DOMINION ACADEMY OF DAYTON

"The Miami Valley's School of Classical Christian Education"

Student Handbook

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Forward

Dominion Academy of Dayton was begun in 1998 by Christ the King Anglican (Reformed Episcopal) Church to assist Christian parents in the training of their children by providing truly Christian Education in all academic areas.

Parents enrolling their children in Dominion Academy of Dayton are making a great contribution to their child's education. What we offer is not merely a reaction to humanistic State education, but a very different alternative using biblical educational concepts to help "train our children in the way they should go."

Dominion Academy of Dayton exists specifically for Christian children living in Christian households. It does not serve as a "reform school" for rebellious children who are behavior or academic problems, and whose parents lack true convictions about providing truly Christian education for their children.

This handbook explains our policies and regulations. We ask parents to study it carefully and accept responsibility for informing their children as to its contents. All parents and students are required to abide by the stated rules and be governed by the intended spirit of the Handbook. Compliance to the Handbook is the criteria applied for continued enrollment in Dominion Academy of Dayton courses. If there are any questions concerning its contents, please feel free to contact us for further information.

DOMINION ACADEMY OF DAYTON

A Collegiate-Model School

"The Miami Valley's School of Classical Christian Education"

GET TO KNOW US

Dominion Academy of Dayton is a ministry of Christ the King Anglican Church. The Vestry of the congregation and the Dominion Academy School Board oversee the functions of this ministry.

Our Mission Statement

Dominion Academy of Dayton is a college preparatory school providing a classical education based on the Bible, reason, and tradition.

What is a Collegiate-Model School?

- ## A College-Model Schedule

Third through sixth grade students attend classes **two days a week** and are in their home (satellite) classrooms three days a week

Students in seventh and eighth grade attend classes with professional educators **three days a week** and work under parental supervision for the rest of their week.

Ninth through twelfth grade students participate in our college preparatory program **three or four days a week.** This non-traditional model allows students to develop the self-discipline and organizational skills they will need in college. At this stage, parents serve as coaches and provide support and encouragement as students begin to monitor themselves and their discretionary time.

Some Eleventh and Twelfth Grade Students also participate in the **Post-Secondary Education Option (PSEO)** available through the State of Ohio Department of Education. In this program, students register for college/university courses and receive dual credit: high school as well as college credit. The State of Ohio funds this program, which includes all tuition and books.

- ## Parent-Directed

Parents are an integral part of the educational process. Parents fill the important roles of teacher and tutor in the early years, and continue to be involved as the student progresses. During the high school years, parents continue to provide guidance and support as students grow in maturity and self-discipline.

- ## Experienced Faculty

Dominion Academy employs several full-time faculty members with years of teaching experience at every level, including the collegiate level. An impressive percentage of the faculty has received Master's Degrees as well. Dominion Academy is also fortunate to have several adjunct faculty members who teach one or two courses, while remaining active as experts in their field.

- ## Classical Education

Dominion Academy's academic program is based on a Classical model of education. Students are led through the three educational stages of learning:

First, students experience the ***knowledge*** (grammar) stage. In this case, grammar means "building blocks." During this stage, students gain the basic knowledge of the subject.

Next, students enter the ***understanding*** (logic) stage by taking the knowledge into their own understanding and evaluating it. They ask the questions, "Is it valid?", "Is it true?", "Why?" This obviously involves a great deal of critical thinking. Students are challenged to decide whether the information is correct or incorrect and make connections about cause and effect.

The final stage of learning is the ***wisdom*** (rhetoric) stage, where the focus is on learning to use effectively and beneficially what is learned so far. Students incorporate the subject matter into their own understanding and allow it to change the way they are thinking or they reject the ideas as unworthy. Students learn to express opinions about the information they have accumulated and evaluated. The study of rhetoric is an elegant expression of these opinions through speech and writing.

Our Philosophy of Education

As Christians, we are:

1. Created to Worship - The chief end of man is to glorify God and enjoy him forever. Worship is the first and central aspect of man's nature and identity. He is *homo adorans* (worshipping man) before he is *homo sapiens* (thinking man). Therefore, worship must be the context in which all learning takes place. Each week, we conduct worship services and instruct students in the history of Christian worship.

2. Commissioned to Make Disciples - Our Lord Jesus Christ commands his Church to make disciples (pupils) of all nations, baptizing them into the Name of the Father and of the Son and of the Holy Ghost, teaching them to attend carefully, hold firmly to, and observe all things that He has enjoined upon us and commanded us to do. Pastors and parents are charged specifically to provide the means and necessary oversight for children to mature as faithful disciples of Christ.

3. Responsible for our Families - The family, as an agent of God and the Church, is clearly charged with primary responsibility for raising young children in the fear and admonition of the Lord. The family provides individuals with basic personal disciplines, character development, life skills, and vocational training. The family models faithful worship, churchmanship, sacrificial service, godly living and relationship, good government, good citizenship, and a faithful witness of Christ in the world.

4. Encouraged to partner with others - We recognize that for many and good reasons, it is legitimate, desirable, and wise in the eyes of God, for the family to partner with others, especially those in the Church, to accomplish all we believe God desires for our children.

To Help Families Achieve These Goals, Dominion Academy provides:

1. A Distinctly Christian Education:

    - The full canon of Scripture is related and applied to every area of endeavor
    - God's three primary pedagogical methods of instruction are used: instruction, discipline, and ritual.

2. Smaller classes:

    - Classes are limited to no more than fifteen students, so that teachers can devote more time to personal discipleship and interaction with each student.

3. A More Affordable Private Education Option for Families

4. Integrity and Excellence

Our Statement of Faith

1. There is one God who has revealed Himself in three eternal persons whom we confess to be the Father, the Son, and the Holy Spirit.

2. Jesus Christ was fully God and fully man. He is our only Savior and Lord, the eternal Son of God. By His sinless life, sacrificial death on the cross, and His resurrection from the dead, He fully provided for the redemption which saves those who come to Him in repentance and faith. We affirm His deity, virgin birth, incarnation, sinless life, substitutionary death, bodily resurrection, ascension, and session. We believe in His personal future return and that it is impossible for men to know with any certainty when that will be.

3. The Bible is God's Word. It is uniquely inspired, infallible, and the only trustworthy standard by which to judge all human endeavors, faith, and conduct.

4. We believe that all men will stand before the judgment seat of Christ, some to receive the reward of eternal life and others, the retribution of everlasting torment.

5. We believe God created the heavens and the earth and He actively sustains all of creation and sovereignly moves all things to their predestined end.

