



DARREN PATTERSON CHRISTIAN ACADEMY

*Show me your ways, O LORD, teach me your paths; guide me in your truth and teach me, for you are God my Savior, and my hope is in you all day long.
Psalm 25:4-5 NIV*



Parent-Student Handbook 2011-2012

*...they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.
Isaiah 40:31*

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Darren Patterson Christian Academy believes all human life is created by God and has intrinsic value, and thus admits students without regard to race, color, or national or ethnic origin. DPCA does not discriminate on the basis of race, color, or national or ethnic origin in the administration of any of its student policies or educational programs.

This handbook represents Darren Patterson Christian Academy programs, procedures, and policies in place at the time of this printing, and informs parents and students of the basic agreements between them and the school. Though conscientious effort has been made to be accurate, the school board and administration reserve the right to make changes when necessary to clarify material or to improve services to parents, students, and staff. Failure on the part of parents or school officials to adhere to the policies and procedures noted in any section or paragraph in this handbook does not affect the applicability or enforceability of any other section or paragraph.

Effective date of this handbook: 08.17.11. This handbook supersedes all previous versions, and is considered to be the latest version of school policy and procedure unless a policy, policy review, or procedural review is dated after the effective date of this handbook, in which case such changes will be made known to parents within a reasonable time after adoption.

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Welcome!

Dear Parents and Students,

DPCA is a unique and wonderful school community, and we are glad that you have chosen to be a part! We believe that as we pursue learning with the Lord and the Bible at the center of that learning, we can become more fully equipped to live lives that are great adventures of faith and stewardship. Learning is a tremendous privilege, an amazing adventure in itself, and we are blessed to be able to help nurture each student's gifts and abilities as we pursue learning about God and His creation together.

Our prayer is that each child and each family will experience much blessing through association with the DPCA community. Whether those blessings are in new or renewed friendships, learning new math facts, appreciating a new insight from Scripture, discovering anew God's interaction in history, marveling at the intricacies of creation in science class, or seeing your child grow and discover, we trust that this will be a good year.

At DPCA, we believe that parents are the primary educators and nurturers of their children, and we are committed to supporting and helping you as we assist you in providing a high-quality, Christ-centered education for your children. We also believe that we are called to work diligently as a community on developing relationships that are biblical and edifying for all.

This handbook serves as a guide to help each one understand the vision and mission of our school, as well as the policies, guidelines, and expectations we have adopted to help us function well as a school community that strives to honor the Lord. As a school that seeks to operate with excellence and continuous improvement, we welcome your suggestions and thoughts regarding these policies. We do ask that you read this handbook carefully, accept responsibility for understanding its contents, and affirm your willingness to abide by these community policies by signing the affirmation found on the back of either the application for enrollment or the registration forms.

Please note that students in grades 7-12 are asked to sign as well, indicating their willingness to work within the framework of these policies and guidelines as citizens of the school. **The signed affirmation is due upon application or registration;** we do ask that you renew your affirmation annually.

We are excited about who we are as a school, about our mission to equip students for effective Christian life and service, and about all the things that the Lord will do and teach among us this school year. We are looking forward to a great year together, and are blessed and honored that each of you are part of Darren Patterson Christian Academy!

On behalf of the school board and all the faculty and staff,

Erik Ritschard
Administrator

CHRISTIAN COMMUNITY AT DPCA

The school board, administration, faculty, and staff desire that Darren Patterson Christian Academy should be an institution characterized by Christian community. At the academy, Christian community is not viewed as some unattainable ideal, but as a reachable (if never perfected) goal that can be achieved by diligent pursuit of those biblical principles and practices that result in the development of genuine Christian fellowship. Because we are by design and God's provision a group with diverse perspectives, the pursuit of such community demands constant practice and dialogue. The challenges, differing points of view, and even disagreements we may encounter along the way, however, do not deter us from the goal or indicate failure. Rather, they are marks of a genuine effort to seek the truth and live in it.

In order for the community of Darren Patterson Christian Academy to function in a Christian manner, it is essential that all the members of the community commit and continually recommit themselves to "lead a life worthy of the calling with which you have been called, with all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the bond of peace." (Ephesians 4:1-3)

The community of believers in Christ rests on a foundation of spiritual relationship rather than rules and regulations. We have adopted community standards and rules at Darren Patterson Christian Academy in an effort to create a quality institution that provides a high level of service to parents and students, but the emphasis properly remains on mutual submission to one another, mutual encouragement, fellowship, forgiveness, deference to others, speaking the truth in love, and other characteristics of healthy Christian relationships. (Eph. 5:21; 1 Thess. 5:11; 1 John 1:7; Eph. 4:32; Phil. 2:3-4; Eph. 4:15) Biblical standards, principles, and precepts are regarded as directives to be put into practice, and the DPCA community looks to God and His Scriptures in the Holy Bible as the final authority for faith, life, and practice.

In a Christian community, handbooks such as this one do not serve as the foundation for relationships and mutual commitments, but only as tools to record and specify the details of our community expectations and standards. The commitments themselves are founded in Christian relationship based upon each individual's commitment to God through Jesus Christ, the collective commitment to Christ of the community as a whole, and the shared commitment to the school's mission which we all affirm and work to accomplish. The creation of genuine Christian community at Darren Patterson Christian Academy is regarded as a practical reality in which every member of the school community will invest and persevere.

STATEMENT OF FAITH

DPCA's Statement of Faith appears below. All employees are expected to be in substantial agreement with the statement of faith and are required to affirm such agreement at the time of application for employment, and to reaffirm each year. Parents and students agree to support this statement and the teaching that flows from it, and they agree that this statement describes in general terms the biblical, religious foundation upon which the Academy stands, and the umbrella of general religious perspective under which they agree to operate as members of the school community.

The community of Christian faith that is Darren Patterson Christian Academy believes the following:

- We believe in the Scriptures of the Old and New Testaments as verbally inspired of God and inerrant in the original writings, and that they are of supreme and final authority in faith and life. [*II Timothy 3:16-17; II Peter 1:21; Romans 15:4; Isaiah 8:20; Matthew 24:35*].
- We believe in one living and true God, eternally existing in three persons: Father, Son, and Holy Spirit, equal in every divine perfection. [*Deuteronomy 6:4; John 1:1-14; Romans 9:5; Matthew 28:19; John 4:24*].
- We believe that Jesus Christ was begotten by the Holy Spirit and born of the virgin Mary, and is true God and true man. [*Luke 1:26-35; John 1:1-14; John 10:30; Philippians 2:5-8; I Timothy 2:5; Colossians 1:15-19*].
- We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature, and in the case of those who reach moral responsibility, become sinners in thought, word, and deed. [*Genesis 1:27-31; Genesis 2:16-17; Romans 5:12; Psalms 51:5; Romans 3:23; Romans 3:10-18; Ephesians 2:1*].
- We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood. [*Matthew 26:28; I Timothy 2:5; I Peter 1:18-19; I Corinthians 15:3-4; II Corinthians 5:21; John 3:16; John 3:36; Romans 3:24-28*].
- We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate. [*I Corinthians 15:14-17; Matthew 28:6; Acts 1:10-11; Hebrews 4:14-15; Romans 8:34; I John 2:1*].
- We believe in "That Blessed Hope", the personal return of our Lord and Savior Jesus Christ. [*Titus 2:13; Acts 1:11; I Thessalonians 4:13-18; Revelation 19:11-16*].
- We believe that all who receive by faith the Lord Jesus Christ are born of the Holy Spirit and thereby become children of God. [*John 16:7-11; Romans 8:9; Titus 3:5; John 3:5-8; John 14:16-17*].
- We believe that Satan is a spiritual personality, the enemy of God and man, who seeks unlawful dominion through the overthrow of God's beneficent rule. [*Genesis 3:1-4; John 8:44; Ephesians 2:2; I Peter 5:8*].
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting, conscious punishment of the lost. [*John 5:28-29; I Thessalonians 4:13-18; Philippians 3:20-21; I John 3:2; Revelation 20:11-15; Revelation 21:4-27*].
- We believe in the Church, the invisible body of Christ, of which all believers are members. [*I Corinthians 12:12-13; Colossians 1:18; Ephesians 1:22-23*].

INTRODUCING THE ACADEMY

Darren Patterson Christian Academy is a private, non-profit, interdenominational preschool through 12th grade academy founded in 1982 in memory of 14 year-old Darren James Patterson, who was killed the previous year in a head-on collision. For almost 30 years the academy has provided Christ-centered, quality teaching and learning to hundreds of students in support of their parent's vision for focused, purposeful education.

Our curriculum is grounded in the Bible, and the integration and teaching of biblical truths and principles is a primary goal in each class and every setting. Where possible in keeping with our desire for an excellent curriculum, we use Christian texts and materials from publishers such as A Beka Book, BJU Press, Purposeful Design, and others.

The Academy offers a variety of co-curricular and extra-curricular activities designed to further equip our students for excellence in Christian life and service. Examples are field trips, junior and senior high school athletics, mission trips, social gatherings and activities, service opportunities, and a chapel program that helps enhance our students' spiritual understanding and growth.

Darren Patterson Christian Academy features...

- *The integration of Christian thought, principles, and character training in every aspect of the school's operations.*
- *A comprehensive, coherent, and intentional pre-school through twelfth grade curriculum.*
- *An emphasis on mastering essential academic skills and providing a strong and broad foundation for our students' exciting futures.*
- *Small class sizes and consistent personal attention from faculty and staff.*
- *Extra-curricular activities that are part of the comprehensive program and reinforce our Christian teaching and training.*
- *A focus on developing a life of service to Jesus Christ and His world.*

...that in all things He might have the preeminence."

Colossians 1:18b

Mission

Darren Patterson Christian Academy equips pre-school and K-12 students for excellence in Christian life and service by providing a nurturing, distinctively Christian school environment that emphasizes knowing Christ, imitating His character, integrating the Bible in all of life and learning, mastering academic knowledge and skills, and affirming the uniqueness of each child.

Vision

At DPCA, we envision high school graduates who are joyful in their Christian faith, steady and steadfast in moral character, skilled, ready for college or other advanced

training, able to lead, compassionate toward others, excited about their future, and equipped to follow the Lord with excellence.

We envision high school graduates who see themselves and the world from a distinctively biblical perspective; who know what it means to serve; who have mastered their high school academic work; who know how to learn; and who have the faith, knowledge, and understanding to enter the adult world prepared to extend Christ's love and life wherever they go. We believe in the potential of each child to achieve this vision in a way unique to each individual, yet grounded in the common truth, morality, and stewardship indicated as the biblical standard for all. Each employee of Darren Patterson Christian Academy works with this vision in mind; we assume that each parent and student affirms this vision as well.

Goals

From the mission and vision of the school are derived the primary goals that we as employees of DPCA strive to achieve. Excellence in Christian life and service means that our graduates know what they need to know, have the wisdom to use that knowledge correctly, and can be depended upon to use their lives and capabilities to serve others for the kingdom of Jesus Christ. Our goals, then, are as follows:

1. **Knowledge and Skills:** We want to assist each student in developing a Christian world view and a level of knowledge and skills generally appropriate to high school graduates. We want every student to be well prepared for the years immediately following high school, whether they choose further schooling or enter the work force.
2. **Wisdom, Life and Service:** We want to graduate young men and women who can be generally characterized as biblically literate, biblically directed, prayerful, mission-minded, servant-oriented, evangelical Christians.
3. Our goal for students who do not attend DPCA through high school is to work with each one with the previous goals in mind so as to make as much progress as possible in the time we are given with each student.

Philosophy of Education

The community of DPCA believes that true education must begin with and remain centered in God and His direct revelation to humanity through the Bible. Understanding that all that is has proceeded from God gives meaning and coherence to all other inquiry. Education, then, is a process directed by God in which the individual acquires knowledge or skills that contribute toward a greater understanding of, and ability to accomplish, the purposes of God for the individual and for humanity generally. We believe that effective education contributes to all areas of the student's life, beginning with the need for each individual to be brought into a redeeming relationship with God through Jesus Christ, and then giving the redeemed and educated person increased ability to live a life that is orderly, peaceful, purposeful, productive, and in harmony with God. Education should reveal to the student that God's involvement with humanity and with the physical creation is comprehensive and personal. The formation of this coherent Christian world view produces individuals who are increasingly characterized by a Christ-like love for all people and a desire to be involved as stewards in work which contributes to the management and care of the physical creation and the physical and spiritual welfare of humanity.

