

**DALHART CHRISTIAN ACADEMY**



**PRE-K/KINDERGARTEN HANDBOOK  
2020-2021**

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## Introduction

Letter from the Administrator

Dear Dalhart Christian Academy students and families,

Welcome to a new year at DCA! I am excited for the coming year and all the exciting changes that are happening at DCA. God has some amazing things in store for each of you. My hope is to see each student grow academically, physically, socially, and most of all spiritually this year. God has placed each student and family here this year for a purpose. I believe that He wants us to grow together in unity and support one another. I can't wait to see how God blesses each of you this school year! The staff and I have already been praying for each student and family that we will encounter this year. What a neat opportunity that we have to speak life into your child! I am looking forward to an amazing year!!

Melissa Ritchey  
Administrator  
Dalhart Christian Academy

Handbook Policies

It is crucial that every Dalhart Christian Academy student and parent read and clearly understand the policies and procedures outlined in this handbook. Every student will be held accountable for the policies indicated. If clarification is needed, please speak with an Administrator.

Dalhart Christian Academy reserves the right to modify or make amendments to this handbook and its content as deemed necessary.

School Leadership

## **Board of Trustees**

Gideon Jennings - President  
AJ Siebert - Vice President  
Tracy Alver - Secretary  
Justin Bolte - Treasurer  
Kim Allen  
Curtis Beasley  
Jeremy McMorris

## **Administration**

Melissa Ritchey - Administrator  
Tammy Schniederjan - Assistant Administrator

## **Faculty**

3 Year Old - Rebekah Wallace  
3 Year Old Teaching Assistant - Ashley Arp  
4 Year Old - Ashley Catherall  
4 Year Old Teaching Assistant - Mo Brydon  
Kindergarten - Stacy Tharp  
1st Grade - Tammy Schniederjan  
2nd Grade - Amy Smith  
3rd Grade - Angie Steinkamp  
4th Grade Bible, Reading, Spelling, 4th & 5th English & Science - Sarah Smith  
5th Grade Bible, Reading, Spelling, 4th & 5th Math & History - Rebecca Siebert  
8th Grade Bible, 6th-8th Math, History, & Computer - Lexi Blackburn  
6th - 8th Grade Writing & Grammar - Angie McMorris  
7th Grade Bible, 6th-8th Science & Literature - Melissa Ritchey  
6th Bible & Spanish - Ashley Arp  
8th Grade Health & All Level PE - Mandy Heiser  
Public Relations - Julia Williams  
Administrative Assistant - Kim Cummings

## **Identification**

## **Mission Statement**

Dalhart Christian Academy is committed to expanding God's kingdom by educating students in a Christian way through:

- Building a community that glorifies God
- Creating a safe and fair environment
- Modeling Christ
- Integrating grace and accountability

## **Vision Statement**

Educating, discipling and inspiring leaders for life.

## **Core Values**

Love God, Love People, Be Great

## **Doctrinal Statement**

1. We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (*II Timothy 3:16; II Peter 1:21*).

2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).

3. We believe in the deity of Christ (*Matt. 3:17*), His virgin birth (*Isaiah 7:14; Matthew 1:23*), His sinless life (*Hebrews 4:15; 7:26*), His miracles (*John 2:11*), His vicarious and atoning death (*I Corinthians 15:3; Ephesians 1:7*), His resurrection (*John 11:25; I Corinthians 15:4*), His ascension to the right hand of the Father (*Mark 16:19*), and His personal return in power and glory (*Acts 1:11; Revelation 19:11*).

4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (*John 3:16-19; John 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5*).

5. We believe in the resurrection of both the saved and the lost; they that are saved unto

the resurrection of life, and they that are lost unto the resurrection of punishment (*John 5:28-29*).

6. We believe that man was created by a direct act of God in His image, not from previously existing life (*Genesis 1:1, 22, 27; I Corinthians 11:7; James 3:9*).

7. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28*).

8. We believe in the indwelling ministry of the Holy Spirit by whose presence the Christian is enabled to live a godly life (*Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-21; Ephesians 4:30; 5:18*).

#### Philosophy Statement

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

Teaching Bible Truths: The students have the opportunity to hear Bible truths daily. Bible verses are memorized. They are taught that love is very important. "And now faith, hope, charity, these three; but the greatest of these is charity" (I Cor. 13:13). The students are given many opportunities to pray. Each day is planned so the students can learn about God's love and the wonderful provisions He has made in sending His Son Jesus to teach us how to love. "A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another" (John 13:34). All students are welcome regardless of race, color, or ethnic background. "There is neither Jew nor Greek, there is neither bond nor free, there is neither male nor female; for ye are all one in Christ Jesus" (Gal. 3:28).

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

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

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

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

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

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

#### Expected Student Outcomes

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

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

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

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

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

- Promote high academic standards.
- Foster an appreciation for the joy of learning.
- Help each student realize his/her academic potential.



- Teach the student to work independently.
- Teach the student to participate in group activities.
- Encourage the student in good study habits.
- Develop in each student the ability to think creatively and critically.
- Guide the student in appreciation of Christian and American history.
- Develop in the student an appreciation of God's world and man's responsibility to His creation; Provide opportunity for the student to participate in fine arts.

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

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

### Statement on Marriage and Human Sexuality

Introduction:

- We believe that all matters of faith and conduct must be evaluated on the basis of the Bible, the Word of God, which is our inspired, infallible, and inerrant guide (*II Timothy 3:16-17*). Since the Bible speaks to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.
- We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers, mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and long-standing principles of scriptural truth.

Our Religious Beliefs:

Based on Holy Scripture and the constant moral teaching of the universal Church, we believe:

- **Marriage** - Dalhart Christian Academy (DCA) defines marriage as the permanent, exclusive, comprehensive, and conjugal "one flesh" union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (*Genesis 1:27-28; 2:18-24; Matthew 19:4-9; Mark 10:5-9; Ephesians 5:31-33*)
- **Sexual Immorality** - DCA believes that sexual acts outside of marriage are prohibited as sinful. Consequently, DCA students, faculty, administration, and staff must resist and refrain from any and all sexual acts outside of marriage-----

including but not limited to co-habitation, adultery, fornication, incest, zoophilia, pornography, prostitution, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, or same-sex sexual acts. (*Exodus 20:14; Leviticus 18:7-23; Leviticus 20:10-21; Deuteronomy 5:18; Matthew 15:19; Matthew 5:27-28; Matthew 15:19; Romans 1:26-27; I Corinthians 6:9-13; I Thessalonians 4:3; Hebrews 13:4; Galatians 5:19; Ephesians 4:17-19; Colossians 3:5*)

- **Sexual Identity** - DCA believes that God created mankind in His image: male (man) and female (woman), sexually different (defined as an individual's immutable sex as objectively determined by genetics or physiology present by or before birth) but with equal personal dignity. Consequently, DCA students, faculty, administration, and staff must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their created predominant biological sex --- including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary "genderqueer" acts or conduct. (*Genesis 1:26-28; Romans 1:26-32; I Corinthians 6:9-11*)
- **Sexual Orientation** - DCA believes that God created and ordered human sexuality for the permanent, exclusive, comprehensive, and conjugal "one flesh" union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, DCA students, faculty, administration, and staff must affirm the sexual complementarity of man and woman and resist the temptations of same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are evidences of the whole world groaning under sin and are outside of God's designed order for human flourishing and His Glory. (*Genesis 1:27; 2:24; Matthew 19:4-6; Mark 10:5-9; Romans 1:26-27; I Corinthians 6:9-11; Ephesians 5:25-27; Revelation 19:7-9; 21:2*)
- **Sexual Redemption** - DCA believes that all have sinned and fall short of the glory of God and therefore redemption, forgiveness, and spiritual cleansing is available for all sins. Consequently, DCA students, faculty, administration, and staff must welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to the DCA Statement on Marriage and Human Sexuality. (*Matthew 11:28-30; Romans 3:23; Ephesians 2:1-10; I Corinthians 10:13; Hebrews 2:17-18; 4:14-16; I John 1:9*)
- **Celibacy** - DCA believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal "one flesh" marital union of one man and one woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them.

