



DOMINION

ACADEMY OF DAYTON

School Handbook 2017-2018

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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. If there are any questions concerning its contents, please contact the Head of School.

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.

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.

We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our doctrinal positions, it will be best for all concerned if you do not enroll your child at our school. Biblical teachings and principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to faithfully live the Christian faith in every aspect of life.

If you are in agreement with our philosophy of education, our understanding of biblical truth, and our commitment to express them in a school environment and to live them out, 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.

Identity and Purpose

Dominion Academy of Dayton is a ministry of Christ the King Anglican Church. For more about Anglicanism, visit the Christ the King's website.

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 creedal essentials, we strive to faithfully pass on the Christian intellectual tradition 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. Between 2012 and 2014, 20 out of our 35 graduates received full tuition scholarships to the colleges they chose to attend.

Statement of Faith

We believe

- in the historic faith as found in the Nicene, Apostles', and Athanasian Creeds
- 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 abridgment 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.
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- 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.)
- 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 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 the 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 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.

General Policies

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 accepted on the basis of available space and approval of Dominion Academy of Dayton staff. We reserve the right to deny enrollment to any applicant at the discretion of Dominion Academy of Dayton 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. We also have a trained and certified instructor in the Orton Gillingham method of phonics and reading on staff and her services are contracted at an hourly rate, as well. 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 high school. We offer diagnostic tests in pre-Algebra, Algebra 1 and Geometry. Furthermore, if a student is placed in an upper level composition or grammar class 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 student.
 - The willingness of parents and student to be supportive of the school's Christian philosophy of education.
 - Willingness of parents and student 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 student to abide by the behavior standards established by DA.
 - **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.

Procedures for Evaluating and Admitting New Applicants to Dominion Academy

Dominion Academy practices rolling admissions. We will review completed applications on a monthly basis. The following procedures outline the steps taken when new applicants submit their application and application fee requesting enrollment in Dominion Academy:

- (1) Administrative staff of the family's home congregation will be contacted to verify membership and standing.
- (2) The applicant will NOT be scheduled for an assessment until the following are received and evaluated by the academic director of the grade for which the applicant is applying:
 - a. Grade report from previous school
 - b. Standardized test results from previous school (if the student does not have a standardized test score, the family can set up an appointment to take the Woodcock Johnson test with Ann Skolik by contacting her at 937-291-7201)
 - c. Any IEPs or special reports from the previous school
- (3) If the applicant's **standardized test scores** are below 25% in *either* Math or Reading, the other academic directors will be advised to look at BOTH the standardized test results AND the grade report to make a recommendation about whether the applicant will be given the opportunity to proceed in taking the DA assessment.
- (4) Once the assessment is administered and scored, families will be contacted for an in person or phone interview with the student and parents/guardians.
- (5) Academic directors will then make a decision as to whether the applicant can be recommended for admittance. If an assessment score demonstrates that the student is NOT at grade level, the student may be offered admission in the grade where his scores indicate he is working. A formal letter will then be sent to the family concerning the student's admissions status.
- (6) Once a student has been accepted, the family can contact the school office to schedule an enrollment appointment.

Volunteer Hours

Every family is required to donate volunteer hours to Dominion Academy of Dayton each school year OR pay the Volunteer Waiver Fee. Families with full time student(s) are required to volunteer 18 hours. All other families are required to volunteer four hours per student per class enrolled. There is a cap of 18 hours. If a family exceeds their hours, they may donate their hours to another family. Volunteer hours may be completed during the summer.

Below are some examples of common hours required:

Number of Student(s) Attending	# of Classes in which each Student is Enrolled	Volunteer Hours Required
1	1	4
1	2	8
1	3	12
1	4	16
1	5	18
2	1	8
2	2	16
2	3	18
3	1	12
4	1	16

All others = 18 hours required. There is a cap of 18 hours. If a family exceeds their hours, they may donate to another family. Summer hours can also be used to meet the requirement.

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.

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.
- Handle all difficulties and conflicts with integrity and in a Biblical manner.
- Apprise parents of other instructional opportunities.

Parents will:

- Make timely payment of bills and fees to Dominion Academy of Dayton.
- Make sure students arrive on time with appropriate dress.
- Support instructors in any discipline needed for irresponsibility or misbehavior while taking Dominion Academy of Dayton classes.
- Handle all difficulties and conflicts with integrity and in a biblical manner, according to the principles outlined in Matthew 5:21-26, Matthew 18:15-20, Ephesians 4:21-32. (See the last two pages of the 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, valour, honour, and integrity*.
2. seek always to do unto others as I would have them do unto me.
3. not lie, steal, cheat, nor tolerate it when others do the same.
4. recognize God's delegated authorities in my life, give honour to whom honour 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 for my actions and those of my fellow students.

