Student Handbook 2026-2027

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This Handbook explains our policies and regulations. **We ask parents to study it carefully and accept responsibility for 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 with the Handbook is the criteria required for continued enrollment in Dominion Academy of Dayton (DA). If there are any questions concerning its contents, please contact the Head of School.

Non-discriminatory statement

The Dominion Academy of Dayton school recruits and admits students of any race, color or ethnic origins to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and employment, scholarship and loan programs, and athletic and other school administered programs.

The Dominion Academy of Dayton school will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.

Identity and Purpose

Dominion Academy of Dayton is a ministry of Christ the King Anglican Church. The mission of Christ the King Anglican Church is to preserve, teach, and live the historic Christian faith in communion with other branches of Christ's Church to advance His Kingdom in all the earth. For more about Anglicanism, visit Christ the King's website at http://www.ckrec.org/ .

Dominion Academy of Dayton is a classical Christian school providing a college preparatory education based on the Bible, reason, and tradition. We strive to be an academic community which prizes learning well to love well.

Christian: While rooted in Anglicanism as a ministry of Christ the King Anglican Church, our students and teachers come from many other Christian traditions– Anglican, Reformed, Roman Catholic, Evangelical, and Eastern Orthodox. Unified by our common love for the Lord, *and* commitment to *the authority of Holy Scripture and* creedal essentials, we strive to faithfully pass on Christian spiritual and intellectual traditions to the next generation.

Classical: The classical vision is summed up in a proper love of the True, the Good, and the Beautiful. It is a well-balanced education oriented around cultivating wisdom and virtue. Our students are rooted in the liberal arts, learning in dialogue with primary sources and the great ideas of western and non-western civilization. We believe that a classical education dynamically trains a student's character and imagination for the challenges of the future.

College-Preparatory: Since history's great ideas should naturally lead to engaging with today's opportunities, we are relentlessly practical and use our experience to prepare students for life after high school. Our PSAT, ACT, and SAT scores are consistently very high, due to rigorous test preparation and teachers who guide students according to their individual needs. Our collegiate-model schedule

encourages student initiative and builds self discipline. Most graduates receive full or part time tuition scholarships to the colleges they choose to attend.

Statement of Faith

We believe in the historic faith *fundamentally articulated* 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 *and dignity* before the Lord, but by God's wise and loving design and decree, fill different roles and responsibilities in marriage and the church. We believe 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.

Marriage, Gender, and Sexuality

> We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27, 2:19-25).
>
> Rejection of one's biological gender is a rejection of the image of God within that person.
>
> We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25; 1 Corinthians 7:1-5).
>
> We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4).
>
> We believe that intimate sexual activity is an 'act of marriage' and that God has commanded no such activity be engaged in outside of a marriage covenant between a man and a woman.
>
> We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).
>
> We believe that in order to preserve the function and integrity of Dominion Academy of Dayton as a ministry of the local Body of Christ and the Reformed Episcopal Church, and to provide a biblical role model to Dominion Academy's members and the community, it is imperative that all persons employed by Dominion Academy of Dayton in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Dominion Academy of Dayton.

In accordance with the teaching of Scripture, the ecclesiastical standards of the Reformed Episcopal Church, and the clear and express teaching of her Bishops:

- The use of restrooms, locker rooms, and changing facilities will conform with the student's/staff member's biological sex.
- Students/Staff are expected to refrain from all intimate sexual conduct outside the union of one man and one woman in Holy Matrimony.
- Failure to comply with these expected standards will subject the student/staff to potential disciplinary action up to and including expulsion or dismissal.
- Students in a leadership capacity must not advocate for or claim to adhere to standards or positions conflicting with this statement.

Applying for Admission to Dominion Academy

If you are interested in applying for admission to Dominion Academy of Dayton, please note that we have adopted an admissions policy that opens the school to families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

To be accepted as a student at Dominion Academy, at least one of the student's parents/guardians or host parents/guardians must be an active member in good standing of a local Christian congregation that meets in a physical location weekly.

Before applying for admission to our school, please review this Handbook; it will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The first several pages of the Handbook explain our religious purpose, mission, and beliefs. This school understands, believes, teaches, and practices the teachings of Holy Scripture according to ancient, orthodox, catholic, and Anglican traditions. If you do not agree with our religious mission and beliefs, enrolling your child in our school will likely cause him or her confusion.

For example, if a question regarding biblical lifestyles arises in assembly or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our doctrinal stance, that answer will likely

create conflict in your child's heart and mind. This internal conflict could drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home.

If you are in agreement with our philosophy of education, our understanding of biblical truth, our commitment to express them in a school environment and to live them out, and are comfortable with things which may differ from your background and tradition, this school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.

For information about applying, please visit the Admissions page on our website.
https://www.dominionacademy.org/admissions/

Admissions Policy

Dominion Academy of Dayton exists to offer a classical Christian education in a Christian environment. Students will be carefully selected in order to maintain high standards. Applications will be approved on the basis of available space and Dominion Academy of Dayton staff assessment. We reserve the right to deny enrollment to any applicant at the discretion of Dominion Academy of Dayton School Board. Such denial will never be on the basis of race, color, or national origin.

Church Attendance Policy: To be accepted as a student at Dominion Academy, at least one of the student's parents/guardians or host parents/guardians must be an active member in good standing of a local Christian congregation that meets in a physical location weekly.

Students with IEPs: Dominion Academy does not employ the services of trained special needs instructors, therefore we do not have special needs educational programs with services that provide for Individualized Education Plans (IEP). We do offer the services of private tutors for improving math and reading skills. On a case-by-case basis, we may be able to accommodate students with limited medical IEPs (e.g. allergies, diabetes, etc.). Parents are required to notify administration of any pre-existing IEPs during the admissions process.

Placement Testing: It is Dominion Academy's practice to administer placement tests for students entering school. We administer diagnostic tests in Language Arts and math. Furthermore, if a student is placed in an upper level class and after 3 to 4 weeks is struggling to learn due to lack of fundamentals, we reserve the right to re-assign them to a lower level course in the same subject.

Below are some of the standards that we will use when evaluating prospective students:

- *Spiritual Considerations*
  - Personal Christian commitment of parents and students.
  - The willingness of parents and students to be supportive of the school's Christian philosophy of education.
  - Willingness of parents and students to support the administration and faculty in carrying out the goals and programs of the school.

- *Behavioral Considerations*
  - History of acceptable citizenship in previous school experience.
  - Agreement of parents and students to abide by the behavior standards established by DA.
  - History of excessive absences from previous educational institutions.

- *Academic Considerations*
  - Documented record of acceptable grades in previous school experience.
  - Acceptable scores on achievement tests.