Celibacy and faithful singleness is to be celebrated and affirmed. (*Genesis 1:27-28; 2:18, 21-24; Isaiah 54:1; 56:3-5; Matthew 19:4-6; Mark 10:5-8; Hebrews 13:4; I Corinthians 7:1-8; Matthew 19:12; I Corinthians 12:12-13; Romans 12:10; I Timothy 5:1-2*)

#### Application:

All of our students, employees, administration, and volunteers must affirm and adhere to this doctrinal and religious absolute Statement on Marriage and Human Sexuality to qualify for involvement with DCA. This is necessary to accomplish our religious mission, goals, and purpose. Behavior or counter-witnessing that does otherwise will impede and burden our integrity and religious mission. We believe that God's grace can wipe the slate clean of guilt and sin, though the consequences are still incurred.

#### Authority:

The Bible is the inspired and infallible Word of God, acting as the source of authority over morality, our beliefs, Christian lifestyle, and conduct.

#### Drug Free Policy

It is the policy of Dalhart Christian Academy that our campus is to be Drug, Tobacco, and Alcohol-free. The use of drugs, tobacco, alcohol or vaping is not allowed by any person on school property. All school property and the locations of DCA sponsored events are to be designated as Drug-Free zones. Texas state law prohibits students from possessing, using, distributing, or being under the influence of an illegal or controlled substance including, but not limited to, amphetamines, barbiturates, marijuana, narcotics, tobacco, hallucinogenic drugs, vapor, vapes, e-cigarettes, inhalants, alcohol, or intoxicants of any kind while at school. This includes while attending a school activity or event.

#### Board of Trustees and Administration Policies

DCA families agree to abide by the policies set forth by the Board of Trustees and Administration to ensure the orderly day-to-day operations of DCA. Families acknowledge the Board of Trustees and Administration may, in their sole discretion, amend the policies regarding the day-to-day operations of DCA during the term of their enrollment.

#### School Affiliation and Accreditation

Dalhart Christian Academy is an independent non-denominational school representing at least 12 churches in the Dalhart area. Our preschool is accredited by the Association

of Christian Schools International. We strive to hold these standards for our entire school population, not just our preschool area.

#### Exempt Status

Dalhart Christian Academy Preschool has exempt status from state licensing requirements. However, through the accreditation of our Preschool program through ASCI, the school meets and goes beyond the state minimum standards. The school is continually committed to ongoing self-monitoring for compliance.

#### Non-Discriminatory Policy

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

## **Expectations**

#### Statement of Conduct

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

#### Addressing Concerns

In order to facilitate better understanding and agreement within our school family, we will observe the following Biblical procedures from Matthew 18.

1. Speak first to the person most directly involved (if someone is not a part of the problem or part of the solution, they should not be part of the conversation!);
2. If after consulting together a mutual agreement or reconciliation is not found, the matter should be brought to the administrator.
3. If after consulting the administrator a mutual agreement or reconciliation is not found, it will be brought before the Board of Directors.

### **Chain of Command for the Flow of Communication in the School:**

#### Teacher

Any concerns should first be communicated directly to the teacher.

#### Administrator

If resolution is not found with the teacher, you may bring the concern to the administrator.

#### Board of Directors

If resolution is still not found, you may bring the concern to the Board of Directors.

