

Dalhart Christian Academy

Doctrinal Statement

1. We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (*II Timothy 3:16, II Peter 1:21*).
2. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
3. We believe in the deity of Christ (*Matt 3:17*), His virgin birth (*Isaiah 7:14; Matthew 1:23*), His sinless life (*Hebrews 4:15; 7:26*), His miracles (*John 2:11*), His vicarious and atoning death (*I Corinthians 15:3; Ephesians 1:7*), His resurrection (*John 11:25; I Corinthians 15:4*), His ascension to the right hand of the Father (*Mark 16:19*), and His personal return in power and glory (*Acts 1:11; Revelation 19:11*).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (*John 3:16-19; John 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5*).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of punishment (*John 5:28-29*).
6. We believe that man was created by a direct act of God in His image, not from previously existing life (*Genesis 1:1, 22, 27; I Corinthians 11:7; James 3:9*).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28*).
8. We believe in the indwelling ministry of the Holy Spirit by whose presence the Christian is enabled to live a godly life (*Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-21; Ephesians 4:30; 5:18*).

Mission Statement

Dalhart Christian Academy believes in the potential of each individual and will strive to produce godly disciples by incorporating a Bible-based curriculum. DCA maintains a high standard of academic excellence and discipline, thus equipping students to meet the challenges of an ever-changing and complex world.

Philosophy Statement

Purpose: Dalhart Christian Academy has grown out of sincere love for children and a desire to help them develop and succeed in our modern world. "But Jesus said suffer little children, and forbid them not, to come unto me: for of such is the kingdom of heaven." (Matt. 19:14). The school is equipped and staffed to give the best possible care for students, enabling them to spend their day in an environment learning and developing life skills. The school offers a flexible program to assist the students in their cognitive development. In a Christ Centered environment, the school schedules Bible, Math, English, History, Science, Spelling, Reading, Handwriting and enrichment through Music, Physical Education, Accelerated Reader and ACSI extra-curricular competitions.

Teaching Biblical truths: The students have the opportunity to hear Bible truths daily. Bible verses are memorized. They are taught that love is very important. "And now faith, hope, charity, these three; but the greatest of these is charity" (1 Cor. 13:13). The students are given many opportunities to pray. Each day is planned so the students can learn about God's love and the wonderful provisions he has made in sending his son Jesus to teach us how to love. "A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another" (John 13:34). All students are welcome regardless of race, color, or ethnic background. "There is neither Jew nor Greek, there is neither bond nor free, there is neither male nor female;

for ye are all one in Christ Jesus”(Gal. 3:28).

Educational Philosophy: Our aim is to develop the total person of each student by providing an education experience of lasting value:

Socially: We encourage participation in group activities, getting along with others and developing a feeling of security and belonging. “So we, being many are one body in Christ, and every one member’s one of another” (Romans 12:5).

Emotionally: We provide an environment that is safe and conducive to good health, showing unconditional love for each student. Allowing them to do what they can for themselves.

Physically: We encourage experiences that will develop large and small muscle coordination and motor skills as well as team building.

Spiritually: Daily there is a time of devotion using Bible truths, which give each student an awareness of God’s love for them. Following Psalm 100:2 “Worship the Lord with gladness; come before him with joyful songs.”

Cognitively: We give them the opportunity to explore and ask questions. We provide opportunities for them to create and think of new ideas by having activities and implementing appropriate practice.

Board of Directors

Dalhart Christian Academy is overseen by a Board of Directors.

Objectives of Dalhart Christian Academy

Believing that the student should grow spiritually, Dalhart Christian Academy seeks to:

- Develop an appreciation for the Bible through daily reading, study, and memorization.
- Teach the student to integrate the Bible in all areas of life.
- Encourage the student to develop self-discipline and responsibility.
- Teach the student respect for and submission to authority.

In order to enhance the student’s personal and social development, Dalhart Christian Academy seeks to:

- Help the student understand that he/she is uniquely created in the image of God.
- Help the student understand and develop his/her own abilities.
- Help the student understand that others are uniquely created in the image of God.
- Teach the student to treat others with love and respect.
- Guide the student in effective use of his/her time.
- Teach the student to respect and honor persons of the opposite sex.
- Teach the student to be a good steward of material blessings.

