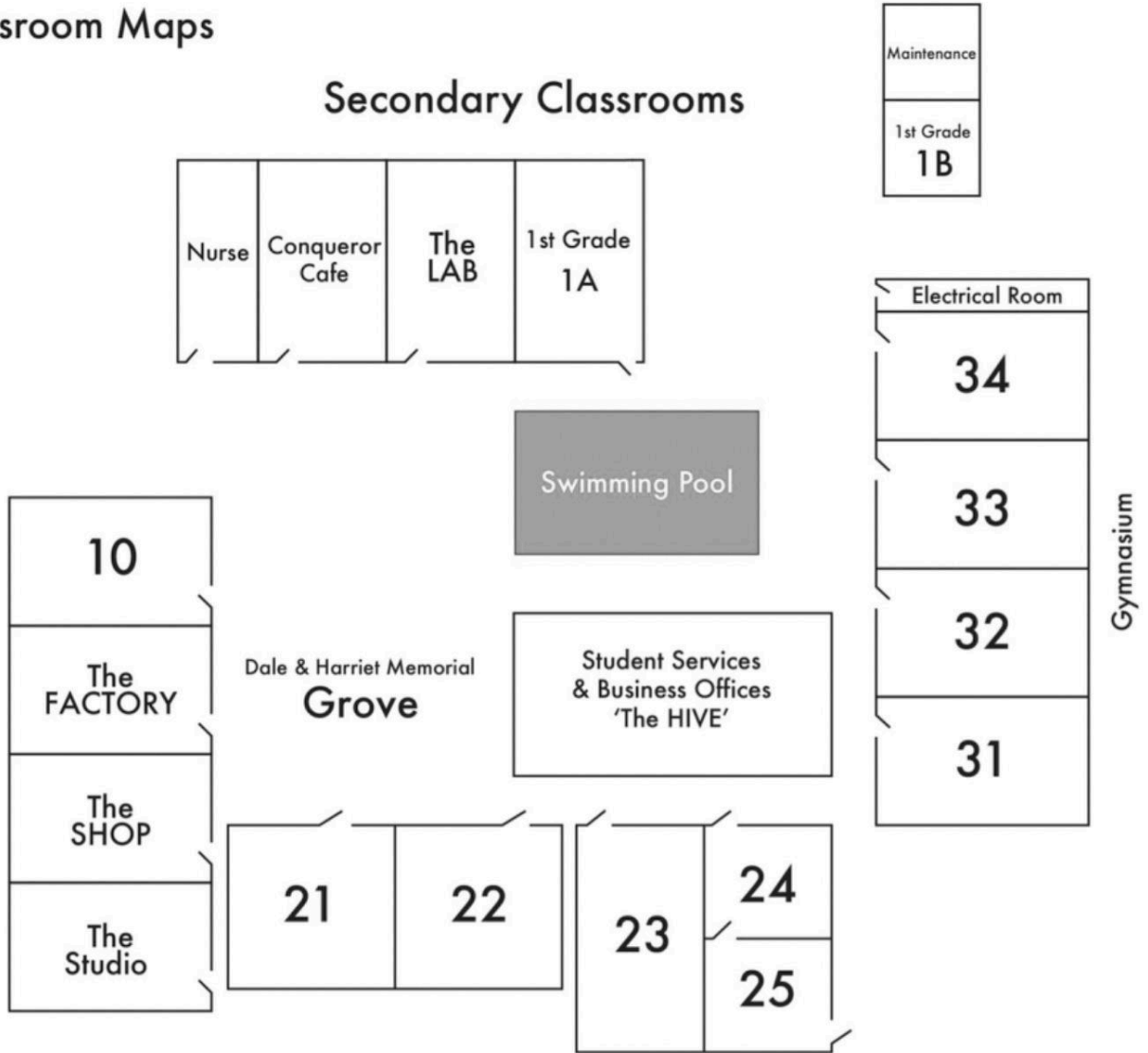
CLASSROOM MAPS:

Classroom Maps

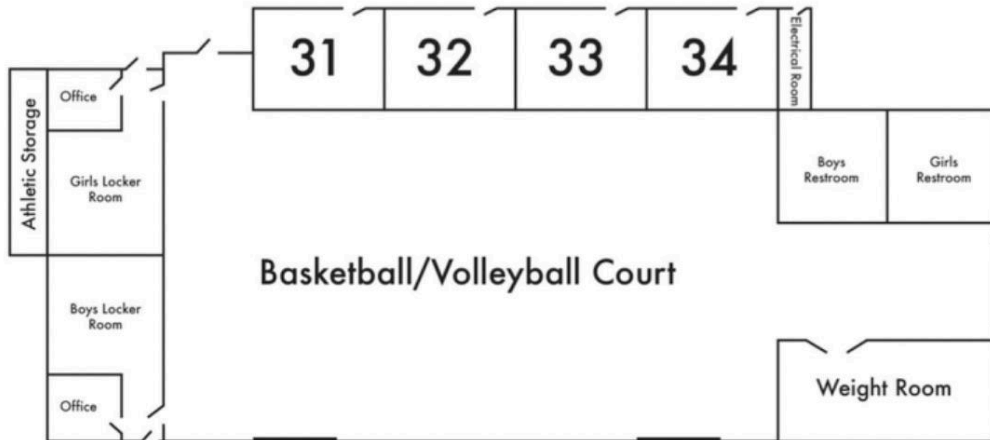


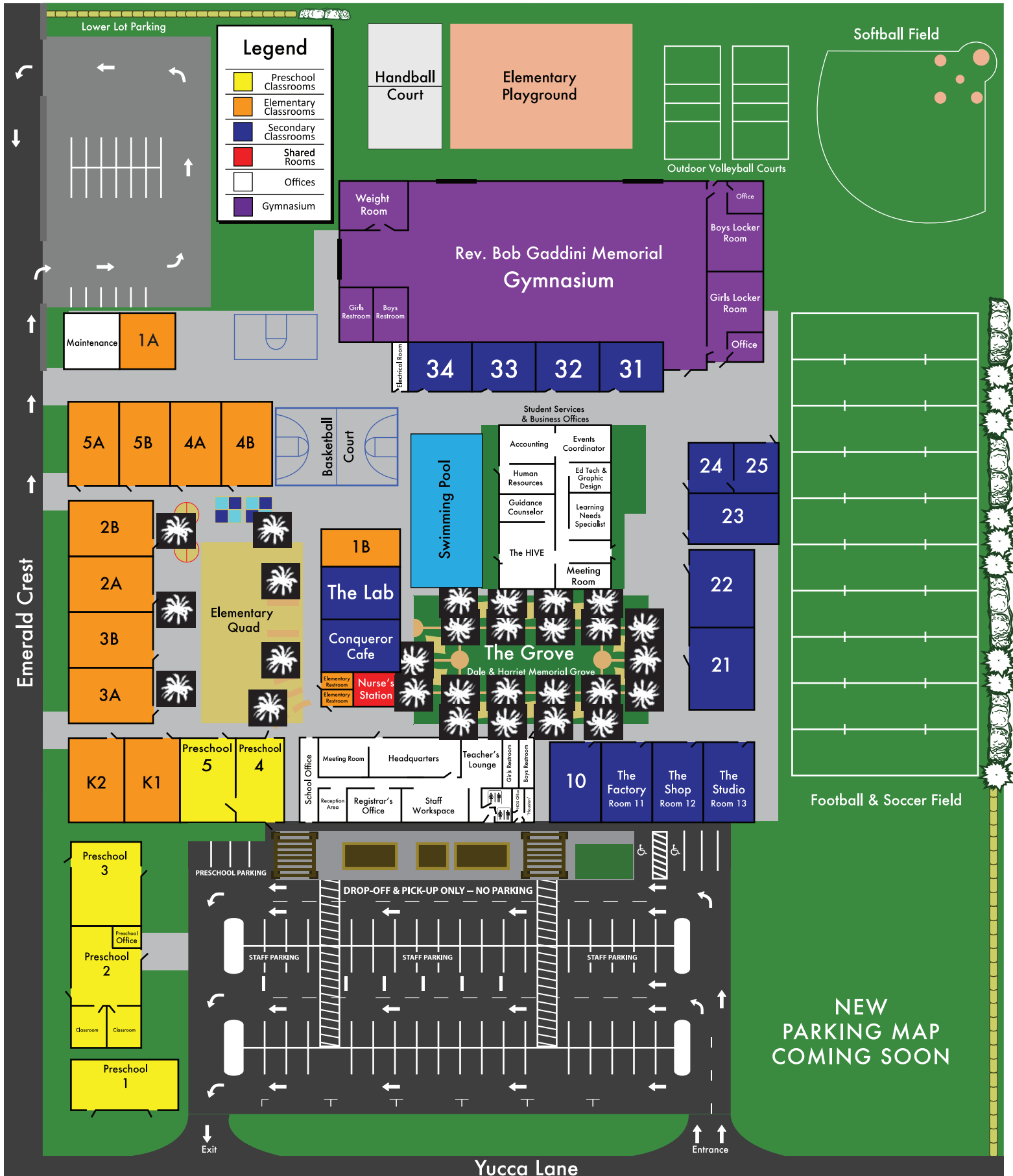
Classroom Maps

Secondary Classrooms