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, or seek to ruin another person's reputation in the eyes of others. I settle things according to word of God, with humility and patience. I will forgive as I hope to be forgiven.

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

*virtue – virtue is moral excellence.

*valour – boldness and determination in facing trouble, courage and bravery especially in battle.

*honour – showing great respect, regard, and esteem for another

*integrity – soundness of moral character reflected in all facets of life.

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

Attendance

Notification of absence

Parents and/or guardians should e-mail 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 e-mail 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.

Excused Absences include:

- Illness or injury of the child. The parent/guardian must provide documentation to the chartered nonpublic school. Any absence for illness or injury of the child which exceeds three days absent 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 to the chartered nonpublic school stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds three days absent 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 chartered nonpublic school. The chartered nonpublic school 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 to the chartered nonpublic school 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 the chartered nonpublic school detailing the emergency circumstances.

Unexcused Absences

- Students who have more than two (2) 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 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 may be lowered by one letter grade.

Illness Policy

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

- Has a fever 100 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, stomachache, body aches, or headache
 - Keep your child home if he/she is coughing or sneezing often because this spreads the sickness to others.

24 Hour Rule:

- **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.

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).

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 first through Grade 6; and
- 1,001 hours for students in Grades 7-12.

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.

Student Conduct and Behavior

Study Hall

- All students must attend study hall during any class periods when they do not have a scheduled class.
- Students must respect and honor the instructions of all Study Hall monitors and volunteers.
- Quiet Study Hall: These times are at the discretion of the Study Hall Monitor. During quiet study hall, students may read, listen to music with headphones, and work on school work, but they may not socialize. If they must communicate with another student briefly, they must whisper.
- Students who wish to go to the computer lab 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.

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 cafeteria/study hall area. The only exceptions to this rule will be initiated by faculty only, and then faculty members will supervise and ensure clean-up at the end of the class. Each faculty member reserves the right to forbid or allow these food and beverages on a case-by-case and class-by-class basis. There are no exceptions allowed for the sanctuary.

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 the front door for people to enter are upper classmen, juniors & seniors and adult staff members. No student should allow entrance to someone he or she does not know but should inform an adult staff member about the visitor.

Visitors During the School Day

- Students must obtain advanced permission from the Administration to bring a visitor to DA.

Each visitor must bring with him or her a completed Permission for Guest Visit Form found on the website to submit to the office upon arriving at Dominion Academy. Visitors 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 visitors: all visitors must be signed in at the front office and sponsored by a staff member who is responsible for their presence.

Guests at School-Sponsored Events

All guests at school sponsored events (non-fundraisers) specifically those hosted by the National Honor Society (i.e. the fall party), Student Government, and the Senior Graduation Ball must read and sign the Guest Policy and Commitment Form found on the DA website.

Student Use of the Telephone

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

Romantic Displays of Affection

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

Proper Dismissal from Classes and Deviation from Normal Schedule

- Students must remain at DA until properly released. Students may not wait outside for transportation to arrive. Students may not be outside the school building unless accompanied by a teacher/staff member. See below for one notable exception to this rule.
- **Special Permission to leave DA**
Only 9-12th grade students may receive special permission to leave DA during lunch or study hall. A signed permission slip on file in the school office is required. Students with permission to leave during lunch/study hall must sign out in the office and then go directly to their destination, come directly back to DA and sign in. Students may use this permission a maximum of two times 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 property, especially if they are leaving DA earlier than normal.
- Students must inform the office if they will be arriving at DA earlier than normal.
- Students must inform the office and receive advance permission if they intend to stay at DA past their normal time of departure.

Internet & Computer Lab Policies

- The DA Computer Lab provides computers with internet access and printers for student 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 Computer and Internet Use form. We encourage parents to discuss with their children their own expectations for their child's Internet use.
- Wifi: to use the wifi connection students must sign the Computer and Internet Use form. A staff member will then provide the wifi password.

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.

Computer Lab Expectations

- Computer classes always have priority use of the DA computer labs.
- Do not alter or damage computer lab computers, peripherals or software.
- No personal software of any type is to be used on DA computer lab equipment without prior approval.
- Students are only allowed to use computers designated for student use. Students may not use staff computers or printers.
- No food or drink in computer labs.

Laptop Policy

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

grant or refuse permission for a student to use their laptop in their class.

- Any student who uses any computer to access inappropriate content or in any offensive or illegal fashion will lose their computer usage rights at DA.
- Internet access at Dominion Academy is filtered for inappropriate material.

