



# DOMINION

## ACADEMY OF DAYTON

### **Instructor Handbook 2023-2024**

The official Instructor Handbook is being reviewed and modified. This document will serve in its place. It is not to be considered official and may contain incomplete or outdated information.

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## **About Our School**

Dominion Academy of Dayton was founded in 1998 by Christ the King Anglican Church to assist Christian parents in the training of their children by providing a 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 children living in Christian households. It does not serve as a "reform school" for rebellious children who have behavioral or academic problems, and whose parents lack true convictions about providing truly Christian education for their children.

Dominion Academy of Dayton is a ministry of Christ the King Anglican Church. The Vestry of Christ the King Church and the Dominion Academy Board of Directors 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.

# **Educational Model**

## **Christian**

At Dominion Academy of Dayton, 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.

### **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 (worshiping 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.

Dominion Academy of Dayton is a ministry of Christ the King Anglican Church. For more about Anglicanism, visit Christ the King's website, <http://www.ckrec.org/>.

**Statement of Faith:**

We believe in the historic faith as found in the Nicene, Apostles', and Athanasian Creeds.

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.

We believe that by God's wise and loving design and decree, sexual relations should take place only between a man and a woman who are joined in the holy sacrament of marriage; that a man and a woman are equal in value before the Lord, but by God's wise and loving design and decree fill different roles and responsibilities in marriage and the church; and, that human life is sacred from the moment of conception until natural death and that the abridgement or taking of human life is a prerogative belonging to God alone.

**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.

**Marriage, Gender, and Sexuality:**

Please be familiar with this section of the School Handbook.

**Classical**

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 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 has been learned. Students incorporate the subject matter into their own understanding and either allow it to change the way they are thinking or reject it 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.

## **College Preparatory**

Dominion Academy offers a program designed to prepare students for a college or university education:

**1. Curriculum and Academic Program** – The Dominion Academy academic program provides a rigorous Liberal Arts foundation with a collegiate-model schedule.

**2. College Credit Plus (CCP) Program** - College Credit Plus is a program mandated by the State of Ohio in the *Ohio Revised Code*. As a K-12 school in the State of Ohio, Dominion Academy is required to participate in this program. Students apply for and are awarded a number of college credits to be used at participating colleges and universities in the Dayton area. The number of college credits awarded per year varies based on the number of funds the State of Ohio allocates for this program and how many students register to receive these credits.

There are three methods by which students complete college credits: online courses offered by local colleges/universities, classes at the campuses of local colleges/universities or coursework offered by CCP-certified instructors teaching those classes at Dominion Academy. Dominion Academy is *required* by law to offer a CCP informational meeting to inform high school students of the details of the CCP program by the end of February each year. Notification of the scheduled meeting will be advertised through the DA newsletter. The student **MUST** register with the state to participate by April 1st each year for classes to be taken the following school year. The State of Ohio will inform students sometime after April 1st of the number of classes they are awarded for the next academic year.

Any student taking CCP classes through a community college must be a full time student (five classes or more) through Dominion Academy, according to Ohio regulations.

## **Apprenticeship**

Dominion Academy offers Pre-Apprenticeship and Registered Apprenticeship Programs designed to prepare students for further education or employment in a specific field of interest and to enter the workforce as professionals. Apprenticeship students are able to earn while learning.

Classical Education + Technical Skills + Apprenticeship Job = Dominion Academy Diploma + Industry Credential

**Why Classical?** A Classical education teaches the tried and true basics (the 3R's), plus the age-old qualities of learning: Logic and Reasoning.

**What is technical?** Writing and communication skills needed in the professional work-force and computer skills to implement.

**When is the Apprenticeship?** Students in the Apprenticeship program work in an industry of their choice between the summer of Junior and Senior year and part-time during Senior year.

**What is an Industry Credential?** The industry credential can be:

1. The completion of the Registered Apprenticeship program at Edison State or Sinclair Community College. Students complete a course of study and a required number of workplace hours.
2. Completion of Pre-apprenticeship program, which includes work and mentorship experience, along with selected coursework.