#### Correspondence

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

#### Admission Criteria

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

- Entrance will be based upon the school's ability to meet the needs of the individual student. DCA does not provide Special Education Services.
- 3 year old students must be 3 years of age on or before Sept. 1 and toilet trained.
- 4 year old students must be 4 years of age on or before Sept. 1 and toilet trained.
- Kindergarten students must be 5 years of age on or before Sept. 1.

- 1st grade students must be 6 years of age on or before Sept. 1 or have completed Kindergarten.
- All new students are placed in an automatic nine-week probationary period.
- Normally students who are more than one year behind grade level are not accepted for admission on the basis of our inadequacy to meet the student's needs.
- Students must be up-to-date on immunizations and include a birth certificate, social security card, shot record upon registration.

Prior to the start of the school year, an admissions interview will be scheduled with the parents and the Administrator. This will enable the parents, students, and Administrator to ask questions and to discuss each of their responsibilities.

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

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

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

#### Financial Policies

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

After registering your child for the school year, you will be invoiced for the book/supply fee and fall semester tuition. The book/supply fee must be paid by August 1st. Payment may be submitted for full or half year, as well as August tuition due by August 1st. If you have circumstances that would cause you to deviate from this policy at all, a letter must be submitted to the Board in advance.

Application/Enrollment Fee:

On or Before May 31st: \$100  
 After May 31st: \$150

Book/Supply Fees:

Kinder-Prep: \$200  
 Kindergarten: \$400  
 1st-8th Grade: \$500

Tuition:

<u>Grade</u>	<u>Year</u>	<u>Semester</u>	<u>Monthly</u>
Kinder-Prep	\$3,000	\$1,500	\$300
Kindergarten	\$3,200	\$1,700	\$320
1st-8th Grade	\$4,400	\$2,200	\$440

Multi-Student Discount:

2nd Student: 5%  
 3rd Student: 10%  
 4th & Subsequent: 15%

Scholarships

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

Effective for the 2020-2021 school year, scholarship recipients will be asked to follow these guidelines:

- Attend the parent orientation meeting at the beginning of the year.
- Serve 15 volunteer hours.
- Be present at school functions, i.e. programs, etc.

- Keep absences at or below 10 for the school year.
- Keep tardies at or below 6 for the school year.
- Maintain a 75% grade average or above in each core subject.
- Complete class work and projects assigned by due dates.
- Follow payment guidelines as stated in the handbook.

### Parent Participation Policy

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

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

If you need more information about the various tasks, please talk to our Public Relations Coordinator, or the administrator.

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

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

### Emergency Procedures

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



## Student Records

In the event of a school closure, all student records will be transferred to Dalhart Independent School District.

## Wellness Procedures

**Food Choking Hazards:** When providing food for preschool students, please remember to provide food that is cut up in bite size pieces if they are foods that pose a choking hazard such as grapes, hot dogs, etc. Be aware that large marshmallows may also be a choking hazard.

### Immunizations:

It is our policy that all students enrolled in Dalhart Christian Academy must present written verification of all immunizations recommended by the Texas Department of State Health Services. All immunizations required for the child's age must be completed by the date of admission. Student health and immunization records must be current for the student to remain enrolled. It is not our policy to grant exceptions.

Each student enrolled or admitted to DCA must meet applicable immunization requirements specified by the Texas Department of State Health Services Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth through 17 years of age. Except as otherwise provided in this division, all immunizations required for the child's age must be completed by the date of admission.

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

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

### Provision for Emergency and First Aid Care:

Students with minor injuries will be given first aid and returned to class after 5 to 10 minutes of observation. Students with serious injuries will be given first aid and parents will be notified. If warranted, students will be taken to the hospital by ambulance. If

parents are not available at the time of transfer, designated school personnel will accompany and remain with the student until the parent/guardian assumes responsibility. Parents will be notified about medical and emergency situations when:

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

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

Parents will be notified in writing and within 48 hours of becoming aware that a child within the school has contracted a communicable disease that the law requires be reported to the Texas Department of Health. The school will provide written notice within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation in the group.