Handheld Gaming Devices

Handheld gaming devices are not allowed to be used during class or afternoon study hall.

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 unusable, the student will have to pay the cost of replacing the book. The only books that may be kept by students are some of the books used in Literature classes. Returning these books, however is highly encouraged.
- Parents are required to cover each and every book being used with cloth or paper book covers within one week of receipt.

Dress Code

All Students

- All upper-body wear and plaids **must** be ordered by going to the Dominion Academy Land's End Uniform store; a link can be found on the DA website. Please be careful when ordering.
- 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.
- **Lower Body Wear:**
 - No jeans of any color are allowed. No athletic shorts.
 - Skirts/Dresses: All skirts and dresses must extend to the knee with or without leggings. No skorts.
 - Shorts, capris, slacks, skirts, and jumpers may be khaki, black or charcoal, grey or pewter, navy, white or off white, or DA's approved Land's End plaid. Shorts should extend to the knee, no cut-offs. Capris are okay. No cargo pockets.
 - Pants: Should not be too tight, should be worn at the waist, and should have no rips, tears, holes, or frays. No cargo pockets.
 - Shoes: any kind (sandals are permitted but no flip-flops), no heels more than one inch.
- **Upper Body Wear**
 - All upper body wear should be purchased from the Dominion Academy Land's End Uniform Store.
 - No tees long sleeve or short. ALL upper body wear must be DA colors - red, black, or white. All shirts, tops, jackets and sweaters must have the DA logo.
 - 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 a shirt is worn under an logoed outerwear item, it must be a solid colored shirt with no pattern.

- Students may wear 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 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 (cheerleading, running club, soccer, intramural soccer, basketball, etc.)
- **Hair, makeup, hats, shoes, etc.:**
 - No unnatural hair colors.
 - Hats 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 or unnatural makeup.
 - Boys may not wear pierced jewelry, nail polish.
 - No tattoos are allowed. Students having a tattoo must cover the tattoo while at Dominion Academy.
 - Students must wear shoes at all times.
 - Students shall wear appropriate undergarments. No part of any undergarment shall be exposed.
 - Students should not wear jewelry or accessories that others would find offensive.

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.

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

Discipline Procedures

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

Pink Slips

- A **Pink Slip** is a negative character slip that is given for major and minor infractions. An email is sent to the parent, and a copy may be placed in the student's permanent academic file. 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 to the school staff or faculty member that had to handle the incident. The Dean of Student Life and/or the Head of School manage restitution.
- **Major/Minor Infractions**
For **Minor** infractions, the student is given an appropriate consequence, monitored by faculty or staff.

For **Major** infractions: The student can be given an automatic detention; be suspended for the day and/or receive a major disciplinary action; or be expelled. **Major infractions include but are not limited to:** drug use, drinking alcohol, smoking, fighting, intense swearing, blasphemy, theft, unsafe criminal activity, serious disrespect of DA faculty, offensive insults of DA students, lying to DA faculty, cheating on any exam or class assignment, destruction of school property.

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 at the end of this Handbook.

Green Slips

Green slips are issued as a consequence for tardiness to Morning Assembly or Wednesday morning chorale and includes designated chore as a consequence. This chore should be completed the same day the green slip is issued.

Blue Slips

Blue slips are issued when a student has demonstrated excellent behavior.

Detention

If a student earns **three (3)** pink and/or yellow slips in one quarter, the student will be required to attend detention at a designated time.

One-Day Suspension Process

- The office will contact a parent of the student, and the student may be sent home immediately.
- Once sent home, the student will miss all further classes for the duration of their suspension. Teachers reserve the right to accept or deny missed work due to suspension.

Three Suspensions or Automatic Detention for Major Infractions

The DA School Board and Administration will form a Discipline Review 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 (i.e. expulsion). 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. Student 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

Chronic 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 meet with the DA School Board and Administration. The following are grounds for permanent dismissal: Excessive absenteeism, chronic behavior problems, prolonged attitude problems, lack of cooperation with Dominion Academy of Dayton policies, ongoing failure to meet academic goals or grade averages, reflecting a lack of discipline and/or initiative.

Appeal Process

If parents wish to appeal a disciplinary action taken by the Administration and/or DA School Board, they may provide a written appeal to the Administration within two weeks of the incident.

Academic Policies

Transferring Credits

Anyone requesting a Transfer of Credits should fill out the Credit Transfer Form for each class found on the website.

- 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.
- Bible credits are NOT eligible for transfer credit consideration. Other transfer credits 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.