## **General Student Expectations**

### **Discipline**

#### **Behavior Issues**

As a way to reward exemplary behavior, provide guidance and consequences for infractions, and to communicate noteworthy behavior to parents and administrators, Dominion Academy uses the FACTS SIS Behavior module. In the Behavior module, merits and demerits are categorized using a color code, as follows (see Appendix for examples):

Blue - Positive Character Trait

Pink - Negative Character Trait (Major and Minor Infractions)

Pink - Uniform Violation

Yellow - Negative Character Trait (Unprepared for Class)

Teachers will issue a Pink violation, often called a “pink slip”, to any student demonstrating inappropriate behavior by entering the violation in the Behavior module of FACTS SIS. Please inform the student of the violation, that a notification of the violation will be emailed to the student’s parents, and that a sanction will be determined. Sanctions are usually chores, but can vary depending on the severity of the infraction.

### **Missing Homework and/or Unpreparedness for Class**

Teachers will issue a Yellow Slip (see Appendix for examples) to any student who fails to turn in homework assignments or comes to class unprepared. Please inform the student of the violation and that a notification of the violation will be emailed to the student's parents. Please remember to be specific about which homework assignment is missing, etc.

### **Blue Slips**

Teachers should always be ready to recognize Christ-like character in students and then commend them for it. Blue Slips (see Appendix for examples) are issued to any student who demonstrates virtue and a servant's heart. The student will be given a reward by the administrator monitoring Behavior entries.

### **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 author's 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.

#### **Disciplinary Actions for Plagiarism**

**First offense:** Pink slip and the student must redo the assignment. There may be additional consequences at the discretion of the teacher/administration.

**Second offense:** Pink slip, major infraction with a resulting suspension or other disciplinary measure. The student is required to redo the assignment and be placed on disciplinary probation for two weeks or more.

**Third offense:** Student will come before the Discipline Review Board (Academic Director, Administration, and DA School Board) and may be recommended for expulsion.

**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 Cheating**

**First offense:** Pink slip, major infraction, with a resulting detention or One-Day Suspension.

**Second offense:** Pink slip, with a resulting detention or One-Day Suspension AND the student will receive a 0% on the assignment.

**Third Offense:** Student will come before the Discipline Review Board (Academic Director, Administration, and DA School Board) and may be recommended for expulsion.

### **Extra-Curricular 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 extracurricular 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, including Cheerleading
- Student Government activities including meetings
- National Honor Society activities including meetings
- Stratford Trip
- Senior Ball
- Off-Campus privileges (restaurants, stores, etc.)

Activities not affected by eligibility standards are any activities interrelated to academics including:

- Shakespeare Theater performances
- Science Fair

Students maintaining an average below 65% in any course will be put on a two-week suspension from participation in any extracurricular activities listed above beginning once the grade is issued by the teacher. Once the two week suspension is completed, students may receive full privileges. For Athletics, this means that the student can participate in practices and fundraisers, but he/she cannot participate in games that fall within the two-week suspension.

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 above 70%.
- The student must also fill out and get all necessary signatures on the Eligibility Reinstatement Form (see Appendix for sample) 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.



## **Student Dress Code**

Please read and be very familiar with the school dress code policy found in the School Handbook. Take note of any dress code issues when you take attendance. If you encounter a dress code issue, enter a uniform “pink slip” (see Appendix for examples) for that violation in the Behavior module of FACTS SIS, especially if the violation cannot be rectified. When in doubt, you do not need to make a final decision: refer students to the Head of School.

## **Student Absences and Tardies**

### **Notification of absence**

Parents and/or guardians should email or call the office if a student is going to be absent. The attendance officer will email teachers when notified of a student’s expected absence. If a student is missing from class, the teacher will always mark the student unexcused. The attendance officer will change the attendance to excused, as applicable.

### **Planned absence**

Students must inform the office and teachers via email of any planned absence at least one week ahead of time and are responsible for getting all assignments ahead of time, as well.