6. We believe that men and women are created of equal value in the eyes of God and equal with respect to inheriting the benefits of salvation. We are complementarians: we believe men and women are created to fill different roles and responsibilities in marriage and in the Church. We affirm the concepts of headship and subordination in marriage and that in the local church, God reserves some offices requiring governing authority over the whole congregation for men only.

7. We believe in the sanctity of human life and that human life begins at the moment of conception. Abortion, euthanasia, infanticide, and suicide are the unlawful taking of human life and are, therefore, murder.

8. We believe that sexual relations should take place only between a man and a woman who are married to each other and that fornication, adultery, and homosexual acts are sinful in all circumstances.

Concerning Christian Liberties: We recognize that, among those who love God and truly are His people, there are differing views or convictions about the following areas because they are not clearly forbidden in Scripture: alcohol, tobacco, dancing, different forms of entertainment, the celebration of special days, dress, dating, etc. Our position is one of caution. What the Scriptures do not very **clearly** forbid in word or principle, we **cannot** forbid. Neither can we judge those, who in faith and good conscience before God, choose to exercise liberty in a given area. Nor can we criticize those, who by faith and for various reasons known to them and God, choose to abstain. These are ultimately matters of conscience and faith before God (see Romans 14).

General Policies

Enrollment Policy

Dominion Academy of Dayton exists to offer Christian education in a Christian environment. Students will be carefully selected in order to maintain high standards. Applications will be accepted on the basis of available space and approval of *Dominion Academy of Dayton* staff. We reserve the right to deny enrollment to any applicant at the discretion of *Dominion Academy of Dayton* instructors, the School Administrator, the DA School Board, or the CKREC Vestry. Such denial will never be on the basis of race, color, or national origin. To be accepted as a student at Dominion Academy, at least one of the student's parents must be an active member of a Christian church and in good standing.

Commitments

Dominion Academy of Dayton Instructors and Staff will:

- Provide a quality academic product and truly Christian education.
- Keep parents informed about progress and discipline.
- Handle all difficulties and conflicts with integrity and in a Biblical manner.
- Apprise parents of other instructional opportunities.

Parents will:

- Make timely payment of bills and fees to *Dominion Academy of Dayton*.
- Make sure students arrive on time with appropriate dress.
- Support instructors in any discipline needed for irresponsibility or misbehavior while taking *Dominion Academy of Dayton* classes.
- Handle all difficulties and conflicts with integrity and in a biblical manner, according to the principles outlined in Matthew 5:21-26, Matthew 18:15-20, Ephesians 4:21-32. (See the last two pages of the Handbook.)
- Volunteer for 18 hours or pay the Volunteer Waiver Fee in lieu of working 18 hours.

Students will:

- Abide by the rules of dress and conduct.
- Attend all classes and complete all assignments on time.
- Actively participate in each class.
- Attempt to handle all difficulties and conflicts with integrity and in a Biblical manner.

Student Honor Code

To God Almighty:

- I will seek to honor the Lord in all that I think, say, and do (Deut. 26:17).
- I will submit myself to the authority of His grace and His commands (2 Tim. 3:16-17).
- I recognize that my appearance and behavior reflects on Him as much as on me (I Cor. 10:31).

To my parents:

- I will attempt to honor my parents in everything I think, say, and do (Ex. 20:12).
- I will seek to learn all that I can from them (Eph. 6:1-3).
- I acknowledge that I cannot receive what I need in life or godliness without them (Ps. 78:1-8).

To my church:

- I will submit to all the ecclesiastical authorities God has placed over me (Titus 2:1-15).
- I will make worship, discipleship, and spiritual growth a priority in my life (Gal. 2:20).
- I will attempt to be an ambassador of Christ and His Church wherever I am (Matt. 28:19-20).

To my teachers:

- I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers (Heb. 13:1).
- I will seek to do all the work I have been assigned with diligence and integrity (Eph. 5:8-17).
- I will do my utmost to learn as much and achieve as much as I possibly can (Phil. 4:8-9).

To my classmates:

- I will honor and respect the time, work and feelings of my fellow students (Rom. 12:9-18).
- I will try to model honesty, integrity, kindness, and modesty in my relationships (Phil. 2:3-7).
- I realize that disturbances affect everyone at school, and will thus strive for peace (Eph. 4:1-6).

To Dominion Academy of Dayton:

- I will abide by all the rules and standards stated in the Dominion Academy of Dayton Student Handbook.
- I will handle all difficulties and conflicts with integrity and in a Biblical manner according to the principles outlined in Matt.5:21-26, Matt. 18:15-20, and Eph. 5:21-32 and affirm these standards to be God's eternal unalterable decrees for the government of relationships in the Church and will scrupulously abide by them. (See "Offenses ... What to Do?" towards the end of this Handbook.)

I, therefore, affirm my personal and covenantal commitment to uphold these Christian responsibilities realizing that I will be able to enjoy the privileges of Dominion Academy of Dayton only so long as I fully maintain this commitment - by the bounteous grace and according to the merciful providence of God the Father, God the Son, and God the Holy Spirit.

Morning Assembly

Morning Assembly is an integral part of the curriculum of Dominion Academy of Dayton primarily because we adopt a Classical approach to educating. Just as in literature class we learn the whole tradition of world, English, and American literature; and just as in music class we study and learn the tradition of great music; so in Morning Assembly students are taught the forms and content of historic Christian worship. Students worship in various ways in their different churches, but our educational mission is to expose them to the wealth of Biblical and historic Christian worship and to enable them to memorize Biblical texts and great prayers. All High School and Junior High School students (including Part-time students AND PSEO students) should attend Morning Assembly if they have a first period class at Dominion Academy. Morning Assembly is from 7:45-8:15 on Tuesday, Wednesday, and Thursday. These students will:

- Begin the academic day in an atmosphere of worship.
- Be exposed to the fundamentals of Biblical worship.
- Learn and recite the Apostles' Creed, Athanasian Creed, and sing the Nicene Creed.
- Learn to sing Psalms and other Bible Hymns straight from the text of the Bible.
- Be exposed to and sing the great hymns of the Church, including early Church hymns, some plainsong hymns, Reformation hymns and Psalms, and more recent hymns, psalm settings, and choruses.
- Finally, become acquainted with many excellent prayers from the annals of Church history. These prayers are used in every Morning Assembly.

Morning Assembly is not optional. It is the heart of our educational mission.

The many rich deposits bequeathed to us in magnificent legacies of song, prayer, creed, and worship are wonderful gifts of the Holy Spirit brought to us by the hands of our forefathers in the faith. We wish to preserve them and pass them on to future generations.