DPCA further believes that the Bible clearly mandates that parents are responsible for their children's education, and that the mandate specifically and emphatically includes that children are to be taught about the Lord. (See Deuteronomy 11:18-20 and

Ephesians 6:4, among others.) DPCA therefore functions as an extension of the home and as the parents' chosen avenue for providing a biblical education for their children. Parents are welcome and encouraged to be involved in their children's education at DPCA.

Specific Objectives

In keeping with Darren Patterson Christian Academy's mission statement, goals, and philosophy of education, specific objectives are expected which provide both a framework for the design and evaluation of the Academy's programs and practices, and a basis for assessing student progress. These objectives are grouped in four areas, as noted below:

Christian Life and Character

- Students will understand the biblical need for, meaning, and practice of a personal relationship with God through Jesus Christ.
- Students will exhibit a developing and increasingly coherent Christian world view that enables them to apply biblical principles to questions of morality, ethics, compassion, stewardship, and all other life situations.
- Students will demonstrate a beginning level of knowledge and ability to minister to and serve others.
- Students will exhibit a developing understanding of the biblical description of the both the Christian individual's and the Church's worldwide task of witnessing, evangelizing and discipling.

Biblical Literacy

- Students will have a working knowledge of the Bible and basic Christian doctrines including God, Jesus Christ, Holy Spirit, Humanity, Salvation, Church, and Scriptures.
- Students will be equipped with the beginning skills necessary for personal Bible-study and spiritual growth.

Academic Knowledge and Skills

- Students will demonstrate the use of good study skills.
- Students will demonstrate comprehension of and the ability to use the fundamental processes of communicating with others, including reading, writing, speaking, and listening.
- Students will demonstrate comprehension and knowledge of a general college-preparatory curriculum including studies in Bible, history, English and literature, the sciences, and mathematics.
- Students will demonstrate basic research skills and the ability to study independently.
- Students will be able to reason logically and think critically using biblical criteria.
- Students will demonstrate a basic level of competency and literacy with computers and other forms of technology.

Personal and Social Development

- Students will demonstrate an ability to care for and relate well with others.
- Students will demonstrate an understanding of the fundamentals of personal management, including use of time, stewardship of work and leisure, and personal health and fitness.

- Students will exhibit a developing knowledge and breadth of appreciation for the diversity of God’s creativity and creation as expressed in art, music, drama, the environment, and the uniqueness of other individuals.
- Students will demonstrate an awareness of the fundamental principles and skills needed to develop successful Christian marriages and families.

Teaching Emphases

In order to achieve the objectives and goals noted above, DPCA emphasizes several important perspectives and attitudes in our teaching:

1. For the spiritual and moral growth of our students, and to develop the biblical literacy and understanding we desire, teachers and staff at DPCA will
 - a. Teach the Bible as God’s inspired Word and endeavor to develop attitudes of love and respect toward it.
 - b. Seek to develop in students a desire to know and obey the will of God as revealed in the Scriptures.
 - c. Endeavor to encourage and equip the student to carry out the will of God daily, encouraging them to live out their relationship with Him in the areas of service and good works in accordance with Matthew 5:16. *“In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.”*
 - d. Endeavor to assist the student in developing the mind of Christ toward godliness and sin.
 - e. Teach the students how to overcome sin and live in grace.
 - f. Strive to develop in students thoughtful, biblical critique of modern culture and the wisdom and steadfastness to operate according to biblical principles even when such commitment is personally costly.

2. For the development of academic strength and growth in our students, we will
 - a. Promote high academic standards expressed as faithful stewardship of the individual’s unique, God-given skills and talents with the goal of promoting maximum academic achievement for each child.
 - b. Discuss current affairs in all fields and relate them to biblical principles and God’s revealed will for humanity.
 - c. Emphasize consistent and diligent study and the nobility of learning and thinking.

3. For growth in our student’s personal and social abilities, our teachers emphasize
 - a. The development of self-discipline and responsibility in the student based on respect for and submission to God and other authorities and the exercise of personal management and stewardship skills.
 - b. The development of the individual student’s personality, gifts, and talents based on a proper understanding and acceptance of himself as a unique individual created in the image of God and on the fullest possible development of his own capabilities.
 - c. Treating everyone with love and respect as unique individuals made in God’s image.
 - d. Promoting good citizenship at school and in the community through developing the understanding and appreciation of our Christian and American heritages of responsible freedom and human dignity.

- e. Encouraging and challenging each student to be a contributing member of his or her society who recognizes the interdependence of people and the biblical mandate to serve.
- f. Physical fitness, good health habits, and wise use of the body as the temple of God. *I Cor. 6:19 "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God?"*
- g. Imparting biblical attitudes toward material things and using them for God's glory.
- h. Engendering an appreciation of the arts through teaching, exposure to the arts, and encouraging the student's personal expression.

School Affiliations

Darren Patterson Christian Academy is a member of the Association of Christian Schools International (ACSI), which is in turn a member of the Council on American Private Education (CAPE). More information regarding ACSI is available from their website at www.acsi.org. DPCA is also a member of the Front Range Christian Athletic Association. Our school is not affiliated with any one church or denomination; rather, students and staff come from a variety of Christian faith traditions.

ADMISSIONS

Application

The first step in the admissions process at DPCA is the completion of the application form, which is available through the school office, or as a .pdf document on the school's website. Parents having any questions regarding the application paperwork should feel free to call for assistance. In determining whether to continue with the admissions process, DPCA will consider factors such as previous academic records, standardized test scores, and previous disciplinary records. The goal of the admissions process is to bring students into the academy who can benefit from the curriculum and programs offered.

Interview

The second step is a family interview involving the parents or guardian, the student(s), the school administrator, and the teacher or teachers who will receive the student into their class. Tests in math and reading may also be administered at this time if parents or school staff find it advantageous for evaluation and placement. In consultation with the parents, the administration will seek to place the student at the grade or curriculum level that will provide the greatest opportunity for success.

General Information and Policy

Kindergarten and First Grade: Kindergarten students must be five years of age on or before September 1 of that year. Beginning students in first grade must be six years of age on or before September 1 of that year.

Remediation or Special Education: The academy offers only limited remediation or assistance for special needs children. When interviewing or testing reveals learning challenges or remediation needs which would require help beyond what the academy can effectively provide, admission as a regular student will be declined. The academy is open to special arrangements such as individual tutoring or assistance in the classroom; such special interventions are at parent's additional expense.

Admission on Probation: If uncertainty exists as to the likelihood that student will benefit from the academy's educational and other programs, students may be admitted on a probationary status at the discretion of the administrator. Conditions of the probation will be detailed in a letter to parents and will be in effect for the duration noted therein. If the terms of the probation are not satisfied, or if insufficient progress is made, or if it becomes apparent to school personnel that the child is not thriving, parents may be asked to secure tutoring, place the student in the next lower grade, or withdraw the student from the school if no other satisfactory alternative can be found.

TUITION AND FINANCES

Full-Time Tuition for **day students** for the 2011-2012 school year is as follows:

Kindergarten	\$2250
Grades 1-6	\$4300
Grades 7-8	\$4700
Grades 9-12	\$5100

Tuition, Room and Board, and Fees for **boarding and Ekklesia Mountain High students** for 2011-2012 total \$12,000.

DPCA does not collect separate book and registration fees. The figures noted above cover the academic and co-curricular program. The only additional fees during the year are for athletics and incidental expenses such as a charge for gas for a field trip, entrance to a game or social event, or other personal items such as school supplies.

A non-refundable deposit is required from each family at the time of application or registration; the deposit counts toward the tuition figure(s) noted above and is not a separate fee.

Tuition Assistance

It is the desire of the DPCA community that finances not be a barrier to enrollment. Financial aid for tuition assistance based on need is available. Application for financial aid is made through the ISM[®] FAST website, which is most easily accessed by following the link from the DPCA website at www.dpcaweb.org/parents.html and should be completed in conjunction with the application for admission, or with pre-registration materials for returning students. The academy uses the ISM[®] third-party evaluation service to assist us in determining need, and the financial aid committee then meets to determine award amounts. Early payment discounts do not apply to recipients of tuition assistance. Some opportunities for financial assistance involve other groups and foundations outside the school, and may require more than one application.

The deadline for application for tuition assistance each year is June 1 or within 30 days of registration or enrollment, whichever is later. Parents with extenuating tax circumstances that make it impossible to meet these deadlines should contact the office.

Payment Plans

Pre-payment in full: Tuition at DPCA may be prepaid in full prior to the beginning of the school year. There is a 2% discount on the total bill for any family pre-paying the full amount before September 1st.

Two Payments: Parents may elect to make two payments, each equal to 50% of the total bill. The first payment is due September 1st, and the second December 1st or earlier. No service charge is added.

Monthly Payments: Tuition at DPCA may also be paid monthly on twelve- or ten-month plans. Twelve month plans begin in June and run until the following May, while ten-month plans run August to May. Payments are calculated by dividing the family's total

bill by the appropriate number of months. A \$5.00 per month service charge is added for the monthly accounts. Families who enroll after the first of August may still take advantage of monthly payments; payments will be divided across the number of months remaining.

Late Payments, Insufficient Funds, and Delinquent Accounts

DPCA believes that Christian integrity requires the keeping of financial commitments. At the same time, it is recognized that there are times when life takes unexpected turns. With these perspectives in mind, the academy has adopted the following policies regarding late payments, insufficient funds, and delinquent accounts:

1. There will be a \$15.00 fee charged for checks returned due to insufficient funds.
2. Payments made after the tenth of each month in which payment is due will be subject to a late fee of \$10.00.
3. It is the expectation of the academy that parents who find themselves having difficulty with payments will communicate promptly with school personnel and work to resolve the issue. Requests for modified payment plans or other considerations will be handled on a case-by-case basis.
4. Accounts more than 60 days past due are considered delinquent. The school reserves the right to withdraw students from enrollment when accounts are delinquent and there is no attempt on the part of the parents or responsible parties to bring the account up-to-date. Parents will be notified at least one week prior to the student's last day of school if the academy decides to withdraw the student(s).
5. Students may be prohibited from attending mission, American Heritage, or other special trips off campus if the family school account is delinquent.
6. DPCA reserves the right to withhold records until account balances are current, except where such withholding may be prohibited by law.
7. Though it is viewed as a last resort, DPCA reserves the right to send delinquent accounts to a collections agency if attempts at communicating with parents and establishing a payment plan have failed.
8. Students from families with past-due accounts will not be readmitted to school the following year until accounts are current.

Withdrawals and Refunds

Voluntary withdrawal from DPCA is initiated by notifying the school administrator in writing of the student's planned last day of school. Parents withdrawing their students from DPCA will be asked to complete a brief survey, and a personal meeting with the administrator is greatly appreciated.

Deposits: All deposits are non-refundable.

Prior to first day of school: Refund = total paid, less the deposit, less a \$125.00 administrative fee per student to cover books and materials already ordered for the student(s).

After the first day of school: Refund = total paid, less the deposit, less the \$125.00 administrative fee per student, less tuition prorated for school attendance, less any outstanding bills or fees due the school. For example, all tuition due for months in which the student was in school for the full month shall remain due and payable. During the month that the student withdraws, that month's bill will be prorated based on the number of days in school out of 20. For example, a student who is withdrawn on

the 13th of January 2012 would have attended about ten school days that month, which is equal to 50% of the month on the basis of twenty days. The family would thus be responsible for tuition for September through 1st half of January, plus the deposit, administrative fee, and any other outstanding charges as noted above.

DPCA PROGRAM AND SERVICES

The school year and program at DPCA are designed to provide excellent instruction, activities, and social community for the students at the academy. Following are some explanations, policies, and guidelines related to the school day and general school program.