- *Personal Considerations*
  - Student's special interests, talents, and skills.

Dominion Academy practices rolling admissions. We will review completed applications on a rolling basis.

Step One- Campus Tour and Application

The prospective family and student will:

1. Arrange for a campus tour.
2. Notify staff if student shadow day desired.
3. Submit application and pay fee.

Step Two - Church Verification

Administrative staff of the applicant family's home congregation will be contacted to verify attendance and standing.

Step Three- Application Review and Grade Level Assessments

1. Academic Director will contact the family to conduct grade level assessments.
2. Admissions committee will review applicant's previous school documents and assessments.
3. Academic directors and Head of School will make a recommendation regarding admittance and grade level.

Step Four - Head of School Meeting

The School Administrator will then contact the family to schedule a Head of School meeting with the students and parents. After that meeting, a formal letter will then be given to the family concerning the student's admissions status.

Step Five - Enrollment

Upon notice of acceptance, using the FACTS Family Portal, the following items must be completed in order to finalize the enrollment process.

1. Submit the enrollment packet.
3. Provide required immunization records or waiver.
4. Provide a copy of official birth certificate.
5. Finish the tuition payment agreement.
6. Subscribe to the School Newsletter.

Final Step
Students entering all grades will be contacted by the school regarding important dates for orientation, teacher assignments, supply lists, etc. Junior High and High School students will need to meet with their Academic Director for Advising, to determine their class schedule.

Yearly Re-enrollment Policies
Student enrollment will be evaluated on a yearly basis. Enrollment priority will be given to full-time students. Those students who continue to not meet performance standards behaviorally or academically will be placed on **Provisional Status**. Three criteria will be used to evaluate Provisional Status:

- Grade averages in any subject below 70%
- Students' behavioral notifications (pink/yellow slips)
- Meeting or improving yearly performance standards

Families will be notified with a letter if a student is placed on Provisional Status and given the opportunity to improve their grades and behavior in order to be registered for the upcoming school year. In most cases, re-enrollment status should be determined before the end of the fourth quarter.

Re-enrollment Financial Policy
All families that have an outstanding balance from the previous school year must be paid in full by the first day of classes for the new school year or have completed a written agreement with the business office approved by the Head of School and/or school board.

Notifying the Local School District
Dominion Academy is recognized by the Ohio Department of Education as a chartered non-public school. We notify the school districts only of full-time students.

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 homeschoolers:** If your student is a full-time student at Dominion, you do not have to file a Homeschool Notification to your local superintendent for that student.

If your student is **not currently registered as a full-time student** at DA, you must register your children as being homeschooled. DA can provide **report card** documentation of classes taken upon request.

School Withdrawal Policy
To withdraw from the school, parents should obtain the Withdrawal Form (available from the website or from the Office), and must arrange for required meetings, obtain required signatures, and deliver to the business office in order to be formally withdrawn. 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 prorated refund schedule will be used, or the refund will be determined by the state in the event of EdChoice voucher use.

1. Withdrawal by the end of week **two** – 100% refund

2. Withdrawal by the end of week **three** – 80% refund
3. Withdrawal by the end of week **four** – 60% refund
4. Withdrawal by the end of week **five** – 40% refund
5. Withdrawal by the end of week **six** – 20% refund
6. Students withdrawing from a course after the sixth 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.

General Policies

Volunteer Hours
Every family is required to donate volunteer hours to Dominion Academy of Dayton each school year through school sanctioned events OR pay the Volunteer Waiver Fee. Employees of Dominion Academy are exempt.

Each full time family must commit to a minimum of 12 hours per year (6 hours per semester) or pay the Volunteer Waiver Fee of $150.00. If volunteer hours are not completed, full time families will be invoiced in January and May for the Volunteer Waiver Fee of $75.00 each semester.

Each part-time only family must commit to a minimum of 6 hours per year (3 hours per semester) or pay the Volunteer Waiver Fee of $75.00. If volunteer hours are not completed, part-time only family will be invoiced in January and May for the Volunteer Waiver Fee of $37.50 each semester.

Refrigerator Use
Refrigerators at DA are for the purposes of keeping students' lunches fresh for the day. Students should bring only food for a single school day, and may not store leftovers overnight. Accumulated food in the refrigerators will be thrown out on a daily basis to make room for the next day's needs, and for the use of the church on evenings and weekends.

Eating and Drinking
No students will be allowed to consume food or drink anywhere in the building except the refectory (cafeteria)/study hall area. There are no exceptions allowed for the sanctuary.

No student will be allowed to share personal food or drink items at any time. Families will be notified within the first three weeks of school of any food that is not allowed at DA due to allergies.

Celebration treats need to be pre-approved by the teacher and/or administration.

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.

Granting Entrance Through the School Doors
The only people that should be opening school doors for people to enter are adult staff members. No student should open the door.

Student Use of the School Phone
Students must ask permission prior to using any school phones. Calls should be limited to parents/guardians or official school business.

The Calendar Year
The school calendar is set by the DA Board and provides the following minimums each school year:

455 hours for students in half-day kindergarten;
910 hours for students in full-time kindergarten through Grade 6;
1,001 hours for students in Grades 7-12.

Attendance

Notification of absence

Parents and/or guardians should email (attendance@dominionacademy.org) or call the school office if a student is going to be absent on a given school day. Parents must inform the school office and teachers via email of any planned absence at least one week ahead of time and are responsible for getting all assignments. Students may not have more than 20 unexcused absences within a school year.

If school closings due to weather or other circumstances cause the school instruction hours to fall below the required minimums, make-up days will be scheduled.
For a detailed calendar of events, semester dates and other info, visit the school website at https://dominionacademy.org/

Excused Absences include:

Illness or injury of the child. The parent/guardian must provide documentation to Dominion Academy. Any absence for illness or injury of the child which exceeds three days absence from school must be certified in writing by a physician or appropriate health professional.

Illness in the family necessitating the presence of the child. The parent/guardian must provide documentation stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds three days of absence from school must be certified in writing by a physician or appropriate health professional.

Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.

Death of a relative. The absence arising from this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student.

Medical or dental appointment. The parent/guardian must provide documentation to the school, which may require a written statement from the physician or dentist upon request.

Observance of religious holidays. A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation detailing dates of all absences for religious holidays.

College visitation. The parent/guardian must provide documentation from the college, university, or technical college verifying the date and time of the visitation.

Emergency or other set of circumstances. The parent or guardian must provide documentation to Dominion Academy detailing the emergency circumstances.

Unexcused Absences
Students who have more than two unexcused absences in any given class, in one quarter, may have his or her grade lowered by one letter grade, at the administration's and teacher's discretion.