The Dominion Academy Senior Honors Ball

Since the school year 1999-2000, one of the staples of the Dominion Academy experience has been our Annual Spring Ball. It began as a way to honor the graduating seniors. In the original letter to parents, Mrs. Sandy McNamara wrote, "Our goal is for this event to further the mission of Dominion Academy. We fully expect our students to take the Kingdom of God into whatever realm of service God sends them. Their calling as ambassadors of the Kingdom requires them to have knowledge of protocol and etiquette used at public functions. This will include formal dinners and/or dance affairs. Christians are often uncomfortable with experiences involving formal dance. Frequently, dinners or dances (e.g. proms) sponsored by educational institutions center around dating and 'pairing off.' Many of us have reassessed the wisdom of dating in view of its benefits/liabilities in favor of a "courtship" model for teen relationships and we agree - courtship has much to commend it. Taking all of this into consideration, we have organized a dinner/dance that takes the focus off the 'need' for a date: In order to honor the graduates, only they are permitted to invite guests. Dance-cards will be used to insure that each young lady rotates dances with ten or so young gentlemen throughout evening."

Since 2000, the Spring Ball has continued to provide a wonderful opportunity for Dominion Academy students to honor the graduating seniors (through senior gifts, meaningful speeches from underclassmen, and a delightful PowerPoint presentation about each senior). At the Spring Ball, students can put all of their chivalry, etiquette, and ball room dance lessons to the test! The young men are required to wear a tuxedo, and the young ladies wear exquisite ball gowns. The dinner (at the WPAFB Officer's Club) is elegant, and the DJ does a wonderful job keeping it fun and classy at the same time. Please consider the Spring Ball a part of your students' education at Dominion Academy; it is an irreplaceable piece of our program, and we know you will enjoy it immensely!

Only Full-time and Part-time Dominion Academy students are invited to the Spring Ball (with the exception of senior guests). In addition, Dominion Academy Alumni may attend the Spring Ball at the "chaperon" reduced cost.

Student Conduct and Behavior

Dominion Academy of Dayton upholds the Bible as the standard by which all behavior is measured. The Disciplinary Code is designed to be the interpretation of that standard as it applies to our daily operations.

Study Hall

- All students must attend study hall during any class periods when they do not have a scheduled class.
- **SILENT STUDY HALL**: Morning Study Halls (8:00-11:00 AM) are designated SILENT STUDY HALL time. Students may read, listen to i-pods, and of course, work on school work, but they may not socialize. If they must communicate with another student briefly, they must whisper. This new policy was implemented when the student body grew to such a size that even moderate talking volume levels made it very difficult for students to accomplish much work. This new policy benefits the students so much; they get A LOT more done…and take a lot less homework home! ☞ In the afternoons, students who are finished with all school work may read or socialize, as long as they do not become disruptive in any way. The rules of "no horseplay," "no yelling," etc. are obviously still in place during this time.
- Student must respect and honor the instructions of all Study Hall monitors and volunteers.
- Students who wish to go to the computer lab, the sanctuary to practice piano, etc. MUST receive permission from the Study Hall monitor or the School Administrator/Principal.
- Students are responsible for cleaning up after themselves during study hall. Anyone who makes chronic messes will be given cleaning chores.

Eating and Drinking

- No students will be allowed to consume food or drink anywhere in the building except the cafeteria/study hall area. The only exceptions to this rule will be initiated by faculty only, and then faculty members will supervise and ensure clean-up at the end of their class. Each faculty member reserves the right to forbid or allow these food and beverages on a case-by-case and class-by-class basis.

Care of Church/School Facility

- Students should show reverence inside the church building at all times.
- No physical horseplay allowed inside the building.
- No skateboards are permitted on school/church property.
- No shouting, loud music, or other disruptions permitted.
- Students should respect the school/church property - as well as the property of others.
- Students will be given opportunities to earn snack money by doing building chores throughout the week and lunch chores each day.

Visitors

- Students must obtain permission from the Administration to bring any visitor to DA.
- All visitors must inform the office upon arriving and departing Dominion Academy.
- Visitors are expected to follow the same guidelines for conduct and dress as our students. Visitors will not be required, however, to wear a Dominion Academy polo shirt.

Student Use of the Telephone

- Students must ask permission prior to using any school phones. There is a phone in the kitchen downstairs. Students are required to ask the study hall monitor before using the phone, and should keep their phone calls brief.
- Students will limit calls for school purposes only; no social calls.

Romantic Displays of Affection

- Romantic displays of affection between students are inappropriate and are not permitted.

Student Honor Code - Reporting Infractions

- Students should report any infraction of the **Student Honor Code** to the administration. Failure to do so may result in disciplinary action.

Attendance/Punctuality/Absences

- Number of "make-up" days after an absence: 0ur standard policy is as follows: Students will receive the amount of class periods, equal to the number of classes missed, to turn in make-up work. For example, if a student misses their Grammar class one day, and Grammar meets once a week, they will have one additional week to get their make-up work turned in.
- Teachers reserve the right NOT to accept late homework if the student does not have an EXCUSED absence.
- Students who have more than two (2) unexcused absences in any given class, in one quarter, will have that grade lowered by one letter grade.
- Students who miss 3 days during one quarter due to illness must provide a doctor's note for any additional absences that same quarter. If students do not provide documentation of illness after 3 absences, their grade can be lowered by one letter grade.
- Students who are absent are responsible to get their **assignments** that they missed and turn them in after the appropriate amount of time determined by this handbook and the instructor. FYI: The "envelope" system in the office is just our way of getting the ball rolling – it is not fail-proof. Parents can come by the office and get those envelopes, or friends can take them home to a sick student, etc. But each student still must communicate with each teacher directly. It is possible that the envelope could go home before a teacher is able to "stuff" it with homework, so the student should always verbally communicate as well.
- **EMAIL** is our favorite mode of communication - the mornings are exceptionally busy, and not everyone can get through on the phone lines to inform us of tardiness, absences, emergencies, etc. Please email the school if at all possible.