Academic Program and Curriculum

Darren Patterson Christian Academy offers a complete, Christ-centered academic program from pre-school through the twelfth grade. The academic program is specifically designed to provide students a strong and sure foundation at each grade level, so that the student may experience steady growth and progress through their entire schooling process. The curriculum includes an emphasis on academic essentials in reading, writing, and mathematics, as well as science, history, and biblical studies. Music, art, library, and physical education are also included as part of the weekly program in K-8. At the high school level, DPCA offers a college-preparatory curriculum that equips students very well for further studies following their high school graduation. Please ask for a copy of the School Profile to see an updated list of graduation requirements; average college entrance scores; and colleges, universities, and other training programs where DPCA graduates have been accepted.

In recent years, DPCA students as a whole have been scoring roughly at or above the 70th percentile rank when compared with their classmates nationwide. That means, on average, that students at DPCA score better on the Stanford Achievement Tests than 70% of their peers across the country. Of course, individual student results vary, but the consistently high averages are one indicator of the quality academic program offered by the Academy.

ACSI Activities

The Association of Christian Schools International sponsors regional, state, and national activities and competitions for students from Christian schools. DPCA participates in several of these events, including the Art Festival, Math Olympics, and the Writing Festival.

Daily Schedule

Early safe zone	7:30 A.M. For bus students or by permission ONLY.
School opens	7:45 A.M.
Readiness bell	8:10 A.M.
School day begins	8:15 A.M.
Student is tardy	8:15 A.M.
Kindergarten ends	11:30 A.M.
School day ends/ 1st – 6th	3:15 P.M.
School day ends/ 7th – 12th	3:25 P.M.
Late safe zone	3:30 – 4:00 PM For bus students or by permission ONLY.

Students are not permitted to be in the building or on the school grounds prior to 7:45 A.M. without specific permission from the school administrator or a teacher.

Students must leave the building and the school grounds by 3:30 P.M. unless they are participating in an approved after school activity, serving a detention, receiving assistance from teachers, or have some other approved reason and **specific permission** for staying later. The school office closes at 3:45 PM.

Extra-Curricular Programming

In addition to the academic program of the Academy, DPCA offers social, athletic, mission and service, and additional scholastic opportunities to its students. Monthly Forty31 social gatherings for junior and senior high, annual community service chapels, mission trips, scholastic competitions, and boys and girls athletic teams are a few examples.

Health Services

Minor first aid will be administered by the school office or teachers or the administrator. Injuries will receive immediate first aid, or if more severe, the school will call 911. Immunizations must be current, and we **MUST** have permission to treat your child. If your child needs to be given medicine during the school day, a permission slip must be picked up in the office, filled out and submitted to the secretary. If it is prescription medicine, your physician also needs to sign it. Students may not carry medication on their person; they must check all medications (including over-the-counter pain relievers) in at the office.

Home Schooling Services

DPCA desires to be a respectful and helpful resource to home schooling parents and students in the communities we serve. The Academy offers a variety of services to home schooling families on an as-desired basis, which are detailed on a brochure available on the school's website (www.dpcaweb.org) or at the office.

Lunch

The school provides a hot lunch according to the schedule and menu published each month on the monthly calendars. Prices for lunch and drink tickets are set each fall; tickets are available on the DPCA website or through the office.

Meal and drink tickets may be purchased at the school office, or you may simply send the appropriate amount with your student and we will provide the ticket at school.

Students may also bring sack lunches to school. Microwave ovens are provided for student's use, but utensils and dishes must be brought from home. Limited supplies for student's lunches (paper plates, napkins) are available at school. Please help keep our supplies available by occasionally contributing a package of plates or napkins.

Lunch Schedules

Grades 1-3 lunch	11:20 A.M. – 12:00 Noon
Grades 4-6 lunch	11:50 A.M. – 12:30 P.M.
Grades 7-12 lunch	12:00 Noon – 12:30 P.M. except Fridays: 12:10 – 12:45.

Grades 9-12 students in good standing are permitted to sign out and leave campus for lunch unless parents tell the office otherwise. Students who are ineligible for any reason lose off-campus lunch privileges.

Office Information

Office hours are generally 7:45 AM through 3:45 PM during the school year, and 9:00 AM to 1:00 PM during the summer months. The contact information for Darren Patterson Christian Academy is as follows:

Darren Patterson Christian Academy
518 S. San Juan Avenue
PO Box 1243
Buena Vista, CO 81211

Telephone: 719.395.6046
Fax: 719.395.2055
Toll Free: 1.877.395.DPCA
Email: info@dpcaweb.org
Website: dpcaweb.org

For after-hours emergencies, you may call the principal's home at 719.395.6021. Calls are screened; please leave a message. Please respect the principal's family time by noting that issues such as items forgotten at school are not emergencies.

Parent-Teacher Conferences

Communication between parents and teachers is extremely important. Parents are encouraged to schedule conferences with the teacher as desired, and teachers may ask parents to come to school for a conference if the need arises. The normal time set aside for such conferences is between 3:30 and 4:00 P.M. on any school day. Parents, please respect our teacher's schedules by not dropping in unannounced for a formal conference. Please make arrangements through the office at least one to two days in advance.

In addition to conferences, parents are invited to visit in the classroom. This experience will help parents in knowing how to guide children at home and give them a good idea of what is being taught. Again, it is most considerate of the teacher and the other children if parents schedule visits in advance. Please contact the office ahead of time when you wish to visit. Observing this procedure will also insure that parents get to witness more teaching situations rather than tests, seatwork, or other activities which do not demonstrate as clearly for parents the content of a lesson.

Snow Days

DPCA may occasionally be closed due to inclement weather, usually heavy snow. Generally if Buena Vista public schools are closed, DPCA will also close. Because some of our students commute from Salida and Leadville, it is possible that DPCA will close when the public schools remain open. **Announcement of closure for DPCA will be made on local radio stations.** In addition, a call list will be activated and we will attempt to reach parents by phone beginning about 6:30 AM. Leadville, Salida and other parents at a distance will receive priority. Please note that cordless phones will not operate if power is out, and we may not be able to reach you unless you have a conventional or cellular phone.

ACADEMIC POLICIES

Attendance

Regular attendance is very important in order for each student to gain all that the Lord is providing through the educational experience at DPCA. Significant teaching, learning, discussion, interaction, and character training occurs in each class every day.

Assignments can be made up, but the special interaction and perspectives from each class cannot be. Though any student might experience an absence from time-to-time, it is very important that nonessential or casual absences be discouraged. Students whose attendance is consistent simply gain more from the Lord, their teachers, and their school experience as a whole than those who are often absent.

Excused Absence or Tardy

Excused absences or tardies are given for illness, death of family members or close relatives, family emergencies or other needs as decided by parents, or for pre-planned absences as noted below. If your student is to be absent or late, please call the school office between 7:45 and 8:30 A.M. on the day of absence or tardiness.

Unexcused Absence or Tardy

Unexcused absences or tardies will be given to students under the following conditions:

1. when the school office has not heard from parents regarding the absence or tardiness by the end of the day (at the latest) on which the absence or tardy occurs.
2. when the student leaves campus without parental or school permission
3. for unexplained lateness to class not excused by another teacher
4. for other instances not noted above as excused.

The discipline policy concerning unexcused tardies and absences is as follows:

1. For every four unexcused tardies (to school or to class), an after school detention will be arranged through the school office.
2. One unexcused absence (from school or from any class) requires a contact with parents and a detention for the student.
3. Two unexcused absences require a parent conference and a second detention.
4. Three or more unexcused absences will result in a parent conference and automatic one-day in-school suspension. (Please see also the **Fault System**)
5. Additional unexcused absences will require consultation with the parents and school board to determine whether and under what conditions the student may remain enrolled in school.

Tardiness, General

Prompt arrival at the beginning of the day and for each class is important for a student's learning. Those not present by 8:15 A.M. will be considered tardy, and must receive a tardy slip from the office before being admitted to class. Students are also considered tardy throughout the day if they arrive in a classroom after the class bell has rung or the class session has begun. Every four tardies, even if excused, will be marked as 1 absence.

Pre-planned Absences

For the sake of teachers' planning and other school logistics, earliest possible notice of pre-planned absences such as doctor's appointments, family trips, mission trips, etc. is requested. Families are again encouraged to minimize the amount of school missed as much as possible by taking advantage of later appointment times, existing school holidays, etc.

In order for a pre-planned trip to be excused, the parent or guardian must sign the student out **prior** to taking the student out of school. This process ensures that we know where the student is and that arrangements for missed work have been made. For doctors or other similar appointments, students may be signed in and out by DPCA staff if they have a note from their parents.

For trips away from school involving an entire day or more, we ask that parents fill out and sign a more formal absence form well ahead of time to allow teachers and administration to make provisions for the student's schoolwork during and after the absence.

Make-up work after absences

Unexcused: Work missed due to unexcused absence or tardiness must be made up, but will not be counted toward the grade. All scores from missed work will be counted as zeroes.

Excused: Work missed due to excused absences or tardiness may be made up, according to the following general guidelines:

1. Work missed due to excused tardiness is usually required the same day. If the work missed is a long-term assignment that the student was aware of well in advance, the teacher may elect to impose a late penalty.
2. Tests and exams missed must be made up as soon as possible upon returning to school. Tests missed because of vacations or planned absences must be made up either before leaving or after returning, according to the teacher's discretion.
3. For absences due to illness, generally one day is allowed for every day missed, up to a total of ten days. Exceptions to this policy are as follows:
 - a. Assignments due on the first day the student was absent will be due upon the student's return to school unless the student or parents make other arrangements in advance with the teacher.
 - b. Long-term assignments such as research papers that the student knew about well before his or her absence may be due immediately upon the student's return to school or shortly thereafter. Students or parents should communicate with teachers regarding major assignments during an absence caused by illness or other emergency.
 - c. When students feel they have reasonable need for more make-up time, they may appeal to the teacher for an extension. Since it is not to the student's advantage to extend the make-up time, every effort should be made to get caught up as quickly as possible.
4. Parents are urged to stop by the school and pick up work for students who are able to complete some assignments while ill. For extended illness or absence, it is imperative that the parents consult with the teachers and administration in order to plan for the student's continued progress.
5. For pre-planned absences of any kind, the student must consult with the teacher **prior** to leaving school to determine what will be missed and what kind of make-up

- schedule is appropriate. Generally work missed for pre-planned absences must be made up *prior* to the absence, though teachers may, at their discretion, grant extra time. For this reason it is imperative that students consult with teachers several days beforehand for brief absences, and up to several weeks in advance for longer absences such as trips. Once a schedule for accomplishing the work has been determined, students are expected to adhere to it. Failure to turn assignments in by the due dates that the teacher has established will result in late penalties.
6. It is expected that some make-up tasks such as taking tests, receiving extra help from the teacher, or using school lab facilities will require additional time after school.

Excessive Absence

Students who miss 20 or more days in any one semester may not be granted credit for that semester's work. Determination whether to award credit or not will be made on the basis of the reason for the absence, parents' and student's efforts to make proper arrangements for continued academic progress, and the actual achievement of the student during the course of the semester.

Cheating and Plagiarism

Personal honor, truth-telling, and integrity are fundamental elements of Christian character (Exodus 20:16, Leviticus 19:11, Psalm 15, Ephesians 5:8-9, Colossians 3:9), and are fundamental elements of the academic relationship between students and teachers. Parents choose and students attend DPCA voluntarily and agree to be governed by the standards of the school and the expectations for academic honesty. Academic cheating in any form, including the plagiarizing of another's work, is a fundamental breach of trust and of this voluntary agreement on the part of the student, and is unacceptable at DPCA.¹

The first instance of cheating by a student results in an *F* on the assignment in question (*F* grades may range from 0 to 64 % of the grade at the discretion of the teacher), a one-hour detention, notification to the parents, and counseling with the student to clearly explain the offense. Teachers who suspect that an instance of plagiarizing was unintentional (most of the work is original, perhaps documentation was done improperly or forgotten) may choose to explain the error to the student and allow reworking. In such a case the teacher may elect to forgo the typical penalties and choose to apply late penalties to the work. Even if the student claims and the teacher believes that the cheating or plagiarizing was unintentional, the incident will still be recorded as the student's first instance of cheating or plagiarizing.