Students who miss 3 days due to illness must provide a doctor's note for any additional absences. If a student does not provide documentation of illness after 3 absences, his grade may be lowered by one letter grade.

Illness Policy

A student should stay home from school if he or she:

Has a fever 100.4 degrees or higher
Has been vomiting or has diarrhea
Has very red, irritated, or crusty eyes not evaluated by a medical provider
Has a rash not evaluated by a medical provider
Has a severe sore throat
Has head lice or nits
Has symptoms that keep your child from participating in school, such as:

- Very tired or lack of appetite
- Deep or uncontrollable cough
- Severe pain from earache, stomach ache, body aches, or headache
- Coughing or sneezing often because this spreads the sickness to others.

<u>24 Hour Rule:</u>

FEVER: Keep your child home until his/her FEVER has been gone WITHOUT medicine for 24 hours.
VOMITING OR DIARRHEA: Keep your child home for 24 hours after the LAST time he or she has vomited or had diarrhea and is eating a normal diet.
ANTIBIOTICS: Keep your child home at least 24 hours after the FIRST dose of antibiotic.

Illness During the School Day
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 Contacts section of your online enrollment packet has correct home and work numbers and inform us whenever they change. Changes

can be made by contacting the office or updating the Emergency Contacts web form through FACTS Family Portal.

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, equipped with all necessary materials.
- Students are considered tardy when arriving late or unprepared.
- According to state guidelines, every accumulated hour equals an hour of absence. Absences of more than 65 or more hours in one school year will be marked as "Excessive Absences," and will be liable to absence intervention policies.
- Chronic tardiness to class may result in disciplinary action.
- Students may not skip a class or come to class late without a proper excuse and an email or phone call from the parent.
- If a student arrives after the time that class starts, he or she should go to the school office to receive a tardy slip, which should be given to the teacher upon arrival to class.

Special Permission to leave DA

Only grades 10-12 may receive special permission to leave DA during lunch or study hall. A parent or guardian signed permission slip must be on file in the school office. Students with permission to leave during lunch/study hall must sign out from study hall AND in the school office and then go directly to their destination, come directly back to DA and sign in both places. Students may use this permission a maximum of <u>two times</u> per day. Students who fail to comply or abuse this privilege will lose their off-campus privileges.

Students must inform the office if they are leaving DA's campus earlier than scheduled end of day classes.

Students must inform the office if they will be arriving at DA earlier than normal.

Students must inform the office and receive advance permission from the academic director and head of school if they intend to stay at DA past their normal time of dismissal.

Dress Code

All Students

All upper-body wear and plaid patterns **must** be ordered through Dominion Academy Land's End Uniform store; a link can be found on the DA website (pay close attention to differences between athletic wear and school wear) or from the DA used clothing supply.repository typically found on the lower level of campus.

Lower body wear can be purchased from any store as long as the below guidelines are followed.

Students must dress in conformance to their biological gender.

All uniform shirts, sweatshirts, hoodies, and sweaters that are owned and used by families currently may continue to be used until they become non-serviceable **(holes, tears, stains).**

Students are expected to follow DA dress guidelines from the moment they enter the building until the time they leave, or participate in a school activity requiring a change of dress such as physical education and drama.

Lower Body Wear:
All Lower Body Wear may be khaki, black or charcoal, gray or pewter, navy, white or off white, or DA's approved Land's End plaid.

- No jeans of any color are allowed.
- No athletic shorts except in athletic classes. Students must change into approved lower body wear after the athletic class.
- Shorts/Skirts/Dresses: must extend to the knee with or without leggings.
- No cut-offs.
- No Lower Body Wear with cargo pockets.
- Pants: Should not be too tight, should be worn at the waist, and should have no rips, tears, holes, or frays.
- Shoes: any kind without heels more than one inch; Only sandals with a back strap are permitted.

Upper Body Wear
All Upper Body Wear should be purchased from the Dominion Academy Land's End Uniform Store or DA's used clothing supply., and must be DA colors - red, black, or white.

- No tees, long sleeve or short.
- All upper body wear shirts, tops, jackets and sweaters must have the DA logo.
- Upper body wear (shirts/blouses) should not be too tight, not too short and may only be worn as designed with no tying or safety pinning.
- White blouses must be worn with an undershirt, not a tank top, underneath.
- If an undershirt is worn under a logoed outerwear item, it must be a solid colored. DA shirt with no pattern. If the solid colored non-DA shirt is worn, the outerwear item must be zipped up and worn the entire school day.
- Students may wear Land's End Uniform collection neckties if they are wearing an appropriate button down shirt or blouse. However, only ties matching the Land's End Uniform collection will be permitted.
- All sweaters or jackets worn over the DA uniform shirt must also have the Land's End DA logo and be purchased from Land's End.
- Students should not decorate their shirt in any way or alter the color of the embroidered logo.
- If there is a related sports event on a given school day, in lieu of the official DA uniform shirt, students may wear their DA sports uniform top (cheerleading, cross country, track and field, soccer, intramural soccer, basketball, volleyball, etc.) with regular uniform bottoms.
- Full uniform change may occur offsite or 10 mins prior to leaving campus.

Hair, makeup, hats, shoes, etc.:

- No unnatural hair colors.
- Hats and/or hoods are not permitted to be worn during the school day. Students wearing hooded sweatshirts and jackets may not wear their hoods up while in the building or indoors at DA functions.

- Girls may not wear extreme, unnatural makeup, or facial piercings outside of ears.
- 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.

Friday Dress Code
Students must follow all dress code requirements on Fridays but may wear DA t-shirts with approved designs for Friday classes and labs. This includes any past or present athletic uniform shirts, award-winning DA image, or old or new logo shirts and approved spirit wear.

If clothing does not meet the dress code, the students will have to call home, and parents will need to bring appropriate clothing in order for the student to return to classes. If appropriate clothing cannot be obtained, the student will be billed for appropriate clothing from the DA used clothing supply.

Students with repeated 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.

Guests at DA

Guests During the School Day
Potential students must obtain advance permission from the Administration to visit to DA. Each guest must bring with him or her a completed Permission for Guest Visit Form (See Appendix for sample) found on the website (https://www.dominionacademy.org/admissions/forms-ands.cfm) to submit to the office upon arriving at Dominion Academy.Guests are expected to follow the same guidelines for conduct and dress as our students, however they will **not** be required to wear a Dominion Academy uniform shirt.

Alumni or former students who wish to visit should immediately sign in at the office and have a sponsor for their presence. No former students should enter the building and disrupt classes or other students under any circumstances.

Other guests: all guests must be signed in at the front office and be sponsored by a staff member who is responsible for their presence.

