

Parent/Student Handbook

2011-2012

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Welcome Message

It is a privilege to partner with you as we welcome all that God will do in our lives next school year. The staff and faculty are thankful for the opportunity to come alongside you in the God-given opportunity of educating your children and nurturing their faith along the way.

On the following pages you will find information on the school's policies and procedures. Please read and discuss these policies with your students, so that we can all be in agreement as we embark together to shape and mold them into the likeness of Christ.

If you have questions concerning policies in the handbook please contact me or one of our administrative staff. We look forward to serving alongside you this year.

In Christ,

Stacey Baxter

Principal
Denton Calvary Academy

SCHOOL INFORMATION

Phone: 940-320-1944
Fax: 940-591-9311

Mailing Address: PO Box 2414
Denton, TX 76202

Web Address: www.dentoncalvary.org

Physical Address: 1910 E. University Dr.
Denton, TX 76209

DCA Administration

- Principal Mrs. Stacey Baxter
sbaxter@dentoncalvary.org
- Vice Principal Mrs. Leah Masey
Testing Coordinator lmasey@dentoncalvary.org
- Assistant Vice Principal Mr. Joshua Stevens
jstevens@dentoncalvary.org
- Director of Finance Mrs. Julie Krull
Tuition/Finances jkrull@dentoncalvary.org
- Athletic Director Mr. Jay Houser
jhouser@dentoncalvary.org
- Admissions and Enrollment Ms. Camille Townsend
Academic Advisor ctownsend@dentoncalvary.org
- Administrative Assistant Mrs. Kelly Avila
kavila@dentoncalvary.org

DCA School Board Members

School board members for the 2011-12 school year are Dr. Scott Talbot, Mr. Don Nelson, Mr. Max Roberson, and Mr. Ricky Grunden, Mr. Steve Barns, Mr. Vince LaGrange, and Mr. Gary Autwell. Mr. Grunden serves as Chairman of the Board.

The board may be reached by email at board@dentoncalvary.org

DCA Colors and Mascots

Denton Calvary Academy's school colors are green and gold. The school mascot is the lion.

Statement of Accreditation

Denton Calvary Academy is accredited by the Southern Association of Colleges and Schools through AdvancED

Statement of School Certification and Association

Denton Calvary Academy is certified as a University-Model School® and is a member of the National Association of University-Model Schools®.

Vision

“The vision of Denton Calvary Academy is to see our students today and tomorrow, glorify the Lord Jesus Christ by improving the lives of others through a life long love of learning, discovery and service.”

Mission Statement

“The mission of Denton Calvary Academy is to provide a Biblically based educational experience that partners with committed Christian parents and passionate educators to produce students who enjoy learning, communicate well, are honorable, ethical, respectful and who are equipped through the University-Model School® system with the ability to seize opportunity in a secular world for the purpose of extending their ministry and providing for their family. Above all, Denton Calvary Academy parents, educators, staff, and students understand that this life is but a mist and through our faith in the Lord Jesus Christ we endeavor to make daily choices from an external view of life.”

Core Values and Operating Principles

The core values and corresponding operating principles for DCA were composed by the board and administrators.

1. The Bible
2. The Christian Family
3. A Godly Staff
4. Excellent Christian Education
5. Christ-likeness
6. Stewardship
7. The Church

The Bible

Denton Calvary Academy believes the Bible is the inerrant Word of God, which provides the true direction for all aspects of life. II Timothy 3:16; Psalms 119:11,105

Denton Calvary Academy will:

1. teach the Bible as absolute truth by integrating it in all curricular and extra-curricular activities.
2. base all operating procedures for the school on Biblical principles.
3. uphold God's Word in handling all conflict resolution matters.

The Christian Family

The family was the first institution ordained by God as the foundational building block of society. Its purpose is to glorify God by raising the next generation to know, love, and obey God with all their heart, soul, mind, and strength. Ephesians 5:22-6:4; Deuteronomy 6:4-7

Denton Calvary Academy will:

1. help families know and understand God's design for a Christian family.
2. set policies and procedures that properly support the Christian family.
3. help parents understand and accept their God-given responsibility to educate their children according to the Bible.
4. emphasize God's design for the family throughout the school's curriculum.

A Godly Staff

A godly school staff is the living curriculum that impacts the beliefs of students from a Biblical worldview. They are Denton Calvary Academy's most valuable resources. Luke 6:40

Denton Calvary Academy will:

1. recruit, interview, hire, and develop qualified men and women who have a growing relationship with Christ.

2. hire staff who hold to the inerrancy of the Bible as the absolute truth of God and are active members in a local, Bible-believing church.
3. provide for staff development that will enhance their effectiveness in the positions they serve, and enable them to integrate Biblical truth in all they do at the school.
4. continually provide training that will help them know, understand, and commit themselves to the philosophy, mission, and policies of DCA.

Excellent Christian Education

An excellent Christian education consists of a Bible-based program that is designed to challenge each student to reach his full potential in Christ. Luke 2:52; Colossians 2; II Timothy 3:17

Denton Calvary Academy will:

1. develop a total curriculum that is based on a Biblical worldview.
2. develop educational programs that will train the total child – spiritually, mentally, physically, and socially.
3. develop an educational program with clearly defined goals and expectations that can be measured.
4. develop and coordinate the educational program and the staff so that the mission, core values, and operating principles will be a reality in everyday practice.
5. develop and implement a well scoped and sequenced curriculum.

Christ-likeness

To be Christ-like one must have a life that reflects Christ's sacrificial love and actions toward God and men. Philippians 2:3-8, I Peter 2:13-14

Denton Calvary Academy will:

1. expect the leadership, faculty, parents, and students to order their words and deeds according to the Biblical mandate to regard one another as more important than themselves.
2. encourage each child to develop an eternal perspective in seeking to reach the lost with the Gospel.
3. seek to develop an attitude of respect and honor toward those in authority in our lives, whether they are our government, church, parents, teachers, or referees.
4. develop a servant's heart for others by providing opportunities for service to others both in the classroom and community.

Stewardship

Stewardship encompasses being responsible to wisely manage all that God has entrusted to us for His glory. Matthew 24:45-46

Denton Calvary Academy will:

1. honor the responsibility entrusted to DCA in the education of students.
2. develop and operate on a budget based on Biblical financial principles.
3. show good stewardship of family time requirements related to the educational process.
4. enable the staff to exercise their spiritual gifts, Biblical roles, and God-given talents effectively.
5. develop, respect, and care for all facilities, resources, and materials provided to the school by God.
6. provide an educational program that will prepare students for the next step in their educational career.

The Church

Denton Calvary Academy believes the local church is God's primary instrument for evangelism and the discipleship of the body of Christ. Ephesians 1:22-23

Denton Calvary Academy will:

1. expect active involvement in a local church by the faculty and families of DCA.
2. respect denominational differences of local churches attended by DCA families. (Please refer to DCA's non-denominational position and the Statement of Faith.)
3. support and not supplant the local church.
4. encourage its staff, faculty, and leadership to promote and teach the importance of involvement in local churches by students and families.

Statement of Faith

1. We believe that the sixty-six books of the Bible are the only inspired, infallible, authoritative, inerrant, complete Word of God (II Timothy 3:15, II Peter 1:21, Revelation 22:19).
2. We believe there is only 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 (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); 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, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); 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 men 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 we are saved (John 3:16-19, 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 damnation (John 5: 2-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13, Galatians 3:2-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling all Christians are gifted for service and enabled to live a godly life (Romans 8:1-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

Non-Denominational Position

DCA's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. DCA intends to maintain this position and to do so in all fairness to each family. It is necessary therefore, that parents, students, staff, and school board members recognize that issues not addressed in the Statement of Faith are to be left to the teaching of home and church.

In honoring this desire concerning the outreach of this academy, there will be no attempt made by parents, students, staff, or school board members to promote denominational positions. We desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctions.

Non-Discriminatory Policy

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

Corporate Prayer

Denton Calvary Academy is founded upon prayer as a constant vigil of seeking God. A portion of each staff meeting will be set aside for prayer and regular prayer times will be designated by the Board for parents and friends to pray for the school. Teachers pray in the classrooms, and there is prayer in assembly and chapel.

SCHOOL MODEL

School History

In 1998 a group of private school and home-school parents sought out an alternative model of schooling for their children. They wanted to take advantage of all the benefits of a full-time school while allowing parents to be significantly involved in the education of their children. After seeking out different schools and models, they were introduced to Grace Preparatory Academy and University Model Schooling®. After researching the university model and partnering with GPA, plans began for the creation of Calvary Preparatory Academy (CPA). CPA opened its doors in the fall of 1999 with approximately 95 students in grades one through ten. In the spring of 2002, CPA celebrated the graduation of its first senior class of five students. In the fall of 2002, Calvary Preparatory Academy changed its name to Denton Calvary Academy. DCA also began competing in the Texas Association of Private and Parochial Schools in both athletic and academic competitions.

University-Model Schooling®

Denton Calvary Academy is a University-Model School® (UMS). University-Model Schooling® was developed as a means of acquiring a high-quality education that helps disciple Christian young people while strengthening the home. This goal is accomplished by offering an academically sound education in a structure that integrates the home and the school in the common enterprise of making disciples. Thus, a quality education, centered on the person of the Lord Jesus Christ, also becomes quality family time devoted to learning more about the Creator and His creation.

University-Model Schooling® utilizes a university schedule. Students attend classes on campus certain days of the week and continue their class work at home on the off-campus days. The combination of on-campus and off-campus days creates a five day school week for students. As such, it should be understood that on average a student will need to dedicate an equivalent amount of time on his off-campus days as that spent in class. Teachers will assign work that is integral to the completion of the course objectives and therefore must be completed before returning to class.

School Hours

School office hours are from 8:00 a.m. to 3:30 p.m. daily. Due to the nature of the University-Model concept the elementary and secondary schedules differ in beginning and ending times and will vary dependent on the specific student's schedule.

School Calendar

The school calendar can be found on the school's website:

<http://www.dentoncalvary.org/quickLinks/schoolCalendar.php>

Parental Role Expectations

Elementary Grades K-5

Co-instructor and private tutor:

- Parents will take extensive responsibility for direct instruction in some aspects of the course and for monitoring their child's academic progress (including timely submission of all assignments). Parents will receive instructions from the classroom teacher on a weekly basis guiding the work completed at home. Parents are responsible for follow-up study over covered material, and any preparation or review needed for their next class (including having all books and materials). The home study environment will need to be nurturing with limited distractions.

Secondary Grades 6-12

Your role as a UMS secondary parent is extremely important! Although your children are nearing adulthood, they are not yet adults, and you should not give them total responsibility for their education. You must stay involved, continue to invest in your children and their education, and hold your children accountable. This will take time. Be aware of the crucial role you play.

Middle School 6-8

Guide for Dependent Study:

- Students are at a dependent age where disciplined study habits must be developed through positive encouragement and through the student's growing awareness of personal consequences. You are to make certain that your son or daughter keeps up with the course material assigned and communicate to the instructor if difficulties should arise. In some cases, private tutoring might be necessary. In order for these classes to be successful, parents should consistently help their child achieve the stated unit goals by supervising study, insuring that assignments are completed in a timely fashion, reviewing and discussing content, and helping the student remain organized and orderly with study materials. You must know your children and understand their abilities so that you will know how to help and what supervision to offer. Help them to understand what it means for them to study independently. It is important to remember that this will be different for every child. (Not all students are ready for independence at the same age or grade level. Do not give too much independence too soon). Review their assignment sheet with them. Make sure they understand what is expected and ask if there are any questions, and allow them to attempt the assignment on their own. If help is needed, be available to assist. It is important to

closely monitor their completion of assignments and their comprehension and progress in the class throughout this time to determine if more supervision and assistance is needed.

High School 9-12

There are several roles you will fulfill as parents of 9th through 12th grade students. These include being:

- ✓ A guide for dependent study
- ✓ A guide for independent study
- ✓ Course monitor
- ✓ A project assistant

As a guide for dependent study:

- You are to make certain that your son or daughter keeps up with the course material assigned and communicate to the instructor if difficulties should arise. In some cases, private tutoring might be necessary. Students are at a dependent age where disciplined study habits must be developed through positive encouragement and through the students' growing awareness of personal consequences. Know your children and understand their abilities so that you will know how to help and what supervision to offer. Help them to understand what it means for them to study independently. Review their assignment sheet with them. Make sure they understand what is expected and ask if there are any questions; allow them to attempt the assignment on their own. If help is needed, be available to assist. It is important to closely monitor their completion of assignments and their comprehension and progress in the class throughout this time to determine if more supervision and assistance is needed. Do not give too much independence.

As a guide for independent study:

- You will have the opportunity to monitor the independent schoolwork performed by your child by providing additional guidance as needed. By 11th and 12th grade independent study skills and disciplined planning for completing homework assignments is increasingly necessary. Courses offered will mimic that of a Jr. College program where independent study, research skills, time-management, a strong work ethic, and self-discipline are essential. This is the time when your children should hold primary responsibility for their schoolwork to facilitate ease of transition into college.

As a course monitor:

- You will track the progress of your son or daughter and monitor how well they are doing in courses that involve equipment or expertise which necessitates that teaching be done in the classroom. Examples of these courses would be science labs, computer, foreign language, and extra-curricular activities. This role will require the least amount of time by the parent, but its importance cannot be understated. Parents need to show an interest and express this to their child. Are they becoming discouraged? Are they enjoying the class? What are the activities being done each day in class? What are they learning?

As a project assistant:

- The primary responsibility of the parent is to track the progress of their son or daughter and to monitor how well they are doing. They need to have a sincere interest in their children's class activities and express that interest to their children. Furthermore, help at home might be needed occasionally in support of a particular project. Parents should be available to offer this assistance which might include driving your children to the library, helping them gather materials for a project, assisting your children in finding resources, etc. Make sure your children are taking the primary responsibility and ownership in the project while you supervise and assist, so that your children are learning through the experience.

ADMISSIONS

Non-Discriminatory Policy

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

Parent Responsibilities

1. Parents must be in agreement with DCA's Mission Statement, Statement of Faith, and Non-denominational Position.
2. Parents must be active in a Christian church that is in keeping with DCA's Statement of Faith.
3. Parents must abide by DCA's rules and regulations.
4. Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with existing law and standards set by DCA.
5. Parents must actively participate in their child's education. Specifically, parents should:
 - a. make sure their child works diligently on assignments and their child's studies whenever the child is outside the classroom.
 - b. monitor their child's academic progress, including timely submission and completion of all assignments.
 - c. take extensive responsibility, when necessary, for direct instruction in some aspects of their child's course.
 - d. discuss with their child matters of belief, morality, and values as they arise in relation to the reading content of the course.
 - e. monitor their child's completion of all extended reading assignments to ensure that such assignments are paced appropriately and completed on schedule.
 - f. assist their child, as may be necessary, in organizing his/her thoughts with regard to analytical and critical essays, since such essays often require a more involved thought process.
 - g. provide their child with an audience before whom s/he might practice speeches and other similar presentations.
 - h. appropriately assist their child in gathering the needed research and study materials which may include transporting him or her to libraries outside of the academy.
 - i. assist their child in locating scripture references needed for discussions, tests, or projects.
 - j. assist their child by proofreading his/her written work.
 - k. be thoroughly familiar with syllabi for all courses
6. Parents must actively participate in the school community. Specifically, parents should:
 - a. attend necessary meetings
 - b. regularly volunteer for and accept requests by the DCA staff, committee persons, and coaches to participate as "helpers" with DCA events and day to day operations (ex. lunch monitors, carpool helpers, extra-curricular activities, etc.).

Student Responsibilities

1. Students must be active in a Christian church that is in keeping with DCA's Statement of Faith.
2. Students should abide by the Student Code of Conduct and all other school rules and regulations.
3. Students should promptly communicate with their parents regarding assignments, grades, classroom instructions, co-curricular activities, extra-curricular activities, and other academy-related items.
4. Students should show respect to adults at all times. A title (Mr., Mrs., Miss, or Coach) should be used when addressing an adult. The use of "yes/no sir/ma'am," opening doors, carrying loads, and other ways of showing respect will be expected.
5. Students should treat each other with respect, kindness, and compassion. Students should always come to class on time and be prepared (with homework completed and with necessary materials).

Admission Process—New Students

1. Attend an Information Meeting – This is required so that parents fully understand University-Model Schooling® and the expectations for their involvement in the education of their child at Denton Calvary Academy.