Second or further instances of cheating or plagiarism will result in automatic suspension from classes (a fault – please see Discipline Processes and Procedures on pp 31-32) for a period to be determined by the administrator, up to and including expulsion from the school.

Grade Scale and Definitions of Grades at DPCA

The following grade scale and definitions are used for grades 2-12. Younger students may also receive substituted or additional marks and meanings which are defined and explained in materials from the teachers.

¹ For further information, please see *Blaine et al vs. Savannah Country Day School*, 491 S.E. 2d 446 (GA App.1997) or *Woodruff vs. GA State university* 251 GA. 232, 234 [304 S.E.2d 697], 1983

DPCA Grade Scale

GRADE	DESCRIPTION	RANGE		GPA-PTS
		LOW	HIGH	
A+	Excellent or Superior	99	100	4.00
A		95	98	4.00
A-		93	94	4.00
B+	Good	91	92	3.00
B		87	90	3.00
B-		85	86	3.00
C+	Adequate	83	84	2.00
C		77	82	2.00
C-		75	76	2.00
D+	Minimal or Poor	73	74	1.00
D		67	72	1.00
D-		65	66	1.00
F	Fail or Inadequate	0	64	0.00
I	Incomplete	N/A	N/A	N/A
P	Pass	N/A	N/A	N/A
WP	Withdraw/Pass	N/A	N/A	N/A
WF	Withdraw/Fail	N/A	N/A	N/A
S	Satisfactory	N/A	N/A	N/A
U	Unsatisfactory	N/A	N/A	N/A

Conduct Code Listing

E	Excellent
G	Good
N	Needs to Improve

Effort and Comment Codes

1	Listens well in class
2	Consistent effort
3	Participates well in class
4	Highly responsible
H	Homework often not completed
L	Lacks neatness – work often careless or sloppy
M	More consistent effort needed
Q	Better preparation needed for quizzes or tests
T	Overly talkative in class
X	Conflicts/behavior issues in class

Definitions of grades

The meaning of the various grades assigned at Darren Patterson Christian Academy to students in grades 2 and higher is outlined below.

A grade of A represents

- Superior understanding of course material evidenced by very few to no errors in fact or understanding, and the ability to mentally manipulate course knowledge in a way appropriate to the grade and age level.
- Complete, high quality work and scholarship in all assignments: work is turned in on time.
- Creativity, imagination, and intellectual curiosity in relating the course material to other courses and thoughts.
- Clear, effective ability to communicate course concepts or demonstrate skills to other students and the teacher. Obvious growth in knowledge, skills, attitudes, or behavior.
- Evaluative ability that includes sound judgment grounded in biblical principles and precepts, as appropriate for the age and grade level.

A grade of B represents

- Good understanding of course material evidenced by few errors in fact or understanding, and the ability to state generalizations and implications from the material learned in a way appropriate to the age and grade level.
- Consistent, good quality work in all assignments and projects: work is turned in on time.
- The general ability to communicate course concepts or demonstrate skills to other student or teachers. Definite growth in knowledge, skills, attitudes, or behavior.
- Evidence of increasing ability to evaluate the course material from a biblical perspective, as appropriate for the age and grade level.

A grade of C represents

- Adequate understanding of course material demonstrated by intermittent errors in fact or understanding: accuracies still outweigh errors.
- Adequate performance and reasonably decent quality work on assignments and projects: work is usually turned in on time.
- Satisfaction of the minimum standards for the course in terms of reading, preparation, and class participation. The student can articulate several main themes from the course material, as appropriate for the age and grade level.
- Student can demonstrate some knowledge or skills to others. Evident growth in knowledge, skills, attitudes, or behavior.
- Evidence of some ability to evaluate the broad themes of the class in light of general biblical concepts, as appropriate for the age and grade level.

A grade of D represents

- Minimal understanding of course material demonstrated by periodic or recurrent errors in fact or understanding: error begins to outweigh accuracy.
- Minimal performance and fair to poor quality work on assignments and projects. Work is often late.
- Less than adequate reading, preparation, and participation in and for the course. The student has difficulty articulating major themes or concepts from the course material. Minimal growth in knowledge, skills, attitudes, or behavior.
- Student has difficulty demonstrating knowledge or skills to others.
- Has difficulty applying biblical principles to course material.

A grade of F represents

- Inadequate understanding of course material demonstrated by frequent or persistent errors in fact or understanding: error now clearly outweighs accuracy.
- Inability to use sound techniques of scholarship: plagiarism (accidental or intentional), irrational or fatally flawed logic, inability to communicate in writing, work chronically late, etc.
- Failure to meet the course standards. The student cannot articulate major themes and concepts. There is minimal or no evidence of increased or changed knowledge, skills, attitudes, or behavior.
- Inability to connect biblical principles to course material.

A grade of *Incomplete (I)* represents

- The student has been unable to complete the work required within the marking period due to unusual extenuating circumstances (such as extended illness, bereavement, or major change in family status or situation) beyond his or his parent's control. Incompletes are only permitted under the circumstances noted; a family trip, for example, does not justify the use of the incomplete.
- Some additional time to complete assignments. The incomplete is not a final grade.
- Unless other arrangements are made with the teacher and administrator, all incompletes must be resolved within two weeks of the last day of the marking period. All incompletes not resolved by the end of two weeks automatically become a final grade of F for that marking period.

Homework

The assignments given as homework are designed to assist students in gaining mastery of the material, and to encourage initiative, responsibility, self-discipline, and good study habits. Homework provides an opportunity to practice and apply the concepts learned within the classroom, and is given on a regular basis. Although teachers are not restricted from giving homework on Wednesdays, they are asked to keep assignments as light as possible due to mid-week church activities.

Parents should expect students to have homework and check with their child regularly so that it develops as a priority in the home. While parents may assist in any assignments given by seeing that the work is done, and by explaining work when necessary, the work must be done by the child. He or she must take responsibility for its accuracy and completion.

Following are some ways parents can help their child with his or her studies:

1. Be sure the student has a quiet, secluded study place with good lighting.
2. Remove all distractions: television, radios, and other electronic devices. Despite students' insistence to the contrary, educational research consistently demonstrates that students do not perform as well on assignments when other sensory inputs such as TV or video games are competing for their attention. The exception may be quiet music (which has been shown to help some students with attention challenges remain focused – the type of music that helps varies by child, so it is best for the child to demonstrate success while listening to the music of their choice. If it obviously distracts them, try a different style or revert to no music.) The general rule for success is a quiet, focused, and concentrated environment.

3. Study time should be a regular time each day, so a habit is developed.
4. Parents should encourage the use of a homework notebook so that the student has a systematic way of recording and completing assignments.
5. Parents might choose to monitor the study time to see that the student applies himself and uses his time wisely. Older students should take a brief break about every 30 minutes or between assignments.
6. Normal homework time each day should take no longer than 20-30 minutes for elementary students, about 60 minutes for junior high, and between 60-120 minutes for senior high **if the students are approaching their work systematically and not procrastinating**. School staff would appreciate being notified if students are consistently spending more than this amount of time on homework.

Honor Roll

Students receiving a grade point average of 3.00 to 3.49 on a 4.00 scale will qualify for the Honor Roll Award. Students receiving a GPA from 3.50 to 3.99 will qualify for the Teacher's Honor Roll. Students receiving a 4.00 or straight *A* average will qualify for the Principal's Honor Roll. All subjects will be used to figure this average. Only grades 3 and up will be eligible for these awards. Additionally, the student must have no *D*s, *F*s or *U*s anywhere on the report card.

Promotion and Retention

1. Elementary students will be promoted when the teacher and principal agree that they have mastered the skills necessary for handling the curriculum at the next grade level. In some cases students may be promoted with the understanding that summer school or special tutoring will be done prior to the next school year. Such decisions are always made in consultation with parents.
2. Junior High Students (grades 7 and 8) may not generally be promoted to the next grade with a failure in two or more academic subjects [Bible, English, History, Math, Science, Social Studies] unless the courses are made up in an approved summer school program, or unless it is possible to retake the work the following year in addition to regular coursework. The administrator and parents will discuss promotion in such instances and develop plans for the student's remediation and advancement.
3. High School students (grades 9-12) must complete courses and receive units of credit before progressing to the next level of course work consistent with graduation requirements.
4. If students in grades 3 and higher do not finish the year with a cumulative grade point average of at least 1.5, they may be retained in their present grade level or not recommended for re-admission for the next school year. Following such a referral, students will only be re-admitted upon approval of the administration. That re-admission, if granted, would be on a probationary status.

Report Cards

Report cards will be issued following the end of a grading period. Kindergarten through 8th grade report cards must be returned by the 5th day of school following their issue. A \$1.00 fee is charged if a card is lost and must be replaced.

Shortly after the mid-term interval of each quarter, students and parents will receive a mid-term progress report. These are designed to communicate both excellence and deficiencies. Parents are encouraged to set up a teacher conference if the report generates any concerns.

Student Records and Personal Information

Because DPCA does not receive funding from any federal or state agency, the school is not subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). However, we want to honor parent's and student's right to track their educational progress and be aware of the information that DPCA maintains. The essence of FERPA is that student's educational records are private and must be protected from release to unauthorized persons; though not legally bound to do so, DPCA will generally handle records according to the provisions of the law, as noted in the following paragraphs.

Parents are welcome to examine their student's records at any time. In order to ensure the completeness and safety of the student's records, we require parents to look at the files in the office area. Parents may make any copies desired at their expense.

The following categories of information are considered semi-public directory information and may be shared with the school community or the general public whenever school officials deem the request appropriate: student's name, address, phone number, email address, home church, class standing, dates of attendance, diplomas and awards (including scholarships) received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Directory information is primarily for school community and public relations use, and is not intentionally made available for commercial enterprises.

Parents of students currently enrolled may withhold disclosure of information in any category by requesting this in writing to the school office. Written requests for non-disclosure will be honored for one year. Darren Patterson Christian Academy assumes that failure to complete the request indicates approval for disclosure.

School employees who have legitimate educational interests in a student's education records or disciplinary records are granted access to those records whenever needed.

We respect the privilege of parents to challenge the contents of their student's records if they believe them to be inaccurate. Parents who wish to do so should inform the administrator in writing and state exactly the nature of the objection and what they believe would be a satisfactory resolution. The administrator and any faculty involved will consider the petition and inform the parents in writing of their decision. If the parents are still in disagreement, they may appeal in writing to the school board, whose decision shall be final. Parents who disagree with the final ruling from the board may place a note in the student record indicating their disagreement; any such notes will be included in any subsequent transfer of records to other institutions.

The school must also release records to government agencies or the courts if required by law or if subpoenaed to do so.

Technology (Computers, Internet, and related Items)

DPCA provides access to computers, the Internet, printers, cameras, projectors, and other devices to enable or enhance student learning. Internet access at DPCA is

filtered, but no filter is perfect or can guarantee that students will never see inappropriate material. Given the nature of some content on the Internet, the state of our culture, and the fact that these devices can and do have multiple uses, the following policies govern the use of technology at the school, and in some cases, away from school under the umbrella of the broad agreement that parents and students make to uphold the mission and intent of the programs at DPCA. These policies also govern the use of personal electronic devices such as personal computers, cell phones, PDA's, tablet PC's, handheld computing and calculating devices, etc.