Guests at School-Sponsored Events
All permitted guests at school sponsored events (non-fundraisers), specifically those hosted by the National Honor Society, Student Government, and the Senior Graduation Ball must read and sign the Guest Policy and Commitment Form (see Appendix for sample) found on the DA website (https://www.dominionacademy.org/admissions/forms-ands.cfm).

Policy 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.in a timely manner.
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. according to the dress code.
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 Student Handbook.)
Volunteer for the designated number of hours required OR pay the Volunteer Waiver Fee.

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

The Kingdom of God is righteousness, peace, and joy in the Holy Spirit. To do my part in bringing the blessings of Jesus' reign to the Dominion Academy community, by the grace of God I will...

1. Conduct myself with virtue, valor, honor, and integrity*.
2. Seek always to do unto others as I would have them do unto me.
3. Not to lie, steal, cheat, nor tolerate it when others do.
4. Recognize God's delegated authorities in my life, give honor to whom honor is due, submission to whom submission is due, and be thankful for what gifts He will bring to me through them.
5. Take responsibility for my actions and those of my fellow students by reporting any infraction of the Student Honor Code to the administration.

When I fail in any of these things knowingly or unknowingly, I will be open to godly rebuke and accept discipline without complaining. I will take initiative to confess, repent, and make restitution for wrongs committed.

When wronged by another I will not gossip, slander, nor seek to ruin another person's reputation in the eyes of others. I will settle things according to the Word of God, with humility and patience. I will forgive as I hope to be forgiven.

All of this I will do with the means God provides and strength from heaven, the Lord being my helper.

*virtue – virtue is moral excellence.
*valor – boldness and determination in facing trouble, courage and bravery especially in battle.
*honor – showing great respect, regard, and esteem for another
*integrity – soundness of moral character reflected in all facets of life.

Failure to report infractions of the Honor Code may result in disciplinary action.

Student Conduct and Behavior

Study Hall
All students must remain in the study hall during the scheduled class.

Students must respect and honor the instructions of all Study Hall monitors.

Quiet Study Hall: These times are at the discretion of the Study Hall Monitor and include all times during classes except during prep school break, lunch time, and after 2:15pm. During quiet study hall, students may read,, and work on school work, but they may not socialize. If they must communicate with another student briefly, they must whisper. Students may not share computing devices unless in the case of an emergency.

Students who wish to go to the computer cart or another permitted location, must receive written permission (a pass) from the Study Hall monitor or the Head of School.

Students are responsible for cleaning up after themselves during study hall. Anyone who makes a mess and does not clean it up will be given cleaning chores.

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

Proper Dismissal from Classes and Deviation from Normal Schedule
Students must remain with their assigned teacher until properly released. Cathedral students must have a DA pass when leaving their assigned teacher. Students may not wait for transportation outside or in the stairwell by the door. Students may not be outside the school building unless accompanied by a teacher/staff member. If students need to communicate with their parents/ride, their parents/ride will need to call the office who will let the Study Hall Monitor/student know their ride has arrived. (See the paragraph, Special Permission to leave DA, found under the Attendance heading, for one notable exception to this rule.)

Books/Textbooks
All books remain the property of DA and must be returned at the end of the year. Students must keep these books in exceptional, like-new condition. A student may be charged a fee for any book that is highlighted, marked, or damaged in any way. If the book is lost or unusable, the student will have to pay the cost of replacing the book.

Parents are required to cover each school issued hardback book being used with cloth or paper book covers within one week of receipt.

Cell Phone, Smart Watch, Tablet, Laptop Policy

Dominion students (K-12) are required to leave their personal devices at home. A personal device includes – but is not limited to – cell phones, laptops, smart watches, and tablets. This policy will apply to the entire school day – Monday-Friday, 7:30 a.m. to 4:15 p.m.

Students with severe medical needs requiring a cell to track personal medical information (e.g. an insulin pump) may appeal to the school board for permission to have their student bring a device to school. Likewise, students involved in extracurricular activities immediately after school (e.g. sports) may appeal to the Head of School for permission to store a device in the office until dismissal. In this case, parents will need to fill out a personal device need form so the student can store their device in the office for retrieval at the end of the school day. Devices will not be available for use during regular school hours including lunch, recess, or study halls.

Students MAY use school-issued Chromebooks under teacher supervision during the school day for school-approved activities. **Parents who need to communicate with a student during the instructional day may do so through the main office: (937) 224-8555.**

Students who bring a personal device to school and do not turn it into the office staff or collection box immediately upon entering the building will have the device confiscated and the student will receive an automatic detention class. The device will remain locked in the office until a parent or legal guardian claims it from the office.

Internet and Computer Expectations

DA assigns laptops/ chromebooks with internet and printer access for student classroom use. Authorized students may use these computers as tools to complete a wide range of school and approved extracurricular assignments/projects. Direct supervision by school personnel of each student using the computers is not always possible. Students are expected to use the internet, computers and printers in a manner consistent with the guidelines found in the student handbook. We encourage parents to discuss

with their children their own expectations for their child's Internet use.

Internet activities that are not permitted:

- Searching, viewing, or retrieving materials that are sexually explicit (or otherwise inappropriate or not consistent with Christian standards), profane, violence-promoting, or illegal materials is not permitted.

- Copying, saving, or redistributing copyrighted materials (Users should assume that all material is copyrighted unless explicitly noted.)

- Subscription to any services or ordering any kinds of goods or services;

- Sharing of the student's home address, phone number, or any other personal information;

- Any activity that violates a school rule or a local, state, or federal law.

DA Computer Use Expectations

- Computer classes and testing always have priority use of DA laptops/chromebooks and peripherals.

- Do not alter or damage laptops/chromebooks, peripherals or software.

- No personal software of any type is to be used on DA laptops/chromebooks without prior approval.

- Students are only allowed to use laptops/chromebooks designated for student use. Students may not use staff computers or printers.

- No food or drink on or near DA laptops/chromebooks or peripherals.

Dominion Academy Theatre Program Protocols

In the last few years our prayers have begun to be answered for the growth of our school. These increased numbers have also brought more students to our theater program. We thank the Lord for answering our prayers, but with growth comes change. This large theater program has necessitated us making some changes to the use of our sanctuary chancel area (stage).

Two principles are undergirding this need for change:
(1) this is a sacred space and
(2) the number of young children in the space requires measures to protect the worship items.