2. Pray – Families should take time to pray to God for His direction and guidance in this process.
3. Review all School Material – Carefully review each handout, including the DCA Parent/Student Handbook, given at the information meeting.
4. Complete the Application – Fully complete and sign an application for admission (with one supplement per each additional child) and return it to the school. There is a nonrefundable/nontransferable application fee per student required at the time the application is submitted to the school.
5. Student Evaluations – As a part of the application, three references must be provided. DCA will mail the evaluation forms and these will need to be confidentially completed by at least one recent teacher (preferably math or language arts), and returned to DCA after completion in a sealed envelope. If a student has not been in a classroom environment, a Sunday school teacher, AWANAS leader, coach or other adult who has seen them interact with peers and adults will suffice.
6. School Admission Family Interview – The admission office will arrange an interview with the candidate and the applicant's family. If the candidate has a sibling who is already in attendance at DCA, and the sibling is in the same household as the candidate, it is not necessary to have another family interview pending the family is in good standing. The candidate will be interviewed alone or, in the case of young children, an observation time with other candidates will be arranged. Parents of the candidate will be interviewed both with their candidate and separately.
7. Admission Letter – Once the interview process has been completed, each candidate accepted for enrollment will receive a letter from the admission committee informing them of the school board's decision.
8. Registration – A registration form will accompany the letter of acceptance. The registration form must be completed by the candidate and parents and returned to DCA together with a nonrefundable/nontransferable registration fee by the date stated in the letter.
9. Testing and Evaluation – Tests are administered during the admission process in order to both determine appropriate student placement in each course and to ensure that each family might better determine the comparative relationship between the student and DCA's level of course work. Testing will be scheduled by the admissions staff.
10. High School Applicants – All high school applicants (grades 9-12) must meet with the academic advisor before registering for classes.

Admission Process—Sibling of current student

1. Complete the Application – Fully complete and sign an application for admission (with one supplement per each additional child) and return it to the school. There is a non-refundable/non-transferable application fee per student required at the time the application is submitted to the school for consideration.
2. Student Evaluations – As a part of the application, three references must be provided. DCA will mail the evaluation forms and these will need to be confidentially completed by at least one recent teacher (preferably math or language arts), and returned to DCA after completion in a sealed envelope. If a student has not been in a classroom environment, a Sunday school teacher, AWANAS leader, coach or other adult who has seen them interact with peers and adults will suffice.
3. School Admission Student Interview – The admission office will call to arrange an interview with the candidate and the applicant's family. If the candidate has a sibling who is already in attendance at DCA, and the sibling is in the same household as the candidate, it is not necessary to have another family interview. The candidate will be interviewed alone or, in the case of young children, an observation time with other candidates will be arranged. DCA may interview parents of the candidate at this time, together with the candidate and/or separately.
4. Admission Letter – Once the interview process has been completed, each candidate accepted for enrollment will receive a letter from the admission committee informing them of the school board's decision.
5. Registration – A registration form will accompany the letter of acceptance. The registration form must be completed by the candidate and parents and returned to DCA together with a nonrefundable/nontransferable registration fee by the date stated in the letter.
6. Testing and Evaluation – Tests are administered during the admission process in order to both determine appropriate student placement in each course and to ensure that each family might better determine the comparative relationship between the student and DCA's level of course work. Testing will be scheduled by the admissions staff.
7. High School Applicants – All high school applicants must meet with the academic advisor before registering for classes.

Admission Process—For a Student who is returning after an absence of one school year...

1. Contact Director of Enrollment.
2. Student Evaluations – Provide the name and address for one current academic reference (preferably math or language arts), and DCA will send evaluation to be completed by them. If a student has not been in a classroom environment, a Sunday school teacher, AWANAS leader, coach or other adult who has seen them interact with peers and adults will suffice.
3. School Admission Student Interview – The admission office will call to arrange an interview with the candidate and the applicant's family. DCA may interview parents of the candidate at this time, together with the candidate and/or separately.
4. Admission Letter – Once the interview process has been completed, each candidate accepted for enrollment will receive a letter from the admission committee informing them of the school board's decision.
5. Registration – A registration form will accompany the letter of acceptance. The registration form must be completed by the candidate and parents and returned to DCA together with a nonrefundable/nontransferable registration fee by the date stated in the letter.
6. Testing and Evaluation – Tests are administered during the admission process in order to both determine appropriate student placement in each course and to ensure that each family might better determine the comparative relationship between the student and DCA's level of course work. Testing will be scheduled by the admissions staff if deemed necessary.
7. High School Applicants – All high school applicants must meet with the academic advisor before registering for classes.

RE-ENROLLMENT

Procedure

Re-enrollment packets will be sent out early in the spring semester of each year for the upcoming school year for all families who are in good standing with DCA. Students attending DCA on the date re-enrollment packets are sent out and siblings from the attending student's household have registration priority until the first Friday in April over non-enrolled applicants, after which time that priority is lost. A fully completed registration form and fee must be submitted for each student. Each registration form submitted to DCA will be marked with the date and time that it is received and will be processed in the order received for determining class availability. A registration form is not considered "received" unless it is submitted with the required nonrefundable/nontransferable registration fee. DCA gives registration preference to returning students and students who enroll for full-time coursework.

Provisional Re-enrollment

If a student has shown a consistent lack of interest in school assignments or an uncooperative, disrespectful, irreverent or disobedient spirit with DCA staff, coaches, or volunteers, s/he may either be refused re-enrollment or possibly be granted provisional re-enrollment with a plan for improvement determined by DCA. Dismissal could result if improvement on the part of the student is not shown.

Academic Advising

All students entering and enrolled in high school are required to undergo academic advising for the purpose of (among other things) declaring their intent to graduate and establishing a diploma plan. Prior to registering for classes, high school students must meet with the academic advisor to both select a diploma plan and to ensure that they are on the proper track to complete the selected plan. This requirement applies to each high school student regardless of whether the student intends to graduate from Denton Calvary Academy.

Adding and Dropping Classes

Students properly enrolled and in good standing with DCA may add a class until the end of the first full week of classes, provided space is available in the desired class. Students may withdraw from (or "drop") a class or classes any time before the end of the first quarter of the semester without incurring academic penalties. Any course dropped by a student after the end of the first quarter, will be recorded on the student's academic record with a WP for "withdraw passing" or WF for "withdraw failing" based on the student's grade at the time of withdrawal. No class credit will be awarded for any class in which a grade of WP or WF is awarded. No "incomplete" status is available for a withdrawing student. Forms are available in the registrar's office for all schedule changes. Schedule change forms must be signed by the parent(s) and approved by DCA. For more information on the financial impact of adding or dropping classes, please refer to "Financial Policies" in the next section.

Tuition and Fees

DCA's academic and financial policies and responsibilities require it to rely on each student's household's commitment for the attendance of that student for the entire school year and the timely payment of tuition and fees by that household.

At DCA, all tuition and other charges are based upon an estimated cost of providing the services of the school to all students enrolled. Upon registration, each adult enrolling and registering the student in DCA agrees, promises, and commits to pay the full school year's tuition and associated fees for the student. Tuition and fees may be paid either in full upon registration (due by first Monday in August), biannually, or in equal monthly installments totaling the full amount of tuition due. All monthly tuition payments will be made through FACTS. Monthly tuition draws will be made on either the 5th or 20th of the month, beginning as early as June depending on date of enrollment and ending May of the school year. Bi-annual payments will be drawn through FACTS in September and January. Except as otherwise set forth herein, there are no prorated or partial tuition or fees. Tuition and fees vary based on the age, grade, activities, registration and academic level of the student. Please refer to the current tuition and fee schedule for details.

Each adult enrolling and registering a child is responsible for costs and fees for additional educational items not covered by tuition or fees such as uniforms, books, school supplies, lunch, transportation to and from certain events, various athletic needs, and other miscellaneous expenses.

Past Due Accounts

A late payment processing fee of \$25.00 will be assessed for each past due invoice not received before the due date. When any portion of an account balance becomes more than 60 days past due, or if any balance becomes more than 30 days past due more than twice, DCA will add any past due fees and account balance to the FACTS account. If account (FACTS or any invoiced account) becomes more than 60 days delinquent, or more than 30 days past due more than twice, DCA may suspend the student from attending classes, activities, and/or school functions. If the account balance for the suspended student is not brought current within fourteen (14) days after the suspension, the student may be expelled and denied readmission into DCA. *No student will be re-enrolled or transcript released until all outstanding financial obligations are met.*

Payments received by DCA will be applied first to the oldest balance owed at the time of receipt.

Schedule of Fees

Application Fee

There is a non-refundable/non-transferable application fee due with each application submitted. This is a per student fee.

Admissions Test Fee

The admissions test fee is a non-refundable fee per student to cover the costs of admissions testing.

Registration Fee

The registration fee is due for each newly admitted student at the time of registration for courses. It is a nonrefundable/nontransferable per student fee.

Re-Enrollment Fee

The re-enrollment fee is due by the re-enrollment deadline in the spring semester and secures priority course registration for returning students. The re-enrollment fee is nonrefundable/nontransferable.

Schedule Change Fee

Any schedule change made after the first financial commitment date will incur a \$50.00 fee for each change. Payment of the fee will be required at the time of the schedule change or may be placed on FACTS account with written authorization.

Late Payment Fee

A \$25.00 late payment processing fee will be assessed for each installment payment received after the seventh of each month. In addition, a \$25.00 check handling fee will be charged for checks returned by the bank.

Financial Aid

Despite the relatively low cost of education at Denton Calvary Academy, at times families whose children attend DCA find themselves in a financial situation that requires assistance. We remain committed to providing financial assistance to those families, as the Lord provides. All financial aid is measured and appropriated within the following guidelines and criteria:

- Financial aid is only available for current full-time students at DCA;
- Financial aid will appear as a credit on the student's account, and therefore is not available for any refund or used for any other purpose;
- Students receiving financial aid must adhere to all DCA policies and procedures while enrolled;
- Financial aid may be revoked at anytime for failure to pay, keep tuition current, or failure to comply with disciplinary and academic guidelines.
- Families receiving aid are required to inform the school of any change in financial status which may positively or negatively impact their financial aid status.
- Financial aid cannot be granted to families who have not fully met financial obligations to any other school;
- Financial aid is only available as funds are available—qualifying for financial aid does not guarantee receipt of financial aid; and if in the process of enrollment, a family applies for financial aid and either does not qualify for aid or if funds are not available (resulting in the student not being able to enroll in the academy), the family will not be held liable for any tuition and/or fees already paid for the upcoming school year and a full refund of any monies paid will be granted in accordance with DCA's general refund policies.
- Your school depends on the efforts of each family to contribute for the benefit of our Denton Calvary Community and so we ask that should you be awarded aid, you consider this aid not just a gift but earning through service to your school by contributing in some capacity with your time.

Denton Calvary Academy has contracted with FACTS This third-party organization receives and processes all applications in an objective manner. Instructions for applying for financial aid will be posted on the school's website early in the spring semester. All applications must be made online. Be advised that financial information will be requested from applicants during the application process.

Financial Commitment Policy

If performed on or before the first Friday in April (date subject to change – will be notified of any date change in re-enrollment materials), changes to a student's registration for the upcoming school year may occur without obligation for either the annual tuition financial commitment or a schedule change fee. After this date, a schedule change fee of \$50.00 will apply to each schedule change form, regardless of the number of classes changed. For students withdrawing from any or all classes before the end of the second full week of classes, all incurred fees and tuition are due through the date of withdrawal. For students withdrawing after the end of the second full week of classes, 1/2 of the annual tuition and all incurred fees are due. At the end of the first quarter, payment of 100% tuition is required. *Tuition that has been paid is non-refundable and non-transferable.*

Athletic tuition commitment:

Fall & Winter Sports (Football, Volleyball, Basketball)

100% commitment after the first Monday in August

Spring Sports (Baseball, Softball, Tennis)

25% commitment after the first Monday in August then,

100% commitment after the first Monday in October

All tuition and fees (academic and/or athletic) that have been paid are non-refundable and non-transferable.

No portion of tuition already paid will be refunded for a student who is dismissed from DCA for violation of school policy or procedure. Upon last day of attendance, the FACTS account for this student will be closed and no further payments will be drawn. Payment to DCA will be applied only to the student's account on which the payment was made.

Payments received by DCA will be applied first to the oldest balance owed at the time of receipt.

Financial Policy for Changing Courses after end of 1st quarter

Transferring Out of a...	In to a...
class no refund	study hall enroll in study hall but no charge
study hall no refund but apply remainder of study hall balance toward class	class charge for difference
class no refund	class pay difference in class if higher price

GENERAL INFORMATION

BOARD OF DIRECTORS

Overview

Denton Calvary Academy is incorporated as a 501(c)(3) non-profit organization. The school is directed by a Board of Directors comprised of no less than three (3) individuals. Meetings of the Board of Directors are held at least monthly. Anyone desiring to communicate a concern or possible change in policy to the Board of Directors should either contact the Headmaster or place a written letter addressed to the Chairman of the Board in his mail box in the main office.

Policy and Procedures

The Board of Directors may, at any time and for any reason, make changes to the policies and procedures outlined in this handbook. The Board will give a two-week notice to all families and staff before any change(s) will take place.

CARPOOL AND PARKING

Arrival and Dismissal

Elementary

Students are not permitted in the Sumrall Center before 8:00 a.m. or in the main building before 8:30 a.m. Students should arrive in the Sumrall Center by 8:10 a.m. so that chapel may begin promptly at 8:15 a.m.

If a parent wishes to pick up a student before the end of the day, he must go to the main office, where after office personnel will get the student from class.

Elementary students are not allowed to be present on campus unless enrolled in a class or accompanied by a parent. Students not enrolled in a course during the school day, are not allowed on campus. Students may not be dropped off more than five minutes before classes are to begin.

Secondary

Students are not allowed to enter the main building before 8:00 a.m. except to attend math labs, tutorials, or with special permission.

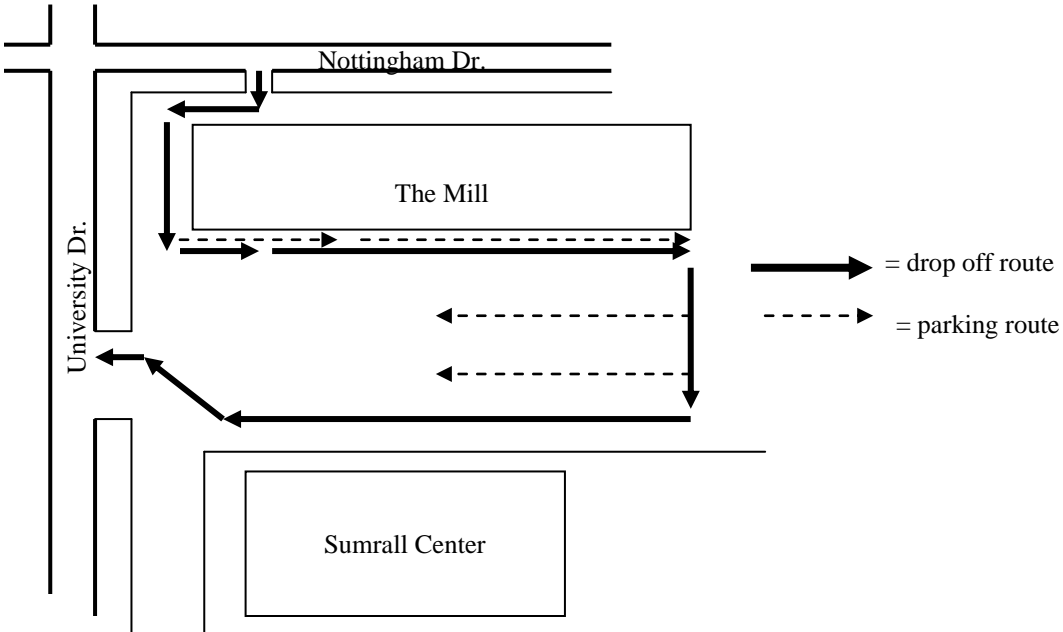
All student drivers must register their vehicle on RenWeb if they drive a car to school. Students must adhere to the following:

1. Student drivers are to park their cars only in the designated parking lot between the sanctuary and the Sumrall Center.
2. The speed limit for all Denton Bible Church property is 5 miles per hour. DCA reserves the right to suspend the privilege of parking at school and/or driving to and from school if a student violates the speed limit, drives in a careless or reckless manner, or consistently parks in improper places on school property.
3. Parking spaces north of LC I and around the portables are off limits to students.
4. Students are not permitted to go to their cars once they are on campus unless they are leaving campus.

Automobiles/Parking/Student Drop Off

Reserved parking for visitors and parents are marked in front of the school. All other parking surrounding the school building is set aside for faculty and staff. **Drop off and pick up for all students should occur in the parking lot east of the Sumrall Center.** Students should then walk around the Sumrall Center to the school. In inclement weather students may walk through the Sumrall Center. **Please do not drop off students in front of Learning Center I.** Student and parent vehicles should only enter the parking lot from Nottingham Dr. Please

use the University Drive exit to leave the parking lot. If a parent wishes to pick up a student before the end of the day, he must go to the main office, where after office personnel will get the student from class. Students may not be in the Sumrall Center except during lunch. The flow of traffic in the parking lot ought to proceed as follows:



CHAPEL

Elementary Chapel

Elementary Chapel is held at 8:15 a.m. Students should be in the Sumrall Center by 8:10 so that chapel may begin on time. Children recite the pledge, sing a hymn, pray, and have a short lesson of a spiritual nature (Bible story, character quality, missionary story, for example). All students in 8:30 classes must attend chapel. Students who arrive after chapel has begun may not enter the main area of the Sumrall Center and must wait quietly in the foyer until chapel has concluded. Parents are encouraged to attend Elementary Chapel.