Permissible Activities:

- 1) Students may use school computers, personal computers, or other school or personal computing devices at school to accomplish schoolwork assignments or related research or communication when directed by their teacher or permitted by the guidelines for the assignment. This includes use of all software installed on the computers and use of the Internet where permitted by the filter. College searches and information related to college admissions exams and other parts of the college admissions process are all considered school-related, as are other options for post-high school training or employment.
- 2) Students may use school computers for personal work, but only if no one is waiting to use a computer for school work. Personal use includes:
 - a) Use of any kind not related to school projects or associated research or communications.
 - b) Personal email: DPCA expects students to use e-mail as a positive tool. Any "spamming," harassment, or other misuse of e-mail, whether at school or away from school, will subject the student to school disciplinary measures as well as any applicable criminal or civil penalties. Some email sites may be blocked; the school makes no provision to ensure that students can send or receive email from school.
 - c) Entertainment: games, music etc. Students may use school computers for entertainment purposes only if no one needs the computer for school work, and only if the student is caught up on all school work and is in academic good standing. It is up to the student who wants to use it for entertainment to ensure it is not needed by someone else for school work, and it is a matter of their personal integrity that they are caught up on all other work. Additional guidelines for accessing or downloading entertainment apply: see below.
- 3) Students may alter the desktop appearance of school computers only with permission from the lab instructor or their teacher.
- 4) Students may bring personal laptops or handheld computers to school and use the DPCA guest wireless system.
 - a) Students in elementary grades need permission from their teachers before bringing computers into school.
 - b) Students who do bring computers are specifically agreeing to apply all the computer policies at school to the use of their personal computer, except they are not required to share the computer with others.
 - c) Students will not have access to the guest wireless network until their computer has been checked for current operating system updates, malware, viruses, and current anti-virus software. Students can obtain the guest network passkey

from the office once their computer passes the check. The network passkey is subject to change at any time without notice.

- d) Personal student computers may not be configured to access DPCA Secure networks.
- 5) Students may download legitimate material for personal use onto their own USB drives or other personal devices.
- 6) Students may save work or upload appropriate files to specified network drives and folders.
 - a) Student work saved to the network "expires" (is subject to deletion) following the end of the current school year.
 - b) Filenames must include the name of the student and the date created.
 - c) Files improperly named are subject to immediate deletion.
 - d) Generally, files will not be stored on the network past the end of the current school year unless teachers request such storage.
- 7) Students may print assignments or school-related items on the lab or library printer(s) for free. Please conserve paper by not printing until you are reasonably sure you have a final copy. Any personal items (personal email, letters, printed web pages for personal use, etc) cost \$0.10 per page. Payment is on the honor system and is made at the office.

Prohibited Activities:

1. No food or drink is permitted in the computer lab or around other school technology equipment.
2. Students may not alter the BIOS, chipset, OS, IP, or network protocols or settings, or tamper with or change any other machine or network settings. Anyone tampering with such settings, or attempting to gain or gaining entry to folders, systems and/or networks for which they are not authorized, will be subject to school disciplinary measures as well as any applicable criminal or civil penalties.
3. Students may not alter the settings of software installed on school computers without permission.
4. Students may not pirate or use pirated software on school computers or at school.
5. Students may not load any software onto any school computer without authorization.
6. Students may not download software from the internet onto any school computer without authorization for each occurrence.
7. Students may not download software from any school computer for personal use, unless such software is Open Source and freely available elsewhere as well as at school.
8. Students may not download or upload files for personal use (such as songs, video, etc.) onto school computers.
9. Students are prohibited from using the school computers or personal computers or other personal electronic devices at school or away from school for creating, viewing, downloading, storing, or re-transmitting sites, messages, or images that contain or promote inhumane or immoral material such as (but not limited to) sites, messages, or images that contain or promote pornographic, gratuitously violent, racist, or hate-motivated material; that denigrate or defame others; that are primarily oriented around gambling; that promote the use of illegal drugs; or any site, message, or image whose primary intent and message is contrary to the mission and principles of DPCA.

- a. Cruel, inhumane, or immoral material such as that noted above is a violation of the biblical commands to turn away from evil and think about things that are good (1 Peter 3:10ff and Philippians 4:13ff) and is against DPCA's school mission and policy.
 - b. **Such inappropriate use will subject the student to disciplinary action.** Students' **personal devices are included in this prohibition**, since it is assumed that students and parents have been honest in their commitment (signed upon application or reenrollment) to support the mission and intent of the school. Students who are found to be engaging in these activities from their personal or family devices whether in or out of school are subject to school disciplinary action. It should be noted also that public laws governing the distribution of pornography have been applied to students' personal devices, and that students who thus engage in such activity may be subjecting themselves to civil or criminal penalties as well.
 - c. We wish to specifically note that students who use technology devices and means in or out of school to bully, threaten, harass, defame, insult, slander, or otherwise harm another student, staff member, or parent from the school are subject to school disciplinary procedures and may be subject to civil or criminal penalties as well. Students should be careful to be encouraging, uplifting, and discreet with emails and posts on social networking sites. Any student or staff member who believes they are the victim of such use should report the matter to the administrator immediately with applicable evidence if possible.
 - d. High school students who believe they must access sites of a nature described in this paragraph for some legitimate academic purpose must notify the teacher who assigned the project or assignment and receive specific permission *before* accessing such a site.
 - e. Users who inadvertently access such sites or images should close the site immediately and notify their teacher or the school administrator right away.
10. DPCA computers are not to be used for "chatting" or instant messaging.
 11. DPCA student computers may not be used for accessing, building, or maintaining social networking sites such as MySpace or FaceBook. Social networking sites are generally blocked at school.
 12. Students may not use school-provided technology for purposes of personal gain without express, written permission from the school administrator. This includes, but is not limited to:
 - a. Commercial profit or gain of any kind such as on-line sales or on-line trading or investing.
 - b. Claiming affiliation with the school in order to promote ideas, causes, or actions.

General Information:

1. Hard drives on the lab, library, and mobile computers will be periodically cleaned or reformatted without warning. Students should save all work to network folders or USB drives.
2. Computer questions arising in connection with a specific class assignment should be directed first to that teacher.
3. General questions about computer or software use at school should be directed to the student's teacher, the computer teacher, or the school administrator.

4. DPCA reserves the right to structure its network and related technologies in ways that contribute toward the overall mission of the school. This may include blocking websites without warning.
5. DPCA's network is private and intended for the school community and authorized guests only.
6. DPCA reserves the right to modify policy concerning the use of computers and other technology on campus at any time. The use of computers and other technology at school will be governed by the most current policy.

Textbooks

Teachers issue textbooks to their students on the first day of school, during the first class period of each course, or as soon thereafter as is convenient.

Non-consumable textbooks represent considerable investment on the part of the parents and the school, and we do expect students to take good care of their textbooks and other school materials. In order to help encourage students to take good care of books, small fines are levied for damage to books beyond normal wear and tear. Teachers will check books about once a quarter to insure that they are being appropriately cared for. In May a thorough check will be done, at which time fines may be levied as necessary according to the following schedule.

DPCA Schedule for Textbook Fines:

Issued as	Returned as	Description	Fine
New Good	Good to Excellent	Very little wear and tear, book is in sound condition throughout	None
	Fair	Small dog ears here and there, perhaps a few slightly bent pages, a mark or two, cover a little faded or scratched	None
	Poor	Book displays some damage such as several severely dog-eared or folded pages, some marks, small tears, cover is badly marked, scratched, disfigured.	\$5.00
	Very Poor	Book displays significant damage. Some pages are torn or missing, many are very dog-eared, book is marked up, binding is becoming loose.	\$7.00
	Unusable	Book displays excessive damage (torn pages, pages missing, broken binding with pages falling out, missing cover(s), many marks, etc.	75% of the cost of replacement

Issued as	Returned as	Description	Fine
Fair	Fair	Small dog ears here and there, perhaps a few slightly bent pages, a mark or two, cover a little faded or scratched	None
	Poor	Book displays some additional damage such as several severely dog-eared or folded pages, some marks, small tears, cover is marked, scratched, disfigured.	\$3.00
	Very Poor	Book displays significant damage. Some pages are torn, many are very dog-eared, book is marked up, binding is becoming loose, cover is badly damaged	\$5.00
	Unusable	Book displays excessive damage (torn pages, pages missing, broken binding with pages falling out, missing cover(s), many marks, etc.	50% of the cost of replacement

COMMUNITY AND STUDENT LIFE POLICIES

Automobiles

Students who drive to school must park vehicles in the area designated for their use. The speed limit on all the school's property is 10 mph. EXTREME caution is required of student drivers on school property in order to ensure that all our students stay safe. Driving a vehicle to school is a privilege that should be taken seriously. Students who drive too fast or carelessly on school property may have the privilege of parking at school revoked. One warning will be given, and on the second offense parking privileges will be suspended for one week. Subsequent offenses will cause a long-term loss of parking privileges.

Loitering around or in cars during the school day or in the school parking lot after school hours is not permitted. Students must follow normal office check-out procedures if they need to retrieve something from their car during the school day.

Bicycles

All students who ride bicycles to school are asked to park their bikes in the bike racks provided. A lock is suggested. We ask students to dismount and walk bicycles when approaching other groups of children or if automobile traffic in and out of the school parking lot is heavy.

Dress Code

The purpose of the dress code at DPCA is simply to assist in fostering a school community that is conducive to study and to basic Biblical principles of modesty and morality.

Darren Patterson Christian Academy considers the responsibility to see that children are dressed appropriately for school to belong to the parents. The school expects that parents will discuss the importance of modesty with their children, and will uphold and enforce the dress code from home. In keeping with DPCA's overall mission, the Academy's basic guidelines that all parents and students are expected to honor are noted below:

- **The basic idea: clothes should be modest, appropriate, and reasonably neat and clean.**
- Footwear is required.
- Underwear must be covered, including when bending, stooping, or being active.
- Shorts are permitted for PE and special activities, but not for class. Shorts must be of modest length – at least mid-thigh is a good guideline, longer is generally preferred.
- Tank tops, see-through garments and bare midriffs are not permitted. Skin around the midriff must not show when bending, stooping, or being active.
- For swimming outings, shorts-type suits are required for boys. Girls are required to have suits that cover the midriff and have boy-cut legs. Both boys and girls should cover up when out of the water.
- Students must present themselves in a manner generally in keeping with the mission and values of the school. This includes
 - maintaining a masculine or feminine appearance and respect for biblical differences between genders.

- choice of jewelry and other accessories.
- messages, pictures, or symbols on shirts or other items.
- make-up, body art; etc.
- hairstyle: Hairstyles that are primarily designed to attract or distract the attention, such as Mohawks, spikes, half shaves, letter or character shaves, abnormal colors, etc. are not permitted. Exceptions that are not permanent or long-lasting in nature (such as dyeing the hair blue for Spirit Week or a big game) may be made by permission of the administrator.

Additional specifics for girls:

- **For young women in grades 7-12**, dresses or skirts should be approximately to the top of the knee or longer. Hemlines may be somewhat shorter if tights are worn – but modesty and appropriateness is the expectation. Dresses may not be strapless. Dresses or skirts with slits above the knee are not permitted.
- Capri pants are fine; they should reach below the knee.
- Cleavage may not be shown. Bras must be worn if the student is old enough to need one; bra straps should be hidden.
- **For elementary girls**, many cute outfits for little girls have shorter hemlines. Parents, please keep in mind your daughter’s age, stage of growth, and often active play on the playground when choosing outfits.

Dress for trips:

- *Academic trips*: The normal school dress code applies. When necessary to be appropriate to the event, more specific dress may be required. (An example might be attendance at a symphony or ballet)
- *Other Field/Outdoor trips*: The basic school dress code applies for all school activities and events. The teacher(s) or administrator will let students and parents know if there are other specific dress requirements or clothing needs.

Violations of the Dress Code:

Children out of dress code will be reminded of the requirements and the school’s expectations, and depending on the nature of the violation and the age of the student, may be required to do any or all of the following actions to address the issue:

- Carry a note to parents explaining the need for changes in dress (possibly just “next time”).
- Fix the non-compliant article at once.
- Wear alternate items provided by the school.
- Return home for necessary changes.

Teachers will speak to students privately, and students and parents are expected to take care of the issue. Repeated violations of the dress code will be treated as any other school disciplinary issue and may result in detentions and the use of the Fault system.

DPCA reserves the right to make decisions regarding what students can and cannot wear or bring to school based on the mission and needs of the school community, whether or not the item, style, or object in question is explicitly mentioned in the school’s dress or other policies. Modesty, appropriateness, and neatness apply in all matters related to dress, and students are expected to honor the overall spirit of this

dress code even when the letter of the code seems not to specifically address the issue in question.