Below are the necessary changes:

(1) Regarding the sacred space: we no longer want any students standing on, laying on, or in general using the altar as stage furniture;
(2) No students should be standing on the communion rail for performance;
(3) The cushioned kneelers must be gently moved to the pews for rehearsals and NOT sat

upon while in the pews, then moved back and neatly replaced at the end of rehearsal;
(4) We no longer want to move the chancel furniture (pulpits, chairs, tables out into the gallery for performances. Most of these items are antiques and moving them so frequently is causing their joints to become unglued;
(5) The processional cross must be moved by ADULTS into either the sacristy or Fr. Wayne's office with the "corpus" (body of Christ) removed. As we are all aware, it has been broken several times;
(6) We will NOT be removing all items from the stage until production week (that is the first Monday of the performance week;
(7) For performances and during production week ALL items EXCEPT altar implements will be "stored" on the dais by the piano; the black curtain shall be hung on the hooks in the wall above the piano to hide the storage area.
(8) Altar implements (candles, candlesticks, pulpit Bible stand, flower arrangements, and "tabernacle") need to be stored in the sacristy.

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

A **Pink Slip** is a negative character slip that is given for major and minor infractions. An email is sent to the parent through our FACTS computer system. These notifications become a permanent part of the student's files. If a student acquires three pink slips, they will be assigned Friday School or an in-school suspension. A sample pink slip can be seen at the end of this handbook.

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 by an appropriate consequence including but not limited to completing a chore.

Major/Minor Infractions

For **Minor** infractions, the student is given an appropriate consequence, monitored by faculty or staff.
Minor infractions include but are not limited to: Defiance/Disrespect/NonCompliance/ Refusal to follow directions or instructions, Inappropriate Language, repeatedly unprepared for

class, repeated lack of effort in class and/or classwork, dress code violation

For **Major** infractions: The student can be given a suspension, receive a major disciplinary action, or be expelled.
Major infractions include but are not limited to: drug use, drinking alcohol, smoking, fighting or inciting a fight,swearing, blasphemy, theft, any form of criminal activity, bullying in an form, 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, if a student is removed from the class due to behavior, repeated dress code violations

Yellow Slips
Yellow slips are given when a student has either not brought homework, not completed homework, or not brought other appropriate materials to class. A sample yellow slip can be seen in the Appendix.

Blue Slips
Blue slips are issued when a student has demonstrated excellent behavior. A sample blue slip can be seen in the Appendix.

Three Suspensions for Major Infractions

The DA School Board and Administration will form a **Discipline Review Board (Academic Director, Administration, and DA School Board)** in the event of a third suspension. The convening of a **Disciplinary Review Board** is at the discretion of the school board. At that time, the student's continued enrollment at DA will be considered. The Administration will provide a written report and recommendations to the DA School Board, and the Pastor and Parish Council of Christ the King Anglican Church. The final decision regarding a student's enrollment status will ultimately be decided by these entities. The convening of a Disciplinary Review Board is at the discretion of the school board.

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: guns, 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 and dismissal from the school. Students who may need to bring a weapon-like prop for a school presentation of any kind must receive special permission from the Administration and abide by the conditions and limitations of any such permission that may be received.

Persistent Problems
Repeated disobedience or disruptions will result in dismissal from individual classes or possible dismissal from the school. Before dismissal is considered, parents and students may be required to attend a Disciplinary Review Board meeting . 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 (adminstration's email) and/or DA School Board (board@dominionacademy.org), they may provide a written appeal to the Administration within two weeks of being notified of the incident.

Academic Policies

Cathedral School

Portals
Portals are the doors to the cathedral. In our program, the portals are the entrance, the starting place for the rest of the program.

Language Arts
In K-2 Language Arts is explored through the SuperKids program. In grades 3-6, language arts are explored through composition, grammar, and literature.

Mathematics
In K-6 mathematics is explored through Primary Mathematics. Primary Mathematics follows the Singapore approach from concrete to abstract.

Buttresses
Buttresses reinforce portals and add components to make the program soar to the heights of classical education.

Science
In grades 1-6 science is explored through the biblical based science through BJU. Students are also enrolled in their grade level health classes, grades 3-6 are separated by gender.

History
In grades K-2 history is incorporated through the Superkids program. In grades 3-6 history is explored through the Story of the World series.

Latin
Starting in 3rd grade students will explore the Latin language through various curriculum including Sing Song Latin.

Vaults
Vaults are incorporated into the program to add to the beauty and wonder of the portals and buttresses.

STEM
In grades 1-6 STEM will explore different topics according to their grade level science.

Technology
In grades 3-6 technology classes will explore keyboarding, Google suite, and coding.

Music

In K-3 students will explore the elements of music through a variety of vocal activities. In 4-6 students will be in an ensemble setting to explore the elements of music through a variety of vocal activities.

Art
In grades K-6 elements of art will be explored through a variety of modes and presentations.

Drama
Theater arts will be explored in grades 1-6. Students will get hands-on experience in the different aspects of theater and plays.

Grading Scale K-2 and Vaults

E = Excellent	Performing WELL above grade level expectations
S = Satisfactory	Performing within grade level expectations
M = Making Progress	Performing below grade level expectations
N = Needs Improvement	Performing WELL below grade level expectations

Grading Scale 3-6

A 90-100	Performing WELL above grade level expectations
B 80-89 C 70-79	Performing within grade level expectations
D 60-69	Performing below grade level expectations
F 59 and below	Performing WELL below grade level expectations

Academic Testing
State achievement tests to tell us how well our students are growing in the knowledge and skills outlined in Ohio's Learning Standards. In order to be eligible for promotion to 4th grade, the state of Ohio requires that all 3rd grade students score proficient (700 or higher) on the English language arts scaled score. Below are the grade level testing requirements.

Grade Level	English language arts	Mathematics	Science
Grade 3	✓	✓	
Grade 4	✓	✓	
Grade 5	✓	✓	✓
Grade 6	✓	✓	

Promotion Policy: Students must show grade level proficiency to be eligible for grade level promotion.

Kindergarten - grade 2: Students must score proficient on 80% of their grade level checklist in both language arts and mathematics.

Grades 3-6: Students must have a 70% final average in all portal classes **AND** earn a proficient score on the state test or local assessment.

If a student is not eligible for grade level promotion a conference will be held with the Cathedral Academic Director, teacher, and family.

Students moving up from 6th grade to 7th grade will be placed in either 7th grade math OR pre-Algebra, depending on their state test scores and/or local assessment.

Junior High and High School

Transferring Credits

Anyone requesting a Transfer of Credits should fill out the Credit Transfer Form (obtainable on the Dominion website or in the school office) and take the $100 end of year test to count individual classes as DA credit.

- Homeschoolers transferring in as high schoolers must create their own transcript to transfer it into Dominion with a $25 transfer fee. These classes will not be counted as Dominion classes unless the Transfer of Credits process is undergone.

- Homeschooled students desiring to change their student status to full-time in order to seek a Dominion Academy diploma MUST register as a full-time DA student by the first semester of their junior year. It is *not* possible for a student to complete all credits required for DA graduation in less than two full academic school years.