Secondary Chapel

Secondary Chapel serves as a vital time for building the DCA school community. These meetings will feature biblical teaching, praise and worship, prayer, student speakers, and guest speakers. Parents are encouraged to attend the large-group meetings. **Any student enrolled in a class that meets during the period prior to or following the Chapel period is required to attend Chapel.** There will be different chapel times for middle school and high school students. *Middle school students who do not have a first period class should not arrive prior to 9:00.*

COMMUNICATION/VISITORS

School-Home Communication

Communication between the school and the home is vital in any healthy academic setting. Because we function in a team-teaching situation with the parents, it is especially important in the university model. The primary methods of communication between the school and home are RenWeb, the school's website, assignments sheets, "Calvary Comments" sent via e-mail every Tuesday, phone calls, and written notes. Admittedly, some of the methods require some added effort from both parents and school staff; they are, however, well worth the effort in the long run and ultimately increase, rather than decrease, efficiency. All members of the school community are expected to make proper and ongoing use of any communication methods the school may devise in accordance with any relevant school guidelines.

Any announcements, additions to "Calvary Comments," party plans, or field trip information must be approved by the principals prior to dissemination.

Expressing Concerns/Complaints

Ephesians 4:1-3 "Therefore I, the prisoner of the Lord, implore you to walk in a manner worthy of the calling with which you have been called, with all humility and gentleness, with patience, showing tolerance for one another in love, being diligent to persevere the unity of the Spirit in the bond of peace."

Colossians 3:12-13 "So, as those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness and patience; bearing with one another, and forgiving each other, whoever has a complaint against anyone; just as the Lord forgave you, so also should you."

Students or parents to teacher:

Whenever possible, all concerns arising through classroom activities must be presented first to the teacher by either the parents (preferably father and mother) or the student if the student is mature enough and has the parents' knowledge and written consent. In such a case, the student must present the concern in a respectful way. If the problem is not resolved, the parents (and students if appropriate) may bring the matter to the principal. If there is still no resolution, parents should request a hearing from the DCA Board.

Parents or patrons to Administration:

Concerns about school policies, procedures, or operations should be expressed to the principal. If the situation is not resolved, the matter should be referred to the head administrator. If there is still no resolution, the matter should be brought before the DCA Board. Board members and DCA staff are also bound by this procedure when acting in their roles as parents and patrons.

Administration requests that email be used to communicate encouragement or information. If you have a concern, contact the teacher or administration to schedule a time to meet in order to resolve the situation.

Telephone Calls/Messages

Telephone use by students is limited to very important calls and only with permission from an office staff member. In keeping with DCA's desire to teach organization and responsibility, students may not call parents to bring items left at home including lunches and assignments. If a parent discovers an item left at home and wishes to bring it to the student, he may do so and leave the item in the office. Cell phones should not be used at any time.

Parents/Visitors on Campus

By its very nature, Denton Calvary Academy encourages a high level of parental participation in education. However, in order to enhance both student safety and operational efficiency, DCA has adopted the following guidelines governing the presence of visitors on the campus during regular school operating hours (8:00 a.m.- 3:30 p.m. on school days). For the purposes of this policy, "visitors" are defined as all individuals other than staff or students (on their respective class days).

1. All visitors, including parents, must report to the main office before entering the classroom except during lunch and assembly, at which time parents and other family members are welcomed.
2. All messages for students will be delivered through office staff.
3. As a general rule, parents should not attempt to confer with teachers during the school day unless an appointment has been made. They should be considerate of the teachers' limited time on campus and communicate via a note, phone message, or e-mail.
4. All visitors must be willing to comply with all rules and regulations governing student and/or staff conduct, including appropriate dress.

Persons who have no legitimate connection with the school or reason for being present on the school campus will be considered trespassers, and will be asked to leave the property immediately.

EMERGENCY PROCEDURES

Weather-Related Announcements

When threatening weather occurs, please seek information concerning school closings on television Channel 5 (KXAS) or Channel 8 (WFAA), or by checking your email and school website (www.dentoncalvary.org). When school closings occur, families must log in to RenWeb for information from teachers. If teachers are able to assign work for home-study and students successfully complete this work, then the need for a bad-weather make-up day is greatly reduced.

Disaster Drills

Disaster drills will be held at various times during the school year. Instructions and directions for leaving each room and the building will be given during orientation at the beginning of each school year, and periodically throughout the year. Directions will also be posted in each room. Students are to leave the room in an orderly manner and proceed to the proper location without any talking. Students should recognize the seriousness of such a drill and refrain from improper behavior.

Crisis Management Plans

A copy of the crisis management plan adopted by the DCA Board is available to any parent of DCA in the administrative office.

FACILITIES AND EQUIPMENT

Facilities Use

The classroom, administration, and assembly facilities used by DCA are owned by Denton Bible Church and should be used with the highest degree of care and stewardship. Any proposed use of the facilities beyond that required and established for normal operations must be approved by the administration and then by the church office. Any use of facilities outside of the normal school day may have landlord/tenant repercussions between DCA and Denton Bible Church, including fees or other expense.

Care of Books and Equipment

DCA students should be good stewards of the books and equipment available to them at the school. Therefore, students will be required to pay for damage they cause to the equipment/books belonging to the school including replacement cost if no reasonable repair can be made.

Articles Unrelated to School

Students should not bring toys, games, stuffed animals, compact discs or players, MP3 players, or any other items unrelated to school activities. This includes toys attached to backpacks. Such items may be confiscated by DCA or kept by the teacher to be returned at a later date. Cell phones and other "texting" devices are to be kept in backpacks or in the student's car. They should not be visible or turned on while the student is in class. Parents should contact the school if they need to relay a message to their student. A \$5 fine will be assessed for having any of these articles out during school hours.

Lost and Found

Items found on campus should be turned in to the office. A container will be designated for such "lost and found" items. Parents or students may come after school to look for lost items. Of course, having the name, not initials only, clearly marked on **every** item better assures the return of a lost item. Items left for over thirty days (30), will be donated to Denton Bible Church Vision Ministry.

LUNCH

Location

Elementary

DCA students will bring their lunches and will eat together outside, or in the Sumrall Center in inclement weather. Parents and other family members are welcomed to eat lunch with the students any time. No notice is required.

Secondary

DCA students will bring their lunches and eat in the Sumrall Center. DCA is an open campus therefore secondary students are allowed to leave for lunch but must return in time for the class immediately following lunch. "Traffic", car trouble, and excuses of the like are not valid excuses for tardiness to the class period following lunch. No student will be allowed to walk off campus.

Lunch Decorum

1. Lunch will be in the Sumrall Center or outside when the weather permits.
2. No horseplay will be allowed during lunch. When outside, students may play only after they have eaten and cleaned up.
3. Trash should be disposed of properly and the area left clean. Students should clean up their own spills and messes. Tables will be wiped clean after each lunch period.
4. Good mealtime manners should be observed during lunch to the extent that they can be in an informal setting.

MEDICAL GUIDELINES

Illnesses and When to Stay Home

Many students and families are frequently concerned about when a student should stay home or attend school. The following information is intended to help with this decision.

1. If a student has a fever of 100 degrees or more, the student should stay home until his or her temperature returns to normal for at least 12 hours without medication. The current recommendation for swine flu is that your child be fever free (below 100.6) for 24 hours without Tylenol and Motrin.
2. If a student has vomited or had diarrhea two times in a day, the student should stay home.
3. If a student has any rash that may be disease-related or the cause is unknown, check with your doctor before sending your student to school.
4. If a student's eyes are red with watery or pus drainage, check with your doctor to rule out Pink Eye.

Should a student become ill at school, the student's parent will be notified immediately when the student's temperature is 100.4 degrees or higher, and/or if the student is vomiting, has significant pain, or exhibits any symptoms of illness. If your student exhibits any slight pain (such as a headache, slight stomachache, etc.), you may be called to see what you would like for us to do. Current contact information for parents should always be made available to DCA administration.

In the event of a medical emergency, the principal, or person acting in their absence, will make necessary decisions regarding medical attention.

Lice

If a student is found to have lice student should
Leave campus

1. Treat with over- the-counter products:
 - a. They are effective
 - b. Follow directions for household cleansing
 - c. Follow directions for treatment of family members
2. When there are no lice, student may return to school.

Vision and Hearing Screenings

All students in grades K, 1, 3, 5, and 7 and all students new to DCA must be screened for vision and hearing. Parents will be notified prior to the start of the screenings. You may have your child screened by the student's regular physician. Written documentation from the student's physician that the screening has been performed, and the results of the screening, must be provided to DCA.

Scoliosis Screening

Students in the sixth and ninth grades should be screened for curvature of the spine, or scoliosis. The procedure involves the examiner inspecting the child's posture as he or she stands and then bends forward. Written documentation from the student's physician that the screening has been performed, and the results of the screening, must be provided to DCA.

Medical Release Forms/Medication Permission

For safety and liability reasons, medical release forms are to be filled out annually by the parent and must be turned in by the student's first week of school. Student may not be allowed to attend school if forms are not turned in. These forms are kept in the student's files. Parents need to update the school's records during the year if pertinent information changes. (These forms are in addition to the medical forms required for athletics.)

If your student has any serious allergies (food, insect bites, dyes, etc.) or any chronic conditions (diabetes, asthma, seizures, etc.), please indicate this on the student's medical history form. Students and their parents are responsible to keep DCA informed of the status of and any changes in the student's health at all times.

Medication

All prescription medicine carried or taken by a student must be accompanied by a note from the doctor and the parent. Only the prescribed dose per day may be sent to the school. Medication must be clearly labeled with the student's name, and the dosage and name of the medication, and the medicine must be sent to the main office. All medication including over-the-counter medicine must be kept in the school office. School staff or monitors may administer acetaminophen or ibuprofen with parent's permission, as indicated on the medical form.

All student medical information not otherwise public knowledge will be regarded as confidential by DCA and treated as such.

Immunizations

Every student is required to have his medical records on file and up to date before the beginning of each school year. Parents will be informed when a student's records are missing or incomplete. Please make every effort to comply with the requested deadlines or your student may not be allowed to continue attending classes until the requirements are met or a variance is obtained by the parents through the State of Texas. For more information about Texas immunization requirements, please talk to your pediatrician or visit www.immunizeTexas.com.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level					Notes
	K-2 nd	3 rd -6 th	7 th	8 th -9 th	10 th -12 th	
Diphtheria/Tetanus/ Pertussis (DTaP/DTP/DT/Td/Tdap)¹	5 doses or 4 doses	5 doses or 4 doses	3 dose primary series and 1 Tdap/Td booster <i>within last 5 years</i>	3 dose primary series and 1 Tdap/Td booster <i>within last 10 years</i>		5 doses of diphtheria-tetanus-pertussis vaccine; one dose must have been received on or after the 4 th birthday. However, 4 doses meet the requirement if the 4 th dose was received on or after the 4 th birthday. For students aged 7 years or older, 3 doses meet the requirement if one dose was received on or after the 4 th birthday. For 7th grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-diphtheria-containing vaccine. For 8th-12th grade: 1 dose of Tdap is required when 10 years have passes since the last dose of tetanus-diphtheria-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
Polio¹	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses of polio; one dose must be received on or after the 4 th birthday. However, 3 doses meet the requirement if the 3 rd dose was received on or after the 4 th birthday
Measles, Mumps, & Rubella^{1, 2} (MMR)	2 doses	2 doses	2 doses		2 doses	The first dose of MMR must be received on or after the 1 st birthday. For K-2nd grade, 2 doses of MMR are required. For 3rd-12th grade, 2 doses of a measles-containing vaccine, and one dose each of rubella and mumps vaccine is required.
Hepatitis B²	3 doses	3 doses	3 doses	3 doses	3 doses	For students aged 11-15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax) was received. Dosage and tupe of vaccine must be clearly documented. (Two 10mcg/1.0 ml of Recombivax)
Varicella^{1, 2, 3}	2 doses	1 dose	2 doses		1 dose	The first dose of varicella must be received on or after the 1 st birthday. For grades K-2nd and 7th-9th, 2 doses are required. 1 dose is required for all other grade levels. For any student who receives the first dose on or after 13 years of age, 2 doses are required.
Meningococcal			1 dose			
Hepatitis A^{1,2}	2 doses					The first dose of hepatitis A must be received on or after the first birthday.

¹Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

²Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in place of vaccine.

³Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

Exemptions

The law allows (a)physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and (b)parents/guardians to choose and exemption from the immunization requirements for reasons of conscience, including religious belief. The law does not allow parents/guardians to elect and exemption simply because of inconvenience (for example, the record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.ImmunizeTexas.com

For children needing medical exemptions, a written statement by the physician should be submitted to the school.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it.

The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

HARASSMENT POLICY

DCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, free from all forms of intimidation, inappropriate or suggestive conduct, exploitation and harassment, including sexual harassment. DCA does not tolerate such conduct, and is prepared to take appropriate action to prevent and correct any violations of this policy, including, but not limited to conducting a fact-finding inquiry, investigating such complaints, and/or conducting interviews. Anyone who violates this policy will be subject to immediate discipline, up to and including detention, suspension, or expulsion.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, conduct or speech, a request for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, including students and staff, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through this school.

Examples of Sexual Harassment

Unwelcome sexual conduct can arise from a wide variety of verbal, visual, or physical conduct. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances, propositions or suggestions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene leers, notes or invitations; or
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

Employee-Student Sexual Harassment

Employee-student sexual harassment is prohibited.

Student-Student Sexual Harassment

Student-student sexual harassment is prohibited.

What to do if you Experience or Observe Harassment of Any Type

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature, are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

Where to Report Sexual Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Principals

Board Members

These individuals may be contacted through the school at (940) 320-1944.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, disclosure of the identity of the accuser may be necessary in order for DCA to properly investigate the complaint, and therefore the school reserves the right to notify a student or a student's parent or guardian as well as appropriate authorities of the identity of the accuser should circumstances warrant.

Protection against Retaliation

Like DCA's policy on harassment, DCA will also not tolerate retaliatory conduct based on a complaint of harassment. It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning any harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning any form of harassment.

Procedure for Investigation of the Complaint and for Taking Corrective Action

When one of the administrator designated in this policy receives a complaint, he shall immediately inform the board. The Administrator/Board will direct an investigation. The individual who suffered the harassing conduct shall be informed of and consulted about the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate and immediate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

ABUSE POLICY

DCA is required by law to report within forty-eight hours any allegation of child abuse to the proper governmental authority of the State of Texas when DCA has cause to believe that a student's physical or mental health or welfare has been or may be adversely affected by abuse or neglect.

STUDENT LIFE

STUDENT CODE OF CONDUCT

All aspects of the Student Code of Conduct apply to both elementary and secondary unless otherwise noted.

Biblical Basis

Discipline is evidence of love – not contrary to love. "... because the Lord disciplines those He loves, and He punishes everyone He accepts as a son ." Hebrews 12:6

Training in discipline produces good. "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11

Application of discipline is not a rejection of the person. "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently." Galatians 6:1

"My brothers, if one of you should wander from the truth and someone should bring him back, remember this: Whoever turns a sinner from the error of his ways will save him from death and cover over a multitude of sins." James 5:19-20

The aim of discipline in any form is redemptive. The goal is to restore the errant person to right fellowship with Jesus Christ and the community and to a lifestyle of godliness and conformity to Christ.

Discipline must begin with self-discipline. As students mature, they need to become less dependent on rules to govern their behavior and more concerned with doing what is right. The Scripture exhorts us, "...train yourself to be godly" (I Timothy 4:7). DCA's process, then, is based upon developing students' personal integrity and their willingness to practice self-control. Students must allow the Lord to confront and change their behavior, so that they will need school discipline less and less.

The teacher is the authority in the classroom and is charged to maintain the control and discipline necessary to establish a quality-learning environment. The administration enthusiastically supports the teachers in this disciplinary role and will become involved whenever it appears that student disruption and lack of cooperation warrant attention and sanction.

Teachers are encouraged to be consistent in their disciplinary actions and to keep the discipline in line with the offense, with the goal in mind of helping students move toward the goal of self-discipline. The administration has the final responsibility for all disciplinary action taken.

Denton Calvary Academy believes that a positive and constructive working relationship between the school and a student's parents or guardians is essential to the accomplishment of the school's educational mission. All parents or guardians must review the Student Code of Conduct and subsequent rules with their student.

The Student Code of Conduct includes the basic disciplinary action to be enforced. This discipline is intended to help the student recognize the seriousness of what s/he has done and prevent repeated violations in the future.