In order to foster academic growth and development, Dalhart Christian Academy seeks to:

- Promote high academic standards.
- Foster an appreciation for the joy of learning.
- Help each student realize his/her academic potential.
- Teach the student to work independently.
- Teach the student to participate in group activities.
- Encourage the student in good study habits.
- Develop in each student the ability to think creatively and critically.
- Guide the student in appreciation of Christian and American history.
- Develop in the student an appreciation of God’s world and man’s responsibility to His creation; Provide opportunity for the student to participate in the fine arts.

Desiring school and home cooperation, Dalhart Christian Academy seeks to:

- Help parents understand the purpose and program of the school.
- Encourage parent participation in the school.
- Encourage school and parent cooperation in the training of the children.

Policies and procedures

Topics are presented in alphabetical order:

Absences

Regular attendance and punctuality are required of every student. Students who have good attendance generally achieve higher grades and enjoy school more. We expect all students to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

When a student is absent, parents should call the school the day of the absence and notify them that the child will not be at school for the day. The parents should also send a note explaining the reason for the absence. The parent should send a note explaining the reason for the absence the day the student returns to school. Should there be no call or note of explanation for the student's absence; the absence will be "unexcused".

Makeup work is allowed for the following excused absences:

1. Verified illness by a doctor's permit or a note from parent.
2. Bereavements.
3. Verified medical appointments.
4. School-sponsored trips approved by the administrator are not considered absences if makeup work is completed within the individual teacher's guidelines.
5. Special absences (trips, appointments, etc.) with administrative approval and student's academic good standing.

Special absences must be approved in advance by the administration. Ten (10) absences will result in a review of absences by the Board of Directors. Any other absence is considered unexcused. The student will receive a zero on all test and assignments due during the unexcused absence. Makeup work is required but no credit will be given for it.

Admissions Policy

Admission of each student to Dalhart Christian Academy is a privilege. Since the Academy has the responsibility of providing quality Christian education, we ask the parents to adhere to the spirit and letter of all policies and guidelines established by the school:

1. Entrance will be based upon the school's ability to meet the needs of the individual student. Dalhart Christian Academy does not provide Special Education Services.
2. Kinder-Prep students must be 4 years of age on or before September 1.
3. Kindergarten students must be 5 years of age on or before September 1.
4. First grade students must be 6 years of age on or before September 1 of the current year or have completed kindergarten.
5. All new students are placed in an automatic nine-week probationary period.
6. Normally students who are more than one year behind grade level are not accepted for admission on the basis of our inadequacy to meet that student's needs.
7. Students must be up to date on immunizations and include a birth certificate, social security number and

shot record upon registration.

At time of enrollment, an admissions interview will be scheduled with the parents and the Administrator. This will enable the parents, student, and Administrator to ask questions and to discuss each of their responsibilities.

Testing by our personnel will determine the student's readiness for the appropriate grade level.

Attendance at Dalhart Christian Academy is a privilege and not a right. Students and parents forfeit this privilege if they do not conform to the standards and ideals set forth by the Administration and Board, and the school may insist on the withdrawal of a student anytime that the student or parent, in the opinion of the school, does not conform to the spirit of the ministry.

Dalhart Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. Parents or primary caregivers in a sexually immoral lifestyle forfeit their children's privilege to attend Dalhart Christian Academy.

No Bullying Policy

It is the policy of Dalhart Christian Academy to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying.

Definition: Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. For our purposes, it takes place in the school, on school property, or on school field trips.

Examples of bullying are as follows:

- Verbal: name calling, put downs, racist remarks, teasing, threats, or spreading rumors.
- Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
- Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
- Psychological: acts that instill a sense of fear or anxiety, etc.
- Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

Awareness:

- Annually, as part of the required in-service training for all school staff, the administrator or designee shall arrange for Bullying Awareness and Response Training. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children on the playground, in the classrooms, hallways, rest rooms, gym, etc.
- Teachers will conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc. This information may be presented in Bible, Social Studies or other subjects.
- The administrator or designee shall notify the parent/guardians that our Bullying Awareness and Procedures are listed in the Student Handbook.