Notifying the Local School District

- Dominion Academy is recognized by the Ohio Department of Education as a chartered non-public school. Therefore, 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 home-schoolers:** If your student is a full-time student at Dominion, you do not have to file a Home school 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 documentation of classes taken upon request.

Academic Probation

- Students may be placed on Academic Probation whenever they have a grade of less than 60% 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 e-mail or postal mail.
- At the end of two weeks, students will be eligible to get off of Academic Probation if they have maintained an overall GPA of 2.0 or higher AND they do not have a grade less than 60% 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 70% and that each individual class grade has been raised to above 60%.

- 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 Dean of Student Life 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 below.
- **Promotion Policy:** Students must have 70% to progress to the next course level. Students who do not earn a 70% may have to repeat the course.
- **Late Assignments:** Three outstanding late assignments are grounds for removal from a given course.

Grading Scale

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

Take-Home Test Procedures and Policies

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

Number of 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 14th, they must turn in the work **assigned** on Monday **and** Wednesday to class by Monday, September 21st.
 - In a class that meets once a week, Monday, if a student is absent Monday, September 14th, they must turn in the work **assigned** on Monday to class on Monday, September 21st.
 - ***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 sheet. Students will receive Assignment Sheets with detailed instructions OR each teacher will maintain a blog with assignments that are accessible online.

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 extra-curricular 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 off of academic probation (the re-instatement form has been signed by the appropriate individuals and the student is officially released from academic probation by the Dean of Student Life).
- Student Government: All activities including meetings
- National Honor Society: All activities including meetings
- Cheerleading
- 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 affected by eligibility standards are any activities interrelated to academics including:

- Shakespeare Theatre performances
- Speech Meets
- Senior Ball
- American Math Competition
- BOTS Program
- Science Fair
- Field Trips

Students maintaining an average below a 2.0 GPA or 60% 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 fund raisers, 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 above 70%.
 - 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.

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 except Martial Arts, which is run by an outside dojo.

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

Plagiarism and Cheating Policy

- **Plagiarism-** to take ideas or writings from someone else and present them as one's own. Examples might include using an encyclopedia for a resource to write a report and copying the exact words or even rearranging the authors words but claiming the report to be your own work. Claiming a work to be one's own certainly may include the use of other resources, but must be done with one's own ideas and writing skills.
- **Cheating:** to act dishonestly; to practice fraud (a deception deliberately practiced in order to secure unfair or unlawful gain). Examples that could occur in a more open educational setting might include: copying ideas or word-for-word answers from another student's study sheet, or writing an answer down found in the back of a math book while claiming them to be their own. BOTH students who copy and students who allow others to copy their work will be held accountable for the cheating incident. Both Students will receive the one-day suspension consequence and a 0% on that assignment

Disciplinary Actions for Plagiarism

- **First offense:** 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 detention or One-Day Suspension. 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.

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.

Science Fair Policy

Any student enrolled in a science class (7th grade science classes, Biology, Chemistry, or Physical Science) is required to participate in the Science Fair and must be present at the Science Fair 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.

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 pro-rated refund schedule:

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.

For classes that start **before** the first week of the semester, refunds will be pro-rated according to the number of weeks from the beginning of the **class**, not the semester.

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.

Dropping Classes

If a parent or guardian wishes to drop a class from a student's enrollment BEFORE the class has started, the parent should e-mail their student's Academic Director and the enrollment will be changed. If the class has already begun, the parent or guardian should fill out the Class Drop Form and the appropriate refund will apply. Students will be considered still enrolled in the course until the drop form is filled out properly and turned into the office. Unless withdrawal is due to an emergency or to special circumstances, the following pro-rated refund schedule:

- Withdrawal by the end of week two – 100% refund
- Withdrawal by the end of week three – 80% refund

- Withdrawal by the end of week four – 60% refund
- Withdrawal by the end of week five – 40% refund
- Withdrawal by the end of week six – 20% refund
- 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.

For classes that start **before** the first week of the semester, refunds will be pro-rated according to the number of weeks from the beginning of the **class**, not the semester.

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.

Adding a class

If a parent or guardian wishes to add a class to a student's enrollment BEFORE the class has started, the parent should e-mail their student's Academic Director and the enrollment will be changed. If the class has already begun, the parent or guardian should fill out the Class Add Form (found on the website) and turn it in to the school Office Manager. If the class is an athletic class, the parent should e-mail the Athletic Director.

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 from Dominion Academy, students must earn a remediation-free score on the ACT (as defined by the Ohio Department of Education). Students are allowed to take the ACT multiple times in order to meet this requirement.

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 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 on Monday through Friday. Please visit the website for a current class schedule or 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.

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 Medical Form has correct home and work numbers and inform us whenever they change.