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

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

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

The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the school's activities:

- Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other symptoms of illness
- Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other symptoms of illness
- Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other symptoms of illness
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill

- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

#### Administration of Medication by School Personnel:

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

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

#### Health Screening:

DCA will participate in health screening. This includes vision, hearing, and scoliosis. If there are any identified problems, parents will be contacted.

#### Visitors

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

#### Withdrawal from School

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

## **Academics**

#### Student/Teacher Ratio

For 3 year old class, the student/teacher ratio is 1:15 up to 15 students.

For 4 year old class, the student/teacher ratio is 1:16 up to 16 students.  
For Kindergarten, the student/teacher ratio is 1:22 up to 22 students.

### Curriculum

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

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

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

### Grade Reporting

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

### Grading System:

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

Conduct:	E	Excellent	Good attitude, cooperative, conforms to rules
	S	Satisfactory	Occasional minor infraction of rules
	N	Needs Improvement	Makes frequent minor infractions
	U	Unsatisfactory	Poor behavior, attitude, uncooperative, disrupts class, does not respect rules

### Homework

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

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

Kindergarten      15-30 minutes

This is a guide. The length of homework is dependent on the amount of "time on task" by the individual student. Students should return homework to school the very next day. If a student does not return his/her homework on the assigned day, our late work policy will be in effect. We believe quality reading time is essential for academic excellence. Independent or family reading time may be assigned as homework.

#### Late Grading Policy

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

#### Make-up Work

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

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

### Parent-Teacher Conferences

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

### Promotion Policy

To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above for reading, spelling, language, phonics, math, social studies, Bible, and science.

### Re-Enrollment

Students are expected to earn their place in the school every year. Those students who have academic difficulty or who persist in a negative, uncooperative, or non-productive attitude may accordingly be denied re-enrollment. The school reserves the right to request withdrawal of any student who does not meet its academic requirements or fails to conform to its rules and regulations. Students subject to academic dismissal will be notified either by written letter or by conference with the administration and appropriate faculty members.

### Supplies/Textbooks

Supplies and textbooks are purchased by the school. Each student will be assessed a book/supply fee to cover these supplies and textbooks for the year. Supplies may not be brought from home unless specified by the teacher. No toys are allowed at school, unless it is for a designated "Show and Tell" day. Textbooks must be replaced by the student if lost or damaged.

### Testing

In addition to regularly scheduled classroom exams, achievement testing will be administered at a minimum of two times a year for Kindergarten. At the end of the school year, a developmental test will be given to our 4 year olds. This helps determine if they are ready for Kindergarten.

## School Day

Kinder-prep through 8th Grade	Mon-Fri	8:00-3:30
Option of Half Day for KP-K	Mon-Fri	8:00-12:00

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

## Student Expectations

### Attendance

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

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

Makeup work is allowed for the following excused absences:

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

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

## Tardy Policy

Promptness is essential for well-ordered classes. Parents should see that their children arrive on time. Students are tardy after 8:00 a.m. Tardies are recorded by the bells. On the third day of the third unexcused tardy for the semester, the parent will receive a fine of \$15. For each additional tardy thereafter, the fine will increase in increments of \$5. Example, 4th tardy - \$20, 5th tardy - \$25, 6th tardy - \$30, etc. Tardies will start over each semester.

## Leaving Campus

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

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

## Discipline

Good discipline means that the classroom is free from confusion, disorder, and antisocial behavior. It means that each child and the group as a whole operate freely within a structured framework which they understand, accept, and incorporate into their



behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves inner understanding and acceptance.

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

The preschool and kindergarten ages will emphasize six honorable character traits, while first through eighth grades will emphasize fourteen character traits.