Reporting:

- Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, prior to the end of the school day. The staff member shall evaluate the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.)
- If the behavior meets the criteria for bullying, the staff member must report this to the school administrator or designee immediately in order to protect the alleged victim. The staff member is to immediately forward a Bullying Incident Report to the administrator for investigation. The staff member shall remind the victim/witness that “No one deserves to be bullied and we are going to do everything we can to stop it.” The staff member is to commend the victim/witness for bringing the matter to the attention of school staff, and they are to begin intervention strategies for the victim.
- The administrator or designee will promptly and thoroughly address suspected reports of bullying. She will individually meet with the victim/witness and bully privately. If she determines that bullying has occurred, she will act appropriately within the discipline codes of the board and will take reasonable action to end the bullying. The message for the child who bullies will be “Your behavior is unacceptable and must be stopped.” The administrator will inform the student that he/she will be closely monitored, and the student’s movements outside the classroom will require adult supervision at all times until trust has been built and all bullying behaviors cease. The administrator will also ensure the careful monitoring of the victim during this time, by enlisting the help of a class buddy. She shall ensure that prior to the end of the school day, notification of the incident has been given to the parents/guardians of both the victim and the offender, and that steps have been initiated to address and resolve the issue. An intervention plan will be developed in cooperation with the parents of the bully. Parental notification and the intervention plan shall be documented on the Bullying Incident Report. If necessary and appropriate, the police will be contacted.
- Copies of the Bullying Incident Report shall be given to the victim’s and offender’s teachers, be placed in the victim’s and offender’s files in the school office, and be sent home to their parents. The report will serve as a reference for the school staff in determining whether or not a pattern of bullying behavior or abuse exists in regards to the offender or the victim.

Chapel

Chapel services will be held on a weekly basis. Parents are encouraged to attend.

Complaint Procedure

If a student or parent is having any problems with a teacher, an appointment should be scheduled with the teacher to rectify the situation. Both parent and teacher must refrain from discussion about the situation with others. If, after consulting together and praying for mutual understanding, this does not prove satisfactory, the administrator will schedule a conference with both teacher and parent for final resolution of the matter.

Conduct

Dalhart Christian Academy sets high standards of Christian conduct. Obvious immoral behavior such as profanity, disrespect, cheating, stealing, use of harmful and intoxicating substances and sexual immorality are grounds for dismissal from the school. Students found behaving in such a manner will be brought into a parent-administrative conference designed for counsel and prayer and the setting of new goals and direction. Should improper behavior continue, students will be dismissed from the school.

Correspondence

Teachers will correspond with parents regularly by sending notes, homework or test papers home with the student. The purpose of this communication is to keep parents informed of the child's progress and needs. Class programs, holidays, and teacher workdays will be scheduled during the year and written notices will be sent home with each child. Parents should check homework folders or binders daily for communication. Homework folders and binders should be read and signed by the parent daily.

Curriculum

Dalhart Christian Academy provides quality curriculum materials from Christian publishers. Screened and selected secular materials may also be used in some basic skills areas.

Dalhart Christian Academy's basic curriculum is designed to help each student come to a full realization of his/her potential in God. The curriculum includes basic instruction in character training, Bible, math, reading, spelling, handwriting, social studies, English, and science. Enrichment is added in the areas of art, music, physical education and computer literacy, accelerated reader and ACSI extra-curricular competitions.

The school will be using curriculums and textbooks, which were written on the premise that all truth comes from God. This curriculum emphasizes phonics, grammar, penmanship, and basic skills in arithmetic.

Discipline

Good discipline means that the classroom is free from confusion, disorder, and anti-social behavior. It means that each child and the group as a whole operate freely within a structured framework which they understand, accept and incorporate into their behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves inner understanding and acceptance.

Dalhart Christian Academy will be using the Honorable Character Program to promote Christ like behavior and self discipline at school and in other areas of the each student's life.

The preschool will emphasize six honorable character traits while first through sixth will emphasize fourteen character traits.

These character traits each have a Bible verse. It teaches the students to become more Christ like in their behavior, which is what we all are striving for as Christians. Students will receive honorable character marks for the good character traits they exhibit throughout the day. If a child exhibits a negative character trait, the child will have their name written on the board with that character mark. If they do not exhibit any other negative trait for the rest of the day, their name is erased because all of our sins have been erased through Jesus Christ. If they continue to receive negative marks in one day, then they will write the Bible verses and their behavior trait five times for homework. If they receive four negative behavior marks in one day or they repeat the same types of behavior after correction, the parents will be called immediately. Should further correction be needed, a student's recess and extra activity privileges will be removed. Through the progression of correction, the administrator may be involved at any time. Should a student choose not to correct his or her behavior, the administrator will contact the parents for a conference to discuss the child's situation. Further disciplinary action will be taken should a child not correct behavior after these interventions.

A signed statement by the parents that they have read and support the Discipline Policy must be received as a prerequisite to final acceptance and enrollment of each child.