All students must agree to live by the standards in the code that have been established for their own good and for the good of the entire school community. They must indicate their willingness to do so by signing the last page of the *Handbook* and returning it to the office.

For dress code violations, abusing phone privileges, using non-school related electronics, disrespecting property or others, all of which disrupt learning, students may be assessed a five-dollar fine as a consequence.

Student Expectations

1. Students are expected to show respect to adults at all times. A title (Mr., Mrs., or Coach) should be used when addressing an adult. The use of "yes/no sir/ma'am," opening doors, carrying loads, and other ways of showing respect to adults are expected.
2. Students are expected to treat each other with respect, kindness, and compassion. Therefore, good manners and courteous speech (please, thank you, excuse me) is encouraged.
3. Students should have a thankful attitude about work. Complaining, whining, and arguing over directions and expectations of the teacher or school do not show a thankful spirit. However, when circumstances warrant, the proper response is for students to respectfully appeal at the appropriate time.
4. Students are expected to abide by class rules as set by the teacher.
5. The school facility and grounds are to be kept clean, orderly, and in a manner that shows an attitude of good stewardship and gratefulness. The students should always clean up the messes they make and return materials to the proper place.
6. Students are to always come to class on time and to be prepared (with homework completed and with materials needed).
7. Students are to move in an orderly fashion from class to class.
8. Use of profanity is prohibited.
9. Public displays of affection between students, such as handholding or kissing, are not permitted.

10. Food, drinks, and gum are not allowed in the building without special permission. Students will be allowed to have water in a water bottle.
11. Students should not bring radios, CD players, CDs, MP3 players, computer discs, or other non-school related items into the classroom unless specific permission is given by the school administration. **A \$5 fine will be assessed.**
12. Student possession or use of tobacco products, illicit drugs, alcohol, or weapons is not permitted on or off campus or at any DCA sponsored event.
13. Students and parents must adhere to a high standard of personal integrity including academic honesty. (See academic dishonesty policy)
14. Due to the disruptive nature of pagers, cell phones, and other such communication devices, they are prohibited during the school day (8:15 a.m. – 3:15 p.m.). These items will be confiscated and returned at the discretion of the administration. **A \$5 fine will be assessed.**
15. Students are not allowed to buy, sell, or trade at school without permission from the school administration.

Policy on Academic Dishonesty

Significance and Purpose

One of the major goals of Denton Calvary Academy is to aid parents in making disciples of the students admitted to DCA. DCA seeks to provide students with a high quality academic education which we understand in terms of real spiritual, intellectual, and emotional growth. Among other things, this precept demands that we require our students and their parents to adhere to high standards of personal integrity. DCA will provide corrective disciplinary action when they fail to do so. Academic dishonesty in any form is both a serious breach of personal integrity and a serious hindrance to real student learning. As a result DCA has developed the following policy, which is intended to curb and, when necessary, correct academic dishonesty in order to better help the institution minister to the needs of its students.

Definitions

1. General: Academic dishonesty is broadly defined as any attempt on the part of a student or parent to falsely represent the student's level of achievement or mastery in a given course or with regard to any element of that course. This includes but is not limited to:
 - (a) claiming or indicating in any form or fashion that the student has fulfilled any assignment or other academic responsibility, such as reading assigned texts or engaging in assigned study, when in fact he has not done so,
 - (b) using any assistance including, but not limited to, copying the work of other students or misuse of teacher editions and answer keys on homework, quizzes, tests, or examinations without the direct and explicit authorization of the course instructor.
 - (c) using any resources including, but not limited to, solution manuals and teacher edition textbooks, other than those authorized by the course instructor in writing papers, preparing reports, solving problems, or completing other course assignments.
 - (d) obtaining quizzes, tests, or examinations including, but certainly not limited to, such materials properly used and in the possession of students currently or previously enrolled in the course, other staff members, or the academy itself, without the explicit authorization of the course instructor.
 - (e) engaging in plagiarism which includes, but is not limited to, "the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement" and "the knowing or negligent unacknowledged use of materials prepared by another person or agency" which customarily sells or offers free of charge term papers or other academic materials.
 - (f) altering a graded paper or project for the purpose of disputing the accuracy of the grade.
 - (g) collaborating, without explicit authorization, with another student or students during any quiz, test, or examination or in the fulfillment of any other academy's assignment or responsibility.
1. Specific: The following guidelines define DCA's standard application of the general definition given above to (a) quizzes, tests, and other examinations, (b) homework, and (c) major papers and projects. Individual course instructors may grant exceptions to these guidelines, but must do so explicitly, as indicated by the relevant policy statements given below. Any academic assignments which, by their nature, are not addressed by these guidelines will be governed by whatever guidelines are provided by the course instructor with regard to such an assignment.

- (a) Quizzes, tests, and other examinations: All quizzes, tests, and other examinations whether conducted in the classroom or in some other location, must be taken at a single sitting and without outside assistance of any sort including, but not limited to, books, notes, other individuals, reference works, and audio or visual media. Any exception to these guidelines must be given in writing by the instructor on assignment sheets, the evaluation instrument itself, or other written instructions disseminated to all of the students in class.

Practically, this means that the following actions will be considered events of academic dishonesty should they occur during or after the administration of quizzes, tests, examinations, or any other in-class instrument designed to gauge a student's measure of mastery of a subject:

- The use of any medium (paper, skin, clothing, walls, desk tops, etc) to write in advance the answers to questions found on the testing instrument.
 - The act of looking on another student's paper, whether or not that results in a change of answer
 - The *obvious* act of positioning one's own paper so as to give access to information to another student(s)
 - The act of informing another student or students by any means (speech, writing, body signals such as tapping or coughing, electronic devices such as cell phones, Ipods, MP3 players, etc), about the general or specific content of a testing instrument before, during, or after its administration
 - The act of showing a completed and/or graded testing instrument to another student(s) who has yet to be evaluated by performance on that instrument
 - Intentionally being dishonest in self-grading smaller testing instruments (such as quizzes and homework assignments that are often graded in class by students), with the result that a student receives a higher grade than should have been earned
- (b) Homework: Homework should be done by the student. One of the benefits of the UMS model is the ability for the parents to teach and tutor the student. Homework should be thought of as a tool to both teach the child as well as assess their comprehension of the subject matter. Teachers' Editions and answer keys are available to parents for these purposes. It is not recommended, and may be considered cheating, to allow a student to utilize the teachers' editions and/or answer keys to complete their homework. There are some exceptions to this where the course instructor may authorize the use of the teacher's edition text book for specific assignments.

Practically, this means that the following actions will be considered events of academic dishonesty should they be determined to have occurred during the completion of homework:

- *All homework assigned is to be completed individually unless otherwise directed by the instructor.* The act of two or more students completing it together, without the authorization of the instructor, is considered academic dishonesty.
 - The act of providing to another student(s) by any means the content of one's own homework or the contents of another student's homework;
 - The act of taking homework from another student, or from a classroom, book bag, binder, workbook, study hall, library, computer, car, room, etc.;
 - The act of positioning one's self in order to observe and benefit from the work of another student(s) as he completes his homework;
 - The act of using any resource not authorized by the instructor to be used in the course— examples include teacher's editions of textbooks, solution manuals, answer keys, the internet, the papers of siblings who have taken the course earlier, etc.
- (c) Major papers and projects: While parents should be available to discuss points or help guide a student as he or she prepares for a major paper or project, the student should complete the assignment without significant assistance (based on grade level), except as authorized by the instructor. This authorization must be given in writing on assignment sheets or other written instructions disseminated to all of the students in the class when granted for work to be completed outside of the classroom setting.

Practically, this means that the following actions will be considered events of academic dishonesty should they be determined to have occurred during the completion of major papers or projects:

- The use of another student's work, without written or verbal authorization of the instructor, in the completion of the paper or project.
- The use of any resource explicitly prohibited by the instructor by either verbal or written means in the completion of the paper or project.
- The use of any resource designed to provide the student with a grasp of material without having to engage that material firsthand. Examples of such resources include Cliff Notes, Spark Notes,

and websites that offer the student professional observations and analysis of, and writing pertaining to, a work.

- The act of plagiarism, defined as *the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.*

Additional definitions and descriptions of plagiarism as a form of academic dishonesty may be found in the appendix of this handbook.

Enforcement

1. **Discovery and Determination of Academic Dishonesty:** Determination of academic dishonesty may be made by the instructor of the course in which it was deemed to have been committed. Other school officials, including proctors or other instructor substitutes, may alert the instructor to the possibility of academic dishonesty should they acquire or become aware of credible evidence including, but not limited to, eye-witness observations, which indicate that cheating, plagiarism, or other dishonest acts have taken place. Fellow students may alert staff or faculty members of Calvary to the possibility of academic dishonesty among peers; however, the final determination of such remains a function of official DCA staff or faculty. In cases involving students in the determination of cheating, the staff and faculty of Calvary will maintain the confidentiality of those students.
2. Once the instructor has determined that academic dishonesty has indeed taken place, he shall inform the affected student(s) of his finding and, in conjunction with the relevant school officials, shall impose the proper penalties.
Minor Offense: A student caught or confessing to a first event of academic dishonesty of a lesser nature, including such assignments as homework and quizzes, will receive a zero for that assignment, and a report of the event shall be made in Renweb, notifying the parents and appropriate administrators at Calvary, and a copy shall be placed in the student's permanent paper file.
Major, or Second Minor, Offense: A student caught or confessing to a second event of academic dishonesty of a lesser nature, or the first instance of a major offense, including such things as tests, papers, projects, reports, etc., will be immediately suspended from school for a time to be determined by the administration and not allowed to return until a meeting between the student's parents and administration takes place. At that meeting, a determination will be made by the administration regarding any make-up work allowed for the student during his/her suspension. The student will receive an indisputable zero for that assignment, and a report of the event shall be made in Renweb, notifying the parents and appropriate administrators at Calvary, and a copy shall be placed in the student's permanent paper file.
Second Major, or Third Minor, Offense: If at any time during the remainder of an offending student's involvement at Calvary he/she is again caught or confesses to academic dishonesty as detailed by the DCA Parent/Student Handbook, the student may be suspended at the discretion of administration, and may be a candidate for expulsion from the academy. If expulsion occurs, this infraction becomes a permanent part of the student's academic record.
3. **Appeals Process:** Should a student desire to appeal the determination of the course instructor, he must request in writing a hearing with the Academic Advisory Committee, who will arrange for a conference with the student, one or both parents (or guardians), and the instructor of the course. During this conference, all relevant evidence will be presented and examined. Following the conclusion of the conference, the Academic Committee will render a determination in the matter based on its assessment of the weight and credibility of whatever evidence is presented for review. If that committee finds the student guilty of academic dishonesty based on a "more likely than not" standard, it shall impose the proper penalties. A final appeal may be made to the School Board. In all cases, the determination of the School Board will be final.

Secondary Open Campus Policy

For the purpose of this policy, the campus should be understood to include the school building, portables, playgrounds, Sumrall Center, and all adjacent parking lots. DCA's students enter and leave the campus at different times of day depending upon their individual course schedules. Some of the secondary students are responsible for their own transportation to and from the campus. This means that, out of necessity, DCA's secondary school operates under an open campus policy defined as follows:

1. Secondary students are not required to check in or out when arriving at or leaving the campus on regularly scheduled secondary school days.
2. Secondary student attendance records will be kept for all courses and study halls. (Please see the Academy's "Attendance Requirements" on page 35).
3. Students are to be under supervision by being physically present in the class or study hall for which they are registered whenever they are on campus. Being present on campus, but not in the class or study hall

for which he is registered, or present on campus at a time when the student does not have a scheduled class or study hall may result in disciplinary action.

4. Parents are responsible for guiding their students in the use of their freedom to come and go from the campus. Students who violate or abuse this freedom are accountable to their parents who are the enforcers of the policy they make with their student. Absent violation of school policy, DCA will neither set nor enforce an individual student's open campus freedoms.
5. It is considered a discourtesy to the teacher and a disruptive influence to the learning environment for a student to leave a class in session before the student has been excused or the class has been dismissed. Therefore, unless prior arrangements have been made or the instructor grants permission, leaving a class early will be considered a breach of good conduct and treated as a discipline issue.
6. No student will be allowed to walk off campus. The only exception will be for a student living next to the school who has written permission from the parents or guardians to walk home.

Off-Campus Behavior

Denton Calvary Academy may discipline its students for infractions of the behavioral expectations regardless of whether they occur on or off school grounds, before, during, or after school hours, on-line (such as but not limited to: blogs, chat rooms, websites) or electronically (i.e., through text messaging), and whether or not they occur at school functions. DCA students should model a Christ-like lifestyle on and off campus.

Sportsmanship

All fans of DCA athletes are expected to demonstrate self-control and good sportsmanship toward officials, coaches, and players. Any expressions of support for DCA teams should be focused on "our" team and not against the other team.

DISCIPLINE PROCEDURES

Elementary Disciplinary Infractions

Elementary students are still in the formative stages of training in character, self-discipline, and good habits. With this in mind, the discipline procedures are flexible, allowing for the teacher to determine the best way to handle discipline. The goal, at every juncture, of discipline is to "shepherd the child's heart," helping him to understand the spiritual consequences of his behavior and the Biblical principle of "sowing and reaping."

The following procedure shall be followed for student misconduct related to the classroom environment.

First offense:	The teacher will give a verbal warning.
Second offense:	The teacher will send a discipline notice home with the student and through RenWeb.
Third offense:	The teacher will call the parents or guardians.
Fourth offense:	The parents or guardians will be called in for a conference.

Natural and logical consequences of the student's misconduct in addition to verbal admonishments will be the primary form of discipline at the first two levels. For example, if a student marks on furniture, he must clean the furniture.

If an elementary student continues to create discipline problems or engages in a more serious discipline infraction (such as but not limited to: bullying, cheating, fighting, hitting, inappropriate language), the administration may, at their discretion, use any appropriate form of disciplinary response that is in the opinion of DCA administration and staff the best interest of the student and the school. Parents will be notified immediately in each case.

Secondary Disciplinary Infractions

At the beginning of the year and thereafter throughout the year, teachers will establish classroom policies and procedures with students. Any student who does not comply with school or class rules or the teacher's verbal instructions will be subject to disciplinary action. **In partnering with parents, DCA leaves for the student's parents the primary responsibility for teaching correct behavior and attitudes. If there is a behavior problem, full parental support of DCA administration is expected for all school-related discipline issues. Such parental participation is critical to hold DCA students accountable to one another, the rules and policies of the school, the staff, and the general school environment.**

The following, non-exclusive list sets forth examples of student behavior which violate school policy and/or the student code of conduct when they occur at school, on the school grounds, during school activities or off-campus.

This list is not intended to be all-inclusive. Students may be disciplined, suspended, expelled or dismissed from school for any of the following:

1. The possession, transmission, and/or use of tobacco, drugs, alcohol, knives, fireworks, or firearms (or any item that is used as a weapon);
2. Insolence, disrespect or insubordination;
3. Repeated instances of minor discipline issues (dress code infractions, etc.);
4. The use of inappropriate or obscene language;
5. Fighting;
6. Inappropriate displays of affection;
7. Repeated instances of cheating;
8. Rowdy behavior, such as running, pushing, shoving, yelling, etc.;
9. Leaving the classroom without permission;
10. Class tardiness or truancy;
11. Threatening, intimidating, or causing bodily harm to any person (student or employee); or
12. Harassing behavior toward another student or staff member.

Nearly all DCA responses are to be effective tools of discipline, necessarily dependent on school and home communication and cooperation. Certain violations, such as cheating, carry inevitable academic consequences as well as the disciplinary consequences imposed by the school. At times, misconduct may be serious enough to by-pass the guidelines set forth in this Handbook. Accordingly, the school administration and Board of Directors reserve the right to determine what discipline response would be in the best interest of the student and school.

Suspension from Class

In the event of a student's suspension from classes for disciplinary reasons, the following stipulations will apply: 2-point per day deduction from semester grade in all classes missed, all work missed must be completed and submitted to teachers on the student's first day back in classes, and any exams, quizzes or other in-school work must be promptly scheduled for make-up with teachers. Students involved in extra/co-curricular activities will be suspended from all activities on the day of suspension. Unless a student misses a game, contest, or event on the day of suspension, the student will also be suspended from the next game, contest, or event. As extra/co-curricular activities are a privilege provided to students, coaches and advisors may have further consequences for suspended students according to their team's or group's code of conduct.

STUDY HALL

Study hall is required for any student on campus but not attending class or scheduled lunch break during school hours. Students may not register for more than two study halls each semester.

Study halls are an important aspect of academic life at Calvary and the UMS setting. Because student course schedules can vary substantially, and as a result of the rigorous academic load at Logos, Study Halls are available throughout the day and are designed to offer a quiet, studious atmosphere.