- Seniors transferring in from their previous Christian schools may be able to graduate from DA by taking Worldview if having taken at least two Bible classes from their Christian school.

- Transfer credits (other than Bible) are subject to approval by the academic director. Seniors who wish to transfer credits in order to graduate must have the Transfer Request forms submitted no later than the end of the first semester of their senior year.

- Transfer students cumulative grade point averages will be converted on the Dominion Academy grading scale published in our Handbook and course description catalogs.

- Any student not taking all core classes at Dominion Academy (DA) shall be ineligible for consideration as Valedictorian/Salutatorian, unless equivalent course work is demonstrated through DA year end testing or teacher evaluation. This means that CCP courses taken at Sinclair or any other institution other than Dominion Academy are not eligible for this designation.

Dominion Academy Homeschool Connections

If families decide to enroll part-time at Dominion Academy and complete some of their high school course work at home, they may do so under Dominion Academy's ***Homeschool Connections***. These policies govern *Homeschool Connection* status:

- Dominion Academy *will* issue semester report cards but is not permitted as a state charter school to issue transcripts.
- Homeschool Connection students *may* participate in National Honor Society (if they meet the qualifications for membership), but MUST take a minimum of 3 academic classes at DA each year of eligibility.
- Homeschool Connections students are invited to participate in the Dominion Academy Senior Graduation Ball, but they may not participate in the graduation ceremony as a Dominion Academy graduate.

CCP Classes

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. Dominion Academy offers a number of College Credit Plus classes on our own campus (See Academic Director for the list of classes).

There are four methods by which students complete credits: High school and college dual credit classes, online college classes facilitated at Dominion Academy of Dayton for 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 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 qualifying to take CCP classes through Dominion Academy must be a full time student (five classes or more), according to Ohio regulations.

Notifying the Local School District
Dominion Academy is recognized by the Ohio Department of Education as a chartered non-public school. We notify the school districts <u>only</u> of full-time students.

If your student is **not currently registered as a full-time student** at DA, you must register your children as being homeschooled. DA can provide **report card** documentation of classes taken upon request.

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 65% or above.

- 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 Senior Academic - Advisor

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 below.
- Students on Academic Probation will be required to attend remediation classes where they can be assisted in study behaviors and monitored in our academic remediation program.

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 for Junior High and High School Students:

A 93-100	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
C+ 78-79	F 59 and below

For the purpose of calculating GPA, no class, including AP or Honors, will have a weighted score.

Take-Home Test Procedures and Policies
Sometimes in order to make the most of our class time, we must administer Take-Home tests proctored by the parents. 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.

Instructions for students/proctors:

1. Remove the test from the envelope and make sure it is blank.
2. Note if there is a time limit.
3. After completion, tests must be returned to the same envelope and the seal of the envelope must be moistened and sealed shut. Stapling and taping are not acceptable.
4. Proctor: When the student finishes the test, please sign the form on the line AND sign across the sealed envelope on the back along the seal to indicate that you proctored the test.

ALL QUIZZES OR TESTS TAKEN ON CAMPUS MUST BE PROCTORED BY THE ADMINISTERING INSTRUCTOR, ACADEMIC DIRECTOR, OR THE HEAD OF THE SCHOOL.

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 due date, he or she will be issued a yellow slip and 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, he or she will receive a 0% on that test.

Policy for homework "make-up" days after an absence

Because of our unique education model, it is imperative that students do not get too behind in their work. These guidelines are intended to help ensure that students catch up with their work on a timeline that fosters success in their classes. Please don't hesitate to communicate with teachers about absences, especially in unique situations. Teachers reserve the right NOT to accept late homework if the student does not have an EXCUSED absence.

For all classes: Students **must** bring the assignment that was **due** on the day that they were absent on the day that they return to class (Unless special arrangements are made with the teacher).

For example:

- In a class that meets twice a week, if a student misses Monday, September 14th, they must bring the assignment that was **due** that Monday to class on Wednesday, September 16th.
- In a class that meets once a week, if a student misses Monday, September 14th, they must bring the assignment that was **due** Monday, September 14th to the next class on Monday, September 21st.

For all classes: Students have one week from the day they were absent to make-up **all** their work, including homework that was **assigned** during their absence (Unless special arrangements are made with teachers).

For example:

- In a class that meets twice a week, Monday and Wednesday, if a student is absent Monday, September 14, they must turn in the work **assigned** on Monday **and** Wednesday to class by Monday, September 21.
- In a class that meets once a week, Monday, if a student is absent Monday, September 14, they must turn in the work **assigned** on Monday to class on Monday, September 21.
- ***Please note that for students with classes that meet only once a week, there is extra responsibility for them to find out their missing assignment and complete it before the next***

class.

For absences lasting more than one class period: Please make special arrangements with the teacher, but the student should **always** return to class with the assignment that was due on the **first day** of class they missed.

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

Weekly Assignment Sheets
In our Collegiate-Model school, parents have a greater role in working with their student's academic life. The main avenue for the parent to fulfill their parental role is the daily or weekly student assignment or online classroom. Parents should make every effort to have access to these sites as soon as student classrooms are set up. Students will receive Assignment Sheets with detailed instructions OR each teacher will maintain an online classroom with posted assignments or a blog with accessible online assignments.

Extra-Curricular Activities
All students taking courses at Dominion Academy must meet academic performance standards, as outlined in this Handbook, in order to continue participating in school-sponsored extracurricular activities. 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: Students may engage in team practice while on **academic probation**. However, they are not allowed to participate in athletic games, meets, or tournaments unless they are officially reinstated (the reinstatement form has been signed by the appropriate individuals and they are released by the Academic Dean and/or Head of School).
- Student Government: All activities including meetings
- National Honor Society: All activities including meetings
- Cheerleading Events
  The Stratford Trip: if a student is on academic probation at the time of the trip, he/she will not be eligible to participate in this activity. The money paid for the trip WILL NOT be refunded, unless another student attends in place of the ineligible student and pays all applicable fees.
- Off-Campus privileges (restaurants, stores, etc.)

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

Shakespeare Theatre performances
Senior Ball
Science Fair
Some Field Trips

Students maintaining an average below a 2.0 GPA or 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 and cheerleading, this means that the student can participate in practices and fundraisers, but he or 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 2.0 or above.

The student must also fill out and get all necessary signatures on the Eligibility Reinstatement Form obtained from the Office 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 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: The student will come before the **Discipline Review Board (Academic Director, Administration, and DA School Board)** and may be recommended for dismissal from school.

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 that was found in the back of a math book while claiming it 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 a suspension or other disciplinary measure and a 0% on that assignment.