### **Number of homework “make-up” days after an absence**

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 Grammar class on the 1st, and Grammar meets once a week, he will have one additional week to get his make-up work turned in and his work will be due on the 15th. Teachers reserve the right NOT to accept late homework if the student does not have an EXCUSED absence

Students who are absent are responsible to get their missed assignments and turn them in after the appropriate amount of time determined by the School Handbook and the instructor.

Assignments may be in a student's mailbox or in an envelope labeled with his name in the copy room. However, the responsibility of getting missed assignments falls on the student.

### **Unexcused Absences**

Students who have more than two (2) unexcused absences in any given class, in one quarter, may 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 a student does not provide documentation of illness after 3 absences, his grade can be lowered by one letter grade.

## **Tardiness**

It is critical that students always be on time. Promptness demonstrates self-discipline and responsibility. 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 to class or morning assembly 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 (an email from the parent).
- Students who skip a class or are significantly late to a class without a proper excuse should be given a pink slip and reported to the administrator.

## **Grading Scale and Policies**

Grades are given for all core courses and most electives. Students are expected to maintain a C average in each class.

### **Mid-Term Reports**

At mid-quarter, Midterm reports will be issued for students with less than a 70% composite score for that quarter.

- 1) Teachers are provided a blank form by the Office Manager.
- 2) Teachers fill out the report for students with any of the following:
  - a) Less than a 70% composite score in the class
  - b) Missing work, frequently missed assignments
  - c) General or specific issues of which the teacher would like the parents to be aware.
- 3) Completed reports are returned to the Office Manager.
- 4) The Office Manager compiles reports for review by the Academic Director.
- 5) If a student has an overall average of 65% or below, he or she will be placed on Academic Probation for a minimum of two weeks or until the student no longer meets the criteria for Academic Probation.
  - a) Academic Probation Letters are sent out with midterm reports to applicable students. General Letters are sent out with midterm reports to all others.

### **Academic Probation**

Students may be placed on Academic Probation whenever they have a grade of less than 65% in a class or classes, they have a GPA of less than 2.0, or the Administration deems it necessary to place them on Academic Probation. **Please note:** The GPA for seventh and eighth grade students will be determined by the GPA of the **core subjects** (grammar/composition, literature, science,

math, history, and Bible). The student's parents/guardians will be notified of the Academic Probation in writing, either by email or postal mail.

At the end of two weeks, students will be eligible to get off Academic Probation if they have maintained an overall GPA of 2.0 or higher AND they do not have a grade less than 65% in any class, or the Administration recommends removal from probation. In order to be released from Academic Probation the student must do the following:

- The student must show that the probation grade average has been raised to above 2.0 and/or that each individual class grade has been raised to above 65%.
- The student must also fill out and get all necessary signatures on the Eligibility Reinstatement Form obtained from the Office and turn this form in to the Academic Director or the Office.

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 allowed to utilize the computer lab during study hall without special permission.
- will NOT be eligible to play sports and/or participate in certain school activities, see Extra-Curricular Activities.

### **Quarterly Grades**

At the end of each quarter, grade cards are issued. Quarterly grades are due and should be entered into FACTS SIS. Grade cards are then sent out to parents.

### **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**

The grading scale for classes receiving a letter grade, including core (English, Math, Science, Social Studies) 3rd through 6th grade classes is:

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

The grading scale for Kindergarten through 2nd grade and non-core 3rd through 6th grade classes is:

E Excellent
S Satisfactory
M Making Progress
N Needs Improvement

## **General Faculty Policies**

### **Classroom Cleanliness**

Although regular (weekly) cleaning of the rooms is provided for, during the week instructors are responsible for the appearance of the classroom such as:

Removing paper from the floor and picking up the room.

Throwing away all trash.

Chairs, tables, and any classroom materials are put away or replaced in their original positions.

No food or drink is allowed in the classrooms. If the teacher generates an exception to this rule, then that teacher is responsible for making sure the room is cleaned and all food/beverage trash is cleaned up.

### **Hallway Between Classes**

If possible, instructors are to stand in appropriate places in order to monitor hallway behavior while classes are changing.

### **New Students**

Be alert to new students and take note of how they are adjusting academically and socially. Take extra effort to welcome them and integrate them into the class. If you observe ongoing difficulties please notify the parents and the Academic Director and/or the Head of School.