To facilitate this, the following policies are in place:

- Study hall attendance and tardy records will be kept.
- Due to concerns about student safety and security, all students enrolled in study hall are required to attend each day unless a parent or guardian gives written permission to the office.
- Failure on the part of a student to regularly attend or be on time to study hall, without appropriate authorization will be treated as a character issue and will be subject to administrative discipline.
- Students are required to work independently and quietly on their work and may not collaborate or help each other unless they receive direct permission from the study hall monitor and as long as they do not disrupt any other student in study hall.
- Students will not be allowed to sleep or be otherwise off-task or disengaged in study hall. If a student regularly finishes their work early, they are responsible for making sure they bring something to read or to work on, even if it is not related to the academy, as long as it is in keeping with the Calvary's values and the Student Code of Conduct.
- Students will be allowed to listen to headphones during Study Hall ONLY if written permission from the parents is received by the monitor.

DRESS CODE POLICY

General

Denton Calvary Academy's dress code is intended to give concrete, practical witness to the school's commitment to fulfill our aims to honor God and disciple students. DCA students should be well groomed and dressed conservatively on campus and at school functions. DCA policy is for Christian young people to dress modestly, not wishing to draw attention to themselves with extravagant styles or revealing clothing.

The Administration or those designated to act on behalf of the Administration, retains the authority to determine the appropriateness of a given student's attire or hairstyle and may remove from the campus/function, or otherwise discipline, any student deemed to be inappropriately dressed. The Administration also reserves the right to grant a limited variance to these regulations for special purposes, such as special dress days or instructional exercises, provided that high standards of modesty are always upheld. All elements of the dress code are in force on the campus from 8:00 a.m. to 3:30 p.m. on school days and will be enforced by the staff of Denton Calvary Academy. **All students on campus for academic purposes on non-school days (i.e. tutoring, labs, group projects, etc.) must adhere to the jeans day dress code.**

All girls' and boys' pants, shorts, skirts, and long and short sleeved uniform shirts must be purchased from Parker Uniform Company or at the used uniform sale held in June. Only the styles listed at Parker under DCA's name are acceptable. Information about Parker is available in the main office and on the school's website. School jackets and letter jackets are ordered through DCA in May. Spirit wear, sold by the DCA Booster Club, will first be offered at the Family Fellowship in the Fall of each year.

All clothes and shoes must be neat and clean. Clothes should not be excessively faded, torn, frayed, or have un-hemmed edges.

Our heart is that there be no unnecessary rule at Denton Calvary Academy, but only purposeful ones, freeing students and teachers to love, encourage, and edify one another. We are, therefore, committed to support you and your children by enforcing the rules with consequences. **Students may be assessed a five-dollar fine as a consequence of dress code violation(s).**

Jeans Days (All grades)

The first Thursday and Friday of each month will be Jeans Days. The following is the proper dress code for these days:

- Blue jeans with no holes or slits, no embellishments down the legs, and not too tight.
- Any Calvary shirt (spirit wear or uniform shirt)
- Any shoes may be worn
- No shorts or capris are allowed.
- If not in jeans day attire, student must be in uniform.

Elementary Dress Code (Kindergarten through 3rd grade)

- **Tops:** Peter pan blouse & green, yellow or white long or short-sleeved uniform shirt
 - Uniform shirts must be tucked in at all times.
 - Any undershirts which show at the neck must be white, gray, or black. No undergarments may hang past the sleeves or show below the hem of a shirt or blouse including wearing long sleeved shirts underneath short sleeved uniform shirts in cold weather.
- **Bottoms:** Girls – Khaki skirt, skort, shorts, or pants; plaid jumper
Boys – Khaki shorts or pants
 - Skirts, shorts, skorts, and jumpers may be **no more than 3 inches (about the length of a credit card) above the middle of the knee**. Privacy shorts should be worn with all skirts and jumpers. When hemming the skirts, please be sure that the length is long enough in the back also (One of Parker's new skirts is ½" longer in the back.) Girls may wear white or black tights under skirts during cold weather but it would be good to plan to purchase any of the Parker pants offered for the colder months.
 - Black or brown belts should be worn with any garment with belt loops.
- **Footwear:** Tennis shoes or brown or black closed-toe, closed-heeled shoes (no boots or sandals) may be worn. For shoes with laces, the laces must be pulled through snugly and well tied. If socks are worn they should be neutral colors.
- **Outerwear:** Students may wear Calvary sweatshirts, Parker sweaters, or spirit wear over their uniform shirts in the classrooms. All non-Calvary outerwear will be hung on hooks or stored for the day.

- **Accessories:**
 - Watches may be worn, but no bracelets or necklaces will be worn with the school uniform. Girls may wear one stud earring per ear.
 - Students may not wear make-up or fingernail polish.
 - Simple headbands or barrettes which are neutral or reflect the colors of our uniform may be worn.
- **Hair:** Hair must be kept groomed and clean and may not include distracting color (natural hair colors only) or styles, (e.g., hair spiking, Mohawks, streaking, etc.). Boy's hair may not touch the collar of the shirt when the student is standing and should be out of the student's eyes.

Elementary Dress Code (4th through 5th grades)

- **Tops:** white $\frac{3}{4}$ sleeve, & green, yellow or white long or short-sleeved uniform shirt
 - Uniform shirts must be tucked in at all times.
 - Any undershirts which show at the neck must be white, gray, or black. No undergarments may hang past the sleeves or show below the hem of a shirt or blouse including wearing long sleeved shirts underneath short sleeved uniform shirts in cold weather.
- **Bottoms:** Bottoms: Girls – Khaki or plaid skirt, khaki shorts or pants
Boys – Khaki shorts or pants
 - Skirts, shorts, skorts, and jumpers may be **no more than 3 inches (about the length of a credit card) above the middle of the knee**. Privacy shorts should be worn with all skirts and jumpers. When hemming the skirts, please be sure that the length is long enough in the back also (One of Parker's new skirts is $\frac{1}{2}$ " longer in the back.) Girls may wear white or black tights under skirts during cold weather but it would be good to plan to purchase any of the Parker pants offered for the colder months.
 - Black or brown belts should be worn with any garment with belt loops.
- **Footwear:** Tennis shoes or brown or black closed-toe, closed-heeled shoes (no boots or sandals) may be worn. For shoes with laces, the laces must be pulled through snugly and well tied. If socks are worn they should be neutral colors.
- **Outerwear:** Students may wear Calvary sweatshirts, Parker sweaters, or spirit wear over their uniform shirts in the classrooms. All non-Calvary outerwear will be hung on hooks or stored for the day.
- **Accessories:**
 - Watches may be worn, but no bracelets or necklaces will be worn with the school uniform. Girls may wear one stud earring per ear.
 - Students may not wear make-up or fingernail polish.
 - Simple headbands or barrettes which are neutral or reflect the colors of our uniform may be worn.
- **Hair:** Hair must be kept groomed and clean and may not include distracting color (natural hair colors only) or styles, (e.g., hair spiking, Mohawks, streaking, etc.). Boy's hair may not touch the collar of the shirt when the student is standing and should be out of the student's eyes.

Secondary Dress Code (6th through 12th grades)

- **Tops:** white $\frac{3}{4}$ sleeve, & green, yellow or white uniform shirt
 - Boys uniform shirts must be tucked in at all times.
 - Any undershirts which show at the neck must be white, gray, or black. No undergarments may hang past the sleeves or show below the hem of a shirt or blouse including wearing long sleeved shirts underneath short sleeved uniform shirts in cold weather. Only white undershirts may be worn under white shirts.
- **Bottoms:** Bottoms: Girls – Khaki or plaid skirt, khaki pants
Boys – Khaki shorts or pants
 - Skirts may be **no more than 3 inches (about the length of a credit card) above the middle of the knee**. When hemming the skirts, please be sure that the length is long enough in the back also. Girls may wear white or black tights under skirts during cold weather but it would be good to plan to purchase any of the Parker pants offered for the colder months.
 - Black or brown belts should be worn with any garment with belt loops.
 - Young men's pants may not bag or sag.
- **Footwear:**
Girls: Brown or black or white **closed-toe, closed-heeled, soled** shoes (no boots, sandals, moccasins or house shoes) may be worn. The trim of shoes must be neutral in color. For shoes with laces, the laces must be pulled through snugly and well tied. If socks are worn they should be neutral colors. Athletic shoes **may not** be worn. (Examples of appropriate shoes: KEDS, Sperry's, flats)

Boys: Brown or black **closed-toe, closed-heeled, soled** shoes (no boots, sandals, moccasins or houseshoes) may be worn. The trim of shoes must be neutral in color. For shoes with laces, the laces must be pulled through snugly and well tied. Shoes should be in good condition and not be shoes you have used to play sports. If socks are worn they should be neutral colors. (Examples of appropriate shoes: Sperrys, Rockports, VANS)

- **Outerwear:** Students may wear Calvary sweatshirts or school jackets, Parker sweaters, or spirit wear over their uniform shirts in the classrooms. All non-Calvary outerwear will be hung on hooks or stored for the day.
- **Accessories:**
 - Ladies may wear one stud earring per ear with no other visible piercings.
 - Simple headbands or barrettes which are neutral or reflect the colors of our uniform may be worn.
 - Nail polish may be worn in solid colors only (no black polish).
 - Young men and women may wear a single necklace 18" or less in length with a pendant no larger than 1" in size.
 - No hats, scarves, or head coverings will be worn in the buildings. No tattoos, drawings, or markings, either temporary or permanent, are allowed to be visible on the body.
- **Hair:** Hair must be kept groomed and clean and may not include distracting color (natural hair colors only) or styles, (e.g., hair spiking, Mohawks, streaking, etc.). Boy's hair length must have trimmed sideburns and may not touch the collar of the shirt when the student is standing and should be out of the student's eyes. Young men must be clean shaven... no fuzzy faces.

All Secondary Students:

Extracurricular Events:

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in an activity. Ladies will not be allowed to wear strapless, low cut, or backless dresses or tops to any school function.

EXTRA-CURRICULAR ACTIVITIES

Athletics

Purpose and Goal

Calvary athletics helps to fulfill the mission of the school by teaching the Christian way of competing expressed through our core vision in athletics:

- Play for God's glory
- Be leaders on campus and in our community
- Have fun, play smart, play hard
- Overcome adversity with Christ likeness
- Relentlessly pursue righteousness
- Develop a love and desire to please God
- Work hard
- Serve others
- Respect authority

The Calvary Athletic Department acknowledges that God is the priority in our school, followed by family, academics, and finally athletics. When this order is followed, it will result in student-athletes who are balanced spiritually, physically, mentally, and emotionally.

Because Calvary athletes are representatives of their team, their school, their community and more importantly, God, Calvary athletics is committed to developing each individual's character and self-esteem. In addition, a proper perspective on winning and losing consistent with glorifying God is maintained. Calvary athletes will be humble in victory, and courageous in defeat. Winning is defined as reaching the maximum potential by giving great effort as an individual, and as a team.

Individually, the DCA athletic department wants the athletes to have the mindset of constant improvement of their game and be mentally tough. As a result, maximum effort is given to training and preparation that leads to as much individual accomplishment as God will allow.

Calvary Athletics strives for excellence through programs that are well respected and considered among peers and college coaches as one of the best in TAPPS.

Parent/Spectator Conduct

Families' attendance and a show of team enthusiasm at DCA sporting events is encouraged in support of our teams. DCA athletes are expected to conduct themselves with honor, dignity, and sportsmanship on the field or court; so too should the supporters of the DCA athletes. This includes interaction with all coaches and referees. Parents are to treat coaches with respect and not approach them with complaints before, during or after games. Please set up a meeting with the AD and the coach if a major problem needs to be addressed. Parents are restricted from yelling instruction during a game or delaying a player entering the locker room at half time with the rest of the team. Parents and athletes will be required to sign the Athletic Code of Conduct prior to the start of the season.

Attendance

Students absent from school will not be permitted to participate in extracurricular activities on that day.

Sports Offered

Girls —volleyball, basketball, track, softball, tennis, golf, cheerleading

Future (as numbers, facilities, and interest dictate)—cross country, soccer and swimming

Boys —six-man football, basketball, track, baseball, tennis, and golf

Future (as numbers, facilities, and interest dictate)—cross country, soccer, hockey and swimming

Academic Competitions (TAPPS and NTIL)

TAPPS Academic and Art Meet (9-12)

Each spring, students in grades 9-12 are invited to participate in two competitions hosted by TAPPS. Students must be full-time students enrolled in 4 or more academic classes in order to be eligible. Academic event categories include math, computer science, current events and issues, science, Spanish, writing, public speaking, and acting. Art media categories include drawing, painting, sculpture, and photography. As opportunity arises, DCA staff will help coach students for their events. Parents should expect to be involved in helping prepare students for the competition and offering transportation, if necessary. Students who place high enough in the district competition will proceed on to the state competition during the first week of April.

NTIL Academic Contest (2-8)

Each spring, students in grades 2-8 are invited to participate in North Texas Independent League Academic Contest. Events include science, writing, map skills, spelling, listening skills, dictionary skills, and math. Parents should expect to be involved in helping prepare students for the competition and offering transportation, if necessary.

Student Government

Student Government is an opportunity for individual students to participate in leadership and servant roles within the school. This elected body serves the students and the school in a variety of ways. Students elected to the Student Government must be willing to commit to meeting consistently to plan and organize activities including fundraisers, service projects, and special events. DCA's Student Government encourages students to strive for excellence and take on leadership roles as modeled in the life of Christ.

PARTICIPATION POLICIES

TAPPS Participation Policy

As stated in the TAPPS by-laws, all students participating in TAPPS athletic and academic programs "must be a full time, day student at the member school . . . enrolled in at least four academic courses."

Grade Policy Pertaining to Participation in Extra- and Co-curricular Activities

This policy exists to ensure that a student is successful in the academic arena while participating in extra-curricular or co-curricular activities. If, at the end of a quarterly grading period, a student is making less than a 70% in any class, he will be suspended from participation in practice, games, performances, or contests for a minimum of two calendar weeks from the day grades are due in the office. At the end of the two week period, administration will re-evaluate and determine if the student may be re-instated. If no grades have been recorded in that 2 week Student will not be allowed to participate until re-instated by administration. . If due effort is not made to improve grades at two weeks, eligibility cannot be regained until progress reports at mid quarter. A conference may be required if a student's grades fall below a 70% on any progress report or report card.

COMMUNITY SERVICE

Overview

Matthew 20:27-28 "...and whoever wishes to be first among you shall be your slave; just as the Son of Man did not come to be served, but to serve, and to give His life a ransom for many."

With a mind toward developing Christ-like students who are willing and able to minister the love of Christ to a lost world, DCA has a Community Service requirement for Secondary students.

Policy and Procedure

All DCA students who are enrolled in grades 9-12 must complete the following times in **approved** service to the Denton area and surrounding communities.

Grades 9 and 10: 4 hours per semester

Grades 11 and 12: 6 hours per semester

Community Service Log Sheets are available at the office and must be turned in, with necessary signatures and the student's name, **by 4pm on the last day of your student's finals at the end of the semester.**

Failure to submit a Community Service Log Sheet or submission of an incomplete log sheet will result in an addition of 2 extra hours to the student's requirement for the following semester. Any hours of community service that have not been fulfilled will also be added to the following semester's requirement.

If a student has more hours than required in a semester, the total number of hours will be recorded on the student's transcript but will not be applied to any other semester. For example, if a student has 12 hours of service for the fall, 12 hours will be recorded for the fall but student must still meet the minimum of 4 or 6 hours required for the spring

In the event that community service requirements have not been thoroughly fulfilled before graduation, the student will not be able to participate in the graduation ceremony. Students are only expected to obtain hours for the years they are enrolled in grades 9-12 at DCA.

Examples of Approved Community Service

Community service is an opportunity for DCA students to experience diverse environments and diverse people. As such, a good general rule to follow in selecting a type of community service is to **minister to a group outside of the student's normal peer group.** Ministering to people who do not know Christ is a great ideal to strive for. Below are several examples of general and specific opportunities that we enthusiastically encourage:

- Food banks/homeless shelters
- Visiting elderly people at a nursing home
- Volunteering to help with a marathon/road race that benefits charity
- Habitat for Humanity
- Keep Denton Beautiful
- Fund-raisers for worthy charitable group
- Woman-to-Woman Center (Twice As Nice Resale Center)
- Maintenance on the school grounds (athletic fields, buildings on campus)

Examples of Unapproved Community Service

Anything for which compensation is received, whether financial, material, or services is considered to be an unapproved community service.

SOCIAL ACTIVITIES

Elementary Birthdays

Due to limited class time, birthdays should not be celebrated in class. Parents may honor their children on their birthdays by having lunch with them. Treats (cupcakes, cookies) may be served to the whole class during lunch, if desired, but must be cleared and coordinated with the student's teacher. The teacher should be notified of the date the parent intends celebrating a child's birthday to avoid double birthday celebrations. Birthday party invitations or gifts may not be distributed at school.

Holiday Parties

Elementary class parties for Christmas and Valentine's Day will be scheduled by the school. Any party plans must be approved by the principal at least twenty-four hours before being sent out.