- It is **critical** that students always be on time. Promptness demonstrates self-discipline and responsibility. It is important for proper academic achievement as well as the development of good personal habits necessary for success and propriety in all areas of life. Our standards for tardiness are as follows:
- Each student is to be in the classroom when class begins.
- Each student must come with all necessary materials.
- Students are considered tardy when arriving late or unprepared.
- Chronic tardiness may result in disciplinary action.
- Students should be in their seats and prepared for class at the start of each class period.
- Students may not skip a class or come to class late without a proper excuse (a note or email from the parent)
- Students must inform administration and teachers (with a note from parents) of any **planned absence** at least a week ahead of time and are responsible for getting all assignments ahead of time as well.
- When students are **sick** or experience an emergency, a parent should **email** the DA office about the absence.
- Students who are absent are responsible to get their **assignments** that they missed and turn them in after an appropriate amount of time determined by the instructor. Our standard policy is as follows: Students will receive the amount of class periods, equal to the number of classes missed, to turn in make-up work. For example, if a student misses their Grammar class one day, and Grammar meets once a week, they will have one additional

Proper Dismissal from Classes and Deviation from Normal Schedule

- Students must remain at DA until properly released. Students may not wait outside for their transportation to arrive. Students may not be outside the school building unless accompanied by a teacher/staff member. See below for one notable exception to this rule.
- **EXTRA IMPORTANT POLICY** ☺: Only 9-12th grade students may receive special permission to leave DA during lunch or study hall. A signed permission slip on file in the school office. Students with permission to leave during lunch/study hall must sign out in the office and then go directly to their destination (Chicken Louie's, Burger Master, or UDF), come directly back to DA and sign in. Students who fail to do this will lose their off-campus privileges.
- Students must inform the office if they are leaving DA property, especially if they are leaving DA earlier than normal.
- Students must inform the office if they will be arriving at DA earlier than normal.
- Students must inform the office and receive permission if they intend to stay at DA past their normal time of departure.

Computer Policy/Use of Laptops

- Students must sign and have a parent's signature on the Computer and Internet Use form (given out at orientation) on file. Each students will then be issued an id and password (will be emailed to a parent/guardian) for use of the school computer lab.

- **LAPTOP** POLICY: Students may bring and use their own laptops. However, they must have a Computer and Internet Use form on file. Students will be expected to use their laptops appropriately, and the faculty and administration of Dominion Academy reserves the right to revoke a student's privilege to use a self-provided laptop. Student should use their laptops in Study Hall for academic purposes ONLY. They should not use their laptop for entertainment (movies, videos, silly websites, etc.)

- Each teacher may grant or refuse permission for a student to use their laptop in their class.

- Any student who uses any computer to access inappropriate content or in any offensive or illegal fashion will lose their computer usage rights at DA.

- Internet access at Dominion Academy is filtered for inappropriate material.

Books

- The price of books is included in tuition for all students.

- All hardbound books remain the property of DA, but paperbound books belong to the student. Hardbound books must be returned at the end of the year. Students must keep these books in exceptional, like-new condition. Student may be charged a fee for any book that is highlighted, marked, or damaged in any way. If the book is unusable, the student will have to pay the cost of replacing the book.

Book Buy-Back Policy

- Regarding **softbound** books that we plan to use the following year, families may take advantage of our Book Buy-Back Policy and receive credit toward the following year's tuition. Refunds will be issued for families with no students returning. Books must be returned by June 30. Books in "like-new" condition will receive 50% of cost.

Dress Code Guidelines

General Dress Guidelines: Our Goal - Clean, neat, and modest!

GIRLS may choose from the following items *only*:

- **Upper Body Apparel** - purchased through the school uniform program.

- Shirts should: not be too tight, not too short.

- Students should wear their approved shirt underneath a sweater or DA sweatshirt if they plan to take off the sweater or sweatshirt.

- Students should not decorate their shirt in any way.

- **Skirts/Dresses:** any, must extend to the knee.

- **Pants/ Shorts:** Shorts should extend to the knee.

- Girls may wear Capris.

- Jeans should not be too tight, should have no excessive rips, tears, holes, or frays.
- **Shoes**: any (sandals are permitted).

BOYS may choose from the following items *only*:

- Upper Body Apparel - purchased through the school uniform program.
- Students should wear their approved shirt underneath a sweater or DA sweatshirt if they plan to take off the sweater or sweatshirt.
- Students should not decorate their shirt in any way.
- **Pants**: any pants or jeans, MUST be worn at the waist, with no excessive rips, tears, holes, or frays.
- Shorts: to the knee, no cut-offs.
- **Shoes**: any (sandals are permitted).

Hair, makeup, hats, shoes, etc.

- No unnatural hair colors.
- Hats are not permitted to be worn during the school day. **NEW POLICY**: Hooded sweatshirts: students should not wear their hoods up during class! ☺
- Girls may not wear extreme or unnatural makeup.
- Boys may not wear pierced jewelry, nail polish.
- No tattoos are allowed. Students having a tattoo must cover the tattoo while at Dominion Academy.
- Students must wear shoes at all times.
- Students shall wear appropriate undergarments. No part of any undergarment shall be exposed.
- Students should not wear jewelry or accessories that others would find offensive.

Students with chronic dress code violations will be given Pink Slips and the appropriate consequences for the Pink Slips. If clothing is exceptionally inappropriate, the students will have to call home, and parents will need to bring appropriate clothing in order for the student to return to classes.

Discipline Procedures

Dominion Academy of Dayton is designed to provide an outstanding education to self-disciplined young men and women. Because Dominion Academy relies on concentrated classes and considerable student preparation outside of class, students who lack self-discipline will find success difficult and are advised to seek other home education options or a traditional school setting until they gain self-discipline. Students must be prepared, attentive, and free from distraction to benefit from this educational opportunity. Each Dominion Academy student is expected to read and know the following discipline policies to ensure success for everyone. We will firmly enforce these to maintain order and discipline within the school.

Pink Slips/Friday School/Suspension/Expulsion

- A Pink Slip is a negative character slip that is given to the student for major and minor infractions. (See page 28). An email copy of the slip/letter is also sent to the parent, and a copy is placed in the student's permanent academic file.
- The Pink Slip serves two purposes: (1) To make the student accountable for the negative character trait by notifying the school office and parents of the incident; (2) To provide restitution to the school staff or faculty member that had to handle the incident. The School Administrator manages the restitution by assigning the disciplinary action as recommended by the teacher or staff member giving the pink slip, by making arrangements for the student to fulfill the disciplinary action, and by reporting to the faculty or staff member when the disciplinary action has been completed.
- For **Minor** infractions, the student is given an appropriate consequence, monitored by the school administrator. This is usually a building or lunch chore.
- If a student earns **three** (3) pink slips in one quarter, the student will be required to attend **Friday School** from 8:00-11:00 AM and pay a **$30** fee to the school. Students that fail to attend the required Friday School will be suspended for the day and will be required to make-up that missed Friday School.
- **Major infractions include:** drug use, drinking alcohol, smoking, fighting, intense swearing, blasphemy, theft, unsafe criminal activity, serious disrespect of DA faculty, offensive insults of DA students, lying to DA faculty, cheating on any exam or class assignment, destruction of school property.
- For Major infractions: the student will either be suspended for the day and receive a major disciplinary action OR the student will receive an automatic Friday School.