### **Classroom Visitors**

Students must obtain permission from the Administration to bring any visitor to DA by completing the Guest Visitor Form (see Appendix for sample).

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 uniform shirt.

All visitors must have a staff sponsor and be approved by the administration.

## **School Handbook**

Please read and be familiar with the contents of the School Handbook because you are expected to comply with procedures, act in accordance with all policies, and hold parents and students accountable to the standards therein.

### **Field Trips**

Teachers are allowed to schedule appropriate field trips as their schedules allow.

Please complete the Field Trip Approval form (see Appendix for sample) no later than two weeks before your trip. After your trip has been approved by the office, fill out the field trip participation form (See Appendix for sample), notifying parents of the details about the event. Ensure that all students submit the signed permission form. Students who are 18 years of age can sign their own Permission Forms.

Turn in all permission slips to the office manager by 12 p.m. the day before the trip. The office manager will provide a folder with all copies of permission slips and medical forms for the teacher to take with them on the trip.

Under no circumstances shall teachers take students on a field trip without signed permission forms and copies of medical release forms.

### **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

Parents are required to sign the envelope’s seal after they have sealed it shut.

## **Parent-Teacher Conferences**

A Parent/Teacher Conference is scheduled during the year to discuss the student's progress in the course. This is a limited time, so major issues should be discussed at another time. Teacher attendance is mandatory.

## **General Teacher Conduct**

### **Faculty Dress Code**

The ministry of education is a holy calling and of great importance, and thus should be reflected in the dress of all Dominion Academy faculty and staff. Professional dress should be modest, no short-shorts, mini-skirts, low cut, high slit, or form fitting tight clothing. Please dress appropriately to the situation, neat, and complete. Professional standards of attire should be maintained while on duty. In prescribing guidelines in the area of faculty/staff dress, we want to take into account the following:

Biblical and cultural standards generally accepted by the Christian community.

The particular situation that might affect a certain type of clothing.

The image that the faculty should present to the constituency and the community.

The aspect of teacher to student modeling.

Therefore, please do not wear jeans, shorts, or casual capris in the classroom, or when attending school sponsored activities such as Orientation, plays, concerts, and Graduation. Attire worn to sports events should follow standards of propriety though jeans, capris, or appropriate casual wear would be acceptable at these events.

### **Faculty Absences**

#### **Instructor Illness or Absence**

Sick Days - Notify the Administrator as soon as you suspect or are certain you will not attend because of illness. It is the teacher's responsibility to find a substitute for the classes missed. A list of substitutes is available in the school office. The teacher will provide lesson plans for the substitute as necessary. The substitute's pay will be removed from the teacher's pay by the business office, with the exception of when an absence is due to COVID-19.

### **Personal Days**

Since instructors are not required to teach all day, five days each week, it is expected that personal business will always be conducted outside your instruction time. Dire emergencies or severe and immediate health and medical reasons are the only exceptions.

### **Planned Absence**

In the event of a planned absence, the instructor is responsible to find a suitable replacement with the approval of the administrator. We have a number of staff who are qualified and willing to teach. Clear written instructions or lesson plans are required for the substitute's use. The substitute's pay will be removed from the teacher's pay by the business office. If a known absence is pending and a suitable staff substitute is not found, please contact the Head of School or Academic Director for recommendations and assistance.

### **Vacation days**

Vacation days are unpaid holidays which the school observes. Dominion Academy will have breaks on Labor Day, Thanksgiving (Thursday -Friday), Christmas/New Year's Day (roughly two weeks), Spring Break (one week), Good Friday/Easter Monday and Memorial Day.

## **Faculty Evaluations**

The formal new teacher evaluation process may include classroom observations of the teacher by one in-discipline peer, one out-of-discipline peer, and one administrator per school year. Experienced teachers are expected to complete a self evaluation once per academic year. This evaluation shall be turned in to the Head of School to be filed in the teacher's permanent records.