Disciplinary Action

We never assume students know proper behavior until we have explained it to them.

A demerit system will be in place and tracked in RenWeb for the following offenses.

- 1 Demerit – 3rd tardy and one additional demerit for each tardy thereafter for the semester
- 1 Demerit – 3rd defining character mark and each additional
- 2 Demerits – office visit

If a student has 5 or more demerits in a semester, the student will not be allowed to participate in field trips, ACSI events, lead roles in school programs, and other extracurricular activities. Excessive demerits may lead to suspension and/or expulsion.

When a student's behavior is unsatisfactory, the school will employ the appropriate action for correction. The following methods may be used at the discretion of the teacher and/or the administrator to achieve appropriate behavior and attitudes:

- Verbal warning to students regarding actions.
- Correspondence with parents.
- Parent – teacher - Administrator conference.
- Suspension.
- Expulsion.

Suspension

A policy of 1-3 day suspension will be followed. Excessive suspensions may result in a recommendation of dismissal from the school. Suspension is treated as an unexcused absence in reference to class work. Any student guilty of the following while on school property or during school field trips or school activities may expect immediate suspension:

- Fighting.
- Possession or use of tobacco in any form.
- Possession or use or being under the influence of drugs or alcohol.
- Any type of solicitation to use or purchase drugs or alcohol.
- Obscene, profane, or vulgar language that is written, spoken, or expressed by symbols or gestures.
- Misuse and/or damage of school property.
- Any behavior, display, or attitude in opposition to the basic principles and purposes of Dalhart Christian Academy on which restrict the spiritual or academic atmosphere of the school as determined by the administration.

True discipline results from self-discipline rather than external regulation or compulsion. Dalhart Christian Academy's policy is based on scriptural principles and strives to be both firm and fair. It is expected that good behavior will be the norm and discipline problems the exception.

Dress Code

“Let no man look down on your youthfulness, but rather in speech, conduct, love, faith, and purity show yourself an example of those who believe.” 1 Timothy 4:12

Dalhart Christian Academy will observe a basic dress code, which will consist of uniforms as outlined by the administration.

Personal appearance:

Boys

- All shirts must be tucked in at all times.
- Hair should be neatly styled and clean, cut above the eyebrows and above the bottom of the back uniform shirt collar.
- Earrings are not to be worn, on or off campus, or during any school function.
- Shoes are to be worn with socks.
- No hats are to be worn inside the building.
- No headwear will be worn including bandanas, scarves and “rags”.
- No Mohawks or unusual hair coloring.

Girls

- Shirts must be tucked in at all times.
- Hair should be neatly styled and clean, without covering the eyes.
- Shoes are to be worn with socks.
- No hats are to be worn inside the building.
- No unusual hair coloring.

Anything the student is wearing or that is a part of their personal appearance that becomes a distraction at school may be asked to be removed.

E-Readers

Guidelines for E-Readers in the classroom:

- Parents must sign a permission form for the E-Reader to be used at school.
- All E-Readers must be used for reading an AR book only. Magazines, newspapers, games, etc. will not be permitted.
- Only the owner of the E-Reader may have possession of the device. It may not be shared or used by anyone else.
- If the device becomes a distraction or is misused, the teacher or administration may ask that the device be taken home and not be brought back to school.
- Students who bring E-Readers to school are responsible for them. The classroom teacher will not be held responsible for them in any way.

Emergency Procedures

Should it become necessary to dismiss school, parents will be notified as soon as possible by announcements at school and announcements on the local radio stations, news channels, RenWeb and Facebook. We will also notify parents using a Parent Alert system, in which you will receive texts and/or emails. There will be no announcement if school is open as usual. DCA practices fire drills and tornado drills routinely. In the event of an emergency, DCA will follow Dalhart Independent School District emergency procedures.

Extracurricular Activities

Dalhart Christian Academy offers opportunities to participate in activities outside the academic classroom. Example: This includes but is not limited to Spelling Bee, Speech Meet, Math Olympics, Science Fair, etc. A student must have a 70 or above in each subject to participate at the end of the grading period prior to the event.

If a student should be passing at the midpoint of a grading period following a non-passing grade, consideration for participation will be given by the administrator. If a student receives 5 or more demerits during the semester, they will not be allowed to participate in ACSI events, special parts for programs, or field trips.