General School Rules

Students are expected to respect the school facility and the needs and dignity of others by observing the following general rules for behavior:

Others:

1. Respect for others' person and dignity is expected at all times. The expectation at DPCA is that we are constantly working at understanding and practicing Philippians 2:3-4. Constant effort to encourage and build up other students is expected of every student at DPCA. Racial or sexual slurs; racial or sexual "jokes"; other mean-spirited "joking"; name calling; harassing; hazing of any kind; bullying; hurtful sarcasm, teasing, or gossip; and other forms of demeaning speech or action are not acceptable at DPCA and are grounds for disciplinary action.
2. Respect for other's property at all times: if it is not yours, do not touch it unless you have permission first!

Building, School Grounds, and Playground:

1. No running or excessive noise in the hallways, classrooms, cafetorium, or offices.
2. Respect for school property of all kinds. Students must treat the building and grounds with respect and care. Students and their parents will be financially responsible for willful damage done to the building or grounds.
3. Students must have specific permission to be in special-use areas of the building such as the music room, library, gymnasium, conference room, science lab, stages (including upper levels of the stage and stage areas), mechanical rooms, storage areas, media control room, or directed independent study lab.
4. Students must have permission before entering the staff hallway or any staff office.
5. Teacher desks and computers are off-limits to students unless the teacher to whom they belong has given specific, individual permission.
6. Gum chewing is not permitted in the building or on school grounds because of the damage the gum causes to furniture, other classroom items, and clothing or hair when carelessly discarded.
7. Eating is permitted only in the concrete areas of the cafetorium, unless permission is received from a teacher or other staff member to eat elsewhere. Only water is permitted in classrooms, and students must use bottles or cups with lids. Teachers may make exceptions at their discretion for occasional special events.
8. Students are expected in all cases to pick up after themselves and to help keep the building neat. Trash should be properly disposed of, projects cleaned up when completed, supplies returned to their proper place, etc.
9. Students are expected to use care on the playground and in the building to avoid injury. Games or activities that involve tackling or wrestling are not permitted.
10. Students may not possess lighters, fireworks, knives, weapons of any kind, or any other item or substance designed or intended to cause harm to themselves or others on the school grounds or in the school building. Violations of this policy will result in immediate suspension from classes and may be referred to local law enforcement authorities as well.

11. No student may have in his or her possession any item that promotes values or a lifestyle contrary to the mission and purposes of DPCA. This specifically includes choice of messages, symbols, pictures, etc. on personal items or in lockers, and is understood to include any of the student's personal items at school. DPCA reserves the right to make decisions regarding what students can or cannot bring to school based on the mission and needs of the school community, whether or not the item in question is specifically listed in any school policy.

Electronic Devices/Cameras (Please also see **Technology** on p 26):

1. Radios, Mp3 players, CD players and electronic games are not permitted in grades K-8 unless special permission is given by a teacher. They will be collected and kept by the teacher or administrator until the student leaves at the end of the day.
2. High school students may use radios, Mp3 players, and the like at break times, lunch time, or at other times if permitted by their teachers, provided that the following policies are observed:
 - a. Any music played, game played, or program viewed is of an edifying nature. Themes of excessive violence, overt sexuality, illegal drug use, cruelty, pornography, or hate are prohibited.
 - b. Volume levels are low and do not disturb others nearby or other classes that may be in session.
 - c. In the judgment of teachers or the administrator, the items are not preventing the student from having meaningful social interactions with other students and staff.
 - d. Violation of any of these will result in the confiscation of the equipment for the remainder of the day.
3. Students are not permitted to use cameras or video cameras at school unless they are being used for a class or school project. No student may photograph or video any person at school without that person's express permission, except when the student is functioning in an official capacity in connection with a class project assigned by the teacher, the school yearbook, or a school development project.

Cell phones:

1. K-8 students are not permitted to use cell phones at school. Exceptions may be made if extenuating circumstances warrant. Parents must make arrangements with the administrator in these cases.
2. High school students may use cell phones during the school day only at breaks or lunch time or with specific permission from a teacher or the administrator.
3. Capturing images or videos with cell phones is permissible only with the permission and knowing participation of the subject(s) of these images.
4. Any cell phones at school are to be turned off except as noted above.
 - a. Absolutely no cell phone use of any kind is permitted during class time, including silent ringing, text messaging, image capture or transmission, gaming, or any other use.
 - b. DPCA students who initiate or attempt to initiate cell communication of any kind while the recipient student is in class will receive detention or other disciplinary measures for attempting to disrupt another student's learning.

5. Students who violate these policies for cell phone use will have their phones confiscated until the end of the school day, lose the privilege of having the phone at school at all, and/or may receive additional discipline as well at the teacher's or administrator's discretion. School officials may also view items contained on or in the cell phone such as pictures and directory information: such material, if inappropriate to the school's mission and vision, may serve as additional cause for disciplinary action.
6. Parents who have extenuating circumstances related to students' cell-phone usage should discuss the situation with the administrator in order to arrive at an agreement that allows for communication as needed while not disrupting classes. Permission for indiscriminate cell phone use at all hours or during class without sufficient parental reason is not granted.

Illness

To prevent the spread of sickness to others in the school community, it is very important that students who become ill stay at home until they are no longer contagious. DPCA has the following policies in place in order to help everyone in our school stay healthy:

1. Students may not attend school if, **in the previous 24 hours**, they have
 - a. Had a fever greater than 99.5
 - b. Vomited
 - c. Received a prescription for an antibiotic related to sickness
 - d. Been diagnosed, by a doctor or PA, as having any communicable disease.
2. Students may not attend school if, **in the previous 12 hours**, they have experienced
 - a. Diarrhea
 - b. Other symptoms such as sore throat, new cough, nasal discharge other than clear, rash or hives, or other symptoms indicating onset of illness.
3. Before returning to school, the student must be free of all the symptoms noted above for 24 hours. Please note that the fever must be gone, not just controlled with medicine. (Medicine such as Tylenol® or ibuprofen can mask a fever, but the student is still sick and likely contagious.) Students who have received a prescription for antibiotics must have been taking the medicine for at least 24 hours before returning to school.
4. Students who are sick and must miss classes must also not attend after school events such as athletic practices or games, social events, school programs, etc. **If a student misses any portion of the school day because he or she is ill, he or she is automatically ineligible for after school or evening events, including athletic contests.**
5. If students become ill at school, parents will be notified to come to school and pick up the child.

The office staff at DPCA watch developing news concerning health issues during the school year, and will notify parents if the school will be taking any special actions to prevent the spread of disease, whether as recommended by public health officials, or as determined by DPCA staff. Such actions could include decisions to close school for a few days to combat a flu outbreak, for example, or to have certain students remain at home for their and others' protection.

School staff also work to teach students good prevention measures such as hand washing and surface cleaning. Parents can help as well by encouraging students to

wash their hands regularly, to avoid sharing drinking vessels or partially eaten food with others, to promptly use tissues and to dispose of them immediately, and to sneeze or cough into their elbows rather than their hands.

Lockers

Students in 7th – 12th grades are assigned lockers for their use during the school term. Student lockers remain the property of the school and are provided as a service to students. Any locker may be searched or examined at any time by school officials for any reason without the permission of the student. (Please see also **Investigations** on page 36) Students are required to adhere to the following guidelines for locker use:

- 1) Students must use only the locker assigned to them. Switching with other students or using other lockers is not permitted.
- 2) Students must observe the honor code at DPCA in regards to locker use: we do not have locks on the lockers because we choose to respect and preserve other student's dignity and personal belongings.
 - a. Students may not open another student's locker without express permission to do so.
 - b. No "practical jokes" or other such use that would involve one student opening or getting into another student's locker, or posting or placing anything on the inside or the outside of the locker, are permitted.
- 3) Lockers are to be kept clean
 - a. No postings, markings, etc. of any kind are permitted on the outside of the lockers.
 - b. Students may "personalize" the inside of their lockers with pictures, shelves, etc, but must follow these guidelines:
 - i. Any items used in the locker are for temporary use and do not require any alterations to the locker itself.
 - ii. All items are in good taste, in keeping with the mission of the school, and edifying to all. The administration reserves the right to rule on the appropriateness of all items. Students must not place anything on locker surfaces that cannot be easily removed without damage to the surface. (Magnets work well!)
 - c. Students may not accumulate trash in their lockers. Regular cleaning is expected.
 - d. Open containers of food or beverage may not be stored in lockers: everything must have leak-proof lids!
- 4) No alterations to lockers are permitted.
- 5) Parents and students will be charged for any damage to lockers, up to the cost of replacement and labor.
- 6) DPCA is not responsible for lost, stolen, or damaged personal items belonging to students, in or out of lockers.
- 7) Failure to observe these policies will result in loss of locker privileges or other disciplinary action following the normal procedures of the school.

Off-Campus Privileges: High School Students and Classes

Students in grades 9-12 who are in good standing with the school in terms of both behavior and academic work may retain the privilege of leaving school during lunch break for the purpose of getting lunch or to run short errands. Students must sign out in the office and sign back in upon return. The administrator, secretary, or teacher must initial the log book showing approval for the student to leave. Students who are academically ineligible may not

exercise this privilege; it may also be removed for disciplinary reasons connected to behavior.

Teachers of students in grades 7-12 may also sign their classes out for short excursions (limited to one class period) in town. (For example, to sell advertising for the yearbook, or to conduct science experiments in the field.) Longer excursions or those out of town are governed by field trip policies and procedures.

Parent Sign-outs

Parents who need to take their children from school during the school day for doctor's appointments, sickness, family outings, or similar occasions are asked to complete the family sign-out log at the office so that we may have confirmation that the student is with his or her parent(s) and so that we may know what to expect regarding time and date of the student's return.

Social Relationships

Development of strong brotherly and sisterly Christian friendships among students at DPCA is encouraged. Our goal is to help students develop social skills and understanding that will serve them well in future marriage, family, ministry, and vocational relationships. Since it is also important to maintain conduct which is within the bounds of biblical morality and good taste, public displays of affection between persons not married to one another, such as hand-holding, hugging, kissing, or other physical actions, are not permitted at school or school-sponsored activities. Parents and staff are likewise asked to be discrete with any public displays of affection between spouses.

All school-sponsored social events are specifically open to all students; none should be viewed as "couple" events.

Spiritual Life

Every student will have a daily Bible class and a weekly chapel service. In addition, all subjects at DPCA are taught as part of God's comprehensive truth and plan for the physical creation, humanity, and history, and are integrated with biblical teachings. Each student and family will be encouraged to be active in a church of their choosing. Our goal is to help one another recognize God's centrality in all things and to encourage each other to honor, love, and serve Him in all aspects of life. The development of a Christian spiritual life is a primary goal at DPCA.

Telephones (Please see also **Cell Phones**)

Students may use the school office telephone on a limited basis: no long-distance calls are permitted. Students must always ask permission from office staff before using the phone; permission will be granted for calls pertaining to the student's well-being, need to communicate with parents, etc. We ask older students to refrain from having employers or others call them at the school.

CONDUCT AND SCHOOL DISCIPLINE

Expectations for Student and Parent Conduct

In General: We are admonished by our Lord to walk in a manner worthy of our calling and to let our "light shine before men, that they may see your good deeds and praise your father in heaven" (Matthew 5:16) Students at DPCA are expected to be cultivating and learning behaviors consistent with biblical teaching, Christian love and respect for others and authorities, forgiveness when wronged, diligence in work, and faithfulness in stewardship. How we behave is an important part of our life before the Lord and of the student's citizenship at school. Parents are expected to support the teachers and staff in front of their children, are expected to honor at all times the agreement made when applying to or enrolling in the school, and are expected to handle any issues that arise in a mature and confidential manner. (Please see also **Problems and Grievances**)

School Rules and Policies: All students and parents, by virtue of their enrollment in the Academy (and noted by their signature(s) on the application or enrollment form) agree to abide by and uphold the policies and rules of the school. It is the expectation of the school community that each member will honor that agreement, do their best to obey the rules and policies of the school, and receive correction in a humble and respectful manner if necessary.