Medications

Dominion Academy employees cannot administer any drug prescribed to any student, unless the employee is required by federal law. The following over-the-counter drugs will be kept on hand: some topical creams including burn ointment, hydrocortisone, and triple antibiotic ointment; ibuprofen; acetaminophen; Benadryl; cough drops; as well as any other over-the-counter medications deemed necessary by the school medical professional. These over-the-counter medicines will only be dispensed to students that have the proper parental permission as indicated on the Medical and Activity Release form.

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 by the teacher

organizing the trip. All students must have signed Permission Slips on file in order to participate.

Parent Teacher Conferences

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

Facilities Use

As a ministry of Christ the King Anglican Church, Dominion Academy has the privilege of using the church's building for most all of its classes and activities. Because many ministries use the building, all events need to have dates approved by the school and church offices. All signage must have initialed approval from the Head of School prior to posting on church/school sites.

Back Lot Policies

- No student will be allowed on the back play area without an adult supervisor present. Current students do not qualify.
- Mondays-Fridays prep school students have the play area exclusively from 12:00 to 12:30. After this time upper classmen will be allowed onto the lot.
- Upper classmen may not go from the play area to an off-site location unless they have first signed-out at appropriate locations in the building.
- All students leaving study hall for the back lot play area must sign out with the lunch room or study hall monitor and sign back in when returning to the building. (Prep school students who leave the building with a specified parent playtime volunteer and return with the same do not have to sign out).
- Any equipment, clothing, snacks or drinks taken onto the back lot must be taken off the lot before leaving. The adult volunteer should help facilitate this.
- General etiquette and appropriate conduct is expected in the play area with the same standard as in the building.

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 the seniors through gifts, speeches and an individualized Power Point presentation.

Expectations for the evening:

- Dance-cards are used to insure 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 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 may attend the Spring Ball at the "chaperone" reduced cost.
- 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 page 29).

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.

Morning Assembly

Morning Assembly is an integral part of the curriculum of Dominion Academy of Dayton primarily because we adopt a Classical approach to educating. Just as in literature class we learn the whole tradition of world, English and American literature; and just as in music class we study and learn the tradition of great music; so in Morning Assembly students are taught the forms and content of historic Christian worship.

Purpose:

- We begin the academic day in an atmosphere of worship.
- Students are exposed to the fundamentals of Biblical worship.
- We learn and recite the Apostles' Creed, Athanasian Creed, and sing 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.

Who is Required to Attend

- All high school and junior high school students are required to attend Morning Assembly if they have a class at Dominion Academy that day that starts before 9:30 a.m.
- Any high school or junior high school student who is in the building during morning assembly for any reason is required to be in morning assembly.
- Parents and any student not included in the descriptions above are invited to attend.

Wednesday Morning Chorale

Chorale is offered on Wednesday mornings – 7:45-8:30 a.m. 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

Emergency Procedures

Fire

- If you encounter a fire in your immediate area, 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.
- Students should 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 using 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 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

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

Student Name _____ Date _____ Time _____
 Class _____ Staff Member _____ Phone _____

Description of the character quality displayed

- | | | |
|-----------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Honesty | <input type="checkbox"/> Courage | <input type="checkbox"/> Diligence |
| <input type="checkbox"/> Courtesy | <input type="checkbox"/> Friendliness | <input type="checkbox"/> Excellence |
| <input type="checkbox"/> Respect | <input type="checkbox"/> Encouragement | <input type="checkbox"/> Other |

Additional description: _____

Reward given: _____

**SAMPLE Dominion Academy of Dayton
Negative Character Trait Slip Sample 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 horseplay
- Serious disrespect
- Plagiarism
- Unauthorized use of electronic devices in class
- Other _____

- Fighting
- Serious tardiness
- Serious disruption
- Intense swearing
- Destruction of school property

Minor Infraction (Appropriate Discipline)

- Minor horseplay
- Too loud in hall
- Unprepared for class
- Disrespect of a classmate
- Gossip
- Plagiarism
- Unauthorized use of electronic devices in class
- Other _____

- Serious tardiness
- Minor disruption
- Lack of effort in school work
- Minor public display of affection

Description of Incident: _____

Disciplinary Action Taken: _____

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

Student Name _____ Date _____ Time _____
Class _____ Staff Member _____ Phone _____

Unprepared for Class

- | | |
|---|--|
| <input type="checkbox"/> No Homework | <input type="checkbox"/> Incomplete Assignment |
| <input type="checkbox"/> Didn't bring materials | <input type="checkbox"/> Other _____ |

Additional description: _____

Disciplinary Action Taken: _____

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 _____