Field Trips

Classes take trips to interesting and educational places from time to time as a vital part of the instructional program. Small fees may be charged to cover expenses. Before students can go on field trips, parents must sign the Field Trip Release Form. This form is signed at registration and becomes a part of the student's file.

Financial Information

Tuition and fees will be payable on an annual, semi-annual, or monthly basis. If the annual method is chosen, the entire year's amount will be due on or before August 1. If the semi-annual method is chosen, the first half will be due August 1, and the second half will be due January 1. Payments received after the 10th of the month may be assessed a \$10.00 late fee. If the 10th falls on a weekend or holiday, grace is extended until the next school day. Parents with delinquent accounts will be notified. Accounts delinquent 30 days or more are grounds for dismissal.

After registering your child for the school year on RenWeb, you will be invoiced for the book/supply fee and fall semester tuition. The book/supply fee must be paid by August 1st. Tuition will be collected on the 5th business day of the month by electronic check. Payment may be submitted for full or half year as well. These will be due August 1st. If you have circumstances that would cause you to deviate from this policy at all, a letter must be submitted to the board in advance.

Application/Enrollment Fee:

On or Before May 1st: \$100
After May 1st: \$150

Book/Supply Fees:

*3 Year Old & Kinder-Prep book fee ---- **\$ 250.00**
(Child must be 4 for Kinder-Prep class by Sept. 1 of current school year)

*Kindergarten book fee --- **\$400.00**
(Child must be age 5 by Sept. 1 of current school year for Kindergarten)

*1st - 7th grade book fee ---- **\$500.00**

The Tuition Schedule is as follows:

<u>Grade</u>	<u>Year</u>	<u>½ Year</u>	<u>Monthly</u>
Kinder-Prep	\$2,400.00	\$1,200.00	\$240.00
Kindergarten	\$3,100.00	\$1,550.00	\$310.00
1 st -6 th grade	\$4,400.00	\$2,200.00	\$440.00

Multi-Student discount:

-2nd student: 5%
-3rd student: 10%
-4th and subsequent student: 15%

Tuition discount:

- tuition paid in full by August 1: 10%
- tuition paid by semester in full by August 1 and January 1: 5%

Scholarships

Since its inception, DCA has always extended financial aid to deserving students. Those families applying for scholarship aid may apply online for the following school year. The family need and amount available determines the scholarship amount awarded to each family. All financial aid information is kept confidential by the DCA Board of Directors.

Effective for the 2017-2018 school year, scholarship recipients will be asked to follow these guidelines:

- 1) Attend the parent orientation meeting.
- 2) Serve 15 volunteer hours.
- 3) Be present at school functions i.e. programs, etc.
- 4) Keep absences at or below 10 for the school year.
- 5) Keep tardies at or below 6 for the school year.
- 6) Maintain a 75% grade average or above in each core subject.
- 7) Complete class work and projects assigned by due date.
- 8) Follow payment guidelines as stated in the handbook.

Grade Reporting

Evaluation of the student's progress will be made and communicated to parents at the end of each nine-week period. Interim reports may be made as warranted. Questions regarding these reports should be addressed to the teachers involved and conferences arranged as needed. Report cards signed by the parents are to be returned to the school the next class day.

Grading System

Academics

A Excellent	90-100
B Good	80-89
C Average	70-79
Failing Grade	69 and below

Conduct

- E** - Excellent, has fine attitude, is cooperative, and conforms to all school rules.
- S** - Occasional minor infraction of rules, but behavior is satisfactory.
- N** - Needs improvement, makes frequent minor infractions of behavior codes.
- U** - Unsatisfactory behavior, poor attitude, uncooperative, disrupts class, does not respect school or class rules.

Health and First Aid

Immunizations

It is our policy that all students enrolled in Dalhart Christian Academy must present written verification of all immunizations in accordance with the Texas Department of Health. All immunizations required for the child's age must be completed by the date of admission. Student health and immunization records must be current for the student to remain enrolled.

Each student enrolled or admitted to DCA must meet applicable immunization requirements specified by the Texas Department of (State Health Services) Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth through 17 years of age.

Except as otherwise provided in this division, all immunizations required for the child's age must be completed by the date of admission.

According to the American Academy of Pediatrics (AAP), children require frequent boosters and immunizations in early childhood. Although they may be current with required immunizations when they enroll, they can miss future required immunizations. Since the risk of vaccine preventable disease is increased in group settings, ensuring appropriate immunization is an essential responsibility in child care.