Extent: Helping parents train their children for godly living, and building a school community that encourages such training and behavior, necessarily entails a comprehensive view in which school, home, and community are seen in an integrated fashion. If students are living one way at school, but differently in other areas of life, then the goals of the school as a whole are not being met, nor is the spirit of the agreement with the school being honored. For these reasons, it is the expectation of DPCA that student conduct away from school will generally reflect an understanding of, agreement with, and compliance with the mission, intent, purposes, and policies of the school. Conduct outside of school hours or activities may be legitimate grounds for school disciplinary action if in the judgment of school personnel that conduct causes disruption in the school community, interferes with the mission or purposes of the school, is damaging to another member or members of the school community, is harmful to the student involved, or provides evidence that the student is not in fact in agreement with the school's mission, intent, purposes, policies, or procedures (which would be contrary to their signed agreement upon application or enrollment).

Academic Issues

Students are expected to take their school work seriously, to be consistent and diligent with studies, and to generally arrive for class prepared for learning and with any assignments completed. The school views the student's education as a trust and stewardship given by the Lord to each student, and will therefore work to help students develop age-appropriate levels of faithfulness, diligence, and responsibility in fulfilling their stewardship. *I Corinthians 4:2*

Community Life and General Moral Issues

Violations of the school's Community and Student Life policies typically result in the forms of discipline outlined in this section.

In addition, certain behaviors and attitudes are expressly forbidden in the Holy Bible and must be avoided by all. These include assault, theft, lying, gossip, slander, vulgarity, sexual immorality, drunkenness, substance abuse, greed, jealousy, pride, lust, hatred, occult practices, and rebellion. Some examples of these and similar items with accompanying scriptures are noted below:

- a. Profanity *Ephesians 5:4*
- b. Belittling others: name calling or teasing *Philippians 1:27, 2:3; Ephesians 4:29*
- c. Disrespect for adults *Leviticus 19:32*
- d. Lying *John 8:44*
- e. Stealing *Exodus 20:15; Ephesians 4:28*
- f. Fighting *Colossians 3:13,14; Ephesians 4:31,32*
- g. Making gestures of disrespect *I Peter 2:17*
- h. Cheating *Ephesians 4:28*
- i. Repeated inattention *Ephesians 6:7*
- m. Extramarital sexual activity or sexual harassment *1 Thessalonians 4:3-8*

All of these behaviors and attitudes are unacceptable at DPCA, and students are expected to be developing and growing in a life of opposition to these behaviors and attitudes.

Since the school recognizes that the Bible speaks of both forgiveness and restoration, and the need for moral purity, the following procedures govern the school's actions with regard to students and moral issues:

1. Students who are engaged in immoral behavior including, but not limited to, those types of behaviors listed above, will be kindly but firmly confronted as soon as the behavior comes to the attention of school personnel. Many of these behaviors and attitudes can be appropriately dealt with using the school's normal disciplinary procedures. (Please see the section on **School Discipline**)
2. Violations that endanger the health and welfare of other students or staff, or that are violations of civil law, will be treated as follows:
 - a. Students who bring any type of weapon to school, who engage in physical fighting, or whose actions otherwise threaten the physical well being of other students, will immediately be given an out-of-school suspension for a minimum of one day, and depending on the circumstances, may be immediately given an out-of-school suspension pending board action (a fourth Fault). Parents will be notified immediately; referral to local law-enforcement may be made.
 - b. Violations of law such as carrying or distributing controlled substances, plotting harm to others, etc., will immediately result in an out-of-school suspension pending board action (a fourth Fault) and a referral to local law-enforcement authorities. Parents will be notified immediately.
3. Violations regarding consistent attitudes of rebellion, lying, substance abuse or addiction, sexual immorality, theft, or occult practices are treated as follows:
 - a. Parents will be notified and the student will be confronted with the need to choose between continuing in immorality or repenting, getting help, making changes, and continuing in relationship with the school.
 - b. If parents or the student choose not to work with school personnel for positive change, the student will at that time receive an immediate out-of-school suspension pending board action (a fourth Fault).
 - c. Students who indicate a desire to remain enrolled and exhibit through their attitudes and behavior a willingness to change and grow will agree

with their parents to an individual Corrective Action Plan (CAP) that will detail the school's expectations for the student's behavior and actions and the student's relationship to the school. The purpose of the CAP is to assist the student in making needed changes in behavior or attitude, and to restore full fellowship between the student and other persons involved. Failure to follow the provisions of the CAP will result in an immediate out-of-school suspension pending board action (a fourth Fault).

Teaching and training for growth in Christian moral character, governed by the principles found in the Holy Bible, is a primary goal of Darren Patterson Christian Academy. Discipline in connection with such issues is viewed as necessary to assist with the character development process. Parents or students who are not in substantial agreement with the school's position regarding immoral behavior and the need for corrective action when it occurs should not remain associated with DPCA. Students who are enrolled, but give repeated evidence that they are not willing to work within this framework for moral behavior, and who give no evidence of willingness to change, will be given an out-of-school suspension pending board action (a fourth Fault).

Discipline Processes and Procedures

The majority of discipline at DPCA is administered by teachers in the classroom. Repeat offenders or those involved in more serious behavioral issues may be referred to the administrator.

Classroom Discipline

In addition to the general guidelines for all students, teachers may establish specific rules and procedures for their classrooms that students are expected to follow. Teachers may use a variety of means to correct inappropriate or immoral behavior in the classroom, including prayer and counseling, verbal warning, verbal reprimand, loss of privileges, loss of reward, time outs, additional classroom work, additional special projects, detentions after school, etc.

Detentions

Teachers and the school administrator may use after school detentions as a disciplinary tool. Detention means that the student is required to stay after school for 20-60 minutes as a punishment. Typically, students serving detention will be given an age-appropriate work task to do, such as sweeping sidewalks, pulling weeds around the building, etc. At the request of a teacher or parent, the student may be permitted to complete homework during the detention if the behavioral issues being corrected are connected to lack of accomplishment or completion of work. The following policies govern detention:

1. Students will receive a written notice of their detention at least one day in advance. The notice will include the date and time for the detention. They are to deliver the notice to their parents for a signature. The parents should sign the notice and return it with the student to the school office. Failure on the student's part to notify parents does not affect the detention.
2. Detentions must be served on the date assigned. Parents are asked to honor the school's efforts to correct their child's behavior by requiring the student to serve the detention on the date the school assigns. The school will change the date of the detention if parents request a date change, but the effect of the detention and

the teamwork between parents and school that the child is observing are weakened when parents do so.

3. Detention begins when the student checks in at the office and receives his or her assignment. Students not arriving for detention by 3:30 will not be admitted to detention, a new date will be assigned, and an additional detention will be awarded for being late. Failure to serve a detention at all results in an automatic additional detention or fault at the administrator's discretion.
4. Students who are absent from school on the day a detention was assigned must make up the detention.
5. Students who earn excessive numbers of detentions enter the Fault system, as noted below.

Faults

The fault system provides a process and structure for corrective discipline of more chronic student misbehavior. The system ensures that discipline is careful, parents are part of the process, and that root issues are confronted and worked through.

A fault is issued in succession for every **three detentions** a student receives for misbehavior. (please see **General Conduct** and **Moral Issues**)

There are four Faults in the system:

1. **First Fault:** Parents are called and a form is sent notifying parents of the fault and the accompanying consequence: one-day in- or out-of-school suspension or one week suspension from extra-curricular activities.²
2. **Second Fault:** Parents are called and form is sent notifying parents of the fault and the accompanying consequence: student is suspended out-of-school for 1-3 days and is suspended from extra-curricular activities for 1-2 weeks. A conference with parents may be scheduled.
3. **Third Fault:** Parents are called, a form is sent, and a conference scheduled. Student is suspended from classes out-of-school for 3-5 days and is suspended from extra-curricular activities for 2-4 weeks.
4. **Fourth Fault:** Parents are called, the form is sent, and a conference is scheduled that includes the school board president. Student is immediately suspended from classes out-of-school indefinitely pending board action regarding expulsion from the school or other measures at the board's discretion.

DPCA generally follows its discipline procedures noted herein. However, there are circumstances in which the school administration or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. The school reserves the right to immediately issue any level of discipline, up to and including a fourth fault, solely based on the judgment of the school administrator or his designee.

The Board shall be informed of all suspensions, usually at the next regularly scheduled board meeting, though the administrator may elect to inform the board at an earlier date. Only Board action may lead to long-term or permanent expulsion of a student or family from further attendance at DPCA.

² Extra-curricular activities are any school-related event or activity taking place outside the regular school day hours of 8:15 A.M. to 3:15 P.M.

Parents who feel that a fault was unwarranted, or that school staff acted incorrectly or with insufficient information, may appeal to the administrator. The administrator can hear the complaint and make a decision, or refer the case to the board president if he or she feels there is any reason to do so. If the board receives the case from the administrator, the board will function as noted below.

If after appealing to the administrator parents feel that the complaint is unresolved, they may further appeal to the board president; such an appeal should be initiated in writing so that the president has an accurate record of the parent's concerns. The board president or his designee from the board will meet with the parents, and may choose to include other members of the board or other persons involved at his or her discretion. The president will then consult with the full board, who together will make a decision and communicate or cause to be communicated their decision to the parents. The decision by the school board shall be final.

All of the above actions will be done deliberately, prayerfully, and with the goal of restoring to good standing students who wish to remain enrolled at the school. *"Nothing should be done with an attitude of strife or vain glory."* (Phil. 2:3)

Academic Policy for Suspensions (In or Out of School)

- Students serving any suspension from classes are responsible for getting all assignments from teachers for their suspension period. These assignments are due immediately upon the student's return to school. Students will receive full credit for grades on these assignments. Any assignment not turned in when the student returns to school will be counted as a zero and may not be made up. Teachers may, at their discretion, grant some additional time if warranted following longer suspensions.
- Students must make up any missed quizzes or tests on the day they return, or as soon as convenient for the teacher's schedule. Any quizzes or tests not made up on the return day or according to the alternative schedule determined by the teacher will be counted as a zero.
- Students serving suspensions will not be allowed extra time or days to take quizzes or tests that are given on the day that the student returns to school.

Investigations

For the safety and well-being of all the students enrolled, as well as to promote the overall mission and integrity of the school, DPCA staff have an obligation to investigate suspected or alleged violations of school policy or the law. Such investigations may include (but are not limited to) the following actions on the part of the school administrator or his designee:

- Interviewing students involved in a conflict, those making allegations, and those who are allegedly guilty of a violation.
- Searching of school property: Lockers, desks, bookshelves, "cubbies", storage cabinets, computers, and all other rooms, furnishings, and equipment located within the school are school property even if used by or assigned to individual students and are subject to inspection or search at any time without prior notice to students or parents. No right to privacy regarding school property exists or is implied.
- Searching of personal property: if suspicion warrants, students may be asked to show the administrator the contents of personal property such as backpacks, notebooks, purses, or travel bags. If the suspicion involves substances or items that may injure the student or others, the search may include a request for a bodily

search in the presence of the student's parent(s). Parents or students unwilling to comply with the requests for searches or information will be assumed to be in conflict with the mission and purposes of the school; students may be suspended pending further resolution of the conflict.

- Suspected violations of law, or evidence of a violation of law gathered as noted above, will be referred to the local police department.

Problems or Grievances

What should a parents or students do when conflicts arise within the school between students, parents and students, or parents and staff or board members? The Bible provides guidance to insure a successful and godly answer to conflicts:

- *Colossians 3:13...* "Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you."
- *Matthew 18: 15-17...* "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church..."