The results of each formal classroom observation, along with any necessary steps the teacher may need to improve any deficiencies, will be discussed with the teacher in a conference with the Academic Director and/or Head of the School. Copies of the formal written observation will be given to the teacher and placed in the teacher's employment file.

This positive peer dialogue and review will enable us to help one another learn and grow in our profession as teachers.

## **General Faculty Information**

### **Change of Address/Phone/Email**

Please notify the office by email of any change in personal address and or phone number.

## **Instructor Dismissal**

Long-term and repeatedly noted deficiencies in character or performance may result in dismissal of an instructor. The School Board of Dominion Academy or the Parish Council of Christ the King Anglican Church at its sole discretion may determine that certain acts, deficiencies, or situations are so grave that they may result in immediate dismissal. These include but are not limited to: sexual misconduct, criminal behavior, deficiencies in job or personal performance, physical or verbal abuse of students or faculty, and serious moral failure at home, church, or Dominion Academy.

## **Unemployment**

Dominion Academy of Dayton is a ministry of Christ the King Anglican Church and is therefore classified as a 501(c)(3) nonprofit church-related organization and has chosen not to participate in the Federal Unemployment Tax Act. Therefore upon termination of employment, regardless of the reason(s), no unemployment benefits are available.

## **Taking Attendance**

Instructions:

Attendance will be taken by the teacher, or the teacher's aide, at the beginning of each class in FACTS SIS, the school's online student service.

The attendance officer will send teachers an email notification of any students whose parents have contacted the school office about their absence. If a student is not in class, please do not assume their absence is excused, but leave it as unexcused. The office administrator or attendance officer will run daily reports and change any incorrect unexcused absences to excused as needed.

The attendance officer will determine whether the absence is excused or unexcused based on information received by the school from the parent. The attendance officer will call parents who have not left an email, voicemail or have not called their students in as excused absent or excused tardy.

Students arriving late are required to get a tardy slip from the office in order to be allowed into class. If the student arrives late to your class without a tardy slip, send them to the school office to get one. In the event that no one is in the office at the time, please make a note within your class attendance of the number of minutes the student missed.

If you notice a student is in your class but not on the roster, please notify the office/attendance officer right away. Either the teacher, or someone from the office, will need to notify the academic director to get confirmation as to whether the student needs to be added to the class



roster or not. If it is determined that the student should be added to the roster, the teacher, the attendance officer and/or the academic director need to communicate this to the registrar.

If you notice that a student is on your roster but not attending class, please notify the academic director to find out whether the student should or should not be in your class. If the student should be attending, the attendance officer and academic director will follow up. If the student should not be on the roster, the teacher, attendance officer, and/or the academic director need to communicate this to the registrar.

## **Faculty Meetings**

A two-day In-Service is scheduled before the beginning of each school year, in conjunction with student orientation. Three Teachers' Meetings are scheduled during the school year: at the beginning of the second, third, and fourth quarters. Also, there will be an end of year In-Service. Times will be announced well in advance of the meetings. Attendance is required. A meal and some compensation is provided for attendees.

## **Payroll**

Pay dates are the 1st and 15th of the month. If those dates fall on a non-banking day, paychecks will be deposited on the last banking day preceding. There are 18 pay dates beginning on September 15th and ending on June 1st. Direct deposit of payroll checks is required. In case of extraordinary circumstances, please make arrangements through the Business Office.

## **Office Equipment/Maintenance**

### **Maintenance or Custodial Requests**

Any maintenance or custodial needs should be reported to the office. Any special requests should be made in writing. Be specific as to the nature of the need and indicate when you feel it needs to be addressed.

### **Supplies and Equipment**

Dominion Academy will provide supplies for teacher use, such as paper, paper clips, staples, pens, pencils, staplers, manila folders, manila envelopes for take home tests, etc. Any special needs for equipment or other requests for material should be made to the Office Manager.

### **Copier Use**

For Dominion Academy: The Toshiba copier in the Teacher Workroom is for teacher use. The Xerox in the school office is a color printer primarily for church use, unless need dictates. Please make every effort to only copy what is necessary for class use and avoid wasting paper.