Disciplinary Actions for Cheating

First offense: Pink slip, major infraction, with a resulting suspension or other disciplinary measure.

Second offense: Pink slip, with a resulting suspension or other disciplinary measure AND the

student will receive a 0% on the assignment.

Third Offense: The student will come before the Discipline Review Board (Academic Director, Administration, and DA School Board) and may be recommended for dismissal from school.

STEM Festival
Any student enrolled in a science class (7th grade science classes, Biology, Chemistry, or Physical Science) is required to participate in the STEM Festival and must be present at the event in February to give his or her presentation to the judges. There are no exceptions to this rule except extreme illness or a death in the family.

Adding or Dropping Classes
If a parent or guardian wishes to add or drop a class from a student's enrollment, the parent should contact their student's Academic Director and complete an Add/Drop web form through FACTS Family Portal.

State Testing and Graduation Requirements
Students in their junior year must take the ACT administered by Dominion Academy during the state-funded administration. DA is required to publish the aggregate test results for the junior class. In order to graduate, the state of Ohio requires that all students score proficient (684 or higher) on the Algebra I and the English II End of Course exams. In addition, students must obtain two graduation seals, which are stamped on their diplomas. These seals include science, technology, military, biliteracy, academic achievement, career/industry, fine arts, and community service; they involve various projects or End of Course tests and are detailed on the Ohio Department of Education's website.

The Dominion Academy Senior Graduation Ball
Dominion Academy holds an annual Spring Ball to further students' knowledge of protocol and etiquette at public functions such as formal dinners and/or dances and to honor graduating seniors through gifts, speeches and a personalized digital photo collage.

Expectations for the evening:

- Dance-cards are used to ensure that each young lady rotates dances with ten or so young gentlemen throughout the evening.
- Only seniors are allowed to bring guests to this event. Young ladies may only invite age appropriate gentlemen and gentlemen may only invite ladies.
- Only full time and part time Dominion Academy high school students are invited to the Spring Ball. In addition, Dominion Academy Alumni are encouraged to attend the Spring Ball.
- All property involved is to be treated with great respect.
- Romantic displays of affection are not permitted.
- No smoking, alcohol, or any illegal substances are permitted.
- No inappropriate, violent, or disruptive behavior will be tolerated.
- All guests must review the Guest Policy & Commitment Form (see Appendix).

Dress Code for the Ball:

Tuxedos are encouraged, but gentlemen may wear suits and ties in lieu of tuxedos. Ladies' necklines shall not be revealing or too low, shall not be too tight, nor shall gowns be backless. Gowns shall hit below the knee with no slits hitting above the knee. Anyone who does not meet the dress code will not be allowed to enter the ball until they have corrected their attire.

Shakespeare Festival in Stratford, Ontario, Canada
If space permits, students who do not attend our school are permitted to attend this trip as long as they provide one of their parents as a chaperone. Also, if circumstances permit, adult chaperones who are not teachers or parents may accompany the group at the discretion of the trip leader and school administration.

Dominion Academy Athletics

Enrolling in Athletics Programs
A student who is enrolled, part-time or full-time, at any brick-and-mortar high school, other than Dominion Academy, **is ineligible for participation** in any athletics programs at Dominion Academy.

A student enrolled in an online school that has no athletic teams may petition the school for special permission to participate in our athletic programs.

Athletic Waiver
The Dominion Academy of Dayton's board of education adopts a policy excusing from high school physical education each student who, during high school, has participated in interscholastic athletics, marching band, or cheerleading for at least two full seasons. The student shall not be required to complete any additional physical education course as a condition to graduate.

Athletic Program Volunteer Hours

Fall Volunteer Hours

4 volunteer slots are required for the first student athlete with an additional 2 volunteer slots being required for each additional student athlete. There is a family max of 10 volunteer slots.

If you choose not to volunteer, a payment of $40.00 for one child in the program, $60 for two children or $80 for three or more children needs to be made.

Winter Volunteer Hours

Six volunteer slots are required for the first student athlete with an additional 4 volunteer slots being required for each additional student athlete. There is a family max of 14 volunteer slots.

If you choose not to volunteer, payment of $60.00 for one child in the program, $80 for two children or $100 for three or more children needs to be made.

Re-enrollment Financial Policy
All families that have an outstanding balance from the previous school year must be paid in full by the first day of classes for the new school year or have completed a written agreement with the business

office approved by the Head of School and/or school board.

Dominion Academy of Dayton Routine

The Dominion Academy Weekly Newsletter
During the school year, Dominion Academy of Dayton issues weekly electronic Newsletters with important information for parents. This is our main avenue of communication and it is vital that parents/guardians ensure they have signed up and are receiving the newsletter as soon as possible after enrolling a student or as close to the beginning of the school year as possible. Please sign up via the prompt on the right hand side of the DA homepage (https://dominionacademy.org/parent-newsletters/) or send an email to the office requesting to be added. Be sure to check spam/junk mail folders if you do not receive the newsletters. The most recent newsletter as well as back issues are accessible from the main page of the website.

Class Schedules
Individual student class schedules will vary. Classes will be offered Monday through Friday. Please request a copy from the school office.

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.

Medication Guidelines

- A Medication Administration Record form, signed by a physician, is required for any student to take prescription medications while at school.
- An Over-the-Counter Medication form, signed by a parent, is required for any student to take over the counter medication while at school.
- The following over-the-counter medications are kept on hand: Ibuprofen (200mg pills), Acetaminophen (325mg pills), Children's Tylenol (liquid), and cough drops, as well as any other over-the-counter medication deemed necessary by the school medical professional.
- Students needing medication are encouraged to receive it at home when possible and limit those medications given at school to those required to maintain health (i.e., inhalers, EpiPens, insulin, etc.).
- Students may receive medication in the office when needed. A staff member trained by a medical professional to administer medication can dispense medication according to parent and physician orders, and according to the school medication policy. All medication must be delivered to the school **by a parent.**
- All medications must be in their original container with a readable label.
- All medications will be stored and locked in the office, where students can get them when needed.
- Students are not permitted to carry or store any medications personally, prescribed or over the counter, while at school.

- Students may keep life-saving emergency medications with them (i.e., EpiPen, insulin, inhalers) with written permission from a physician to do so. (Note: There is a checkbox a physician can mark to grant permission for a student to have emergency medications with them at all times on the Medication Administration Record form).
- No new medication will be given until cleared by the school medical professional.
- Parents must renew medication orders annually and communicate medication changes to the school. Prescription medication changes also require written order changes from their physician.

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 in Class Dojo by the field trip coordinator for grades K-6. Students in grades 7-12 will receive Field Trip Information via Google Classroom. All students must have signed Permission Slips on file in order to participate (see Appendix for sample).