Secondary Social Events

DCA desires for all activities to reflect Biblical values and standards. DCA criteria for social events and opportunities as well as all aspects of student life may look different from what is accustomed to being seen in other schools. Room mothers will plan social events and community service events for secondary classes during the year. All plans must be approved by the secondary principal before information is sent out.

Room Mothers

The Denton Calvary Academy administration shall appoint room mothers for each grade level. Room mothers serve as the contact person for all parents in the class and represent the classes' interest to the school. Duties include planning parties, delegating jobs to other parents in the class, and overseeing projects and activities.

Field Trips

Teachers will notify parents of field trips in advance. All school conduct and dress standards are in effect on field trips except where a specific exception has been made by the instructor. Some field trips are part of required course participation and are not optional.

ACADEMIC POLICIES

ACADEMIC OVERVIEW

English and Language Arts

The English and Language Arts Department of Denton Calvary Academy prayerfully strives to develop students' capacity to communicate with God and others. The department equips students to read efficiently and effectively, to view appreciatively and analytically, to communicate clearly and persuasively, to think rationally and creatively, and to integrate biblically and practically. The department also orients students to their literary and intellectual heritage by introducing them to the great artists, masterpieces, mediums, and themes of Western civilization. Finally, the department seeks to instill a passion and appreciation for knowledge, beauty, expression, excellence, and the God who is their source. The department does this in order to prepare students to better serve and glorify their God.

Math

The Math Department of Denton Calvary Academy teaches the truth that God is a God of order, precision, and consistency. The department's desire is that through the study of mathematics, students would understand the truth and order God has created. Psalm 147:4 states, "(God) counts the numbers of the stars; He calls them by name." Denton Calvary Academy students will see the importance of the systematic character of God. The primary instructional objective is the sequential mastery of mathematical concepts.

Social Studies and History

History acknowledges the providential, sovereign working of God in the past, present, and future. It is the story of God dealing with man. Throughout a Denton Calvary Academy student's study of history, he or she should be able to understand that man continues to be predictable in actions, attitudes, and choices, while God continues on His path of faithfulness to fulfill His plan. Denton Calvary Academy students will come to recognize that God holds them responsible for fitting into His plan of history and being His instruments. DCA desires for students to apply their understanding of history in conjunction with Ephesians 2:10, which states, "For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do."

Science

Through the study of science, the Denton Calvary Academy student catches a glimpse of our incomprehensible God. Study of the physical realm reveals God's power, control, methods and structures He uses to sustain His creation. Accepting the Bible as the source of all truth, Denton Calvary Academy students are encouraged to

evaluate scientific theories and their impact upon the world. The Science Department believes that the principles of science are not spiritually neutral and that they reveal a God of order and design.

Foreign Language

The study of foreign language augments the growth in communication skills and perspective of the typical Denton Calvary Academy student. Languages from cultures and locations outside of the student's common experience expose the student to the diversity of thoughts and practices that exist and which testify to the vast creativity, all-encompassing love, and abounding sovereignty of Almighty God. Learning a foreign language prepares the student's heart to love those of another culture through the shared experience they have in language. It also prepares the student in skill to be able to interact with individuals of another language culture, ultimately to the end of spreading the gospel of Jesus Christ to the ends of the earth.

Fine Arts

The Art Department works under the truth that God, as our divine Creator, has given students the ability to observe, appreciate, and create works of artistic expression. As believers, students are to use these expressions of creativity to worship, testify to, and thank our Creator for the gift of His amazing grace.

ACADEMIC GUIDANCE

Academic Advising

All students entering and enrolled in high school are required to undergo academic advising for the purpose of declaring their intent to graduate and establishing a diploma plan. Prior to registering for classes, students must meet with the academic advisor to select a diploma plan and to ensure that they are on the proper track to complete the selected plan. Students not planning to graduate from Denton Calvary Academy must still confer with the academic advisor in order to clarify their purpose for attending the academy. The first academic advisory meeting should be held in the spring semester of the student's eighth grade year. Subsequent changes in diploma plan or intent to graduate must be made through the Academic Advising office.

Transcripts/Letters of Recommendation

The academic advising office handles all requests for transcripts and letters of recommendation. Transcripts may be requested using the transcript request form obtained from the office. Currently enrolled students are advised to plan for transcript needs at least two weeks in advance.

Academic Advisory Committee

The Academic Advisory Committee serves to assist parents, students, and teachers in academic or school-related concerns. The committee is comprised of the following: head administrator, principals, teachers, and registrar. The committee will serve as a mediator when situations arise such as failing grades on report cards, continual poor performance in a course area, behavioral issues, or other situations that warrant their involvement. The goal of the committee is to set forth a plan to rectify the situation and to oversee the initiation, implementation, and follow-through of the plan.

ATTENDANCE

Credits and Attendance

Definition of Credits

In general, one DCA credit is equivalent to a full year's instruction in a given course of study (1/2 credit per semester). Properly enrolled students will earn course credits on a semester-by-semester basis. The standard Per Credit Requirement (PCR) for all courses offered at Denton Calvary Academy will be ninety-six hours of instruction for each credit earned. Lab courses will have an additional required lab. Thus, the fall and spring semesters for DCA will normally be scheduled for sixteen weeks of instruction with each semester accounting for 48 hours of instruction.

Attendance Requirements

In order to successfully complete a course of study, students must attend at least 87.5% of each course's regularly scheduled class sessions. **For example, this means that they may not be absent more than six times during a semester for a course meeting three times each week and four times for a course meeting twice each week.** Students failing to meet attendance requirements will not be recognized as having completed the course (meaning they will be awarded an incomplete and, in the case of credit-bearing high school courses,

denied credit for the course). In most cases, a failure to successfully complete a course because of excessive absences will also prevent a student from being able to register for the next course in the sequence. A variance to this requirement may be granted by the administration to a properly enrolled student when that student has been unable to meet the attendance requirements of the course or courses in which he is properly enrolled due to circumstances beyond the family's control (such as an extended illness), provided that the student has, in the judgment of the DCA instructor overseeing his work, achieved minimum mastery of the course content, as defined by the relevant school and curriculum policies and standards. Removal of the incomplete may be accomplished by the granting of a variance or by make-up work prescribed by the school.

Adding and Dropping Classes

Students properly enrolled and in good standing with DCA may add a class until the end of the first full week of classes, provided space is available in the desired class. Students may withdraw from (or "drop") a class or classes any time before the end of the first quarter of the semester without incurring academic penalties. Any course dropped by a student after the end of the first quarter, will be recorded on the student's academic record with a WP for "withdraw passing" or WF for "withdraw failing" based on the student's grade at the time of withdrawal. No class credit will be awarded for any class in which a grade of WP or WF is awarded. No "incomplete" status is available for a withdrawing student. Forms are available in the registrar's office for all schedule changes. Schedule change forms must be signed by the parent(s) and approved by DCA. For more information on the financial impact of adding or dropping classes, please refer to "Financial Policies" section on pages 14.

Dropping Athletics

Should a student drop a sport once practice starts, the student along with his/her parents, must meet with the Athletic Director before registering for another sport. See "Financial Policies" to see the financial ramifications for dropping sports.

Auditing

Denton Calvary Academy does not allow the auditing of classes. Any student enrolled in any class at Denton Calvary will receive credit for and a grade reflecting his level of achievement in the class.

Absences and Make-up Work

Excused Absences

Absences for illness, funerals, and family emergencies will be excused. Students must bring a note explaining the reason for absence and stating date(s) and classes missed. This must be turned into the office within two DCA classroom days of absence. Failure to do so will result in an unexcused absence. Work due on the day of initial absence is due upon return to school. After returning to class, a student has the number of days absent to turn in work assigned during the period of absence. For example, a student absent for three school days will have three school days from the day he returns to class to turn in work assigned during those three days. If a student is sick on a home-study day, the policy still applies and arrangements must be made with the teacher. If the parent wishes to pick up the absent student's work on the day of the absence, he may do so after the student's last class. It will be in a file outside the office.

Absences with Prior Approval

Under certain conditions and circumstances, the principal may grant special approval for an absence. These special cases **must receive prior approval. The parents must request approval from the principal at least twenty-four hours in advance**, and the student must be in good academic standing. If the principal grants approval, the student will be excused, and the office will inform the teacher(s). Please note that teachers are not required to give assignments beyond the current assignment sheet. Families are responsible to obtain assignments from fellow classmates. This work must be returned to the teacher on the student's first day back in class. No penalty will be assessed if procedures have been followed. A maximum of three such absences per semester and four for the year shall not be exceeded. Failure to follow these guidelines will result in unexcused absences.

Absences due to extra/co-curricular activities

These absences will be treated as a pre-approved absence but will not reflect negatively on the student's record of course completion and credits earned. Work due on the day of the event must be turned in to the teacher before the student leaves. Failure to do so will result in a late penalty.

Absences and extracurricular activities

Student must be in attendance each day at all enrolled classes in order to participate in practice or games. Individuals with extenuating circumstances may be excused by the Principal and/or Athletic Director. It is the responsibility of the student to notify his/her coach if and when an extenuating situation arises.

Procedure for Returning to Class after an Absence

Elementary Students

Parents must send a note with the student, even if you called the office to explain the absence and request that the teacher(s) be notified as to why it was necessary for their child to be absent. The note should be turned in to the front office within two class days to insure proper recording.

Secondary Students

Students must bring a note written by the parent or doctor explaining the absence and stating the date(s) and class(es) missed. He should bring the note to the office within two class days to be verified. The main office will then communicate with teachers to assure proper recording. If this procedure is not followed the absence will be considered unexcused and the appropriate penalty will be assessed.

Unexcused Absences

Absences other than those described above under “excused absences” will be unexcused and work due that day will be considered a zero. Tests may not be made up. It will be the student’s responsibility to get any assignments which are not on the assignment sheet from a classmate. .

Scheduled Appointments

Doctor appointments should be made on days students are not in class. Please do not schedule appointments during class hours.

Tardy Policy

An absence will be given for a student who is tardy by twenty minutes or more.

Secondary Students

After the third, and each subsequent tardy in a class within a semester, a student will receive disciplinary action. On the 4th tardy, student will be required to serve a lunch detention in the principal’s office. On the 5th tardy, student will be given an **unexcused** absence and a parent conference will be required.

Elementary Students

Teachers should call parents and notify principal if tardiness is a problem.

COMPUTER USE POLICY

Laptop Usage on Campus

Students may bring laptop computers for use during class but will NOT be able to access the school’s wireless network. Students may lose the privilege to have a laptop on campus if used inappropriately. The first offense will result in losing computer privileges in all classes for a minimum of two weeks. A second offense will result in losing computer privileges in all classes for the remainder of the school year.

The school is not responsible for damage, loss, or theft of a computer brought on campus.

On Campus Computers

Students are allowed in the computer lab with the constant supervision of a teacher or a parent if the lab is not in use. Teachers may also use the computer lab during their classes if the lab is not in use. Any student found in the lab without proper supervision, those found hacking into the school system, or using the system in an unacceptable manor will be subject to discipline procedures. This is considered a serious offense and will be treated as such.

Acceptable Use Policy

Internet and Network access is a privilege, not a right, provided to promote educational excellence in schools by facilitating resource sharing, innovation, expanding computer skills/technology, research, and communication.

The Internet is a global resource for limitless forms of information and communication. The Network is an internal DCA "Internet" providing students with access to information, videos, storage, etc. owned by the School. The Internet and Network are to be used in a manner that is consistent with the School's standards of conduct and as part of the normal execution of student's coursework.

With access to computers and people all over the world also comes the availability of material not considered of educational value or appropriate for the school setting. DCA firmly believes the value of educational and business resources available on the worldwide web far outweigh the potential risk of users accessing material not consistent with the School's educational goals. DCA has taken strict precautions to deny access to these controversial materials. However, on a global network it is impossible to control all materials and an industrious user may still find a way to access them. Within reason, freedom of speech and access to information will be honored; however, access to certain content may require approval from the Administration or designated representative. During the school day, teachers will guide students toward appropriate materials as would families at home (information sources such as television, telephones, web sites, movies, radio, magazines, and other potentially offensive media). In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to the strict guidelines. These guidelines are provided to make you and your child aware of the privileges and responsibilities and to ensure the efficient, ethical and legal utilization of network resources. If your child violates this Agreement, his/her access may be denied or withdrawn. In addition, your child may be subject to appropriate disciplinary action.

The Internet and Network

1. Personal Responsibility

By accessing the School's Local Area Network or Internet system, the student agrees to adhere to this Agreement. The student also agrees to report any Network or Internet misuse to the teacher. Misuse includes violations that harm another person or another individual's property. DCA makes no warranties of any kind, whether expressed or implied, for the service it is providing. DCA will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or student errors or omissions. Use of information obtained via the Internet is at the students' own risk. DCA specifically denies any responsibility for the accuracy or quality of information obtained through its services.

2. Term of Permitted Use

Network and Internet access extends throughout the entire school year for students provided the Agreement is not violated.

3. Acceptable Use

Students using the Network/Internet are representing DCA. Students are responsible for ensuring that the Network/Internet is used in an effective, ethical, and lawful manner. Examples of acceptable use are:

- Using Web browsers to obtain information in support of education and research consistent with educational assignments.
- Accessing databases for information as needed.
- Creating/Storing files not related to school studies.

4. Unacceptable Use

Students must not use the Network/Internet for purposes that are illegal, unethical, harmful to DCA, or nonproductive. Examples of unacceptable use are:

- Using, transmitting, receiving, or seeking inappropriate, offensive, vulgar, suggestive, obscene, abusive, harassing, belligerent, threatening, defamatory (harming another person's reputation by lies), or misleading language or materials. If you know of students who are visiting offensive or harmful sites, report that use to your teacher immediately.
- Revealing personal information, such as the home address, telephone number, or Social Security number of another person or yourself.
- Engaging in illegal activities, violating the Student Handbook, or encouraging others to do so.

Examples:

- Selling or providing substances prohibited in your Student Handbook.
- Conducting a business.
- Accessing, transmitting, receiving, or seeking unauthorized, confidential information about others.
- Viewing, transmitting, downloading, or searching for obscene, pornographic, or illegal materials.
- Accessing others' folders, files, work, networks, or computers.
- Intercepting communications intended for others.
- Causing harm or damaging other's property.

Examples:

- Downloading or transmitting copyrighted materials without permission from the copyright holder. Even when materials on the Network or the Internet are not marked with the copyright symbol, ©, students should assume all materials are protected under copyright laws—unless explicit permission to use the materials is granted.
- Using another student's password to trick recipients into believing that student is communicating or accessing the Network or Internet.
- Uploading a virus, harmful component, or corrupted data.
- Vandalizing the Network.
- Using/downloading software.
- Jeopardizing the security of access, the Network, or other Internet Networks by disclosing or sharing password and/or impersonating others.
- Wasting computer resources (i.e. printer, toner, or paper) including disk space with personal documents and pictures not related to school subjects/assignments.
- Encouraging other students to view, download, or search for materials, files, information, software, or other offensive, defamatory, misleading, infringing, or illegal content.
- Accessing external email providers/chat rooms for personal use not previously approved by a teacher or Principal. Access is extremely limited to school studies or emergency situations as determined by the teacher or Principal.
- To protect the students and their family, access to MySpace and other related sites is blocked from DCA systems. Knowingly accessing or hacking into MySpace or other social networking site is strictly prohibited and will result in immediate and indefinite termination of privileges. Privileges may be reinstated at the discretion of the Administration.
- Students are permitted to utilize flash drives for storing/transporting their work from home to school. However, such drives may be scanned by a teacher before use and any executable (.EXE) files removed.

5. Netiquette Rules

- Students must adhere to the rules of Network etiquette, or Netiquette. In other words, you must be polite and avoid abusive and inappropriate language.
- The School will determine what materials, files, information, software, communications, and other content and activity are permitted or prohibited, as outlined above in item 4.
- Teachers must diligently monitor student behavior/activities while utilizing computer resources and accessing information from the Internet.

6. Monitoring

- A students' actions on the Network and Internet are traceable. Inappropriate actions can be discovered and traced to the user.
- Random monitoring of Internet/Network activity may be conducted.
- All messages/files created, sent, or retrieved over the Internet/Network are the property of the District and may be regarded as public information.
- DCA reserves the right to access the contents of any messages sent over its facilities if the school believes, in its sole judgment, that it has a business need to do so.
- All communications, including text, saved files, and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. *This means don't communicate anything that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law.*

7. Computer Viruses

Computer viruses are programs designed to make unauthorized changes to programs and data. Therefore, viruses can delay access to or, cause destruction of, District resources. Spyware and adware can compromise system performance and allow sensitive information to be transmitted outside the organization. It is important to know that computer viruses are much easier to prevent than to cure. Defenses against computer viruses include protection against unauthorized access to computer systems, using only trusted sources for data and programs, and maintaining virusscanning software.