One-Day Suspension Process:

- The office will contact a parent of the student, and the student will be sent home immediately.
- The student will miss all further classes that day, and will receive failing grades for all assignments due that day.
- If the suspension occurs within one class of the end of his/her class schedule for the day, the suspension will include the next day's classes.
- THREE SUSPENSIONS or AUTOMATIC FRIDAY SCHOOLS for Major Infractions: The DA School Board and Administration will form a Discipline Review Board in the event of a third suspension or automatic Friday School. At this time, the student's continued enrollment at DA will be considered.

Three such occurrences could result in expulsion.

- Teachers reserve the right to accept or deny missed work due to suspension.

Long-Term Suspension/Expulsion:

- After following other DA discipline policies and procedures, the Administration will report any students who have been suspended three times or who have provided sufficient reason to be brought before the DA Board for consideration for expulsion. The Administrator will provide a written recommendation for expulsion, long-term suspension, or major disciplinary actions to the DA School Board, the Pastor of Christ the King Anglican Church, and the parish council.

Yellow Slips and Friday School

- Students who are unprepared for class (no materials, no homework, etc.) will receive a **Yellow Slip**. (See page 29.)

- REVISED POLICY: The Yellow Slip serves to make the student accountable for not fulfilling course requirements. If a student receives three (3) Yellow Slips in one quarter, he/she will be required to attend **Friday School** from 8:00-11:00 AM and pay a **$30** fee to the school.

- Students will also be assigned an appropriate cleaning chore/consequence for each Yellow Slip as well.

"Toy" or real Weapons

- Weapons and items that could be used or viewed as weapons, including toy weapons, are not permitted. This includes, but is not limited to pocket knives larger than fingernail clippers, long scissors, knife-like letter openers, box cutters, and so on, based on the judgment of staff. Such items will be confiscated and returned on request to a parent or guardian. Willful, menacing, aggravated, or repeated violation is subject to disciplinary action. Student who may need to bring a weapon-like prop for a school presentation of any kind must receive special permission from the Administrator and abide by the conditions and limitations of any such permission that may be received.

Persistent problems

- Chronic disobedience or disruptions will result in dismissal from individual classes or possible dismissal from the program. Before dismissal is considered, parents and students may be required to meet with the DA School Board and Administration. The following are grounds for permanent dismissal: Excessive absenteeism, chronic behavior problems, prolonged attitude problems, lack of cooperation with *Dominion Academy of Dayton* policies, ongoing failure to meet academic goals or grade averages, reflecting a lack of discipline and/or initiative.

Appeal Process

- If parents wish to appeal a disciplinary action taken by the Administration and/or DA School Board, they may provide a written appeal within a week of the next DA School Board meeting.

Academic Policies

Notifying the Local School District

- Dominion Academy is recognized by the Ohio Department of Education as an "08" Non-Chartered, Non-Tax Supported School. Therefore, we notify the school districts of our full-time families that their students are attending Dominion Academy.

- Therefore, if your student is enrolled **full-time** in Dominion Academy, you must provide the school office with your local school district's name and address. Dominion Academy will notify your school district that your student is a full-time student at our school. **Note for former home-schoolers:** If your student is a full-time student at Dominion, you do not have file a Homeschool Notification to your local superintendent for that student. Dominion Academy files for you.

- **Students enrolled in Dominion Academy Prepatory Academy - grades 3-6 -** still report to the state of Ohio as homeschoolers. The Prep School Directors will provide you with curriculum lists to add to your own documentation.

- If your children **are not currently registered as full-time students** at DA, you must register your children as being home-schooled. We will provide you with the Books and Materials Cost List along with the Parental Notification Form that can be used for this purpose.

Academic Expectations

- Grades are given for all core courses and most electives. Students are expected to maintain a **C** average in each class. At mid-quarter, progress reports will be issued. Students with grades below **70%** average may be placed on probation for that class. If the student fails to do better when quarterly grades are issued, they may be dropped from the course. Also, if a student fails to maintain an overall **C** average for all classes they may be dismissed from the school. These decisions will be coordinated with instructors, parents and if necessary, the Academic and Discipline Board.

- **Promotion Policy**: Students must have 70% to progress to the next course level. Students who do not earn a 70% may have to repeat the course.

- **Late Assignments:** Three outstanding late assignments are grounds for removal from a given course.

Grading Scale

A+ 98-100	C+ 78-79
A 93-97	C 73-77
A- 90-92	C- 70-72
B+ 88-89	D+ 68-69
B 83-87	D 63-67
B- 80-82	D- 60-62
	F 59 and below

Take-Home Test Procedures and Policies:

- In order to make the most of our class time, we must take every opportunity to administer Take-Home tests-proctored by the parents. Furthermore, the integrity of this procedure MUST be maintained. Students must provide proctor/parent signatures and adhere to the detailed instruction sheet stapled to the front of the test packet.

- Tests must be returned to the manila envelope and the seal of the envelope must be **moistened** and **sealed shut**. Stapling and taping are NOT acceptable means of securing the completed test. This protects the integrity of the process and prevents unnecessary temptation.

  Failure to turn in Take-Home tests on the DATE DUE will result in serious consequences.

  - If a student completed the Take-Home Test but "forgets" to bring it on the DATE DUE, a parent may bring it in by 4:15 THAT SAME DAY for full credit.
  - Otherwise, if a student does not complete and return the test by the DATE DUE, they will receive a 0% on that test.

Academic Probation

- **Students may be placed on Academic Probation whenever:** They have a D or F average in any class on their mid-term report or grade card, or the Academic Director, Administration, and/or DA Board deems it necessary to place them on Academic Probation.

- **Students will remain on Academic Probation until:** they have a C or higher average in that class, or the Academic Director, Administration and/or DA Board recommends removal from probation.