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

Morning Prayer Assembly
Morning Prayer 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 the 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.

Purpose:
- We pause in the middle of the morning in an atmosphere of worship.
- Students are exposed to the fundamentals of Biblical worship.
- We learn and recite the Apostles' Creed, Athanasian Creed, and the Nicene Creed.
- We learn to sing Psalms and other Bible Hymns straight from the text of the Bible.
- Students are 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, students become acquainted with many excellent prayers from the annals of Church history. These prayers are used in every Morning Assembly.

Morning Choir
Choir is offered on Thursday mornings. Students will spend 45 minutes exploring the technicalities and artistic subtleties of music. These weekly sessions will include:

- Physical and Vocal Warm-ups and "Wake-ups"
- Harmony – Learning to sing separate vocal parts, using real choral literature, modern worship songs, and historical hymns
- Artistry – Following a choral conductor, style, interpretation, dynamics, articulation
- Exploration of Vocal Music through History – Studying (and singing!) music from the Medieval, Renaissance, Baroque, Classical, Romantic, and Modern periods.

Who is Required to Attend

All high school and junior high school students are required to attend Morning Prayer Assembly and Morning Choir.

All cathedral students are required to attend their weekly bible class and participate in their classroom's morning prayer.

Emergency Procedures

Fire

If you encounter a fire in your immediate area, leave the area and then call 911.
Egress routes are posted by the doors of each classroom. All students should stay with his or her class until the class arrives at the designated outdoor area. The teacher should be the last person to leave and should close the door and windows if possible.
Students should not re-enter the building for any reason until told to do so.
Follow all instructions of the Emergency Personnel.
If you are caught in smoke, drop to the floor and crawl to the nearest exit using your shirt as a filter for breathing and covering your nose.
If you are trapped in a fire, close as many doors as possible between you and the fire

Tornado

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

Remain Calm
Egress routes for tornadoes are posted by the doors of each classroom. 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

APPENDIX

SAMPLE Positive Character Trait Slip Form (Blue Slip)

Student Name _____ Date _____ Time _____

Class _____ Staff Member _____ Phone _____

Character Quality Displayed

Honesty	Courage	Diligence	Obedience
Courtesy	Friendliness	Excellence	Love
Respect	Encouragement	Righteousness	Other

Additional description:

Reward given:

SAMPLE Negative Character Trait Slip Form (Pink Slip)

Dear Parent,

We know that you want to know when things have not gone well with your child's behavior. This pink slip offense will become part of your child's school record. If you have any questions, please feel free to speak with the instructor who issued this slip.

Student Name _____ Date _____ Time _____

Class _____ Staff Member _____ Phone _____

Major infraction (Suspension or Friday School)

__Unexcused absence
__Lying
__Cheating
__Serious disrespect
__Serious horseplay
__Plagiarism
__Other _____
__Fighting
__Serious tardiness
__Serious disruption
__Intense swearing
__Destruction of school property
__Unathorized use of electronic devices

Minor Infraction (Appropriate Discipline)

__Minor horseplay
__Too loud in the hall
__Unprepared for class
__Disrespect of a classmate
__Lack of effort in school work
__Minor public display of affection
__Unathorized use of electronic devices
__Other _____
__Serious tardiness
__Minor disruption
__Gossip

Description of Incident:

Disciplinary Action Taken:

SAMPLE Negative Character Trait Slip Form (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:

SAMPLE Uniform Violation Form (Pink Slip)

Date: _____

Name _____

Staff Member _____

____ No uniform shirt or unapproved upper wear
____ Unapproved lower wear
____ Wearing non-DA sweater or jacket
____Wearing Sports Jacket
____ Other _____

SAMPLE School Field Trip Participation
Parent Permission and Release of Liability

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 Guest Policy and Commitment Agreement

Dominion Academy of Dayton is pleased that you will be joining us for:

_____(event) on_____ (date).

This commitment form is for and applies to this event only. For more information, please refer to our Student Handbook, found on our website, dominionacademy.org. The responsibility of every student at Dominion Academy of Dayton is to "glorify God and enjoy Him forever." This expectation also extends to activities and events that happen inside and outside the school building. In the unfortunate event that a guest or any student fails to abide by the Student Handbook rules and expectations, the guest and/or student may be asked to leave the event. These expectations include, but are not limited to:

- all property involved is to be treated with great respect
- romantic displays of affections are not permitted
- standard dress code guidelines apply, even if students are allowed to be "out of uniform"
  - For the Sr. Ball: Tuxedos are encouraged, but guys may wear suits and ties in lieu of tuxedos. Ladies' gowns should not be too tight, too low at the neckline, nor should gowns be backless. Gowns should hit below the knee with no slits hitting above the knee.
- no smoking, alcohol, or any other illegal substances are permitted
- no inappropriate, violent, or disruptive behavior will be tolerated

If at any time a guest is deemed by chaperones to be in violation of these guidelines, arrangements will be made for that guest to leave the event immediately. The student that invited the guest in question will be expected to take some responsibility for seeing that the guest is aware of DA guidelines and will assist with making arrangements for that guest to leave.

I am aware of the above conditions for attendance at the above stated event and agree to abide by these guidelines.

_____ _____

Signature of Guest Date

_____ _____

Signature of Parent/Guardian if Guest is Under 18 Date

Contact information for Parent/Guardian:

_____

Address City State Zip

_____

Home Phone Cell Phone E-mail Address

I have advised my guest concerning appropriate conduct and modest attire at DA events, and will vouch for the character of this guest.

_____

Signature of DA Student Who Invited Guest Date

_____

Signature of Teacher or Adult Sponsoring the Event Date

_____

Signature of School Administrator Date

Please turn this form in to the Office no later than the school day before the event.

Permission for Guest
Visit During a School Day

Visitor Name:_____ Age:_____Grade:_____

Address:_____
Street City State Zip Code

Phone number:_____

Guest of: _____Date & times 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 Student Handbook. The handbook can be viewed by visiting our website at dominionacademy.org. 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_____
_____
_____

Handbook Agreements for Parents and Students

I hereby affirm that I have read the Dominion Academy of Dayton Student Handbook and discussed its policies with my student.

I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Dominion Academy of Dayton and is subject to change without notice by decision of Dominion Academy of Dayton's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Signature of Parent/Guardian_____Date _____

Signature of Parent/Guardian_____Date _____

Students in Grades 7-12: Please read the following statement carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook. I certify that I consent to, and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that this Handbook does not contractually bind Dominion Academy of Dayton and is subject to change without notice by decision of Dominion Academy of Dayton's governing body.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

Signature of Student _____Date _____