Spyware installation programs can launch even when users are performing legitimate operations, such as accessing Internet sites or reading email. Spyware programs are designed to collect any information from a computer (including personal) and report the data back to an unidentified party. While performing this function, other systems programs may be interrupted or damaged. As a result, combating spyware requires user vigilance as well as Information Systems management and control.

- Student Responsibilities
 - Users shall not knowingly introduce a computer virus/spyware program into DCA computers.
 - Users shall not load any software or program files.

- Media brought from home shall be scanned for viruses before they are read. Media is defined as but not limited to: USB Flash drives, CD, DVD, Zip files, External Hard Drives, or downloaded files.
- Any student who suspects that his/her workstation has been infected by a virus shall IMMEDIATELY STOP ALL WORK at the workstation and notify his/her teacher.

8. Physical Security

It is District policy to protect computer hardware, software, data, and documentation from misuse, theft, unauthorized access, and environmental hazards.

- Student Responsibilities
 - Environmental hazards to hardware such as food, smoke, liquids, high or low humidity, and extreme heat or cold should be avoided.
 - Students should exercise care to safeguard the valuable electronic equipment provided for them. Students who neglect this duty may be accountable for any loss or damage that may result.

COURSE PLANNING

Junior High Course Plan

A junior high course plan has been developed to prepare students for high school. DCA reserves the right to require entrance testing for students who have not followed the recommended plan.

Sixth Grade:

1. English 6
2. Math 6
3. Science 6
4. History 6
5. Art/Keyboarding

Seventh Grade:

1. English 7
2. Pre Algebra
3. Life Science
4. Texas History
5. Latin I/ Bible/ Fine Arts

Eighth Grade:

1. English 8
2. Algebra 1.1 or Algebra I (this course receives .5/1.0 high school credit)
3. Earth Science
4. US History
5. Latin II/ Bible/ Study Skills or other elective offered for 8th grade
6. Computer (this course receives 1.0 high school credit)

GRADUATION REQUIREMENTS

During the semester before the freshman year or at initial enrollment into high school, a student must declare his intentions toward graduation. Any student who seeks to graduate from DCA must follow all policies and fulfill all requirements set forth regarding graduation. Students who declare a lack of intent to graduate and change that intent at a later time will not be allowed to graduate unless they have followed graduation policies and fulfilled all requirements.

Denton Calvary Academy allows students to choose a diploma plan that will meet their educational needs and prepare them for their post-high school educational aspirations. Each student will select a plan during the eighth grade. Transfer students will select a plan during their first year at DCA. Students should select a more rigorous plan than they anticipate following, as prerequisites for courses may hinder a change to a more difficult plan at a later time.

Students seeking a diploma from DCA must take all academic core courses (mathematics, English, sciences, social sciences, bible, and foreign language) on campus from the time of their initial enrollment or entry into high

school. Exceptions to this policy include: 1) Upon the approval of the Academic Advisory Committee, students may transfer one academic core course (home, correspondence, or dual-enrollment) each academic year. 2) Students who are on a course plan that would fulfill the requirements of the selected diploma plan, but who cannot complete the plan due to scheduling conflicts with other required courses, may take the conflicting course off campus. Please see the "Transfer of Credit" section for clarification. DCA reserves the right to consider extenuating circumstances and handle them as deemed necessary. In order to earn a diploma from DCA and meet residency requirements, all candidates must successfully complete a minimum of five credits on campus. They must also submit scores from either the ACT or the SAT (Scholastic Aptitude Test) and complete course requirements. Students must attain a final GPA of 2.00 (70 average) to graduate.

All classes taken for high school credit prior to ninth grade will appear on the transcript and count toward a student's GPA. Currently Denton Calvary Academy only accepts Algebra I and Computer I, taken before the freshman year, as credits toward high school graduation.

Diploma Plan course requirements for classes prior to and including 2013 (1 credit = 1 year):

RECOMMENDED DIPLOMA: Total Credits Required For Graduation: 22

1. ENGLISH: 4 credits
2. SOCIAL STUDIES: 4 credits: Geography, World History, U.S. History, and Government/Economics
3. SCIENCE: 3 credits: Biology, Chemistry and one additional science course
4. MATHEMATICS: 3 credits: Algebra I (or Algebra I.1/I.2), Geometry, and Algebra II
5. FOREIGN LANGUAGES: 2 credits in the same foreign language
6. COMPUTER: 1 credit of basic computer application (rising DCA students will complete this course in the eighth grade year)
7. FINE ARTS: 1 credit
8. ELECTIVES: 2 credits: can be satisfied by taking any course that does not meet a listed requirement
9. BIBLE: 2 credits: Biblical Foundations and Christian World View

DISTINGUISHED DIPLOMA: Total Credits Required For Graduation: 24

1. ENGLISH: 4 credits
2. SOCIAL STUDIES: 4 credits: Geography, World History, U.S. History, and Government/Economics
3. SCIENCE: 3 credits: Biology, Chemistry, and Physics
4. MATHEMATICS¹: 4 credits: Algebra I, Geometry, Algebra II, and either mathematical models or Pre-Calculus³
5. FOREIGN LANGUAGES²: 2 credits in the same foreign language
6. COMPUTER: 1 credit of basic computer applications (rising DCA students will complete this course in the eighth grade year)
7. FINE ARTS: 1 credit
8. ELECTIVES: 3 credits: two of the three credits must come from any of the following upper division courses: anatomy/physiology, calculus³, Spanish 3, an approved ISP or thesis project
9. BIBLE: 2 credits: Biblical Foundations and Christian World View

For the class of 2014 and beyond (1 credit = 1 year):

RECOMMENDED PROGRAM: Total Credits Required for Graduation: 24

1. ENGLISH (4 credits)
2. MATHEMATICS¹ (4 credits) - Minimum Algebra I, Geometry, Algebra II
3. SCIENCE (4 credits) - Including Chemistry, Biology, Physics
4. SOCIAL STUDIES (4 credits) - Including Geography, World History, US History, Government/Economics
5. COMPUTER (1 credit)
6. FOREIGN LANGUAGE - (2 credits in the same language)
7. BIBLE (2 credits) - Biblical Foundations and Christian Worldview
8. ELECTIVE (2 credits)
9. FINE ARTS (.5 credit)
10. SPEECH (.5 credit)

DISTINGUISHED PROGRAM: Total Credits Required for Graduation: 25

1. ENGLISH (4 credits)
2. MATHEMATICS¹ (5 credits) - Including Algebra I, Geometry, Algebra II, Pre-Calculus, Calculus
3. SCIENCE (4 credits) - Including Chemistry, Biology, Physics
4. SOCIAL STUDIES (4 credits) - Including Geography, World History, US History, Government/Economics

5. COMPUTER (1 credit)
6. FOREIGN LANGUAGE (3 credits in the same language)
7. BIBLE (2 credits) - Biblical Foundations and Christian Worldview
8. ELECTIVE (1 credit)
9. FINE ARTS (.5 credit)
10. SPEECH (.5 credit)

¹It is highly recommended that parents review the particular math requirements for each college to which their student seeks admission. In cases where college-level calculus will be required for a bachelor's degree, students should take pre-calculus as their fourth math credit at DCA.

²It is highly recommended that parents review the particular foreign language requirement for each college to which the student seeks admission. In some cases, three years of the same foreign language may be required.

³Pre-calculus is a prerequisite for calculus.

Course Sequences

Denton Calvary Academy prescribes a sequence of courses to ensure that all students complete the required course of study for their selected diploma plans. Students who choose to diverge from the recommended sequence risk scheduling conflicts, at no fault of the school, which may result in the inability to register for required course work and thus prevent graduation.

RECOMMENDED PLAN

8 th grade*	Freshman year	Sophomore year	Junior year	Senior year
	English I	English II	English III	English IV
Algebra I or I.1	Algebra I.2 or Algebra I	Geometry	Algebra II	PreCalculus
	Geography	World History	US History	Govt./ Econ.
	Biology	Chemistry	Physics	A&P/ other Science
Computer	Bible Foundations Speech/Fine Arts	Spanish I Elective	Spanish II Elective	Worldview

DISTINGUISHED PLAN

8 th grade*	Freshman year	Sophomore year	Junior year	Senior year
	English I	English II	English III	English IV
Algebra I	Geometry	Algebra II	Pre-calculus	Calculus
	Geography	World History	US History	Govt. / Econ.
	Biology	Chemistry	Physics	A&P/other science
Computer	Bible Foundations Speech/Fine Arts	Language I Elective	Language II	Worldview Language III

* Please note that current Calvary students will take computer in the eighth grade for high school credit and some may take Algebra I in eighth grade for high school credit.

GPA CALCULATION AND CLASS RANK

The following policy establishes a clear and consistent process for determining which courses would be used in earning grade points and in determining rank in class. Therefore a student will carry an earned GPA each semester and a ranking GPA.

Earned GPA

This GPA is calculated using all courses completed to date within the student's diploma plan, including any classes the student might have had to repeat due to failure. This GPA will be used throughout a student's high school career and will be reported on transcripts.

Ranking Index

The ranking index will only be used to rank the top 10% of seniors, including the class valedictorian and salutatorian. Ranking will be determined at the end of the 3rd quarter and will be based on all Math, Science, English, History, Language, Bible and Computer classes taken by the student. Only course work taken on campus or through dual-credit will be included in grade point calculation for ranking purposes. Any classes taken through transfer credit methods other than dual credit will not be awarded grade points.

Ties in Rank

The way rank is calculated creates the potential for many students to share the same ranking index. Having a system in which multiple students can be tied for valedictorian benefits those seeking college admissions. Internally, there is no desire or need to break ties merely for the sake of breaking ties. Externally, in the case of scholarships or college admissions, there may be the need or requirement on the part of the external agency to break ties. For this purpose, a procedure to address ties is needed. Since the actual ranking index is based on a specific set of core or foundation courses, it is appropriate to use the grades in these same courses in addressing ties. The actual numeric grades within the approved courses being used in the calculation of the Ranking Index will be averaged and used to break ties as needed. In the event two or more students have the same Ranking

Index and the same numeric average over the established courses, no further tiebreakers will be utilized and the students will be considered officially tied.

Again, ties will be addressed only as required for external uses. Students with the same ranking index will be considered tied for DCA recognition purposes.

A student must attend DCA for the junior and senior years and be on the distinguished diploma plan in order to be named class valedictorian or salutatorian. Class rank will not be determined beyond the top 10% of students.

GRADE LEVEL CLASSIFICATION AND PROMOTION

Initially, students will be placed into courses based on grade reports, transcripts and placement exam scores. The administration will place students accordingly. *Students must earn a grade of 70% or higher to pass a course.* Student promotion is on a course-by-course basis. Students are not promoted based on grade level. Exception: students entering 1st, 2nd, and 3rd grade are promoted based on grade level due to the use of self-contained classrooms.

INSTRUCTIONAL PRACTICES

Grading, Evaluation, and Feedback

General

In recent years there has been considerable discussion, in both public and private education, regarding the proper role of evaluation, grading, and other forms of feedback on student progress and achievement. All of this discussion has led to very little agreement among the parties concerned, although there has been a general trend away from objective standards. In the public sector, this trend is finding concrete expression through the process of grade inflation and the so-called outcome-based education approach, and in the private sector, through a tendency to avoid grades altogether.

Ultimately, the problem stems from the "rootlessness" of modern thought: having denied the reality or validity of all absolute standards, modern man naturally finds himself unable to define any real or valid standards at all. Christian educators need not be caught in this contemporary web of self-deception; we have a final standard containing principles that govern all facets of life. Denton Calvary Academy holds the word of God to be the only final and dependable standard, a standard that has absolute authority over all that believers do, both corporately and individually.

Responsible grading and evaluation practices is the goal of DCA. DCA will strive to view and publicly present grades, not as a commentary on the relative worth and value of the individual, but rather as accurate reflections of the quality of his work in a given subject at a given time. While many in American society do indeed use grades for the purpose of classifying students, DCA avoids this tendency. At DCA, grades serve four basic purposes: 1) to help teach, rebuke, correct, and train, 2) to help in the on-going placement of students at a level and in subjects responsive to their needs, background, and abilities, 3) to provide a just and legitimate means of holding students accountable for the quality of their work, and 4) to provide an ongoing and widely understood means of communicating a student's relative progress and achievement to his parents and other parties, such as college entrance boards or other schools to which the student may transfer, who have a legitimate interest in knowing such information.

Grading System

Elementary: The following grades are recognized in grades 1-5.

N	Needs Improvement
S	Satisfactory
E	Excellent
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Secondary: The following grades are recognized in grades 6-12.

Numeric Grade	Letter Grade	Grade Point
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-59	F	0.0
	WP – Withdraw Passing	No grade point is awarded
	WF – Withdraw Failing	No grade point is awarded
	P - Passing	No grade point is awarded
	T - Transfer	No grade point is awarded

Interim Reports

If a student's average is below eighty at mid-quarter, an interim report will be distributed. Parents are encouraged to keep up with their son or daughter's grades through RenWeb (DCA's online data management system). Teachers will update student grades weekly.

Report Cards

Report cards are issued after each eight-week quarter. Comments, in lieu of grades, are given in Kindergarten and First grades, and Kindergarten through Fifth grade art, and music. If an incomplete is issued on a report card, the student has two weeks to complete the requirements to receive credit. If the work is not completed at that time, the student will receive zeroes. In either case, the grade will be calculated and a new report card issued.

Semester Exams and Averages

Comprehensive semester exams are given at the secondary level for all classes. Exams in English, math, science, and history classes will be administered on final exam testing days. Exams in all other courses will be administered before the specified final exam days. The semester exam accounts for 20% of the student's semester average with each quarter representing 40% of the average.

Senior Final Exam Exemption Policy

Only senior students may be exempt from their final spring semester examination. In order to be exempt seniors must meet the following criteria in a given course:

1. Student has a current overall "A" average in the course. (Determined by averaging the 3rd quarter and current 4th quarter grade)
2. Student has maintained a commendable attendance and tardy record during their senior year.
Commendable is defined as no unexcused absences and no more than 2 tardies in a course. Anything beyond those limits will disqualify you from exemption in that individual course.
3. Student's conduct has not required any major disciplinary actions. Repeated minor disciplinary infractions (i.e. dress code infractions) will also disqualify student from exemption from any and all exams.

Late Work Policy

Proverbs 12:24 "Diligent hands will rule, but laziness ends in slave labor."

Denton Calvary Academy, desiring to promote both godly character qualities such as self-discipline, diligence, and self-control and high academic standards, has adopted the following general principles concerning student assignments turned in at some time beyond the class time the day that it is due. Due to the developmental differences between elementary and secondary students and, the need to develop students at their respective levels, the following policies have been implemented:

Elementary

- For K – 3rd grades, penalty, if any, for late assignments will be at the discretion of the classroom teacher.
- For 4th – 5th grades, failure to turn in an assignment in a timely manner will result in a 10 point deduction for each class day the assignment is late, up to one week. The grade becomes a zero if it is not turned in within one week of the initial due date. (For example, if an assignment is due on a Tuesday, and is not turned in, it can be turned in the next consecutive Thursday, and will receive a 10 point deduction, or the next Tuesday (one week from the due date) with a 20 point deduction. If it is not turned in that Tuesday, the grade becomes a zero.)

Secondary

- For 6th - 12th grades, an assignment may be turned in one day late with a 30 point deduction. The grade for the assignment becomes a zero if it is not turned in during the next consecutive class after the due date. (For example, if an assignment is due on a Monday and not turned in, the assignment can be turned in on Wednesday, but will receive a 30 point deduction. If it is not turned in on that Wednesday, the grade becomes a zero.)

An academic penalty (i.e., grade) can be assessed for work turned in late, at the discretion of the central classroom teacher, i.e., the teacher feels that the student had sufficient reason(s) for turning the work in late. "Sufficient reason(s)" are those events or conditions whose initiation or termination is outside of the immediate control of either the student or their family. Failure to turn in an assignment due to technical difficulty or malfunction (internet goes out, printer runs out of ink, computer crashes, etc.) will not be considered a legitimate reason for late work if the event in question happens as a result of the student's mismanagement of time (this determination will be at the discretion of the individual teacher).

Retest Policy

The teacher will create a separate test for each major test given which will be available as a re-test for any student who scores below a 70 on the original test. The teacher will provide a window of opportunity for taking the re-test and it is the student's responsibility to ask for and take that opportunity as soon as possible (should not exceed two weeks after test is handed back). The highest grade a student can make on a retest is a 70 (i.e. if a student retakes a test and makes an 85, a 70 will be recorded). *Semester exams are exempt from this retest policy.*

Students who are considered to be taking unfair advantage of the re-test opportunity will have this privilege revoked. The following is a list of descriptions of misuse:

- Skipping school or class the day of the test or on a day of re-teaching or re-testing (ie unexcused absences)
- Cheating on either the original test or on the re-test
- Habitually failing major tests on the first attempt and not taking advantage of re-teaching opportunities, tutorials, math labs, or parent/teacher conferences designed to help re-teach the material to catch the student up with the class.
- Failing to take a re-test during the window of opportunity provided by the teacher. The original test will be recorded unless the teacher determines that there were credible extenuating circumstances.