- Students on Academic Probation:

  - will be required to study during all breaks while on campus.
  - will remain at DA during their regularly scheduled school day unless excused by the office.
  - will NOT be eligible to play sports and/or participate in certain school activities: see **Academic Performance Standards Related to Participate in Eligibility**

Academic Performance Standards Related to Eligibility to Participate in School Sponsored Extracurricular Activities

- All students taking courses at Dominion Academy must meet academic performance standards, as outlined in the handbook, in order to continue participating in school-sponsored extra-curricular activities. This includes athletics, student clubs or organizations, programs, etc. The following is a list of school activities affected by the eligibility standards, although other affected activities added during the school year may not appear on this list:

  Athletics
  Cheerleading
  Stratford Trip
  Ski Trip
  Senior Ball
  Senior Trip/Europe Trip

- **Activities not affected** by eligibility standards are any activities interrelated to academics including Shakespeare Theatre performances, Speech Meet, Math League, Science Fair, and Field Trips.

- Students receiving a **D or F** (below 70%) in any course or who fail to maintain an *overall* **C** average on their report

card will be put on a **two-week suspension** from participation in any extracurricular activity, beginning the week after report cards are issued (starting week 3 of the new quarter). For Athletics and Cheer-leading, this means that the student can participate in practices and fund-raisers, but he/she cannot participate in games that fall within the two-week suspension. To attend the trips and other activities listed above, the student must show that his/her grade has improved to a 70% or higher.

- In order to be reinstated to the activity the student must do the following:
    - The student must show that the probation grade average has been raised to at least 70%.
    - The student must also fill out an **Eligibility Reinstatement Form** obtained from the administrator to show to their extracurricular activity director or coach.
    - Students **dropping** a course after receiving a D or F will not be allowed to participate in extracurricular activities during the subsequent grading period. No refunds of activity fees will be given to students temporarily barred from participation due to academic or disciplinary problems.

Plagiarism and Cheating Policy

- **Plagiarism**- to take ideas or writings from someone else and present them as one's own. Examples might include using an encyclopedia for a resource to write a report and copying the exact words or even rearranging the authors words but claiming the report to be your own work. Claiming a work to be one's own certainly may include the use of other resources, but must be done with one's own ideas and writing skills.

- **Cheating**: to act dishonestly; to practice fraud (a deception deliberately practiced in order to secure unfair or unlawful gain). Examples that could occur in a more open educational setting might include: copying ideas or word-for-word answers from another student's study sheet, or writing an answer down found in the back of a math book while claiming them to be their own. BOTH students who copy and students who allow others to copy their work will be held accountable for the cheating incident. Both Students will receive the one-day suspension consequence and a 0% on that assignment

Disciplinary actions for plagiarism:

- **First offense**- student must redo the assignment.
- **Second offense**- student will be suspended for the day, required to redo the assignment and placed on disciplinary probation for two weeks or more.
- **Third offense**- student will come before the Academic and Discipline Board (Academic Director, Administration, and DA School Board) for expulsion considerations.

Disciplinary Actions for cheating:

- **First Offense**: Pink Slip - Major Infraction - One-Day Suspension
- **Each offense**: Student will receive a 0% on the assignment that was "copied"
- Three Suspensions = grounds for expulsion.

Dominion Academy of Dayton Routine

The Calendar Year

- The school year begins the first Tuesday after Labor Day and ends the first Friday after Memorial Day.

Class Schedules

- Individual student class schedules will vary. Classes will be offered on Monday through Thursday. Please ask the office for a copy of the current class schedule.

Class Cancellations

- Emergency conditions may make it necessary to cancel classes in most cases due to inclement weather. Listen to WHIO 1290 AM radio or WHIO TV Channel 7 to learn about cancellations even if there is a remote possibility that classes will be canceled. We will contact you if there is a cancellation for any other reason.

Illness

- If a student becomes ill during the day, he may be excused to go home. Parents will be contacted and expected to pick up their child. Please make sure the emergency medical form has correct home and work numbers and inform us whenever they change.
- Students should not attend when it is apparent they are contagious. Signs of contagious illness include fever, vomiting, rashes, and eye inflammations. Visible signs of parasites on the skin and/or hair are also considered contagious. Please make sure a student is free from any such indications for at least 24 hours before returning to classes.

Student Injury

- In the unlikely event of any physical injury, please make sure emergency medical forms are specific about what you would like us to do if professional care is required. We retain the right to seek professional help, including ambulance, doctor, emergency room service, etc. if it appears necessary. Parents will be financially responsible for services obtained on the child's behalf unless it is proven that the injury was a direct result of neglect on the part of *Dominion Academy of Dayton*. For such cases Christ the King Anglican Church retains liability insurance.

Field Trips

- When field trips are planned, parents will be informed concerning dates and details. All students must have signed permission slips on file in order to participate.

Parent Teacher Conferences

- *Dominion Academy of Dayton* encourages all parents to attend the Parent and Teacher Conference at the scheduled time.

Facilities

- *Dominion Academy of Dayton* is a ministry of Christ the King Anglican Church. Therefore, we are privileged to use the church facilities as our "campus". The church building is located at 925 N. Main St. in Dayton, Ohio. We purchased the building in 1996. Built in 1900, many of the improvements and decorating seem to have been done in the mid 1900s. Christ the King Anglican Church is committed to steadily restore, improve, and update, as funds become available. In the past two years, the church and school have both expended considerable resources to improve the quality of the space. A three phase plan is in-place to continue to reduce shortcomings and improve both habitability and safety. More information about this can be found on our web site.

Emergency Procedures

These procedures are intended to help students, faculty and staff to remain calm and to take the necessary steps for safety.

Fire

- If you hear the fire warning, WALK, DON'T RUN, to the nearest safe fire exit as follows:

  Room 101-(Father Wayne's old office) exit through the main office fire escape
  Room 201- exit through 201 fire escape
  Room202 –exit through 201 fire escape
  Room 203-exit through corner (205B) office fire escape
  Room 204 (Computer Lab)-exit through corner (205B) office fire escape
  Room 205 (Business Office) - exit through (205B) fire escape
  Room 206 - exit through 205B fire escape
  Room 207- exit through corner (206) classroom fire escape
  Parlor- exit through front door
  Nursery- exit through fire escape
  Teacher Workroom-exit through fire escape
  Father McNamara's Office - exit through outside door on Warder St.
  School Administrator's office- exit through Teacher Workroom- outside fire escape
  Rooms B1 and **B2**- exit through front door if possible; if not, exit through lunchroom alley door
  Lunchroom- exit through alley door
  Sanctuary-exit through door at the rear of the Sanctuary

- The last person to leave through any exit should close the door.
- Remain calm and proceed to the Satellite Parking area across Warder St.
- Stay with your class
- Teachers will account for all of their students
- Call 911
- Do Not Re-Enter the building
- If you know someone is trapped, tell a faculty member
- Follow all instructions of Emergency Personnel
- If you are caught in smoke- drop to the floor and crawl to the nearest exit
- Use your shirt as a filter for breathing- cover your nose
- If you are trapped in a fire, close as many doors as possible between you and the fire