The following process details DPCA's application of these verses to the school community:

Based on Colossians 3:13, one choice for anyone involved in a conflict is to allow the conflict to pass without taking offense and without taking action. This is a form of reconciliation that does not depend upon the other party, and we believe should be the Christian's first approach to a conflict situation. Both students and parents involved in any conflict should first ask themselves, "Is this even an issue that needs to be addressed, or can I just choose not to take offense, to forgive, and to let it go?" Many of the "conflicts" that people experience concern very temporary or even silly incidents that are not worth pursuing at any level beyond granting grace and allowing the other person room to be human. If, however, either students or parents cannot release the conflict and feel that it truly needs to be addressed, they should follow the steps listed below, based on the verses from Matthew 18:

For students:

1. Students who are having a conflict with another student should first approach that student and attempt to resolve the conflict one-on-one. It is not biblical to share the conflict with others, attempt to harm the other person through destructive talk, or to allow the conflict to fester without being addressed if you cannot resolve it within yourself. Most problems can be solved by humble and honest conversation with the other person involved. If difficulties remain, the student should then consult with a teacher or the principal for help in resolving the situation.
2. Students who feel in conflict with a teacher should take the same approach: they should approach the teacher privately and respectfully and explain what they believe is the problem. They must then listen carefully to the teacher's response. If difficulties remain after this step has been followed, students may consult with the principal for help. Students need to note that a disrespectful, sarcastic, or public confrontation with teachers is unacceptable at DPCA and will be regarded as a discipline incident because these do not characterize a biblical approach to authority. The proper approach for resolving an issue involves proper respect and deference to the teacher's authority and God-given role in the student's life.

For Parents:

1. Parents who have a conflict with another parent, a teacher, or the school administrator, or who are helping their student resolve a conflict, should first approach the other individual(s) involved and attempt to resolve the issue. It is not biblical to share the conflict with others, attempt to harm the other person through destructive talk, or to allow the conflict to fester without being addressed if you cannot resolve it within yourself. Most problems can be solved by humble and honest conversation with the other person involved.
2. If questions or difficulties still remain after talking with the other person, parents should contact the school administrator, who will discuss the issue with the parents and the teacher and the students involved. The administrator will facilitate any meetings necessary to help the parties resolve the issues.
3. If, after talking with the others involved, the issue is still not resolved, parents may contact the president of the DPCA school board in writing to give the board a record of their concern, and request what they believe would be appropriate action from the board. The president of the school board or his designee from the board will meet with the administrator and the parents, and may choose to involve other members of the board, or include others involved in the conflict, at his or her discretion. The board as a whole will be consulted and will make a decision as a board. Such decision of the school board will be final.

Parents and students are expected to refrain from any other methods of airing grievances, such as talking with other parents who are not involved in the problem, spreading rumors, gossiping, petitioning, etc. The DPCA community should be characterized by mature Christian adults, and students who are growing in maturity, who can work through disagreements and conflict in a constructive and edifying manner. Parents or students who resort to injurious or inappropriate methods of handling conflict may be required to leave the school community.

CHRISTIAN CONCILIATION AND ARBITRATION AGREEMENT

The parties to the DPCA Christian Conciliation and Arbitration Agreement are hereby defined as all employees and board members of Darren Patterson Christian Academy, students enrolled in the Academy or participating in Academy events, and the parents or legal guardians of such students.

The parties to this agreement have agreed to accept that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including any claim or statutory claims, shall be settled by Biblically-based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for legally binding arbitration.

The selection of the arbitrators and the mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" of the

Institute for Christian Conciliation as printed in the Christian Conciliation Handbook. [(406) 256-1583]. See also www.peacemaker.net.

Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other mediation or arbitration expenses.

"Finally, brethren, pray for us, that the word of the Lord may have free course and be glorified...." II Thessalonians 3:1 Parents, teachers, administrative staff, school board members, and friends of the academy must join together in prayer as this passage admonishes, or we will fail to provide our children with a complete Christian education. As we wait on God together, we can claim by faith all that we need to succeed, and overcome whatever obstacles appear in our path.

GUIDANCE INFORMATION

DPCA maintains a collection of college catalogs, college entrance (SAT and ACT) test registration forms, financial aid materials, and other items related to high school students' post-graduation plans. The school usually posts information concerning college and career fairs held in the area, scholarship contests, and other materials students need for post-high-school planning.

High school students and their parents are also provided with a copy of DPCA's handbook *Planning for Life After High School*. Younger students or parents of younger students may also request a copy of the planning handbook if desired.

Students and parents desiring assistance with planning for the years following high school are encouraged to make an appointment with the school administrator or one of the high school teachers.

Parents are also welcome at any time to view the data on DPCA's graduation rates, college entrance test scores, and institutions where graduates have continued their education after high school. Please inquire at the school office.

ATHLETICS AND ELIGIBILITY

The **purpose** of the athletic program at DPCA is to provide a setting for our student-athletes to develop and display Christ-like character at all times. Athletics complement the course of the regular school day by providing additional opportunity to mentor and disciple students through athletic activity.

DPCA purposes to help meet the physical, emotional, and spiritual needs of young people through athletic programs. Athletic programs can convey many biblical principles taught by Jesus. Unity, others first, stewardship, commitment, self-control, and respect for authority are only a few principles that characterize individuals who are working together to build a team that honors Jesus. Athletics play an important role in developing healthy bodies, growth in wholesome relationships, sportsmanship, and how to live with success and failure. It is the purpose of DPCA to have teams that play well, provide opportunity for student growth, and maintain a clear Christian testimony at all times.

Assumption of Risk

Parents who give permission for, and students who engage in participation in athletic programs, practices, events, and contests, acknowledge that risk of injury or even death exists in such programs and activities, agree that participation is entirely voluntary, and agree to assume the risk associated with their or their children's involvement. Please see the DPCA Athletic Handbook for more information.

Athletic Fees

Fees are charged each year to help cover the additional costs of maintaining the athletic program. The bulk of the fee charged is to cover transportation costs; separate trip fees are no longer be charged.

For 2011-2012, fees are as follows and **include all transportation**:

1. JV and Varsity athletes: \$150.00 per season per athlete, \$285 family cap per season.
2. Junior high athletes: \$120.00 per season per athlete, \$225 family cap per season.

At least one-half of the fee must be paid prior to the athlete's first practice. Parents who wish to split the fee into two payments may do so; the second half of the fee will be due 30 days after the first payment. Students may not begin practice or play unless at least half the fee is paid, and may not continue to practice or play if the second payment is more than five days in arrears.

Athletic Standards

Players:

- Practices and games will be characterized by an attitude of mutual cooperation, fun, and commitment to the team. Regular prayer at practices and games is expected. Coaches will provide players with additional training guidelines and/or other team standards and expectations determined by the coach.
- Players will commit themselves to the team: they will be on-time for practice; they will attend all practices. Excused absences are given according to the attendance guidelines published elsewhere in this handbook. Unexcused

tardiness or absences may result in reduced game time or suspension from one or more games at the coach's discretion.

- Players must adhere to the school's and their coach's instruction for dress, seating, etc. while attending practices or games or traveling back and forth.
- Players who are ill and as a result miss any school on the day of a practice or game are not permitted to practice or play in the game.
- Players will remember that they are required to uphold the mission, vision, and policies of DPCA at all times, and more importantly, that they are ambassadors of Christ whose commitment to Him should naturally be reflected during athletic competitions.
- Players will strive to build team as well as personal ability.
- Players will play with intensity, striving for excellence in personal and team skills. At the same time they will play with kindness, demonstrating concern for their opponents, referees, fans, and their teammates. They will play with good sportsmanship, giving the referees and the other players the benefit of the doubt, and acting respectfully always.
- DPCA athletes will strive to win without arrogance and when necessary, to lose without bitterness.
- Finally, DPCA athletes will play with perspective, striving to excel for God's glory, but remembering that winning or losing are not the most important issues at stake.

Fans:

- All student and adult fans are asked to demonstrate integrity in their actions while at DPCA athletic events, and to be mindful of their representation to the public of DPCA and our Christian faith.
- Fans are asked to refrain from cheering when opponents make mistakes, or from booing of any kind.
- Fans are expected to refrain from berating or challenging referees from the stands. Such actions are incompatible with Christ's command to "consider others more important than yourselves." *Philippians 2*
- All students attending games as spectators must be in compliance with the normal school dress code.

Colorado High School Athletics Association (CHSAA) Rules

Though DPCA is not a CHSAA member school (See FRCAA, below), we do engage in athletic contests with other schools who are CHSAA members. During those contests, CHSAA rules prevail, and include at least the following:

1. Students must be in at least 6th grade to play in junior high contests, and in 9th grade to play in high school contests.
2. Fans are expected to cheer for their own team and not against the opposing team

Eligibility

Eligibility guidelines are developed around the premise that extracurricular activities must necessarily take a secondary position to the students' academic endeavors.

The following criteria will be used on a weekly basis to determine if a student has forfeited their right to participate in athletics or other extracurricular activities including trips by failing to meet academic requirements. **A student is ineligible for extracurricular sports or other activities when:**

- 1) He or she has a failing weekly or cumulative grade average of "F" in any one subject.³
- 2) He or she has a weekly or cumulative grade average of "D" in any two subjects.
- 3) He or she has a cumulative or semester grade point average below 1.7.
Ineligibility based on GPA persists regardless of marking periods. Students must raise the cumulative GPA above 1.7 before being considered eligible. Students with a semester GPA below 1.7 may appeal to the administrator for eligibility in the following semester if
 - a. The cumulative GPA is above 1.7, AND
 - b. The student is making evident progress and the expected semester GPA will be above 1.7.
- 4) He or she is behaving in a manner inconsistent with the expectations of the school, and the administrator and/or teacher agrees that ineligibility for athletics is a desirable consequence of poor behavioral choices. At the administrator's discretion, students may be declared ineligible for games and practices due to violations of DPCA policy, misconduct, etc. This action may be effective immediately and the length commensurate with the infraction. (Please see also the Fault system, pp 36-37)

An eligibility report will be issued each week (usually Thursday by 3:30 PM) for the week following. Ineligibility for causes 1-3 above will apply to the next week's games (not practices). Until a student takes the necessary steps to bring their grades or GPA up to standard, their ineligibility continues from week to week. Please note that eligibility runs from Monday through Saturday for the week following each report: a student declared eligible on Thursday afternoon is eligible for the following Monday through Saturday. If during that ensuing week the student became ineligible, it would become effective on the Monday following the next Thursday report. A student cannot be declared ineligible, or vice-versa, regardless of performance during the intervening week, except in cases related to behavior rather than academics.

Ineligible students may practice all sessions with the team unless the administrator, athletic director, or coach make an exception. Ineligible students may be required to attend help or tutoring sessions for part or all of the practice session.

Ineligible students may attend home games, dress out, and sit on the bench. They may attend away games under the same guidelines unless the departure time requires them to miss scheduled classes in which they have grades below a "C" average, in which case they may not leave school early and may not attend the game with the team.

Front Range Christian Athletic Association (FRCAA) Rules

DPCA is a member school in the FRCAA, and all league play is conducted in accordance with the rules of that association, which at minimum include the following:

1. Students must be in grades 6 - 12 to participate in FRCAA contests.
2. A student must be no more than 18 years of age by August 20th of the current school year.
3. A student must participate in a minimum of five calendar practice days before he or she is eligible to participate in an Association contest.

³ Cumulative single-class averages persist between quarters, but not between semesters; that is, since credit is awarded by semesters, students may begin with a fresh start each semester, provided overall semester and cumulative gpa's meet the guidelines noted above.

4. No co-ed teams will be allowed in the FRCAA.
5. Athletes and Teams are subject to FRCAA rules and policy. This includes complying with the association's statement of purpose, sportsmanship criteria, etc.
6. As with CHSAA rules, fans are expected to cheer for their own team and not against the opposing team.

Lettering

Students who meet the criteria established by current school and athletic policy will qualify to wear the DPCA athletic letter. Letters will be awarded to qualifying students at the annual athletic awards event.

Physical Education Credit

Beginning with the ninth grade year, students may earn P.E. credits toward graduation through participation in the school's athletic program. In order to earn credit, students must attend the scheduled games and practices, and meet other guidelines established by the school's current policy for P.E. credits.

Physical Exams

All students participating in the athletic program at DPCA are required to have physical exams from a physician and to supply to the school office the appropriate form signed by the physician before beginning any sports practice or play. The town of Buena Vista sponsors free sports physicals every summer that DPCA students may take advantage of. Forms for these physicals may be downloaded from the DPCA website at www.dpcaweb.org. Please click on "Parents." Physicians in town will also provide sports physicals at the medical clinics; whatever fee the clinic charges for such services will apply.

For further information, please see the DPCA Athletic Handbook: copies are available from the athletic office.

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