These character traits each coincide with a Bible verse. It teaches the students to become more Christlike in their behavior, which is what we are all striving for as Christians. Students will receive honorable character marks for the good character traits they exhibit throughout the day. If a child exhibits a negative character trait, the child will have their name written on the board with that character mark. This is known as a defining character mark. If they do not exhibit any other defining character marks for the rest of the day, their name is erased because all of our sins have been erased through Jesus Christ. If they continue to receive defining character marks, then they will be asked to write Bible verses, walk at recess, or some other consequence. Parents will be notified using the Honorable Character card, a homework sheet, and/or a phone call. Through the progression of correction, an administrator may be involved at any time. Should a student choose not to correct his or her behavior, the administrator will contact the parents for a conference to discuss the child's situation. Further disciplinary action will be taken should a child not correct behavior after these interventions.

#### Disciplinary Action

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

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

- Verbal warning to students regarding actions.
- Correspondence with parents.
- Parent/Teacher/Administrator Conference.
- Suspension
- Expulsion

#### Suspension:

A policy of 1-3 day suspension will be followed. Excessive suspensions may result in a recommendation of dismissal from the school. Suspension is treated as an unexcused

absence in reference to class work. Any student guilty of the following while on school property or during school field trips or school activities may expect immediate suspension:

- Fighting
- Possession or use of tobacco in any form including but not limited to smoking or vaping
- Possession or use or being under the influence of drugs or alcohol
- Any type of solicitation to use or purchase drugs or alcohol
- Obscene, profane, or vulgar language that is written, spoken, or expressed by symbols or gestures.
- Misuse and/or damage of school property
- Possession of a firearm, knife, or any other weapon on school grounds or at any school event or trip
- Terroristic threat including but not limited to hurting another student, staff member, etc.
- Any behavior, display, or attitude in opposition to the basic principles and purposes of Dalhart Christian Academy on which restrict the spiritual or academic atmosphere of the school as determined by the administration.

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

#### Bullying Awareness and Procedures

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

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

Examples of bullying are as follows:

- Verbal: name calling, put downs, racist remarks, teasing, threats, or spreading rumors.
- Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room,

making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.

- Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
- Psychological: acts that instill a sense of fear or anxiety, etc.
- Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

#### Awareness:

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

#### Reporting:

- Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, prior to the end of the school day. The staff member shall evaluate the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.)
- If the behavior meets the criteria for bullying, the staff member must report this to the school administrator or designee immediately in order to protect the alleged victim. The staff member is to immediately forward a Bullying Incident Report to the administrator for investigation. The staff member shall remind the victim/witness that “No one deserves to be bullied and we are going to do everything we can to stop it.” The staff member is to commend the victim/witness for bringing the matter to the attention of school staff, and they are to begin intervention strategies for the victim.
- The administrator or designee will promptly and thoroughly address suspected reports of bullying. They will individually meet with the victim/witness and bully privately. If the administrator or designee determines that bullying has occurred, they will act appropriately within the discipline codes of the Board and will take reasonable action to end the bullying. The message for the child who bullies will

be, "Your behavior is unacceptable and must be stopped." The administrator will inform the student that he/she will be closely monitored, and the student's movements outside the classroom will require adult supervision at all times until trust has been built and all bullying behaviors cease. The administrator will also ensure the careful monitoring of the victim during this time, by enlisting the help of a class buddy. They will ensure that prior to the end of the school day, notification of the incident has been given to the parent/guardian of both the victim and the offender, and that steps have been initiated to address and resolve the issue. An intervention plan will be developed in cooperation with the parents of the bully. Parental notification and intervention plan shall be documented on the Bullying Incident Report. If necessary and appropriate, the police will be contacted.

- Copies of the Bullying Incident Report shall be given to the victim's and offender's teachers, be placed in the victim's and offender's files in the school office, and be sent home to their parents. The report will serve as a reference for the school staff in determining whether or not a pattern of bullying behavior or abuse exists in regards to the offender or the victim.