Exemptions for immunization requirements must meet criteria specified by the Texas Department of State Health Services rules in 25 TAC #97.62 (relating to Exclusions from Compliance).

Provision for Emergency and First Aid Care

Students with minor injuries will be given first aid and returned to class after five to ten minutes observation. Students with serious injuries will be given first aid and parents notified. If warranted, students will be taken to the hospital by ambulance. If parents are not available at time of transfer, designated school personnel will accompany and remain with the student until the parent/guardian assumes responsibility.

Parents will be notified about medical and emergency situations when:

1. A child is injured and the injury requires medical attention by a health-care professional.
2. A child has a sign or symptom requiring exclusion from the school.
3. A child has been involved in any situation that placed the child at risk.
4. A child has been involved in any situation that renders the school unsafe, such as a fire, flood, or damage to the school as a result of severe weather.

A parent will be notified of less serious injuries when the parent picks the child up from the school. Less serious injuries include, but are not limited to, minor cuts, scratches, and bites from other children requiring first-aid treatment by employees.

Parents will be notified in writing and within 48 hours of becoming aware that a child within the school has contracted a communicable disease that the law requires be reported to the Texas Department of Health.

The school will provide written notice within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation in the group.

Illness

A child will not be permitted to attend school if one or more of the following exists:

The illness prevents the child from participating comfortably in school activities including outdoor play.

The illness results in a greater need for care than staff can provide without compromising the health, safety, and supervision of the other children in class.

The child has one of the following, unless medical evaluation by a health-care professional indicates that you

can include the child in the school's activities:

1. Oral temperature of 100 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
2. Rectal temperature of 101 degrees or greater accompanied by behavior changes or other signs or symptoms of illness;
3. Armpit temperature of 99 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
5. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Students must be symptom free without medication for 24 hours before returning to school, unless otherwise indicated by a health care professional.

Administration of Medication by School Personnel

No medication shall be provided for students or staff by the school.

Prescription or non-prescription medication will be given to a student only if:

1. Parents sign an authorization and include times for the school to administer medication according to label directions;
2. The medication must be in the original container labeled with the child's full name and the date brought to the school;
3. The school will only administer the medication in amounts according to the label directions or as amended by a physician;
4. The medication can only be administered to the child for whom it is intended;
5. The medication will not be administered after its expiration date.

Health Screening

DCA will participate in Health Screening. This includes vision, hearing and head lice check. If there are any identified problems, parents will be contacted.

Homework

It is our belief that the students' educational experience may be enhanced by extending the educational experiences of the school. The degree, intensity, and scope of homework activities may increase with each year in school.

All students are expected to do assigned homework. Parents can help their children most by providing a comfortable place where good study conditions prevail. Teachers will ask parents to cooperate by checking assigned work to see that it has been properly completed and by signing homework folders/binders daily. Approximate lengths of time to be spent on homework at each level are as follows:

Grades K-2	15-30 minutes
Grades 3-4	30-45 minutes
Grades 5-7	50-60 minutes

This is a guide. The length of homework time is dependent on the amount of "time on task" by the individual student. Students should return homework to school the very next day. If a student does not return his/her

homework on the assigned day, appropriate consequences will be determined. We believe quality reading time is essential for academic excellence. Independent or family reading time may be assigned as homework.

Identification of Personal Property

All student property must be clearly identified by name and phone number or address.

Late Grading Policy

Papers should not be late. However, in extreme circumstances should a paper not be returned when it is due, 1 day late will be -10 points, 2 days late will be -20 points, 3 days late will be -30 points. Papers later than four days will be given a zero. Presentations and projects will not be taken on a late basis. If they are not turned in on the due date, they will receive a zero. Students are required to study for quizzes, tests, memory work and other written work that often requires 20-40 minutes each evening based on the student's grade level. This is a valuable tool in your child's learning process. Please participate and monitor their progress daily.

Leaving Campus

In order to maintain a secure environment at Dalhart Christian Academy, students will be released and dismissed in the following manner:

- A. Should a student need to leave the campus early (ex. Lunch, Doctor or Dental appointment) the parent or guardian will need to enter the school office or the cafeteria at the ROC and sign the child out. A child will not be released prior to the child being signed out.
- B. All other students will be dismissed to their parents or guardians at the end of the school day. A teacher will be standing with the students outside or inside due to inclement weather until the last student is dismissed.
- C. Should a student walk or ride a bike, the parent or guardian should sign a permission to walk or ride form to be kept on file in the office in the student's folder giving the child permission to do so. This form should also be signed for a student to be released to the care of a sibling under 18 years old.
- D. Each student must have on file in the school office a list of who may pick them up: parents, guardians, grandparents or other. At times it may become necessary to identify the identity of a person authorized to pick up a child but whom the teacher does not know. In this circumstance, a copy of a valid photo identification, an instant photograph of the individual, or recording the driver's license number and car tag numbers will be necessary. The individual picking up the child may provide the information. This information will remain in the child's records.