Course Leveling from Algebra I to Algebra I.1

A student may be given the option of leveling down from Algebra I to Algebra I.1 if the student has a grade of 74 or less or at the discretion of the teacher and administration. Students may level down at either the 4th week or 8th week of the 1st quarter. There will be a \$50 transfer fee for any student choosing this option.

Modifications to Standard Instructional or Evaluation Practices

Denton Calvary Academy is willing to modify its instructional and evaluation practices and procedures in response to a student's learning differences such as dyslexia or ADD/ADHD. DCA will only be able to make accommodations based on the resources available to the school. Any parent wishing their student to receive modifications should contact the principal.

Achievement Testing

The Stanford Achievement Test is administered to all students in grades two through eleven in April of each year. The purpose of such testing is to help the school evaluate its educational objectives and to serve as one way of assessing a student's yearly progress. While the school does not wish to overemphasize testing, it does believe that testing serves a valid purpose in a child's education. (See "General Perspectives on Grading, Evaluation, and Feedback.") The cost of this testing is included in tuition for full-time students in grades two through eleven (i.e., students enrolled for four courses or more.) Students taking less than four classes and children who are not enrolled at DCA may also take the test for a set fee. Results of the Stanford are mailed to the parents during the summer. There are no on-campus classes during the three-day testing period in April.

Policy Regarding Literature

Excellent literature is a vital ingredient in any educational endeavor. Engagement with great writing develops skill in reading, communication, and critical thinking, fosters appreciation for learning, expression, and the arts, and orients students to their heritage as citizens of the United States, the West, and the world. Thus reading is an indispensable part of an individual's personal and social development.

Reading selections for the elementary school are chosen to instill a love of reading, to reflect a range of reading difficulty, and to ensure that young students are not prematurely exposed to topics and language inappropriate for their age.

Secondary school students are intentionally exposed to important works and writers representing a broad range of genres, cultures, periods, perspectives, and themes. Some choices address mature topics, contain instances of inappropriate language, and reflect non-Christian viewpoints. While we wish to offend neither our students nor their families, we feel it is our responsibility to prepare college- and life-bound graduates to interact with and respond to the issues and ideas awaiting them, and indeed which are already facing them, which occasionally necessitates the introduction of materials which some may find "offensive" or "worldly". In this, Scripture is used as a guide, for the Bible presents violent and sexual content without being prurient or obscene for the purpose of warning readers away from sinful actions and attitudes. Students will not be asked to read gratuitously graphic, explicit, or vulgar works, and each selection will be discussed in class from a Christian worldview so that students do not condone un-Biblical behaviors or attitudes.

SCHOOL PROFILE

The information listed below is useful in filling out college applications and scholarship forms.

School Code:	441-947
Official Name:	Denton Calvary Academy
Location:	<i>Mailing Address</i> P.O. Box 2414 Denton, TX 76202 <i>Physical Address</i> 2300 E. University Dr. Denton, TX 76209
Accreditation:	Southern Association of Colleges and Schools (SACS)/AdvancED
Certification:	National Association of University-Model Schools (NAUMS)
Grades:	Kindergarten through Twelfth
Enrollment:	Approximately 276 (2007-2008 school year)
Calendar:	Two semesters, four quarters, 96 hours of in-class course instruction per year, University-Model School [®] concept

TRANSFER CREDITS

Students who choose to take a course off campus must be in good standing with the school and follow the procedure for requesting transfer credit detailed in the guidelines below. It is the responsibility of the student and the student's parents to follow these policies and fulfill all requirements. Failure to follow policies, fulfill requirements, or submit complete and accurate documentation will result in the student not receiving approval for that course and may cause the student not to graduate.

Transferring High School Students

Students must submit transcripts or, in the case of home school students, a listing of courses taken prior to admittance. All prior course work must be submitted for approval using the method set forth in the Guidelines for Transfer Credit and approved by the Academic Advisory Committee before the first day of class. All transferring high school students must fulfill the requirements for all course work as determined by DCA. Any student who does not meet the requirements must fulfill the requirement by completing the appropriate course at DCA.

Guidelines for Transfer Credit

From an accredited or private school

To meet the school's criteria, a transfer credit must have a passing final grade and either:

1. Be a credit bearing class from an accredited high school, which is equivalent in content, level, and rigor to the required DCA course; or
2. Be a class from a private school which is equivalent to a class offered by DCA. (The Academic Committee reserves the right to verify that the course content is equivalent to that required at DCA.)

From a home school format

To meet the school's criteria and receive credit, a transfer course must have a passing final grade and:

1. Use a standard high school level textbook (not merely a fill-in-the-blank workbook approach, unless deemed by the academic committee appropriate for the subject matter).
2. Use regular closed book tests or essays, projects, research papers, and so forth, dependent upon the level and type of course material.
3. Provide information that the time spent and material covered is equivalent to DCA's expected levels of study and performance. One (1) credit is given after the satisfactory completion of two semesters in any one class. Example: for academic courses at DCA, one credit is equal to ninety-six (96) hours of actual in-class instruction time plus an additional ninety-six (96) hours of out-of-class study time. So, in one school year, a minimum of ninety-six (96) hours of instruction time is required for one (1) credit and each semester accounts for forty-eight (48) hours of instruction.

Procedure for Requesting Transfer Credit

1. Transfer courses are accepted on a semester basis. Each semester will be evaluated separately and credit will be given on a per semester basis.
2. Complete a "Request for Transfer Credit" form. The student and parent must sign the form acknowledging that they understand and agree with the requirements and policies set forth for transfer credits. This form must be turned in for the first semester of a course within the first two weeks of the school year, and within the first two weeks upon returning from Christmas break for the second semester. The request must be approved by the Academic Committee before the student may begin the course.
3. Families seeking to transfer a home-school course from an un-accredited source will meet with the Academic Advisor to discuss the proposed plan for accomplishing the course objectives and requirements.
4. Upon approval, the student may begin the course semester using the approved curriculum. Any changes to the curriculum must be approved by the Academic Committee before beginning course work. Failure to gain approval for changes will result in the course's not receiving credit.
5. The parent, or other person acting as the instructor, must maintain a weekly lesson plan detailing the scope and sequence covered.
6. Upon completion of the course semester, the "Course Approval" form must be submitted along with weekly lesson plans, a time log, copies of a final exam and/or the last sequential tests given, and any papers written showing critical thinking skills. This form is due by the last class day of each semester or two weeks before graduation for seniors.
7. After all requirements are completed and turned into the Academic Advisor, the Academic Committee will meet to determine if the requirements put forth by DCA were met. Approval of the course semester work will result in the student's receiving transfer credit and allowing him to proceed to the next course in the sequence, if needed. Failure to follow the guidelines put forth by DCA will result in the refusal of the course semester for credit and will require the student to take said course at DCA to fulfill the required credit.
8. Upon course semester approval, DCA may retain the right to require a comprehensive exam to verify mastery of course objectives and content as deemed by DCA. The student may also be required to demonstrate critical thinking skills through a writing assignment.

In absence of student work to be evaluated (for initial enrollment purposes only)

A student may demonstrate mastery of prerequisite material in math, English, or a foreign language by successfully passing a DCA entrance exam and at least one semester of work with a grade of C or above. (Example: A student passes the entrance exam to Algebra II and makes at least a C the first semester. Based on this, the transfer credit to Algebra I is granted.)

A student may also take a competency exam for a particular class to receive credit for that course (Example: student does not have material to be evaluated from a home-study biology course, so the student can take a biology competency exam to receive credit). The student must pass the competency exam with a grade of 70% or higher to receive credit. No grade will appear on the transcript; however, credit will appear as a transfer credit.

Transfer Credits for Fine Arts Requirement

A fine arts credit may be met by the above method or through “private instruction.” Students must complete all transfer paperwork and receive approval of the curriculum and course instructor before beginning private instruction. **Students requesting transfer credit through private instruction must complete thirty-two hours (sixteen per semester) of instruction combined with sixty-four hours (thirty-two per semester) of chronicled outside practice/independent work. This completes the ninety-six hours of “classroom” work required.** In lieu of course work and tests, submission of a log recording instruction (initialed by private instructor) and practice (initialed by parent) time will be required with the Course Approval form. Course length requirements are the same for a fine arts course as that of an academic course and are outlined in the Student Handbook.

Transfer Credit Fee

Families seeking to transfer courses from a non-accredited source at initial enrollment will be subject to a per course fee with no maximum. All transfer courses taken while enrolled at Denton Calvary Academy will be subject to a per course fee with no maximum. These fees are due upon the initial request for transfer course with the related forms.

Proctoring Fee

Families who require test proctoring for a transfer course will be subject to a fee per proctoring session. This fee is due at the time of the proctoring session.

Dual Credit Courses

Students in their junior and senior years and on a track to graduate may request to take two courses by dual credit to be applied toward graduation requirements. Students will be allowed a total of two credits per year – two dual credits or one dual credit/one transfer credit. Students are not allowed to transfer in more than one credit unless one of them is obtained through dual credit. Currently, North Central Texas College and the University of North Texas are the only approved institutions for dual credit. Only courses listed on the respective college’s Course Equivalencies Guide will be accepted for dual credit. This guide may be requested from the advising office along with the Dual Credit Request form. It is the student’s responsibility to fulfill all prerequisites set forth by NCTC or UNT for enrollment (i.e., testing, prior coursework, academic standing, etc.) as well as pay all fees required by the respective college. Courses taken for dual credit will count toward a student’s GPA and appear on the transcript as such. Students taking dual credit will incur a processing fee.

FAMILY LIFE

Family Orientation Week

During August in the week prior to the first days of school, teachers, parents, and students participate in an orientation week. The goal of the week is to facilitate the school-home partnership between teachers, parents – our “co-teachers”, and students. Teachers will present sessions that directly address course-specific information. Teachers, administrators, experienced parents, and guest speakers will host general information sessions aimed at improving DCA’s educational enterprise.

Volunteer Opportunities

It is DCA’s conviction that parents bear the primary responsibility for their student’s education and training. Volunteer involvement in the daily life of DCA is a demonstration of parents’ application of the biblical perspectives that Christian education is an extension of the home. Family involvement that is practical and visible is the necessary implication of this Christian basis of education. Volunteer opportunities will reflect differently for parents according to their schedules and family make-up but should be a part of each family’s schedule in the school community. Some of the by-products of a strong volunteer program are: the biblical perspective of education is encouraged and facilitated, tuition costs are held down, teachers are greatly encouraged, the school

functions more smoothly and efficiently, and parents and children draw closer rather than apart as children see their parents involved in their school. All families should try to set a goal of a minimum of 4 hours per family per semester of volunteer time. Please contact the main office for volunteer opportunities.

Moms In Touch

This group meets each week for a time of prayer for our students, families, staff and school. Students, staff and families are invited to place their prayer requests in the prayer request box found in the receptionist area. For more information about this ministry please contact the main office.

Room Mothers

The Denton Calvary Academy administration shall appoint room mothers for each grade level. Room mothers serve as the contact person for all parents in the class. Their duties include planning parties, delegating jobs to other parents in the class, and overseeing projects and activities.

What is Plagiarism and Why is it Important?

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

How Can Students Avoid Plagiarism?

To avoid plagiarism, you must give credit whenever you use

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings--any pieces of information--that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- paraphrase of another person's spoken or written words.

How to Recognize Unacceptable and Acceptable Paraphrases

Here's the ORIGINAL text, from page 1 of *Lizzie Borden: A Case Book of Family and Crime in the 1890s* by Joyce Williams et al.:

"The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade."

Here's an UNACCEPTABLE paraphrase that is plagiarism:

"The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production."

The preceding passage is considered plagiarism for two reasons:

- the writer has only changed around a few words and phrases, or changed the order of the original's sentences.
- the writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.

NOTE: This paragraph is also problematic because it changes the sense of several sentences (for example, "steam-driven companies" in sentence two misses the original's emphasis on factories).

Here's an ACCEPTABLE paraphrase:

"Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1)."

This is acceptable paraphrasing because the writer:

- accurately relays the information in the original uses her own words.
- lets her reader know the source of her information.

Here's an example of quotation and paraphrase used together, which is also ACCEPTABLE:

"Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers "transformed farm hands into industrial laborers," and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these hubs "which became the centers of production as well as of commerce and trade" (Williams 1)."

This is acceptable paraphrasing because the writer:

- records the information in the original passage accurately.
- gives credit for the ideas in this passage.

- indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.

Note that if the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be PLAGIARIZING. Using another person's phrases or sentences without putting quotation marks around them is considered plagiarism EVEN IF THE WRITER CITES IN HER OWN TEXT THE SOURCE OF THE PHRASES OR SENTENCES SHE HAS QUOTED.

Plagiarism and the World Wide Web

The World Wide Web has become a more popular source of information for student papers, and many questions have arisen about how to avoid plagiarizing these sources. In most cases, the same rules apply as to a printed source: when a writer must refer to ideas or quote from a WWW site, she must cite that source. If a writer wants to use visual information from a WWW site, many of the same rules apply. Copying visual information or graphics from a WWW site (or from a printed source) is very similar to quoting information, and the source of the visual information or graphic must be cited. These rules also apply to other uses of textual or visual information from WWW sites; for example, if a student is constructing a web page as a class project, and copies graphics or visual information from other sites, she must also provide information about the source of this information. In this case, it might be a good idea to obtain permission from the WWW site's owner before using the graphics.

Strategies for Avoiding Plagiarism

1. Put in quotations everything that comes directly from the text especially when taking notes.
2. Paraphrase, but be sure you are not just rearranging or replacing a few words. Instead, read over what you want to paraphrase carefully; cover up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a "guide"). Write out the idea in your own words without peeking.
3. Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

Terms You Need to Know

Common knowledge: facts that can be found in numerous places and are likely to be known by a lot of people. Example: "John F. Kennedy was elected President of the United States in 1960." This is generally known information. **You do not need to document this fact.**

However, you must document facts that are not generally known and ideas that interpret facts. Example: "According to the American Family Leave Coalition's new book, *Family Issues and Congress*, President Bush's relationship with Congress has hindered family leave legislation (6)." The idea that "Bush's relationship with Congress has hindered family leave legislation" is not a fact but an **interpretation; consequently, you need to cite your source.**

Quotation: using someone's words. When you quote, place the passage you are using in quotation marks, and document the source according to a standard documentation style. The following example uses the Modern Language Association's style:

Example: According to Peter S. Pritchard in *USA Today*, "Public schools need reform but they're irreplaceable in teaching all the nation's young" (14).

Paraphrase: using someone's ideas, but putting them in your own words. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you must still acknowledge the source of the information.

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DCA provides the Parent/Student Handbook to our families in order to facilitate the partnership between school and home. The signature page serves as evidence of agreement to uphold the standards of DCA. Please print, read, and return this form to the school before the first day of class.

Parent Responsibilities

1. Parents must be in agreement with DCA's Mission Statement, Statement of Faith, and Non-denominational Position.
2. Parents must be active in a Christian church that is in keeping with DCA's Statement of Faith.
3. Parents must abide by DCA's rules and regulations.
4. Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with existing law and standards set by DCA.
5. Parents must actively participate in their child's education. Specifically, parents should:
 - a. make sure their child works diligently on assignments and their child's studies whenever the child is outside the classroom.
 - b. monitor their child's academic progress, including timely submission and completion of all assignments.
 - c. take extensive responsibility, when necessary, for direct instruction in some aspects of their child's course.
 - d. discuss with their child matters of belief, morality, and values as they arise in relation to the reading content of the course.
 - e. monitor their child's completion of all extended reading assignments to ensure that such assignments are paced appropriately and completed on schedule.
 - f. assist their child, as may be necessary, in organizing his/her thoughts with regard to analytical and critical essays, since such essays often require a more involved thought process.
 - g. provide their child with an audience before whom s/he might practice speeches and other similar presentations.
 - h. appropriately assist their child in gathering the needed research and study materials which may include transporting him or her to libraries outside of the academy.
 - i. assist their child in locating scripture references needed for discussions, tests, or projects.
 - j. assist their child by proofreading his/her written work.
 - k. be thoroughly familiar with syllabi for all courses
6. Parents must actively participate in the school community. Specifically, parents should:
 - a. attend necessary meetings
 - b. regularly volunteer for and accept requests by the DCA staff, committee persons, and coaches to participate as "helpers" with DCA events and day to day operations (ex. lunch monitors, carpool helpers, extra-curricular activities, etc.).

Student Responsibilities

1. Students must be active in a Christian church that is in keeping with DCA's Statement of Faith.
2. Students should abide by the Student Code of Conduct and all other school rules and regulations.
3. Students should promptly communicate with their parents regarding assignments, grades, classroom instructions, co-curricular activities, extra-curricular activities, and other academy-related items.