Personal Use: No charge will be made for small occasional use. Any regular use or use beyond a few pages may be done at the cost of five cents per printed page.

### **Telephone Use**

Office phones may be used for school and personal use by instructors. Long distance calls for school purposes are permitted, but using your cellphone would be preferred if you do not incur additional fees.

## **Communication**

### **Mailboxes**

Teacher Mailboxes are located in the Teacher Workroom. Teachers are expected to check their mailboxes each time they are present for instruction. Students may turn in late or missing assignments to these mailboxes. Other important communication is distributed in them as well.

### **Emails**

Most communication from the Administration will be via email, so teachers are expected to regularly check and respond to emails sent by the Office Manager, and other staff, to their dominionacademy.org email address. Please have these forwarded to your regular email if you do not want to regularly check a second email.

### **The Dominion Academy Weekly Newsletter**

During the school year, Dominion Academy of Dayton issues weekly electronic newsletters with important information for parents. Most of your communication would best be done contacting/emailing parents/families directly but there may be instances where you may need to make an all school announcement. If you have such an announcement, please copy down the information you wish to have included in the newsletter on the paper pad in the office OR send the Office Manager an email with the info by NOON on Wednesday.

It is also important that teachers receive the newsletter so that they remain informed of all events/testing/etc. Please subscribe to the Newsletter by going to the main website under Contacts, click on the Subscribe button and fill out the form. Be sure to check spam/junk mail folders if you do not receive the confirmation email or the newsletters. The most recent newsletter as well as back issues are accessible from the main page of the website dominionacademy.org.

# **Emergency Procedures**

## **Fire**

If you encounter a fire in your immediate area, move yourself and your students to a safe place and then call 911 or if you hear the fire warning, direct students to WALK to the nearest safe fire exit as follows:

Room 101 - exit through the teacher workroom fire escape door.

Room 201 - exit through main doors

Room 202 - exit through main doors

Room 203 - exit through corner (206) classroom fire escape

Room 204 (Business Office) - exit through corner (206) classroom fire escape

Room 205 (Computer Lab) - exit through (205B) fire escape

Room 206 - exit through 206 fire escape

Room 207 - exit through front door.

Parlor - exit through front door.

Nursery - exit through front door.

Teacher Workroom - exit through teacher workroom fire escape door

Father McNamara's Office - exit through outside door on Warder St.

School Office - exit through teacher workroom fire escape door.

Rooms B1 and B2 - exit through the B2 exit on Warder Street, otherwise through front door.

Lunchroom - exit through alley door.

Sanctuary - exit through door at the rear of the sanctuary.

The teacher should be the last person to leave and should close the door and windows.

Proceed to the Satellite Parking area across Warder St.

Stay with your class.

Teachers will account for all of their students and report any missing students to the staff member in charge.

Do not re-enter the building for any reason until told to do so.

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 and cover your nose

If you are trapped in a fire, close as many doors as possible between you and the fire

## **Tornado**

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

### **Remain Calm**

Instruct students to WALK QUIETLY to the lower level.

Teacher workroom and school office staff will go to the lower level restrooms and sit quietly on the floor against the walls (men to the men's restroom, women to the women's restroom).

Study Hall/Lunchroom students will move away from the windows and sit quietly on the floor the west wall of the lunch room area..

Sanctuary will go to the study hall/lunchroom and sit quietly on the floor along the west wall.

Room 101 will go to the lower level restrooms and sit quietly on the floor against the walls (men to the men's restroom, women to the women's restroom).

Rooms 201 and 206 will go to the study hall/lunchroom and sit quietly on the floor along the west wall.

Rooms B1 and B2 will sit along the west wall of their classrooms.

Rooms 202 and 203 will go to the lower level restrooms and sit quietly on the floor against the walls (men to the men's restroom, women to the women's restroom).

Rooms 204 (Business Office) will go to room B1

Room 205 (Computer Lab) will go to the lower level restrooms and sit quietly on the floor against the walls (men to the men's restroom, women to the women's restroom).

Room 206 will go to room B2

Students will remain in place until the Staff Member in charge instructs 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 and lie down and cover your head on the wall farthest away from windows

### **In Case of Student Injury**

Stay with the injured student.