Lost and Found

All articles left in classrooms, halls, or grounds will be placed in the lost and found. Unclaimed articles will be donated to the Spanish Mission at the end of the year. Parents are urged to mark all items clearly and to check lost and found periodically to reclaim lost items.

Lunch

Each student should bring his or her lunch every day. There will be no carbonated drinks or candy for lunch. Parents are responsible for taking appropriate measures for maintaining safe food temperature. Lunches should be with the student 30 minutes prior to the scheduled lunch in the cafeteria. If a parent occasionally chooses to take the student out or home for lunch, please try to inform the teacher by a note prior to lunch period. Also

please pick up the student promptly at the beginning of lunch period, and no other time, to minimize confusion. Lunch/Recess is a 60 minute time frame. If there are excessive tardies after lunch period, this privilege will be terminated. Students should be signed out/in through the office or the cafeteria at the ROC when leaving campus for lunch.

Make-up Work

When students are absent due to sickness, students will be given 1 day for each day missed to complete work, including weekends and holidays. However, the parent or student is encouraged to secure books and assignments in order to be ready to participate the day the student returns to school. Assignments will be available by the end of the school day to pick up in the office.

For all other absences, it is the responsibility of students and parents to secure books and assignments so they are complete when the student returns to school after being absent. Be aware, the student should also be prepared to complete scheduled tests, projects, etc. when they return to school.

Non-Discriminatory Policy

Dalhart Christian Academy admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational and admissions policies, scholarship programs, athletic opportunities, or other school-administered programs.

Parent Participation Policy

Parents are expected to participate in the operation of the school by completing tasks that are directly related to the school program or the school grounds or that provide professional expertise in support of the same. We expect this commitment to equal approximately 10 hours per year. Parents may choose a variety of tasks.

There are descriptions of the parent participation tasks in the Volunteer Handbook in order for you to make an informed decision.

If you need more information about the various tasks, please talk to our Public Relations Coordinator, or the administrator. The Public Relations Coordinator will have a participation form to fill out at orientation.

The Public Relations Coordinator will contact parents during the year if the parent participation tasks are not being adequately completed. Parents who fail to complete their task(s) will be assessed the “in lieu” participation fee of \$100.00 per year. The Fall Event/Spring Event is mandatory for selling tickets and participation or \$100 fee will be assessed for each event, in addition to the 10 hours of service.

Thank you for your help in fulfilling our vision of being a cooperative school by donating your time to Dalhart Christian Academy.

Parent-Teacher Conferences

Conferences will be held at least *once each semester*. Parents and teachers should feel free to request a conference at any time they feel it necessary.

Photographs

Individual and group pictures will be taken annually. If parents wish to purchase pictures, money is to be sent

prior to the day the pictures are to be taken. Parents will be advised of the date and cost.

Physical Education

Athletic activities are an integral part of education at Dalhart Christian Academy for all students. We are training the body as well as the mind, soul, and spirit. Our P. E. program will be varied and provide team activities as well as individual sports and conditioning. All students will participate in physical education. In all sports, students are expected to follow the coach's instructions and requirements, promptly and precisely.

Athletic release:

Students who are not able to participate in P. E. class will need to present a dated note to their teacher signed by a parent or guardian indicating the specific reason for not participating. If there are medical reasons for restricting a student's involvement in P. E. it is necessary to have a statement from a doctor.

Participation:

P. E. teachers must have all necessary equipment and games set up in advance. Students must not be allowed to criticize or argue during P. E. with either the instructor or with their peers.

Sportsmanship:

Whether as players or spectators, DCA students are expected to display spirit, loyalty, and good sportsmanship at all times.