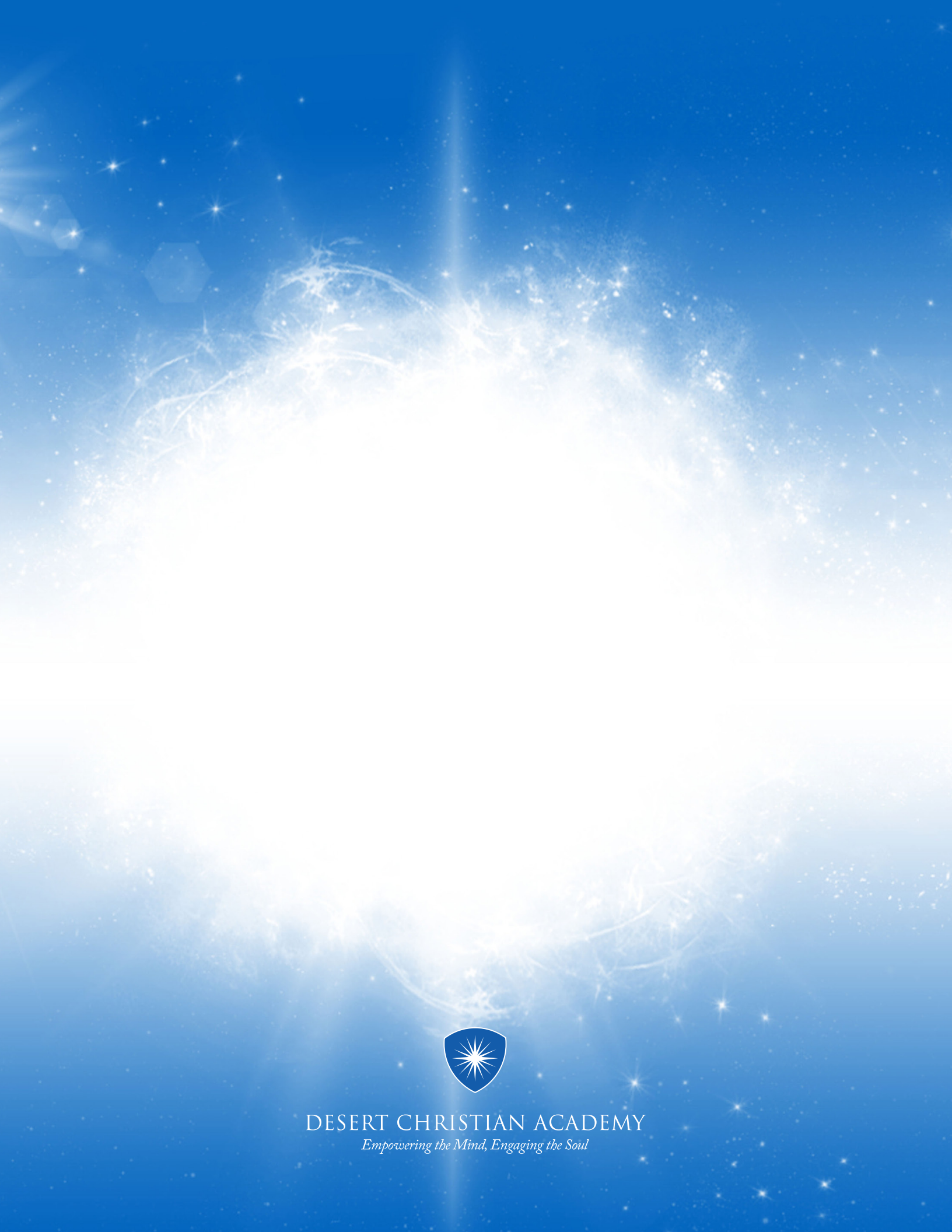


Rev. Bob Gaddini Memorial Gymnasium





NEW
PARKING MAP
COMING SOON



DESERT CHRISTIAN ACADEMY

Empowering the Mind, Engaging the Soul