Send another student to notify the school Office so that a parent can be notified and the Emergency Medical Form procedures can be followed as outlined by the parent.

# APPENDIX

## SAMPLE Positive Character Trait Slip (Blue Slip)

<b>Character Quality Displayed</b>			
Honesty	Courage	Diligence	Obedience
Courtesy	Friendliness	Excellence	Love
Respect	Encouragement	Righteousness	Other

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## SAMPLE Negative Character Trait Slip (Pink Slip)

<b>Major infraction (Suspension or Friday School)</b>		<b>Minor Infraction (Appropriate Discipline)</b>	
<input type="checkbox"/> Unexcused absence	<input type="checkbox"/> Fighting	<input type="checkbox"/> Minor horseplay	<input type="checkbox"/> Serious tardiness
<input type="checkbox"/> Lying	<input type="checkbox"/> Serious tardiness	<input type="checkbox"/> Too loud in the hall	<input type="checkbox"/> Minor disruption
<input type="checkbox"/> Cheating	<input type="checkbox"/> Serious disruption	<input type="checkbox"/> Unprepared for class	<input type="checkbox"/> Gossip
<input type="checkbox"/> Serious disrespect	<input type="checkbox"/> Intense swearing	<input type="checkbox"/> Disrespect of a classmate	
<input type="checkbox"/> Serious horseplay	<input type="checkbox"/> Destruction of school property	<input type="checkbox"/> Lack of effort in school work	
<input type="checkbox"/> Plagiarism	<input type="checkbox"/> Unauthorized use of electronic devices	<input type="checkbox"/> Minor public display of affection	
<input type="checkbox"/> Other _____		<input type="checkbox"/> Unauthorized use of electronic devices	
		<input type="checkbox"/> Other _____	

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## SAMPLE Negative Character Trait Slip (Yellow Slip)

<b><u>Unprepared for Class</u></b>	
No Homework	Incomplete Assignment
Didn't bring materials	Other _____

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## SAMPLE Uniform Violation (Pink Slip)

- No uniform shirt or unapproved upper wear
  - Unapproved lower wear
  - Wearing non-DA sweater or jacket
  - Wearing Sports Jacket
  - Other \_\_\_\_\_
-

### **Sample Stratford Trip Permission Slip:**

Date: September 1, 2011

Dear Parents and Students:

Students will be taking a trip to Stratford, Ontario Canada October 27-29, 2011. Students will leave Dominion Academy at 8:30 a.m on October 27 and will return on October 29 at 5:30 p.m. We will be driving and students will receive their car assignments soon before the trip. Mr. Herman, Mr. Veley, Mr. McNamara and Mrs. Klaben are the drivers. Chaperones include all the drivers as well as: Mrs. McNamara, Mrs. Herman, and Mrs. Burns.

Please sign the attached permission slip and have your student return to me no later than noon the day before the trip. Copies will be made by the school office as well as copies of his or her emergency medical form.

Students must have his or her permissions slip, as well as an emergency medical form on file in order to be allowed to on this trip.

Please contact me if you have any further questions.

Sincerely,

Mrs. Sandy McNamara  
937-470-4977  
sandy.mcnamara@dominionacademy.org

**Sample Field Trip Permission Form:**

Staff Member in Charge of Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Name of Event and Destination: \_\_\_\_\_

Date & Time of Departure: \_\_\_\_\_

Date and Anticipated Time of Return: \_\_\_\_\_

Method of Transportation: Driving:

Teacher

Notes: \_\_\_\_\_

Student Cost \$: \_\_\_\_\_

The above student is eligible to participate in the above school-sponsored event that may require transportation to a location away from school grounds. This activity will take place under the guidance and supervision of a school designated adult leader.

If you would like your child to participate in this event, please read, complete, sign and return this form which includes your consent, as well as a full release of liability. As parent or legal guardian, you remain fully responsible for any acts of the named student during this activity.

The undersigned parent, guardian or legal representative hereby consents to the participation of the above-noted student in the event described and further consents to the conditions stated above on participating in this event, including the method of transportation.