Tornado

The staff will monitor weather during pending storms. If a Tornado Warning is issued, the follow these procedures:

- Remain Calm
- Teachers will instruct their students to WALK QUIETLY to the basement
- Study Hall/Lunchroom students will move away from the windows and sit quietly on the floor along back wall.
- Rooms 201 and 206 will WALK QUIETLY to the Lunchroom and sit quietly on the floor along the back wall.
- Rooms B1 and B2 will remain quietly at their tables
- Rooms 202 and 203 will go to room B1 and will move to the back of the room and sit quietly on the floor.
- Rooms 204 (computer lab) will go to room B1
- Room 205 (business manager) will go to room B1
- Room 206 will go to room B2
- The administrator/principal will go to the Lunch Room
- Students will remain in place until teachers instruct them to return to their classroom

If you are trapped in an upper level during a tornado:

- move to an inner hallway
- find an interior room, like 207 or Mrs McNamara's office, lie down and cover your head

Emergency Procedures Responsibilities

Faculty and Staff

- Be familiar with the School's Emergency Procedures
- Remain Calm- this will help students to respond appropriately in an emergency
- Help students evacuate or take shelter

Students

- Follow all instructions of Faculty and Staff, and Emergency Personnel
- Remain Calm
- Once you are safe, contact your parents to let them know you are ok

Parents

- The Dominion Academy Faculty and Staff take your student's safety seriously
- Please listen to WHIO 1290 AM or check WHIOTV.COM for school cancellation or closings
- If school is canceled after the start of the school day, parents will be notified by phone to pick-up their children.
- No student will be left at the building unattended.

Withdrawal Policy

WITHDRAWAL Policy: The sample withdrawal forms on this and the next page provide an explanation of our school and class withdrawal policy. Parents/Students must complete the appropriate Withdrawal Form (available from the web site or from the Business Office), and must arrange for required meetings, obtain required signatures, and deliver to the business office in order to be formally withdrawn.

SAMPLE:

School Withdrawal Form

Date_____

Name of Student _____

Date Withdrawn _____

Reason for Withdrawing _____

_____

_____

_____

Administrator's Signature _____

Parent's Signature _____

Withdrawal Policy

Parents wishing to withdraw students from school must complete this withdrawal form. **Students will be considered still enrolled in the school until the withdrawal form is filled out properly and turned into the office**. Unless withdrawal is due to an emergency or to special circumstances, the following pro-rated refund schedule:

1. Withdrawal by the end of week one – 100% refund
2. Withdrawal by the end of week two – 80% refund
3. Withdrawal by the end of week three – 60% refund
4. Withdrawal by the end of week four – 40% refund
5. Withdrawal by the end of week five – 20% refund
6. Students withdrawing from a course after the fifth week of the **semester** will be charged full tuition for the remainder of that **semester** for each course.

Students withdrawing from academic classes after the end of week five of the semester, will receive **Withdraw/Passing (W/P)** or **Withdraw/Failing (W/F)** on their transcripts.

Office Use Only:
Grade Card/Transcript:
_____ Withdrawal/Passing
_____ Withdrawal/Failing
_____ Expunged

Office Use Only:
- ❑ Tuition adjusted-invoice revised
- ❑ FACTS notified/changed/canceled
- ❑ Class enrollment changed

SAMPLE:

Class Withdrawal Form

Name of student _____

Class from which withdrawing _____

Requested effective date _____

Reason for Withdrawing _____
_____

Parent's Signature _____ Date _____

Teacher's Signature _____ Date _____

Current Grade: _____ (required after 5th week)

Academic Director's Signature _____ Date _____

Administrator's Signature _____ Date _____

Withdrawal Policy

Parents wishing to withdraw students from a course prior to its completion must (1) schedule a conference and meet with the instructor and (2) fill out this withdrawal form. **Students will be considered still enrolled in the course until the conference is held and the withdrawal form is filled out properly and turned into the office**. Unless withdrawal is due to an emergency or to special circumstances, the following pro-rated refund schedule:

7. Withdrawal by the end of week one – 100% refund
8. Withdrawal by the end of week two – 80% refund
9. Withdrawal by the end of week three – 60% refund
10. Withdrawal by the end of week four – 40% refund
11. Withdrawal by the end of week five – 20% refund
12. Students withdrawing from a course after the fifth week of the **semester** will be charged full tuition for the remainder of that **semester** for each course.

Students withdrawing from academic classes after the end of week five of the semester, will receive **Withdraw/Passing (W/P)** or **Withdraw/Failing (W/F)** on their transcripts.

Office Use Only:
Grade Card/Transcript:
_____ Withdrawal/Passing
_____ Withdrawal/Failing
_____ Expunged

Office Use Only:
- ❑ Tuition adjusted-invoice revised
- ❑ FACTS notified/changed/canceled
- ❑ Class enrollment changed

Offenses Will Come … What to Do

BY this all will know that you are my disciples, if you have love one for another. John 13:35

Step 1 - Go Alone

"Moreover **<u>if your brother sins against you, GO</u>** and **tell him his fault between you and him alone**. If he hears you, you have gained your brother. **Matthew 18:15**

"Therefore if thou bring thy gift to the altar, and there rememberest that **<u>thy brother hath ought against thee;</u>** Leave there thy gift before the altar, and **<u>GO</u> thy way; first be reconciled to thy brother,** and then come and offer thy gift. **Matthew 5:23-24**

1a

<u>GO</u> if YOU are offended.
<u>GO</u> if THEY are offended by you.
Do this in private! GO today!
"Do not let the sun go down on your anger."
Ephesians 4:26

- ❑ Do not gossip about the problem.
- ❑ In love, protect the other's reputation.
- ❑ **Slander is a serious sin.**

"Judge not, that you be not judged. For with what judgment you judge, you will be judged; and **with the measure you use, it will be measured back to you.** And why do you look at the speck in your brother's eye, but do not consider the plank in your own eye? Or how can you say to your brother, 'Let me remove the speck from your eye'; and look, a plank is in your own eye? Hypocrite! **First remove the plank from your own eye,** and then you will see clearly to remove the speck from your brother's eye." **Matthew 7:1-5**

"Do not judge according to appearance, but judge with righteous judgment." John 7:24

1b

- ❑ The Scriptures forbid us **to assume** and **then judge** another's motives.
- ❑ Righteous judgment **assumes innocence** until guilt is proven - it does not jump to conclusions.
- ❑ **First, believe** some misunderstanding, partial communication, or miscommunication has taken place.
- ❑ Then, **examine yourself** to be sure y**our** motives and attitudes are right.
- ❑ Always **assume some fault lies with you.**

Step 2 - Take Others

"<u>But **if** he will not hear</u>, **take with you one or two more**, that 'by the mouth of two or three witnesses every word may be established.' " **Matthew 18:16**

2

TAKE 2 OR 3 WITNESSES
Preferably trustworthy and wise **witnesses** able to help corroborate (e.g. other students, parents, teachers, church leaders, pastors)

Step 3 - Involve the Church

"<u>And **if** he refuses to hear</u> them**, tell it to the church**. **But if he refuses even to hear the church**, let him be to you like a heathen and a tax collector." **Matthew 18:17**

3

Involve headmaster/church leaders/pastors.