Good sportsmanship means:

- Never argue with the teacher or coach.
- Never hiss, boo, or make inappropriate remarks about our students, the opposing players, coaches, fans or referees.
- Play hard, making every effort to win, but never playing outside the rules.
- Never attempt to injure anyone.
- Acknowledge good play, whether by our players or the opponent. Be an encourager.
- Never boast about winning and never make excuses in losing. Accept responsibility for their own mistakes. Excuses are not acceptable at DCA; instead let us teach students to... "Press toward the mark for the prize of the high calling of God in Christ Jesus." (Philippians 3:14)

Each student should be led to an appreciation of the value of his body and its care, "a: temple holy unto God and its dedication to the praise and service of God." (1 Corinthians 3:16)

Pledges

Pledge of Allegiance to the American Flag

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

Pledge of Allegiance to the Texas Flag

Honor the Texas flag. I pledge allegiance to thee Texas, one state under God, one and indivisible.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet, a light unto my path, and I will hide its words in my heart, that I may not sin against God.

Promotion Policy

To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above which is derived by averaging both semester final numerical grades for reading, spelling, language, phonics, mathematics, social studies, Bible and science.

Re-Enrollment

Students are expected to earn their place in the school every year. Those students who have academic difficulty or who persist in a negative, uncooperative, or non-productive attitude may accordingly be denied re-enrollment. The school reserves the right to request withdrawal of any student who does not meet its academic requirements or fails to conform to its rules and regulations.

Students subject to academic dismissal will be notified either by written letter or by conference with the administration and appropriate faculty members.

School Day

Kinder-Prep	Monday – Thursday	8:00 – 12:00
Kindergarten	Monday through Friday	8:00 – 12:00
1 st -7 th	Monday through Friday	8:00 – 3:30

Dalhart Christian Academy will attempt to observe holidays in accordance with Dalhart Public Schools. A DCA calendar will be provided at the beginning of the year.

Spiritual Life

Dalhart Christian Academy does not recognize a separation between spiritual and secular life. Every activity of the day, including play, should be as worship to God. However, specific activities shall stress our commitment and desire to serve Him and provide special opportunities for spiritual growth and development. These specific activities include prayer and Bible studies with character development instruction.

Supplies

Students are responsible for purchasing their school supplies through the school. Supplies may not be brought from home unless specified by the teacher. No toys are allowed at school, unless it is for a designated “Show and Tell” day.

Tardy Policy

Promptness is essential for well-ordered classes. Parents should see that their children arrive on time. Students are tardy after 8:00 a.m. Tardies are recorded by the school clock in the hall. On the day of the third unexcused tardy for the semester, a student will receive one demerit. A student will receive one demerit for each additional tardy thereafter for the remainder of the semester.

If parent/guardian is more than 15 minutes late to pick up their child/children, they will be sent to the Office and the Teacher will call the parent/guardian. Promptness is essential for a well-ordered school setting. Parents should see that their children are picked up on time. Parents are considered tardy to pick up their children at 12:15 p.m. for Kinder-Prep and Kindergarten and 3:45 for 1st – 7th grade. Tardies are recorded by the school clock in the hall. On the day of the third unexcused tardy for the semester the student will be assessed one demerit. If a student receives 5 or more demerits in a semester, the student will not be allowed to participate in field trips, ACSI events, lead roles in school programs, and other extracurricular activities. ***Tardies due to circumstances beyond your control may be excused. If this should occur please notify the teacher or the office as soon as possible.***

Telephone Use

Students are not allowed to use the office telephone except in emergencies. Parents are discouraged from calling their children except for emergencies. In such cases, a messenger will take the message to the student or call him/her to the phone. Incidental messages may be left in the office to be delivered to the child at the end of the school day. Likewise, teachers will not be called to the phone except for emergencies. Messages will be relayed and the call returned at a break or other convenient times.

Student cell phones should not be on during the school day and should be left in the students backpack until the end of the day. Should a student violate this policy, the phone will be removed.

Testing

In addition to regularly scheduled classroom exams, specified academic achievement tests will be administered each spring for evaluation purposes.

Textbooks

Students purchase textbooks. These become the responsibility of the student, and lost books must be replaced by the student.

Visitors

Parents and visitors are welcome to visit Dalhart Christian Academy. Please check in upon arrival. Prior notice is appreciated. Any person attempting to visit classes without prior notice being given will be subject to the discretion of the teacher or principal. Classes are always open, although some events such as testing do not afford good opportunity for observation and visiting.

Withdrawal from School

Parents desiring to withdraw their children from school should send a written notice to the school office two weeks prior to withdrawal. No student records will be released to other schools until all outstanding tuition and fees have been paid.