### Field Trips

Classes take trips to interesting and educational places from time to time as a vital part of the instructional program. Small fees may be charged to cover expenses. Before students may go on field trips, parents must sign the Field Trip Release Form that is signed as part of registration. All parents will be notified in advance of any trips or any time a teacher will take students off campus.

### Extracurricular Activities

DCA offers opportunities to participate in activities outside the academic classroom. This includes but is not limited to ACSI events such as Spelling Bee, Speech Meet, Math Olympics, Science Fair, Art Festival, or school programs. A student must have a 70 or above in each subject to participate at the end of the grading period to the event. If a student should be passing at Progress Report time following a non-passing grade, consideration for participation will be given by the administrator.

### Social Media Policy

Discretion on social media is required for each member of the DCA family to walk in wisdom and grace as we respond to various expressions of conviction within the Christian community. All aspects of our lives serve as a testimony to the world and at

the same time should build up the school. As physical image bearers of the Triune God, we aspire to be known for excellence in Christlikeness and the exercise of wisdom in all areas of life including our sexuality, diet (whether food or drink), character, finances, ministry, relationships, work ethic, and doctrine. Social media should portray a life dedicated to God as evidenced by the fruit of the Spirit listed in Galatians 5:22-23.

Engagement in online blogs or social media, such as, but not limited to, Facebook, Twitter, Snapchat, etc. may result in disciplinary actions if the content of the staff, student or parent's post/text includes defamatory comments regarding the school, the faculty, or other students or express attitudes not consistent with the values and mission of the school. Faculty may not be "friends" with students on social media.

#### Dress Code

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

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

#### **Boys**

- All shirts must be tucked in at all times.
- Hair should be neatly styled and clean, cut above the eyebrows and above the bottom of the back of the uniform shirt collar.
- No facial hair.
- Earrings are not to be worn, on or off campus, or during any school function.
- Shoes are to be worn with socks.
- No hats are to be worn including bandanas, scarves, or rags.
- No mohawks or unusual hair coloring.
- No tattoos or body piercings.
- Shorts must not be more than 2 inches above the knee.

#### **Girls**

- Shirts must be tucked in at all times.
- Hair should be neatly styled and clean, without covering the eyes.
- Shoes are to be worn with socks.
- No hats are to be worn inside the building.
- No unusual hair coloring.
- No tattoos or body piercings other than ears.
- Shorts must be no more than 2 inches above the knee.

- Skirts, skorts, dresses should be no more than 2 inches above the knee.
- Leggings are not considered an appropriate pant and are not to be worn as such. Leggings may be worn in conjunction with a skirt or dress that falls within the 2 inch guideline.

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

## Non-Uniform Dress Code

### **Tops**

- No tight fitting shirts or sweaters.
- No bare midriff may be revealed when student is standing, sitting, bending over, or raising arms
- No suggestive or inappropriate writing or pictures.
- No sleeveless tops.
- No off the shoulder tops.
- No tops which show the back are allowed.
- Revealing clothes are not acceptable.

### **Jeans/Pants**

- Properly fitting jeans or pants. All trousers must be neatly hemmed.
- No holes of any kind.
- No split seams.
- No tight fitting pants/trousers.
- Shorts must be no more than 2 inches above the knee.
- Skirts, skorts, dresses, should be no more than 2 inches above the knee.
- Yoga pants and leggings are not considered an appropriate pant and are not to be worn as such. Leggings may be worn in conjunction with a skirt or dress that falls within the 2 inch guideline. Spandex and similar clothing must not be worn unless covered by clothing that meets the above criteria.
- No low-slung or baggy pants. Pants must be worn above the top of the hip bones.

Hats, beanies, visors, and hoods or other head coverings are not permitted during school hours inside the building unless specified as a specific day.

\* The school's definition of tightness: The student must be able to gather fabric in their upper hand in the upper thigh area just below the hips. If the student can only pinch fabric in this area with their fingers, then the pants are too tight.

The administration reserves the right to make final decisions in regard to questionable dress or appearance.