The Goal is Reconciliation

Relational Attitudes

1 Peter 4:8 Above all**, love each other deeply,** because love covers over a multitude of sins**.**

James 2:13 For judgment is without mercy to the one who has shown no mercy. **Mercy triumphs over judgment.**

Ephesians 4: 32 And be kind to one another, tenderhearted, **forgiving one another, just as God in Christ forgave you.**

Luke 17:3-4 If your brother sins against you, rebuke him; and if he repents, forgive him. And if he sins against you **seven times a day,** and seven times in a day returns to you saying, 'I repent,' you shall forgive him.

4

Repentance - A change of mind, a turning away from and putting off the sinful man, turning away from the sinful behavior, and putting on the new man and righteous behavior.

Restoration - This begins with confession. Not just, "I'm sorry," because I feel bad but, "Please forgive me," because a debt has been incurred.

Restitution - "What must I do to repair the damage done, patch things up, and make them right?" "How can I make it up to you?"

Matthew 18:15-20

Moreover if your brother sins against you, go and tell him his fault between you and him **alone**. If he hears you, you have gained your brother. But **if he will not hear, take with you one or two more**, that 'by the mouth of two or three witnesses every word may be established.' And **if he refuses to hear them, tell it to the church**. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector. Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again I say to you that if two of you agree on earth concerning anything that they ask, it will be done for them by My Father in heaven. For where two or three are gathered together in My name, I am there in the midst of them.

Romans 12:16-18

Be of the same mind toward one another; **do not be haughty in mind**, but associate with the lowly. Do not be wise in your own estimation. **Never pay back evil for evil to anyone.** Respect what is right in the sight of all men. If possible, so far as it depends on you, be at peace with all men.

Ephesians 4:22-32; 5:1-2

… put off, concerning your former conduct, the old man which grows corrupt according to the deceitful lusts, and be **renewed in the spirit of your mind**, and that you put on the new man which was created according to God, in true righteousness and holiness. Therefore, **putting away lying, let each one of you speak truth with his neighbor,** for we are members of one another**. "Be angry, and do not sin": do not let the sun go down on your wrath, nor give place to the devil.** Let him who stole steal no longer, but rather let him labor, working with his hands what is good, that he may have something to give him who has need**. Let no corrupt word proceed out of your mouth, but what is good for necessary edification**, that it may impart grace to the hearers. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. **Let all bitterness, wrath, anger, clamor, and evil speaking be put away from you, with all malice. And be kind to one another, tenderhearted, forgiving one another, just as God in Christ forgave you.**

Therefore **be imitators of God** as dear children. And **walk in love**, as Christ also has loved us and given Himself for us, an offering and a sacrifice to God for a sweet-smelling aroma."

Philippians 2:1-5a

If there be therefore any consolation in Christ, if any comfort of love, if any fellowship of the Spirit, if any bowels and mercies, fulfill ye my joy, that ye be likeminded, having the same love, being of one accord, of one mind. Let nothing be done through strife or vainglory; **but in lowliness of mind let each esteem other better than themselves. Look not every man on his own things, but every man also on the things of others.** Let this mind be in you, which was also in Christ Jesus…

Galatians 6:1-2

Brethren, even **if a man is caught in any trespass, you who are spiritual, restore such a one in a spirit of gentleness; each one looking to yourself, lest you too be tempted.** Bear one another's burdens, and thus fulfill the law of Christ.

1 Corinthians 13:4-8a

Love is **patient**, love is **kind**, and is **not jealous**; love does **not brag** and is **not arrogant**, does not **act unbecomingly**; it does not **seek its own**, is **not provoked**, does **<u>not take into account a wrong suffered</u>**, does not rejoice in unrighteousness, but rejoices with the truth; bears all things, believes all things, hopes all things, endures all things. Love never fails;

Dominion Academy of Dayton
POSITIVE Character Trait Slip Sample Form (Blue Slip)

Student Name _____Date_____Time_____
Class_____Staff Member_____Phone_____

Description of the character quality displayed

__ Honesty __ Courage __ Diligence
__ Courtesy __ Friendliness __ Excellence
__ Respect __ Encouragement __ Other

Additional description:_____
_____

Reward given:_____
_____
_____

Dominion Academy of Dayton
Negative Character Trait Slip Sample Form (Pink Slip)

Dear Parent,

We know you want to know when things have not gone well with your child's behavior. Please **sign this slip** and have your son/daughter return it to the instructor during the next class session. If you have any questions please feel free to speak with the instructor involved.

Student Name _____Date_____Time_____
Class_____Staff Member_____Phone_____

Major Infraction (Suspend student for the day)

__ Unexcused Absence __ Serious Tardiness
__ Lying __ Serious Disruption in Class
__ Cheating __ Intense Swearing
__ Serious horseplay __ Fighting
__ Serious Disrespect __ Destruction of Property
__ Other:_____

Minor Infraction (Administer appropriate discipline)

__ Minor Horseplay __ Disrespect of Classmate
__ Too Loud in Hall __ Minor Disruption in Class
__ Unprepared for Class __ Lack of Effort in Schoolwork
__ Minor Tardiness __ Minor Public Affection Display
__ Other:_____

Description of incident**:**_____
_____
_____
_____
_____

Disciplinary Action Taken:_____
_____
_____

Parent Signature_____

Dominion Academy of Dayton
NEGATIVE Character Trait Slip (Yellow Slip)

Student Name _____Date_____Time_____
Class_____Staff Member_____Phone_____

Unprepared for Class

__ No Homework
__ Didn't bring materials
__ Incomplete Assignment
__ Other _____

Additional description:_____
_____
_____

Disciplinary Action Taken:_____
_____
_____