For and in consideration of the student being allowed to participate in this event, and other valuable consideration, the undersigned parent, guardian, or legal representative, on behalf of the student and the student’s parents, personal representatives, assigns, heirs, and next of kin, does hereby release and hold harmless Christ the King Reformed Episcopal Church, Dominion Academy of Dayton, its school board members and employees, agents, volunteers, and providers of transportation (including those who provide vehicles reasonably determined to be appropriate for the above activity), engaged in this particular event, their personal representatives or assigns, from any loss or damage on account of any injury to the person or the personal property of the student, or death caused by negligence or otherwise, while the student is engaged in the above-stated event or in transportation to and from said event. The undersigned expressly agrees that this release, waiver and indemnity Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Ohio, and that if any portion of this Agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The undersigned parent, guardian, or legal representative understands that in case of emergency, every reasonable effort will be made to contact him/her. The undersigned parent, guardian, or legal representative, in the event that he/she cannot be so reached, hereby gives permission to the licensed health-care practitioner selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication to the student noted above.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

*This form must be turned in to the Staff Member in charge of this field trip no later than 8:00 a.m. on the day of the trip.*

## Sample Field Trip Approval Form & Checklist

Name of Event, if applicable: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Anticipated Time of Return: \_\_\_\_\_

Staff Member in Charge of Event: \_\_\_\_\_ Phone: \_\_\_\_\_

School Group in Charge of Event: \_\_\_\_\_

Students or Class Attending: \_\_\_\_\_

Is this a recurring event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please give days/dates/time (if different from initial event): \_\_\_\_\_

How will this trip be advertised? \_\_\_\_\_

How is this trip being funded? \_\_\_\_\_ Approximate Cost? \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Transportation Responsibility (check all that apply):

Parent \_\_\_\_\_ Student \_\_\_\_\_ Teacher \_\_\_\_\_

Name of Driver \_\_\_\_\_ Contact Number: \_\_\_\_\_

Name of Driver \_\_\_\_\_ Contact Number: \_\_\_\_\_

Cost per student, if applicable: \_\_\_\_\_

Person purchasing food/tickets: \_\_\_\_\_

Method of Payment:

School Credit Card: \_\_\_\_\_ Cash: \_\_\_\_\_ Personal Funds for Reimbursement: \_\_\_\_\_

Teacher Notes: \_\_\_\_\_



**SAMPLE Permission for Guest Visitor During a School Day**

Visitor Name: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone number: \_\_\_\_\_

Guest of: \_\_\_\_\_

Date: \_\_\_\_\_ Time of Visit From: \_\_\_\_\_ To: \_\_\_\_\_

Classes to Be Visited:

\_\_\_\_\_  
\_\_\_\_\_

Reason for Visit \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (Print) Parent/Guardian Signature

\_\_\_\_\_  
Home Phone Work Phone

\_\_\_\_\_  
Other Emergency Contact Name Other Emergency Contact Phone

\_\_\_\_\_  
Teacher Signature Teacher Signature

\_\_\_\_\_  
Teacher Signature Teacher Signature

\_\_\_\_\_  
Teacher Signature Teacher Signature

\_\_\_\_\_  
Headmaster Signature Date of Approval

Parent/Guardian of visitor must submit this **COMPLETED** form **WITH REQUIRED SIGNATURES** by the day of the visit. Students are required to abide by the Conduct and Behavior rules as outlined in our School Handbook. The Handbook can be viewed by visiting our website at [dominionacademy.org](http://dominionacademy.org). Guest students are not required to wear Dominion Academy uniform shirts. If guests do not obey rules, regulations, teachers, and staff, their parents will be called to retrieve their child immediately. Guests who have transported themselves to Dominion Academy will be asked to leave the premises immediately. Dominion Academy reserves the right to deny guest visits at their discretion.

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SAMPLE DA Eligibility Reinstatement Form**

Student

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Instructor: \_\_\_\_\_

Mid-term Grade: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Teachers

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Teacher Signature Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Headmaster Signature Date

\_\_\_\_\_  
Reinstatement Date