#### Telephone Use

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

#### Cell Phones and Other Smart Devices

Cell phones and other smart devices are not to be used without permission while on campus. This includes using the phone to listen to music. Texting is not allowed on any device. Cell phones and other smart devices should not be visible or heard and thus should be turned off during the school day and remain secured in the student's backpack or locker. If a cell phone or other smart device is visible and/or heard, it will be confiscated and turned in to the office. The administrator will contact the parent/guardian to pick it up at the end of the day. If a student needs to be contacted during the school day, parents are encouraged to contact the school office which will relay the message to the student. Cell phones or other smart devices must never be used in the restrooms!

#### Spiritual Life

Dalhart Christian Academy does not recognize separation between spiritual and secular life. Every activity of the day, including play, should be as worship to God. However, specific activities shall stress our commitment and desire to serve Him and provide special opportunities for spiritual growth and development. These specific activities include prayer and Bible studies with character development instruction. Kindergarten students will participate in chapel every Wednesday morning at 8:10 a.m. Parents are welcome to attend our chapel services.

#### Lunch

Each student should bring his/her lunch every day. There will be no carbonated drinks or candy for lunch. Water will be provided throughout the day, but students need to bring a water bottle to school with their name clearly labeled on the bottle. Parents are responsible for taking appropriate measures for maintaining safe food temperature. Lunches should be with the student 30 minutes prior to the scheduled lunch in the cafeteria. If a parent occasionally chooses to take the student out or home for lunch, please inform the teacher by a note prior to the lunch period or leave a message in the office. Please pick up the student promptly at the beginning of the lunch period, and no other time, to minimize confusion. If there are excessive tardies after the lunch period, this privilege will be terminated. Students should be signed in/out through the office when leaving campus for lunch.

#### Nap Time

A nap/rest time will be given every afternoon for a minimum of 30 minutes. Each student will have their own mat which will be cleaned daily after use.

#### Lost and Found

All articles left in classrooms, halls, or school grounds will be placed in the lost and found. Unclaimed articles will be donated to Lincoln Street clothes closet or Good Samaritan at the end of the year. Parents are urged to mark all items clearly and to check the lost and found periodically to reclaim the lost items.

#### Sportsmanship Policy

It is the policy of Dalhart Christian Academy to expect good sportsmanship from our students and fans at all competitive events.

1. Attitudes and behavior are at all times to be in line with Christian conduct that will be pleasing to the Lord, bring honor to Him, and in no way jeopardize our Christian witness.
2. Fans and students are asked to be positive toward officials, coaches, players, and opposing fans. If a fan does not have something good to say he/she should remain silent.



3. The referees or other assigned officials are the authorities in charge at any competitive event. They are to be respected at all times, regardless of a person's opinion of the calls.
4. Fans must recognize that the actions of a coach in questioning an official's call do not necessarily reflect anger or displeasure with the official. There are times when the coach must try to get the official to change the call before the next live action, or the call can't be changed. They sometimes must shout to be heard above the noise of the crowd.
5. Fans should recognize they are not being helpful in overzealously supporting the coach against the official.
6. Good sportsmanship includes respecting the facilities of another school, obeying their rules however they may differ from our own, and in general doing nothing to make others not want us to return.
7. There shall be no abusive behavior, vocal, or otherwise.
8. There shall be no BOOING of officials, coaches, players, or other fans.
9. Neither students nor fans shall use negative cheers.
10. Payment of admission to enter a competitive event in no way entitles anyone to abuse or act contrary to DCA's Sportsmanship Policy. Anyone who persistently behaves contrary to this policy will be asked to leave an event and/or refrain from attending future events.

Much of good sportsmanship can be summed up in the Christian virtue, SELF-CONTROL. Anyone who exercises self-control will not experience great difficulty in truly being a good sport. "Therefore, be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and a sacrifice to God." Ephesians 5:1-2